

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, November 13, 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*

RiverCom Personnel Present:

Jim Fosse, *Director*
Criselia Grupp, *Administrative Services Manager*
Jerry Corder, *IT Manager*
Josh Humphrey, *Radio Systems Technical Manager*
Misty Viebrock, *Operations Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Kris Conner
Curt Lutz
Jim Brown
Daylon Harn

- A. CALL TO ORDER - Chairman Snyder called the meeting to order at 9:00 AM. Chief Robbins led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS - Chairman Snyder welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA – Board Member Goehner requested that Executive Session be added to the Agenda following the Item H: Good of the Order to discuss Collective Bargaining Agreement negotiations. The agenda was approved as amended.

D. STANDING AGENDA

1. Consent Agenda

- a. RiverCom Administrative Board Meeting Minutes, October 9, 2013
- b. Payroll and Benefits for October 2013 in the amount of \$235,144.12
- c. November 2013 Vouchers in the amount of \$188,122.33 for payment on November 13, 2013
 - i. Maintenance and Operations Account \$ 30,634.95
 - ii. User Equipment Replacement \$ 239.53
 - iii. General Communications Tax Account \$ 23,729.46
 - iv. Communications Tax Capital Projects Account \$ 133,518.39

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

- a. Chairman Snyder reported that Wayne Barnhart was re-elected to another term on the East Wenatchee City Council and looks forward to continuing to work with Barnhart for the next four (4) years.

3. Director's Report

Director Fosse reported on the following items:

- a. Shift Supervisor Promotion
Kris Conner was promoted to the position of Shift Supervisor effective November 1, 2013. The promotion filled the vacant position opened when Misty Viebrock was promoted to Operations Manager.
- b. Employment Resignations
Two (2) Emergency Services Dispatchers resigned from employment in October; both left employment on good terms to pursue other personal interests. In their exit interviews, both independently said that working with law enforcement and feeling like part of the law enforcement community was one of the things they had liked best about their job.

4. Radio Site Reports

- a. Director Fosse recently talked with the surveyor conducting work at the Lower Badger property; we expect to receive a preliminary drawing in the near future.

5. Staffing Report

- a. Emergency Services Dispatcher Positions
 - There are currently four (4) vacant ESD positions.
 - Four (4) ESD candidates are moving forward in the pre-employment process.
 - RiverCom will continue to accept applications for the position, if all positions are filled, RiverCom will start a hiring list.

6. State E911 Office Report

- a. RiverCom received an email communication from the State E911 Office dated October 23, 2013 informing agencies that they have lifted the moratorium on new telephone system purchases. The State is committed to reimburse purchases with a quick turn-around time. RiverCom will start looking at new systems and product demos.

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 October 31, 2013, actual expenditures were recorded as follows:

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	2,756,975	67.69%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	22,856	91.43%
Communications Tax Account	669,356	30.22%
TOTALS:	3,479,187	53.01%

2013 YTD Revenue: As of October 31, 2013, actual revenue received was recorded as follows:

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	338,336	99.28%
Local E911 Excise Tax	833,839	84.31%
Agency Assessments	2,008,688	84.01%
Communications Tax Revenue	1,833,480	97.89%
Site Leases	11,185	16.97%
Outside Revenue and Grants (Capital)	224	-
TOTALS:	5,025,752	88.74%

- Administrative Services Manager Grupp reported that the November accounts payable included the final 5% payment in the amount of \$ 77,268.94 to Motorola Solutions, Inc. for the completion of the Simulcast Radio System Expansion Project.
- Board Member Barnhart asked what happens to additional Communication Tax revenue in excess of the amount projected for the year. Administrative Services Manager Grupp said that the revenue was rolled forward to the next year.
- Board Member Goehner noted that several budget lines show total expenses that are below the budgeted amount for the year. Since the 2014 budget is extrapolated from the previous year, he asked if we have over-budgeted for year 2014 and do we need to review the 2014 annual budget to make any necessary adjustments. Administrative Services Manager Grupp said that there were several large purchases that have yet to be processed and posted to the current 2013 budget year. She also added that because RiverCom develops the annual budget early in the fiscal year, it is difficult to project all amounts as accurately as we would otherwise. We will have a better idea about where we stand at the end of the year.

8. Operations Report

Operations Manager Viebrock reported on the following items:

- a. Two (2) Emergency Services Dispatchers recently assisted on calls that resulted in life's saved.
- b. Shift Supervisor and Training Coordinator Molly Elliott is currently conducting a training academy for one (1) new Emergency Services Dispatcher. We anticipate that another training academy will be started up at the beginning of January 2014.

9. Committee Reports

- a. Board Member Pulse reported on a discussion that took place at yesterday's RiverCom Operations Group meeting about the potential use of an "Active 911" system. Director Fosse added that RiverCom will be looking more closely at the system and user requirements.

E. OLD BUSINESS – There was no old business.

F. NEW BUSINESS

- Board Member Burnett reported that Chelan County Sheriff's Office is looking to provide the city of Leavenworth with a call report on a monthly basis. He said that the Sheriff's Office will want to work closely with RiverCom to ensure that calls designated to Leavenworth are accurately located.

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

H. GOOD OF THE ORDER

- Director Fosse and Administrative Services Manager Grupp will be attending State E911 meetings at Camp Murray on November 20-21, 2013.

I. EXECUTIVE SESSION

At 9:35 AM Chairman Snyder closed the regular meeting to enter into Executive Session to discuss Collective Bargaining Negotiations. The Executive Session ended at 9:59 AM

The regular meeting was called back into session at 10:00 AM.

J. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 10:00 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*