

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, March 12, 2014

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

MEETING MINUTES

Board Members Present: Tony Veeder, Councilmember, City of Wenatchee (Chairman); Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chairman); Dale Snyder, Commissioner, Douglas County; Ron Walter, Commissioner, Chelan County (alternate for Keith Goehner); Mike Dingle, Douglas County Sheriff's Office (alternate for Kent Sisson as the RiverCom Operations Group representative)

Excused Absences: Keith Goehner, Commissioner, Chelan County; 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; Tom Robbins, Chief, Wenatchee Police Department; Keith Vradenberg, Mayor, City of Entiat; 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; Dave Baker, Chief, Chelan County Fire District #2, Jim Brown, Technical and Support Services Manager, Wenatchee Police Department

- I. CALL TO ORDER – Chairman Veeder called the meeting to order at 9:00 AM; Chief Robbins led the Pledge of Allegiance.
- II. WELCOME AND INTRODUCTIONS – Chairman Veeder welcomed those present; attendees introduced themselves.
- III. APPROVAL OF AGENDA – Chairman Veeder requested that a short Executive Session be added to the Agenda following Item H to discuss Guild Negotiations; the agenda was approved as amended.
- IV. STANDING AGENDA
 - A. Consent Agenda
 - i. RiverCom Administrative Board Meeting Minutes, February 12, 2014
 - ii. Payroll and Benefits for February 2014 in the amount of \$251,614.94
 - iii. March Vouchers in the amount of \$122,858.87 for payment on March 12, 2014:

a. Maintenance and Operations Account (Control #0119-0171)	\$ 30,987.33
b. Capital Account (Control #0172)	\$ 4,997.24
c. Equipment Replacement Account (Control #0173-0175)	\$ 19,739.25
d. General Communications Tax Account (Control #0176-0181)	\$ 1,774.95
e. Communications Tax Capital Projects Account (Control #0182-0187)	\$ 65,360.10

Motion to approve the Consent Agenda; Barnhart, second by Snyder.

Resolution: Motion carried.

V. BOARD CHAIR REPORT – There was no report.

VI. DIRECTOR’S REPORT

Director Fosse reported on the following items:

A. The State Auditor’s Office is in the processing of completing a fiscal and accountability audit on RiverCom for 2011-2012. Prior to finalizing the audit, State Auditors Brian Picchi and Erik Clark conducted an Exit Conference with RiverCom on March 11, 2014; Director Fosse, Administrative Services Manager Grupp, and Confidential Administrative Assistant Engler were present. RiverCom expects to receive a Final Audit Letter in the next 1-2 weeks at which time the audit will be completed. A draft copy of the Exit Conference Letter was provided to Board Members.

Director Fosse reviewed the results of the audit and the draft Exit Conference Letter; there were no findings for the accountability audit or the financial audit. Director Fosse was very pleased with the audit results and gave “gold stars” to those staff members whose work was included in the audit. He said that staff has done an excellent job and the results are the best that can be hoped for.

B. A Request for Proposals (RFP) for an NG-911 Telephony System was issued on March 5, 2014. The bids are due on March 31, 2014; the bid opening to follow on April 2, 2014. Director Fosse will coordinate with Chairman Veeder to set a time for the bid opening. RiverCom expects to make a purchase recommendation to the Board at the April 9, 2014 meeting.

C. To commemorate his one-year employment anniversary date on March 1, Director Fosse took a moment to thank his staff and to thank those people who have been instrumental in making the past year a success; he specifically and individually noted Criselia Grupp, Staci Engler, Misty Viebrock, Jerry Corder, and Josh Humphrey for their contributions. Director Fosse further extended his appreciation to all of the user agencies and thanked the Board for their exceptional support and involvement. Director Fosse said he looks forward to another successful year.

D. RiverCom is in the process of finalizing the installation of the Spillman CAD redundant server; a Spillman technician is on site this week programming the server. Dispatch

operations were challenged due to several hours of down time and an exceptionally busy day that included several significant calls.

- E. Director Fosse continues to work with agencies to complete an MOU that would provide a way for agencies to implement third-party incident notification systems. One of the biggest concerns has been the ability to maintain confidential law enforcement information. RiverCom is currently working on a programming solution where law comments are not transmitted to non-law enforcement agencies; this solution is in the process of being tested. Chief Robbins added that Director Fosse has done an outstanding job facilitating the MOU process and bringing all of the different agencies together.

VII. RADIO SITE REPORTS

- A. The Moses Stool radio site project is about ninety-percent (90%) complete. There are a few items that need to be completed; work is expected to pick-up again once the weather is permitting.
- B. Director Fosse continues to work with Valmont Industries to finalize the contract for the installation of a 160’ tower at the Lower Badger radio site. Both parties have been working through contract language concerning insurance requirements. RiverCom is now waiting to hear back from Valmont.

VIII. STAFFING REPORT

- A. Five (5) individuals are moving forward with Emergency Services Dispatcher training; they are in various levels of training.
- B. Two (2) Emergency Services Dispatcher positions remain vacant. RiverCom will begin work to fill the positions.

IX. STATE E911 OFFICE REPORT

- A. Director Fosse, Administrative Services Manager Grupp, and Operations Manager Viebrock will be attending the State E911-APCO Coordinator’s Spring Forum at Camp Murray, WA on March 17-20, 2014.

X. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

2014 YTD Expenditures: As of February 28, 2014, actual expenditures were recorded as follows:

2014 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	532,493	12.82%
Capital Projects Account	-0-	-0-
Equipment Replacement Account	-0-	-0-
Communications Tax Account	216,584	8.52%
TOTALS:	749,077	11.10%

2014 YTD Revenue: As of February 28, 2014 actual revenue received was recorded as follows:

2014 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	72	.02%
Local E911 Excise Tax	167,781	16.56%
Agency Assessments	492,163	20.31%
Communications Tax Revenue	404,711	19.74%
Site Leases	2,349	15.06%
Outside Revenue and Grants (Capital)	72	11.56%
TOTALS:	1,067,149	18.27%

XI. OPERATIONS REPORT

Operations Manager Viebrock reported on the following items:

- A. Operations Manager Viebrock elaborated on the Spillman CAD redundant server installation that took place on March 11. She reported that the CAD server was down for about eight (8) hours while the installation took place; telecommunicators did an excellent job processing about sixty (60) calls in back-up CAD during this time period. One of the calls was a 2nd-alarm brush fire in the Chelan area, the first brush fire of the season.
- B. Telecommunicator's Awards Ceremony is scheduled for April 16, 2014 at 6:00 PM. Operations Manager Viebrock to send out invitations.

XII. COMMITTEE REPORTS – There were no reports.

XIII. OLD BUSINESS – There was no old business.

XIV. NEW BUSINESS – There was no new business.

XV. CORRESPONDENCE AND INFORMATIONAL ITEMS – There were no items of report.

XVI. GOOD OF THE ORDER – There were no items of report.

XVII. EXECUTIVE SESSION

- A. At 9:27 AM Chairman Veeder closed the regular meeting; the meeting was moved into Executive Session at 9:30 AM, for a period of ten (10) minutes, to discuss Guild negotiations. The Executive Session ended and the regular meeting was immediately called back to order at 9:40 AM. There was no action taken.

XVIII. ADJOURNMENT - With no further business, the meeting was adjourned at 9:41 AM. The next Board session is scheduled for April 9, 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*