

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, May 14, 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; Keith Goehner, Commissioner, Chelan County; Kent Sisson, Chelan County Sheriff's Office

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Department; Tom Robbins, Chief, Wenatchee Police Department; Keith Vradenberg, Mayor, City of Entiat; Dave Baker, Chief, Douglas County Fire District #2

RiverCom Staff Present: Jim Fosse, Director; Josh Humphrey, Radio Systems Technical Manager; Staci Engler, Confidential Administrative Assistant

Guests Present: Frank Kuntz, Mayor, City of Wenatchee; Dee Gutierrez, RiverCom; 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; Board Member Burnett 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, April 9, 2014
 - ii. Payroll and Benefits for April 2014 in the amount of \$254,138.36
 - iii. May Vouchers in the amount of \$153,811.51 for payment on May 14, 2014:
 - a. Maintenance and Operations Account (Control #0265-0342) \$ 42,097.00
 - b. Capital Account (Control #0343) \$ 26,076.00
 - c. User Equipment Replacement Account (Control #0344) \$ 436.63
 - d. General Communications Tax Account (Control #0345-0359) \$ 10,594.23
 - e. Communications Tax Capital Projects Account (Control #0360-0366) \$ 74,607.65

*Motion to approve the Consent Agenda; Snyder, second by Barnhart.
Resolution: Motion carried.*

V. BOARD CHAIR REPORT - There was no report.

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

- A. Administrative Services Manager Criselia Grupp and Operations Manager Misty Viebrock are attending NENA Operations Center Management Certification at the Criminal Justice Training Commission in Burien, WA this week May 12-16, 2014.
- B. Director Fosse will be attending the State E911 Advisory Committee meeting on May 15, 2014 and IT Manager Jerry Corder will be attending the State NG911 Subcommittee meeting at Camp Murray also scheduled for May 14, 2014.
- C. Notification received from Association of Washington Cities (AWC) that RiverCom has earned the 2014 WellCity Award; as a benefit of the award, RiverCom will receive a 2-percent (2%) discount on medical insurance premiums for 2015. Director Fosse reviewed the overall earned point-scoring summary. He further commented that we've done quite well with success owing to Confidential Administrative Assistant Engler for coordinating the requirements of the program and the award application process and to the overall work and responsiveness of RiverCom personnel.
- D. Director Fosse reviewed correspondence received from CenturyLink dated April 24, 2014 explaining the NG911 system outage that impacted RiverCom and other western states over April 9-10, 2014 and provided a further explanation about the situation that transpired. CenturyLink explained the outage as a result of a third-party call assignment counter re-set failure. However, Director Fosse said their system failed miserably on several different levels and added that some detailed information has not been forthcoming. He also noted that the Utilities and Trade Commission (UTC) and the Federal Communications Commission (FCC) have initiated independent investigations about the incident. CenturyLink is expected to make a presentation at tomorrow's State E911 Advisory Committee meeting at Camp, Murray.

VII. RADIO SITE REPORTS

- A. Director Fosse reported that the installation at the Moses Stool radio site has been completed.

VIII. STAFFING REPORT

- A. There are currently four (4) individuals moving forward with Emergency Services Dispatcher training; they are in various levels of training.
- B. Three (3) Emergency Services Dispatcher positions remain vacant.
- C. Director Fosse recently spoke with Jon Walters with Public Safety Testing; they would like to conduct testing on a more regular basis in the local area if RiverCom can secure a facility for the testing. Director Fosse asked the Board to forward any suggestions for sites that may be available.

IX. STATE E911 OFFICE REPORT

A. Director Fosse recently sent a letter to the State E911 Director Sigfred Dahl asking for a meeting to discuss RiverCom and the impact of recently proposed policy changes to RiverCom and other consolidated county and regionalized 911 agencies. He has not yet received a response. Director Fosse said that he would like to have Director Dahl attend a Board meeting in the near future.

X. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

2014 YTD Expenditures: As of April 30, 2014, actual expenditures were recorded as follows:

| 2014 YTD Expenditures | Dollar Amount | % of Budget |
|------------------------------------|---------------|-------------|
| Maintenance and Operations Account | 1,107,799 | 26.67% |
| Capital Projects Account | 4,997 | 18.86% |
| Equipment Replacement Account | 19,739 | 83.64% |
| Communications Tax Account | 322,470 | 12.68% |
| TOTALS: | 1,455,006 | 21.57% |

2014 YTD Revenue: As of April 30, 2014 actual revenue received was recorded as follows:

| 2014 YTD Revenue | Dollar Amount | % of Budget |
|--------------------------------------|---------------|-------------|
| Outside Revenue and Grants | 315 | .09% |
| Local E911 Excise Tax | 477,970 | 47.17% |
| Agency Assessments | 885,854 | 36.56% |
| Communications Tax Revenue | 701,682 | 34.23% |
| Site Leases | 3,943 | 25.27% |
| Outside Revenue and Grants (Capital) | 136 | 21.67% |
| TOTALS: | 2,069,901 | 35.45% |

- Communications Tax Revenue report was not included with the financials; the information was not yet available at the time Administrative Services Manager left the office to attend training.

XI. OPERATIONS REPORT

A. Director Fosse reported that RiverCom is preparing for staffing for Memorial Day weekend.

XII. COMMITTEE REPORTS

A. Board Member Sisson briefly reported on the RiverCom Operations Group meeting that took place May 13, 2014. The group plans to review the Resolution associated with the Communications Tax in order to re-examine language concerning allowable purchases made with Communications Tax Shared Funding Assistance revenue.

XIII. OLD BUSINESS

A. RFP: NG911 Telephony System

Director Fosse thanked the Board for the additional time to allow for further consideration and review of the bids received for a NG911 Telephone System. Since the last Board meeting, RiverCom staff made on-site visits to both Bangor Naval Base and the Seattle Alarm Center to view in-place systems. Director Fosse reported that Telecommunications Systems received the highest system score and had the lowest cost; their bid included two (2) different maintenance plans. Director Fosse made a recommendation to purchase an NG911 Telephone System from Telecommunications Systems (Microdata Systems) in the amount of \$289,770.44. Director Fosse provided information about possible maintenance options.

Motion to approve the purchase of an NG911 Telephony System to Telecommunications Systems in the amount of \$289,770.44; Barnhart, second by Snyder.

Director Fosse asked the motion to be interrupted pending further information. The second was rescinded by Snyder.

Director Fosse proposed that the bid award include a possible 5-year maintenance plan if paid for by the State E911 Office. Director Fosse further explained and a discussion took place about maintenance plan options and related costs. Ideally, RiverCom would prefer to have at least some initial period of covered maintenance until staff can become proficient with the new system.

Motion to approve the award the bid for the purchase of an NG911 Telephony System to Telecommunications Systems in the amount of \$289,770.44 with a 1-year maintenance plan and with the final maintenance plan selection subject to further discussion with the State E911 Office; Goehner, second by Barnhart.

Resolution: Motion carried.

XIV. NEW BUSINESS

A. RFQ: General Legal Counsel

RiverCom issued a Request for Qualifications for General Legal Counsel on April 30, 2014; responses are due in on May 21, 2014. RiverCom staff will forward copies of applicant materials to each Board member. It was the consensus of the Board that Director Fosse and Board Members Veeder and Goehner will conduct interviews with the individuals and/or firms considered for legal counsel. A final selection is expected to be made at the June 11, 2014 Board meeting.

B. Resolution 2014-1: Creating an E911/NG911 Reserve Account

Director Fosse presented Resolution 2014-1 to create a new Reserve Account for placement of a Tracfone revenue pay-out. The new revenue is the result of tax payments collected from Tracfone; it is unknown at this time if the payment includes all back taxes due from Tracfone. State E911 Director Dahl decided that instead of applying the revenue and making adjustments to previous years' contracts that agencies receiving the revenue will be allowed to deposit the monies into a reserve account.

Motion to approve Resolution 2014-1 creating an E911/NG911 Reserve Account; Barnhart, second by Snyder.

Resolution: Motion carried.

Board Member Goehner also commented that RiverCom may need to prepare a Budget Amendment to show the new account and the transference of funds. RiverCom to coordinate the change with Karen Goodwin at Douglas County Finance once the account is established.

- XV. CORRESPONDENCE AND INFORMATIONAL ITEMS – There were no items of report.
- XVI. GOOD OF THE ORDER – There was no comment.
- XVII. EXECUTIVE SESSION
- A. At 10:00 AM Chairman Veeder closed the regular meeting; the meeting was moved into Executive Session at 10:02 AM, for a period not to exceed ten (10) minutes, to discuss Guild negotiations. The Executive Session ended and the regular meeting was immediately called back to order at 10:12 AM. There was no action taken.
- XVIII. ADJOURNMENT - With no further business, the meeting was adjourned at 10:12 AM. The next Board session is scheduled for June 11, 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