

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, September 13, 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); Chuck Johnson, Councilmember, City of East Wenatchee (substituting for Wayne Barnhart, Councilmember, City of East Wenatchee); Ray Coble, Assistant Chief, East Wenatchee Police Department

Absent: Wayne Barnhart, Councilmember, City of East Wenatchee

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Office; 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; Kayla Hodges, Receptionist

- 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 – Chairman Huffaker requested to move Item 1: Preliminary 2018 Annual Budget under New Business to follow the Monthly Financial Report.
Motion to approve the modified meeting agenda as requested by Chairman Huffaker; Sutton, second Johnson.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board meeting minutes for August 9, 2017; Goehner, second Johnson.
Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL REPORT

1. Financial reports for month ending August 31, 2017 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:
 - a. Year-to-date as of August 31, 2017, RIVERCOM has collected a total of \$2,855,139 in revenue, or 68.94% of all budgeted revenue across all accounts, and has expended a total of \$2,471,847, or 53.14% of budgeted expenditures.
 - b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$1,888,401 in revenue and has expended \$611,487 year-to-date for month ending August 31, 2017.
 - c. The financial reports include August 2017 payroll and benefits for all accounts, paid September 5, 2017, in the amount of \$292,461.54.
 - d. The Board requested that Board member alternates be added to the Board contact/distribution list.

*Motion to approve the Financial Reports as presented for the month ending August 31, 2017, including August 2017 Payroll and Benefits for all accounts, paid September 5, 2017, in the amount of \$292,461.54; Goehner, second by Sutton.
Resolution: Motion carried unanimously.*

2. September 2017 Accounts Payable Vouchers in the amount of \$82,722.24 for payment on September 13, 2017 were presented to the Board for approval.
 - i. Maintenance and Operations Account (Control #602-662) \$ 48,668.56
 - ii. Equipment Replacement Account (Control #663) \$ 2,493.64
 - iii. General Communications Tax Account (Control #664-686) \$ 15,395.10
 - iv. Communications Tax Capital Projects Account (Control #687-692) \$ 16,164.94

*Motion to approve September 2017 Accounts Payable Vouchers as presented in the amount of \$82,722.24 for payment on September 13, 2017; Coble, second by Sutton.
Resolution: Motion carried unanimously.*

3. The preliminary 2018 Annual Budget was provided to the Board. Director Fosse reported that RIVERCOM staff has met with nearly all Board representatives in the past two weeks to review the annual budget. In addition, RIVERCOM met with members of the Pre-Budget Committee: Karen Goodwin, Valerie Kearns, and Arnold Baker. Director Fosse also pointed out that the RIVERCOM Dispatchers Guild Collective Bargaining Agreement is still under negotiation. The final budget will be presented to the Board for final adoption at the October 11, 2017 meeting.

F. BOARD CHAIR REPORT – There was no report.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. On August 23, 2017, RIVERCOM became aware of a phone outage in the Chelan and Mason area which affected about 6,000 customers. The problem was caused by a Frontier service outage. RIVERCOM has scheduled a meeting with Frontier's 911 representative for October 4, 2017 to further discuss the issue.
- b. RIVERCOM's phone lines are routed through Florida and were not affected by Hurricane Irma.
- c. RIVERCOM staff will meet with a Spillman Representative on September 14, 2017 about a change in operations systems from IBM to Linnex.

2. Radio Site Reports

Director Fosse reported on the following items:

- a. RIVERCOM is still waiting for the final permit from the U.S. Forest Service for the Blag Mountain radio site. The delay may cause the project to be moved back to spring of 2018, because the trailer purchased for the temporary site will not hold through a heavy winter. Board member Goehner noted that he will reach out to a contact at the Forest Service to see if the process can be moved forward.
- b. The Goat Mountain radio site recently sustained an air conditioner failure. Radio Systems Technical Manager Humphrey and Radio Communications Technician Johnson have since replaced the air conditioner units. The Goat Mountain building is currently a shipping container, with little to no insulation. RIVERCOM hopes to upgrade this site in the future.

3. Staffing Report

- a. The individual hired for the position of Emergency Services Dispatcher in early August has completed the in-house Training Academy and is now training on the dispatch floor with a Certified Training Officer.
- b. RIVERCOM currently has one (1) vacancy for the position of Shift Supervisor. Interviews for the position are scheduled to take place in early October.
- c. With a new promotion to Shift Supervisor, RIVERCOM will have one (1) vacant position for Emergency Services Dispatcher. Public Safety Testing is scheduled to conduct skills testing for the position September 23, 2017 in East Wenatchee.

H. OPERATIONS REPORT

Operations Manager Viebrock reported on the following items:

1. The Alert Sense malfunction that was previously reported has been resolved.
2. A full one-year comparison of Fire/EMS call processing times was presented to the Board. Call processing times have vastly improved with the production of staff and new technology. The average call processing time is now under ninety (90) seconds. The national standard is ninety (90) to one hundred twenty (120) seconds.
3. Dr. Lance Jobe confirmed two (2) "life saves" in June by RIVERCOM Emergency Services Dispatchers Jessica DeMyer and Alyssa Schroyer who administered telephonic CPR.

I. COMMITTEE REPORTS

1. Board member Coble briefly reported on the RIVERCOM Operations Group (ROG) meeting that took place September 12, 2017. Director Fosse added that a Communications Tax Shared Funding Assistance Program Tier 1 proposal for a tactical repeater was presented at the meeting and will be moved forward to a vote at the October 10, 2017 meeting.

J. OLD BUSINESS – There was no old business.

K. NEW BUSINESS – There was no other new business.

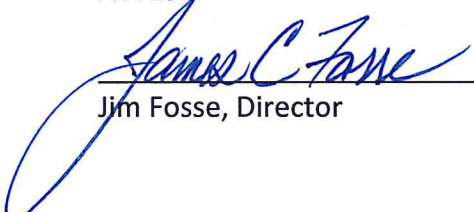
L. ADJOURNMENT

With no further business, Chairman Huffaker adjourned the meeting at 9:59 AM.

The next Board meeting is scheduled for October 11, 2017.

Minutes Respectfully Submitted,
Kayla Hodges
Receptionist
RIVERCOM 911

ATTEST:

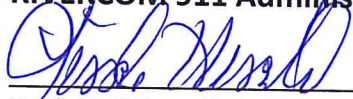


Jim Fosse, Director

10-11-17

Date

RIVERCOM 911 Administrative Board Members:



Keith Huffaker, Chair, Council Member, City of Wenatchee

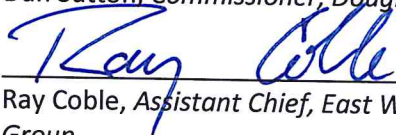


Wayne Barnhart, Vice-Chair, Council Member, City of East Wenatchee



Keith Goehner, Commissioner, Chelan County
BRIAN BURNELL

Dan Sutton, Commissioner, Douglas County



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

