

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, August 12, 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: Dave Helvey, Chief of Special Operations, Chelan County Sheriff's Office (substituting for Sheriff Brian Burnett); Tom Robbins, Chief, Wenatchee Police Department; Keith Vradenberg, 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; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant; Lynn Palmer, GIS Analyst

Guests Present: Dee Gutierrez, Jim Brown, Allison Williams

- 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, July 8, 2015
    - ii. Payroll and Benefits for July 2015 in the amount of \$301,989.43
    - iii. August 2015 Vouchers in the amount of \$68,223.35 for payment on August 12, 2015:
      - a. Maintenance and Operations Account (Control #0479-0550) \$ 29,438.10
      - b. User Equipment Replacement Account (Control #0551-0553) \$ 9,093.08
      - c. General Communications Tax Account (Control #0554-0570) \$ 2,453.84
      - d. Communications Tax Capital Projects Account (Control #0571-0572) \$ 27,238.33
- V. BOARD CHAIR REPORT - There was no report.

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

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

A. GIS Presentation by GIS Analyst Lynn Palmer

Director Fosse introduced Lynn Palmer as RIVERCOM's new GIS Analyst and spoke briefly about her credentials; she is widely recognized within the state as a GIS expert. Lynn Palmer talked about some of the projects she is currently working on such as a Sentryx geobase system and a mapping application. She further talked about how these GIS systems relate to the build-out of Next Generation 911 (NG911) communications and how this technology will improve 911 call-taking, especially when needed to determine the location of callers when people are in crisis. New GIS technology will effectually reduce the amount of time it takes a 911 call-taker to determine the location of a call, especially for calls made on wireless phones and for calls that are not made near a road address but can be located in relationship to geographical features.

Chairman Barnhart suggested the Board conduct the October RIVERCOM Administrative Board meeting at RIVERCOM and then move to the dispatch operations floor to see a demo of the GIS system and dispatch.

B. General Items

1. RIVERCOM received a letter from the City of Wenatchee's attorney dated August 3, 2015. The letter verifies the annexation of the City into Chelan County Fire Protection District No. 1 and confirms the City of Wenatchee's financial responsibility for billable calls up to August 1, 2015 when the annexation became effective. A copy of the letter was provided to Board members. Allison Williams, Executive Services Director for the City of Wenatchee, said that the City of Wenatchee's attorney determined that the City will remain under contract with RIVERCOM.

Director Fosse said that the regular billable period for annual agency assessments is July 1 to June 30; this billing period is always one-year out. Because the annexation of the City into Chelan County Fire District No. 1 became effective August 1, the City of Wenatchee will have a one-month period that would not normally be included in the regular billing period for the 2016 budget year; the one-month period would then be assessed for the 2017 budget year. Director Fosse contacted the City of Wenatchee and proposed that RIVERCOM instead bill the City for a 13-month period, to include the one (1) final month of operations and clear their obligation to RIVERCOM, if the City of Wenatchee so wished. The City of Wenatchee is considering the matter.

2. Tomorrow evening, Frontier Communications will be conducting a fiber cut from their central office in Chelan which will impact phone service in Chelan, Manson, and Bridgeport. The effect will be that phone service in these areas will be isolated within a specific dialing range; callers will not be able to call outside of the dialing range or call-out to 911. To ensure that people living in these towns are not without 911 service during the Frontier cut-over, RIVERCOM will be placing Emergency Services Dispatchers in these areas to manually receive and dispatch 911 calls placed within the impacted areas. Director Fosse noted that Frontier has not been forthcoming with information

about the cut-over. The Board recommended sending Frontier Communications a bill for expenses to cover 911 service due to the phone system outages.

3. A draft copy of the Communications Tax Capital Improvement Project report was provided to Board members. Director Fosse asked the Board to review the report and provide RIVERCOM with any feedback within the next month.
4. Director Fosse and Operations Manager Viebrock will be meeting with the Department of Corrections this afternoon to discuss and possibly establish a contract for RIVERCOM to status their agents when they are out in the field. Director Fosse said that he was pleased the Department of Corrections is requesting this coordination and further stated that he would also like the ability to coordinate with law enforcement units in Chelan and Douglas counties to make sure they are provided an additional measure of safety. A short discussion took place about billing for service.

C. Radio Site Report

1. RIVERCOM has recently started to work on the Grouse Mountain radio site project. Initially, there was concern about the site in that it is in the general area of the ongoing Wolverine Fire near Lake Chelan. The Forest Service has brushed-out the area to provide a measure of protection; it now appears the radio site will be safe for the time being.
2. The new Lower Badger Mountain radio site was cut-over on July 14 and 15. Resolution of the easement and boundary line adjustment at the site are ongoing; based on a discussion between the site surveyor and Douglas County, the only route to go is to do a boundary line adjustment. As previously planned, a site visit and ribbon-cutting ceremony will take place at the Lower Badger radio site immediately following the Board meeting; the site visit is being hosted by the project contractor, Day Wireless Systems.

D. Staffing Report

1. Two (2) Emergency Services Dispatcher trainees continue their training on the dispatch floor with Certified Training Officers.
2. Three (3) individuals are in training for Emergency Services Dispatcher positions. They are expected to complete Training Academy in the first part of September, after which time they will move into hands-on training with a Certified Training Officer on the dispatch floor.
3. One (1) Emergency Services Dispatcher position remains vacant. RIVERCOM will be working to fill the remaining vacancy. ESD interviews are scheduled for August 26, 2015.

E. State E911 Office Report

1. Representatives from the State E911 Office plan to visit RIVERCOM for a site visit sometime this week.

VII. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

<b>2015 Annual Budget, YTD for Month Ending July 31, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
<b>Revenue Sources:</b>			
Agency Assessments	1,508,436		59.58%
Local E911 Excise Tax	598,092		58.11%
Site Leases	9,619		60.12%
Outside Revenue and Grants	647		0.17%
Outside Revenue and Grants – Capital Projects	287,985		82.06%
E911/NG911 Reserve Account Interest	119		79.38%
	2,404,898		55.93%
<b>Expenditures:</b>			
Maintenance and Operations Account		2,076,846	48.45%
Capital Projects Account		320,059	87.69%
Equipment Replacement Account		6,498	28.38%
		2,403,403	51.41%

<b>2015 Communications Tax Account, YTD for Month Ending July 31, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
<b>Capital Improvement Project: Radio Site Expansion</b>			
<b>Revenue Sources:</b>			
Communications Tax Revenue	1,398,238		63.60%
	1,398,238		63.60%
<b>Expenditures:</b>			
Communications Tax Account		1,053,743	37.00%
		1,053,743	37.00%

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, August 11, 2015. The Tier 1 and Tier 2 Communications Tax Shared Funding Assistance language under discussion and the organization of a CAD research committee have been tabled and will be picked up again at the conclusion of fire season.

X. OLD BUSINESS – There was no old business.

XI. NEW BUSINESS

*Motion to conduct the RIVERCOM Administrative Board meeting scheduled for October 14, 2015 at RIVERCOM; Snyder, second by Lamar.*

*Resolution: Motion carried.*

XII. GOOD OF THE ORDER

- Keith Vradenberg said his area has been busy with fire season and that RIVERCOM personnel are doing a good job keeping up on everything.
- Mick Lamar presented Director Fosse with a plaque in appreciation of RIVERCOM's support to Firefighters from Lake Wenatchee Fire & Rescue who were called-out to respond to the Sleepy Hollow Fire in Wenatchee. Mick Lamar thanked RIVERCOM personnel for guiding fire personnel to fire scene staging as they responded to a call-out for mutual assistance.
- Director Fosse, Administrative Services Manager Grupp, IT Manager Corder, and Radio Systems Technical Manager will be attending the APCO International Conference in Washington, DC next week.

XIII. EXECUTIVE SESSION

At 9:54 AM, Chairman Barnhart closed the regular meeting; the meeting was moved into Executive Session, not to exceed ten (10) minutes for the purpose of discussing RIVERCOM Dispatcher's Guild mediation. The Executive Session ended and the regular meeting was immediately called back to order at 10:05 AM. There was no action taken.

XIV. ADJOURNMENT

With no further business, the meeting was adjourned at 10:05 AM. The next Board session is scheduled for September 9, 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*