

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, August 8, 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; 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); Kevin Morris, Acting Sheriff, Douglas County Sheriff's Office; Steve Crown, Chief, Wenatchee Police 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 and 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; Sutton, second by Baker.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board meeting minutes for July 11, 2018 as presented; Sutton, second by Baker.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for the month ending July 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 July 31, 2018, RIVERCOM has collected a total of \$2,551,150 in revenue, or 58.94% of all budgeted revenue across all

accounts, and has expended a total of \$2,258,626, or 45.86% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$1,863,150 in revenue and expended \$1,061,776 year-to-date for month ending July 31, 2018.
- c. The financial reports include July 2018 payroll and benefits for all accounts, paid August 3, 2018, in the amount of \$291,310.34.

Motion to approve the Financial Reports as presented for the month ending July 31, 2018, including July Payroll and Benefits for all accounts in the amount of \$291,310.34 paid August 3, 2018; Crawford, second by Sutton.
Resolution: Motion carried unanimously.

2. August 2018 Accounts Payable Vouchers in the amount of \$67,076.22 for payment on August 8, 2018 presented for approval:
 - a. Maintenance and Operations Account (Control #0511-0566) \$ 22,328.60
 - b. General Communications Tax Account (Control #0567-0576) \$ 39,040.97
 - c. Communications Tax Capital Projects Account (Control #0577-0581) \$ 5,706.65

Motion to approve August 2018 Accounts Payable Vouchers as presented in the amount of \$67,076.22 for payment on August 8, 2018; Baker, second by Crawford.
Resolution: Motion carried unanimously.

3. Briefly reviewed status of anticipated expenditures with regard to the 2018 Annual Budget.
4. Administrative Services Manager Grupp to contact Board members to schedule meetings in late August to review and discuss the 2019 Annual Budget.

F. BOARD CHAIR REPORT

1. Chairman Goehner reported on the Slide Ridge property owned by Chelan County which was previously used as a communications site and the opportunity for RiverCom to take over the lease. After further discussion, it was the consensus of the Board that RiverCom Staff pursue a possible transfer of the lease of the property from U.S.F.S.

G. LEGAL COUNSEL PRESENTATION – PUBLIC RECORDS ACT

1. Bob Siderious, legal counsel for Rivercom, reviewed a draft Interlocal Agreement regarding Public Records Disclosure. The draft document was previously provided to the Board for review.

Over the past several months, Mr. Siderius worked extensively with RiverCom Staff and legal representation for Chelan County Sheriff's Office, Douglas County Sheriff's Office, Wenatchee Police Department, and East Wenatchee Police Department in the development of policy regarding Public Records disclosure and specifically, the way in which RiverCom responds to requests for public records when the request involves records generated by one of the law enforcement agencies.

Mr. Siderius stated that it would have been preferable to have the same policy for all agencies, but that for various reasons, legal representation for the law enforcement agencies could not come to an agreement. As it stands, however, the document accomplishes the primary purposes for which RiverCom intended.

The final Interlocal Agreement will be distributed to the parties for signature and is expected to be brought to the Board for action at the September 12 meeting.

H. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

a. Request for Qualifications: Facility Needs Study

Qualification Statements for a Facility Needs Study were due August 6, 2018.

RiverCom received a total of three (3) responses from the following companies:

- MENG Analysis
- SCHRADERGROUP architecture, LLC
- Faithful+Gould, Inc.

Following a review and evaluation of the statement materials, Rivercom staff expect to provide the Board with a recommendation at the September 12 meeting.

b. State Auditor's Office

Auditors from the Washington State Auditor's Office have started an audit on Rivercom for the fiscal years 2016-2017. The auditors are scheduled to be at RiverCom starting on August 20 for an estimated two-week period. The estimated cost for the audit is \$12,000; it was noted that the Auditors Office has increased their rates by five-percent (5.0%). The Auditors requested to meet with one (1) Board member during the week of August 20 for a pre-audit interview.

c. 5th Board Position

As a follow-up to the issue of selecting a 5th voting Board member that was first discussed in the latter part of 2017, RiverCom Staff are preparing a statement paper for presentation and Board consideration at the September 12 meeting.

2. Radio Site Reports

- a. Work is moving ahead with the Blag Mountain radio project. Day Wireless Systems has started excavation and is preparing for concrete work at the site. If all goes as planned, the project may be completed in September.
- b. Radio Systems Technical Manager Josh Humphrey met with a local representative for the Alcoa property to discuss the possibility of leasing property for a radio site and is in support of such an arrangement. RiverCom has received a favorable lease amount for a one-acre parcel of property at the Alcoa site. If Alcoa provides final approval, and terms are agreeable, RiverCom will begin initial site work at the property.

3. Staffing Report

- a. Operations Manager Misty Viebrock successfully completed the APCO (Association of Public-Safety Communications Officials International) Institute Leadership Certificate Program and attained the professional designation of Registered Public-Safety Leader (RPL) in June 2018. The certification is the result of a one-year intensive program that focuses on management and leadership and requires ongoing recertification. The Board applauded Operations Manager Viebrock for her achievement.
- b. RiverCom currently has two (2) vacancies and is presently conducting a hiring process for the position of Emergency Services Dispatcher (Telecommunicator). Two individuals continue to move forward in the pre-employment process.

4. State E911 Office Report

- a. State E911 operations contracts have been signed by County Commissioners and have been sent back to the State. The State E911 Office did not make funding available for equipment purchases for the fiscal year 2018-2019.
- b. Franklin County and Benton County regionalized their dispatch operations last week, the culmination of a ten-year process. Dispatch operations for the two counties is now provided by SECOMM (Southeast Communications Center).

I. OPERATIONS REPORT

1. Operations Manager Viebrock presented four (4) letters of recognition to Dispatchers Alyssa Schroyer, Karen Bull, and Corianne Courtney for individual "life saved" calls utilizing telephonic CPR whereby patients successfully survived cardiac arrest incidents.
2. Operations Manager Viebrock also reviewed an email received from Chief Jim Oatey, Chief of Douglas County Fire District No. 4, which recognized the outstanding efforts of RiverCom dispatchers for their work involving the Chelan Hills fire.

J. COMMITTEE REPORTS

1. A RiverCom Operations Group meeting took place August 7, 2018, however, attendance was very low due to the number of active fires in the region. There was no business to report.

K. OLD BUSINESS

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

A revised draft copy of the RiverCom Administrative Policy: Capital Assets and Inventory Control was previously provided to the Board for review. The revised document addresses questions raised at the previous Board meeting. Chairman Goehner thanked Executive Assistant Larsen for her work on the policy. There were no further questions or concerns.

Motion to approve and adopt the Capital Assets and Inventory Control Policy as presented; Crawford, second by Sutton.

Resolution: Motion carried unanimously.

L. NEW BUSINESS

1. Director Fosse announced his retirement and provided the Board with a Letter of Resignation with a tentative resignation date of January 16, 2019. Chairman Goehner thanked Director Fosse for his leadership and the development of staff. Following a short discussion, it was the consensus of the Board to conduct a Special Meeting on August 28, 2018 to discuss a hiring process for the position of Director.

M. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 10:33 AM.

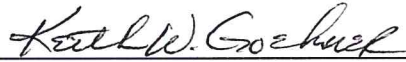
Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RIVERCOM 911

ATTEST:


James C. Fosse, Director

9-12-18
Date

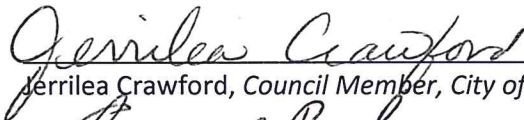
RIVERCOM Administrative Board Members:



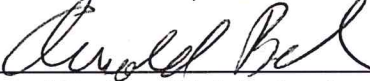
Keith Goehner, *Chair, Commissioner, Chelan County*

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*