

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, October 10, 2012

Administrative Board Members Present:

Keith Goehner, *Commissioner, Chelan County (Chairman)*
Dale Snyder, *Commissioner, Douglas County (Vice-Chairman)*
Tony Veeder, *Councilmember, City of Wenatchee*
Wayne Barnhart, *Councilmember, City of East Wenatchee*
Phil Mosher, *Operations Representative, Chief, Chelan County Fire District #6*

Ex-Officio Members Present:

Tom Robbins, *Chief, Wenatchee Police Department*
John Wisemore, *Undersheriff, Chelan County Sheriff's Office (Substitute for Brian Burnett)*

RiverCom Personnel Present:

Criselia Grupp, *Administrative Services Manager*
Jerry Corder, *IT Manager*
Josh Humphrey, *Radio Systems Technical Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Dee Gutierrez, *RiverCom 911*
Jim Brown, *Wenatchee Police Department*
Juan Sanchez, *Douglas County*
Dennis Matzen, *Athena Networks*

CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:00 AM. Dee Gutierrez led the Pledge of Allegiance. Chairman Goehner welcomed those present; attendees introduced themselves.

APPROVAL OF AGENDA:

The agenda was approved as presented.

A re-formatted agenda was provided to the Board for consideration. It was the consensus of the Board to use the new agenda as presented starting at the next meeting.

APPROVAL OF MEETING MINUTES AND VOUCHERS:

The following items were presented to the Board for approval:

- Meeting Minutes for September 12, 2012
- September Payroll and Benefits in the amount of \$251,909.75
- Accounts Payable Vouchers in the Amount of \$241,785.07 for October 10, 2012.

Maintenance and Operations Account	\$ 39,169.37
Capital Account	\$ -0-
User Equipment Replacement Account	\$ -0-
General Communications Tax Account	\$ 8,954.45
Communications Tax Capital Projects Account	<u>\$ 193,661.25</u>
Total Vouchers:	\$ 241,785.07

Board Member Mosher noted that he reviewed vouchers and recommended payment.

***A MOTION** was made by Board Member Mosher to approve September payroll and benefits in the amount of \$251,909.75 and Vouchers in the amount of \$241,785.07 for issuance on October 10, 2012. Board Member Veeder seconded the motion. The motion passed unanimously.*

***A MOTION** was made by Board Member Snyder to approve the September 12, 2012 Board meeting minutes with a correction: Under "Approval of Meeting Minutes and Vouchers" on Page 2, strike Mosher and replace with Barnhart as the Board Member who reviewed and recommended payment of the September vouchers. Board Member Veeder seconded the motion as corrected. The motion passed unanimously.*

BOARD CHAIRMAN’S REPORT:

There was no report.

DIRECTOR’S REPORT:

Interim Director Grupp reported on the following items:

Radio Site Report

Radio Systems Technical Manager Humphrey provided a short report on the status of work being conducted at radio sites.

The simulcast radio cut-over is on schedule for October 17, 2012. Work will begin at 6:00 AM.

RC Lower Badger Property Boundary

At the Board’s request, Interim Director Grupp contacted Mike Bromiley to discuss a property line adjustment to the newly purchased property at Lower Badger (Crown Castle); Mr. Bromiley will further discuss the matter with the group of owners who own the neighboring property. A meeting is scheduled for the week of October 22 to further discuss the matter. Steve Crossland will be available to assist with any change to property documents.

Carpet Replacement

Anti-static carpet replacement is scheduled for October 28-30, 2012. RiverCom does not expect any disruptions in service.

Athena Networks Audit Report

Dennis Matzen with Athena Networks reported on the follow-up equipment audit he is currently conducting at RiverCom October 8 – 11. He met with DC MIS Juan Sanchez and will be meeting with Fred Hart at Chelan County to process equipment diagnostics.

RiverCom Equipment Room

The Board discussed how to proceed with questions involving user agency equipment attached to RiverCom equipment specifically in the RiverCom equipment room where power is limited.

The Board directed RiverCom Staff to develop and prepare a policy and bring back to the Board at the November meeting for review.

Personal Services Agreement - Tirapelle

A Personal Services Agreement between RiverCom and Mildred Tirapelle was provided to the Board for review; Tirapelle to provide work for the Director hiring process and RiverCom to compensate Tirapelle for such work.

A MOTION was made by Board Member Barnhart to approve the Personal Services Agreement between RiverCom 911 and Mildred Tirapelle as presented. Board Member Veeder seconded the motion. The motion passed unanimously.

Staffing Report

Confidential Administrative Assistant Engler reported on the hiring processes for the positions of Emergency Services Dispatcher and Director. The Director hiring process is on schedule as planned. A discussion took place about the order of the hiring process.

The Board asked RiverCom Staff to check with legal counsel about the order of background checks in the hiring process.

ADMINISTRATIVE SERVICES MANAGER REPORT:

Financial Reports were provided in Board packets. Interim Director Grupp reviewed the following:

Financial Reports and Budget Summary

2012 YTD Expenditures:

As of September 30, 2012, actual expenditures recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 2,416,211	63.49%
Capital Projects Account	\$ - 0 -	0%
Equipment Replacement Account	\$ 26,587	82.47%
Communications Tax Account	\$ 1,701,550	58.00%
Total:	\$ 4,144,349	61.20%

2012 YTD Revenue:

As of September 30, 2012, actual revenue received recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 247,579	82.99%
Local E911 Excise Tax	\$ 754,982	77.04%
Agency Assessments	\$ 1,817,005	75.76%
Communications Tax Revenue	\$ 1,433,338	75.34%
Site Leases	\$ 10,747	107.47%

Outside Revenue and Grants (Capital)	\$ 757	0%
Total:	\$ 4,264,408	76.24%

Fire Simulcast Grant Audit

Assistant State Auditor Kathleen Lince has completed the audit for the 2009 DHS Firefighter Assistance Grant project and conducted pre-exit meeting at the end of September with Director Tirapelle and Administrative Services Manager Grupp. The final Exit Audit Conference is expected to take place at the end of October.

CAD Redundancy Equipment

The Board was provided with two (2) quotes for CAD Redundancy Equipment for review. Due to the disparity in cost, Interim Director Grupp recommended to move the purchase of equipment to 2013 and give RiverCom IT Manager time to evaluate each quote and identify the most cost effective and efficient system to meet RiverCom’s needs to provide services. The available funds from the M & O could be transferred to the Capital Projects Account and then purchase the equipment from the 2013 budget. It was the consensus of the Board to delay the purchase to the year 2013.

Resolution 2012-7 – Account Transfer of \$151,000.00

Resolution 2012-7 authorizing RiverCom to transfer funds in the amount of \$151,000.00 from the Maintenance and Operations Account to the Capital Projects Account for future capital expenditures was provided to the Board for review.

***A MOTION** was made by Board Member Barnhart to approve and adopt Resolution 2012-7. Board Member Snyder seconded the motion. The motion passed unanimously.*

Presentation of 2013 Annual Budget

The 2013 Annual Budget was provided to the Board for final review. The budget amount for all accounts total \$6,512,441. There were no further questions or comments.

Resolution 2012-8 – 2013 Annual Budget

Resolution 2012-8 adopting an Annual Budget for the year 2013 was provided to the Board for review.

***A MOTION** was made by Board Member Barnhart to approve and adopt Resolution 2012-8 establishing an Annual Budget for the Year 2013. Board Member Snyder seconded the motion. The motion passed unanimously.*

OPERATIONS REPORT:

Operations Manager Jones was out on Vacation Leave. Interim Director Grupp reported on the following items:

Determinate- Based Dispatching Trial

Determinate-based dispatching software has been downloaded on a training laptop and is up and running. RiverCom personnel have not yet been able to conduct enough testing to provide an accurate report.

Parking Security Alert

An audio alert message has been recorded for RiverCom-Wenatchee Police Department parking lot security. Dispatchers will have the ability to play the recording to alert suspicious visitors that they are being recorded.

Oktoberfest Staffing

RiverCom is up-staffing by one (1) person on Saturday nights during Oktoberfest dates in Leavenworth. A discussion took place about how calls were tallied for the event and the cost of additional personnel.

The Board asked RiverCom Staff to research billable calls and additional staffing for Oktoberfest and bring the information to the November Board meeting.

RIVERCOM 911 OPERATIONS GROUP REPORT:

Board Member Mosher briefly reported on the RiverCom Operations Group meeting that took place on October 9, 2012. He noted that agencies are programming radios in preparation for the radio cut-over on October 17.

GOOD OF THE ORDER:

- A CBS “48 Hours” film crew was at Wenatchee Police Department and RiverCom last week to film a piece on the Mackenzie Cowell homicide investigation that was initiated in 2010. The segment is expected to air on October 27, 2012.
- Fire Chief Fenton at Douglas County Fire District # 2 is retiring on October 31. His departure will create a vacancy for the Ex-Officio Board position representing the North Central Washington Fire Chief’s Association. Board Member Mosher will follow-up with the Fire Chief’s.
- Interim Director Grupp will be out of the office October 15-18 to attend State E911 meetings and the October APCO Forum in Yakima, WA. The State E911 Office will be providing a GIS presentation. RiverCom MSAG/GIS Coordinator Lynn Palmer will be in attendance representing Chelan County and Amanda Taub will attend the GIS presentation representing Douglas County. The State E911 Office has approved additional funds and will be reimbursing RiverCom for the cost of Palmer and Taub to attend the event.

State E911 Office – GIS Introduction

State E911 Technical Manager Corey Sulenes and GIS Manager Dan Miller arrived at the meeting and provided a GIS introduction to the Board. Following the meeting, they plan to visit RiverCom to review and evaluate Customer Premise Equipment (CPE) and Geographic Information System (GIS) equipment and capabilities in preparation for NG911 implementation. The NG911 system will enable IP-based technology to be used by Dispatchers for digital applications. GIS functionality is a primary and central element of the NG911 system; NG911 is built on a GIS data-base platform that utilizes complex data layers.

Because the change to NG911 technology will be expensive, the State is looking at how NG911 infrastructure can be implemented in the most cost-effective manner and is seeking to

represent many points of view. The State E911 Office is also working with Alta Vista, a State-contracted company hired to evaluate possible HUB/Remote and Vender Hosted solutions to identify the most cost effective and efficient way of providing 911 services for each county in the State of Washington. Representatives from Alta Vista will also be at RiverCom today conducting a similar evaluation of equipment and gathering input from the Administrative personnel of the needs and concerns moving forward.

ADJOURNMENT:

With no further business, the regular meeting of the Board was adjourned at 10:32 AM.

Minutes Respectfully Submitted,
Staci L. Engler
Confidential Administrative Assistant
RiverCom 911

ATTEST:

Criselia Grupp, Interim Director
Secretary to the Board

Date

RiverCom 911 Administrative Board Members:

Chairman Keith Goehner, *Commissioner, Chelan County*

Vice-Chairman Dale Snyder, *Commissioner, Douglas County*

Tony Veeder, *Council Member, City of Wenatchee*

Wayne Barnhart, *Council Member, City of East Wenatchee*

Phil Mosher, Chief, *Chelan County Fire District #6, RiverCom 911 Operations Group*