

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, April 11, 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); Jerrilea Crawford, Councilmember, City of East Wenatchee, Councilmember, City of East Wenatchee; Arnold Baker, Chief, Chelan County Fire District No. 5 (via conference call)

Absent: Keith Huffaker, Councilmember, City of Wenatchee

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Office; Harvey Gjesdal, Sheriff, Douglas County Sheriff's Office; Steve Crown, Chief, Wenatchee Police Department; Ray Coble, Assistant Chief, East Wenatchee Police Department (substituting for Randy Harrison, Chief, East Wenatchee Police Department); Jeff Gomes, Mayor, City of Cashmere

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; Boardmember Burnett led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present; attendees introduced themselves.

Chairman Goehner moved Agenda Item G: National Telecommunicators Week: Employee Recognition immediately follow introductions.
- C. NATIONAL TELECOMMUNICATORS WEEK: YEARS OF SERVICE RECOGNITION
 - 1. Chairman Goehner thanked Director Fosse and presented him with a certificate and award for reaching 5 years of service with RiverCom.
 - 2. Director Fosse acknowledged the critical importance of family and friends of RiverCom dispatchers and thanked them for their support.

3. Director Fosse and Operations Manager Viebrock presented years of service awards to recognize employees reaching 10, 15, and 20 years of service milestones, as well as other awards, and highlighted the contributions made by each employee.
4. On behalf of the Board and the citizens of Chelan and Douglas counties, Chairman Goehner expressed appreciation to RiverCom dispatchers for their work and the valuable service they provide the community. He also mentioned that he continues to hear very good and positive reports from the community about RiverCom.

D. APPROVAL OF AGENDA

The meeting agenda was presented for review.

Motion to approve the Agenda as presented, with Agenda Item G: National Telecommunicators Week: Employee Recognition – Years of Service having followed introductions; Sutton, second Crawford.

Resolution: Motion carried unanimously.

E. APPROVAL OF MEETING MINUTES

Motion to approve the RIVERCOM Administrative Board meeting minutes for March 14, 2018 as presented; Sutton, second Crawford.

Resolution: Motion carried unanimously.

F. MONTHLY FINANCIAL REPORT

1. Financial reports for the month ending March 31, 2018 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:
 - a. Year-to-date, for the month ending March 31, 2018, RIVERCOM collected a total of \$1,245,520 in revenue, or 28.77% of all budgeted revenue across all accounts, and has expended a total of \$998,776, or 20.28% of budgeted expenditures.
 - b. For the Communications Tax Capital Improvement Project, RIVERCOM collected a total of \$852,835 in revenue and expended \$541,258 year-to-date for month ending March 31, 2018.
 - c. The financial reports include March 2018 payroll and benefits for all accounts, paid April 5, 2018, in the amount of \$279,688.57.

Motion to approve the Financial Reports as presented for the month ending March 31, 2018, including March Payroll and Benefits for all accounts in the amount of \$279,688.57 paid April 5, 2018; Crawford, second by Baker.

Resolution: Motion carried unanimously.

2. April 2018 Accounts Payable Vouchers in the amount of \$327,418.37 for payment on April 11, 2018 presented for approval:
 - a. Maintenance and Operations Account (Control #0207-0270) \$ 73,600.98

- b. User Equipment Replacement Account (Control #0271-0273) \$ 6,901.80
- c. General Communications Tax Account (Control #0274-0280) \$ 9,739.55
- d. Communications Tax Capital Projects Account (Control #0281-0286) \$237,176.04

Motion to approve April 2018 Accounts Payable Vouchers as presented in the amount of \$327,418.37 for payment on April 11, 2018; Crawford, second by Sutton. Resolution: Motion carried unanimously.

- 3. Chairman Goehner made inquiry about the status of the approximately \$8 million in Communications Tax cash and investments as of March 31 and the collection of taxes set to expire at the end of 2019. Considering that RiverCom will likely want to renew the tax, he suggested RiverCom project how current monies will be allocated and conduct an analysis of future projects funding requirements so that, if the tax is renewed by voters, RiverCom will collect only the amount of tax necessary. Director Fosse added that a renewed tax could be restructured so that monies could be used for radio projects as well as other needed projects.

G. BOARD CHAIR REPORT – There was no report.

H. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

a. Public Records Disclosure Policy

Following last month's Board meeting, RiverCom's legal counsel reached-out to other similar agencies to find out how those agencies handle public records policy. RiverCom would like to implement a uniform policy in how the agency processes requests for public records, particularly when the request involves law enforcement agencies. At present, there is not agreement between the law enforcement agencies. Director Fosse noted the lack of a uniform policy puts a tremendous amount of pressure on RiverCom staff to appropriately respond and prepare records within the varied boundaries of non-uniform practices. Further discussion took place.

Chairman Goehner acknowledged the difficult position RiverCom is in and further considered the possibility of seeking legislative relief.

b. Spillman Operating System Upgrade

RiverCom is in the process of upgrading the Spillman operating system to a Linux system. There were some problems moving data from one system to another. The final change-over is slightly delayed and is expected to be completed today.

c. New Chiller

The City of Wenatchee is in the process of replacing chiller equipment on the roof of the building at 140 S. Mission Street. For the time being, RiverCom does not have an operational cooling system.

d. Request for Qualifications: Facility Needs Study

RiverCom issued the Request for Qualifications (RFQ): Facility Needs Study on March 28, 2018. The purpose of the RFQ is to contract with a consultant to conduct and complete a facility needs assessment. Qualification statements are due May 15, 2018.

e. ESI-Net Cut-Over

RiverCom is scheduled to upgrade and cut-over to the new Emergency Services Internet 2 (ESI-net) starting on May 1, 2018. RiverCom will be the first Public Safety Answering Point (PSAP) in Washington state to transition to the new system. ComTech is the vendor for the new system; the company also built RiverCom's phone system. ComTech has a vested interest to successfully complete the cut-over and is placing a large number of resources with the project.

2. Radio Site Reports

- a. RiverCom continues to work with Chelan County Planning Department to provide snow load calculations for the communications building at the Blag Mountain radio site. RiverCom expects to have a permit in hand by early next week.

It was further noted that any work to improve the road up the hillside to the Blag site will not be long term as the road is tenuous and not stable.

- b. RiverCom is in discussion with two different property owners for the purpose of obtaining a location in the Wenatchee Heights for a radio site. The conversations are ongoing; Rivercom is considering the long-term costs and availability involved with each of the properties.

3. Staffing Report

- a. RiverCom currently has two (2) vacancies and is conducting a hiring process for the position of Emergency Services Dispatcher (Telecommunicator). Public Safety Testing will be conducting skills testing for the position in East Wenatchee on April 21, 2018.

4. State E911 Office Report

- a. As reported at the last meeting, the Legislature approved the State's supplemental budget. The State E911 Office has assured PSAPs that the

previously projected 2018-2019 second biennium budget cuts will not take place.
Director Fosse thanked Chairman Goehner for his efforts at the state level.

I. OPERATIONS REPORT – There was no report.

J. COMMITTEE REPORTS

1. Director Fosse reported on the RiverCom Operations Group meeting that took place April 10, 2018. Lake Wenatchee Fire and Rescue, Chelan County Fire District No. 3, and Cascade Ambulance put forward a Communications Tax Tier 1 request to purchase a battery back-up system for a green tactical repeater at Lake Wenatchee (Natapoc Ridge). The request will be voted on at the meeting scheduled for June 12, 2018.

K. OLD BUSINESS – There was no old business.

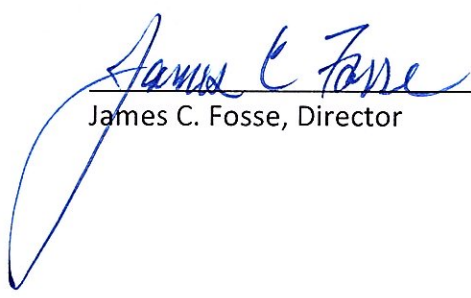
L. NEW BUSINESS – There was no new business.

M. ADJOURNMENT

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

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RIVERCOM 911

ATTEST:

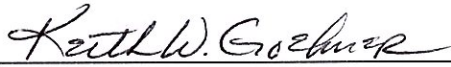


James C. Fosse, Director

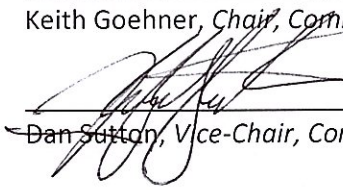
5-9-18

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