

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, December 13, 2017

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

MEETING MINUTES

Board Members Present: Keith Huffaker, Councilmember, City of Wenatchee (Chair); Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chair); Keith Goehner, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County; Ray Coble, Assistant Chief, East Wenatchee Police Department

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Office; Kevin Morris (substituting for Harvey Gjesdal, Sheriff, Douglas 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; 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; Barnhart second Sutton.

Resolution: Motion carried unanimously.

D. APPROVAL OF MEETING MINUTES

Motion to approve the RIVERCOM Administrative Board meeting minutes for November 8, 2017; Sutton, second Barnhart.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL REPORT

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

- a. Year-to-date as of November 30, 2017, RIVERCOM has collected a total of \$3,818,701 in revenue, or 92.21% of all budgeted revenue across all accounts, and has expended a total of \$3,452,420, or 74.22% of budgeted expenditures.
- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$2,754,515 in revenue and has expended \$1,651,944 year-to-date for month ending November 30, 2017.
- c. The financial reports include November 2017 payroll and benefits for all accounts, paid December 5, 2017, in the amount of \$293,827.75.

Chairman Huffaker thanked Administrative Services Manager Grupp for getting financial reports to Board members in advance of meetings.

Motion to approve the Financial Reports as presented for the month ending November 30, 2017, including November 2017 Payroll and Benefits for all accounts, paid December 5, 2017, in the amount of \$293,827.75; Sutton, second by Goehner. Resolution: Motion carried unanimously.

2. December 2017 Accounts Payable Vouchers in the amount of \$400,644.63 for payment on December 13, 2017 were presented to the Board for approval.
 - a. Maintenance and Operations Account (Control #881-939) \$ 30,526.28
 - b. General Communications Tax Account (Control #940-961) \$ 31,215.60
 - c. Communications Tax Capital Projects Account (Control #962-966) \$338,902.75

Motion to approve the December 2017 Accounts Payable Vouchers as presented in the amount of \$400,644.63 for payment on December 13, 2017; Goehner, second by Barnhart.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT

1. On behalf of the RiverCom Administrative Board, Chairman Huffaker thanked Board member Barnhart for his long-term service and leadership to RiverCom; Barnhart served as an Interim Director 2005-2006 and served on the RiverCom Administrative Board 2006-2017. Barnhart will be leaving elected office at the end of December and concurrently, will be stepping down from his appointment to the Board. Chairman Huffaker presented Board member Barnhart with a letter of appreciation and a plaque to commemorate his service to RiverCom and the citizens of Chelan and Douglas Counties. Board member Goehner also expressed his appreciation for Barnhart's contributions to RiverCom; his leadership, guidance, and past experience in public safety made him an invaluable contributor to the Board.

Boardmember Barnhart commented that the RiverCom Administrative Board is one of the best Boards he's ever served on, especially considering the RiverCom projects that help save lives in our community. His replacement on the Board is to be

determined; he reported that three or four City of East Wenatchee councilmembers are interested in serving on the Board.

2. Chairman Huffaker thanked Board member Coble for his one year of service in the 5th voting position of the RiverCom Administrative Board for the year 2017.
3. Arnold Baker, Chief of Chelan County Fire District No. 5 will serve in the 5th voting RiverCom Administrative Board position for the calendar year 2018.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

a. Dispatch Work Station Consoles

RiverCom is working on a project to install new work station consoles on the dispatch floor. The project requires a substantial amount of electrical work and upgrades to the electrical system. In conjunction with determining the electrical needs of the project and the electrical capabilities of the building, the City of Wenatchee requested an assessment be completed of the electrical system capability of the building, a portion of which RiverCom inhabits. There is some skepticism about whether RiverCom will actually be able to complete the electrical work required for the installation of the work station consoles whereas the system in place does not appear capable of handling the load (increased wattage) that would be placed upon it. A further discussion took place about the electrical work that needs to be performed.

Initial assessments indicate that the building RiverCom is located in does not have adequate power to supply its existing work stations and that the overall system is already slightly overloaded. The situation is potentially hazardous. Director Fosse noted that the original design of the building it leases from the City of Wenatchee did not include RiverCom; it appears the architect may have made structural changes to the building to integrate and accommodate RiverCom as a tenant, but that the electrical and possibly other systems may not have been upgraded to accommodate Rivercom's operational needs. Other issues have also been identified pursuant to the investigation of the electrical matter. For example, RiverCom learned the building's cooling system is not connected to a back-up power source; if the building were to lose power, RiverCom's equipment could potentially fail if not maintained beneath a certain temperature. RiverCom will continue to gather further information to make a more complete assessment of the situation.

Director Fosse said that additional and more extensive electrical work was not included in RiverCom's annual budget, although funding could probably be managed using monies from the Communications Tax account. Director Fosse

added that he plans to have a total facility system review completed in 2018 to determine RiverCom's current and future needs.

As an aside, Chairman Huffaker requested RiverCom Staff report on the status of the recently installed HVAC control system and climate control at the next meeting.

b. Washington Utilities and Transportation Commission (WUTC) Complaint – 911 Phone Outage

After further discussion with legal counsel, RiverCom decided to drop the 911 phone outage complaint it filed with the Washington Utilities and Transportation Commission (WUTC) against CenturyLink and Frontier Communications due to cost prohibitions. Subsequently, the UTC has decided not to pursue the complaint; the complaint is now a dead issue.

c. Public Records Disclosure Policy

A meeting took place December 4, 2017 with RiverCom legal counsel, RiverCom Staff (Jim Fosse, Criselia Grupp, Misty Viebrock, and Staci Larsen), and various legal and records representatives from Chelan County, Douglas County, City of Wenatchee, and City of East Wenatchee to discuss RiverCom's draft public records disclosure policies and procedures. Legal counsel from all four entities were invited to attend. The purpose of the meeting was to address issues RiverCom is experiencing with certain types of records disclosure and to present the policies and procedures RiverCom intends to implement in accordance with the Washington Public Records Act, particularly with regard to the release of records that it creates as well as the records RiverCom maintains and/or stores in its systems for other agencies. RiverCom's particular concern is for those records pertaining to law enforcement and their ability to redact exempt information. Although there was not total agreement between all parties on every issue, the meeting was productive. As a result of meeting discussion, RiverCom's legal counsel will draft a Memorandum of Understanding (MOU) outlining RiverCom's release process for records in RiverCom's possession and will then forward the MOU to legal counsel for the same above entities for review and comment.

2. Radio Site Reports

a. Blag Mountain Radio Site

Radio Systems Technical Manager Humphrey is currently putting together information and plans to submit for a building permit at the Blag Mountain radio site. The actual work is expected to take place in Spring 2018.

3. Staffing Report

- a. RIVERCOM conducted interviews for the position of Emergency Services Dispatcher on November 9, 2017. At this time, no candidates are being moved forward.

4. State E911 Office Report

- a. As follow-up on the status of the State's projected 2018-2019 biennial budget deficit reported at the previous meeting, RiverCom has learned that its contract with the State E911 Office will be reduced by about \$49,000 in the current biennium budget. RiverCom Staff have already made plans and adjustments to cover the current reductions. Reductions applicable to the second half of the biennial budget have not yet been determined by the State.

H. OPERATIONS REPORT

1. Director Fosse pointed out the letter provided to the Board recognizing RiverCom Shift Supervisor Kris Conner for his assistance during a "life saved" dispatch call whereby the patient successfully survived a cardiac arrest incident in October 2017.

I. COMMITTEE REPORTS

1. Board member Coble reported on the RiverCom Operations Group (ROG) meeting that took place December 12, 2017. Craig Vivian, with Lake Chelan Community Hospital District No. 2, was elected ROG Chair for the calendar year 2018. The group discussed and will bring forward a proposal to conduct its meetings on a bi-monthly basis rather than every month.

J. OLD BUSINESS – There was no old business.

K. NEW BUSINESS

1. Executive Assistant Job Description and Wage Scale

Director Fosse presented a new job description and commensurate salary range for a position titled Executive Assistant. The Board was provided with copies of the job descriptions for the positions of "Confidential Administrative Assistant" and the proposed position of "Executive Assistant" for review and comparison. The new position and job description titled "Executive Assistant" is meant to replace the job titled "Confidential Administrative Assistant," a position currently filled by Staci Larsen. Director Fosse said that the work requirements and functionality for the position of Confidential Administrative Assistant was probably not completely understood in 2009 when the position was established. The current job description and pay scale does not adequately address the uniqueness of the position, the level of work performed, or the scope of work required of the position.

Director Fosse noted the significant disparity between the job descriptions and that the new job description does not reflect new work; it is work Larsen has successfully been doing for several years and that RiverCom has been remiss in bringing forward an updated job description that corresponds with the work she performs. He added that her work is always professional, comprehensive, and complete; she has been a member of the management team for collective bargaining matters, often assists in work for legal counsel, and now supervises an administrative support position.

Director Fosse stated the corresponding wage scale would provide a monthly salary in the range of \$4,300-\$5,226; the salary range is in line with other supervisory and administrative support positions at RiverCom and in the area. The salary was built into the 2017 Annual Budget. Director Fosse made a recommendation to the Board to approve the reclassification of position for Staci Larsen, and to approve the job description titled "Executive Assistant" with the corresponding wage scale.

Motion to approve the job description titled Executive Assistant and corresponding wage scale as presented and the reclassification and assignment of Staci Larsen to the position; Barnhart, second Sutton.

Resolution: Motion carried unanimously.

2. RiverCom Administrative Board – Position 5

A draft position paper regarding the 5th voting position of the RiverCom Administrative Board was provided to the Board for review and discussion, RiverCom legal counsel and the RiverCom Administrative Board having expressed concern about the qualifications of the individual selected for the position. The 5th voting Board position was added to an amended Interlocal Cooperative Agreement in 2007. Director Fosse reviewed some of the language included in the Interlocal as well as historical factors based on findings by RiverCom Staff on the topic. Since Staff have been looking into the matter, additional questions have presented. Director Fosse recommended that RiverCom Staff continue to work on the issue and bring back to the Board for further discussion and eventual action at a later date. RiverCom hopes to clarify the selection and qualifications of the 5th voting Board member well before the end of 2018. Chairman Huffaker requested, and it was the consensus of the Board, that the topic be tabled.

3. Election of 2018 Chair and Vice-Chair of RiverCom Administrative Board

Chairman Huffaker requested nominations for the Chair and Vice-Chair positions to the RiverCom Administrative Board for the calendar year 2018.

Motion to elect Keith Goehner for Chair, and Dan Sutton for Vice-Chair, of the RiverCom Administrative Board for the calendar year 2018; Barnhart, second Huffaker.

Resolution: Motion carried unanimously.

L. ADJOURNMENT

With no further business, Chairman Huffaker adjourned the meeting at 9:44 AM.

The next Board meeting is scheduled for January 11, 2018.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RIVERCOM 911

ATTEST:


James C. Fosse, Director

1-10-18
Date

RIVERCOM Administrative Board Members:


Keith Goehner, Chair, Commissioner, Chelan County


Dan Sutton, Vice-Chair, Commissioner, Douglas County


Keith Huffaker, Council Member, City of Wenatchee


Jerrilea Crawford, Council Member, City of East Wenatchee


Arnold Baker, Chief, Chelan County Fire District No. 5

