

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, May 13, 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), Dale Snyder, Commissioner, Douglas County; Keith Huffaker, Councilmember, City of Wenatchee; Mick Lamar, Chief, Lake Wenatchee Fire & Rescue

Excused Absence: Keith Goehner, Commissioner, Chelan County (Vice-Chair)

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Office; Harvey Gjesdal, Sheriff, Douglas County Sheriff's Office; John Kruse, Interim Captain, Wenatchee Police Department (substituting for Chief Tom Robbins); Randy Harrison, Chief, East Wenatchee Police Department

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

Guests Present: Lisa Lewis, RIVERCOM; Jim Brown, Wenatchee Police Department; Karen Goodwin, Douglas County

- 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 with removal of the Executive Session.
- IV. STANDING AGENDA
  - A. Consent Agenda
    - i. RIVERCOM Administrative Board Meeting Minutes, April 8, 2015
    - ii. Payroll and Benefits for April 2015 in the amount of \$260,615.02
    - iii. May 2015 Vouchers in the amount of \$289,871.10 for payment on May 13, 2015:
      - a. Maintenance and Operations Account (Control #0232-0312) \$ 39,206.62
      - b. Capital Account (Control #0313-0316) \$ 76,234.11
      - c. General Communications Tax Account (Control #0317-0324) \$ 9,448.23
      - d. Communications Tax Capital Projects Account (Control #0325-0333) \$ 164,982.14

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

V. BOARD CHAIR REPORT - There was no report.

VI. OLD BUSINESS

1. Karen Goodwin, Chief Accountant for Douglas County was present to provide an explanation and clarification about the purpose of the "Income/Loss" line on the Annual Budget Summary that she prepares each month. She said that when there is an end-of-year account balance that exceeds the projected budgeted amount, the excess monies are carried over into the following year and used to offset the budgeted amount rather than banking or setting-off the funds in a reserve or savings-type account. The Income/Loss line is not a negative cash balance but rather it reflects the intent to apply and spend-down any unused revenue from the previous year. Any unused carryover amount and current year revenue is used in combination to balance the current year's budget. This arrangement essentially helps to reduce user fees. Chairman Barnhart requested that Goodwin attach an explanative footnote to this item on the Summary when the line reflects a negative amount.

VII. DIRECTOR'S REPORT

Director Fosse reported on the following items:

A. General Items

1. A few local areas have recently experienced several phone service outages in the past few months due to service provider towers being down. The duration of the outages have lasted for a couple of hours and up to about ten hours. Director Fosse explained that service providers are not providing RiverCom with outage notifications; in talking with a network engineer from Verizon he asked to be notified of any changes. He is also working with the State E911 Office to improve the notification process. The service provider tower outages are significant due to the large number of people who now rely on cell phones as their primary and only phone number.
2. After several months of planning and preparation, the new Telecommunications Systems 911 Phone System and the new ShoreTel Phone System have been installed; the final cut-over took place on May 7, 2015. There were no system outages and there was no impact to 9-1-1 callers. RIVERCOM continues to work with the respective vendors to complete the final punch-list. The new system will "soak-in" during the next thirty (30) days after which time RIVERCOM will either accept or reject the system. Director Fosse reported that everything appears to be on the path toward acceptance. He further noted his appreciation for IT Manager Corder, Radio Systems Manager Humphrey, and Operations Manager Viebrock for their great effort and work in getting the new systems successfully installed and up and running.
3. Director Fosse reported that RIVERCOM has received an AWC WellCity Award for its 2014 program year. The Award comes with a 2% discount on health insurance premiums for 2016.
4. The RIVERCOM Dispatcher's Guild mediation meeting that was scheduled for May 12, 2015 has been rescheduled for July 14, 2015.

## B. Radio Site Report

1. Work at the Lower Badger radio site continues to move forward; Day Wireless Systems is now preparing to migrate a microwave hop at the site.
2. RIVERCOM recently received a letter from the Department of Natural Resources (DNR) indicating that they were considering cancelling our radio license at the Keystone site at the close of a five (5) year lease agreement set to expire in September 2015. The pending cancellation was primarily due to a specific interest in conserving the *Thompson's Clover* growing about three hundred (300) yards down-site. A meeting was scheduled for April 30, 2015 to discuss the matter; interested agency parties were invited to attend the meeting. Mike Bryant with Chelan County Sheriff's Office attended the meeting and talked with DNR about the importance and reasons for maintaining the site for public safety communications. Director Fosse thanked Bryant for his representation at the meeting and credited him with convincing DNR to maintain the site. RIVERCOM expects to receive a new lease in the near future.
3. After conducting a Request for Proposals (RFP) process for Phase 4 Radio Coverage Enhancements, RIVERCOM awarded the contract to RCC Consultants, Inc. To date, the contract company has failed to perform the specifications of the contract; Director Fosse expressed a further concern about the contract company's ability to complete work in the future and fulfill the terms and scope of the contract. There is an indication that the company is having financial problems and may be in the process of declaring bankruptcy. Director Fosse is discussing the matter with legal counsel.

## C. Staffing Report

1. Three (3) Emergency Services Dispatcher trainees have completed Training Academy and are now training on the dispatch floor with Certified Training Officers.
2. An additional three (3) individuals are in the pre-employment process for the position of Emergency Services Dispatcher.
3. RIVERCOM conducted interviews for the part-time Receptionist position on April 13, 2015. One (1) candidate was selected to move forward and is currently in the pre-employment process. The target start date for the position is June 1, 2015.

## D. State E911 Office Report

1. Ziggy Dahl and Bill Peters from the State E911 Office visited RIVERCOM on April 29, 2015. Director Fosse discussed frustration with the legislative fund sweeps that are taking place at the state-level.

VIII. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

<b>2015 Annual Budget, YTD for Month Ending April 30, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	884,775		34.95%
Local E911 Excise Tax	334,487		32.50%
Site Leases	5,970		37.32%
Outside Revenue and Grants	353		0.09%
Outside Revenue and Grants – Capital Projects	117		0.03%
E911/NG911 Reserve Account Interest	64		42.72%
	1,225,766		28.51%
Expenditures:			
Maintenance and Operations Account		1,109,508	25.88%
Capital Projects Account		233,143	63.87%
Equipment Replacement Account		- 0 -	- 0 -%
		1,342,651	28.72%

<b>2015 Communications Tax Account, YTD for Month Ending April 30, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	785,146		35.70%
	785,146		35.70%
Expenditures:			
Communications Tax Account		493,035	17.30%
		493,035	17.30%

- Director Fosse added that the Rio-Tinto Project at Holden Village appears to be behind schedule. As a result of the extended schedule, sales tax revenue derived from the project is likely to remain stable through the remainder of the year.

IX. OPERATIONS REPORT

- RIVERCOM dispatchers took part in a Hazmat Exercise in Entiat on April 29, 2015 and an Active Shooter Exercise at Pangborn Airport on April 30, 2015. Operations Manager Viebrock said that the RIVERCOM personnel who participated in the exercises did an exceptional job.
- Operations Manager Viebrock reported on a recent incident involving a Wenatchee Police Department officer injury. She commended Emergency Services Dispatchers Caverner, Smith, and Johnson for their work on this call.
- RIVERCOM is preparing for and is staffed-up for the upcoming Memorial Day Weekend; more than usual activity is expected because of the warmer weather.

X. COMMITTEE REPORTS

A. Mick Lamar reported on the RIVERCOM Operations Group meeting that took place yesterday, May 12, 2015. The group has been discussing eligible purchases utilizing Tier 1 and Tier 2 Communications Tax Shared Funding Assistance monies and have agreed to re-write some of the language to more clearly define Tier 1 purchases. Director Fosse added that the change will require each participating agency to sign a new Memorandum of Understanding that reflects any new language.

XI. NEW BUSINESS

A. Job Description: GIS Analyst

The Job Description for the new GIS Analyst position was provided to the Board for review. Director Fosse noted that the position was approved and accounted for in the 2015 Annual Budget. He added that the position is specifically critical and related to new NG911 technology which utilizes GPS latitude-longitude designations in its communications systems. A short discussion took place; the Board requested that the term “illegal drug use” include language to specify “illegal drug use based on federal and state” law.

*Motion to approve the Job Description for the position of GIS Analyst as presented and with a clarification as noted in discussion; Huffaker, second by Snyder.*

*Resolution: Motion carried.*

XII. GOOD OF THE ORDER

- Mick Lamar expressed a concern about unlicensed broadband spectrum service providers such as “Skyfy” which operate outside of FCC licensing and other requirements and restrictions. Lamar said that the operations of the private companies are detrimental to public safety communications systems and are highly likely to create a negative impact on communications for first responders in the field. Such companies have cast a presence in local areas as they have been out shopping for additional tower sites.

XIII. ADJOURNMENT - With no further business, the meeting was adjourned at 9:50 AM. The next Board session is scheduled for June 10, 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*