

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, February 8, 2017

Wenatchee City Council Chambers, 129 South Chelan Avenue, Wenatchee, WA 98801

MEETING MINUTES

Board Members Present: Keith Goehner, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County; Keith Huffaker, Councilmember, City of Wenatchee; Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chair); Ray Coble, Assistant Chief, East Wenatchee Police Department

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Department; Kevin Morris, Undersheriff, 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; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant

A. CALL TO ORDER – Chairman Huffaker called the meeting to order at 9:00 AM and led the Pledge of Allegiance.

B. WELCOME AND INTRODUCTIONS – Chairman Huffaker welcomed those present; attendees introduced themselves.

C. APPROVAL OF AGENDA

Motion to approve the agenda as presented; Barnhart, second Sutton.

Resolution: Motion carried unanimously.

D. APPROVAL OF MEETING MINUTES

Motion to approve the RIVERCOM Administrative Board minutes for January 11, 2017; Sutton, second Barnhart.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL REPORT

1. The financial reports for month ending January 2017 were provided to the Board. In addition, a new financial statement created by RIVERCOM staff was provided to the Board for review showing a combined statement for available resources, revenue, expenditures, and other uses for all accounts. The Board accepted the new statement with minor changes for clarification. The Board was in agreement that the Combined Statement was sufficient as a monthly financial report and other more detailed financial reports could be provided to the Board on a quarterly basis.

Administrative Services Manager Grupp reviewed the following:

2017 Annual Budget, YTD for Month Ending January 31, 2017			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Annual Agency Assessments	256,763		9.7%
Local E911 Excise Tax	80,211		7.68%
Radio Site Leases	2,875		4.33%
Outside Revenue and Grants	398		0.13%
Outside Revenue and Grants – Capital Projects	146		0%
E911/NG911 Reserve Account Interest	63		11%
	340,456		8.22%
Expenditures:			
Maintenance and Operations Account		298,904	6.58%
Capital Projects Account		-	0%
Equipment Replacement Account		-	0%
		298,904	6.43%

2017 Communications Tax Account, YTD for Month Ending January 31, 2017			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	227,588		0.48%
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Expenditures:			
Communications Tax Account		33,943	2.47%
		33,943	2.47%

2. Financial Reports for the month ending January 31, 2017, including January 2017 Payroll and Benefits for all accounts, paid February 3, 2017, in the amount of \$267,494.27 were presented to the Board for approval.

Motion to approve the Financial Reports for the month ending January 31, 2017, including January 2017 Payroll and Benefits for all accounts, paid February 3, 2017, in the amount of \$267,494.27; Barnhart, second by Goehner.

Resolution: Motion carried unanimously.

3. February 2017 Accounts Payable Vouchers in the amount of \$27,598.59 for payment on February 8, 2017 were presented to the Board for approval.

- i. Maintenance and Operations Account (Control #0042-0088) \$ 21,496.68
- ii. General Communications Tax Account (Control #0089-0096) \$ 2,009.34
- iii. Communications Tax Capital Projects Account (Control #00907-0099) \$ 4,092.57

Motion to approve February 2017 Accounts Payable Vouchers in the amount of \$27,598.59 for payment on February 8, 2017; Barnhart, second by Sutton.

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. RIVERCOM recently had a meeting with representatives from Ballard Ambulance Service and Lifeline Ambulance to discuss the radio frequency change-over that RIVERCOM will implement February 15, 2017. The change-over will allow Emergency Services Dispatchers at RIVERCOM to communicate with ambulance personnel over an appropriate fire-designated radio frequency when dispatching 9-1-1 incidents. RIVERCOM's Emergency Services Dispatchers are currently training to prepare for the change-over. A follow-up meeting with the ambulance companies is scheduled for April 19, 2017.
- b. An issue with the Spillman Computer Aided Dispatch (CAD) system occurred yesterday when there were two instances of a program running simultaneously and cancelling each other out. RIVERCOM is researching the matter and working with Spillman Technologies to determine the cause of the problem. The program in question normally has to be manually started but in this case the program unexpectedly launched on its own. There were no 911 calls impacted by the problem.

As a related note, RIVERCOM is working with Tom Stoddard to look at the Spillman CAD server from a Spillman usage perspective. Stoddard is a Spillman Administrator for Issaquah Police Department and does part-time work for Spillman Technologies. Furthermore, RIVERCOM also plans to contract with a third-party vendor to conduct a network evaluation and assessment of its total internal IT system. RIVERCOM staff are preparing a scope of work for a Request for Proposals (RFP) for issuance sometime this year.

2. Radio Site Reports

- a. RIVERCOM reissued the Request for Proposals (RFP) for the Phase 4 Radio Systems Project on February 5, 2017. The RFP reflects some minor changes. A pre-bid conference is scheduled for February 10, 2017. The closing date for proposals is March 15, 2017.
- b. The U.S. Forest Service has given RIVERCOM tentative approval to rebuild the communications shelter at the Goat Mountain radio site; the project will include a generator for back-up power. RIVERCOM would also like to install a 160-foot radio tower at the site; USFS approval for the tower remains under consideration.

- c. Radio Systems Technical Manager Humphrey recently made trips to the Grouse Mountain radio site to check on the solar panel array. He also went to the Chelan Butte radio site to check on a microwave issue which will require a subsequent trip to the Keystone site.

3. Staffing Report

- a. RIVERCOM currently has one (1) vacancy for the position of Emergency Services Dispatcher. Interviews for the position took place on January 24, 2017, however, no candidates were moved forward. Staff will continue work to fill the open position.

4. State E911 Office Report

- a. Director Fosse recently met the new State E911 Coordinator Adam Wasserman; Wasserman indicated that he plans to make a site visit to each Public Safety Answering Point (PSAP) in Washington State. Director Fosse suggested a visit on a Board meeting date so that he has the opportunity to address the Board.

H. OPERATIONS REPORT

1. Operations Manager Viebrock handed out and reviewed dispatch tone statistics, including call processing times through January 2017.

Director Fosse noted that from a financial perspective, the improvement of call processing times has a significant impact on fire districts; fire agencies are required to complete a full departmental review about every six years. The components of the review are scored and add up to a rating which in turn impacts insurance rates for residents in that service area. A decrease in call processing times results in a lower rating and reduces insurance rates.

Director Fosse applauded Operations Manager Misty Viebrock, Radio Systems Technical Manager Josh Humphrey, and Shift Supervisor Jeremiah Johnson for their coordinated effort to reduce call processing times and to bring the majority of RIVERCOM calls within National Fire Protection Association (NFPA) standards.

I. COMMITTEE REPORTS

1. Board member Coble reported on the RIVERCOM Operations Group (ROG) meeting that took place February 7, 2017. Chelan Fire District No. 6 plans to sponsor and submit a Communications Tax Tier 1 funding request for a new tactical repeater; the new repeater will be placed at the Blag Mountain radio site and will benefit Chelan County Fire Districts Nos. 3, 6, and 9.

J. OLD BUSINESS

1. Administrative Policy - Financial Services: Credit Cards
Revised Administrative Policy titled Financial Services: Credit Cards was presented to the Board for review and consideration. The policy reflects minor changes suggested in part by the Washington State Auditor's Office during the most recent financial audit.

The Board expressed their satisfaction with the format of the policy document.

Motion to approve revised Administrative Policy titled Financial Services: Credit Cards as presented; Barnhart, second Sutton.

Resolution: Motion carried unanimously.

2. Administrative Policy – Information, Data, and Security Management: Physical Security of Protected Information

A new Administrative Policy titled Information, Data, and Security Management: Physical Security of Protected Information was presented to the Board for review and consideration. The policy primarily addresses security measures required by Washington State Patrol Technical Security and the handling of information derived from Criminal Justice Information Services (CJIS).

Motion to approve Administrative Policy titled Information, Data, and Security Management: Physical Security of Protected Information with an amendment, to include the language “handbags”, to Section IV, Sub-Section M, last bullet point; Barnhart; second Goehner.

Resolution: Motion carried unanimously.

3. Board Representation at Bid Openings

As requested by the Board, RIVERCOM staff provided copy of current Bid Procedure policy. Although not legally necessary, the current policy requires a Chair or Vice-Chair be present at a bid opening. A discussion took place about whether a Board member needs to be present or whether a designee would suffice, if so directed by the Board.

Motion to amend Administrative Policy titled Bid Procedures language to read, “The Chair or Vice-Chair of the RIVERCOM Administrative Board, or a designee, must be present when bids are opened”; Goehner, second Sutton.

Resolution: Motion carried unanimously.

K. NEW BUSINESS

1. Request to Increase Credit Card Limits

Director Fosse requested Board consideration to increase credit card limits up to \$10,000 per each of four (4) cards. Cashmere Valley Bank, the issuer of the cards, does not require a Board Resolution to increase the credit limits on the cards. Further discussion followed.

Motion to increase credit card limits up to ten thousand dollars (\$10,000) per each of four cards issued to RIVERCOM with a review to take place in one year; Barnhart, second Coble.

Resolution: Motion carried unanimously.

2. Sheriff Brian Burnett reported that he, Sheriff Harvey Gjesdahl, and Chief Steve Crown attended Legislative Day in Olympia. He briefly discussed emergency management grant funding to build a new emergency management operations center at the existing Chelan County Public Works site. After talking with State Representative Cary Condotta and lobbyist Bruce Beckett, it was learned that state monies are expected to be significantly under budget. The amount available to Chelan County will not cover the amount needed to

build the center. Chelan County will be looking at other possible sources of funding for the project.

L. ADJOURNMENT

With no further business, the meeting was adjourned at 10:16 AM.

The next Board meeting is scheduled for March 8, 2017.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:


James C. Fosse, Director

3-8-17
Date

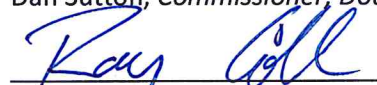
RIVERCOM 911 Administrative Board Members:


Keith Huffaker, Chair, Council Member, City of Wenatchee


Wayne Barnhart, Vice-Chair, Council Member, City of East Wenatchee


Keith Goehner, Commissioner, Chelan County


Dan Sutton, Commissioner, Douglas County


Ray Coble, Assistant Chief, East Wenatchee Police Department, RIVERCOM Operations Group