

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, August 9, 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: Steve Crown, Chief, Wenatchee Police Department; Kevin Morris, Undersheriff, 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 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 July 12, 2017; Goehner, second Barnhart.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for month ending July 31, 2017 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:
 - a. Year-to-date as of July 31, 2017, RIVERCOM has collected a total of \$2,527,867 in revenue, or 61.04% of all budgeted revenue across all accounts, and has expended a total of \$2,171,061, or 46.68% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$1,591,871 in revenue and has expended \$552,868 year-to-date for month ending July 31, 2017.
- c. The financial reports include July 2017 payroll and benefits for all accounts, paid August 4, 2017, in the amount of \$288,185.27.
- d. Board member Goehner asked if the ending account balance was where RIVERCOM expected it to be. Administrative Services Manager Grupp responded that the balance is slightly higher at this time compared to previous years because RIVERCOM received a portion of State reimbursement monies earlier than scheduled. The Board requested Administrative Services Manager Grupp send an email to the Board confirming formulas in the financial statements.
- e. Chairman Huffaker requested that Board members receive the financial reports before monthly meetings so the Board can review the documents in advance. The Board indicated a preference to receive the documents via email at least twenty-four (24) hours before a meeting.

Motion to approve the Financial Reports as presented for the month ending July 31, 2017, including July 2017 Payroll and Benefits for all accounts, paid August 4, 2017, in the amount of \$288,185.27; Sutton, second by Barnhart.

Resolution: Motion carried unanimously.

- 2. August 2017 Accounts Payable Vouchers in the amount of \$66,918.64 for payment on August 9, 2017 were presented to the Board for approval.
 - a. Maintenance and Operations Account (Control #514-571) \$ 24,164.39
 - b. General Communications Tax Account (Control #572-600) \$ 42,525.92
 - c. Communications Tax Capital Projects Account (Control #601) \$ 228.33

Motion to approve August 2017 Accounts Payable Vouchers as presented in the amount of \$66,918.64 for payment on August 9, 2017; Coble, second by Sutton

F. BOARD CHAIR REPORT – There was no report.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. Regarding the phone outage issue that took place in June, ComTech upgraded the RIVERCOM's phone system in mid-July. RIVERCOM has not noticed any problems or issues since the upgrade. RIVERCOM staff also met with ComTech's Customer Service Director in July; the customer service representative assigned to RIVERCOM has been very responsive.

2. Radio Site Reports

Director Fosse reported on the following items:

- a. RIVERCOM has signed a contract with Day Wireless Systems for the installation of a communications building at the Blag Mountain radio site. Day Wireless has scheduled out an aggressive timeline to complete the project.
- b. Repairs at the Grouse Mountain radio site are nearly complete. The new batteries have been installed and once the final wiring is complete, a repeater will be connected at the site.

3. Staffing Report

- a. One (1) individual was hired for the position of Emergency Services Dispatcher; she started employment on August 7, 2017.
- b. Public Safety Testing will be conducting skills testing for the position of Emergency Services Dispatcher on September 23, 2017 in East Wenatchee.
- c. RIVERCOM currently has one (1) vacancy for the position of Shift Supervisor.

4. State E911 Office Report

- a. Several members of RIVERCOM staff will be attending the APCO International Conference in Denver, Colorado, August 13-16, 2017.

H. OPERATIONS REPORT

1. Operations Manager Viebrock informed the Board about an alerting system malfunction that took place last week during an incident.

I. COMMITTEE REPORTS

1. Board member Coble briefly reported on the RIVERCOM Operations Group (ROG) meeting that took place August 8, 2017. A discussion took place about the need for preventive maintenance on radios; RIVERCOM recommends that all agencies perform preventive maintenance on radios every two (2) years.

J. OLD BUSINESS

1. As requested at the July meeting, RIVERCOM staff gathered information on investment pool options. Administrative Services Manager Grupp reported that bonds are currently paying a 1.6% return, with an average of about 1.07%. She suggested that RIVERCOM invest \$1.5 - \$2 million and said that Douglas County Finance only needed a communication from RIVERCOM to initiate an investment transaction. However, after further discussion, it was the consensus of the Board that RIVERCOM should have an investment policy in place to provide authorization for investment vehicles, investment amounts, and thresholds. The Board requested RIVERCOM staff prepare a policy and bring back to the Board for review and approval, before any recommendations or decisions about investments are made.

2. A discussion took place about the ongoing issues with the air-conditioning system at RIVERCOM. Chairman Huffaker reported that he had discussed the matter with the Wenatchee Public Works Director. The City has proposed to install a secondary system, with a cost of about \$20,000. Chairman Huffaker also asked the City to explore other options. To date, the functionality of the system has not been resolved to satisfaction.

K. NEW BUSINESS – There was no new business.

L. ADJOURNMENT

With no further business, the meeting was adjourned at 9:50 AM.

The next Board meeting is scheduled for September 13, 2017.

Minutes Respectfully Submitted,
Staci Larsen
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:



Jim Fosse, Director

9-13-17

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