

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, September 11, 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*
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*
Tom Robbins, *Chief, Wenatchee Police Department*
Keith Vradenburg, *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*
Jerry Corder, *IT Manager*
Josh Humphrey, *Radio Systems Technical Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Curt Lutz, *Director, Chelan County Jail*
Dee Gutierrez, *RiverCom Guild President*
Jim Brown, *Technical & Support Services Manager, Wenatchee Police Department*
Stan Smoke, *Chief, Wenatchee Fire & Rescue*
Karen Goodwin, *Chief Accountant, Douglas County*
Dick Gormley

- A. CALL TO ORDER - Chairman Snyder called the meeting to order at 9:03 AM and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS - Chairman Snyder welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA – The agenda was approved as presented.

D. STANDING AGENDA

1. Consent Agenda

- a. RiverCom Administrative Board Meeting Minutes, August 14, 2013
- b. Bid Opening Minutes: Installation of Communications Building at Moses Stool Radio Site, August 15, 2013
- c. Payroll and Benefits for August 2013 in the amount of \$ 245,788.37
- d. September 2013 Vouchers in the amount of \$42,983.16 for payment on September 11, 2013
 - i. Maintenance and Operations Account \$ 26,737.38
 - ii. General Communications Tax Account \$ 10,597.29
 - iii. Communications Tax Capital Projects Account \$ 5,648.49

***A MOTION** was made by Board Member Barnhart to approve the Consent Agenda. Board Member Pulse 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. Association of Washington Cities – HQ Campaign
RiverCom employees are currently participating in the annual AWC Health Questionnaire (HQ) Campaign as part of its wellness program. Employee response has surpassed the required minimum 50% participation rate within the first month of a 3-month campaign. The minimum participation rate is counted toward eligibility for the AWC WellCity award that provides a 2% discount on medical insurance premiums. The HQ completion rate also qualifies RiverCom for a \$170.00 wellness mini-grant.
- b. Association of Washington Cities – Self-Insurance
The Association of Washington Cities Employee Trust Benefit has been approved to become self-insured for medical insurance. RiverCom will need to adopt a resolution and sign an Interlocal Agreement with AWC before November 15, 2013 to remain as participants with the AWC program. Sample documents were distributed to the Board; final documents will be prepared and submitted to the Board for adoption at the October 9, 2013 Board meeting.

Director Fosse also noted that AWC had previously anticipated a 10% increase for 2014 medical insurance premiums. AWC is now indicating that there will be a 0% increase as a result of the change to self-insured status. However, it is unknown at this time what impact this will have on future premiums. A further discuss took place about the change.
- c. Lower Badger Property
Director Fosse and Administrative Services Manager Grupp recently met with Steve Crossland and Shawn Fitzpatrick of Fitzpatrick Surveying, PLLC to discuss the status of the Lower Badger property. We are now waiting on preliminary drawings to prepare a draft proposal.

4. Radio Site Reports

- a. RiverCom continues to work on resolving transmission issues in the Rock Island area and is planning to add a transmit feature on the receive site. Director Fosse will also be following up with ADCOMM Engineering on the status of an engineering study and recommendation.
- b. 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.
- c. Sheriff Burnett and Dick Gormley have been in discussions about installing a radio at Stehekin as a way to improve emergency communications. Director Fosse added that he was willing to provide resources to assist with installation and set-up, but that someone from a fire department would need to attend to and be responsible for any radio equipment to make sure the equipment is accounted for and maintained in good working order. There were further questions about what agency RiverCom would dispatch out if a call did come in and who would be accepting any liability issues. Director Fosse asked the Board about their thoughts on procuring a flat-rate contract with Stehekin rather than an Interlocal Agreement.

5. Staffing Report

- a. Emergency Services Dispatcher Positions
 - RiverCom now has four (4) vacant Emergency Services Dispatcher positions
 - One Emergency Services Dispatcher resigned effective August 31, 2013 following maternity leave.
 - Two (2) ESD candidates continue to move forward through the pre-employment process.
 - ESD interviews are scheduled for October 2, 2013. RiverCom continues to advertise for the positions in an effort to fill all vacancies.
- b. Operations Manager Position

Interviews for the Operations Manager position were conducted on September 4, 2013. A total of eight (8) interviews were conducted; four (4) candidates moved forward to a one-on-one Director interview the following day; he expects to make a final decision at the end of the week. Director Fosse especially thanked the individuals who served on the interview panel.

6. State E911 Office Report

- a. RiverCom has received the State E911 State Contract for Chelan County and did not receive funding for a new replacement phone system as requested. Director Fosse plans to meet with the new State E911 Unit Manager next week while at Camp Murray to talk about RiverCom's need for a new phone system.

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 August 30, 2013, actual expenditures were recorded as follows:

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	2,262,475	56.25%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	22,856	91.43%
Communications Tax Account	638,054	27.57%
TOTALS:	2,923,385	44.89%

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

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	334,661	115.27%
Local E911 Excise Tax	665,351	67.28%
Agency Assessments	1,619,430	67.73%
Communications Tax Revenue	1,416,369	75.62%
Site Leases	8,901	13.51%
Outside Revenue and Grants (Capital)	224	-
TOTALS:	4,044,936	72.06%

8. Operations Report

- a. Director Fosse reported that RiverCom will be staffing up during at certain times during Oktoberfest in Leavenworth, WA.

9. Committee Reports – There were no reports

E. OLD BUSINESS

1. Bid Award – Installation of Communications Building at Moses Stool Radio Site

A bid opening took place on August 15, 2013 for bids received for the installation of a communications building at the Moses Stool radio site. RiverCom received one (1) bid from Day Wireless Systems in the amount of \$335,800.44 (without sales tax). Director Fosse noted that RiverCom provided bid specifications to three (3) vendors per their request, but that Day Wireless was the only vendor to respond. The bid has been reviewed and Director Fosse made a recommendation that the bid be accepted.

A MOTION was made by Board Member Barnhart to award the bid for the Installation of a Communications Building at the Moses Stool Radio Site to Day Wireless Systems in the amount of \$335,800.44 (without tax). Board Member Veeder seconded the motion. The motion passed unanimously.

F. NEW BUSINESS

1. Resolution 2013-1: A Resolution to approve and adopt an amended budget to account for additional expenditures out of the RiverCom 2013 Annual General Operating Budget.

The resolution accounts for \$50,466.00 in additional funding that was previously provided by the State E911 program; the funds were specifically awarded and received for the purchase of a Spectracom Clock Synchronizer and Nice Logging Recorder.

***A MOTION** was made by Board Member Goehner to approve and adopt the budget Amendment per Resolution 2013-1. Board Member Barnhart seconded the motion. The motion passed unanimously.*

2. 2014 Annual Budget – Preliminary Presentation

The 2014 Preliminary Annual Budget was provided to Board members for review. Director Fosse and Administrative Services Manager Grupp conducted a preliminary budget review meeting with Karen Goodwin on September 5, 2013. Goodwin stated that she had no concerns with the budget. There were no further questions or comments from Board members or attendees. The final budget will be presented for approval at the October Board meeting.

G. CORRESPONDENCE AND INFORMATIONAL ITEMS

- Administrative services Manager Grupp will attend the Washington Finance Officers Association Conference September 17-20, 2013 in Tulalip, WA.
- Director Fosse will attend the State E911 Advisory Committee Meeting September 19, 2013 at Camp Murray, WA.
- Director Fosse, Administrative Services Manager Grupp, and Confidential Administrative Assistant will attend a Public Safety Testing meeting on September 20, 2013 in Yakima, WA.

H. GOOD OF THE ORDER

- An in depth discussion took place about the costs for private ambulance services.

I. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 10:08 AM.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RiverCom 911

ATTEST:

Jim Fosse, Director
Secretary to the Board

Date

RiverCom 911 Administrative Board Members:

Chairman Dale Snyder, *Commissioner, Douglas County*

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

Keith Goehner, *Commissioner, Chelan County*

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

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