

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, January 13, 2016**

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

## MEETING MINUTES

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Board Members Present: Keith Goehner, Commissioner, Chelan County (Chair); Dale Snyder, Commissioner, Douglas County (Vice-Chair); Keith Huffaker, Councilmember, City of Wenatchee; Wayne Barnhart, Councilmember, City of East Wenatchee (Chair); Karl Jonasson, EMS Director, Chelan County Public Hospital District No. 2

Ex-Officio Members Present: John Wisemore, Undersheriff, Chelan County Sheriff's Office (substituting for Brian Burnett, Sheriff, Chelan County Sheriff's Office); Kevin Morris, Undersheriff, Douglas County Sheriff's Office (substituting for Harvey Gjesdahl, Sheriff, Douglas County Sheriff's Office); Tom Robbins, Chief, 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: Mick Lamer, Chief, Lake Wenatchee Fire & Rescue; John Kruse, Wenatchee Police Department; Jeremiah Johnson, RIVERCOM; Jeff Lang, Lifeline Ambulance; Wayne Walker, Lifeline Ambulance; Scott Ballard, Ballard Ambulance; Shawn Ballard, Ballard Ambulance

- I. CALL TO ORDER –Chairman Goehner called the meeting to order at 9:00 AM and led the Pledge of Allegiance.
- II. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present and attendees introduced themselves. He further welcomed Karl Jonasson to the Board as the 2016 voting Board member representing the RIVERCOM Operations Group.
- III. APPROVAL OF AGENDA – The agenda was approved as presented.
- IV. STANDING AGENDA
  - A. Consent Agenda
    - a. RIVERCOM Administrative Board Meeting Minutes, December 9, 2015
    - b. Payroll and Benefits for December 2015 in the amount of \$278,883.27
    - c. December 2015 Vouchers in the amount of \$194,204.62 for payment on January 13, 2016:
      - i. Maintenance and Operations Account (Control #0941-0921) \$ 40,930.09
      - ii. Capital Account (Control #0922-0923) \$ 12,777.19
      - iii. General Communications Tax Account (Control #0924-0926) \$ 2,034.25

- iv. Communications Tax Capital Projects Account (Control #0927-0933) \$138,463.09
- d. January 2016 Vouchers in the amount of \$70,466.05 for payment on January 13, 2016:
  - i. Maintenance and Operations Account (Control #0001-0048) \$ 25,027.96
  - ii. General Communications Tax Account (Control #0049-0057) \$ 9,455.21
  - iii. Communications Tax Capital Projects Account (Control #0058-0063) \$ 35,982.88

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

V. BOARD CHAIR REPORT

Chairman Goehner reported on a letter received from Mayor Kuntz, City of Wenatchee, informing RIVERCOM that, as a result of the City being annexed in to Chelan County Fire District No. 1, the City would now be required to pay a fire assessment fee for its properties. As such, the City is asking RIVERCOM to pay 20.7% of the cost, based on the same percentage that it currently pays for the building's common charges. RIVERCOM's portion is calculated at \$1,858.55 for the year 2016, subject to adjustment in following years. Director Fosse said that the current lease does not specifically address the cost of fire protection services, but that realistically, the fees were probably not considered because they were not applicable when the lease was executed. Speaking on behalf of the City, Board member Huffaker apologized for the lateness of the notification and for RIVERCOM having received notice after the fact.

*Motion to approve payment in the amount of \$1,858.55 to the City of Wenatchee as RIVERCOM's share of 2016 fire protection services for the building leased from the City, and of future fire protection services assessments; Snyder, second by Huffaker.  
Resolution: Motion carried.*

VI. DIRECTOR'S REPORT

A. General Items

Director Fosse reported on the following items:

1. Frontier Communications Fiber-Cuts

Since the previous Board meeting, Director Fosse met with Frontier Communications to talk about their process during service outages. They apologized for some of the problems encountered by RIVERCOM during recent outages and will be working to remedy the situation in the future. They were not willing to reimburse RIVERCOM for its costs to cover 911 outages; Frontier Communications took the position that RIVERCOM should budget for the cost of using its personnel to cover Frontier service outages.

B. Radio Site Report

- 1. The boundary line adjustment for the Lower Badger Mountain radio site has been completed. Director Fosse thanked Administrative Services Manager Grupp for coordinating all of the required paperwork. RIVERCOM is now just waiting for the survey for the easement to be completed and filed.



2. Doug Dickinson, previously with RCC Consultants which is now Black & Veatch, remains RIVERCOM's consultant and is exclusively dedicated to the RIVERCOM project. Meetings continue to take place with Dickinson and Motorola regarding a designed process to build-out the radio system. RIVERCOM plans to utilize a NASPO (National Association of State Procurement Officials) state contract to purchase equipment. The project will probably cost about \$4-5 million dollars and will provide a significant improvement to RIVERCOM's 911 radio system. A further discussion took place about the project.

C. Staffing Report

1. Three (3) ESD trainees continue to train with Certified Training Officers on the dispatch floor. All three trainees continue to do well and will likely complete training sometime toward the end of February.

D. State E911 Office Report

1. Director Fosse and Administrative Services Manager Grupp will be attending a State E911 Advisory Committee meeting on January 20, 2016 at Camp Murray.
2. The State E911 Office appears to be holding back on funding commitments to contract counties while they evaluate the implementation of a new ESI-Net (Emergency Services Internet) and what they will retain for associated costs.

Director Fosse said that there was a very good OP-ED piece written by Eric Holdeman (former Director of King County Office of Emergency Management) titled, "Don't rob funding for 'next generation' 911 system"; the article was published by *The Seattle Times* on January 7, 2016. Holdeman addresses the problem of State senators and representatives sweeping 911 tax-designated monies needed for critical communications infrastructure in order to cover non-911 expenditures in other areas of the State budget. Director Fosse plans to contact the Wenatchee World to ask if they will re-publish the piece; he will also forward the publication to Board members.

VII. MONTHLY FINANCIAL REPORTS

Administrative Services Manager Grupp provided a summary of the financial reports:

<b>2015 Annual Budget, YTD for Month Ending December 31, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
<b>Revenue Sources:</b>			
Agency Assessments	2,552,544		100.82%
Local E911 Excise Tax	1,052,163		102.22%
Site Leases	14,412		90.07%
Outside Revenue and Grants	332,874		89.54%
Outside Revenue and Grants – Capital Projects	298,811		85.14%
E911/NG911 Reserve Account Interest	221		147.11%
	4,251,313		98.87%
<b>Expenditures:</b>			
Maintenance and Operations Account		3,798,794	88.62%
Capital Projects Account		353,956	96.97%
Equipment Replacement Account		12,289	53.66%
		4,165,039	89.10%

<b>2015 Communications Tax Account, YTD for Month Ending December 31, 2015</b>			
	Amount Collected	Total Expenditures	% of Budget
<b>Capital Improvement Project: Radio Site Expansion</b>			
<b>Revenue Sources:</b>			
Communications Tax Revenue	2,666,876		121.20%
	2,666,876		121.20%
<b>Expenditures:</b>			
Communications Tax Account		1,778,169	62.40%
		1,778,169	62.40%

VIII. OPERATIONS REPORT – Operations Manager Viebrock did not have anything to report.

IX. COMMITTEE REPORTS

- A. Board member Jonasson reported on the RIVERCOM Operations Group meeting held on December 12, 2016. Sergeant Ray Coble, with East Wenatchee Police Department, was elected as the rotational Law Enforcement representative ROG Chair for 2016.

X. OLD BUSINESS

- A. Resolution 2016-1: Establishing a New Business Credit Card Account  
Resolution 2016-1, establishing new Credit Card accounts with Cashmere Valley Bank was presented to the Board for review and approval. The item was previously brought to the



Board at the December 9, 2015 meeting, but was tabled until the January meeting for a final vote.

*Motion to approve Resolution 2016-1, as presented, to approve and adopt a new business credit card account with Cashmere Valley Bank and the binding terms of the Credit Card Agreement upon approval of application by the Bank; Barnhart, second by Snyder.*

*Resolution: Motion carried.*

B. MOU: Communications Tax Shared Funding Assistance Program

Revised draft language regarding the Memorandum of Understanding for the Communications Tax Shared Funding Assistance Program was presented to the Board for review and approval. The revised language was developed by the RIVERCOM Operations Group to better clarify eligible purchases and the process in which Tier 1 group funding requests are approved. The item was previously brought to the Board at the December 9, 2015 meeting, but was tabled until the January meeting for a final vote.

*Motion to approve the Consent Agenda as presented; Barnhart, second by Jonasson.*

*Resolution: Motion carried.*

C. Private Ambulance Assessment Fees

As requested by the Board, Mick Lamer, Chief of Lake Wenatchee Fire & Rescue and former RIVERCOM Board member, provided an overview about an issue brought up by Board members Lamar and Huffaker about private ambulance assessment fees during the 2016 Annual Budget review process. He addressed several talking points based on the information he and Board member Huffaker have gathered thus far through research and meetings and his overall interpretation of that information.

Lamar stated that it would be his recommendation to implement a gradual increase in fees over a period of time, although no percentage increase or amount was specified. Board member Huffaker added that he recognized the private ambulance companies do provide a benefit to the community that might otherwise place a large operational and financial burden on local fire departments.

A round-table discussion took place whereby each Board member present provided comment on their position. Jeff Lang and Wayne Walker of Lifeline Ambulance, and Shawn Ballard of Ballard Ambulance also provided statements as to their positions.

After reviewing information and discussing the topic, most Board members felt that the issue was more complex than originally perceived and did not have enough information to make a further decision one way or another. Board member Jonasson said that the Board ultimately has a moral, ethical, and operational obligation to make a decision about the issue. Following, Lamar re-stated the need to address a gap in emergency medical services that has now been pointed-out twice, by both the RIVERCOM Director and the regional Medical Program Director, within the current topic of discussion.

Board member Huffaker said that things are working the way they are and didn't see a reason to justify a change at this time; several members of the Board echoed this sentiment. He recommended that the Board leave the situation "as is" and suggested that something be placed on the record "in writing".

It was the consensus of the Board to not make any changes to private ambulance assessment fees and to continue with the current rate structure. In general, the Board believed the current rate structure was probably equitable based on an exchange of services. The Board asked Director Fosse to prepare a position paper to be presented at the February Board meeting for Board signature; the Board also asked that the paper describe and document how the Board arrived at the present decision.

Chairman Goehner, and other Board members, expressed their appreciation and thanked Mick Lamar and Keith Huffaker for their work on this topic.

XI. NEW BUSINESS

There was no new business, however two informational items were provided to the Board before adjournment:

- Director Fosse informed the Board that the final documents resulting from the mediation process with the RIVERCOM Dispatchers Guild in June 2015 are just now being signed. Apparently, the documents are pending signature by the Guild's legal representation.
- Mick Lamar informed the Board that a CAD (Criteria-Based Dispatch) demonstration is scheduled for February 17, 2016.

XII. ADJOURNMENT

With no further business, the meeting was adjourned at 10:35 AM. The next Board meeting is scheduled for February 10, 2016.

Minutes Respectfully Submitted,  
Staci Engler  
Confidential Administrative Assistant  
RIVERCOM 911

ATTEST:

  
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James C. Fosse, Director

2-10-2016  
\_\_\_\_\_  
Date

**RIVERCOM 911 Administrative Board Members:**



Keith Goehner, Chairman, Commissioner, Chelan County



Dale Snyder, Vice-Chairman, Commissioner, Douglas County



Keith Huffaker, Council Member, City of Wenatchee



Wayne Barnhart, Council Member, City of East Wenatchee



Karl Jonasson, EMS Director, Chelan County Public Hospital District No. 2  
RIVERCOM 911 Operations Group

