

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, March 8, 2017

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

MEETING MINUTES

Board Members Present: Keith Goehner, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County; Keith Huffaker, Councilmember, City of Wenatchee (Chair); Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chair); Ray Coble, Assistant Chief, East Wenatchee Police Department

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Department; Harvey Gjesdahl, Sheriff, Douglas County Sheriff's Office

RIVERCOM Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant

- A. CALL TO ORDER – Chairman Huffaker called the meeting to order at 9:00 AM and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Huffaker welcomed those present.
- C. APPROVAL OF AGENDA
Motion to approve the agenda as presented; Barnhart, second Goehner.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board minutes for February 8, 2017; Goehner, second Sutton.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. The Combined Statement of Budgeted Revenue, Expenditures, and Other Uses for year-to-date month ending February 28, 2017 and the Communications Tax Budget Summary Report were provided to the Board. Administrative Services Manager Grupp reviewed the following items:
 - a. Year-to-date as of February 28, 2017, RIVERCOM has collected a total of \$664,871 in revenue, or 10.86% of all budgeted revenue, across all accounts and has expended a total of \$571,072, or 12.28% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$539,138 in revenue and has expended \$56,579 year-to-date for month ending February 28, 2017.
- c. The reports reflect February 2017 Payroll and Benefits for all accounts, paid March 3, 2017, in the amount of \$270,613.55.
- d. RIVERCOM received a reimbursement through Chelan County in the amount of \$1,939.32 for overtime worked during the 2015 Sleepy Hollow Fire. The Combined Statement reflects the reimbursement amount. Director Fosse credited Administrative Services Manager Grupp for compiling the information for the reimbursement request.

Motion to approve the Financial Reports for the month ending February 28, 2017, including February 2017 Payroll and Benefits for all accounts, paid March 3, 2017, in the amount of \$270,613.55; Coble, second by Barnhart.

Resolution: Motion carried unanimously.

- 2. March 2017 Accounts Payable Vouchers in the amount of \$66,593.50 for payment on March 8, 2017 were presented to the Board for approval.
 - a. Maintenance and Operations Account (Control #0100-0149) \$ 33,380.38
 - b. General Communications Tax Account (Control #0150-0156) \$ 11,770.84
 - c. Communications Tax Capital Projects Account (Control #0157-0159) \$ 21,442.28

Motion to approve March 2017 Accounts Payable Vouchers in the amount of \$66,593.50 for payment on March 8, 2017; Coble, second by Barnhart.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT – There was no report.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. RIVERCOM continues to have several issues with the Spillman Computer Aided Dispatch (CAD) system. Spillman has indicated the problems will be resolved in a patch scheduled for March 15. Additionally, Tom Stoddard, a Spillman Administrator with Issaquah Police Department, will be on site April 6, 2017 to assess RIVERCOM's Spillman system.

Director Fosse talked about moving CAD from an IBM platform to a Linux platform; Spillman is driving the change-over and it is believed the Linux platform will be more stable. A further discussion took place about the status of the Spillman system. Operations Manager Viebrock said that from a safety standpoint, there is an impact to dispatch, however, Emergency Services Dispatchers have back-up procedures and tools in place to work around system issues.

- b. An upgrade on the 9-1-1 phone system took place yesterday. The upgrade appears to be working well with just some minor changes to make.
- c. RIVERCOM and Chelan County PUD are working on a cooperative agreement with regard to PUD camera feeds. The PUD has requested that RIVERCOM do training with their security personnel so that both agencies may work together more effectively.

2. Radio Site Reports

- a. RIVERCOM reissued the Request for Proposals (RFP) for the Phase 4 Radio Systems Project on February 5, 2017. The original closing date for proposals was March 15, 2017; however, the due date is being extended to April 19, 2017 in response to a vendor request. The bid award remains scheduled for May 10, 2017.
- b. RIVERCOM just learned the Grouse Mountain radio site has completely failed. The reason for the outage is unknown at this time and is being investigated. Radio Systems Technical Manager Humphrey will travel to the site later in the week to make an initial assessment.
- c. RIVERCOM is still waiting on an approval from the U.S. Forest Service to install a larger communications shelter at the Blag Mountain radio site. Currently, there is no additional physical space to install new equipment. Fire agencies in the area would like to install a tactical repeater at the site prior to fire season but are unable to do so until the communications shelter has been expanded.

3. Staffing Report

- a. RIVERCOM currently has one (1) vacancy for the position of Emergency Services Dispatcher. RIVERCOM is currently advertising for the position. Public Safety Testing will be conducting skills testing for the position on April 3, 2017 in East Wenatchee.

4. State E911 Office Report

- a. RIVERCOM is slated to be the first convert to connect to the State E911 ESINet, Washington State's first Next Generation 911 Emergency Services IP network. The project is behind schedule; it is not clear exactly when RIVERCOM will make the transition.

H. OPERATIONS REPORT

- 1. Operations Manager Viebrock reported that National Telecommunicators Week is April 9-15, 2017. Employee Years of Service will be recognized at the April 12, 2017 Board meeting.

I. COMMITTEE REPORTS

- 1. Board member Coble reported on the RIVERCOM Operations Group (ROG) meeting that took place March 7, 2017. The group received a Tier 1 Communications Tax request to purchase and install a tactical repeater at the Blag Mountain radio site. The request will be reviewed by the ROG and will be voted on at their next month's meeting. The ROG

discussed the need for a new communications facility at the site and getting permission from the U.S. Forest Service.

On behalf of the requesting agencies, Mike Stanford with Lake Wenatchee Fire & Rescue, present at the meeting, more specifically addressed the Board about the need for a larger communications shelter at the site in order to install a tactical repeater for fire operations. Stanford added that the issue is not just isolated to the inability to install a tactical repeater at the site, but that other build-outs are needed to improve fire service operations in the area. Local fire service agencies would like to see the issue resolved prior to the 2017 fire season. Although a proposal for site development has been submitted to the Forest Service, and despite multiple requests, no response has been received one way or another. The ROG requested if the Board would send an official letter to the U.S. Forest Service asking for approval of a new communications facility as requested by RIVERCOM to improve radio communications in the upper valley of Chelan County. After further discussion, the Board agreed to write a letter and, in the interim, Board member Goehner will make initial contact with the U.S. Forest Service.

*A motion was made authorizing Chairman Huffaker to sign the letter to the U.S. Forest Service on behalf of the RIVERCOM Administrative Board requesting approval of a proposed new communications facility at Blag Mountain; Goehner, second by Barnhart.
Resolution: Motion carried unanimously.*

J. OLD BUSINESS

1. Boardmember Goehner asked about the offsite back-up discussed at a previous meeting. IT Manager Corder responded that he has followed up with a third-party vendor and is receiving a quote for the work. He also noted that other agencies have expressed interest in the outcome of the work.
2. A short conversation took place about the status of the long-standing proposal to possibly hire a designated Spillman Administrator and recommendations of the Spillman Administrator Committee.

K. NEW BUSINESS – There was no new business.

L. ADJOURNMENT

With no further business, the meeting was adjourned at 9:59 AM.

The next Board meeting is scheduled for April 12, 2017.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:


James C. Fosse, Director

4-12-17
Date


RIVERCOM 911 Administrative Board Members:

Keith Huffaker, *Chair, Council Member, City of Wenatchee*


Wayne Barnhart, *Vice-Chair, Council Member, City of East Wenatchee*

Keith Goehner, *Commissioner, Chelan County*



Dan Sutton, *Commissioner, Douglas County*



Ray Coble, *Assistant Chief, East Wenatchee Police Department, RIVERCOM Operations Group*

