

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, October 8, 2014**

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

## MEETING MINUTES

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Board Members Present: Keith Goehner, Commissioner, Chelan County; Dale Snyder, Commissioner, Douglas County; Frank Kuntz, Mayor, City of Wenatchee; Kent Sisson, Sergeant, Chelan County Sheriff's Office

Excused Absences: Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chairman)

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; Keith Vradenberg, Mayor, City of Entiat

RIVERCOM Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Staci Engler, Confidential Administrative Assistant

Guests Present: Dee Gutierrez, RIVERCOM; Jim Brown, Wenatchee Police Department

I. CALL TO ORDER – Board Member Goehner called the meeting to order at 9:00 AM; Board Member Snyder led the Pledge of Allegiance.

II. WELCOME AND INTRODUCTIONS – Board Member Goehner welcomed those present.

Board Member Goehner introduced City of Wenatchee Mayor Frank Kuntz as the new Board Member representing the City of Wenatchee and welcomed him to the RIVERCOM Administrative Board.

*Motion to nominate Board Member Goehner as Chair pro-tem; Snyder, second by Kuntz.  
Resolution: Motion carried.*

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

IV. STANDING AGENDA

A. Consent Agenda

- i. RIVERCOM Administrative Board Meeting Minutes, September 10, 2014
- ii. Payroll and Benefits for September 2014 in the amount of \$243,100.47
- iii. October Vouchers in the amount of \$68,613.89 for payment on October 8, 2014:
  - a. Maintenance and Operations Account (Control #0654-0710) \$ 32,960.80
  - b. General Communications Tax Account (Control #0711-0718) \$ 9,700.86
  - c. Communications Tax Capital Projects Account (Control #0719-0724) \$ 25,952.23

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

V. BOARD CHAIR REPORT

Board Member Goehner opened the floor for nominations to elect a Board Chair and Vice-Chair.

*Motion to elect Wayne Barnhart as Chair and Keith Goehner as Vice-Chair; Snyder, second by Kuntz. Resolution: Motion carried.*

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

- A. The new phone system purchase is moving forward. A meeting is scheduled with the vendor for next week to discuss purchasing and contract details. The final contract will be submitted to RIVERCOM legal counsel for review and will also be presented to the State E911 Office for final approval and to ensure a payment schedule.
- B. RIVERCOM is starting the process of replacing its ProQA system with the King County CBD system which provides a dispatch protocol for medical emergencies. The original intent was to integrate the program with the Spillman CAD system. However, Spillman has been resistant in providing an interface between Spillman CAD and the King County CBD system and have mentioned a cost of more than \$100,000 to build an interface and develop the software. This cost is more than anticipated; RIVERCOM will move forward on the project without the interface.

VII. RADIO SITE REPORTS

- A. The new tower installation at the Lower Badger radio site is moving forward. The steel for the tower was scheduled to be delivered yesterday. The tower structure should be erected by the end of October. RIVERCOM has also worked with Day Wireless Systems to complete the contract for the work to re-hab the building and has made an amendment to the re-occurring lease agreement to leave the lease when RIVERCOM is ready to move off their site in mid-2015.
- B. RIVERCOM is preparing to release a Request for Proposals (RFP) for engineering and consulting services for the Phase 4 radio coverage enhancement project. This project is intended to improve radio coverage in the Lake Wenatchee area and the Rock Island area.
- C. A potential new radio site location has been identified to improve radio coverage in north Douglas County. Radio Systems Technical Manager Humphrey has initiated a request for a new FCC license, which because of its northerly location, will have to also be approved through Canada. Director Fosse has also reached out to the Colville Tribes to talk about options that may exist on their land at Whitmore Mountain.

VIII. STAFFING REPORT

- A. One (1) individual who resigned from employment last year has been re-hired for the position of Emergency Services Dispatcher. She will start employment on October 13, 2014.

B. RIVERCOM has hired three (3) individuals for the positions of Emergency Services Dispatcher. They will start employment and Training Academy on October 14, 2014. RIVERCOM was prepared to extend final job offers to four (4) individuals but one (1) individual accepted another job and withdrew from the hiring process.

C. One (1) Emergency Services Dispatcher over-hire position remains open.

IX. STATE E911 OFFICE REPORT – There were no items to report.

X. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

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

2014 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	2,563,929	61.72%
Capital Projects Account	63,952	81.25%
Equipment Replacement Account	19,651	83.27%
Communications Tax Account	605,072	23.80%
TOTALS:	3,252,604	47.84%

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

2014 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	289,422	85.92%
Local E911 Excise Tax	902,498	89.67%
Agency Assessments	1,844,389	76.12%
Communications Tax Revenue	1,750,837	85.47%
Site Leases	10,192	65.33%
Outside Revenue and Grants (Capital)	289	46.13%
TOTALS:	4,803,627	82.26%

- Director Fosse commented that we look at wireline and wireless 911 calls that RIVERCOM receives and have seen a steady increase in the percentage of wireless calls received. Currently, about 83% of our 911 calls are coming in on cell phones. From an operational standpoint, there are fewer 911 calls where the location of the call can be pinpointed.
- Board Member Kuntz asked staff to include a percentage increase/decrease on a rolling basis, both year to year and month to month, with regard to reporting local E911 excise tax revenue as well as 1/10<sup>th</sup> of 1% communications tax revenue.

XI. OPERATIONS REPORT – There was no report.

XII. COMMITTEE REPORTS

- A. Board Member Sisson said that there is some frustration with regarding the Goat Mountain frequency and the long delay in approval from Canada. Director Fosse has been looking at ways that may help to expedite the process. A discussion took place about possible options, including a face-to-face meeting.

XIII. OLD BUSINESS

A. Resolution 2014-3: 2015 Annual Budget

The final 2015 Annual Budget was provided to the RIVERCOM Administrative Board. No changes were made since the preliminary review. There were no further comments.

*Motion to approve and adopt Resolution 2014-3 adopting an Annual Budget for the year 2015; Snyder, second by Kuntz.*

*Resolution: Motion Carried.*

Director Fosse also noted that he and Administrative Services Manager Grupp previously met with Board Member Barnhart to review the 2015 Annual Budget and that he had expressed approval of the Budget.

XIV. NEW BUSINESS – There was no new business.

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

XVI. GOOD OF THE ORDER – There were no items brought forward.

XVII. EXECUTIVE SESSION

- A. At 9:45 AM, Board Member Goehner entertained a motion to move into Executive Session first, for the purpose of reporting on the Lower Badger property boundary issue and second, for the purpose of reporting on a Guild Contract issue, the period of time not to exceed fifteen (15) minutes.

*Motion to move into Executive Session; Kuntz, second by Snyder.*

*Resolution: Motion Carried.*

The Executive Session ended at 10:00 AM and the regular meeting was immediately called back to order. There was no action taken.

XVIII. ADJOURNMENT - With no further business, the meeting was adjourned at 10:01 AM. The next Board session is scheduled for November 12, 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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Wayne Barnhart, Chairman, *Council Member, City of East Wenatchee*

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Keith Goehner, Vice-Chairman, *Commissioner, Chelan County*

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Dale Snyder, *Commissioner, Douglas County*

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Frank Kuntz, *Mayor, City of Wenatchee*

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