

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, May 9, 2018

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

MEETING MINUTES

Board Members Present: Keith Goehner, Commissioner, Chelan County (Chair); Kyle Steinburg, Commissioner, Douglas County (substituting for Dan Sutton, Commissioner, Douglas County); 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; 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; 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 Baker led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present; attendees introduced themselves.
- C. APPROVAL OF AGENDA
Motion to approve the Agenda as presented; Crawford, second by Steinburg.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board meeting minutes for April 11, 2018 as presented; Crawford, second by Steinburg.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for the month ending April 30, 2018 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:

- a. Year-to-date, for the month ending April 30, 2018, RIVERCOM has collected a total of \$1,581,819 in revenue, or 36.54% of all budgeted revenue across all accounts, and has expended a total of \$1,328,795, or 26.98% of budgeted expenditures.
- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$1,055,878 in revenue and expended \$810,923 year-to-date for month ending April 30, 2018.
- c. The financial reports include April 2018 payroll and benefits for all accounts, paid May 4, 2018, in the amount of \$272,288.26.

Motion to approve the Financial Reports as presented for the month ending April 30, 2018, including April Payroll and Benefits for all accounts in the amount of \$272,288.26 paid May 4, 2018; Baker, second by Crawford.

Resolution: Motion carried unanimously.

2. May 2018 Accounts Payable Vouchers in the amount of \$100,176.84 for payment on May 9, 2018 presented for approval:
 - a. Maintenance and Operations Account (Control #0286-0348) \$ 37,854.38
 - b. General Communications Tax Account (Control #0349-0357) \$ 26,603.54
 - c. Communications Tax Capital Projects Account (Control #0358-0360) \$ 35,718.92

Motion to approve May 2018 Accounts Payable Vouchers as presented in the amount of \$100,176.84 for payment on May 9, 2018; Baker, second by Crawford.

Resolution: Motion carried unanimously.

3. A brief discussion took place about the money set aside in the Communications Tax Fund for the radio build-out Capital Improvement Project and some of the projects the funds are reserved for.

F. BOARD CHAIR REPORT – There was no report.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

a. Public Records Disclosure Policy

As a follow-up to previous discussion about public records disclosure policy, RiverCom's legal counsel Robert Siderius, Jr. is attempting to meet with City of East Wenatchee Mayor, Steve Lacey, to discuss public records disclosure policy.

With respect to preparing legislation, Director Fosse and Mr. Siderius plan to draft language to present to state representatives for consideration. Director

Fosse will also contact other agencies in the state who may be interested in joining this process. The purpose of new language would be to clarify language about who maintains custodial ownership of records when multiple independent agencies have access to information on a shared server. A further discussion took place.

b. Spillman Operating System Upgrade

The Spillman operating system upgrade to a Linux system was completed in early May. RiverCom is now operating on the new system.

c. New Chiller

The City of Wenatchee has installed new chiller equipment on the roof of the building at 140 S. Mission Street.

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 and scheduled to be opened the following day. After a short discussion, the Board elected not to have a Board member present at the RFQ opening.

e. ESI-Net Cut-Over

The RiverCom upgrade and cut-over to the new Emergency Services Internet 2 (ESI-net) took place on May 1, 2018. RiverCom is the first Public Safety Answering Point (PSAP) in Washington state to transition to the new system.

2. Radio Site Reports

- a. The permit for work at the Blag Mountain radio site has been approved by Chelan County and the U.S. Forest Service.

As previously reported, the road up to the Blag site was already unstable. Unfortunately, a significant rain event took out more of the road. The Forest Service may open a road to accommodate access to the site.

- b. RiverCom has been attempting to obtain a location in the Wenatchee Heights area for a radio site. Wenatchee Heights presents the most desirable location for a site, especially concerning the need to improve radio coverage in the Rock Island area. Other locations are available but do not provide the same level of coverage as Wenatchee Heights. Boardmember Gjesdal highlighted the importance of radio coverage in the area citing officer safety. In considering the options that are available, Rivercom is looking at building costs, long-term lease

costs and availability involved with each of the properties as primary factors in the decision-making process.

Wolf Mueller, a Wenatchee Heights property owner, was present at the meeting and addressed the Board about the possibility of RiverCom leasing a portion of his land for a radio site. Although Mr. Mueller is amenable to a radio site being located on said property, the lease rates he is requesting are about double the rates RiverCom typically pays for similar space in other locations. Mr. Mueller summarized the property he had available and provided an overview of the lease structure and cost.

Chairman Goehner requested the Board move into Executive Session at the end of the meeting to further discuss a real estate matter. The Board was in agreement.

3. Staffing Report

- a. RiverCom currently has two (2) vacancies and is conducting a hiring process for the position of Emergency Services Dispatcher (Telecommunicator). RiverCom plans to schedule interviews for the positions in early June.

H. OPERATIONS REPORT

1. Operations Manager Viebrock reported that there was no activity of note with regard to Apple Blossom weekend.
2. Operations Manager Viebrock presented four (4) letters of recognition to RiverCom Dispatchers Kasey Mendall, Carissa Seaman, Cortney Soland, and Lisa Lewis for individual "life saved" calls utilizing telephonic CPR whereby patients successfully survived cardiac arrest incidents.

J. COMMITTEE REPORTS

1. There was no RiverCom Operations Group meeting in May. A Communication Tax Tier 1 Shared Funding Assistance request that was forwarded by Lake Wenatchee Fire and Rescue, Chelan County Fire District No. 3, and Cascade Ambulance for purchase of a battery back-up system for a green tactical repeater at Lake Wenatchee 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. EXECUTIVE SESSION

Chairman Goehner entertained a motion to move into Executive Session for the purpose of discussing a real estate matter.

A motion to move into Executive Session to discuss a real estate matter, for a length of time not to exceed ten (10) minutes; Crawford, second by Baker.

Resolution: Motion carried unanimously.

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

The Board went into Executive Session at 10:02 AM. At 10:12 AM, and with no adjoining attendees, the Executive Session was extended for an additional ten (10) minutes.

The regular meeting was called back to order at 10:22 AM.

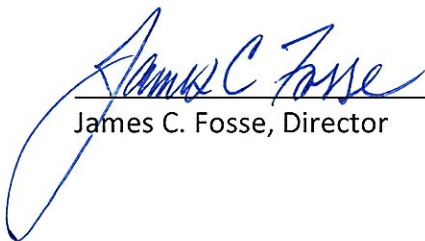
There was no action taken by the Board.

N. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 10:23 AM.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RIVERCOM 911

ATTEST:



James C. Fosse, Director

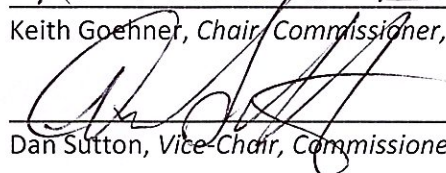
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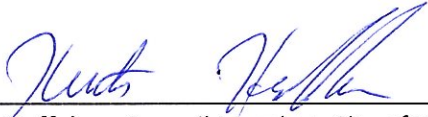
RIVERCOM Administrative Board Members:



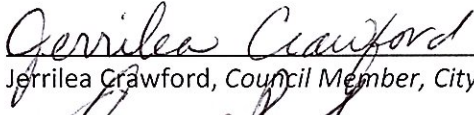
Keith Goehner, Chair, Commissioner, Chelan County



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