

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, June 8, 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

Absent: Karl Jonasson, EMS Director, Chelan County Public Hospital District No. 2

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Office; Harvey Gjesdal, Sheriff, Douglas County Sheriff's 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; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant

Guests Present: Molly Elliott, RIVERCOM; Jenny Flick, RIVERCOM; Dee Gutierrez, RIVERCOM; Josh Gibbs, RIVERCOM; Jim Brown, Wenatchee Police Department; Elton Miller, Day Wireless Systems; Mac Fraley, Motorola Solutions

- I. CALL TO ORDER –Chairman Goehner called the meeting to order at 9:00 AM; Board member Gjesdal 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, May 11, 2016
 - b. Payroll and Benefits for May 2016 in the amount of \$280,812.23
 - c. June 2016 Vouchers in the amount of \$118,232.80 for payment on June 8, 2016:
 - i. Maintenance and Operations Account (Control #0370-0440) \$ 88,229.65
 - ii. General Communications Tax Account (Control #0441-0444) \$ 17,500.55
 - iii. Communications Tax Capital Projects Account (Control #0445-0451) \$ 12,502.60

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

Resolution: Motion carried.

V. BOARD CHAIR REPORT

Chairman Goehner reported that, since the last meeting, he has talked with Travis at Spillman Technologies. Director Fosse went on to say that Tyler Holland and Perry Kroger presented a demonstration on a fire module to local Fire Chiefs. Prior to that, they met with RIVERCOM personnel; they were able to resolve a paging problem and addressed some other items but there continues to be other ongoing issues.

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

A. General Items

1. Molly Elliott, a Shift Supervisor at RIVERCOM, has been chosen as the Washington State Telecommunicator of the Year for Sustained Superior Performance; she will be presented with an award at the upcoming State APCO Conference in June. Director Fosse congratulated her on the award.
2. RIVERCOM has contacted Osprey Rafting about getting common place names for local waterways; the data will be entered in RIVERCOM's CAD system. A further discussion took place.
3. The Spillman Administrator Group met last week. They are currently seeking job descriptions from other agencies around the state for the same or similar positions. Director Fosse said that there is a great deal of variation in the organization and responsibilities of the position. There was general agreement from the Spillman Administrator's Group that a Spillman Administrator was needed, but many details need to be worked out.
4. Several employees from RIVERCOM will be attending the Washington State APCO Conference in Kennewick at the end of June.

B. Radio Sites Report

1. Work at the Grouse Mountain radio site is moving forward. Concrete was poured yesterday; a new shelter and tower will be installed next. The work may be finished sometime about the end of July.
2. New antennas for tactical repeaters were installed at the Moses Stool radio site earlier this week.

C. Staffing Report

Director Fosse reported that RIVERCOM anticipates an Emergency Services Dispatcher opening before July 1. RIVERCOM is in the process of contacting potential candidates on its hiring eligibility list to find out about their continued interest in the position.

VII. MONTHLY FINANCIAL REPORTS

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

2016 Annual Budget, YTD for Month Ending May 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	1,137,428		43.17%
Local E911 Excise Tax	446,595		43.18%
Site Leases	7,416		45.36%
Outside Revenue and Grants	8,241		2.25%
Outside Revenue and Grants – Capital Projects	45,128		27.31%
E911/NG911 Reserve Account Interest	235		123.45%
	1,645,042		39.02%
Expenditures:			
Maintenance and Operations Account		1,544,970	34.30%
Capital Projects Account		-	0%
Equipment Replacement Account		2,920	9.13%
		1,547,890	32.92%

2016 Communications Tax Account, YTD for Month Ending May 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	1,193,702		49.74%
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Expenditures:			
Communications Tax Account		338,135	7.25%
		338,135	7.25%

- Board member Snyder reported that Department of Revenue (DOR) is still investigating the sales tax issue related to Douglas County. After DOR completes their investigation, Douglas County will conduct their own investigation to verify the results.

VIII. OPERATIONS REPORT

- A. Operations Manager Viebrock reported that RIVERCOM has finally received the electronic version of Criteria Based Dispatched (CBD) cards and is being implemented with a recommended units system. The end result will be that the dispatch process is streamlined and should speed-up call processing times, although in the meantime, it will be a steep learning curve for Emergency Services Dispatchers.

IX. COMMITTEE REPORTS – There was no report.

X. OLD BUSINESS – There was no old business

XI. NEW BUSINESS

A. Mission Statement

Director Fosse introduced a new Mission Statement developed by a Mission Statement Committee led by Shift Supervisor Molly Elliott and made up of several RIVERCOM employees. Director Fosse added that a mission statement was developed but not adopted through a previous consulting and planning process a number of years ago. Shift Supervisor Elliott briefly talked about the work of the Committee. Director Fosse said that the Statement has not been put out to the RIVERCOM population at large. Shift Supervisor Elliott added that the only people who have seen the Statement are the members of the Committee.

Motion to accept the Mission Statement as presented; Snyder, second by Huffaker.

Chairman Goehner commented that in the previous process, a number of different people took part in the development process. He further communicated a concern about whether or not the development of the new Mission Statement was an inclusive process and wanted to make sure all employees had an opportunity to comment on the Statement before it is imposed on all personnel. Director Fosse, Operations Manager Viebrock, and Shift Supervisor Elliott, as well as Guild President Dee Gutierrez, affirmed that everyone had an opportunity to participate in the Committee. Board member Snyder also pointed-out that the Statement, as it was developed, is an internal, bottom-up Statement and is not a directional Statement being implemented by the Board from the top-down.

*Chairman Goehner restated the motion on the floor;
Resolution: Motion carried.*

The Board thanked the Mission Statement Committee for their work.

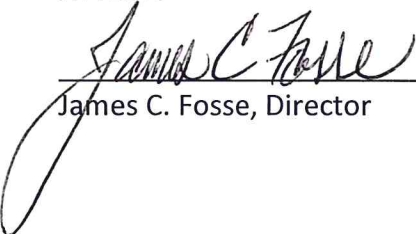
B. Sheriff Gjesdal commended Dee Gutierrez for her work on a recent call.

XIII. ADJOURNMENT

With no further business, the meeting was adjourned at 9:38 AM. The next Board meeting is scheduled for July 13, 2016.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:


James C. Fosse, Director

7-14-16
Date

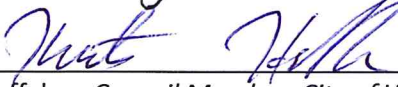
RIVERCOM 911 Administrative Board Members:



Keith Goehner, Chairman, Commissioner, Chelan County



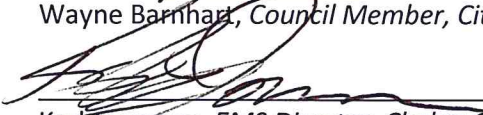
Dale Snyder, Vice-Chairman, Commissioner, Douglas County



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

