

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, February 14, 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 (via conference call); 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

RIVERCOM Staff Present: Jim Fosse, Director; Jerry Corder, IT Manager; Staci Larsen, Executive Assistant

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

B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present; attendees introduced themselves.

C. APPROVAL OF AGENDA

The meeting agenda was accepted as presented.

D. APPROVAL OF MEETING MINUTES

Motion to approve the RIVERCOM Administrative Board meeting minutes for January 10, 2018 as presented; Sutton, second Baker.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL REPORT

1. Financial reports for the month ending January 31, 2018 were presented to the Board for approval. Director Fosse reviewed the following items:

- a. For the month ending January 31, 2018, RIVERCOM collected a total of \$368,191 in revenue, or 5.64% of all budgeted revenue across all accounts, and expended a total of \$317,530, or 6.45% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RIVERCOM collected a total of \$274,716 in revenue and expended \$230,501 year-to-date for month ending January 31, 2018.
 - c. The financial reports include January 2018 payroll and benefits for all accounts, paid February 5, 2018, in the amount of \$279,012.77.
 - d. Director Fosse noted that RiverCom has received a communication from the City of Wenatchee that RiverCom's can expect to receive a bill for its portion of the roof repair and HVAC control work that was completed last year. The expense was included and incurred in the 2017 Annual Budget cycle; its unknown why the billing was delayed. The cost for RiverCom will be about \$118,000. RiverCom will bring forward a budget amendment for Board approval to account for the 2017 expense in the 2018 Annual Budget.
2. February 2018 Accounts Payable Vouchers in the amount of \$255,913.10 for payment on February 14, 2018 presented for approval:
- a. Maintenance and Operations Account (Control #0053-0108) \$ 32,883.13
 - b. General Communications Tax Account (Control #0109-0118) \$ 47,200.32
 - c. Communications Tax Capital Projects Account (Control #0119-0121) \$175,829.65

Motion to approve the Financial Reports as presented for the month ending January 31, 2018, including January Payroll and Benefits for all accounts paid February 5, 2018 and January 2018 Accounts Payable Vouchers as presented in the amount of \$255,913.10 for payment on February 14, 2018; Baker, second by Crawford.
Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT

1. Confluence Technology Center Facility

Chairman Goehner provided the Board with an overview of some of the conversations taking place about the Confluence Technology Center (CTC) facility that was surplus in January by the Port of Chelan County and the possibility of the facility being jointly utilized by Chelan County Emergency Management and RiverCom 911. Chairman Goehner said Chelan County continues to maintain involvement and a stake in the facility; the County put \$2.7 million toward the development of the CTC facility and still owes \$1 million on the bond. The County feels strongly that with a shift in ownership, the Port has an obligation to refund some of Chelan County's monies so that funds can be reinvested in economic development.

At the same time, the Chelan County Sheriff's Office has secured funds from the State to develop an emergency operations center. The technological infrastructure and connections at the CTC building may be a good fit for an emergency operations center and for RiverCom. Additionally, the facility offers parking, square footage,

and security features. RiverCom has determined that it will need about 10,000 square feet for its operations. Board member Burnett said that, outside of affordability and timing, the facility would be ideal for an emergency operations center and could be installed relatively quickly. RiverCom would need to have a dispatch system built and installed at the new site before transitioning its operations and making a move.

More information will be forthcoming as discussions about the outcome of the CTC facility continue to take place. Some Board members expressed an initial opinion that a joint use facility for emergency and 911 operations would be a fiscally responsible arrangement for the agencies concerned.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

a. Anniversary of First 9-1-1 Call

As a point of interest, Director Fosse noted that the first 9-1-1 call in America took place fifty years ago, on February 16, 1968 in Haleyville, Alabama. Today, about 3-5% of the geographical area in the United States does not receive 9-1-1 service.

b. Public Records Disclosure Policy

RiverCom's legal counsel and RiverCom Staff continue to work through issues involving public records disclosure policy. RiverCom's legal counsel, Robert Siderius at JDSA Law, has been leading discussion with attorneys representing Chelan County, Douglas County, City of Wenatchee, and City of East Wenatchee to see if the parties can find a solution as to how public record requests will be fulfilled when the request involves data which is not "owned" by RiverCom but is stored by other agencies on RiverCom's servers in the course of conducting related business. The discussion primarily centers on the distinction between records that are "owned" by an agency versus records that are "housed" or are in "custody" of an agency. RiverCom is not interested in and is not comfortable being responsible for reviewing, making redactions, and releasing records that are not created or owned by RiverCom. A further discussion took place about some of the complications and problems at the forefront of the issue. There is not a simple fix to the problem. What ultimately needs to happen is a change in legislation to clarify language, especially to address how public records are handled when agencies are operating on an interlocal basis.

One possibility currently under discussion involves implementing a Interlocal Agreement between the four primary members and RiverCom as to how certain records requests would be addressed. The purpose of an Interlocal would be to

establish levels of control over individual agency records. An Interlocal would also require that indemnification for RiverCom be established if the parties agree that RiverCom will re-direct requestors who request information that RiverCom is the “custodian” of but not the “owner” of on a shared server. However, it was also pointed out that an Interlocal will not create an absolute legal standing.

Director Fosse stated that RiverCom does not want to be in the role of a centralized clearing house for inter-agency records. Board members were in agreement and do not want to duplicate efforts between agencies; their respective agencies already have records departments and records officers in place to handle record requests for the records associated with their agencies.

Several Board members expressed an interest in promoting new legislation to clarify public records disclosure language. Bob Siderius will plan to attend a Board meeting in the future when a more solid course of action can be presented and recommended to the Board.

2. Radio Site Reports – There was no report.
3. Staffing Report – There was no report.
4. State E911 Office Report
 - a. Director Fosse and Administrative Services Manager Grupp traveled to Olympia on February 1, 2018 to meet with Washington’s 12th District representatives Cary Condotta and Mike Steele to discuss issues involving the State budget shortfalls and the impact of how budget cuts will impact 911 operations. Director Fosse thanked Commissioner Goehner for arranging to have Senator Hawkins come down prior to the meetings with Condotta and Steele to discuss the same matter. Also present was Scott Sigmon, a lobbyist for APCO-NENA in Washington State. The representatives were generally positive in their response.

State E911 Advisory Committee meetings are taking place this week in Tacoma and Olympia, February 14-15, 2018. RiverCom Staff will learn more at the meetings. The net of the State’s supplemental budget will determine what the affects will be with regard to the second part of the State’s biennial budget.

In the meantime, RiverCom is standing by and is cautiously optimistic; there is some indication that the budget shortfall may not be as severe as originally expected. Moving forward, Director Fosse will continue to work with state representatives, even outside of session.

- H. OPERATIONS REPORT – There was no report.

I. COMMITTEE REPORTS

1. Board member Baker reported on the RiverCom Operations Group (ROG) meeting that took place February 13, 2018. The group primarily discussed the State's funding shortfall and how budget cuts may impact RiverCom and trickle down to local users.

J. OLD BUSINESS

1. A proposed Collective Bargaining Agreement was completed by Management and forwarded to the Guild; RiverCom is waiting for a response from the Guild. The deadline for a response is February 16, 2018. Board member Huffaker asked if the Guild was made clear about the time limit the Board placed on negotiations; Director Fosse responded that the time limit was communicated to the Guild's legal representation.

K. NEW BUSINESS – There was no new business.

L. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 9:41 AM.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RIVERCOM 911


ATTEST:


James C. Fosse, Director

3-14-18
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