

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

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

Absent: Keith Huffaker, Councilmember, City of Wenatchee; Wayne Barnhart, Councilmember, City of East Wenatchee

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Office; Harvey Gjesdal, Sheriff, Douglas County Sheriff's Department; Randy Harrison, Chief, East Wenatchee Police Department; Steve Crown, Chief, Wenatchee Police Department

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; Lynn Palmer, GIS Analyst

- A. CALL TO ORDER –Chairman Goehner called the meeting to order at 9:00 AM; Board member Crown led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA – The agenda was approved as presented.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board Minutes for July 13, 2016 as presented; Snyder, second by Jonasson.
Resolution: Motion carried.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for month ending July 31, 2016 were provided to the Board. Administrative Services Manager Grupp reviewed the following:

2016 Annual Budget, YTD for Month Ending July 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	1,581,018		60.01%
Local E911 Excise Tax	624, 849		60.42%
Site Leases	10,073		61.61%
Outside Revenue and Grants	8,898		2.43%
Outside Revenue and Grants – Capital Projects	45,358		27.45%
E911/NG911 Reserve Account Interest	346		182.14%
	2,270,542		53.85%
Expenditures:			
Maintenance and Operations Account		2,212,103	49.11%
Capital Projects Account		-	0%
Equipment Replacement Account		9,640	30.12%
		2,221,743	47.26%

2016 Communications Tax Account, YTD for Month Ending July 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	1,667,993		69.50%
	1,667,993		69.50%
Expenditures:			
Communications Tax Account		531,805	11.41%
		531,805	11.41%

2. The Financial Reports for month ending July 31, 2016, including July 2016 Payroll and Benefits for all accounts, paid August 5, 2016, in the amount of \$283,162.35, were presented to the Board for approval.
3. Accounts Payable Vouchers were presented to the Board for approval in the amount of \$329,614.31 for payment on August 10, 2016.
 - i. Maintenance and Operations Account (Control #0547-0608) \$ 25,624.56
 - ii. Equipment Replacement Account (Control #0609-0610) \$ (28.03)
 - iii. General Communications Tax Account (Control #0611-0631) \$ 50,956.68
 - iv. Communications Tax Capital Projects Account (Control #0632-0639) \$253,061.10

Motion to accept and approve the Financial Reports for month ending July 31, 2016 and, to approve Accounts Payable Vouchers in the amount of \$329,614.31 for payment on August 10, 2016; Jonasson, second by Sterk.

Resolution: Motion carried.

F. BOARD CHAIR REPORT – There was no report.

G. DEPARTMENT OF CORRECTIONS – CONTRACT FOR SERVICE

The local Washington State Department of Corrections (DOC) office has asked to contract with RIVERCOM to status their units as an added safety measure for corrections officers. The proposed arrangement would allow RIVERCOM to monitor DOC officers in the field and would allow each Law agency to view information for DOC units working in their jurisdictions. A short discussion took place about how the process would work. At this time, however, RIVERCOM does not know what the overall impact will be on its personnel. The actual work load will need to be further evaluated over a period of time before an appropriate fee for service can be established.

Board member Snyder asked why a state agency wasn't working with Washington State Patrol's dispatch center to provide this service. Board member Burnett responded that an arrangement with RIVERCOM would be more beneficial because DOC personnel are more typically working with local law enforcement officers out in the field.

It was the consensus of the Board that RIVERCOM move forward with the DOC proposal and establish a contract for service with DOC. The Board authorized Director Fosse to develop a contract for service and to bring back the contract to the Board for final approval.

H. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. Director Fosse made a recommendation that RIVERCOM pay-off the debt-service bond that was established when RIVERCOM first opened for service; the bond would be paid with available Communications Tax monies. The Communications Tax revenue allows for the retirement of debt service as funds are available. The primary advantage of paying the bond off early would be to save about \$111,000 in interest over the next six years. The debt service was originally set-up through Chelan County. There is no penalty for paying off the bond early.

Motion to approve payment in full of the debt service bond and to authorize Director Fosse to initiate the final payment; Snyder, second by Sterk.

Resolution: Motion carried.

Board member Goehner questioned whether or not the action required a formal resolution. Director Fosse responded that he would check into the matter and if the transaction did in fact require a resolution it would be brought back to the Board.

- b. A draft document for a new Spillman Administrator position has been circulating between agencies, although a proposal has not been finalized. It does not appear that the information will be available for review in the immediate future and as a result, will probably not be considered for the 2017 budget year.

- c. Director Fosse intends to send a letter to Ballard and Lifeline Ambulance services with respect to how RIVERCOM currently communicates with them on emergency calls; RIVERCOM will be moving their radio frequency to an appropriate Fire frequency to improve inter-operability.
- d. RIVERCOM may select a new insurance carrier for liability insurance to achieve cost savings; the change will require a resolution from the Board.
- e. Director Fosse recently met with Mike Walker, Steve Robinson, Gerry Ailts, and Mike Cattin from Pybus Market to discuss their interest in making the Pybus security camera feed available to RIVERCOM. Director Fosse is currently waiting to receive either a MOU or other document to review details about a possible arrangement.
- f. RIVERCOM Staff recently met with City of Wenatchee facilities personnel in part to discuss upcoming facility projects. A roof replacement for the building at 140 Mission Street is slated for completion by the end of October. The City also plans to upgrade the HVAC control system for the building, although the status of that project is not known.

Director Fosse added that RIVERCOM experienced a serious facilities problem in July that required immediate attention by City of Wenatchee facilities personnel. RIVERCOM was surprised to find out that City of Wenatchee facilities personnel are not on-call to respond to emergency facility issues.

2. Radio Site Reports – There was no report.

3. Staffing Report

- a. One individual has continued to move forward through the training process for the position of Emergency Services Dispatcher.
- b. A senior Emergency Services Dispatcher recently resigned from employment to take a position with Chelan County. RIVERCOM is in the process of hiring to replace the position; one candidate from the Hiring Eligibility List is being moved forward for that position.

4. State E911 Office Report

- a. Director Fosse commended Administrative Services Manager Grupp for her work monitoring the State E911 contracts and tracking expenditures during the past year. RIVERCOM maintains two State E911 Contracts, one for Chelan County and one for Douglas County, the total of both contracts totaled \$297,629.

5. GIS Mapping – Identification of Local Waterways

- a. As requested by the Board at the July meeting, GIS Analyst Lynn Palmer provided a map to the Board showing identification of local waterways along the Wenatchee River; she reviewed the map and its application for operations.

I. OPERATIONS REPORT

1. Operations Manager Viebrock reported that a problem has been identified with Emergency Alert System notifications; the problem is a LocalTel encoding issue that is being worked on by a LocalTel engineer. A short discussion took place about alerting systems.

J. COMMITTEE REPORTS – There was no report.

K. OLD BUSINESS – There was no old business.

L. NEW BUSINESS – There was no new business.

M. ADJOURNMENT

With no further business, the meeting was adjourned at 9:55 AM.

The next Board meeting is scheduled for September 14, 2016.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:


James C. Fosse, Director

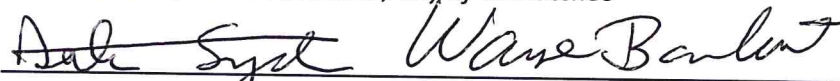
9-16-16
Date


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

