

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, May 8, 2019

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

MEETING MINUTES

Board Members Present: Kevin Overbay, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County (Chair Pro Tem); Jerrilea Crawford, Councilmember, City of East Wenatchee (Chair); Brian Burnett, Sheriff, Chelan County Sheriff's Office

Excused Absence: Keith Huffaker, Councilmember, City of Wenatchee

Ex-Officio Members Present: Steve Groseclose, Chief Criminal Deputy, Douglas County Sheriff's Office (substitute for Kevin Morris, Sheriff, Douglas County Sheriff's Office); Steve Crown, Chief, Wenatchee Police Department; Ray Coble, Assistant Chief, East Wenatchee Police Department (substitute for Randy Harrison, Chief, East Wenatchee Police Department); Arnold Baker, Chief, Chelan County Fire District No. 5

RiverCom Staff Present: Misty Viebrock, Executive Director; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Staci Larsen, Executive Assistant

- A. CALL TO ORDER – Chairwoman Crawford called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairwoman Crawford welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA
Motion to approve the Agenda as presented; Sutton, second by Overbay.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Copies distributed to the Board.
Motion to approve the RIVERCOM Administrative Board minutes for regular meeting on April 10, 2019 as written; Overbay, second by Sutton.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for the month ending April 30, 2019 distributed to the Board.
 - a. Year-to-date, for the month ending April 30, 2019, RIVERCOM has collected a total of \$1,623,659 in revenue, or 36.54% of all budgeted revenue across all

accounts, and has expended a total of \$1,365,941 or 28.27% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$1,112,754 in revenue and expended \$170,142 year-to-date for month ending April 30, 2019.
2. Total payroll and benefits for April 2019 in the amount of \$309,930.71 (includes all employees and all accounts), paid May 3, 2019.
3. Accounts Payable vouchers in the amount of \$68,744.75 for payment on May 8, 2019 presented for approval:
 - a. Maintenance and Operations Account (Control #0297-0363) \$ 44,679.37
 - b. General Communications Tax Account (Control #0364-0374) \$ 21,806.26
 - c. Communications Tax Capital Projects Account (Control #0375-0379) \$ 2,259.12

Motion to approve the financial reports for month ending April 30, 2019, payroll and benefits paid on May 3, 2019, and accounts payable vouchers payable May 8, 2019 as presented; Sutton, second by Overbay.

Resolution: Motion carried unanimously.

4. Chairwoman Crawford asked if there was any additional financial information to report; Criselia Grupp replied nothing further to report.

F. BOARD CHAIR REPORT – There was no report.

G. PRESENTATION – Dr. Jobe – Cardiac Arrest Survival Statistics for Chelan and Douglas Counties

1. Dr. Lance Jobe, Medical Program Director for Chelan and Douglas counties, provided a presentation on dispatcher-assisted CPR and cardiac arrest metrics. Aggressive t-CPR, call-taker QI, and rapid dispatch processes have allowed RiverCom Telecommunicators to achieve a fifty-seven percent (57%) success rate for cardiac arrest incidents which is above the national average. Dr. Jobe emphasized the success rate was due to an overall team approach and commended RiverCom dispatchers for their contributions to this process.

H. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items

- a. RiverCom did not experience any problems during Apple Blossom Festival. The organization is now preparing for Memorial Day Weekend.
- b. A CAD Spillman patch was implemented this morning; there are no apparent issues at this time.

2. Radio Site Reports

- a. RiverCom has ordered three (3) new radio antennas for installation at Pilot Rock in Douglas County to improve radio coverage in that area.
- b. Scope of work for Goat Mountain radio site is under development. RiverCom anticipates project completion by end of year.
- c. RiverCom has received a final lease agreement for the Alcoa radio site.
- d. Raven Wing has okayed an easement; RiverCom to draw-up an easement plan for further review.
- e. RiverCom is relocating the LERN equipment to improve radio coverage.
- f. No further update on the Slide Ridge lease; Misty Viebrock to follow-up with a status report.

3. Staffing Report

- a. Staffing Report distributed to the Board.
- b. Five (5) Telecommunicator candidates continue to move forward in the pre-employment phase of the hiring process.
- c. Executive Director Viebrock applauded RiverCom Dispatchers Guild members for trying to find workable solutions to current staffing shortages.

4. State E911 Office Report

- a. 911 Advisory Committee, Authorities Sub Committee Newsletter, April 2019 distributed to the Board.
- b. The State's 2019-2021 operating budget included \$100,000 to fund an E911 cost savings and efficiency study. The State is now requesting more financial information with each agency's state application. Executive Director Viebrock pointed-out that the State does not provide funding for the "dispatch" part of 911 operations, only the call-taking portion.

5. Facility Needs Study

- a. SchraderGroup Architectural and Engineering Services is preparing a final invoice for the Facility Needs Study, less the \$10,000 discount as agreed upon. Final reports of the Study will be prepared by SchraderGroup and delivered to RiverCom.

I. OPERATIONS REPORTS – There was no report.

K. COMMITTEE REPORTS

- 1. Arnold Baker reported on the special RiverCom Operations Group meeting that took place on May 7, 2019. The meeting was called to vote on a Communications Tax Shared Funding Assistance Program Tier 1 funding request for mobile radios to support special response teams in the amount of \$15,026. The request was

sponsored by Douglas County Sheriff's Office and East Wenatchee Police Department. The request was approved.

L. OLD BUSINESS

1. Renewal of Emergency Communication Systems and Facilities Sales and Use Tax
Chelan and Douglas counties have passed Resolutions and have filed their requests to place a renewal of the Emergency Communication Systems and Facilities Sales and Use Tax before their voters on the August 6, 2019 primary election ballot.

M. NEW BUSINESS – There was no new business.

N. EXECUTIVE SESSION

Motion to enter into Executive Session to discuss a personnel issue, for a period of time not to exceed five (5) minutes; Overbay, second by Sutton.

Resolution: Motion carried unanimously.

At 9:59 a.m. the Board moved into Executive Session.

At 10:04 a.m. Chairwoman Crawford called the regular meeting back into regular session.

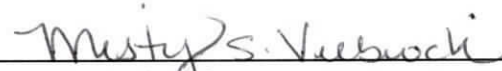
No action was taken.

O. ADJOURNMENT

With no further business, Chairwoman Crawford adjourned the regular meeting at 10:05 a.m.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911


ATTEST:


Misty S. Viebrock, Executive Director

6/12/19
Date

RIVERCOM Administrative Board Members:

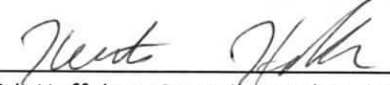

Jerrilea Crawford, Chair, Council Member, City of East Wenatchee



Dan Sutton, *Chair Pro Tem, Commissioner, Douglas County*



Kevin Overbay, *Commissioner, Chelan County*



Keith Huffaker, *Council Member, City of Wenatchee*

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*