

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, July 13, 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; 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; Steve Crown, Chief, Wenatchee Police Department

RIVERCOM Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant

Guests Present: Lisa Lewis, RIVERCOM; Mac Fraley, Motorola Solutions; Elton Miller, Motorola Solutions; Mel Patrode, Day Wireless Systems

- 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, June 8, 2016
 - b. Payroll and Benefits for June 2016 in the amount of \$285,018.62
 - c. July 2016 Vouchers in the amount of \$181,083.45 for payment on July 13, 2016:
 - i. Maintenance and Operations Account (Control #0452-0523) \$ 43,318.06
 - ii. Equipment Replacement Account (Control #0524-0530) \$ 6,719.50
 - iii. General Communications Tax Account (Control #0531-0542) \$ 7,427.93
 - iv. Communications Tax Capital Projects Account (Control #0543-0546) \$123,617.96

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

V. BOARD CHAIR REPORT

Chairman Goehner introduced and welcomed Steve Crown, the new Police Chief of Wenatchee Police Department.

Chairman Goehner suggested the consent agenda be re-organized to coincide with the monthly financial reports provided by Douglas County.

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

A. General Items

1. The Spillman Administrator Group met on July 5, 2016; Dave Helvey (Chelan County Sheriff's Office) plans on making a presentation to the Board about a designated Spillman Administrator, although Director Fosse has not yet received a proposal for review. Chairman Goehner highlighted the importance of receiving a proposal in the near future so that Board members have the opportunity to take information back to their respective councils and commissions for review and consider any applicable costs in upcoming budget planning processes.
2. A proposal was recently made by APCO Washington to create a statewide certification for all dispatchers. The process would create training standards that would be followed by all agencies and would standardize requirements for call taker/dispatchers across the state. There currently is not a statewide standard for call taker/dispatchers. As an off shoot of this certification process, it may be possible at some point in the future to revise the Washington State PERS retirement classification for Emergency Services Dispatcher positions from a civilian office support designation to a protected services occupation and provide an earlier retirement opportunity. The movement to revise the occupational designation is supported by Washington State APCO. One of the primary purposes for making the change would be to allow such workers access to full retirement benefits at an earlier age. This item is expected to be a future topic of discussion.
3. RIVERCOM has been able to get the Spillman paging module to work, although there is an operational glitch that will need to be fixed before moving forward with full implementation. Spillman has not prioritized or expressed an interest in developing a solution to the problem. As a result, RIVERCOM has discussed and is moving forward with a third-party software developer to create a workable connection between RIVERCOM's Spillman CAD system and the paging system. Although the configuration will not be ideal, the end result is expected to decrease call processing times for Fire and EMS services.
4. RIVERCOM's labor-management attorney will make a presentation to the Board at the September 14, 2016 meeting in a closed session to discuss labor-management contract negotiations. The current collective bargaining agreement expires December 31, 2016.

B. Radio Sites Report

1. Director Fosse provided the Board with a pictorial presentation of the work being completed at the Grouse Mountain radio site. The site, which operates solely on solar power, includes a new communications building, a seventy-foot radio tower, increased solar capability, and a back-up generator. Board member Barnhart suggested that RIVERCOM prepare a news release about the project.

C. Staffing Report

1. All Emergency Services Dispatcher positions are filled; there are currently no open positions.
2. One of the State's 911 Directors recently sent out a questionnaire to E911 agencies throughout the state requesting information about dispatcher staffing levels including the number of filled positions, vacant positions, and employees in training and/or working as probationary employees at each agency. Based on the responses collected, RIVERCOM came in with a three-percent (3.0%) non-viable rate, which was the second-best rate in the state. Director Fosse added that he was very pleased with the results, due largely in part to the work of RIVERCOM staff and their efforts to hire and train individuals for these positions.
3. Part-time Receptionist Elizabeth Peterson resigned from RIVERCOM effective June 21, 2016; a hiring process will be conducted to fill the vacant position.

VII. State E911 Office Report

1. State E911 Coordinator Siegfried Dahl tendered his resignation. The effective date of the resignation has not been determined. A replacement for the position has not yet been named.
2. A discussion took place about equipment that will no longer be covered under the new State E911 contract. The lack of funding will impact RIVERCOM as equipment fails or requires replacement in the future.

VIII. 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 June 30, 2016			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	1,340,042		50.87%
Local E911 Excise Tax	535,335		51.76%
Site Leases	8,491		51.93%
Outside Revenue and Grants	8,550		2.34%
Outside Revenue and Grants – Capital Projects	45,236		27.37%
E911/NG911 Reserve Account Interest	287		151.06%
	1,937,941		45.96%
Expenditures:			
Maintenance and Operations Account		1,901,924	42.22%
Capital Projects Account		-	0%
Equipment Replacement Account		2,920	9.13%
		1,904,844	40.52%

2016 Communications Tax Account, YTD for Month Ending June 30, 2016			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	1,432,824		59.70%
	1,432,824		59.70%
Expenditures:			
Communications Tax Account		384,457	8.25%
		384,457	8.25%

- Board member Goehner asked about how the replacement of failing console equipment will be funded now that it will not be funded through the State E911 contract. The equipment is past its life expectancy and is no longer supported by the vendor. A further discussion took place about how equipment such as consoles might be funded in the future. Chairman Goehner said that since it was the consensus of the Board, RIVERCOM could use Equipment Replacement Account monies to fund needed equipment purchases that were previously funded by the State. He requested that Staff prepare an outline of proposed equipment purchases and their associated costs for Board review.
- Boardmember Snyder reported that the Department of Revenue has revised their original estimate to complete the audit they are conducting to late fall 2016.

IX. OPERATIONS REPORT

- A. Operations Manager Viebrock reported that Dispatchers are working through a steep learning curve using electronic CBD cards; additional training is being provided to dispatchers to help prepare for full implementation of the program.
- B. Shift Supervisor Molly Elliott received the 2015 Washington APCO-NENA Telecommunicator of the Year Award for Sustained Performance.

IX. COMMITTEE REPORTS

1. Operations Manager Viebrock reported on the work of the Call Processing Committee; the Committee has been looking at call processing statistics. At Viebrock's request, Spillman changed one of its reporting features to initiate the start of call processing times at the point a dispatcher gets a specific location or address from a caller; the new reporting methodology will go into effect August 1, 2016. The new procedure has also been approved by the Fire/EMS TAC group. The Committee also plans to establish a call processing time standard. A further discussion took place.

X. OLD BUSINESS

1. GIS Analyst Lynn Palmer continues to work on locating and marking waterways in Chelan and Douglas counties. Board member Barnhart requested a follow-up report be provided at the next meeting.

XI. NEW BUSINESS

1. Boardmember Barnhart suggested, and it was the concurrence of the Board, that RIVERCOM provide a presentation about radio site projects to local agency Boards. He added that the radio site projects are very well-done and that a presentation would not only highlight RIVERCOM's accomplishments but that it could serve as a way to inform the public about how their tax dollars are being spent and the benefits the upgraded radio sites provide the greater community.

XIII. ADJOURNMENT

With no further business, the meeting was adjourned at 10:05 AM.

The next Board meeting is scheduled for August 10, 2016.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:

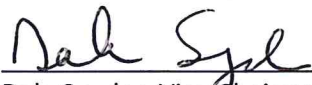

James C. Fosse, Director

8-10-16

Date

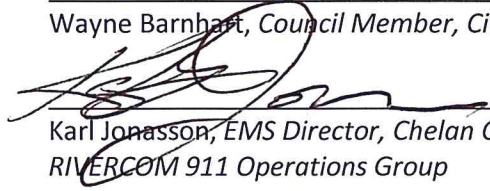
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Dale Snyder, Vice Chairman, Commissioner, Douglas County

Keith Huffaker, Council Member, City of Wenatchee

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