

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, July 12, 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: Brian Burnett, Sheriff, Chelan County Sheriff's Office; Steve Crown, Chief, Wenatchee Police Department; 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 and attendees introduced themselves.
- C. APPROVAL OF AGENDA
Motion to approve the meeting agenda as presented; Barnhart, second Sutton.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board meeting minutes for June 14, 2017; Goehner, second Barnhart.
Resolution: Motion carried unanimously.

Motion to approve the Bid Opening minutes for the Request for Proposals (RFP): Communications Shelter at Blag Mountain Radio site on July 5, 2017; Barnhart, second Sutton.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for quarter ending June 30, 2017 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:

- a. Year-to-date as of June 30, 2017, RIVERCOM has collected a total of \$2,167,339 in revenue, or 52.34% of all budgeted revenue across all accounts, and has expended a total of \$1,874,318, or 40.30% of budgeted expenditures.
- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$1,402,905 in revenue and has expended \$277,047 year-to-date for month ending June 30, 2017.
- c. The financial reports include June 2017 payroll and benefits for all accounts, paid July 5, 2017, in the amount of \$277,595.01.
- d. Administrative Services Manager Grupp noted a discrepancy on the Cash Flow Statement which will be corrected by Douglas County Finance and reflected in next month's reports.

Motion to approve the Financial Reports as presented for the month ending June 30, 2017, including June 2017 Payroll and Benefits for all accounts, paid July 5, 2017, in the amount of \$277,595.01; Goehner, second by Barnhart.

Resolution: Motion carried unanimously.

2. July 2017 Accounts Payable Vouchers in the amount of \$298,179.24 for payment on July 12, 2017 were presented to the Board for approval.
 - i. Maintenance and Operations Account (Control #427-493) \$ 38,222.50
 - ii. General Communications Tax Account (Control #494-509) \$ 5,517.55
 - iii. Communications Tax Capital Projects Account (Control #510-513) \$ 254,439.19

Motion to approve July 2017 Accounts Payable Vouchers as presented in the amount of \$298,179.24 for payment on July 12, 2017; Barnhart, second by Goehner.

Resolution: Motion carried unanimously.

3. A short discussion took place about recording and applying reimbursements for wages and benefits that were actualized in previous years.
4. A discussion took place about investment pool options. The Board requested Staff to research the matter in preparation of the 2018 Annual Budget.

F. BOARD CHAIR REPORT – There was no report.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. As reported at last month's meeting, the cause of the 911 telephone outage on June 13 was still unknown and was being investigated by RIVERCOM. It was determined that a system upgrade installed by ComTech (previously TCS) caused the RIVERCOM phone system to crash. ComTech plans to fix the problem in the next system upgrade. A further discussion took place about the situation and the outcome of the event.

- b. RIVERCOM has been experiencing a number of issues with the building's HVAC system. Although contractors hired by the City of Wenatchee have been trying to fix the problems, several issues continue to exist. Last week, the indoor temperature was so high that RIVERCOM's paging system failed. RIVERCOM is very disappointed with the results of the new temperature control system installed by the City. Director Fosse noted that RIVERCOM requested a risk analysis before work on the system started, but was turned down by the City. He added that RIVERCOM now has more problems with the HVAC system than before the new system was installed and several issues remain unresolved. Chairman Huffaker said that he follow-up with the City of Wenatchee Public Works Director about the problem.
- c. RIVERCOM staff will start preparing the 2018 Annual Budget. Meetings to review the budget with Board members will be scheduled for late August to early September.

2. Radio Site Reports

Director Fosse reported on the following items:

- a. New batteries were ordered to repair the Grouse Mountain radio site, however, there were a number of problems with the shipping and RIVERCOM ultimately rejected the shipment. The batteries were returned to the vendor and RIVERCOM is now waiting on a shipment of new batteries.

3. Staffing Report

- a. RIVERCOM currently has one (1) vacancy for the position of Emergency Services Dispatcher and one (1) vacancy for the position of Shift Supervisor. One ESD candidate continues to be moved forward in the pre-employment process; the candidate received a Conditional Offer of Employment and may start training in early August. A hiring process for the Shift Supervisor position will be forthcoming.

4. State E911 Office Report

- a. As previously reported, the State E911 Advisory Committee voted on proposed language to change language of RCW 38.52 on June 21, 2017. The RCW directs 911 funding allocations to Public Safety Answering Points (PSAPS) in Washington counties. The proposed legislation would change the funding allocation to include Washington State Patrol, a state agency. The language was approved by a very narrow margin of 9 to 8. However, the State E911 Coordinator felt that the language could not be pushed forward given the closeness of the vote and, if the Advisory Committee could not support the proposal as a whole, it would be difficult to move the language forward to the Legislature. The Advisory Committee is re-evaluating the situation. If the Advisory Committee is able to put a package together, the earliest the Legislature would consider the proposal would be in 2018.

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 July 11, 2017. A discussion took place with GIS Analyst Lynn Palmer about the possibility of implementing a mobile mapping application.

J. OLD BUSINESS – There was no old business.

K. NEW BUSINESS

1. Request for Proposals: New Communications Shelter at Blag Mountain Radio Site

A Request for Proposals (RFP) for a new communications shelter at the Blag Mountain radio site was issued on May 31, 2017; bids were due on July 5, 2017. The bid opening also took place on July 5, 2017; Board member Barnhart was present at the bid opening as Board representation.

RIVERCOM received one (1) response from Day Wireless Systems in the amount of \$528,638.82 (without sales tax). RIVERCOM reviewed the bid and found it to meet bid specifications. Director Fosse made a recommendation to the Board to award the bid to Day Wireless Systems. He went on to say that although the bid amount was slightly higher than expected, the work required to complete the project and the costs associated with that work are within reason. The higher costs are attributed to an expedited time frame to complete the work, the amount of road work needed to access the site due to portions of the road being sloughed off, the project requires two (2) radio system cut-overs, and that the existing communications shelter will have to be completely demolished and removed to install the new shelter in the same location.

Director Fosse added that RIVERCOM is putting together a temporary mobile communications shelter to house radio equipment while work is being done. When the new shelter is completed, the shelter will have enough space to install a tactical repeater that will benefit Chelan County Fire Districts No. 3, 6, and 9.

Motion to award the bid for a new Communications Shelter at the Blag Mountain Radio Site in the amount of \$528,638.82 (without sales tax) to Day Wireless Systems; Barnhart, second by Sutton.

Resolution: Motion carried unanimously.

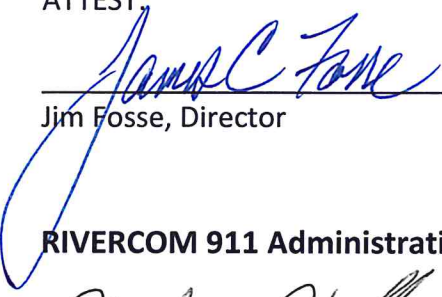
L. ADJOURNMENT

With no further business, the meeting was adjourned at 9:54 AM.

The next Board meeting is scheduled for August 9, 2017.

Minutes Respectfully Submitted,
Staci Larsen
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:



Jim Fosse, Director

8-9-17

Date

RIVERCOM 911 Administrative Board Members:



Keith Huffaker, Chair, Council Member, City of Wenatchee



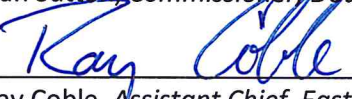
Wayne Barnhart, Vice-Chair, Council Member, City of East Wenatchee



Keith Goehner, Commissioner, Chelan County



Dan Sutton, Commissioner, Douglas County



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

