

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, April 8, 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; Harvey Gjesdal, Sheriff, Douglas County Sheriff's Office; Tom Robbins, Chief, Wenatchee Police Department; Keith Vradenburg, Mayor, City of Entiat

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

Guests Present: Kay McKellar, RIVERCOM; Trisha Stender, RIVERCOM; Dee Gutierrez, RIVERCOM; Renee VanBuskirk, RIVERCOM; Jim Brown, Wenatchee Police Department

- 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 and 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, March 11, 2015
    - ii. Payroll and Benefits for March 2015 in the amount of \$268,637.85
    - iii. April 2015 Vouchers in the amount of \$215,250.40 for payment on April 8, 2015:
      - a. Maintenance and Operations Account (Control #0157-0219) \$ 45,478.73
      - b. Capital Account (Control #0220) \$ 53,874.01
      - c. General Communications Tax Account (Control #0221-0228) \$ 20,334.31
      - d. Communications Tax Capital Projects Account (Control #0229-0231) \$ 95,563.35

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

V. BOARD CHAIR REPORT - There was no report.

VI. EMPLOYEE RECOGNITION – YEARS OF SERVICE

Director Fosse recognized individual employees who have reached years of service milestones and presented tokens of appreciation. Recipients of annual Telecommunicator Awards were announced; awards will be presented to those employees on April 15, 2015 at RIVERCOM. Employees receiving Life-Saver Awards will also be recognized at that time. The awards are presented in conjunction with National Telecommunicators Week, April 12-18, 2015. Chairman Barnhart requested that a Board Member be present at RIVERCOM for award presentations.

VII. DIRECTOR'S REPORT

Director Fosse reported on the following items:

A. General Items

1. Director Fosse received a notification yesterday regarding the phone outage that took place in April 2014 and impacted 911 services in several western states. After an extensive investigation into the matter, the Federal Communications Commission (FCC) has issued a total of \$20.8 million in fines; CenturyLink and Intrado were penalized about \$17.3 million in fines and Verizon will be fined \$3.4 million for their respective liability regarding the outage. The money collected for the fines will go to the Department of Transportation (DOT) general fund, not apportioned to the states that were significantly impacted by the outage.
2. The new TCS E911 Phone System installation is moving forward. Telecommunications Systems (TCS) has started the process of training RIVERCOM personnel on the new E911 phone system currently being implemented. Technical training is taking place this week with Supervisor and end-user training to immediately follow. At the same time, RIVERCOM is getting lined-up to install the PBX-Administrative outgoing call phone system. The cut-over date is scheduled for May 6, 2015. RIVERCOM is working to have the system fully installed, tested, and working by June 31, 2015 in order to remain eligible for state reimbursement of the E911 portion of the phone system.

B. Radio Site Report

1. Work at the Lower Badger radio site continues to move forward; Day Wireless Systems is currently completing exterior work. When the exterior work is done, RIVERCOM will start the process of moving equipment to the new site. RIVERCOM expects that the move from the Day Wireless Shelter to the new site will take place mid-May. The survey is ongoing to complete the easement on the property.

C. Staffing Report

1. One (1) individual who was in training for the position of Emergency Services Dispatcher was released from employment in March. Three (3) individuals are starting the in-house training academy; the final test for the training academy is scheduled for next week.

2. RIVERCOM continues efforts to fill the vacant ESD positions; four (4) individuals have moved forward to the pre-employment process for the position of Emergency Services Dispatcher.

**D. State E911 Office Report**

1. As requested by the Board, Director Fosse provided Board Members with talking points regarding State E911 monies and the diversion of funds; the fund sweeps are reflected in both the Senate and House budgets. Director Fosse reviewed some of the key points being addressed and a discussion followed.

**VIII. MONTHLY FINANCIAL REPORTS**

Financial reports were provided to the Board for review.

<b>2015 Annual Budget, YTD for Month Ending March 31, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	671,343		26.52%
Local E911 Excise Tax	250,918		24.38%
Site Leases	4,928		30.80%
Outside Revenue and Grants	245		0.07%
Outside Revenue and Grants – Capital Projects	92		0.03%
E911/NG911 Reserve Account Interest	45		29.71%
	927,571		21.57%
Expenditures:			
Maintenance and Operations Account		819,307	19.11%
Capital Projects Account		179,269	49.11%
Equipment Replacement Account		- 0 -	- 0 -%
		998,576	21.36%

<b>2015 Communications Tax Account, YTD for Month Ending March 31, 2015</b>			
Capital Improvement Project: Radio Site Expansion	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Communications Tax Revenue	631,073		28.70%
	631,073		28.70%
Expenditures:			
Communications Tax Account		361,220	12.70%
		361,220	12.70%

- Chairman Barnhart requested that the designated “Income/(Loss)” line on the Budget Summary Report for the Operations Budget be placed on next month’s agenda under “Old Business”, to be reviewed at the meeting.

IX. OPERATIONS REPORT

- A. Operations Manager Viebrock said that RIVERCOM is gearing up for upcoming Apple Blossom and Memorial Day weekends; there are no anticipated staffing changes.
- B. Operations Manager Viebrock made mention of her appreciation for the law enforcement representatives involved with the Law Users Group (LUG). Viebrock has been attending LUG records meetings and feels that the group has made some positive and significant progress.
- C. Operations Manager Viebrock and Shift Supervisor Jeremiah Johnson plan to attend a hazardous tabletop exercise taking place in Entiat this evening.
- D. Appreciation was extended to Chief Tim Lemon for collecting donations for Telecommunicators Week.

X. COMMITTEE REPORTS – There were no reports.

XI. OLD BUSINESS – There was no old business.

XII. NEW BUSINESS – There was no new business.

XIII. GOOD OF THE ORDER

- Boardmember Goehner asked about the status of work conducted by Spillman Technologies. RIVERCOM personnel said that there are still several ongoing difficulties; a further discussion took place. It has been especially difficult to work with Spillman with regard to fire service products.
- Mick Lamar reported that Stan Smoke and Mike Battis conducted MCI training in the Upper Valley last night. Much of the training was predicated on the work put-together by Shift Supervisor Jeremiah Johnson; appreciation was extended to Johnson for his work.

XIV. ADJOURNMENT - With no further business, the meeting was adjourned at 9:43 AM. The next Board session is scheduled for May 13, 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*