

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, August 13, 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; Mike Dingle, EM, Chelan County Sheriff's Office (Alternate for Kent Sisson)

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; Randy Harrison, Chief, East Wenatchee Police Department; Keith Vradenberg, Mayor, City of Entiat

RiverCom Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Josh Humphrey, Radio Systems Technical Manager; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant

Guests Present: Dee Gutierrez, RiverCom; Jim Brown, Wenatchee Police Department; Blake Baldwin, Legislative Assistant to State Representative Brad Hawkins

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.

Blake Baldwin addressed the Board and introduced himself as a newly appointed Legislative Assistant to Representative Brad Hawkins; he is available if anyone needs to contact him.

III. APPROVAL OF AGENDA – The agenda was approved as presented.

IV. STANDING AGENDA

A. Consent Agenda

- i. RiverCom Administrative Board Meeting Minutes, July 9, 2014
- ii. Payroll and Benefits for July 2014 in the amount of \$266,864.26
- iii. August Vouchers in the amount of \$48,192.14 for payment on August 13, 2014:
  - a. Maintenance and Operations Account (Control #0504-0561) \$ 27,072.88
  - b. Capital Account (Control #0562-0563) \$ 2,360.44
  - c. General Communications Tax Account (Control #0564-0569) \$ 3,079.62
  - d. Communications Tax Capital Projects Account (Control #0570-0571) \$ 15,679.20

*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. July was a very busy month with regard to call volume. Statistics show that RiverCom's incident call volume is up by 8% for the past twelve-month period (July-June). A comparison of calls for the month of July 2014 to July of 2013 shows an increase of 25%.
- B. RiverCom staff is working on a Sick Leave policy to harmonize with the Guild's Collective Bargaining Agreement. The policy is being prepared for legal review and will be presented to the Board for approval in the near future.
- C. As requested by the Board, RiverCom staff prepared a report on the progress of Communications Tax projects. The report was distributed to Board members for further review.

VII. RADIO SITE REPORTS

- A. Director Fosse reported that RiverCom has signed a contract with Valmont Industries for the manufacture and installation of a 160-foot radio tower at the Lower Badger Mountain radio site. Valmont is projecting a completion date of mid-October.
- B. RiverCom continues to work with legal representation regarding the property boundary at the Lower Badger site. RiverCom anticipates a resolution fairly soon.
- C. Day Wireless Systems is preparing the engineering, architecture, and project planning for the communications building at the Lower Badger radio site. They expect that the installation will take place at the end of this year. Radio Systems Technical Manager Humphrey said that, if everything goes as planned, the final cut-over may take place somewhere between December 2014 to January 2015.

VIII. STAFFING REPORT

- A. Director Fosse briefly discussed staffing measures and requested to hire for one (1) additional ESD position. After a short discussion, it was the consensus of the Board that RiverCom proceed to hire one (1) additional Emergency Services Dispatch position.

IX. STATE E911 OFFICE REPORT

- A. Director Fosse reported that RiverCom has still not received a State E911 Operations Contract for Chelan County. RiverCom asked for approval to purchase the new phone system, but the State has not provided any information regarding a final decision. The E911 monies previously held by the State in a reserve fund, and which would have been used for a new telephone system, were swept away by the State Legislature. Director Fosse noted that RiverCom is already experiencing irregular and unexplained problems and failures with its ten-year old phone system and that the system in place is no longer supported by the

manufacturer or the State. Director Fosse continues to push the State E911 Office, but so far, they have been unresponsive. Several Board members asked what they could do and discussed possible courses of action. Director Fosse also noted that the delay in receiving the State E911 Operating Contract is significantly impacting RiverCom’s ability to budget for next year.

X. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

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

2014 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	2,053,159	49.43%
Capital Projects Account	61,591	78.25%
Equipment Replacement Account	15,724	66.63%
Communications Tax Account	484,441	19.05%
<b>TOTALS:</b>	<b>2,614,916</b>	<b>38.46%</b>

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

2014 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	537	.16%
Local E911 Excise Tax	734,607	72.50%
Agency Assessments	1,461,901	60.34%
Communications Tax Revenue	1,299,481	63.39%
Site Leases	8,292	53.15%
Outside Revenue and Grants (Capital)	226	36.12%
<b>TOTALS:</b>	<b>3,505,044</b>	<b>60.02%</b>

- A short discussion took place regarding the status of the Holden Mine project and its impact on the amount of sales tax revenue collected in the next few years. The project is expected to taper down during 2015 and will probably be completed in 2016. RiverCom will likely start to see a decrease in the amount of its tax collection corresponding with this time period.

XI. OPERATIONS REPORT

Operations Manager Viebrock reported on some general operational items regarding recent events.

XII. COMMITTEE REPORTS

- Director Fosse reported that he has been in contact with a representative from Bridgeport Fire and Ambulance; they have confirmed they should be counted as only one (1) agency for the purpose of Communications Tax Shared Funding Assistance. The funding allocation will be updated and recalculated for 2015.

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
- A. Keith Vradenberg reported that area radio communications are going to be brought forward to local fire chiefs and emergency management.
- Director Fosse added that RiverCom is considering a site in the Del Rio area to improve radio communications. He has asked Chief Dale Rinker at Douglas County Fire District #3 to identify a location to put in a solar repeater site. The site will be on the north side of the designated A-Line so FCC licensing will also have to be approved by Canada.
- XVII. ADJOURNMENT - With no further business, the meeting was adjourned at 9:58 AM. The next Board session is scheduled for September 10, 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*