

# RIVERCOM 911

## RiverCom Administrative Board

Wenatchee City Council Chambers, 129 South Chelan Avenue, Wenatchee, WA 98801

### Meeting Minutes

Wednesday, August 14, 2013

#### Administrative Board Members Present:

Dale Snyder, *Commissioner, Douglas County (Chairman)*  
Tony Veeder, *Councilmember, City of Wenatchee (Vice-Chairman)*  
Keith Goehner, *Commissioner, Chelan County*  
Wayne Barnhart, *Councilmember, City of East Wenatchee*  
Brian Pulse, *EMS Director, Cascade Medical Center*

#### Ex-Officio Members Present:

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*  
Keith Vrandenberg, *Mayor, City of Entiat*  
Rinita Cook, *Regional Training Coordinator, North Central Emergency Care Council*

#### RiverCom Personnel Present:

Jim Fosse, *Director*  
Criselia Grupp, *Administrative Services Manager*  
Josh Humphrey, *Radio Systems Technical Manager*

#### Others/Audience Present:

Curt Lutz, *Director, Chelan County Jail*  
Dee Gutierrez, *RiverCom Guild President*

- A. CALL TO ORDER - Chairman Snyder called the meeting to order at 9:00 AM. Board Member Brian Pulse led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS - Chairman Snyder welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA – Chairman Snyder asked to add Lower Badger Site Visit under the Director's Report. The Agenda was approved with the addition.
- D. STANDING AGENDA
  1. Consent Agenda
    - a. RiverCom Administrative Board Meeting Minutes, July 10, 2013
    - b. Payroll and Benefits for July 2013 in the amount of \$ 255,021.76
    - c. August 2013 Vouchers in the amount of \$42,091.04 for payment on August 14, 2013
      - i. Maintenance and Operations Account \$ 29,438.23
      - ii. General Communications Tax Account \$ 5,750.33
      - iii. Communications Tax Capital Projects Account \$ 6,902.48

**A MOTION** was made by Board Member Pulse to approve the Consent Agenda. Board Member Goehner seconded the motion. The motion passed unanimously.

2. Board Chair Report – There was no report.

3. Director's Report

Director Fosse reported on the following items:

a. Records Request Processing

RiverCom has received a request from Law Enforcement agencies to hold-back certain records related to pending law investigations. Director Fosse contacted RiverCom legal counsel to discuss the matter. Legal counsel recommended that RiverCom notify the law agency about the request and allow the agency the opportunity to provide RiverCom with an order or injunction to detain the record. Director Fosse said a policy will need to be approved and law agencies will have an opportunity to review prior to final approval.

A further conversation took place regarding State Archives records retention guidelines for radio logs, voice recording, instant messages, and records information for 911 communications.

b. Lower Badger Property

A site visit to the Lower Badger property was conducted last month by Board Member Goehner, Board Member Veeder, and Director Fosse. Director Fosse reported on the site visit, the status of the site survey, and physical encroachments. The site survey has not been recorded; the surveyor's recommendation is to make any necessary changes to the property before filing the survey. Additional conversation took place.

The Board gave Director Fosse the go ahead to keep moving forward on finding a resolution. He will meet with Shawn Fitzpatrick of Fitzpatrick Surveying, PLLC and Steve Crossland to further discuss issues regarding the site and will keep the Board informed on the matter.

4. Radio Site Reports

a. The Stehekin community has expressed their desire for installation of radio communications at their Community Center. Director Fosse initiated a conversation with the Board about the possibility of providing communications at Stehekin. Further discussion took place. The Board requested a staff report and recommendation from RiverCom before further considering the matter.

b. Director Fosse reported on the installation of a radio and data phone line at the Rock Island site to improve radio communications in that area. We have seen some improvement, but if certain issues continue the next step will be to check individual Deputy radios to ensure they are correctly programmed.

5. Staffing Report

a. RiverCom continues to have three (3) vacant Emergency Services Dispatcher positions. Interviews were conducted on July 11, 2013. Two (2) ESD candidates are currently moving

forward in the pre-employment process. RiverCom continues to advertise for the positions in an effort to fill all vacancies.

- b. Director Fosse further reported the Public Safety Testing contract is ready to be signed and will be mailed out.
- c. ESD staffing has been a serious and continuing challenge. The RiverCom Guild recently worked with their membership to approve a lift on mandatory overtime eligibility requirements.
- d. The vacant Operations Manager position was advertised in-house and across Washington State PSAP Centers; the application closing date was August 9, 2013. RiverCom received a total of eight (8) applications. Interviews will be conducted the first week in September.
- e. RiverCom staff will be out of the office next week to attend the APCO International Conference in Anaheim, CA.

6. State E911 Office Report

- a. E911 Director Robert Ezelle announced the selection of Sigfred Dahl as the Emergency Management Division’s E911/Homeland Security Section Manager; he will replace Interim Manager Kurt Hardin at the State E911 Office.

7. Monthly Financial Reports

Financial reports were provided to the Board. Administrative Services Manager Grupp reported on the following items:

2013 YTD Expenditures: As of July 31, 2013, actual expenditures were recorded as follows:

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	2,002,715	49.79%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	22,856	91.43%
Communications Tax Account	576,400	26.39%
<b>TOTALS:</b>	<b>2,636,261</b>	<b>40.48%</b>

2013 YTD Revenue: As of June 30, 2013, actual revenue received was recorded as follows:

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	694	.24%
Local E911 Excise Tax	582,098	58.86%
Agency Assessments	1,430,642	59.84%
Communications Tax Revenue	1,200,008	64.07%
Site Leases	7,760	11.77%
Outside Revenue and Grants (Capital)	224	-
<b>TOTALS:</b>	<b>3,221,426</b>	<b>57.39%</b>

- RiverCom has been working on the 2014 Annual Budget. Director Fosse plans to set-up meetings with Board Members to review the Budget in early September.

8. Operations Report

- a. Director Fosse reported RiverCom personnel have exceeded expectations in the past several weeks; it has been a very busy time with fires, flooding, landslides, and lightning incidents, extra law activities, and overtime. Director Fosse further expressed his appreciation to personnel who have stepped-up to respond to the needs of the center during a challenging time.

9. Committee Reports

a. RiverCom Operation Group

Board Member Pulse reported on a discussion that took place during the RiverCom Operations Group on August 13, 2013. Super fund site at Holden Village has asked RiverCom if they can temporarily utilize RiverCom's tactical frequencies (North Repeater) while working on a clean-up project. Director Fosse has initially said no to the request; private enterprise is restricted from using public safety frequencies.

E. OLD BUSINESS – There was no old business.

F. NEW BUSINESS

1. RiverCom Administrative Policy

Director Fosse presented two (2) Administrative policies for Board approval. These are the last two (2) policies that RiverCom was tasked to review with the Guild representatives; the policies have been signed-off by RiverCom legal counsel and by Guild President Dee Gutierrez. Director Fosse noted his appreciation of the Guild's work during the policy review process. The following RiverCom Administrative Policies were previously provided to the Board for review:

- a. Code of Conduct (Revised)
- b. Conflict of Interest (Revised)

***A MOTION*** was made by Board Member Barnhart to approve and adopt RiverCom Administrative Policy as listed a-b. Board Member Veeder seconded the motion. The motion passed unanimously.

G. CORRESPONDENCE AND INFORMATIONAL ITEMS – There were no further items.

H. GOOD OF THE ORDER

- Chairman Snyder reported that he is not able to attend the RFP Bid Opening scheduled for Thursday, August 15, 2013 at 9:00 AM. Board Member Veeder volunteered to attend the Bid Opening; the Board was in agreement. The bid is scheduled to be awarded at the September 11, 2013 Board meeting.
- Keith Vrandenberg reported that RiverCom Dispatchers did a fantastic job in the past couple of weeks with 2<sup>nd</sup> and 3<sup>rd</sup> alarm fire incident calls.

I. EXECUTIVE SESSION

Chairman Snyder asked to go into Executive Session to discuss Guild contract issues at 10:13 AM for the duration of 10 minutes.

*A **MOTION** was made by Board Member Barnhart to move into Executive Session to discuss Guild contract issues. Board Member Veeder seconded the motion. The motion passed unanimously.*

The Board closed Executive Session and resumed the regular meeting at 10:23 AM.

No further action was taken.

J. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 10:23 AM.

Minutes Respectfully Submitted,  
Staci Engler  
Confidential Administrative Assistant  
RiverCom 911

ATTEST:

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Jim Fosse, Director  
Secretary to the Board

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Date

**RiverCom 911 Administrative Board Members:**

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Chairman Dale Snyder, *Commissioner, Douglas County*

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Vice Chairman Tony Veeder, *Council Member, City of Wenatchee*

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Keith Goehner, *Commissioner, Chelan County*

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Wayne Barnhart, *Council Member, City of East Wenatchee*

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Brian Pulse, *EMS Director, Cascade Medical Center, RiverCom 911 Operations Group*