

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, February 11, 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: Brian Burnett, Sheriff, Chelan County Sheriff's Office; Kevin Morris, Undersheriff, Douglas County Sheriff's Office (Substituting for Sheriff Harvey Gjesdal); Tom Robbins, Chief, Wenatchee Police Department; Keith Vradenburg, Mayor, City of Entiat

RIVERCOM Staff Present: Jim Fosse, Director; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Staci Engler, Confidential Administrative Assistant

Guests Present: Marley Kunz, RIVERCOM; Dee Gutierrez, RIVERCOM; Jim Brown, City of Wenatchee; Allison Williams, 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, with the addition of Executive Session, following Item L, for the purpose of discussing a Guild item.
- IV. STANDING AGENDA
 - A. Consent Agenda
 - i. RIVERCOM Administrative Board Meeting Minutes, January 14, 2015
 - ii. Payroll and Benefits for January 2015 in the amount of \$257,335.53
 - iii. January 2015 Vouchers in the amount of \$168,596.29 for payment on February 11, 2015:
 - a. Maintenance and Operations Account (Control #0016-0075) \$ 33,511.21
 - b. General Communications Tax Account (Control #0076-0083) \$ 2,802.60
 - c. Communications Tax Capital Projects Account (Control #0084-0089) \$ 132,282.48

*Motion to approve the Consent Agenda as presented; Lamar, 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. RIVERCOM has made the move from ProQA to the King County Critical-Based Dispatch (CBD) system last week. Two rounds of CBD training have now been completed. Director Fosse added that he has received a good response from dispatchers using the CBD system; RIVERCOM has already seen a benefit in the decreased time processing incoming cardiac 911 calls. In conjunction with the CBD system, RIVERCOM is also continuing to move forward with the implementation of recommended units using a paging module. Sheriff Burnett asked if RIVERCOM could give a presentation to CCSO Supervisors to provide them with some updates on our new systems; Director Fosse said that he will make arrangements to set up a presentation.
- B. A 2014 Record Request Tally spreadsheet showing the number of public requests RIVERCOM has received from 2010 through 2014 was provided to the Board for review. The summary report shows the total number of records requests and the distribution of requests for an overall 5-year period. It was noted that the number of requests made by prosecuting attorney's offices have significantly increased in the past two (2) years. Director Fosse said that the 911 recording requests take a great amount of time to complete and that RIVERCOM staff is discussing possible options to streamline the process.
- C. A Risk Manager with Association of Washington Cities (AWC) made a scheduled on-site visit at RIVERCOM on January 28, 2015 to review areas of potential risk. The results of the visit were provided in a "Bi-Annual Loss Prevention Report" dated January 2015; copies of which were distributed with Board packets for further review. There were no outstanding items from the previous 2013 report. A recommendation stands to conduct 3-year checks on employee driver licenses and records on people who drive RIVERCOM vehicles. AWC made a recommendation regarding the cooling system in the RIVERCOM equipment room. RIVERCOM plans to review the recommendations with the City of Wenatchee and will contact the Fire Marshal to ensure RIVERCOM meets current fire code.

2. Radio Site Report

- A. Director Fosse and Administrative Services Manager Grupp met with members of the Bromiley family to discuss the property line adjustment and easement items at Lower Badger. They were amenable to proposal made by RIVERCOM. Director Fosse further explained the status of the property lines and the easement and the changes that might be made. The Bromiley's will meet with other members of the family and will get back to RIVERCOM.

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. There are three (3) individuals who are in the final stages of the pre-employment process for the position of Emergency Services Dispatcher. A Recruit Academy is scheduled to start at the beginning of March.
- B. There are currently four (4) vacant Emergency Services Dispatcher positions.
- C. Public Safety Testing conducted skills testing for the position of Emergency Services Dispatcher on January 24, 2015. Final candidates will be interviewed in the near future.

4. State E911 Office Report

- A. A copy of the E911 Advisory Committee’s Annual Legislative Update “E911 Activities in Washington State” was distributed in Board packets as an informational item. The report is prepared and forwarded to Legislators in Washington State.

VII. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

2015 Annual Budget, YTD for Month Ending January 31, 2015			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	241,643		9.54%
Local E911 Excise Tax	75,367		7.32%
Site Leases	3,635		22.72%
Outside Revenue and Grants	71		0.02%
Outside Revenue and Grants – Capital Projects	31		0.01%
Reserve Account Interest Transfer	13		8.55%
	320,760		7.46%
Expenditures:			
Maintenance and Operations Account		268,984	6.27%
Capital Projects Account		178,126	48.80%
Equipment Replacement Account		- 0 -	- 0 -%
		447,111	9.56%

2015 Communications Tax Account, YTD for Month Ending January 31, 2015			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	192,060		8.70%
	192,060		8.70%
Expenditures:			
Communications Tax Account		22,644	0.80%
		22,644	0.80%

VIII. OPERATIONS REPORT – There was no report.

IX. COMMITTEE REPORTS

1. Director Fosse said that several agencies expressed their appreciation regarding some of the changes that RIVERCOM is implementing, such as the implementation of the CBD system.
2. The RIVERCOM Operations Group made and passed a motion at the February 10, 2015 meeting establishing a process for the way in which Communications Tax Shared Funding Assistance monies are calculated and distributed to merging agencies.

X. OLD BUSINESS

1. Request for Proposals - Radio Engineering and Consulting Services: Phase 4 Radio Coverage Enhancements

RIVERCOM received and reviewed two (2) proposals in response to the RFP for Radio Engineering and Consulting Services: Phase 4 Radio Coverage Enhancements. The proposals opening took place on January 26, 2015. Director Fosse provided a brief summary regarding overall responses to the RFP, including two (2) consultants who chose not to respond, and reviewed the evaluation results. The summary of proposals received was as follows:

- | | |
|--------------------------|--------------|
| a. RCC Consultants, Inc. | \$ 68,236.00 |
| b. Sparling, Inc. | \$104,800.00 |

Director Fosse made a recommendation to the Board to approve and accept the proposal provided by RCC Consultants, Inc. in the amount of \$68,236.00.

*Motion to approve the recommendation by Staff to award the RFP contract for Radio Engineering and Consulting Services to RCC Consultants, Inc. in the amount of \$68,236.00; Goehner, second by Huffaker.
Resolution: Motion carried.*

XI. NEW BUSINESS – There was no old business.

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

XIII. GOOD OF THE ORDER

- The City of East Wenatchee asked Director Fosse to write an article for its newsletter. Chairman Barnhart said that the article was published full-page in the newsletter and that it was very well received. Because it is a partner with the City of Wenatchee, RIVERCOM is openly invited to contribute to future newsletters.

XIV. EXECUTIVE SESSION

At 9:46 AM, Chairman Barnhart entertained a motion to move into Executive Session for the purpose of discussing a RIVERCOM Guild item, the period a period of about five (5) minutes.

*Motion to move into Executive Session; Snyder, second by Goehner.
Resolution: Motion Carried.*

The Executive Session ended at 9:54 AM and the regular meeting was immediately called back to order. There was no action taken.

- XV. ADJOURNMENT - With no further business, the meeting was adjourned at 9:55 AM. The next Board session is scheduled for March 11, 2015.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:

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, Lake Wenatchee Fire & Rescue,*
RIVERCOM 911 Operations Group