

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, June 13, 2018**

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

## MEETING MINUTES

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Board Members Present: Keith Goehner, Commissioner, Chelan County (Chair); Dan Sutton, Commissioner, Douglas County; 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; Kevin Morris, Undersheriff, Douglas County Sheriff's Office (substituting for Harvey Gjesdal, Sheriff, Douglas County Sheriff's Department)

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; Kevin Morris led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present.
- C. APPROVAL OF AGENDA  
*Motion to approve the Agenda as presented; Crawford, second by Huffaker.*  
*Resolution: Motion carried unanimously.*
- D. APPROVAL OF MEETING MINUTES  
*Motion to approve the RIVERCOM Administrative Board meeting minutes for May 9, 2018 as presented; Crawford, second by Huffaker.*  
*Resolution: Motion carried unanimously.*
- E. MONTHLY FINANCIAL REPORT
  - 1. Financial reports for the month ending May 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 May 31, 2018, RIVERCOM has collected a total of \$1,897,539 in revenue, or 43.84% of all budgeted revenue across all

accounts, and has expended a total of \$1,617,665, or 32.84% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$1,333,201 in revenue and expended \$907,641 year-to-date for month ending May 31, 2018.
- c. The financial reports include May 2018 payroll and benefits for all accounts, paid June 5, 2018, in the amount of \$273,815.91.

*Motion to approve the Financial Reports as presented for the month ending May 31, 2018, including May Payroll and Benefits for all accounts in the amount of \$273,815.91 paid June 5, 2018; Huffaker, second by Sutton.*

*Resolution: Motion carried unanimously.*

- 2. June 2018 Accounts Payable Vouchers in the amount of \$94,971.14 for payment on June 13, 2018 presented for approval:

|  |              |
|--|--------------|
| a. Maintenance and Operations Account (Control #0361-0429)     | \$ 87,956.76 |
| b. General Communications Tax Account (Control #0430-0436)     | \$ 6,875.80  |
| c. Communications Tax Capital Projects Account (Control #0437) | \$ 138.58    |

*Motion to approve June 2018 Accounts Payable Vouchers as presented in the amount of \$94,971.14 for payment on June 13, 2018; Baker, second by Sutton.*

*Resolution: Motion carried unanimously.*

- 3. Chairman Goehner asked if there were any concerns about any of the line items in the 2018 Annual Budget. Administrative Services Manager Grupp replied there were no concerns at this time and that RiverCom will complete a mid-year review prior to budget preparations for next year.

F. BOARD CHAIR REPORT – There was no report.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. Director Fosse informed the Board that he will not be in attendance at the July Board meeting.
- b. RiverCom recently implemented a CAD-to-CAD interface system which provides the capability for RiverCom, Okanogan County, Grant County, and Kittitas County to create and enter incidents for service for each other's agencies.

Last month, RiverCom had an opportunity to test the system when Okanogan County suffered significant flooding; concerned that they could lose their 911



system, Okanogan County's Chief Deputy of Communications Mike Worden asked if RiverCom would go to stand-by mode to receive 911- calls. Although RiverCom did not have to take over, the preparation process allowed RiverCom to verify that calls for service could be entered.

RiverCom has always had the ability to receive 911 phones forwarded by other agencies, but getting the information back to the proper agency has been an issue; the CAD-to-CAD interface system addresses that issue in Central Washington.

c. Public Records Disclosure Policy

RiverCom's legal counsel Robert Siderius, Jr. was unable to attend today's meeting as scheduled due to a scheduling conflict. He plans to be present at the July Board meeting.

d. Request for Qualifications: Facility Needs Study

Responses for the Request for Qualifications (RFQ): Facility Needs Study were due May 15, 2018; RiverCom did not receive any responses. Director Fosse reached out to several of the parties initially interested in the project and learned that timing, competition with other projects, and location were the most common reasons for not responding. RiverCom will make a couple of minor changes to the document and will re-issue the RFQ.

2. Radio Site Reports

- a. RiverCom has received a permit for work at the Blag Mountain radio site. Unfortunately, the access road to the site remains washed-out and at issue.

Although the Forest Service identified an alternative road, opening the existing road would first require an environmental study and approval, which would likely result in a significant project delay. In the meantime, the Department of Transportation (DOT) has expressed an interest to occupy additional space in the RiverCom shelter at the site in order to test a proto-type radio system. DOT has proposed a fix for the road, which has been submitted to Forest Service for review. Radio Systems Technical Manager Humphrey expects to hear something early this week about approval.

Chairman Goehner highlighted the point that there is a public safety issue that needs to be addressed; if Humphrey does not receive a timely response he intends to contact the Forest Service to encourage movement forward with the project.

- b. RiverCom has located a potential radio site down the Columbia River on Alcoa property as a substitute for a site location in Wenatchee Heights. There is existing access and power at the site. A radio site at this location would be

beneficial as it would incur no loss of overall coverage and would gain coverage in the Rock Island, Palisades, and a portion East Wenatchee.

- c. Codan Radio Communications is scheduled to cut-over the Phase 4 radio project next week. Douglas County Fire District No. 2 will be cut-over first and then law frequencies. If a problem comes up, the team will pull back and resolve any issues before moving forward.

### 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 conducted interviews on June 5, 2018; two (2) individuals were moved forward in the hiring process.

## H. OPERATIONS REPORT

1. Operations Manager Viebrock presented two (2) letters of recognition to RiverCom Dispatchers Corianne Courtney and Karrie Atkinson for individual "life saved" calls utilizing telephonic CPR whereby patients successfully survived cardiac arrest incidents.

## J. COMMITTEE REPORTS

1. Boardmember Baker reported on the RiverCom Operations Group meeting that took place June 12, 2018. The group approved 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.

## K. OLD BUSINESS – There was no old business.

## L. NEW BUSINESS

1. RiverCom Administrative Policy: Capital Assets and Inventory Control Policy

RiverCom Administrative Policy: Capital Assets and Inventory Control was provided to the Board for review. The policy has been reviewed and approved by legal counsel. A brief discussion took place about the new policy.

*Motion to accept the policy for a first reading with intent to approve a policy at the July meeting; Sutton, second by Crawford.*

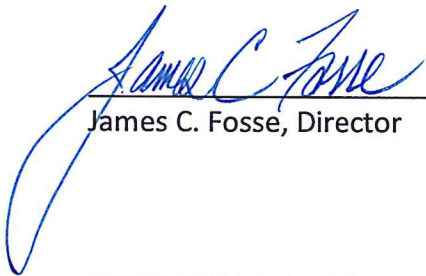
*Resolution: Motion carried unanimously.*

## M. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 9:52 AM.

Minutes Respectfully Submitted,  
Staci Larsen  
Executive Assistant  
RIVERCOM 911

ATTEST:

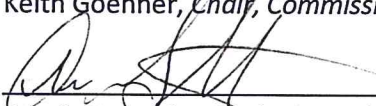
  
James C. Fosse, Director

7.16.18

Date

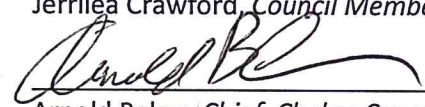
**RIVERCOM Administrative Board Members:**

  
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

