

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, March 9, 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; John Sterk, Councilmember, City of East Wenatchee (substituting for Wayne Barnhart, Councilmember, City of East Wenatchee (Chair); Karl Jonasson, EMS Director, Chelan County Public Hospital District No. 2

Ex-Officio Members Present: Dave Helvey, Chief of Special Operations, Chelan County Sheriff's Office (substituting for 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; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Staci Engler, Confidential Administrative Assistant

Guests Present: Jim Brown, Wenatchee Police Department; Ron Spencer and Mac Fraley of Motorola Solutions; Greg Montalbano, Day Wireless Systems

- I. CALL TO ORDER –Chairman Goehner called the meeting to order at 9:00 AM; Keith Huffaker 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, February 10, 2016
    - b. Payroll and Benefits for February 2016 in the amount of \$272,589.78
    - c. March 2016 Vouchers in the amount of \$50,303.92 for payment on March 9, 2016:
      - i. Maintenance and Operations Account (Control #0133-0189) \$ 23,095.62
      - ii. User Equipment Replacement Account (Control #0190) \$ 2,920.49
      - iii. General Communications Tax Account (Control #0191-0197) \$ 11,942.62
      - iv. Communications Tax Capital Projects Account (Control #0198-0199) \$ 12,345.19

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

*Resolution: Motion carried.*

V. BOARD CHAIR REPORT

A. Spillman Technologies Meeting

A meeting took place between RIVERCOM and Spillman Technologies representatives at RIVERCOM on March 2, 2016 to talk about unresolved issues and problems with customer service; Boardmembers Goehner and Huffaker were in attendance. A discussion took place about the Spillman system. Chairman Goehner said that Spillman seemed to want to correct many of the issues brought to their attention at the meeting, although there was still a sense of disconnect. Spillman will send an Account Sales Support Manager/Operations Specialist to RIVERCOM on April 5-7 to sit on the dispatch floor and assess how RIVERCOM interfaces with their system. A Spillman representative is also scheduled to conduct a Fire product demo at the Fire Chiefs Association meeting on May 25. Chairman Goehner asked that agencies keep the Board apprised of ongoing issues with Spillman.

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

A. Radio Site Report

1. RIVERCOM just received a proposal from Motorola Solutions for the radio project, although Staff has not yet had a chance to review. An Executive Summary was prepared by Motorola and provided to the Board for review. Ron Spencer, the Motorola representative for Eastern Washington, briefly addressed the Board and summarized the project proposal for the radio system upgrade and build-out.
2. Director Fosse has been working on a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant application to procure funding for a radio project. To qualify for the grant, however, Director Fosse learned during the pre-application submittal that RIVERCOM needs to be annexed to Chelan County's Emergency Management Hazard Mitigation Plan. For now, the grant application process will be temporarily tabled while Director Fosse works with Kent Sisson at Chelan County Sheriff's Office to establish annexation of RIVERCOM. Once the application is accepted, RIVERCOM will be eligible for certain types of grants.
3. RIVERCOM has been working with Chelan County Assessors and Pacific Appraisers to identify available property that may be available for purchase at Wenatchee Heights for the purpose of installing a radio site at that location. One property in particular is being looked at, but after a series of communications, there may be issues with the boundary lines of the property; it appears there was a property line dispute many years ago pertaining to the property that was then never recorded with the County. Subsequently, there is a question about the property's ownership that RIVERCOM is attempting to determine before taking any further steps.



**B. Staffing Report**

1. Two (2) Emergency Services Dispatcher (ESD) trainees successfully completed training and have been assigned to the dispatch operations floor. One (1) ESD trainee of the same group just resigned from employment and before completing the training program.
2. With one (1) unfilled position, Director Fosse contacted a previous employee who may be interested in returning to work at RIVERCOM. Further discussions about re-hiring are taking place.

**C. State E911 Office Report**

1. To follow-up on an item reported on at the last meeting, House Bill 2287 (Travis Alert Bill), pertaining to a disabled persons off-site web-based database, is now in the Senate Rules Committee and continues to move forward through the approval process. Several large public safety agencies and lobby groups are opposed to the Bill. The impact of decreased internet security to implement the database is of great concern.
2. The State is looking at mandating the installation of a “panic button” system for public schools to alert public safety responders about problem situations. The system is controversial; several public safety agencies are not in favor of the “panic button” out of concern that its implementation and use will not be congruent with established 9-1-1 points of contact and the other public safety systems and processes already in place.
3. Administrative Services Manager Criselia Grupp and Operations Manager Misty Viebrock are attending the APCO Western Regional Conference in Portland, Oregon on March 8-9, 2016.

**VII. MONTHLY FINANCIAL REPORTS**

The financial reports were provided to the Board:

<b>2016 Annual Budget, YTD for Month Ending February 29, 2016</b>			
	Amount Collected	Total Expenditures	% of Budget
<b>Revenue Sources:</b>			
Agency Assessments	489,190		18.57%
Local E911 Excise Tax	178,468		17.26%
Site Leases	4,412		26.99%
Outside Revenue and Grants	7,326		2.00%
Outside Revenue and Grants – Capital Projects	44,806		27.11%
E911/NG911 Reserve Account Interest	79		41.67%
	724,282		17.18%
<b>Expenditures:</b>			
Maintenance and Operations Account		612,901	13.61%
Capital Projects Account		-	0%
Equipment Replacement Account		-	0%
		612,901	13.04%

2016 Communications Tax Account, YTD for Month Ending January 31, 2016			
Capital Improvement Project: Radio Site Expansion	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Communications Tax Revenue	568,034		23.67%
	568,034		23.67%
Expenditures:			
Communications Tax Account		114,833	2.46%
		114,833	2.46%

- Director Fosse noted that the Communications Tax collection for December 2015, posted to our account February 2016, was significantly higher than usual.

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. The revised and amended Memorandum of Understanding for the Communications Tax Shared Funding Assistance Program was prepared by RIVERCOM staff and is in the process of being distributed to all agencies for signature. RIVERCOM is asking to receive signed documents by April 30, 2016.
- B. Board member Jonasson mentioned that a meeting also took place just prior to the ROG meeting for interested agencies to go over radio frequency revisions. Several agency representatives were present.

X. OLD BUSINESS

A. Private Ambulance Billing Policy Paper

A final copy of the Private Ambulance Billing Policy Paper as amended and approved by the Board was prepared by RIVERCOM staff. The final copy was provided to the Board Chair for signature. *(The Board motion to approve the Policy Paper was made at the February 10, 2016 Board meeting.)*

*Motion to authorize the Board Chair to sign the final Private Ambulance Billing Policy Paper on behalf of the Board; Snyder, second by Jonasson.*

*Resolution: Motion carried.*

XI. NEW BUSINESS

A. Spillman Administrator Position

Board member Huffaker communicated an interest in implementing a designated inter-agency Spillman Administrator position. Chairman Geohner asked the Board how they wanted to proceed. While no one disagreed about the value of having one designated person serve as the focal point between multiple agencies and Spillman Technologies,

several individuals brought-up key points from past discussions as well as some of the difficulties that have already been identified should such a position be implemented.

Chairman Goehner said he would need a compelling reason to support further time spent on discussing a Spillman Administrator position. An extensive amount of time has already been spent researching the possibility of such a position; the work of which was completed by an organized Spillman Administrator Task Force starting in late-2011. The outcome of the work by the Task Force and their recommendation to the Board was to not implement a Spillman Administrator position. The recommendation was based on a variety of reasons. At the time, there was no available funding for the position and most agencies did not want to give-up a direct connection with Spillman or relinquish work related to critical operations of their own agency.

In general, the Board was not averse to re-evaluating the need for a Spillman Administrator. However, given the problems that multiple agencies are experiencing with the Spillman product and poor customer service, some Board members thought it was more important to remain focused on resolving the outstanding issues at hand. A short discussion took place about establishing interest in and whether or not to re-convene a review committee.

XIII. ADJOURNMENT

With no further business, the meeting was adjourned at 10:20 AM. The next Board meeting is scheduled for April 13, 2016.

Minutes Respectfully Submitted,  
Staci Engler  
Confidential Administrative Assistant  
RIVERCOM 911

ATTEST:

  
James C. Fosse, Director

4-13-16  
Date



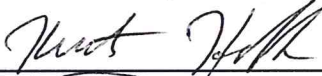
**RIVERCOM 911 Administrative Board Members:**



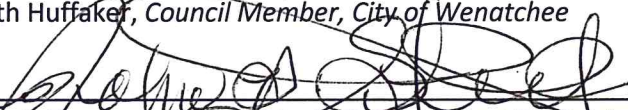
Keith Goehner, Chairman, Commissioner, Chelan County



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