

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, March 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); Chuck Johnson, Councilmember, City of East Wenatchee (substituting for Jerrilea Crawford, Councilmember, City of East Wenatchee); Arnold Baker, Chief, Chelan County Fire District No. 5

Ex-Officio Members Present: Harvey Gjesdal, Sheriff, Douglas County Sheriff's Office; Steve Crown, Chief, Wenatchee Police Department; Jeff Gomes, Mayor, City of Cashmere

RIVERCOM Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Misty Viebrock, Operations Manager; Josh Humphrey, Radio Systems Technical Manager; Staci Larsen, Executive Assistant

- A. CALL TO ORDER – Chairman Goehner called the meeting to order at 9:01 AM; Boardmember Baker 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 presented for review. Chairman Goehner suggested moving Item J: Old Business to follow the approval of the meeting minutes.

*Motion to approve the Agenda as presented with the change to move Agenda Item J: Old Business to follow Item D: Approval of Meeting Minutes; Baker, second Sutton.
Resolution: Motion carried unanimously.*

- D. APPROVAL OF MEETING MINUTES

*Motion to approve the RIVERCOM Administrative Board meeting minutes for February 14, 2018 as presented; Baker, second Sutton.
Resolution: Motion carried unanimously.*

E. OLD BUSINESS

1. Public Records Disclosure Policy

RiverCom legal counsel, Bob Siderius with JDSA, was present to inform the Board about the development of RiverCom policy for public records disclosure. RiverCom Staff have been working with legal counsel for the past few months to develop a public records disclosure policy in compliance with Washington State's Public Records Act (PRA).

RiverCom is presented with a dilemma about how it processes certain types of records and specifically, how the Public Records Act applies where records are collected in a centralized data base and where multiple agencies have access to those records. The primary issue is that the PRA does not contemplate or address the specific situation RiverCom finds itself in. There are other agencies with similar issues, but not the same issues as RiverCom, part of which may have to do with the systems being used to process 911 calls. RiverCom clearly acknowledges that the records in question are public records, but there is differing opinion between agencies about who has authority to produce certain records when presented with a request for public records. RiverCom is attempting to find a proactive solution to the issue and one that is not at odds with its partner agencies.

Mr. Siderius talked about the application of the law and some of the problems RiverCom is experiencing, particularly with concern to law enforcement records. RiverCom does not want to be in the position of producing law enforcement records or be in the position of releasing records that could compromise law enforcement operations and investigations.

RiverCom has discussed a number of solutions with attorneys representing Chelan County, Douglas County, City of Wenatchee, and City of East Wenatchee. Mr. Siderius summarized some of the suggestions that have been proffered and the implications of those suggestions. Thus far, however, discussion reflects a wide variance of opinion and sometimes conflicting views in how certain aspects of the PRA should be interpreted. Discussions with attorneys from outside agencies have not been altogether successful; all solutions have been convoluted and parties have not been able to reach a mutually-agreed upon solution.

Mr. Siderius stated that PRA language is too broad and too general in its terms to address what RiverCom is dealing with. Mr. Siderius advised the Board about some of the consequences of not appropriately producing records and the need to develop policy to avoid potential litigation. The Board recognized that if a lawsuit were to go forward, the Superior Court could potentially make a determination that would address and settle the matter. Several Board members expressed an interest in reaching out to find a solution through legislative action.

Further discussion and information is expected to follow. The Board asked to be kept up-to-date with any further developments.

F. MONTHLY FINANCIAL REPORT

1. Financial reports for the month ending February 28, 2018 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:
 - a. Year-to-date, for the month ending February 28, 2018, RIVERCOM collected a total of \$931,867 in revenue, or 21.53% of all budgeted revenue across all accounts, and expended a total of \$601,818, or 12.22% of budgeted expenditures.
 - b. For the Communications Tax Capital Improvement Project, RIVERCOM collected a total of \$603,306.93 in revenue and expended \$476,329 year-to-date for month ending February 28, 2018.
 - c. The financial reports include February 2018 payroll and benefits for all accounts, paid March 5, 2018, in the amount of \$274,177.00.
 - d. Administrative Services Manager Grupp noted that the accounts payable total included a payment of \$103,173 to the City of Wenatchee for RiverCom's portion of the roof replacement completed in 2017 on the facility RiverCom leases at 140 S. Mission Street. A budget amendment will be presented at a later date.

Motion to approve the Financial Reports as presented for the month ending February 28, 2018, including February Payroll and Benefits for all accounts in the amount of \$274,177.00 paid March 5, 2018; Sutton, second by Baker.

Resolution: Motion carried unanimously.

2. March 2018 Accounts Payable Vouchers in the amount of \$182,385.11 for payment on March 14, 2018 presented for approval:
 - a. Maintenance and Operations Account (Control #0122-0186) \$139,658.25
 - b. User Equipment Replacement Account (Control #0187) \$ 393.37
 - c. General Communications Tax Account (Control #0188-0200) \$ 35,671.95
 - d. Communications Tax Capital Projects Account (Control #0201-0206) \$ 6,661.54

Motion to approve March 2018 Accounts Payable Vouchers as presented in the amount of \$182,385.11 for payment on March 14, 2018; Baker, second by Sutton.

Resolution: Motion carried unanimously.

G. BOARD CHAIR REPORT – There was no report.

H. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

a. Recognition of SHRM Certification

Director Fosse congratulated Administrative Services Manager Grupp on passing the Society for Human Resource Management (SHRM) Certified Professional exam in February, and thereby earning a SHRM-CP credential. The Board also extended their congratulations.

b. Spillman Operating System Upgrade

RiverCom will be upgrading the Spillman operating system to Linux the first week of April. The greatest benefits of the upgrade will be the move to a more stable system and increased memory capacity. One of the primary concerns is the transference of data from one operating system to another. All in all, however, the Linux platform has been successful for other similar agencies. A further discussion took place about the change-over process.

c. Request for Qualifications: Facility Needs Study and Assessment

RiverCom is in the process of drafting a Request for Qualifications (RFQ) for a consultant to conduct and complete a Facility Needs Study. RiverCom has initially budgeted \$35,000 for consultation services for 2018, although Director Fosse noted that there is a wide variation in professional fees.

Chairman Goehner reported that the Port of Chelan is in discussion with Chelan County PUD about the Confluence Technology Center facility. The Port of Chelan has indicated they will not discuss the availability of the CTC facility until talks with Chelan County PUD have been concluded.

d. ESI-Net Cut-Over

RiverCom is scheduled to upgrade and cut-over to the Emergency Services Internet 2 (ESI-net) in early May. RiverCom will be the first Public Safety Answering Point (PSAP) in the state to move to the new system.

Director Fosse talked about some of the issues other PSAPs are facing with regard to the state-wide cut-over in both terms of financial burden and phone systems that are incongruent with the ESI-Net system.

2. Radio Site Reports

- a. A short discussion took place about Chelan County's Slide Ridge radio site.
- b. RiverCom is in the process of follow-up on a request made by Chelan County Planning Department about the snow load calculations for the communications building at the Blag Mountain radio site.

3. Staffing Report – There was no report.

4. State E911 Office Report

- a. The State's supplemental budget was approved, although the status of the budget is not known or what the outcome will be for Public Safety Answering Points in the state. Director Fosse said he expects to know more tomorrow, when a conference call briefing about the matter will take place.

I. OPERATIONS REPORT

1. Statistical data about RiverCom's Cardiac Arrest Program compiled by Dr. Lance Jobe for the year 2017 was provided to the Board for review. The report details the percentage of time RiverCom is meeting national recommended standards when starting heart compressions via telephonic CPR. Boardmembers expressed their appreciation for the work dispatchers have performed in this area and the lives that have been saved.
2. Operations Manager Viebrock presented a citizen Letter of Compliment to RiverCom Dispatcher Kelly Weatherman and a Letter of Recognition to Dispatcher Kasey Mendall for their individual and successful work on two separate incidents involving suicidal situations.
3. National Telecommunicators Week is April 8-14, 2018. RiverCom will be recognizing employees for years of service at the April Board meeting on April 11, 2018.

J. COMMITTEE REPORTS

1. Board member Baker reported there was no RiverCom Operations Group (ROG) meeting scheduled for March; the next meeting is scheduled for April 10.

K. NEW BUSINESS

1. RECOGNITION

Board member Gomes reported that Keith Vradenburg, Mayor of the City of Entiat, is resigning from his position as Mayor, and is subsequently stepping down as an Ex-Officio member of the RiverCom Administrative Board. Jeff Gomes, Mayor of the City of Cashmere replaces Vradenburg in the Ex-Officio position representing regional small cities.

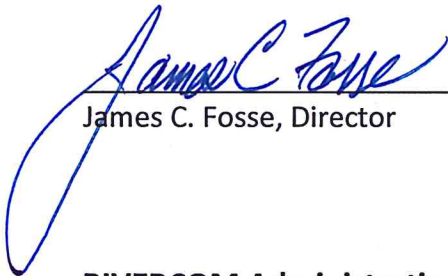
On behalf of the Board, Chairman Goehner extended appreciation to Keith Vradenburg for his many years of work with EMS, his years of service to Entiat, and for his many years as an Ex-Officio member of the Board representing the small cities in the area. He has provided a life of valued service.

L. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 10:12 AM.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RIVERCOM 911

ATTEST:



James C. Fosse, Director

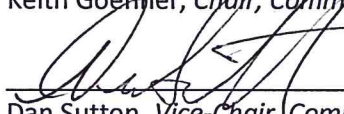
4-11-18

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