

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, April 9, 2014**

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

## MEETING MINUTES

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

Ex-Officio Members Present: Tom Robbins, Chief, Wenatchee Police Department; Keith Vradenberg, Mayor, City of Entiat

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; Jim Brown, Technical and Support Services Manager, Wenatchee Police Department; Stan Bastian, RiverCom legal counsel

- I. CALL TO ORDER – Chairman Veeder called the meeting to order at 9:00 AM; Board Member Barnhart led the Pledge of Allegiance.
- II. WELCOME AND INTRODUCTIONS – Chairman Veeder 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, March 12, 2014
    - ii. Bid Opening Minutes: NG911 Telephone System, April 2, 2014
    - iii. Payroll and Benefits for March 2014 in the amount of \$253,730.26
    - iv. April Vouchers in the amount of \$75,238.51 for payment on April 9, 2014:
      - a. Maintenance and Operations Account (Control #0188-0254) \$ 67,178.26
      - b. General Communications Tax Account (Control #0255-0259) \$ 2,602.42
      - c. Communications Tax Capital Projects Account (Control #0260-0264) \$ 5,457.83

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

*Resolution: Motion carried.*

V. BOARD CHAIR REPORT

The Board received a letter from Rinita Cook dated April 7, 2014 announcing her resignation as an Ex-officio member of the RiverCom Administrative Board effective immediately. There is not a replacement for the position at this time.

*Motion to accept resignation of Rinita Cook; Snyder, second by Barnhart.*

*Resolution: Motion carried.*

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

- A. For the record, Director Fosse stated that he forwarded the Final Audit Letter from the State Auditor's Office to Board Members by email. He said the Final Audit Letter was as expected and that the outcome of the audit was as positive as it could be.
- B. The installation of a Spillman CAD redundant server has been completed. RiverCom anticipated upgrading to a new version of Spillman at the same time, however, the service provider did not relay some key information and so the upgrade has been rescheduled for mid-summer. The upgrade could be further delayed depending on the fire season at the time.
- C. Director Fosse completed work on a Memorandum of Understanding in order for fire departments to utilize a 3<sup>rd</sup>-party alerting system. A couple of departments have signed MOU's and are moving forward with implementing systems at their agencies. Chief Robbins briefly talked about Wenatchee Police Department offering low-cost fingerprinting and background checks at no cost for fire service personnel. Director Fosse added that RiverCom was able to create a communication stream that does not include law enforcement call comments.

VII. RADIO SITE REPORTS

- A. 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. Valmont has been extremely busy and was recently purchased by a holding company and has been slow to respond. The contract has gone back and forth several times.
- B. Radio Systems Technical Manager Humphrey is scheduled to conduct a simulcast alignment on all simulcast frequencies on April 10, 2014 from 12:00-4:00 PM. The ultimate goal is to optimize radio coverage and troubleshoot some areas where radio signals may be overlapping and causing issues.

VIII. STAFFING REPORT

- A. There are currently four (4) individuals moving forward with Emergency Services Dispatcher training; they are in various levels of training. One (1) individual was terminated from employment in early April.
- B. Three (3) Emergency Services Dispatcher positions remain vacant.

IX. STATE E911 OFFICE REPORT

A. At the last State E911 Advisory Committee meeting, the Policy Committee presented a new draft policy outlining how equipment maintenance will be paid for contract counties. The Committee plans to present the draft policy to the State E911 Office with a recommendation that the policy be accepted. For an unknown and unexplained reason, the Policy Committee used a different and reduced number of positions to calculate the maintenance funding formula for the two (2) regionalized centers in the state, including RiverCom. The net result would be that we received more funds than we did last year for maintenance, but there may be long-term negative implications and may impact the amount of reimbursements in some other areas. Director Fosse added that the model being presented is unfavorable to consolidated or regionalized centers and that it will dissuade other counties from moving toward consolidation and/or regionalization.

Director Fosse plans to speak with State E911 staff about the issue and the problems the new draft policy present. The State E911 Office will have to approve any Policy Committee recommendation before it is implemented.

X. Director Fosse reported the Department of Revenue has issued revised excise tax agreements between DOR and RiverCom; the agreements will need to be signed by Chelan and Douglas County Commissioners. Administrative Services Manager Grupp has forwarded the documents to each of the County Commissioner Offices.

XI. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

2014 YTD Expenditures: As of March 31, 2014, actual expenditures were recorded as follows:

2014 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	801,803	19.30%
Capital Projects Account	4,997	18.86%
Equipment Replacement Account	19,739	83.64%
Communications Tax Account	299,065	11.76%
<b>TOTALS:</b>	<b>1,125,604</b>	<b>16.68%</b>

2014 YTD Revenue: As of March 31, 2014 actual revenue received was recorded as follows:

2014 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	241	.07%
Local E911 Excise Tax	397,885	39.27%
Agency Assessments	681,976	28.15%
Communications Tax Revenue	555,626	27.10%
Site Leases	3,693	23.67%
Outside Revenue and Grants (Capital)	101	16.16%
<b>TOTALS:</b>	<b>1,639,521</b>	<b>28.08%</b>

XII. OPERATIONS REPORT

Operations Manager Viebrock reported on the following items:

A. Telecommunicator's Awards Ceremony is scheduled for April 16, 2014 at 6:00 PM.

XIII. COMMITTEE REPORTS – There were no reports.

XIV. OLD BUSINESS – There was no old business.

XV. NEW BUSINESS

A. RFP: NG911 Telephony System

RiverCom received six (6) bids for an NG911 Telephony System; the bid opening took place on April 2, 2014. After reviewing the bids, Director Fosse reported that the phone system requirement portions of the bids were all fairly close. However, because of differences in various maintenance and refresh plans and options, it has been difficult to determine final and reoccurring costs. It appears that the total 5-year maintenance costs could outweigh the equipment and installation costs. A further discussion took place.

*Motion to table bid award for an NG911 Telephony System to next meeting; Barnhart, second by Goehner. Resolution: Motion carried.*

Bidders will be notified that bid award has been postponed.

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

XVII. GOOD OF THE ORDER

A. Board Member Barnhart reported that he recently met with Jeff Lang, CEO of Eagle Systems, which owns Lifeline Ambulance. Lang expressed concern about RiverCom raising rates for private ambulance companies. He recommended that concerned parties directly contact Director Fosse to discuss the matter.

B. Board Member Goehner reported that he recently met with Shawn Ballard of Ballard Ambulance about costs to private ambulance companies and also recommended they address any concerns with the RiverCom Administrative Board or Director Fosse.

Director Fosse added that private ambulance is either supplanting or augmenting fire department services and that fees also need to reflect RiverCom's current costs.

C. Stan Bastian addressed the Board to report that he expects to assume his appointment to a federal judgeship position sometime around mid-May and will be stepping down as RiverCom's appointed legal counsel. He asked the Board to consider maintaining legal representation with his firm Jeffers, Danielson, Sonn & Aylward, and especially recommended his partner Bob Siderius. The Board acknowledged his request and will take into consideration. The RiverCom Administrative Board congratulated Bastian on his new position and thanked him for serving as RiverCom's legal representation in the past several years.

XVIII. EXECUTIVE SESSION

A. At 9:58 AM Chairman Veeder closed the regular meeting; the meeting was moved into Executive Session at 10:00 AM, for a period not to exceed forty (40) minutes, to discuss Guild negotiations. Stan Bastian, RiverCom legal representation, was present to provide the Board with a status report on Guild negotiations. The Executive Session ended and the regular meeting was immediately called back to order at 10:30 AM. There was no action taken.

XIX. ADJOURNMENT - With no further business, the meeting was adjourned at 10:48 AM. The next Board session is scheduled for May 14, 2014.

Minutes Respectfully Submitted,  
Staci Engler  
Confidential Administrative Assistant  
RiverCom 911

ATTEST:

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Jim Fosse, Director  
Secretary to the Board

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Date

**RiverCom 911 Administrative Board Members:**

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

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

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Keith Goehner, *Commissioner, Chelan County*

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Dale Snyder, *Commissioner, Douglas County*

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