

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, March 11, 2015**

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

## MEETING MINUTES

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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, Lake Wenatchee Fire & Rescue

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Office; Tom Robbins, Chief, Wenatchee Police Department; 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

Guests Present: Dee Gutierrez, RIVERCOM

- 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.
- III. APPROVAL OF AGENDA – The agenda was approved as presented.
- IV. STANDING AGENDA
  - A. Consent Agenda
    - i. RIVERCOM Administrative Board Meeting Minutes, February 11, 2015
    - ii. Payroll and Benefits for February 2015 in the amount of \$250,367.27
    - iii. March 2015 Vouchers in the amount of \$202,420.45 for payment on March 11, 2015:

a. Maintenance and Operations Account (Control #0084-0140)	\$ 29,622.51
b. General Communications Tax Account (Control #0141)	\$ 1,142.54
c. Communications Tax Capital Projects Account (Control #0142-0151)	\$ 31,392.18
- V. BOARD CHAIR REPORT - There was no report.

*Motion to approve the Consent Agenda as presented; Lamar, second by Goehner.  
Resolution: Motion carried.*

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

A. General Items

RIVERCOM received notification that Chelan County Fire District No. 4 has now officially merged with Chelan County Fire District No. 9 and that the merger will effectively cancel RIVERCOM's Interlocal Agreement with Chelan County Fire District No.4 as of March 1, 2015. The merged fire districts will go by the name 'Lake Wenatchee Fire & Rescue'. Any outstanding agency assessments for Chelan County Fire District No. 4 will be the responsibility of the newly-organized agency. RIVERCOM expects the change will result in a call reduction of about thirty (30) incidents from current incident totals and will have the impact of raising the amount of each billable incident call.

*Motion to approve the cancellation of the Interlocal Agreement between RIVERCOM 911 and Chelan County Fire District No. 4 as presented and as a result of their merger with Chelan County Fire District No. 9, now known as Lake Wenatchee Fire & Rescue: Goehner, second by Snyder.*

*Resolution: Motion carried.*

B. Radio Site Report

1. Director Fosse reported that the Bromiley family have agreed to the proposed survey prepared by Fitzpatrick Surveying for the Lower Badger property. In addition, they approved a right of entry for an underground trench so that RIVERCOM can access a power pole to install power to the building. Fitzpatrick Surveying will also survey the existing road to establish an easement for access to the property. Once everything is surveyed and agreed upon by all parties, the survey will be officially recorded with Douglas County. The construction of the communications building at Lower Badger radio site is ongoing and is expected to be completed by mid-May.
2. RIVERCOM has received approval from Canada for a FCC license for a tactical radio frequency. RIVERCOM has been working on the radio frequency for the past three (3) years; the approved frequency pair was the third pair submitted and was approved with a modification to use a tilted antenna pointed south.
3. Chairman Barnhart asked for an update on Stehekin. Director Fosse said that last he heard from them was a thank you but that they didn't need anything more from RIVERCOM. Sheriff Burnett also commented that they denied his last meeting request.

C. Staffing Report

1. There is one (1) individual who continues to move forward in the training process for the position of Emergency Services Dispatcher. An additional three (3) individuals began employment on March 5, 2015 and will start as trainees the in-house training academy.
2. RIVERCOM continues efforts to fill the vacant ESD positions; ESD interviews are scheduled for March 12 and March 25 of this month.
3. There is currently one (1) vacant Emergency Services Dispatcher position.

D. State E911 Office Report

1. Director Fosse said that RIVERCOM is very concerned about certain State E911 policies that may have a significant impact to RIVERCOM funding, as well as other agencies across the state, as the State continues to constrict budgetary funds.

One of the key issues specific to RIVERCOM is how certain operations are contractually funded by the State but that there are no policies specific to fund consolidated centers. Director Fosse explained that, from a national perspective, consolidation does not particularly save money but rather the benefit is more comprehensive in nature. With a recent change in the State E911 maintenance policy, RIVERCOM will be financially impacted as the State contributes less to maintenance costs and as RIVERCOM is required to cover a higher proportion of operational costs.

A State E911 Policy Sub-Committee meeting is scheduled for March 16, 2015; RIVERCOM has been asked to provide information as to what is working and not working with regards to consolidated/regionalized centers.

The Board indicated their interest in contacting and talking with legislators about current funding issues. The Board asked for copies of the State E911 policies so that they can conduct research and prepare talking points before making contact with representatives.

VII. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

<b>2015 Annual Budget, YTD for Month Ending February, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
<b>Revenue Sources:</b>			
Agency Assessments	470,061		18.57%
Local E911 Excise Tax	164,562		15.99%
Site Leases	4,363		27.27%
Outside Revenue and Grants	163		0.04%
Outside Revenue and Grants – Capital Projects	72		0.02%
E911/NG911 Reserve Account Interest	30		19.69%
	639,249		14.87%
<b>Expenditures:</b>			
Maintenance and Operations Account		536,970	12.53%
Capital Projects Account		178,126	48.80%
Equipment Replacement Account		- 0 -	- 0 -%
		715,097	15.30%

<b>2015 Communications Tax Account, YTD for Month Ending February 28, 2015</b>			
Capital Improvement Project: Radio Site Expansion	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Communications Tax Revenue	476,285		21.6%
	476,285		21.6%
Expenditures:			
Communications Tax Account		173,647	6.10%
		173,647	6.10%

VIII. OPERATIONS REPORT

- A. Operations Manager Viebrock said that employees receiving years of service awards will be recognized at the next Board meeting scheduled for April 8, 2015.
- B. National Telecommunicators Week is April 12-18, 2015. Operations Manager Viebrock said there would not be a ceremony this year due to several operational installations and other obligations that overlap with Telecommunicators Week.

IX. COMMITTEE REPORTS

- A. Boardmember Lamar reported that several ROG members have asked about the Spillman patch for ER and have expressed concerns about the changing dollar amount attached to the project. Director Fosse said that RIVERCOM has asked to have an interface created that would not pass on law enforcement comments. Spillman has been slow to respond; Spillman does not have a module for the fire service and they have not prioritized the request.

X. OLD BUSINESS

- A. Chairman Barnhart asked if there was an update on the Risk Management item regarding the sprinkler system. Director Fosse said there was nothing new to report at this time.

XI. NEW BUSINESS

A. Part-Time Receptionist Position

Director Fosse introduced the job description for a new Part-Time Receptionist position and recommended that the Board approve the job description and a hiring process to fill the position. The position will assist administrative staff and will be scheduled for twenty (20) hours per week. The Receptionist position was previously approved in the 2015 Annual Budget.

*Motion to approve the Receptionist job description as presented and to move forward with the hiring process for the position; Snyder, second by Lamar.*

*Resolution: Motion carried.*

XII. GOOD OF THE ORDER

A. As a matter of record, Boardmember Lamar noted that Chelan County Fire District No. 9 has filed merger documents with the State and is now doing business as Lake Wenatchee Fire & Rescue. Director Fosse congratulated Chief Lamar on the merger.

XIII. EXECUTIVE SESSION

At 9:42 AM, Chairman Barnhart entertained a motion to move into Executive Session for the purpose of discussing a RIVERCOM Guild item, for a period of about five (5) minutes.

*Motion to move into Executive Session for a period of five (5) minutes to discuss a RIVERCOM Guild item; Snyder, second by Huffaker.*

*Resolution: Motion carried.*

The Executive Session ended at 9:47 AM and the regular meeting was immediately called back to order. There was no action taken.

XIV. ADJOURNMENT - With no further business, the meeting was adjourned at 9:48 AM. The next Board session is scheduled for April 8, 2015.

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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Keith Huffaker, *Council Member, City of Wenatchee*

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Mick Lamar, *Chief, Lake Wenatchee Fire & Rescue,*  
*RIVERCOM 911 Operations Group*