

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, November 4, 2015

Wenatchee City Council Chambers, 129 South Chelan Avenue, Wenatchee, WA 98801

MEETING MINUTES

Board Members Present: Wayne Barnhart, Councilmember, City of East Wenatchee (Chair); Keith Goehner, Commissioner, Chelan County (Vice-Chair); Keith Huffaker, Councilmember, City of Wenatchee; Mick Lamar, Chief, Lake Wenatchee Fire & Rescue

Excused Absence: Dale Snyder, Commissioner, Douglas County

Ex-Officio Members Present: John Wisemore, Undersheriff, Chelan County Sheriff's Office (substituting for Brian Burnett, Sheriff, Chelan County Sheriff's Office); Tom Robbins, Chief, Wenatchee Police Department

RIVERCOM Staff Present: 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: Jim Brown, Wenatchee Police Department; 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.
- III. APPROVAL OF AGENDA – The agenda was approved as presented.
- IV. STANDING AGENDA
 - A. Consent Agenda
 - i. RIVERCOM Administrative Board Meeting Minutes, October 14, 2015
 - ii. Payroll and Benefits for October 2015 in the amount of \$279,459.74
 - iii. November 4 2015 Vouchers in the amount of \$89,583.21 for payment on November 4, 2015:

a. Maintenance and Operations Account (Control #0750-0793)	\$ 36,431.40
b. General Communications Tax Account (Control #0794-0799)	\$ 20,435.52
c. Communications Tax Capital Projects Account (Control #0800-0802)	\$ 32,716.29
- Motion to approve the Consent Agenda as presented; Lamar, second by Goehner.*
Resolution: Motion carried.
- V. BOARD CHAIR REPORT - There was no report.

VI. DIRECTOR'S REPORT

In the absence of Director Jim Fosse, Administrative Services Manager Grupp reported on the following items:

A. General Items

1. A Computer Aided Dispatch (CAD) vendor (Intergraph) will provide a CAD system demonstration directly following the Board meeting.
2. A Frontier Communications fiber-cut will take place over November 4-5, 2015. The work will affect landline and VoIP calls in the areas of Chelan, Manson, Mansfield, Waterville, and Bridgeport. RIVERCOM will be placing Emergency Services Dispatchers at each location.

B. Radio Site Report

1. Work at the Grouse Mountain radio site continues; foundation work is in progress and the concrete building should be placed on the site at the end of November.
2. RIVERCOM has received the RCC consultant study on the upgrade plan for RIVERCOM's 911 radio system. As part of the build-out, RIVERCOM will be looking to purchase or lease property in the Wenatchee Heights area or South Wenatchee area. Director Fosse has contacted RIVERCOM's attorney to assist with the purchase or lease of the property for a new Radio Site. RIVERCOM is also considering sole sourcing this phase of the project and purchase of portion of the equipment in order to maintain continuity of the full radio system. The Board also requested that RIVERCOM work with the State Auditor's Office with regard to any sole source purchasing.
3. RIVERCOM has signed a contract with Keyhole Security to install a video surveillance and telemetry system at two radio sites.

C. Staffing Report

1. One (1) ESD trainee completed training at the end of October and has been released to full duty on the dispatch floor.
2. Three (3) ESD trainees continue training with Certified Training Officers on the dispatch floor. All three trainees are doing very well.

D. State E911 Office Report

1. The State E911 Office has informed all counties that they will not receive ~~and~~ additional funds for equipment in the budget year 2016. If dispatch monitors and CPUs need to be replaced, we will need to utilize existing approved funding in the salaries or maintenance categories of the operations contract.

Administrative Services Manager Grupp pointed out that the 2016 Annual Budget includes funding for equipment replacement that will not be utilized. In essence, RIVERCOM lost about \$25,000 in expected State E911 reimbursable funds that would have been used for equipment purchases. Chairman Barnhart requested that staff make a recommendation as to how the decrease in funds will be accounted for and how

the impacted equipment purchases will be funded. He further suggested that a budget amendment be prepared to account for the decrease in forecasted revenue and bring the budget amendment back to the Board for final approval. Boardmember Lamar further asked that RIVERCOM prioritize the equipment items that would have otherwise been reimbursed by the State so that the items can be accounted for in next year's annual budget.

2. The State E911 Office has submitted a supplemental request to the Washington State Office of Financial Management for the amount of \$7.8 million. However, equipment funding is not included in the request amount.
3. Because of cuts in funding, several counties in Washington State are planning to ask the Legislature to raise the Emergency Communications Sales Tax cap from the current 1/10th of 1% to 2/10th of 1%. The Washington State APCO-NENA Chapter is supporting this effort and working with their lobbyist to make this a primary legislative issue.

Boardmember Goehner cautioned that an increase in tax collection may not equate to an increase in revenue for the 911 agency based on the State's recent history of sweeping tax funds set aside for 911.

VII. MONTHLY FINANCIAL REPORTS

The monthly financial reports were not yet available from Douglas County. The November reports will be presented at the December meeting.

VIII. OPERATIONS REPORT

- A. Director Fosse and Operations Manager Viebrock met with the Broadview Community Group last month about the fires that impacted their neighborhood. Operations Manager Viebrock said that overall, she thought the meeting went very well. Boardmember Robbins added that he heard from some of those present at the meeting and related that several people felt very positive and were complimentary of the meeting. Chairman Barnhart remarked that he also heard positive comments about the meeting.

IX. COMMITTEE REPORTS

- A. Boardmember Lamar reported on the RIVERCOM Operations Group meeting that took place yesterday, November 3, 2015. The group approved a language revision for the Communications Tax Shared Funding Assistance Program. The language will be prepared and will be brought to the Board for final approval at the December meeting.

X. OLD BUSINESS

- A. Lower Badger Radio Site Property: Boundary Line Adjustment

The boundary line adjustment documentation has been prepared and is ready for Board approval and final signature. A copy of the final document was provided in Boardmember packets. Steve Crossland continues to work on the easement to the property. Administrative Services Manager Grupp added that the boundary line adjustment document and the easement document will be filed at the same time.

MOTION to approve the Lower Badger Radio Site property boundary line adjustment as presented and to authorize the Board Chair to sign the final document; Huffaker, second by Snyder.

Resolution: Motion carried.

B. Non-Emergency Calls

RIVERCOM staff is gathering information on non-emergency calls and will bring a recommendation back to the Board at the December meeting.

XI. NEW BUSINESS

A. City of Wenatchee – Wenatchee Fire Assessment Fees

The City of Wenatchee has asked RIVERCOM if a letter signed by the City of Wenatchee Mayor and Chelan County Fire District No. 1 Fire Chief would be adequate to address the billing of assessment fees as applicable for the 2016 Annual Budget. The City has indicated that Chelan County Fire District No. 1 will be responsible for payment of the fees. After a short discussion, the Board agreed that a letter would be sufficient.

B. 2016 Board Chair and Vice-Chair

At the December Board meeting, the Board will need to select a Board Chair and Vice-Chair for the year 2016.

C. RCC Consultants Report

Radio Operations Manager Humphrey made available the first final draft copies of the RCC Consultants report. RIVERCOM staff will email the Executive Summary portion of the report to Boardmembers. Chairman Barnhart also asked to receive final copies of the report to provide to his respective city council.

XII. ADJOURNMENT

Following the demonstration, and with no further business, the meeting was adjourned at 9:50 AM. The next Board meeting is scheduled for December 9, 2015.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:

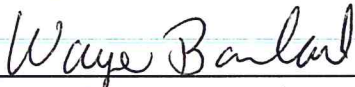


Criselia Grupp, Administrative Services Manager

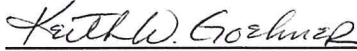
12/9/15

Date

RIVERCOM 911 Administrative Board Members:



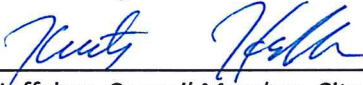
Wayne Barnhart, Chairman, Council Member, City of East Wenatchee



Keith Goehner, Vice-Chairman, Commissioner, Chelan County



Dale Snyder, Commissioner, Douglas County



Keith Huffaker, Council Member, City of Wenatchee



Mick Lamar, Chief, Lake Wenatchee Fire & Rescue,
RIVERCOM 911 Operations Group

