

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, June 11, 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: Brian Burnett, Sheriff, Chelan County Sheriff's Department; Tom Robbins, Chief, Wenatchee Police Department; Mike Dingle, Douglas County Sheriff's Department (substituting for Sheriff Harvey Gjesdal)

RiverCom Staff 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

Guests Present: Dee Gutierrez, RiverCom; Jim Brown, Technical and Support Services Manager, Wenatchee Police Department; Kurt Lutz, Director, Chelan County Regional Jail

- I. CALL TO ORDER – Chairman Veeder called the meeting to order at 9:00 AM; Board Member Goehner 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, May 14, 2014
    - ii. Payroll and Benefits for May 2014 in the amount of \$263,375.93
    - iii. June Vouchers in the amount of \$132,936.26 for payment on June 11, 2014:
      - a. Maintenance and Operations Account (Control #0367-0428) \$ 93,254.86
      - b. Capital Account (Control #0429) \$ 26,066.00
      - c. General Communications Tax Account (Control #0430-0435) \$ 4,012.72
      - d. Communications Tax Capital Projects Account (Control #0436-0437) \$ 9,602.68

*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. RiverCom plans to make a change with regard to its EMD program by implementing the King County CBD program. Director Fosse has been in contact with King County to prepare for the changeover. He expects the initial start-up costs to be about \$12,000-\$15,000 with cost-savings to be recouped in about three (3) years. He also noted the CBD program will work nicely with the systems local EMT's are currently using in the field. Director Fosse is planning to implement the program after the fire season and probably sometime at the end of the year.

VII. RADIO SITE REPORTS

A. Director Fosse reported that RiverCom received a contract yesterday from Valmont for the tower construction at the Lower Badger radio site after Radio Systems Technical Manager Humphrey was able to make contact a vendor who represents the tower manufacturer. The contract is pending further review.

B. Director Fosse recently met with Shawn Fitzpatrick of Fitzpatrick Surveying, PLLC to review preliminary survey drawings for the Lower Badger property site. He found there are three (3) and possibly five (5) parcels of land that do not have an easement to the RiverCom property described in their parcel plans. Further work will need to be completed to resolve the easement discrepancy.

VIII. STAFFING REPORT

A. One (1) individual completed initial training for the position of Emergency Services Dispatcher on June 10, 2014; she is now working on her own and has been assigned to a shift on the operations floor.

B. One (1) individual in training resigned from employment effective June 9, 2014.

C. There are currently two (2) individuals moving forward with Emergency Services Dispatcher training.

D. Four (4) Emergency Services Dispatcher positions remain vacant.

E. Public Safety Testing conducted skills testing in the area for the position of Emergency Services Dispatcher on June 7, 2014. Director Fosse attended the event to talk about job opportunities at RiverCom with potential candidates.

IX. STATE E911 OFFICE REPORT

A. Director Fosse and Administrative Services Manager Grupp conducted a tele-conference call with Technical Services Manager Andy Lenweaver at the State E911 Office to discuss the new telephone system that RiverCom will be installing.

- B. Administrative Services Manager Grupp Operations Manager Viebrock are scheduled to attend the State E911 Advisory Committee meeting and the APCO Summer Conference in Kennewick, WA June 24-27, 2014. Three (3) Shift Supervisors are also scheduled to attend the conference.
- C. The State E911 Office is currently working on a comprehensive plan to account for funding that is encumbered or is otherwise reserved for projects in an effort to protect the monies from being taken by the Legislature.

X. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

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

2014 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	1,397,956	33.65%
Capital Projects Account	31,073	117.26%
Equipment Replacement Account	20,176	85.49%
Communications Tax Account	423,013	16.64%
TOTALS:	1,872,218	27.75%

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

2014 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	393	.12%
Local E911 Excise Tax	564,166	55.68%
Agency Assessments	1,075,834	44.40%
Communications Tax Revenue	899,296	43.87%
Site Leases	6,771.51	43.41%
Outside Revenue and Grants (Capital)	168	26.84%
TOTALS:	2,546,629	43.61%

- Board member Goehner asked about the possibility of receiving State E911 Grant-Contract reimbursements on a monthly or quarterly basis rather than bi-annually. A short discussion took place about the State E911 Contract requirements and reimbursement process. Administrative Services Manager Grupp added that in the past it has worked out in RiverCom’s benefit to have a 12-month contract reimbursement at the end of a contract year instead of a monthly reimbursement.

XI. OPERATIONS REPORT

Operations Manager Viebrock reported on the following items:

- A. Director Fosse issued a press release last week to comment on a very high number of calls RiverCom received on June 3, 2014 and the exceptional performance by RiverCom personnel.

- B. Emergency Services Dispatcher Gutierrez was commended for her impressive work pursuant to a recent incident which eventually led to a very dramatic life saved event.

XII. COMMITTEE REPORTS

- A. Board Member Sisson briefly reported on the RiverCom Operations Group meeting that took place June 10, 2014. Chief Mosher with Chelan County Fire District #6 had brought up a question about language regarding the termination clause in the User Agreement for Spillman and a concern that any law enforcement agency may be able to terminate the agreement. Chief Mosher will contact law enforcement representatives to discuss the matter and clarify the language.

XIII. OLD BUSINESS

A. RFP: NG911 Telephony System

Director Fosse reported that the State E911 Office is willing to pay up-front for maintenance for the new phone system. The State has requested that RiverCom obtain an aggregated, 5-year maintenance cost from Telecommunications Systems for the “Silver” maintenance plan, however, if an aggregate cost is not available, the State would be willing to pay on an annual basis. The State also agreed that once RiverCom pays the invoice for maintenance, the State would issue a reimbursement within a 5-7 day period. The final system cost will be brought to the Board for final approval as soon as more details are in place. On a related note, other 911 agencies have contacted RiverCom to indicate their interest in possibly connecting to the RiverCom phone system.

XIV. NEW BUSINESS

A. Resolution 2014-2: Creating an E911/NG911 Reserve Account

Director Fosse presented Resolution 2014-2 amending the 2014 Annual Budget in the amount of \$52,206 to make final payment for the Spillman Data Migration and Installation Services. The project and the funds were originally approved and accounted for in the 2013 Annual Budget. RiverCom is seeking to transfer the un-spent funds from the 2013 Annual Budget and held aside in the Capital Account and move to Budget Line Number 653.009.594.28.64.15 in the 2014 Annual Budget for the Capital Account.

*Motion to approve and adopt Resolution 2014-2 amending the 2014 Annual Budget to account for a capital expenditure in the amount of \$52,506; Snyder, second by Barnhart.  
Resolution: Motion carried.*

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 10:03 AM Chairman Veeder closed the regular meeting; the meeting was moved into Executive Session at 10:03 AM, for a period not to exceed fifteen (15) minutes, to discuss Guild negotiations and the selection of general legal counsel. At 10:17 AM the Executive

Session was extended for an additional fifteen (15) minutes. The Executive Session ended and the regular meeting was immediately called back to order at 10:32 AM.

*Motion to authorize Director Fosse to enter into negotiations for the purpose of retaining Tony Menke as legal counsel for RiverCom; Snyder, second by Sisson.*

*Resolution: Motion carried.*

XVIII. ADJOURNMENT - With no further business, the meeting was adjourned at 10:33 AM. The next Board session is scheduled for July 9, 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*