

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, July 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); Dale Snyder, Commissioner, Douglas County; Keith Goehner, Commissioner, Chelan County;

Excused Absences: Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chairman); Kent Sisson, Chelan County Sheriff's Office

Ex-Officio Members Present: Jim Brown substituting for Tom Robbins, Chief, Wenatchee Police Department; Harvey Gjesdal, Sheriff, Douglas County Sheriff's Office; Randy Harrison, Chief, East Wenatchee Police Department

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

- I. CALL TO ORDER – Chairman Veeder called the meeting to order at 9:00 AM; Board Member Snyder 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, June 11, 2014
    - ii. Payroll and Benefits for June 2014 in the amount of \$258,375.92
    - iii. July Vouchers in the amount of \$51,768.03 for payment on July 9, 2014:
      - a. Maintenance and Operations Account (Control #0438-0494) \$ 34,560.67
      - b. General Communications Tax Account (Control #0495-0502) \$ 17,135.86
      - c. Communications Tax Capital Projects Account (Control #0503) \$ 71.50

*Motion to approve the Consent Agenda; Goehner, 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. RiverCom staff has started work on the 2015 Annual Budget and plans to schedule preliminary budget review meetings with Board Members in mid-to late August. The final budget approval is expected to take place in October.
- B. Further information and determination on the new phone system is still pending. The State E911 Office has not yet provided a firm commitment on a maintenance plan provision; they been focused on a significant technical issue and at least one key decision-maker has been away from the office.
- C. Andy Lenweaver from the State E911 Office has asked Director Fosse to participate in review process for a 110-page proposed RFP to replacement the State's ESINet – internet connection.

VII. RADIO SITE REPORTS

- A. Director Fosse reported that RiverCom is concerned about local fire activity that could potentially harm certain RiverCom radio sites. The Mills Canyon Fire could reach the Keystone Radio Site; fire crews have back-burned the area around the Keystone repeater. Radio Systems Technical Manager Josh Humphrey has set-up and programmed a portable repeater and is ready to go if needed. A new fire on Pearl Hill (in Bridgeport) may also threaten a repeater located at that site.
- B. Director Fosse continues to work with Valmont and is making progress on the contract for a 160' tower at Lower Badger.

VIII. STAFFING REPORT

- A. There are currently two (2) individuals in Emergency Services Dispatcher training. One (1) of those individuals may complete training next week.
- B. Four (4) Emergency Services Dispatcher positions remain vacant.
- C. Interviews for the position of Emergency Services Dispatcher were conducted on July 2, 2014; it appears that four (4) candidates will move forward to the pre-employment process. ESD Interviews are also scheduled for July 16, 2014.
- D. Public Safety Testing is scheduled to conduct skills testing for the position of Emergency Services Dispatcher in East Wenatchee on July 19, 2014. Director Fosse plans to attend the event to talk about job opportunities at RiverCom with potential candidates.

IX. STATE E911 OFFICE REPORT

- A. Director Fosse reported that the State E911 Contract was supposed to be signed and in place by July 1, 2014. However, the State has not yet issued the Contract. They have said that retro-active reimbursements will be applied so the delay should not impact our revenue.
- B. Director Fosse and Administrative Services Manager Grupp will be attending the State E911 Advisory Committee Meeting at Camp Murray on July 17, 2014.

X. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

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

2014 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	1,766,989	42.54%
Capital Projects Account	57,139	215.62%
Equipment Replacement Account	20,176	85.49%
Communications Tax Account	451,954	17.78%
TOTALS:	2,296,258	34.04%

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

2014 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	472	.14%
Local E911 Excise Tax	649,757	64.13%
Agency Assessments	1,262,965	52.13%
Communications Tax Revenue	1,091,207	53.23%
Site Leases	7,814	50.09%
Outside Revenue and Grants (Capital)	199	31.77%
TOTALS:	3,012,415	51.59%

- Administrative Services Manager Grupp noted that the Budget Amendment approved by the Board last month has not yet been made by Douglas County Finance and is not reflected in the June financial reports. She will follow-up on the matter to ensure the change is made.
- Board Member Goehner requested that staff prepare a report on Communication Tax projects to provide to the Board at the August meeting. He asked that the report show a recap of where money has been spent and forecasted spending and that it provides a systematic approach to the radio expansion project.

XI. OPERATIONS REPORT

Operations Manager Viebrock reported on the following items:

- A. Statistical graphs showing fire activity on the Fourth of July weekend were presented to the Board including 2013-2014 brush fires, and 2014 fireworks complaints. Most activity came after July 4<sup>th</sup>.

Operations Manager Viebrock added that Chief Phil Moser with Chelan County Fire District #6 happened to be in the Dispatch center when the Mills Canyon Fire started and was able to coordinate immediately with Supervisor Johnson.

XII. COMMITTEE REPORTS

- A. Director Fosse reported on a question about Bridgeport Fire and Ambulance and the available amount to them from Communications Tax Shared Funding Assistance monies. After a conversation with a representative from Bridgeport Fire and Ambulance, the question has been resolved. They will receive funding as previously and currently applied but a correction will be applied starting in 2015.

A further discussion took place about the ten-percent allocation of Communications Tax revenue provided to user agencies.

XIII. OLD BUSINESS – There was no old business.

XIV. NEW BUSINESS

- A. RiverCom Dispatcher's Guild: Collective Bargaining Agreement, 2014-2016

Director Fosse reported that the RiverCom Dispatcher's Guild membership passed the Collective Bargaining Agreement, 2014-2016, as presented. RiverCom legal counsel has reviewed and approved the Agreement. The CBA included a 2014 pay increase retroactive to January 1, 2014. Guild President Dee Gutierrez has signed the final CBA; the document was provided to Chairman Veeder for final signature.

*Motion to approve and adopt the RiverCom Dispatcher's Guild Collective Bargaining Agreement, 2014-2016 as presented; Snyder, second by Goehner.*

*Resolution: Motion carried.*

Director Fosse thanked Dee Gutierrez and her team for their work to finalize the contract. He further extended his thanks and appreciation to Criselia Grupp and Staci Engler for their work in the negotiations and mediation process.

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

XVI. GOOD OF THE ORDER

- A. Board Member Snyder said that he met with representatives from Ballard and Lifeline Ambulance a few weeks ago. He reported that both companies are comfortable with the

assessment arrangement we have with them now. It was the consensus of the Board to move forward with how things stand with regard to next year's budget planning process

XVII. EXECUTIVE SESSION

- A. At 9:47 AM Chairman Veeder closed the regular meeting; the meeting was moved into Executive Session at 10:48 AM, for a period not to exceed ten (10) minutes, to discuss legal services. The Executive Session ended and the regular meeting was immediately called back to order at 10:57 AM.

*Motion to authorize Director Fosse to contract general legal services with the law firm Jeffers, Danielson, Sonn & Aylward; Goehner, second by Snyder.*

*Resolution: Motion carried.*

- XVIII. ADJOURNMENT - With no further business, the meeting was adjourned at 10:59 AM. The next Board session is scheduled for August 13, 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*