

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, January 8, 2014

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

MEETING MINUTES

Board Members Present: Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chairman); Dale Snyder, Commissioner, Douglas County; Keith Goehner, Commissioner, Chelan County; Mike Dingle, DEM, Douglas County Sheriff's Office (Alternate for Kent Sisson)

Excused Absences: Tony Veeder, Councilmember, City of Wenatchee (Chairman); Kent Sisson, Sergeant, DEM, Chelan County Sheriff's Office

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Office; Harvey Gjesdal, Sheriff, Douglas County Sheriff's Office; Rinita Cook, Regional Training Coordinator, North Central Emergency Care Council

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

Guests Present: Dee Gutierrez, RiverCom; Matt Brunner, Chief, Cashmere Fire Department; Cy Sousley, Assistant Chief, Cashmere Fire Department

- I. CALL TO ORDER – Vice-Chairman Barnhart called the meeting to order at 9:00 AM and led the Pledge of Allegiance.
- II. WELCOME AND INTRODUCTIONS – Vice-Chairman Barnhart welcomed those present; attendees introduced themselves.
- III. APPROVAL OF AGENDA – The agenda was approved as presented.
- IV. STANDING AGENDA
 - A. Consent Agenda
 - i. RiverCom Administrative Board Meeting Minutes, December 11, 2013
 - ii. Payroll and Benefits for December 2013 in the amount of \$245,172.09
 - iii. December 2013 Vouchers in the amount of \$ 182,993.35 for payment on January 8, 2014:

a. Maintenance and Operations Account	\$ 57,293.95
b. Capital Account	\$ 98,794.00
c. General Communications Tax Account	\$ 14,392.27
d. Communications Tax Capital Projects Account	\$ 12,513.13

iv. January 2014 Vouchers in the amount of \$ 25,769.70 for payment on January 8, 2014:

a.	Maintenance and Operations Account	\$ 12,993.78
b.	General Communications Tax Account	\$ 3,720.23
c.	Communications Tax Capital Projects Account	\$ 9,055.69

Alternate Board Member Dingle stated that he reviewed the Vouchers for payment and recommended their approval.

Motion to approve the Consent Agenda; Dingle, second by Goehner.

Resolution: Motion carried.

V. Board Chair Report – There was no report.

VI. Director's Report

Director Fosse reported on the following items:

- A. A contract has been signed to purchase a Spillman redundant server. A Project Manager has been assigned; RiverCom expects to have more information this week. The new server will need to be installed, operating, and stabilized before the system is then upgraded from Version 6.1 to 6.3.
- B. RiverCom is working to get a contract in place to replace a CISCO router; the purchase will be made through King County's purchasing contract.
- C. RiverCom is preparing a RFP for a new phone system; the RFP should be completed near the end of the month. Fosse will be contacting the State E911 Office to make sure we have their backing on the purchase. RiverCom has pursued purchasing a new 911 phone system for the past few years, however, the State had previously placed a moratorium on purchases for new phone systems; the moratorium was recently lifted. The approximate cost is thought to be about \$400,000; equipment costs will be reimbursable by the State. A discussion took place about phone systems and maintenance.

VII. Radio Site Reports

- A. Delivery of the building structure for the Moses Stool radio site is expected to arrive on January 13. The slab has been poured and the site work is in place. The structure is expected to be installed at the end of the month.
- B. RiverCom is preparing to replace the tower at the Lower Badger site. The permitting process is being discussed with Valmont Industries; RiverCom is asking Valmont to obtain the necessary building permits for the installation.

VIII. Staffing Report

- A. Administrative Services Manager Grupp reported that RiverCom is now fully staffed. Four (4) Emergency Services Dispatchers were hired and started employment on January 2, 2014. The new hires are assigned to an in-house 8-week Recruit Academy class and will continue to be in training for the next 3-4 months.

IX. State E911 Office Report

A. Director Fosse reported that RiverCom was just notified yesterday about designated NG911 monies likely to be swept from the fund to help cover un-related federal and state budget cuts. Governor Inslee has proposed a supplemental budget utilizing \$211,000 of NG911 monies to fund gate security at Camp Murray. The State also swept the Public Works Trust Fund.

Director Fosse expressed his concern, and of other State E911 Coordinators, that the State will continue to use the \$8,000,000 in the NG911 Fund as a source of funding budget shortfalls in the future, especially since the monies appear to be immediately accessible in state-held pools.

X. Monthly Financial Reports

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

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

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	3,582,867	87.97%
Capital Projects Account	98,794	65.43%
Equipment Replacement Account	24,093	96.37%
Communications Tax Account	985,814	42.60%
TOTALS:	4,691,568	71.49%

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

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	338,794	99.41%
Local E911 Excise Tax	1,001,410	101.25%
Agency Assessments	2,393,068	100.09%
Communications Tax Revenue	2,238,625	119.52%
Site Leases	66,205	100.46%
Outside Revenue and Grants (Capital)	224	-
TOTALS:	6,038,325	106.62%

XI. Operations Report

A. Operations Manager Viebrock reviewed a chart provided to the Board showing 2013 Law Incidents by Agency, CAD Calls Created 2009-2013, and CAD Calls and Law Incidents for Past 8 Years.

XII. Committee Reports

- A. Mike Dingle reported on the RiverCom Operations Group (ROG) meeting that took place on January 7; discussion revolved mainly around the "ISpyFire" and "Active 911" programs.

Director Fosse said the ROG recommended moving forward with the "Active 911" program at the December 10, 2013 meeting; shortly thereafter, an "ISpyFire" presentation was provided to RiverCom law enforcement partners. After researching both "ISpyFire" and "Active 911" applications, the law group decided to move forward with "Active 911". Since that time, RiverCom law partners provided Sousley with a draft letter informing him that the interface used to operate "ISpyFire" will be turned-off effective January 14, 2014.

Dingle added that individual agencies will be responsible for purchasing their own apps and licensing for individual users and phones. A Memorandum of Understanding is being prepared to address issues such as access to confidential data, user responsibilities and accountability.

Matt Brunner and Cy Sousley were introduced and addressed the Board about the development of the "ISpyFire" program and some of the issues involving the use and implementation of the smart phone app developed by Sousley.

Vice-Chairman Barnhart stated that the Board's position is to ensure that RiverCom's responsibilities do not expand outside its scope of purpose and responsibility. He explained that recommendations need to be brought forward through the bottom on up; user groups and established committees are organized to make and bring recommendations to the Board. Barnhart further suggested that Sousley communicate and work through Director Fosse.

Mike Dingle re-emphasized that the recommendation made through the ROG was to move forward with "Active 911". Director Fosse, Sheriff Burnett, and Chief Robbins further addressed critical issues concerning system security, data control, officer safety, and investigative issues that are of particular concern to law enforcement agencies.

There was some further discussion about the possibility of using "ISpy Fire" once development is complete. Although not ruled-out, Director Fosse said his main concern was that information exits RiverCom's system from only one portal. There was also concern about multiple applications being connected to RiverCom's system and the need to maintain a clean system.

- XIII. OLD BUSINESS – There was no old business.

- XIV. NEW BUSINESS – There was no new business.

XV. CORRESPONDENCE AND INFORMATIONAL ITEMS

- A. The State E911 Office announced that Kenneth Moisey was hired for the position of E911 Technical Manager effective December 16, 2013.

XVI. GOOD OF THE ORDER

A. Vice-Chairman Barnhart asked about the status of RiverCom legal counsel and if there was a contingency plan to replace RiverCom’s attorney pending his appointment to a federal judge position. Director Fosse said that selecting a new attorney is a top priority; Board Members Barnhart and Snyder suggested that RiverCom go out for an RFP or RFQ.

XVII. EXECUTIVE SESSION

A. At 9:55 AM Vice-Chairman Barnhart closed the regular meeting; the meeting was moved into Executive Session, not to exceed ten (10) minutes for the purpose of discussing Guild negotiations. The Executive Session ended and the regular meeting was immediately called back to order at 10:10 AM. There was no action taken.

XVIII. ADJOURNMENT - With no further business, the meeting was adjourned at 10:05 AM. The next Board session is scheduled for February 12, 2014.

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 Tony Veeder, *Council Member, City of Wenatchee*

Vice-Chairman Wayne Barnhart, *Council Member, City of East Wenatchee*

Keith Goehner, *Commissioner, Chelan County*

Dale Snyder, *Commissioner, Douglas County*

Kent Sisson, *Sergeant, DEM, Chelan County Sheriff’s Office,*
RiverCom 911 Operations Group