

RIVERCOM ADMINISTRATIVE BOARD

RiverCom 911

Wednesday, September 12, 2018

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

MEETING MINUTES

Board Members Present: Keith Goehner, Commissioner, Chelan County (Chair); Jerrilea Crawford, Councilmember, City of East Wenatchee; Arnold Baker, Chief, Chelan County Fire District No. 5

Excused Absence: Dan Sutton, Commissioner, Douglas County

Absent: Keith Huffaker, Councilmember, City of Wenatchee

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;

Guests Present: Tony Menke, Attorney at Law, Menke Jackson Beyer, LLP

A. CALL TO ORDER – Chairman Goehner called the meeting to order at 9:00 AM; Board member Morris led the Pledge of Allegiance.

B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present and attendees introduced themselves.

C. APPROVAL OF AGENDA

Chairman Goehner requested the Closed Session be moved to follow Committee Reports and also requested Executive Session to immediately follow the RiverCom Dispatchers Guild – Collective Bargaining Agreement under Old Business.

Motion to approve the Agenda as presented with changes as requested by Chairman Goehner; Crawford, second by Baker.

Resolution: Motion carried unanimously.

D. APPROVAL OF MEETING MINUTES

Motion to approve the RIVERCOM Administrative Board minutes for the August 8, 2018 meeting and the August 28, 2018 special meeting, both as presented; Baker, second by Crawford.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL REPORT

1. Financial reports for the month ending August 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 August 31, 2018, RIVERCOM has collected a total of \$2,882,001 in revenue, or 66.58% of all budgeted revenue across all accounts, and has expended a total of \$2,544,799 or 51.67% of budgeted expenditures.
 - b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$2,190,607 in revenue and expended \$1,130,384 year-to-date for month ending August 31, 2018.
 - c. The financial reports include August 2018 payroll and benefits for all accounts, paid September 5, 2018, in the amount of \$287,654.35.

Motion to approve the Financial Reports as presented for the month ending August 31, 2018, including August Payroll and Benefits for all accounts in the amount of \$287,654.35 paid September 5, 2018; Crawford, second by Baker.

Resolution: Motion carried unanimously.

2. September 2018 Accounts Payable Vouchers in the amount of \$695,348.46 for payment on September 12, 2018 presented for approval:
 - a. Maintenance and Operations Account (Control #0582-0655) \$ 32,393.91
 - b. General Communications Tax Account (Control #0656-0667) \$ 26,786.03
 - c. Communications Tax Capital Projects Account (Control #0668-0672) \$636,168.52

Motion to approve September 2018 Accounts Payable Vouchers as presented in the amount of \$636,168.52 for payment on September 12, 2018; Baker, second by Crawford.

Resolution: Motion carried unanimously.

3. Administrative Services Manager Grupp reported on long-distance phone account and service charges that the Board asked about at a previous meeting. The account was meant to provide a means for people in north Douglas County to call RiverCom without having to incur long distance charges. The phone lines continue to be utilized. There was no further action regarding this item.

F. BOARD CHAIR REPORT

1. Chairman Goehner reported the Board convened on August 28, 2018 to conduct a recruitment and hiring planning session for the position of Executive Director.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

a. State Auditor's Office

The Washington State Auditor's Office continues to conduct an audit on Rivercom for the fiscal years 2016-2017. The auditors questioned the methodology applied to determine user fees, especially the reduced fees that private ambulance companies pay. RiverCom provided the auditors with the white paper previously approved by the Board. Completion of the audit is pending.

b. Interlocal Agreement for Data Hosting

RiverCom's legal counsel has informed RiverCom the draft Interlocal Agreement for Data Hosting and public records requests processes appears to have been finalized by each agency and is pending final signatures. RiverCom expects to have the document ready for approval at the October Board meeting.

The Board requested that RiverCom Staff inform the Board when requests involving multiple agencies are received.

2. Radio Site Reports

- a. RiverCom remains positive about the progress of work being completed at the Blag Mountain radio site. A brief discussion took place.

3. Staffing Report

- a. RiverCom currently has two (2) vacancies and is presently conducting a hiring process for the position of Emergency Services Dispatcher (Telecommunicator). One (1) individual continues to move forward in the pre-employment process.

4. State E911 Office Report – There was no report.

J. OPERATIONS REPORTS – There was no report.

K. COMMITTEE REPORTS – There was no report.

L. CLOSED SESSION

At 9:26 AM Chairman Goehner closed the regular meeting and moved the Board into a Closed Session to discuss labor management negotiations with RiverCom's management labor attorney for a period of fifteen (15) minutes.

At 9:40 AM Chairman Goehner called the regular meeting back to order.

M. OLD BUSINESS

1. RiverCom Dispatchers Guild – Collective Bargaining Agreement, 2017-2019

Tony Menke, RiverCom's management labor attorney, thanked RiverCom's management team for their work through a lengthy negotiations process and stated the resulting CBA was a very positive outcome for the Board and the future of the organization. Mr. Menke reported the RiverCom Dispatchers Guild ratified the 2017-2019 Collective Bargaining Agreement. The Board thanked Mr. Menke for his work and guidance with the management team.

A short discussion took place about the effective date of provisions contained within the CBA. Mr. Menke recommended the Board accept the Collective Bargaining Agreement as negotiated, with an additional statement to address retroactivity. The purpose of such address to mean the terms of the agreement will be effective as of the signing date, except where specific items are noted in the CBA as being retroactive.

Motion to approve and adopt the RiverCom 911 and RiverCom Dispatchers Guild Collective Bargaining Agreement, 2017-2019 to become effective after both parties have signed the agreement, except where specific items are addressed retroactively; Baker, second by Crawford.

Resolution: Motion carried unanimously.

1. 5th Voting Board Member Position

RiverCom Staff continue to research and prepare a draft position statement regarding the selection of the 5th Board Member position. Director Fosse noted that finding an appropriate position has been problematic as there is no provision in RiverCom's Interlocal Agreement to make changes and some of the groups mentioned are not clearly defined do not exist in an official capacity. A draft statement is near completion and will be presented to the Board for action at the October meeting.

2. Request for Qualifications (RFQ): Facility Needs Study

RiverCom Staff reviewed and evaluated the three (3) Statements of Qualification received in response to the RFQ: Facility Needs Study. Director Fosse noted that one (1) of the respondents had extensive experience working with 9-1-1 facilities as was clearly determined to be the most qualified respondent. Director Fosse recommended the Board approve RiverCom to enter into negotiations with SchraderGroup Architectural + Engineering Services. A short discussion took place.

The Board requested Director Fosse come back to the Board for final contract approval.

Motion to authorize Director Fosse to enter into negotiations to contract services for a Facility Needs Study with SchraderGroup Architectural + Engineering services; Baker, second by Crawford.

Resolution: Motion carried unanimously.

N. NEW BUSINESS

1. 2019 Preliminary Annual Budget

The 2019 Preliminary Annual Budget and supplementary notations were provided to the Board for review. RiverCom Staff previously conducted budget review meetings with Board members. A meeting was also conducted with the Pre-Budget Review Committee, consisting of Karen Goodwin, Jim Brown, and Kim Oglesbee. There were no further questions or comments regarding the 2019 Annual Budget.

The 2019 Annual Budget will be brought to the Board for final approval and adoption at the October 10 meeting

2. Job Description – Executive Director

A copy of the Job Description: Executive Director was provided to the Board for review and final comment. The job description has been reviewed and approved by legal counsel.

The Board requested that language be changed on Page 3, Part F, the first bullet point under Personnel Management to read “Executive level management responsibilities over all personnel within the organization.”

Motion to approve the job description for the position of Executive Director as presented and to include the amended language requested by the Board; Crawford, second by Baker.

Resolution: Motion carried unanimously.

3. 9-1-1 Day

Governor Jay Inslee issued a proclamation recognizing the importance of 9-1-1 emergency telephone number systems and public safety personnel throughout the state, declaring September 11, 2018 as “9-1-1 Day.” Chairman Goehner further commented on the 911 Ceremony held in the City of Cashmere that centered around the recognition of first responders and their importance in our community.

O. EXECUTIVE SESSION

At 10:14 AM Chairman Goehner closed the regular meeting and moved the Board into Executive Session to discuss potential litigation with legal counsel for a period not to exceed fifteen (15) minutes.

At 10:31 AM Chairman Goehner called the regular meeting back to order.

There was no action taken.

P. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 10:32 AM.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RIVERCOM 911

ATTEST:




James C. Fosse, Director

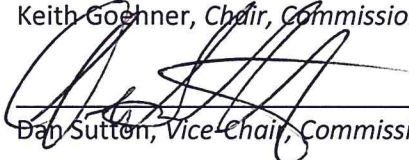
10-10-18

Date

RIVERCOM Administrative Board Members:

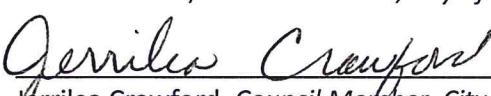


Keith Goehner, Chair, Commissioner, Chelan County

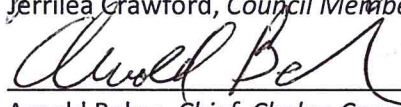


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Keith Huffaker, Council Member, City of Wenatchee



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