

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, December 10, 2014**

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; Frank Kuntz, Mayor, City of Wenatchee; Kent Sisson, Sergeant, Chelan County Sheriff's Office

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; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant

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. Meetings 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, November 12, 2014
    - ii. Payroll and Benefits for November 2014 in the amount of \$282,501.47
    - iii. December Vouchers in the amount of \$212,494.76 for payment on December 10, 2014:
      - a. Maintenance and Operations Account (Control #0798-0865) \$ 92,611.50
      - b. User Equipment Replacement Account (Control #0866-0868) \$ 3,525.51
      - c. General Communications Tax Account (Control #0869-0884) \$ 44,867.91
      - d. Communications Tax Capital Projects Account (Control #0885-0891) \$ 71,489.84

*Motion to approve the Consent Agenda; Kuntz, second by Goehner.*

*Resolution: Motion carried.*

V. BOARD CHAIR REPORT - There was no report.

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items – There were no general items reported.

A. A recent quarterly generator test was conducted and the auxiliary power failed to start; one of the batteries was completely dead and the other battery was weak. This was the first time in RiverCom's history that this has happened. RiverCom is re-evaluating the system and addressing the issue as well as other emergency-mode procedures. The Board requested that RiverCom conduct a study and bring back a report to the Board on any changes made.

2. Radio Site Report

A. Day Wireless Systems is currently working on the roof for the structure at the Lower Badger radio site. The project continues to move forward; RiverCom anticipates an April 1 final completion date.

B. A Request for Proposals (RFP) was issued on December 5, 2014 for radio engineering and consulting services for Phase 4 radio coverage enhancements. The due date for proposals is January 23, 2015. A mandatory pre-proposal conference is scheduled for next week. The RFP was reviewed by legal counsel prior to issuance.

C. Board Member Snyder asked about the status of the boundary issue at Lower Badger. Director Fosse reported that Steve Crossland sent a letter to the neighboring property owners but they claimed not to have received the communication. Crossland is in the process of resending the letter.

3. Staffing Report

A. There were three (3) individuals in the Training Academy for Emergency Services Dispatcher positions; however, one of those individuals has resigned from employment to take a position with Wenatchee Police Department.

4. State E911 Office Report

A. Director Fosse provided the Board with a copy of a communication issued by the State of Washington Utilities and Transportation Commission, dated December 2, 2014. The communication addresses the statewide 911 outage that took place in April 2014.

B. The State E911 Office has been restructured and as a result, Ziggy Dahl is no longer the head of Homeland security but will now be more focused on the Washington State 911 system.

C. RiverCom continues to work with Telecommunications Systems to establish a final contract and schedule the installation of the new phone system. TCS has indicated that the earliest they can install is April 21, 2015, and that if that date cannot be assured that the work would take place in mid-June. If the work is not completed in this timeframe,

RiverCom could lose state funding of the new system which would expose RiverCom to the full cost of the system.

VII. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

2014 YTD Expenditures: As of November 30, 2014, actual expenditures were recorded as follows:

2014 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	3,308,612	79.65%
Capital Projects Account	63,952	81.25%
Equipment Replacement Account	20,163	85.44%
Communications Tax Account	846,671	33.30%
<b>TOTALS:</b>	<b>4,239,398</b>	<b>62.35%</b>

2014 YTD Revenue: As of November 30, 2014 actual revenue received was recorded as follows:

2014 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	289,567	85.96%
Local E911 Excise Tax	1,084,951	107.08%
Agency Assessments	2,232,156	92.13%
Communications Tax Revenue	2,208,279	107.72%
Site Leases	13,255	84.97%
Outside Revenue and Grants (Capital)	350	55.81%
<b>TOTALS:</b>	<b>5,828,556</b>	<b>99.81%</b>

VIII. OPERATIONS REPORT – There was no report.

IX. COMMITTEE REPORTS – There was no report.

X. OLD BUSINESS – There was no old business.

XI. NEW BUSINESS

A. Election of 2015 Board Chair and Vice-Chair

Chairman Barnhart requested nominations for the 2015 Board Chair and Vice-Chair positions.

*Motion to elect Wayne Barnhart to the Board Chair position and Keith Goehner to the Vice-Chair position for the calendar year 2015; Snyder, second by Kuntz.*

*Resolution: Motion carried.*

XII. CORRESPONDENCE AND INFORMATIONAL ITEMS – There were no items of report.

XIII. GOOD OF THE ORDER

- Chairman Barnhart requested RiverCom staff to arrange a presentation on the cell phone paging system at the next Board meeting.
- The Board thanked Kent Sisson for serving on the Board as the representative from the operations group for the year 2014.
- Mick Lamar, Chief at Chelan County Fire District No. 4 and No. 9, will serve as the voting Board member representing the operations group for the year 2015.

XIV. EXECUTIVE SESSION

- A. At 9:45 AM, Chairman Barnhart entertained a motion to move into Executive Session for the purpose of discussing a RIVERCOM Guild grievance issue, the period of time not to exceed fifteen (15) minutes, with action to be taken afterward.

*Motion to move into Executive Session; Snyder, second by Kuntz.*

*Resolution: Motion Carried.*

The Executive Session ended at 9:54 AM and the regular meeting was immediately called back to order.

*Motion to accept prepared letter regarding Step 2 Grievance Hearing outlining the Board determination and response to Grievance 1 and Grievance 2 filed by the RiverCom Dispatchers Guild, and to authorize Keith Goehner and Kent Sisson to sign said letter; Kuntz, second by Snyder.*

*Resolution: Motion carried.*

- XV. ADJOURNMENT - With no further business, the meeting was adjourned at 9:55 AM. The next Board session is scheduled for January 14, 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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Frank Kuntz, *Mayor, City of Wenatchee*

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Mick Lamar, *Fire Chief, DEM, Chelan County Fire District No. 4 and No. 9, RIVERCOM 911 Operations Group*