

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, January 14, 2015

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

MEETING MINUTES

Board Members Present: Wayne Barnhart, Councilmember, City of East Wenatchee (Chair), Keith Goehner, Commissioner, Chelan County (Vice-Chair); Dale Snyder, Commissioner, Douglas County; Keith Huffaker, Councilmember, City of Wenatchee; Mick Lamar, Chief, Chelan County Fire District No. 4 and No. 9

Ex-Officio Members Present: John Wisemore, Undersheriff, Chelan County Sheriff's Office (Substituting for Sheriff Brian Burnett); Harvey Gjesdal, Sheriff, Douglas County Sheriff's Office; John Kruse, Interim Captain, Wenatchee Police Department (Substituting for Chief Tom Robbins); Keith Vradenburg, Mayor, City of Entiat

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: Marley Kunz, RIVERCOM; Dee Gutierrez, RIVERCOM; Jim Brown, City of Wenatchee

- I. CALL TO ORDER – Chairman Barnhart called the meeting to order at 9:00 AM and led the Pledge of Allegiance.
- II. WELCOME AND INTRODUCTIONS – Chairman Barnhart welcomed those present. Meeting 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, December 10, 2014
 - ii. Payroll and Benefits for December 2014 in the amount of \$253,386.44
 - iii. December 2014 Vouchers in the amount of \$123,188.92 for payment on January 14, 2015:
 - a. Maintenance and Operations Account (Control #0892-0934) \$ 30,757.88
 - b. General Communications Tax Account (Control #0935-0941) \$ 13,423.15
 - c. Communications Tax Capital Projects Account (Control #0942-0949) \$ 79,007.89

- iv. January 2015 Vouchers in the amount of \$197,355.56 for payment on January 14, 2015:
 - a. Maintenance and Operations Account (Control #0001-0012) \$ 12,245.93
 - b. Capital Account (Control #0013) \$ 178,126.41
 - c. General Communications Tax Account (Control #0014) \$ 400.00
 - d. Communications Tax Capital Projects Account (Control #0015) \$ 6,583.22

Motion to approve the Meeting Agenda and Consent Agenda as presented; 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:

1. General Items

- A. A Request for Proposals (RFP) was issued on December 5, 2014 for radio engineering and consulting services for Phase 4 radio coverage enhancements. A mandatory pre-proposal conference took place on December 18, 2014; there were four (4) companies represented at the meeting. The due date for proposals is January 23, 2015, with a proposal opening to take place January 26, 2015. Director Fosse requested that a Board Member be present at the proposal opening per RiverCom policy. The proposal opening was set for 3:00 PM; Board Members Goehner and Huffaker volunteered to be present at the opening.
- B. RIVERCOM has signed a contract with Telecommunication Systems, Inc. for the purchase and installation of a new IP-based NG911 telephone system. A project kick-off meeting is scheduled for January 21, 2014 with the project manager. The cut-over date will be scheduled for some time about May 4-6, 2015; the actual phone install will start several weeks prior to the cut-over date. The goal will be to have the system installed and accepted by the beginning of June 2015. In addition, a new compatible administrative and outgoing call phone system will be installed in conjunction with the 911 system.
- C. RIVERCOM is in the process of installing and implementing the King County Criteria-Based Dispatch (CBD) System. Training on the new system starts at the end of next week. RIVERCOM will engage Dr. Jobe to review the program and make any needed adjustments so that the program is consistent with medical direction in our two-county area. King County staff will provide the first segment of training to the Operations Manager and Shift Supervisors; in turn, the Operations Manager and Shift Supervisors will provide training to Emergency Services Dispatchers. Director Fosse added that this will create a significant and beneficial change for the Dispatchers and the way they perform their work. Ultimately, the change in systems will place RIVERCOM squarely in "the chain of survival", and will especially benefit persons experiencing emergency medical issues such as cardiac arrest.

2. Radio Site Report

- A. Day Wireless Systems continues to complete work on the building structure at the Lower Badger radio site. RiverCom anticipates an April 1 final completion date.

3. Staffing Report

- A. There is one (1) individual who continues to move forward in the training process for the position of Emergency Services Dispatcher.
- B. There are currently four (4) vacant Emergency Services Dispatcher positions.
- C. There are three (3) individuals who are in the early stages of the pre-employment process for the position of Emergency Services Dispatcher.
- D. Public Safety Testing will conduct testing for the position of Emergency Services Dispatcher on January 24, 2015 at the Douglas County TLS building in East Wenatchee. TLS has graciously provided us with use of their meeting room for the testing.
- E. Marley Kunz has been hired on a temporary part-time basis to assist in the administrative office. She was originally hired as an Emergency Services Dispatcher and completed the Recruit Academy, but had to resign due to a scheduling conflict.
- F. A short discussion took place about the number of approved positions and the employment process.

4. State E911 Office Report

- A. Administrative Services Manager Criselia Grupp has been unanimously elected to the State E911 Policy Sub-Committee representing small counties. The sub-committee sets and recommends policy for the State E911 Program. Director Fosse noted that RIVERCOM has not had representation on this Committee for several years. Director Fosse and Administrative Services Manager Grupp also plan to swap their respective assignments as Chelan and Douglas County Coordinators in order to maintain the level and type of representation on State committees. The documents required to make that change will be forwarded to the Board for signatures in the near future.

5. iSpy Fire Mobile Application Demonstration

Director Fosse introduced the process of implementing and the features of using the third-party alerting applications for cell phones that were recently installed through RiverCom. IT Manager Corder presented a demonstration on the “iSpy Fire” program, one of the available third-party alerting applications for cell phones. The application was developed by two local individuals. The alerting system is agency specific and is being predominately used by fire agencies in the area.

VII. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

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

| 2014 YTD Expenditures | Dollar Amount | % of Budget |
|------------------------------------|---------------|-------------|
| Maintenance and Operations Account | 3,720,053 | 89.55% |
| Capital Projects Account | 63,952 | 81.25% |
| Equipment Replacement Account | 23,688.34 | 100.37% |
| Communications Tax Account | 846,671 | 33.30% |
| TOTALS: | 4,878,518 | 71.75% |

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

| 2014 YTD Revenue | Dollar Amount | % of Budget |
|--------------------------------------|---------------|-------------|
| Outside Revenue and Grants | 290,184 | 86.15% |
| Local E911 Excise Tax | 1,200,739 | 118.51% |
| Agency Assessments | 2,419,754 | 99.87% |
| Communications Tax Revenue | 2,444,488 | 119.24% |
| Site Leases | 14,070 | 90.19% |
| Outside Revenue and Grants (Capital) | 376 | 60.12% |
| Reserve Account Interest Transfer | 194 | 58.64% |
| TOTALS: | 6,369,803 | 109.08% |

- Spreadsheets for 2014 and 2015 Tier One and Tier Two Communications Tax Shared Funding Assistance were provided to the Board. Director Fosse pointed out the Tier 1 spreadsheet showing disbursements to agencies who have received reimbursements for preventive maintenance; he added that the goal for next year will be to get 100% completion on preventive maintenance.

VIII. OPERATIONS REPORT – There was no report.

IX. COMMITTEE REPORTS – There was no report.

X. OLD BUSINESS – There was no old business.

XI. NEW BUSINESS – There was no old business.

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

XIII. GOOD OF THE ORDER

- Chairman Barnhart requested that RIVERCOM receive documentation showing the authorized appointment of Keith Huffaker to the RIVERCOM Administrative Board as well as the appointment of an alternate to represent the City of Wenatchee.

- The regular RIVERCOM Administrative Board meeting scheduled for November falls on Veteran’s Day, November 11, 2015. It was the consensus of the Board to reschedule the meeting for November 4, 2015.
- Chairman Barnhart expressed appreciation for Sergeant Kent Sisson’s service on the Board as a voting member during 2014. A letter of appreciation thanking Sergeant Sisson was signed by the Chair and Director Fosse. RiverCom will mail the letter to Sergeant Sisson with a copy to Chelan County Sheriff’s Office.

XIV. ADJOURNMENT - With no further business, the meeting was adjourned at 9:50 AM. The next Board session is scheduled for February 11, 2015.

Minutes Respectfully Submitted,
 Staci Engler
 Confidential Administrative Assistant
 RIVERCOM 911

ATTEST:

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| Jim Fosse, Director Secretary to the Board | Date |

RIVERCOM 911 Administrative Board Members:

 Wayne Barnhart, Chairman, *Council Member, City of East Wenatchee*

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

 Dale Snyder, *Commissioner, Douglas County*

 Keith Huffaker, *Council Member, City of Wenatchee*

 Mick Lamar, *Fire Chief, Chelan County Fire District No. 4 and No. 9, RIVERCOM 911 Operations Group*