

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, October 9, 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 (Absent)*
Brian Pulse, *EMS Director, Cascade Medical Center*

Ex-Officio Members Present:

Brian Burnett, *Sheriff, Chelan 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
Jim Brown
Misty Viebrock
Mike Dingle

- A. CALL TO ORDER - Chairman Snyder called the meeting to order at 9:00 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, September 11, 2013
 - b. Payroll and Benefits for September 2013 in the amount of \$230,968.95
 - c. October 2013 Vouchers in the amount of \$46,720.59 for payment on October 9, 2013

i. Maintenance and Operations Account	\$ 31,060.73
ii. General Communications Tax Account	\$ 3,340.22
iii. Communications Tax Capital Projects Account	\$ 12,319.64

A MOTION was made by Board Member Pulse to approve the Consent Agenda. Board Member Veeder 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. RiverCom Legal Counsel

RiverCom legal counsel Stan Bastian has been appointed by President Obama to a federal judge position in Tri-Cities; we expect the appointment will be finalized in 4-6 months. RiverCom will need to select a new attorney to represent RiverCom prior to Bastian’s permanent appointment.

b. Collection of 911 Tax Monies

RiverCom will be seeking to amend the current tax ordinance to ensure that we collect an additional 95-cents from third-party vendors at the point of sale when they sell pre-paid phones and phone cards in Chelan and Douglas counties. The amendment would ensure that RiverCom receives a portion of that funding from the Washington State Department of Revenue.

c. Association of Washington Cities (AWC) RMSA

AWC RMSA recently completed a crime prevention audit. The audit recommendations were 1) RiverCom Board members receive training on board meetings and, 2) employee driver licenses are regularly checked every three (3) years. The Board indicated that they already receive training on behalf of their respective agencies.

d. Inadvertent 911 Calls

Each year, RiverCom receives more than 16,000 inadvertent or abandoned 911 calls that result from improperly dialed phone numbers, misdialled fax machines, unregistered phones, and accidentally dialed cell phones. These types of calls burden the 911 system and use a great deal of resources. Director Fosse said that he plans to make an appeal to the press regarding inadvertent and abandoned 911 calls in an effort to get the message out to the public.

4. Radio Site Reports

a. A contract has been established and a Purchase Order issued to start work at Moses Stool for the radio site installation.

5. Staffing Report

a. Misty Viebrock has been selected for promotion to the vacant Operations Manager position; she will start in the position on October 14, 2013. The Board welcomed her to the position and looks forward to working with her.

b. Emergency Services Dispatcher Positions

- One Emergency Services Dispatcher was hired effective October 14, 2013.
- Three (3) ESD candidates are moving forward in the pre-employment process.
- ESD interviews were conducted on October 2, 2013 and are also scheduled for October 30, 2013.

6. State E911 Office Report

- a. There is nothing new to report on from the State E911 Office. Administrative Staff will be attending the APCO Fall Forum in Bremerton, WA on October 14-17, 2013.

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

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	2,505,481	61.52%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	22,856	91.43%
Communications Tax Account	669,000	28.91%
TOTALS:	3,197,338	48.72%

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

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	334,718	98.22%
Local E911 Excise Tax	750,048	75.84%
Agency Assessments	1,809,206	75.67%
Communications Tax Revenue	1,624,851	86.75%
Site Leases	9,579	14.54%
Outside Revenue and Grants (Capital)	224	-
TOTALS:	4,528,627	79.96%

8. Operations Report

- a. The first weekend of Oktoberfest in Leavenworth went smoothly; next weekend is expected to be busier.

9. Committee Reports – There were no reports

E. OLD BUSINESS

1. Resolution 2013-2: Approval to Participate in the AWC Self-Insure Program

Resolution 2013-2 was presented to the Board for final approval and adoption. The item was previously presented at the meeting on September 11, 2013.

***A MOTION** was made by Board Member Goehner to approve and adopt Resolution 2013-2 approving RiverCom to participate in the AWC self-insure program and to authorize Director Fosse to sign the corresponding Interlocal Agreement. Board Member Veeder seconded the motion. The motion passed unanimously.*

2. Resolution 2013-3: 2014 Annual Budget

The 2014 Annual Budget was presented to the Board for final approval and adoption; there were no changes made or comments received since the preliminary budget presentation on September 11, 2013.

***A MOTION** was made by Board Member Veeder to approve and adopt Resolution 2013-3 adopting an annual budget for the year 2014 in the total amount of \$6,746,754. Board Member Pulse seconded the motion. The motion passed unanimously.*

F. NEW BUSINESS

1. Resolution 2013-4: Sole Source Purchase of a Server

RiverCom proposes to purchase a CAD-Spillman back-up redundant server. During the process of purchasing equipment, it was found that an attachment server to the existing system would need to be provisioned by Spillman Technologies. Spillman requires that the installation and set-up of a new server meet with their specifications and proprietary software. RiverCom contacted AWC RMSA division, the State Auditor's Office, and RiverCom legal counsel for an opinion; the current proposal was recommended as a way to move forward.

***A MOTION** was made by Board Member Goehner to approve and adopt Resolution 2013-4 authorizing the sole source purchase of a redundant server. Board Member Veeder seconded the motion. The motion passed unanimously.*

G. CORRESPONDENCE AND INFORMATIONAL ITEMS - There were no additional items.

H. GOOD OF THE ORDER

- Chief Robbins reported on a recent fatality shooting and thanked RiverCom dispatchers for their work on the incident. He also extended his appreciation to the Chelan County Sheriff's Office for their work investigating the case.

I. EXECUTIVE SESSION

At 9:58 AM, and with no further comment, Chairman Snyder closed the regular meeting and immediately went in to Executive Session to discuss Collective Bargaining Negotiations and the Director Job Review.

The regular meeting was called back into session at 10:34 AM.

A MOTION was made by Board Member Veeder to authorize Board Chairman Snyder to sign an amended employment contract for Director Fosse. Board Member Pulse seconded the motion. The motion passed unanimously.

J. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 10:35 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*