

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, April 12, 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; Linda Herald, Councilmember, City of Wenatchee (substituting for Keith Huffaker, Councilmember, City of Wenatchee); Chuck Johnson, Councilmember, City of East Wenatchee (substituting for Wayne Barnhart, Councilmember, City of East Wenatchee), Ray Coble, Assistant Chief, East Wenatchee Police Department

Absent: Keith Huffaker, Councilmember, City of Wenatchee (Chair); Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chair)

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 – In the absence of the Chair and Vice-Chair, Board member Goehner served as Chairman of the meeting; he called the meeting to order at 9:00 AM. Board member Burnett 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; Sutton, second Johnson.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board minutes for March 8, 2017; Sutton, second Herald.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. The financial reports for month ending March 31, 2017 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:

- a. Year-to-date as of March 31, 2017, RIVERCOM has collected a total of \$1,240,962 in revenue, or 29.97% of all budgeted revenue, across all accounts and has expended a total of \$859,179, or 18.47% of budgeted expenditures.
- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$729,685 in revenue and has expended \$104,832 year-to-date for month ending March 31, 2017.
- c. The financial reports for the month ending March 31, 2017 include March 2017 Payroll and Benefits for all accounts, paid April 5, 2017, in the amount of \$270,222.96
- d. Chairman Goehner asked if there was anything the Board should be aware of regarding the Legislature and pending budgets. Director Fosse said that no funds were being swept out of the State 911 accounts during the current budgeting process.

Motion to approve the Financial Reports for the month ending March 31, 2017, including March 2017 Payroll and Benefits for all accounts, paid April 5, 2017, in the amount of \$270,222.96; Coble, second by Sutton.

Resolution: Motion carried unanimously.

2. April 2017 Accounts Payable Vouchers in the amount of \$156,609.95 for payment on April 12, 2017 were presented to the Board for approval.
 - i. Maintenance and Operations Account (Control #0160-0236) \$ 84,045.26
 - ii. General Communications Tax Account (Control #0237-0247) \$ 18,218.44
 - iii. Communications Tax Capital Projects Account (Control #0248-0256) \$ 54,346.25

Motion to approve April 2017 Accounts Payable Vouchers in the amount of \$156,609.95 for payment on April 12, 2017; Coble, second by Sutton.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT – There was no report.

G. NATIONAL TELECOMMUNICATORS WEEK – Employee Recognition – Years of Service

The week of April 9, 2017 is National Telecommunicators Week. Director Fosse recognized six (6) employees who reached years of service milestones in the past year at RIVERCOM. Recipients of the annual Telecommunicator Awards and Life-Saver Awards will be presented later in the day at RIVERCOM. On behalf of the Board and the citizens of Chelan and Douglas Counties, Chairman Goehner expressed appreciation and thanked RIVERCOM's Emergency Services Dispatchers for the work they perform.

At 9:24 AM Chairman Goehner called for a five (5) minute break; at 9:30 AM the meeting was reconvened.

H. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. Tom Stoddard, a Spillman Administrator with Issaquah Police Department, recently visited RIVERCOM to look at the Spillman CAD (Computer Aided Dispatch) system. Through the assessment, he identified the need to install an additional amount of RAM to the operating the system. The cost of the additional RAM is expected to be about \$1,600. Director Fosse will send a thank you letter to Issaquah Police Department for allowing Stoddard to visit RIVERCOM and for their spirit of cooperation.
- b. A communication was provided to the Board regarding a lawsuit filed by the City of San Angelo, Texas against Spillman Technologies, dated March 23, 2017. A short discussion took place.

2. Radio Site Reports

- a. Bid proposals for the Phase 4 Radio System Project are due April 19, 2017. The bid award is scheduled for May 10, 2017. Director Fosse asked if the Board wanted to have a Board member present at the bid opening; Boardmember Sutton volunteered to be present.
- b. Last month it was discovered that the Grouse Mountain radio site had completely failed. After investigating the matter, it was determined the outage was due to a faulty low voltage disconnect installed by Day Wireless Systems. Steps are being taken to repair the site. The cost to RIVERCOM for the repair and new parts is not yet known at this time.
- c. A letter was sent to the U.S. Forest Service regarding the proposal for a new communications shelter at the Blag Mountain radio site. The project is now being moved forward. Additionally, the State Auditor noted that the original Request for Proposals (RFP), which allows for work at the Blag Mountain site as well as other sites, needs to be refreshed; RIVERCOM will be updating and re-issuing the RFP in the near future.

3. Staffing Report – There was no staffing report.

4. State E911 Office Report

- a. RIVERCOM remains positive about the transition to the new ESINet, although the State is now running into some roadblocks with the transition from the old system supported through CenturyLink to the new ESINet system supported through ComTech. CenturyLink appears to be obstructing the move and is not cooperating with the change-over. As a result, the State is now estimating \$4.6 million dollars in additional unbudgeted costs to make the new connection.

The direct impact to RIVERCOM, as well as to other Public Safety Answering Points in the State of Washington, will be a significant decrease in the availability of funds for contractual equipment purchases. Although RIVERCOM budgeted for new equipment,

the State has notified RIVERCOM that they will likely not have available funds for equipment purchases next year.

At the same time, the State E911 Office has approved RIVERCOM to purchase dispatcher consoles if purchased, installed, and paid by June 1, 2017. RIVERCOM is researching options with two vendors on State contracts.

- c. RIVERCOM received a quote from Athena Networks for providing cloud-based storage. IT Manager Corder will be contacting other vendors for additional quotes.
- d. Director Fosse will not be in attendance at the Board meeting scheduled for May 10, 2017.

I. OPERATIONS REPORT

- 1. Operations Manager Viebrock provided the Board with statistics regarding call processing times. She noted that call processing times remain consistent and credited personnel for continuing to work at getting calls processed as quickly as possible.
- 2. Operations Manager Viebrock reported that two Shift Supervisors were recently assigned to the Public Education Program: Molly Elliott is assigned as Chelan County Public Educator and Jenny Flick is assigned as the Douglas County Public Educator. New program initiatives will focus on younger adults and outreach to agricultural communities.

Chairman Goehner expressed concern about potential liability issues and the burden of responsibility placed on RIVERCOM about an expectation that might be created by providing public safety information. Although the State E911 Office provides funding for public education, he stressed that it was not an essential RIVERCOM responsibility.

- 3. RIVERCOM is scheduling for staffing over Apple Blossom Festival and Memorial Day weekend.

I. COMMITTEE REPORTS

- 1. Board member Coble reported on the RIVERCOM Operations Group (ROG) meeting that took place April 11, 2017. The group voted on and approved a Tier 1 Communications Tax request to purchase and install a tactical repeater at the Blag Mountain radio site. The repeater is expected to improve radio communication in the Upper Valley of Chelan County, specifically Chelan County Fire Districts No. 3 and 6, and Lake Wenatchee Fire & Rescue.

J. OLD BUSINESS – There was no old business.

K. NEW BUSINESS – There was no new business.

L. ADJOURNMENT

With no further business, the meeting was adjourned at 10:25 AM.

The next Board meeting is scheduled for May 10, 2017.

Minutes Respectfully Submitted,
Staci Larsen
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:

Criselia Luypp for Jim Fosse

James C. Fosse, Director

5/10/17

Date

RIVERCOM 911 Administrative Board Members:

Keith Huffaker

Keith Huffaker, Chair, Council Member, City of Wenatchee

Wayne Barnhart

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

Keith W. Goehner

Keith Goehner, Commissioner, Chelan County

Dan Sutton

Dan Sutton, Commissioner, Douglas County Kyle Steinberg

Ray Coble

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

