

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, June 10, 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; Kevin Morris, Undersheriff, Douglas County Sheriff's Office (substituting for Sheriff Harvey Gjesdal); 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; Staci Engler, Confidential Administrative Assistant

Guests Present: Dee Gutierrez, Phil Moser, Kurt Lutz, Dave Helvey

- 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, May 13, 2015
    - ii. Payroll and Benefits for May 2015 in the amount of \$261,177.29
    - iii. June 2015 Vouchers in the amount of \$267,275.24 for payment on June 10, 2015:
      - a. Maintenance and Operations Account (Control #0334-0382) \$ 28,982.51
      - b. Capital Account (Control #0383) \$ 10,681.74
      - c. General Communications Tax Account (Control #0384-0389) \$ 22,088.37
      - d. Communications Tax Capital Projects Account (Control #0390-0394) \$ 205,522.62

*Motion to approve the Consent Agenda as presented; Snyder, second by Lamar.*

*Resolution: Motion carried.*

- V. BOARD CHAIR REPORT - There was no report.

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

A. General Items

1. Director Fosse recently met with Dimitri Mandelis and Mark Sullivan of LocalTel Communications to discuss the impact of broadband frequencies on public safety communications. The build-up of broadband services in the area is increasing the ambient noise floor level which results in reduced receiver sensitivity and can make it difficult to hear radio communications. This poses a negative impact on public safety communications, especially to first responders working in the field. The impact is more pronounced in outlying coverage areas where the radio signal strength is already reduced.

Although RIVERCOM did not receive any agreement or concessions to restrict access, LocalTel indicated a possible interest in creating a partnership with RIVERCOM for the mutual utilization of radio sites and provided RIVERCOM with an M.O.U. to review. Director Fosse said that he was mostly ambivalent about a partnership, although he did have a concern about whether or not RIVERCOM could gain an equal position or benefit as a public agency in partnership with a private for-profit business. After a short discussion, Director Fosse asked the Board if an M.O.U. with LocalTel was something they would like RIVERCOM to pursue. Chairman Barnhart asked that, as a first step, RIVERCOM and LocalTel technicians meet in-person to see if a mutually beneficial arrangement can be worked out before pursuing an M.O.U. If not, then RIVERCOM will reconsider its next step.

2. RIVERCOM continues to work with Telecommunications Systems to resolve some outstanding issues with the new 911 Phone System installation.
3. Director Fosse reported on a phone call that he received from Spillman Technologies and an extensive conversation that took place about some of the ongoing problems with the CAD system and RIVERCOM's dissatisfaction with the poor customer service it consistently receives from Spillman. A question was posed if RIVERCOM was at a point to start looking at other CAD systems to replace Spillman so that we are not constantly coming back to the same issues. Director Fosse addressed some of the possible methodologies of a systems change-over. He said that Spillman, as a records management system, works very good for law enforcement, but that the Spillman CAD program used for dispatch is probably the weakest component of the overall Spillman system and there is no program support for fire agencies. A conversation took place about whether or not RIVERCOM should start researching other CAD systems. Speaking on behalf of fire agencies, Boardmember Lamar said that the current CAD system does not support fire operations and that Spillman's quoted cost to develop a fire module to interface between fire and the Spillman CAD system are cost prohibitive; he expressed support to consider moving toward a system that supports and is beneficial to both law and fire operations.

Chairman Barnhart requested, and it was the consensus of the Board, that the RIVERCOM Operations Group (ROG) assign a subcommittee to this topic for further

research and provide a report back to the Board. It was agreed that Boardmember Lamar will take this item back to the ROG.

4. Director Fosse asked the Board if they were interested in scheduling a Strategic Planning Workshop in September or October. A five-year plan was previously developed in 2010, however, some of the planning initiatives were never fully carried-out due to a lack of funding. A discussion took place about the value of the planning. A scheduling decision was tabled; Chairman Barnhart requested that RIVERCOM staff provide a copy of the previous Strategic Plan for the Board to review at the next meeting.

#### B. Radio Site Report

1. The final phase of work at the Lower Badger radio site is nearing completion. RIVERCOM plans to mark the completion of the Lower Badger radio site by conducting an open-house and ribbon-cutting ceremony. If all goes as planned, the event may take place in early August.
2. RIVERCOM has received conditions on a contract and is coordinating with Department of Natural Resources (DNR) to finalize an agreement regarding weed control at the Keystone radio site.
3. RIVERCOM legal counsel sent a letter to RCC Consultants requesting that the company provide a plan as to how they intend to meet and complete the conditions of the existing contract for Phase 4 Radio and Engineering Consulting Services. Since the previous Board meeting, RIVERCOM staff met with Doug Dickerson of RCC and now believes the project is moving forward on a good track. Mr. Dickerson provided a presentation at yesterday's ROG meeting to review the status of RIVERCOM's radio system and the Phase 4 project; he is currently setting-up meetings with law enforcement and fire stakeholders.

#### C. Staffing Report

1. Two (2) 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 completing the pre-employment process for the position of Emergency Services Dispatcher. They are scheduled to start training in early July.
3. RIVERCOM is in the process of hiring an individual for the new part-time Receptionist position. The anticipated start date for the position is June 22.

#### D. State E911 Office Report

1. RIVERCOM has submitted its contract application to the State E911 Program for the year 2016. One notable item is that RIVERCOM's contract submittal included a request for the replacement of eleven (11) furniture consoles (dispatch); the State E911 Program increased the replacement cost of a dispatch console up to a maximum of \$15,000. The ten-year life expectancy of the current consoles expired in 2014. RIVERCOM expects receive a finalized contract in the next few weeks.

VII. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

<b>2015 Annual Budget, YTD for Month Ending May 31, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	1,092,839		43.17%
Local E911 Excise Tax	423,324		41.13%
Site Leases	7,013		43.83%
Outside Revenue and Grants	447		0.12%
Outside Revenue and Grants – Capital Projects	134		0.04%
E911/NG911 Reserve Account Interest	81		54.13%
	1,523,838		35.44%
Expenditures:			
Maintenance and Operations Account		1,423,783	33.21%
Capital Projects Account		309,377	84.76%
Equipment Replacement Account		- 0 -	- 0 -%
		1,733,160	37.08%

<b>2015 Communications Tax Account, YTD for Month Ending May 31, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	1,002,648		45.60%
	1,002,648		45.60%
Expenditures:			
Communications Tax Account		683,378	24.00%
		683,378	24.00%

- RIVERCOM has received a notification from the City of Wenatchee that Wenatchee Fire Department will cease operations on July 31, 2015 and that Chelan County Fire District No. 1 will provide fire protection services for Wenatchee starting on August 1, 2015.

A discussion took place regarding the City of Wenatchee’s financial responsibility for billable calls generated by Wenatchee Fire Department up until July 31 and how this change will impact RIVERCOM’s annual budget and the future calculation of user fee assessments. Director Fosse added that he has spoken with Allison Williams, Executive Services Director at the City of Wenatchee, and that she understands the City will be billed for all calls generated by Wenatchee Fire Department up until July 31, 2015 when Wenatchee Fire Department ceases operations. A further discussion took place. Boardmember Lamar suggested that the matter also be reviewed at a ROG meeting to ensure that agencies were clear on how the change will be handled and how it might impact other agencies in the future.

VIII. OPERATIONS REPORT – There was no report.

## IX. COMMITTEE REPORTS

A. Boardmember Lamar reported on the RIVERCOM Operations Group (ROG) meeting that took place yesterday, June 9, 2015.

- After considering an initial discussion with Doug Dickerson of RCC Consultants about the Phase 4 project and the build-out of TAC 1 and TAC 2 frequencies, fire chiefs want to make sure that tactical frequencies are also included as part of the Phase 4 radio build-out.
- Boardmember Lamar summarized an ongoing discussion that has been taking place over the past few months regarding a Communications Tax Shared Funding Assistance proposal for new earpieces put forth by Dave Helvey on behalf of the Chelan County Sheriff's Office-Wenatchee Police Department SWAT team. The proposal was originally forwarded to the ROG group as a Tier 1 funded request; and although the ROG made a split-funding proposal, the request ended-up being tabled. The request was brought back to the ROG a second time, again as a Tier 1 request; the ROG approved to fund 60% of the total cost of the request using Tier 1 monies, 20% funded from Chelan County Sheriff Office Tier 2 monies, and 20% funded from Wenatchee Police Department Tier 2 monies as a compromise and as a resolution to address the needs of the SWAT team, and with the agreement to re-evaluate and possibly re-write language to more clearly define eligible purchases. Helvey since followed with a letter to the Board arguing that the request meets the requirements of Tier 1 funding and asking the Board to fully fund the request with Tier 1 funds.

Boardmember Lamar responded by saying that, having been part of the original discussions about Tier 1 and Tier 2 Communications Tax funds and how the money was intended to be used, it was his understanding that Tier 1 funds were intended for 'big picture' items such as infrastructure, large equipment, repairs, and future build-outs whereas Tier 2 was more for organizational or unit-oriented equipment. Boardmember Lamar said the only exception he takes to Helvey's letter to the Board is his request that the RIVERCOM Administrative Board be the final approving authority for Communications Tax Shared Funding Assistance Program funding requests; whereas in his experience and time working with the Board, the Board has never been part of the approval system or taken action on these funding applications, the final approval for these types of purchases and reimbursements has always been made in coordination with RIVERCOM's administrative personnel and through the ROG group. Chairman Barnhart added that the RIVERCOM Administrative Board is ultimately responsible for the overall governance of the Communications Tax revenue for the Capital Improvement Project and that, if needed, the Board could appoint a sub-committee to ultimately rule on any appeals to funding questions.

At the request of the Board, Director Fosse provided the Board with documentation providing the history of the formation of the Communications Tax Shared Funding Assistance Program and the distribution of Tier 1 and 2 funding and reviewed the same documents at the meeting. Boardmember Snyder added that the language is very clear that the ROG has been given decision-making authority with regards to the monies made available to the Communications Tax Shared Funding Assistance Program.

Boardmember Snyder said he was not prepared to make a decision on Helvey's request at this time; the entirety of the Board was in agreement.

Ex-Officio Boardmember-Sheriff Brian Burnett said that after reading the M.O.U. he more clearly understood the ROG's authority to make decisions regarding Communications Tax Shared Funding Assistance monies and that the Sheriff's Office is not looking for an appeal process with regard to the current request under discussion. However, Helvey went on to express his concern about the ROG being an 'ad hoc' committee and a discussion followed. Boardmember Lamar responded by saying that the ROG is an organized committee where every agency has the opportunity to participate. He said the message he wants to send out from the Board is that agency representatives have a responsibility to attend ROG meetings and to participate in decision-making matters; the ROG has always done a very good job of reviewing requests and making fair decisions on behalf of its represented agencies and believes it will continue to do so. In wrapping-up the conversation, it was agreed that certain parts of language related to the Communications Tax Shared Funding Assistance Program, particularly the language defining eligible purchases and the approval process, should be re-evaluated and re-written where needed to provide better clarity.

- X. OLD BUSINESS – There was no old business.
- XI. NEW BUSINESS – There was no new business.
- XII. GOOD OF THE ORDER – There were no items.
- XIII. ADJOURNMENT - With no further business, the meeting was adjourned at 10:31 AM. The next Board session is scheduled for July 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*