

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, January 10, 2018

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

MEETING MINUTES

Board Members Present: Keith Goehner, Commissioner, Chelan County (Chair); Dan Sutton, Commissioner, Douglas County (Vice-Chair); Keith Huffaker, Councilmember, City of Wenatchee; Jerrilea Crawford, Councilmember, City of East Wenatchee; Arnold Baker, Chief, Chelan County Fire District No. 5

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, Executive Assistant

A. CALL TO ORDER –Chairman Goehner called the meeting to order at 9:00 AM; Board member Sutton led the Pledge of Allegiance.

B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present; attendees introduced themselves. Chairman Goehner also welcomed two (2) new members to the Board: Jerrilea Crawford and Arnold Baker.

C. APPROVAL OF AGENDA

Motion to approve the meeting agenda as presented; Huffaker, second Sutton.

Resolution: Motion carried unanimously.

D. APPROVAL OF MEETING MINUTES

Motion to approve the RIVERCOM Administrative Board meeting minutes for December 13, 2017 as presented; Huffaker, second Sutton.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL REPORT

1. Financial reports for the month ending December 31, 2017 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:

- a. For the year ending December 31, 2017, RIVERCOM collected a total of \$4,237,636 in revenue, or 102.33% of all budgeted revenue across all accounts, and expended a total of \$3,894,268, or 83.72% of budgeted expenditures.
- b. For the Communications Tax Capital Improvement Project, RIVERCOM collected a total of \$3,006,039 in revenue and expended \$2,038,526 year-to-date for month ending December 31, 2017.
- c. The financial reports include December 2017 payroll and benefits for all accounts, paid January 5, 2018, in the amount of \$289,598.02.
- d. Administrative Services Manager Grupp said that all transactions have been posted to the 2017 Annual Budget. The financial reports reflect final totals for the year ending 2017.

Chairman Goehner asked to highlight what expenditures were left on the table considering that RiverCom only expended 85.65% of expenditures in the General Operating budget for 2017. Administrative Services Manager Grupp responded that the amount remaining in the budget includes a savings amount, amounts that are assigned to the Guild contract under negotiation, and 10% of additional carry for medical benefits. Additionally, some State reimbursable line items were not expended to help compensate for the State budget shortfall. In comparison, Chairman Goehner then asked if RiverCom was under budget for 2018 and how the budget would play-out. Administrative Services Manager Grupp said that it was difficult to know because the RiverCom Dispatcher's Guild Collective Bargaining Agreement is not settled.

- e. A discussion was initiated about the status of Guild negotiations. Chairman Goehner entertained a motion that the Board move into Closed Session.

Motion to pause the regular meeting for the purpose of going into Closed Session to discuss collective bargaining negotiations; Sutton, second by Crawford.
Resolution: Motion carried unanimously.

The regular meeting was closed at 9:08 AM and was then called back to order at 9:19 AM.

The Board resumed discussion about financial reports.

Motion to approve the Financial Reports as presented for the month ending December 31, 2017, including December 2017 Payroll and Benefits for all accounts, paid January 5, 2018, in the amount of \$289,598.02; Sutton, second by Huffaker.
Resolution: Motion carried unanimously.

2. December 2017 Accounts Payable Vouchers in the amount of \$19,286.31 for payment on January 10, 2018 presented for approval:
 - a. Maintenance and Operations Account (Control #967-985) \$ 19,286.31
3. January 2018 Accounts Payable Vouchers in the amount of \$268,993.20 for payment on January 10, 2018 presented for approval:
 - b. Maintenance and Operations Account (Control #0001-0041) \$ 54,470.02
 - c. General Communications Tax Account (Control #0042-0048) \$ 32,539.04
 - d. Communications Tax Capital Projects Account (Control #0049-0052) \$181,984.14

Motion to approve the December 2017 Accounts Payable Vouchers as presented in the amount of \$19,286.31, and January 2018 Accounts Payable Vouchers as presented in the amount of \$268,993.20 for payment on January 10, 2018; Sutton, second by Huffaker.

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. Dispatch Work Station Consoles

Since the last Board meeting, an assessment was conducted on the electrical system in the building RiverCom leases from the City of Wenatchee. The assessment found that the electrical system, as it is installed, is different than what is shown on the original drawings for the building. Nevertheless, the electrical system is capable of supporting the increased load that the new consoles would require. Director Fosse said that RiverCom would still need to upgrade the buildings electrical system in order to install the new workstations on the operations floor.

It was also discovered that the generator is not sufficient to handle the chiller that is installed in the building and it does not have ability for increased capacity. The City of Wenatchee has suggested purchasing and installing a larger chiller - the estimated cost of RiverCom's portion would be about \$90,000-95,000.

Although RiverCom was ready to install the new dispatch consoles, the project is now being reconsidered as well as whether or not the cost to upgrade the electrical system is feasible. Director Fosse said, at this point, it may not be a wise financial move for RiverCom to invest large sums of money into the building in light of multiple other issues with the facility.

Director Fosse recommended that RiverCom move forward to have a facility assessment conducted on the building and space that RiverCom leases from the City to better determine if it makes more sense to make upgrades and reconfigure the existing space, or look at other options that may be more conducive to the type of facility RiverCom needs to perform its operations.

Chairman Goehner asked if there was interest in moving RiverCom's operational facility. Director Fosse responded in the affirmative; RiverCom is already lacking the space needed for certain aspects of its operations. Chairman Goehner also commented that this was a good opportunity to explore other opportunities that might be available to RiverCom and mentioned the availability of some other possible locations. Chairman Goehner noted, for example, that Chelan County is scheduled to surplus the CTC building next week; Chelan County contributed a significant amount of money to that facility with the expressed purpose of it being an economic development center.

The Board was in general agreement to move forward with a facility assessment.

b. Public Records Disclosure Policy

To follow-up with the progress of public records disclosure process, Director Fosse said that the meeting that took place on December 4, 2017 has generated further discussion, especially between agency attorneys. The representing attorneys all have a different point of view about how public records disclosure should be handled and how RiverCom may fit into those processes. Legal counsel for RiverCom will be present at the February Board meeting to talk with the Board about the different proposals that have been brought forward.

2. Radio Site Reports – There was no report.

3. Staffing Report

- a. RIVERCOM continues to have one unfilled position for Shift Supervisor. RiverCom may request that Public Safety Testing conduct skills testing for the position of Emergency Services Dispatcher in the area in the near future.

4. State E911 Office Report

- a. RiverCom has worked to reduce about \$49,000 in spending for the current budget year to account for the State's projected 2018-2019 biennial budget deficit, as reported at the previous meeting. Reductions applicable to the second half of the biennial budget have not yet been determined by the State. Budget cuts for the second half of the biennium may be more significant. Director Fosse discussed some of the various ways in which monies could be cut. However, at present, RiverCom does not know how it will fall out. How the savings are realized and the amount of the savings are dependent on where

exactly the State takes money from the budget. The State is also seeking authority to spend about \$2.5 million s currently set aside in a 911 account.

RiverCom Staff intend to meet with Washington's 12th District representatives (Cary Condotta and Mike Steele) to present the issues at hand. Chairman Goehner and Board member Sutton both expressed an interest in attending the meeting and supporting RiverCom's position. Additionally, Board member Baker said he was preparing a packet for legislative representatives and would be willing to carry the issues forward. Director Fosse said that he would send talking points to all Board members.

H. OPERATIONS REPORT

1. Operations Manager Viebrock presented three (3) letters of recognition to RiverCom Dispatchers Lisa Lewis, Corianne Courtney, and Cortney Soland for individual "life saved" calls whereby patients successfully survived cardiac arrest incidents. The Board forwarded their appreciation to the dispatchers for their work. Operations Manager Viebrock added that every CPR call RiverCom receives is forwarded to Dr. Lance Jobe, RiverCom's Medical Program Director, for further review; he provides immediate, valuable feedback and ways that service can be improved.

I. COMMITTEE REPORTS

1. Board member Baker reported on the RiverCom Operations Group (ROG) meeting that took place January 9, 2018. The group adopted a new bi-monthly meeting schedule that will go into effect in February. Special meetings may also be called on an as needed basis.

J. OLD BUSINESS

1. Chairman Goehner asked about the status of the offsite back-up server. IT Manager Corder responded that new servers are scheduled for installation in early April. He added that Fred Hart has been very gracious with his time and allowing RiverCom to install RiverCom equipment at the Chelan County Courthouse building. IT Manager Corder is now in the process of writing a scope of work to accomplish an extension of the fiber link to the building.

K. NEW BUSINESS – There was no new business.

L. EXECUTIVE SESSION

Chairman Goehner entertained a motion to move into Executive Session for the purpose of discussing an employee complaint.

Motion to move into Executive Session for the purpose of discussing an employee complaint for a length of time not to exceed fifteen (15) minutes; Sutton, second by Baker.

Resolution: Motion carried unanimously.

Chairman Goehner closed the regular meeting at 10:00 AM.

The Board went into Executive Session at 10:05 AM. At 10:20 AM the regular meeting was called back to order.

There was no action taken by the Board.

M. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 10:20 AM.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RIVERCOM 911

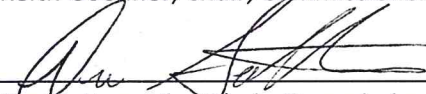
ATTEST:


James C. Fosse, Director


2-14-18
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