

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, February 10, 2016

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

MEETING MINUTES

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); Steve Groseclose, Deputy Chief, Douglas County Sheriff's Office (substituting for Harvey Gjesdahl, Sheriff, Douglas County Sheriff's Office); John Kruse, Captain, Wenatchee Police Department (substituting for Tom Robbins, Chief, Wenatchee Police Department); Keith Vradenburg, Mayor, City of Entiat

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: Jim Brown, Wenatchee Police Department; Steve Hair, KPQ radio; Doug Dickinson, RCC Consultants; and Randy Agnew, Mayor of Rock Island

- 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
- III. APPROVAL OF AGENDA – The agenda was approved as presented.
- IV. STANDING AGENDA
 - A. Consent Agenda
 - a. RIVERCOM Administrative Board Meeting Minutes, January 13, 2016
 - b. Payroll and Benefits for January 2016 in the amount of \$279,265.89
 - c. February 2016 Vouchers in the amount of \$105,377.53 for payment on February 10, 2016:
 - i. Maintenance and Operations Account (Control #0064-0122) \$ 68,610.36
 - ii. General Communications Tax Account (Control #0123-0130) \$ 30,929.66
 - iii. Communications Tax Capital Projects Account (Control #0131-0132) \$ 5,837.51

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

V. BOARD CHAIR REPORT - There was no report.

VI. DIRECTOR'S REPORT

A. General Items

Director Fosse reported on the following items:

1. Tax Overpayment to Douglas County

The Department of Revenue recently notified Douglas County that they have been making overpayments of revenue to the county for the past few years, the details of which are still being sorted out. The re-payment of revenue will likely have a significant impact on Douglas County; RIVERCOM will also be affected, but to a much lesser degree. For RIVERCOM, the portion of revenue in question is related to the collection of the Communications Tax for a long-term Capital Improvement Project. An ongoing audit is taking place; Douglas County expects to have more definitive information within the next couple of months.

B. Radio Site Report

1. RIVERCOM's contracted radio consultant, Doug Dickinson of RCC Consultants / Black and Veatch, provided a presentation to the Board about recommendations for the build-out, expansion, and upgrade of RIVERCOM's 911 radio system. He specifically noted that the project was triggered by Motorola dropping support of critical radio base stations, a situation that is challenging agencies across the nation. Dickinson outlined the steps taken to date to assess, test, and model radio coverage needs and determine a course of action for the project. A recommendation is being made to double the number of radio sites currently in use. He noted the project will be based on long-term, incremental development.

Dickinson also addressed the status of public safety standards at the radio sites, such as R56 grounding standards, commercial and back-up power sources, and fire protection. RIVERCOM is also looking at a portable radio site and pre-programmed tactical repeaters that can quickly be moved and set-up where needed. An extensive discussion took place about radio coverage options for the Rock Island area.

Boardmember Goehner said that the Board is committed to improving radio communications in the area and thanked Doug Dickinson for the presentation.

C. Staffing Report

1. Three (3) ESD trainees continue to train with Certified Training Officers on the dispatch floor; they may complete training sometime about the end of February to early March.

D. State E911 Office Report

1. Senate House Bill 2287 just passed out of the House of Appropriations Committee; the bill is intended to alert 911 centers that a person with a disability may be present at an emergency scene. The bill may allow individuals to voluntarily enter information about a person with a disability in to an offsite database which would then transmitted to a 911 center. There are some significant issues with the way in which the program would function, one problem being that RIVERCOM's isolated secure CAD system would have to be in-touch with a remote outside internet source. The Washington APCO group is closely tracking the bill. It was noted that Douglas County already conducts a similar program in the community which interfaces with RIVERCOM's 911 system; local citizens can complete an informational form about a disabled person which is then entered into a secure system by records personnel.

VII. MONTHLY FINANCIAL REPORTS

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

2016 Annual Budget, YTD for Month Ending January 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	273,196		10.37%
Local E911 Excise Tax	87,697		8.48%
Site Leases	2,860		17.49%
Outside Revenue and Grants	188		0.05%
Outside Revenue and Grants – Capital Projects	68		0.04%
E911/NG911 Reserve Account Interest	31		16.47%
	364,041		8.63%
Expenditures:			
Maintenance and Operations Account		288,324	6.40%
Capital Projects Account		-	0%
Equipment Replacement Account		-	0%
		288,324	6.13%

2016 Communications Tax Account, YTD for Month Ending January 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	311,598		12.98%
	311,598		12.98%
Expenditures:			
Communications Tax Account		61,737	1.32%
		61,737	1.32%

VIII. OPERATIONS REPORT – There was no report.

IX. COMMITTEE REPORTS

- A. Board member Jonasson reported on the RIVERCOM Operations Group meeting held on February 9, 2016; there was nothing of significant mention other than approving new language for the Communications Tax Shared Funding Assistance MOU.
- B. Spillman CAD representatives will be here on March 2-3 to speak with users about system and customer service issues. Operations Manager Viebrock talked about some of the issues with Spillman customer service and the lack of resolution on open ticket issues. The company appears to be exclusively focused on law and jail applications, and especially records functions, and has stepped away from fire applications. Although RIVERCOM has tried to implement and improve fire applications to better serve the fire agencies throughout the region, Spillman Technologies has remained unresponsive. Captain Kruse firmly stated that Wenatchee Police Department was not interested in changing CAD products. Director Fosse noted that other vendors currently offer better Computer Aided Dispatch products than what RIVERCOM is currently using and if RIVERCOM had to choose, it would not choose the Spillman CAD product for its dispatch system.

Boardmember Jonasson said that unfortunately, RIVERCOM is being forced to deal with complacency with regard to decreasing levels of customer service from the vendor. He commended RIVERCOM staff for their work in trying to maneuver through the difficult situations this is causing.

The Board talked about various options as to how they would like to follow-up with Spillman. It was informally agreed to see what comes out of the March meetings before deciding how to proceed.

X. OLD BUSINESS

- A. Amended Memorandum of Understanding – Communications Tax Shared Funding Assistance Program

Director Fosse provided the Board with amended language for the Memorandum of Understanding for the Communications Tax Shared Funding Assistance Program and recommended the Board approve and adopt the language. The new language addresses how excess Tier 1 monies will be applied to the program accounts once designated Tier 1 funds exceed the set cap amount. The language was approved by the RIVERCOM Operations Group (ROG) at the February 9, 2016 meeting.

Motion to approve the amended Memorandum of Understanding for the Communications Tax Shared Funding Assistance Program, as presented; Huffaker, second by Barnhart.

Resolution: Motion carried.

B. Private Ambulance Assessment Fees – Position Paper

As requested by the Board, Director Fosse prepared a position paper regarding private ambulance assessment fees for Board signature. The Board reviewed the draft and, at length, addressed and agreed upon specific language changes to the document. The Board agreed to place a period after “Douglas Counties” and to then strike the remainder of the language in the last sentence in the second-to-last paragraph and, to strike the last sentence in the last paragraph.

Motion to approve the Position Paper for Private Ambulance Assessment Fees, as modified by the Board; Barnhart, second by Jonasson.

Resolution: Motion carried.

XI. NEW BUSINESS - There was no new business.

1. Boardmember Barnhart requested that RIVERCOM confirm fire coverage at its radio sites.

XII. EXECUTIVE SESSION – Collective Bargaining Negotiations

At 10:23 AM, Chairman Goehner closed the regular meeting and called for a five (5) minute break before moving into Executive Session.

At 10:28 AM, Chairman Goehner moved the meeting into Executive Session for the purpose of discussing collective bargaining negotiations, for a period of time not to exceed ten (10) minutes.

The Executive Session ended at 10:38 AM and the regular meeting was immediately called back to order. There was no action taken.

XIII. ADJOURNMENT

With no further business, the meeting was adjourned at 10:38 AM. The next Board meeting is scheduled for March 9, 2016.

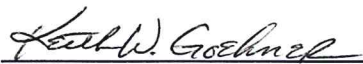
Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:

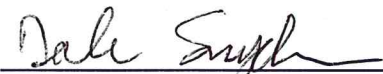

James C. Fosse, Director

3-9-16
Date

RIVERCOM 911 Administrative Board Members:



Keith Goehner, Chairman, Commissioner, Chelan County

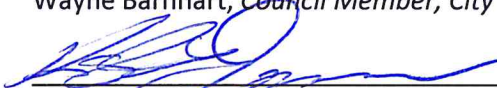


Dale Snyder, Vice-Chairman, Commissioner, Douglas County



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