

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, October 11, 2017

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

MEETING MINUTES

Board Members Present: Linda Herald, Councilmember, City of Wenatchee (alternate for Keith Huffaker, Councilmember, City of Wenatchee); Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chair); Ray Coble, Assistant Chief, East Wenatchee Police Department; Brian Burnett, Sheriff, Chelan County Sheriff's Office (alternate for Keith Goehner, Commissioner, Chelan County)

Absent: Keith Goehner, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County; Keith Huffaker, Councilmember, City of Wenatchee (Chair)

Ex-Officio Members Present: Steve Crown, Chief, Wenatchee Police Department

RIVERCOM Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Misty Viebrock, Operations Manager; Jerry Corder, IT Manager; Staci Larsen, Confidential Administrative Assistant

A. CALL TO ORDER – Vice-Chairman Barnhart called the meeting to order at 9:00 AM and led the Pledge of Allegiance.

B. WELCOME AND INTRODUCTIONS – Vice-Chairman Barnhart welcomed those present and attendees introduced themselves.

C. APPROVAL OF AGENDA

Motion to approve the meeting agenda as presented; Burnett, second Herald.

Resolution: Motion carried unanimously.

D. APPROVAL OF MEETING MINUTES

Motion to approve the RIVERCOM Administrative Board meeting minutes for September 13, 2017 as presented; Burnett, second Coble.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL REPORT

1. Financial reports for quarter ending September 30, 2017 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:

- a. Year-to-date as of September 30, 2017, RIVERCOM has collected a total of \$3,175,779 in revenue, or 76.69% of all budgeted revenue across all accounts, and has expended a total of \$2,794,824, or 60.09% of budgeted expenditures.
 - b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$2,173,817 in revenue and has expended \$659,146 year-to-date for month ending September 30, 2017.
 - c. The financial reports include September 2017 payroll and benefits for all accounts, paid October 5, 2017, in the amount of \$287,888.62.
2. October 2017 Accounts Payable Vouchers in the amount of \$144,169.96 for payment on October 11, 2017 were presented to the Board for approval.
- a. Maintenance and Operations Account (Control #693-764) \$ 47,773.68
 - b. General Communications Tax Account (Control #765-781) \$ 13,732.77
 - c. Communications Tax Capital Projects Account (Control #782-790) \$ 82,663.51

Motion to approve the Financial Reports as presented for the month ending September 30, 2017, including September 2017 Payroll and Benefits for all accounts, paid October 5, 2017, in the amount of \$287,888.62 and, to approve the October 2017 Accounts Payable Vouchers as presented in the amount of \$144,169.96 for payment on October 11, 2017; Burnett, second by Coble.

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 met with 911 representatives from Frontier Communications on October 4, 2017 to discuss issues involving a Frontier service outage that took place for about five (5) hours on August 23, 2017 and impacted about 6,000 customers in the Chelan-Manson area. RIVERCOM would like to work with both Frontier and CenturyLink to develop a plan to prevent the same problem from reoccurring; RIVERCOM has not yet heard back from CenturyLink. RIVERCOM has been encouraged to file a complaint with the Washington Utilities and Transportation Commission (UTC) which would then go before an adjudicated law judge. However, RIVERCOM would be responsible for prosecuting the case and any penalties would go to the State. The Board commented that since this has happened in the past, perhaps it might be appropriate for RIVERCOM to take some sort of action to ensure that the issue is on record.

2. Radio Site Reports

Director Fosse reported on the following items:

- a. RIVERCOM's Radio Communications Technician is currently visiting radio sites to conduct periodic maintenance and winterize the sites.
- b. Radio Systems Technical Manager Josh Humphrey is at Codan Radio Communications in Canada this week, October 9-13, 2017, for training on the Phase 4 Radio System Project. As part of the "System Factory Staging" component of the project contract, Codan will set-up the equipment for evaluation before it is shipped to RIVERCOM and installed. Both Humphrey and RIVERCOM's radio consultant, Doug Dickenson with Black & Veatch, will be present for the review and evaluation.
- c. RIVERCOM has not received a permit from the U.S. Forest Service to conduct work at the Blag Mountain radio site. The permit has been delayed pending a required environmental review. As a result, RIVERCOM will not be able to complete the work as scheduled with Day Wireless Systems this fall.

3. Staffing Report

- a. RIVERCOM currently has one (1) vacancy for the position of Shift Supervisor. Interviews for the position will take place October 11, 2017.
- b. With a new promotion to Shift Supervisor, RIVERCOM will have one (1) vacant position for Emergency Services Dispatcher. Public Safety Testing conducted skills testing for the position on September 23, 2017 in East Wenatchee. Four (4) persons passed the skills testing and have been invited to apply for the position

4. State E911 Office Report

Director Fosse and Administrative Services Manager Grupp met with Senator Brad Hawkins (R) on October 5, 2017 to discuss a projected \$8 million budget shortfall for the next budget biennium brought forward by the State E911 Office and the subsequent impact to RIVERCOM as well as other dispatch agencies around the state. The State E911 Office has asked Public Safety Answering Points (PSAP) in Washington State to come up with a combined \$3-5 million in savings. RIVERCOM's portion is unknown at this time; more accurate shortfall amounts will not be known until January. The situation is particularly disappointing since the State E911 program has saved monies only to have the Legislature sweep money out of the account over the past few years; the fund balance is now only about \$1.5 million, which is not enough to cover the shortfall.

Senator Hawkins indicated that revenue for the State budget is coming in higher than expected and encouraged the State E911 Office to request supplemental funding. The State E911 Office, however, is concerned about having to compete for

those monies with other emergency management initiatives being pushed forward. The State E911 Office plans to apply for a Federal grant to assist with the shortfall.

The situation is especially difficult for contract counties. In some contract counties there are very limited ways of saving out funding and is even more challenging with large counties who may not see things in the same way. Director Fosse discussed some of the ways RIVERCOM may meet a funding shortfall. RIVERCOM staff is following the situation on a day-to-day basis. RIVERCOM staff will be attending State E911 meetings at the Washington APCO-NENA Fall Forum in Spokane on October 16-19, 2017 and hope to learn more at that time.

H. OPERATIONS REPORT

Operations Manager Viebrock reported on the following items:

1. Operations Manager Viebrock said she would like to include employee recognition items in monthly Board packets. The Board was in agreement and further mentioned the importance of publicly recognizing good work.
2. Oktoberfest in Leavenworth has been fairly eventful this year for RIVERCOM dispatch; adjustments will be made to future work and coverage schedules.

I. COMMITTEE REPORTS

1. Board member Coble briefly talked about reports from those who attended the Spillman Users Conference in Salt Lake City, Utah in September and had a very poor experience. The conference was viewed as being unorganized and not well presented. He also noted that there are several trouble-tickets that remain unresolved by Spillman Technologies.
2. Director Fosse reported on the RIVERCOM Operations Group (ROG) meeting that took place October 10, 2017. A Communications Tax Shared Funding Assistance Program Tier 1 proposal for a tactical repeater was approved for purchase. The equipment will benefit the Douglas County SWAT team.

J. OLD BUSINESS

1. Resolution 2017-1: Adoption of an Annual Budget for the Calendar Year 2018
Resolution 2017-1 and the final 2018 Annual Budget was presented to the Board for approval. The Resolution establishes an Annual Budget for the calendar year 2018 in the total amount of \$10,776,807 for all accounts.

Administrative Services Manager Grupp noted that the two (2) Board members not present at the meeting had the opportunity to review the preliminary Budget and did not have any further questions or comments; she added that there have been no changes to the Budget since it was earlier reviewed with Board members. Board member Burnett added that he spoke with Board member Keith Goehner prior to

the meeting and confirmed that Goehner was in approval of the budget. There were no further questions or comments.

Motion to approve Resolution 2017-1 to approve and adopt the 2018 Annual Budget as presented; Coble, second Burnett..

Resolution: Motion carried unanimously.

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

L. ADJOURNMENT

With no further business, Vice-Chairman Barnhart adjourned the meeting at 9:34 AM.

The next Board meeting is scheduled for November 8, 2017.

Minutes Respectfully Submitted,
Staci Larsen
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:



Jim Fosse, Director

11-8-17

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

