

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, May 10, 2017

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

MEETING MINUTES

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

Absent: Dan Sutton, Commissioner, Douglas County

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

RIVERCOM Staff Present: Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Staci Larsen, 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 meeting agenda as presented; Barnhart, second Goehner.

Resolution: Motion carried unanimously.

D. APPROVAL OF MEETING MINUTES

Motion to approve the RIVERCOM Administrative Board meeting minutes for April 12, 2017; Goehner, second Coble.

Resolution: Motion carried unanimously.

Motion to approve the RIVERCOM bid opening minutes for the Request for Proposals: Phase 4 Radio Systems Project for April 19, 2017; Barnhart, second Goehner. A RIVERCOM board member was not present at the bid opening; the minutes were accepted based on Director Fosse's attesting signature provided with the minutes.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL REPORT

1. Financial reports for month ending April 30, 2017 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:
 - a. Year-to-date as of April 30, 2017, RIVERCOM has collected a total of \$1,565,553 in revenue, or 37.80% of all budgeted revenue across all accounts, and has expended a total of \$1,202,359, or 25.85% of budgeted expenditures.
 - b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$931,178 in revenue and has expended \$195,100 year-to-date for month ending April 30, 2017.
 - c. The financial reports include April 2017 payroll and benefits for all accounts, paid May 5, 2017, in the amount of \$275,643.26.

Motion to approve the Financial Reports as presented for the month ending April 30, 2017, including April 2017 Payroll and Benefits for all accounts, paid May 5, 2017, in the amount of \$275,643.26; Barnhart, second by Goehner.

Resolution: Motion carried unanimously.

2. May 2017 Accounts Payable Vouchers in the amount of \$54,104.89 for payment on May 10, 2017 were presented to the Board for approval.
 - i. Maintenance and Operations Account (Control #257-308) \$ 21,734.23
 - ii. General Communications Tax Account (Control #309-319) \$ 23,300.52
 - iii. Communications Tax Capital Projects Account (Control #320-326) \$ 9,070.14

Motion to approve May 2017 Accounts Payable Vouchers as presented in the amount of \$54,104.89 for payment on May 10, 2017; Barnhart, second by Coble.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT – There was no report.

G. DIRECTOR'S REPORT

In Director Fosse's absence, Administrative Services Manager Grupp reported on the following items:

1. General Items
 - a. Based on the assessment and recommendation made by Tom Stoddard, a Spillman Administrator with Issaquah Police Department, RIVERCOM has purchased an additional amount of RAM which will be installed to the CAD operating system next week.

2. Radio Site Reports

Radio Systems Technical Manager Humphrey reported on the following items:

- a. A new repeater will be installed on the East Wenatchee water tower to improve portable radio communications with East Wenatchee Police Department. The project will begin this week.
- b. A voted receiver is being set-up at the Department of Transportation (DOT) facility at Berne Snow Camp to test radio coverage up Highway 2. It was noted that the site has existing microwave connectivity. The new receiver is expected to provide better radio coverage for firefighters using portable radios in that area.
- c. Parts have been ordered to repair the Grouse Mountain radio site. Once the parts arrive, Radio Systems Technical Manager Humphrey will be working to get the site up and running.

3. Staffing Report

- a. RIVERCOM currently has one (1) vacancy for the position of Emergency Services Dispatcher. Interviews for the position are scheduled for May 24, 2017.
- b. RIVERCOM intends to initiate a hiring process for the position of Radio Communications Technician, to be further presented under New Business.

4. State E911 Office Report

- a. Adam Wasserman, the new State E911 Coordinator, visited RIVERCOM on April 26, 2017 and met with Director Fosse and Administrative Services Manager Grupp to tour RIVERCOM and discuss a number of issues.
- b. RIVERCOM previously reported that the State E911 Office approved RIVERCOM to purchase dispatcher consoles if purchased, installed, and paid by June 30, 2017. However, since last reported, the State has pulled funding for consoles and is taking the position that they will not be funding any "furniture". Instead, the State made a limited amount of funding available to cover equipment contracts for Contract Counties across the state. RIVERCOM has been approved to purchase equipment totaling about \$32,500. Administrative Services Manager Grupp submitted the application for the State E911 FY18 Operations Contract; the Contract is expected to be signed by the end of June. In addition, the State E911 Office plans to issue an Equipment Contract application sometime in July for the FY18/19 biannual.

H. OPERATIONS REPORT – There was no report.

I. COMMITTEE REPORTS

- 1. Board member Coble briefly reported on the RIVERCOM Operations Group (ROG) meeting that took place May 9, 2017.

J. OLD BUSINESS

- 1. Board member Goehner asked about the status of off-site back-up cloud storage. RIVERCOM received a quote for \$8,000 as an initial start-up cost, not including monthly costs for support and maintenance. Director Fosse plans to budget for this item in the 2018

Annual Budget. A short discussion took place about security requirements when data is sent to the cloud.

2. Request for Proposals: Phase 4 Radio Systems Project

The bid opening for the Request for Proposals: Phase 4 Radio Systems Project took place on April 19, 2017. RIVERCOM received three (3) bids for the project from Motorola Solutions, Inc., Codan Radio Communications, and Harris Radio Communications.

At approximately 9:30 AM, Doug Dickenson joined the meeting via conference call.

Radio Systems Technical Manager Humphrey reported the bids were evaluated by RIVERCOM staff along with RIVERCOM's radio project consultant Doug Dickenson with Black & Veatch. The bid from Harris Radio Communications was deemed not responsive; the bids from Motorola and Codan were moved forward for further review and scoring. After a careful review of all bids, the group arrived at a consensus to recommend a bid award to Codan Radio Communications. Codan Radio Communications was the lowest responsible bidder and also had the most successful score. A further discussion took place about the scoring criteria and matrix. Doug Dickenson explained the scoring system and the outcome of the scoring.

*Motion to award the bid for the Phase 4: Radio Systems Project to Codan Radio Communications in the amount of \$4,630,619.09; Barnhart, second by Goehner.
Resolution: Motion carried unanimously.*

The Board thanked all three (3) bidders for submitting proposals.

K. NEW BUSINESS

1. Job Description: Radio Communications Technician

The job description for the position of Radio Communications Technician was provided to the Board for review. The job description was previously titled "Communications Technician", and has been updated with the title "Radio Communications Technician". Changes to the job description were based on current operational needs of RIVERCOM's radio technology and systems. The position is a covered position under the RIVERCOM Dispatchers Guild bargaining unit; salary and wages for the position are established under their Collective Bargaining Agreement. Compensation and employment benefits for the position were provided and budgeted for in the 2017 Communications Tax Annual Budget which was approved and adopted by the Board.

On behalf of Director Fosse, Administrative Services Manager Grupp made a recommendation to the Board to approve and adopt the job description for the position of Radio Communications Technician. She further noted that RIVERCOM plans to issue the job opening in-house.

*Motion to approve the job description as presented for the position of Radio Communications Technician; Barnhart, second by Coble.
Resolution: Motion carried unanimously.*

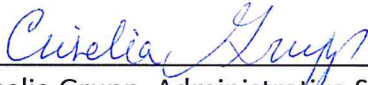
L. ADJOURNMENT

With no further business, the meeting was adjourned at 9:36 AM.

The next Board meeting is scheduled for June 14, 2017.

Minutes Respectfully Submitted,
Staci Larsen
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:

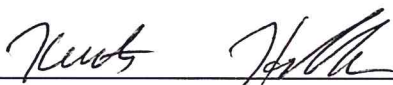


Criselia Grupp, Administrative Services Manager

6/14/17

Date

RIVERCOM 911 Administrative Board Members:



Keith Huffaker, Chair, Council Member, City of Wenatchee



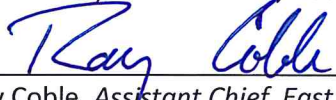
Wayne Barnhart, Vice-Chair, Council Member, City of East Wenatchee



Keith Goehner, Commissioner, Chelan County



Dan Sutton, Commissioner, Douglas County



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

