

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, May 11, 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); Steve Jenkins, Commissioner, Douglas County (substituting for 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: Edgar Reinfeld, 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; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Elizabeth Peterson, Receptionist

Guests Present: Dee Gutierrez, RIVERCOM; Mac Fraley, Motorola Solutions

- I. CALL TO ORDER –Chairman Goehner called the meeting to order at 9:00 AM; Board member Huffaker led the Pledge of Allegiance.
- II. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present and attendees introduced themselves. Chairman Goehner also congratulated Edgar Reinfeld on his promotion to Captain with Wenatchee Police Department effective June 1.
- III. APPROVAL OF AGENDA – The agenda was approved as presented.
- IV. STANDING AGENDA
  - A. Consent Agenda
    - a. RIVERCOM Administrative Board Meeting Minutes, April 13, 2016
    - b. Payroll and Benefits for April 2016 in the amount of \$273,988.53
    - c. May 2016 Vouchers in the amount of \$105,607.71 for payment on May 11, 2016:
      - i. Maintenance and Operations Account (Control #0290-0351) \$ 61,682.58
      - ii. General Communications Tax Account (Control #0352-0357) \$ 2,805.93
      - iii. Communications Tax Capital Projects Account (Control #0358-0369) \$ 41,119.20

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

- V. BOARD CHAIR REPORT – There was no report.

## VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

### A. General Items

1. Director Fosse expressed his thanks and commended the service provided by the North Central Washington Chaplaincy program; the chaplain program is designed to primarily support the well-being of fire, emergency medical services, and dispatch personnel and, secondarily, provides service to the public. The Chaplains regularly stop-by RIVERCOM to check in and make themselves available to personnel in times of crisis. Board member Barnhart requested Director Fosse send a letter of appreciation to the Chaplains on behalf of the Board to reflect appreciation for their important contribution of support to RIVERCOM personnel and user agencies.
2. Dr. Lance Jobe forwarded a research article from the Journal of American Medical Academy, cardiology section, about the efficacy of dispatcher assisted CPR. Dr. Jobe commented that the study confirms the current CPR program at RIVERCOM and in our area. The current mid- to upper sixty-percent (60%) percent survival rate is outstanding. Director Fosse said he was very pleased to be working with Dr. Jobe and appreciated his partnership with RIVERCOM. RIVERCOM will continue to meet with Dr. Jobe to review RIVERCOM's emergency medical program.
3. Board member Barnhart addressed emergency incidents on local waterways and discussed the availability of maps showing the names of water-related features, points of interest, rapids, etc. along local waterways. Further discussion followed. Board member Barnhart suggested that RIVERCOM reach-out to local rafting companies to build a current database of locally named waterways and points of interest to more accurately assist ESDs in directing emergency first responders to incidents. RIVERCOM will contact local companies and begin the process of identifying points of interest on local waterways.
4. Director Fosse reported that RIVERCOM has been in contact with Spillman Technologies regarding implementation issues with the automated Zetron paging system and continues to work with Spillman in an effort to get the paging module up and running. Although there is a business relationship between Spillman and Zetron, neither party has communicated with the other about the paging module issues RIVERCOM is experiencing. Director Fosse will facilitate a conference call between RIVERCOM, Spillman, and Zetron in an effort to resolve the issues.

Additional issues regarding Spillman CAD system were addressed. Director Fosse reported that a Spillman Fire CAD demonstration will take place at the next Fire Chief's meeting in an effort to better serve local fire agencies. Director Fosse reported that while multiple users are having issues with Spillman, fire agencies are experiencing the greatest disadvantage.



Chairman Goehner said that he will contact Tyler Holland, Sales Representative at Spillman Technologies, to encourage completion of outstanding tickets in a more efficient manner and to ensure a high quality of customer service.

Director Fosse has been informed that the final report resulting from the April site visit by Perry Koger, Sales Support Manager with Spillman Technologies, is in process. Director Fosse will continue to follow up with Spillman until the report is received by RIVERCOM.

**B. Radio Sites Report**

RIVERCOM did not receive an agreeable price from Motorola Solutions using NASPO contract pricing for the radio project. Our consultant, Doug Dickerson with Black and Veatch, is working on specifications for a Request for Proposal (RFP) for RIVERCOM. RIVERCOM will be trying to finalize and release the RFP to the public for competitive bidding within the next sixty to ninety days.

**C. Staffing Report**

Director Fosse reported that, at present, RIVERCOM is fully staffed. If an opening for the position of Emergency Services Dispatcher becomes vacant, RIVERCOM will first contact potential candidates on its hiring eligibility list before moving forward with any hiring process.

**VII. MONTHLY FINANCIAL REPORTS**

The financial reports were provided to the Board. Administrative Services Manager Grupp reported on the following:

<b>2016 Annual Budget, YTD for Month Ending April 30, 2016</b>			
	Amount Collected	Total Expenditures	% of Budget
<b>Revenue Sources:</b>			
Agency Assessments	909,359		34.52%
Local E911 Excise Tax	355,294		34.35%
Site Leases	6,848		41.88%
Outside Revenue and Grants	7,938		2.17%
Outside Revenue and Grants – Capital Projects	45,022		27.24%
E911/NG911 Reserve Account Interest	183		96.45%
	1,324,645		31.42%
<b>Expenditures:</b>			
Maintenance and Operations Account		1,191,648	26.46%
Capital Projects Account		-	0%
Equipment Replacement Account		2,920	9.13%
		1,194,569	25.41%

2016 Communications Tax Account, YTD for Month Ending April 30, 2016			
Capital Improvement Project: Radio Site Expansion	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Communications Tax Revenue	930,172		38.76%
	930,172		38.76%
Expenditures:			
Communications Tax Account		277,883	5.96%
		277,883	5.96%

- Chairman Goehner noted the decrease in Communications Tax revenue and the impact on the current annual budget. Administrative Services Manager Grupp also mentioned that unexpected project delays account for the lower than usual amount of expenditures.

#### VIII. OPERATIONS REPORT

- A. Director Fosse reported that Operations Manager Viebrock recently organized a Call Processing Committee to regularly review call-dispatch processes and to make recommendations for improvement.

#### IX. COMMITTEE REPORTS

- A. Board member Jonasson reported on the RIVERCOM Operations Group meeting held on May 10, 2016. Meeting discussion primarily centered on Spillman-related issues.

#### X. OLD BUSINESS

##### A. Spillman Administrator Discussion

There is nothing new to report. Director Fosse said that Dave Helvey of Chelan County Sheriff's Office is trying to schedule a meeting to include interested agencies.

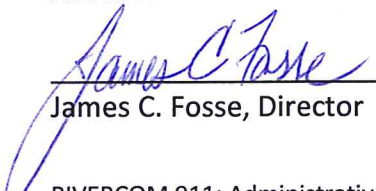
#### XI. NEW BUSINESS – There was no new business.

#### XIII. ADJOURNMENT

With no further business, the meeting was adjourned at 10:15 AM. The next Board meeting is scheduled for June 8, 2016.

Minutes Respectfully Submitted,  
Staci Engler  
Confidential Administrative Assistant  
RIVERCOM 911

ATTEST:

  
James C. Fosse, Director

6-8-16  
Date

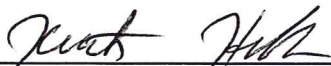
**RIVERCOM 911 Administrative Board Members:**



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

