

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, November 9, 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 Gjesdahl, Sheriff, Douglas County Sheriff's Office; 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; Staci Engler, Confidential Administrative Assistant

- A. CALL TO ORDER –Chairman Goehner called the meeting to order at 9:00 AM and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present.
- C. APPROVAL OF AGENDA
Motion to approve the agenda as presented; Huffaker, second Barnhart.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board minutes for October 12, 2016; Huffaker, second Barnhart.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. The financial reports for month ending October 31, 2016 were provided to the Board. Administrative Services Manager Grupp reviewed the following:

2016 Annual Budget, YTD for Month Ending October 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	2,231,884		84.72%
Local E911 Excise Tax	899,573		86.98%
Site Leases	12,791		78.23%
Outside Revenue and Grants	307,603		84.12%
Outside Revenue and Grants – Capital Projects	45,743		27.68%
E911/NG911 Reserve Account Interest	529		278.17%
	3,498,123		82.96%
Expenditures:			
Maintenance and Operations Account		3,102,634	68.88%
Capital Projects Account		-	0%
Equipment Replacement Account		11,269	35.22%
		3,113,903	66.23%

2016 Communications Tax Account, YTD for Month Ending October 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	2,498,717		104.11%
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Expenditures:			
Communications Tax Account		991,706	21.27%
		991,706	21.27%

- A discussion took place about the amount reflected on a line of the Budget Summary titled "Income/Loss". The Board requested that an overview of the line item be provided at the December meeting.
- 2. Financial Reports for the month ending October 31, 2016, including October 2016 Payroll and Benefits for all accounts, paid November 4, 2016, in the amount of \$272,044.08 were presented to the Board for approval.
- 3. Accounts Payable Vouchers in the amount of \$107,290.63 for payment on November 9, 2016 were presented to the Board for approval.
 - i. Maintenance and Operations Account (Control #0808-0865) \$ 46,241.69
 - ii. General Communications Tax Account (Control #0866-0883) \$ 35,838.90
 - iii. Communications Tax Capital Projects Account (Control #0884-0891) \$ 25,210.04

Motion to approve the Financial Reports for the month ending October 31, 2016, including October 2016 Payroll and Benefits for all accounts, paid November 4, 2016, in the amount of \$272,044.08 and, to approve Accounts Payable Vouchers in the amount of \$107,290.63 for payment on November 9, 2016; Huffaker, second by Barnhart.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT – There was no report.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. The Washington State Auditor's Office completed a three-year audit for RIVERCOM for the years 2013, 2014, and 2015 which included a financial statement audit and an accountability audit that specifically focused on payroll, overtime, credit cards, and small assets; there were no findings in the audit. The auditors conducted an Exit Conference on October 26, 2016; Chairman Goehner was present at the meeting. The results of the audit will be posted on the State Auditor's Office website. The cost of the audit came in less than originally estimated, at about \$13,750.

There were very positive comments made by the auditor about the work, timeliness, and cooperation they received from Administrative Services Manager Criselia Grupp and Confidential Administrative Assistant Staci Engler; Confidential Administrative Assistant Engler received particular recognition for the reports she generates and for producing very organized and complete work.

- b. Brad Coughenour, the Director of Suncomm in Yakima, is scheduled to visit RIVERCOM on December 9, 2016; he has asked to meet with Board members to more fully understand how the RIVERCOM Administrative Board is structured and how it operates. It was agreed that Board member Barnhart will attend the meeting to represent the Board.
- c. Director Fosse received a letter from Ballard Ambulance dated October 20, 2016 in response to a discussion that took place at a meeting on October 12, 2016 about RIVERCOM's intent to move their radio frequency to an appropriate fire-designated frequency. A copy of the letter was provided to the Board. A short exchange took place about Ballard Ambulance's intent moving forward. Director Fosse noted that the content of the letter was positioned somewhat differently than the actual discussion on October 12. A second meeting will be scheduled in a couple of weeks to further discuss the matter.

2. Radio Site Reports

- a. A Request for Proposals (RFP) was issued for the Phase 4 Radio System Upgrade Project. The bid opening is scheduled for the afternoon of November 16, 2016. Director Fosse requested a Board member be present; Board member Barnhart agreed to attend the bid opening as Board representation.

3. Staffing Report

- a. RIVERCOM currently has one (1) vacancy for the position of Emergency Services Dispatcher.

- b. Public Safety Testing (PST) will be conducting dispatcher testing on November 19, 2016 in East Wenatchee.

4. State E911 Office Report

- a. A new State E911 Coordinator has not yet been named.
- b. Director Fosse talked about an article he received regarding a situation where an out-of-state telephone company was not completely billing for 911 excise tax. The situation raises several questions about whether or not telephone companies are collecting 911 excise taxes, how they are collecting taxes, and if they are applying the correct amounts. The issue may fall to the State E911 Coordinator for further investigation.

H. OPERATIONS REPORT – There was no report.

I. COMMITTEE REPORTS

- 1. Board member Jonasson attended the RIVERCOM Operations Group meeting that took place November 8, 2016. There was nothing new to report.

The Board asked about the status of a previously proposed Spillman Administrator inter-agency position and if anything was being moved forward for further consideration. Dave Helvey, with Chelan County Sheriff's Office, had planned on making a presentation earlier in the year so that interested parties could review information about the position. However, agencies did not receive information within the timeframe needed for annual budget preparation. Funding for such a position was not included in RIVERCOM's 2017 annual budget. Board member Burnett will touch base with Dave Helvey about the status of position development.

Chairman Goehner expressed concern about filling a new inter-agency position considering that there are a number of unknowns, such as the actual needs of individual agencies, and that more information is needed to make a good decision. Chairman Goehner also commented that, based on feedback he has received, Spillman issues have not been as prevalent or as critical as before.

J. OLD BUSINESS – There was no old business.

K. NEW BUSINESS – There was no new business

L. ADJOURNMENT

With no further business, the meeting was adjourned at 9:40 AM.

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

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911


ATTEST:

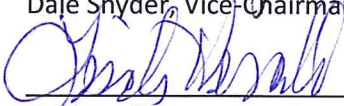

James C. Fosse, Director

12-14-16
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

