

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, June 14, 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 (Chair); Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chair); Ray Coble, Assistant Chief, East Wenatchee Police Department

Ex-Officio Members Present: Harvey Gjesdahl, Sheriff, Douglas County Sheriff's Office; Keith Vradenburg, Mayor, City of Entiat

RIVERCOM Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Misty Viebrock, Operations 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.
- C. APPROVAL OF AGENDA
Motion to approve the meeting agenda as presented; Sutton, second Barnhart.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board meeting minutes for May 10, 2017; Barnhart, second Goehner.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for month ending May 31, 2017 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:
 - a. Year-to-date as of May 31, 2017, RIVERCOM has collected a total of \$1,867,529 in revenue, or 45.10% of all budgeted revenue across all accounts, and has expended a total of \$1,486,204, or 31.95% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$1,164,120 in revenue and has expended \$237,413 year-to-date for month ending May 31, 2017.
- c. The financial reports include May 2017 payroll and benefits for all accounts, paid June 5, 2017, in the amount of \$267,600.86.
- d. RIVERCOM received a reimbursement in the amount of \$2,656.34 that was passed through Chelan County for dispatcher overtime costs incurred during the Chelan Complex fires in August 2015.

Motion to approve the Financial Reports as presented for the month ending May 31, 2017, including May 2017 Payroll and Benefits for all accounts, paid June 5, 2017, in the amount of \$267,600.86; Barnhart, second by Goehner.

Resolution: Motion carried unanimously.

- 2. June 2017 Accounts Payable Vouchers in the amount of \$150,127.23 for payment on June 14, 2017 were presented to the Board for approval.
 - i. Maintenance and Operations Account (Control #327-405) \$ 126,202.46
 - ii. General Communications Tax Account (Control #406-420) \$ 16,761.08
 - iii. Communications Tax Capital Projects Account (Control #421-426) \$ 7,163.69

Motion to approve June 2017 Accounts Payable Vouchers as presented in the amount of \$150,127.23 for payment on June 14, 2017; Barnhart, second by Goehner.

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 experienced a 911 phone outage yesterday which was believed to have lasted for about 1 ½ to 2 hours. During the outage, RIVERCOM was unable to receive some 911 calls. The problem may have started earlier. West Services, a company that monitors 911 calls nationally, had apparently noticed that some calls were not coming in to RIVERCOM earlier in the morning but did not contact RIVERCOM to notify about the issue. The problem appears to have been caused by external factors. Director Fosse reported that there appears to be a number of failures that took place with several companies and that he was frustrated with the lack of answers.

RIVERCOM requested a public alert to the community about the 911 outage. A discussion took place about public education and emergency protocols.

- b. GIS Analyst Lynn Palmer has identified a number of locations and buildings in the area without address as she continues to work on county addressing and geo-coding. Many of these locations present a number of problems for dispatchers and emergency

responders in the field. She recently reached out to Douglas County Transportation and Land Services requesting a new address for a location so that it could be entered into RIVERCOM's computer-aided dispatch (CAD) system but was told RIVERCOM would have to complete an application and submit a \$75 fee to receive an address. Board member Sutton responded that Douglas County could streamline the process for RIVERCOM.

- c. The Association of Washington Cities (AWC) Risk Management Service Agency (RMSA) recently conducted a loss prevention audit on RIVERCOM. The RMSA report was provided to the Board for review. RMSA made one recommendation that RIVERCOM put in place a driver selection criteria policy. RIVERCOM is currently working on a draft policy and will bring to the Board for final approval.

2. Radio Site Reports

Director Fosse reported on the following items:

- a. RIVERCOM is working with Codan Radio Communications to finalize the contract for the Phase 4 Radio Systems Project. The contract is currently under review by RIVERCOM's legal counsel.
- b. Following the award of the Phase 4 Radio Systems Project, RIVERCOM received an extensive public records request from Motorola Solutions requesting all documentation related to the RFP and the RFP responses submitted by the other competitive bidders. Subsequently, the other responding bidders as well as a third-party vendor submitted similar requests. A further discussion took place about the process that has since transpired. Director Fosse has been in close contact with legal counsel to ensure that RIVERCOM is in compliance with public records laws.

It does not appear that Motorola Solutions intends to appeal the award of the bid since they are outside the bounds of filing an appeal.

- c. RIVERCOM issued a Request for Proposals (RFP) for a new communications shelter at the Blag Mountain radio site on May 31, 2017. The plan is to remove the existing shelter and construct a new shelter in the same place. RIVERCOM would liked to have placed the new shelter in a different location, but issues involving feasibility studies, time constraints, and approval processes could significantly inhibit a timely execution of the project. Furthermore, RIVERCOM is already constrained at the site because additional equipment cannot be added to the building.

The bid opening for the RFP is scheduled for July 5, 2017. Board member Barnhart volunteered to be present at the bid opening.

- d. RIVERCOM is waiting to receive high-tech batteries to complete the repair at the Grouse Mountain radio site. The site sustained a system failure due to a faulty design in the electrical system.

3. Staffing Report

- a. RIVERCOM currently has one (1) vacancy for the position of Emergency Services Dispatcher. Interviews for the position took place on May 24, 2017; one candidate is being moved forward and is in the pre-employment process.
- b. Jeremiah Johnson has been hired as an internal transfer for the position of Radio Communications Technician. He will start in the position on June 19, 2017.

4. State E911 Office Report

- a. A State E911 sub-committee was formed to work on a re-write of RCW 38.52, which directs 911 funding allocations to 911 centers. Prior to the sub-committee being formed, the State E911 Office had identified this topic as an issue and reached out to the Attorney General's Office for advice on how to move forward. The Attorney General's Office, however, made it clear at the onset of the process that their client was the State E911 Office and not the county PSAPs (Public Safety Answering Points).

The proposed re-writes include attempts to correct language where the WAC and RCW are not in harmony, albeit in practice. The proposal gives the State authority to enter into contracts on behalf of counties and the ability to fund Washington State Patrol (WSP) centers. Although there is support for unifying the language, there are some strong disagreements about details contained in the language. One of the primary concerns is that the WSP will be treated the same as one of the thirty-nine (39) counties for administrative purposes of the State E911 Office. WSP would benefit by the arrangement by receiving tax monies that are designated to go to the counties, although if WSP is excluded, the State will likely just take monies collected and set aside for the 911 program.

Although PSAP representatives across the state were fairly unified at the onset of the RCW re-write process, they have now become deeply divided over this issue. Several county Commissioners in the state have taken a stand against the proposed changes. Concern was also expressed about 911 representatives losing credibility in the artificial push to get an incomplete plan and language moved forwarded to a vote.

The proposed language may be placed up for a vote by the State E911 Advisory Committee on June 21, 2017. If the RCW language is approved, it will move forward to code revisers for further work.

H. OPERATIONS REPORT

Operations Manager Misty Viebrock reported on the following:

1. A report showing Fire and EMS call processing times for April – May 2017 was provided to the Board. It was noted that the next quarterly report will reflect a full year of call processing times under the new system.

2. The call volume over Memorial Day weekend was fairly consistent although there were a few serious calls and a spike in traffic stops. RIVERCOM is now gearing up for the long Fourth of July holiday.

I. COMMITTEE REPORTS

1. Board member Coble briefly reported on the RIVERCOM Operations Group (ROG) meeting that took place June 13, 2017.

J. OLD BUSINESS – There was no old business.

K. NEW BUSINESS – There was no new business.

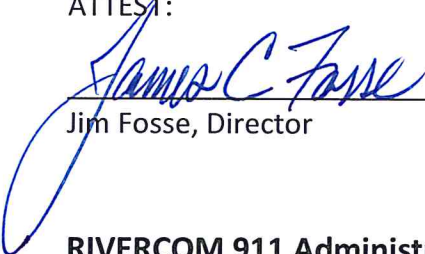
L. ADJOURNMENT

With no further business, the meeting was adjourned at 10:29 AM.

The next Board meeting is scheduled for July 12, 2017.


Minutes Respectfully Submitted,
Staci Larsen
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:


Jim Fosse, Director


7.12.17
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

