

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, March 13, 2013

Administrative Board Members Present:

Dale Snyder, *Commissioner, Douglas County (Chairman)*
Tony Veeder, *Councilmember, City of Wenatchee (Vice-Chairman)*
Keith Goehner, *Commissioner, Chelan County (Absent)*
Wayne Barnhart, *Councilmember, City of East Wenatchee*
Brian Pulse, *EMS Director, Cascade Medical Center*

Ex-Officio Members Present:

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*
Kevin Dresker, *Captain, Wenatchee Police Department*
Keith Vradenberg, *Mayor, City of Entiat*

RiverCom Personnel Present:

Jim Fosse, *Director*
Criselia Grupp, *Administrative Services Manager*
Jackie Jones, *Operations Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Dee Gutierrez, *RiverCom Guild President*

- A. CALL TO ORDER - Chairman Snyder called the meeting to order at 9:00 AM and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS - Chairman Snyder welcomed those present; attendees introduced themselves. Chairman Snyder noted that Board Member Goehner's absence was excused.
- C. APPROVAL OF AGENDA - The agenda was approved as presented.
- D. STANDING AGENDA
1. Consent Agenda
 - a. RiverCom Administrative Board Meeting Minutes, February 13, 2013
 - b. Payroll and Benefits for February 2013 in the amount of \$ 231,265.29
 - c. March 2013 Vouchers in the amount of \$92,439.17 for payment on March 13, 2013
 - i. Maintenance and Operations Account \$ 33,597.04
 - ii. User Equipment Replacement \$ 7,560.95
 - iii. General Communications Tax Account \$ 3,598.00
 - iv. Communications Tax Capital Projects Account \$ 47,683.18

A MOTION was made by Board Member Pulse to approve the Consent Agenda. Board Member Barnhart seconded the motion. The motion passed unanimously.

2. Board Chair Report – There was no report.
3. Director’s Report
Director Fosse reported on the following items:
 - a. Simulcast Radio System Issues
RiverCom will meet with Motorola next week to discuss the scope of work to resolve Simulcast radio issues. The cut-over is expected to take place in mid-April if everything goes as projected.
 - b. WPD Radio Issues
Wenatchee Police Department has been experiencing radio problems for the past several days. The issues appear to be inconsistent and have been difficult to locate. RiverCom is working with Day Wireless Systems to trouble-shoot the problems in a systematic manner.
 - c. The Chelan County “Law 2” frequency stopped working last night. A Day Wireless technician was located and called-in to work on the problem. A diagnostic card was replaced and the problem resolved.
 - d. IT Manager Jerry Corder and Radio Systems Technical Manager Josh Humphrey are at the International Wireless Communications Expo (IWCE) Conference in Las Vegas, NV this week.
4. Radio Site Reports – There was no report
5. Staffing Report
 - a. Emergency Services Dispatcher Recruitment and Hiring
 - A new employee who started at the beginning of the year and successfully completed the in-house training academy resigned from employment in mid-February.
 - One (1) candidate is in the initial stages of the pre-employment process.
 - One (1) individual has been hired and will start employment on April 5, 2013.
 - The position is being advertised this month with ESD interviews scheduled for April 3, 2013.
6. State E911 Office Report
 - a. The State E911 Office continues to work with Altavista and will be presenting their final recommendations to the State for the Equipment Centralization project providing a cost effective solution to replace the old phone system with an IP-based system. The State has not yet made a decision as to how they will move forward; there is some expectation that more information may be available next week at the State E911 Spring Coordinator’s Forum.

7. Monthly Financial Reports

Financial reports were provided to the Board. Administrative Services Manager Grupp reviewed financial reports.

2013 YTD Expenditures: As of February 28, 2013, actual expenditures were recorded as follows:

| 2013 YTD Expenditures | Dollar Amount | % of Budget |
|------------------------------------|---------------|-------------|
| Maintenance and Operations Account | 818,530 | 12.89% |
| Capital Projects Account | - 0 - | 0% |
| Equipment Replacement Account | 14,995 | 59.98% |
| Communications Tax Account | 49,855 | 2.15% |
| TOTALS: | 583,380 | 8.96% |

2013 YTD Revenue: As of February 28, 2013, actual revenue received was recorded as follows:

| 2013 YTD Revenue | Dollar Amount | % of Budget |
|--------------------------------------|---------------|-------------|
| Outside Revenue and Grants | 262 | 0.09% |
| Local E911 Excise Tax | 168,819 | 17.07% |
| Agency Assessments | 467,326 | 19.55% |
| Communications Tax Revenue | 387,814 | 20.71% |
| Site Leases | 1,128 | 1.71% |
| Outside Revenue and Grants (Capital) | 124 | - |
| TOTALS: | 1,025,473 | 18.27% |

8. Operations Report

Operations Manager Jones reported on the following items:

- a. The map-books created by RiverCom Supervisor Lynn Palmer and Lori Biedler of Chelan County have been loaded on to the CAD system and are available for dispatchers to review and work with on a trial basis. The maps are expected to be fully implemented in mid-April after training is completed.
- b. Radio Systems Technical Manager Humphrey, and Shift Supervisors Keppner, Stender, and Johnson recently conducted an evacuation procedures walk-through at the new back-up dispatch center at Wenatchee Valley College. Several issues were identified and will be addressed. Additional assessments will be conducted toward making the center functional.
- c. Thank You Letter from Wenatchee Police Department Chief Tom Robbins to RiverCom Dispatchers who provided assistance in locating an individual believed to be suspect in a recent theft investigation. Those recognized were Shift Supervisors Viebrock and Stender and Emergency Services Dispatchers Corulli, Gutierrez, Lewis, and Smith. RiverCom Dispatchers were instrumental in the arrest of the subject and recovery of property.
- d. Letter of Recognition from Wenatchee Police Department Detective Reinfeld for the work performed by ESD Gutierrez in locating an individual believed to be involved in a fraud investigation. Gutierrez initiated and conducted a national search which resulted in an out-of-state warrant hit that secured an arrest. It was later discovered that the individual

arrested was a major, wanted felon and was listed on the "America's Most Wanted" website.

9. Committee Reports

a. RiverCom Operations Group (ROG)

Board Member Pulse reported on the ROG meeting that took place March 12, 2013. He reported that the effort to disband CW LERN (Central Washington Law Enforcement Regional Network) is still in the paperwork process.

E. OLD BUSINESS – There was no old business.

F. NEW BUSINESS – There was no new business.

G. CORRESPONDENCE AND INFORMATIONAL ITEMS

1. The State E911 March Coordinator's Forum is scheduled for March 18-22, 2013 at Camp Murray; Director Fosse, Administrative Services Manager Grupp, IT Manager Corder, Operations Manager Jones, and three (3) Shift Supervisors will be out of the office during this time to attend meetings and training.
2. The annual Telecommunicator Awards Ceremony for 2012 will take place on Wednesday, April 10, 2013 at the City of Wenatchee Council Chambers immediately following the Board meeting. All members of user agencies are invited to attend.

H. GOOD OF THE ORDER

1. Mayor Keith Vradenberg conveyed that he would remain an Ex-Officio Board Member representing small cities as long as he was needed, but will be making a strong recommendation to the mayors to implement a rotational position for small city representation.

Mayor Vradenberg also said that the Chelan County mayors would like to set-up a time to meet with Director Fosse. A May meeting is a possibility.

2. Operations Manager Jones announced that the Red Cross Hometown Hero Awards will take place on March 28, 2013 at the Wenatchee Convention Center. RiverCom will receive the "Community-Service Club or Non-Profit Partner Hero Award" in honor of the work performed by Emergency Services Dispatchers.

Emergency Services Dispatcher Dana Vivian and Tim McElravy with Cascade Ambulance and Chelan County Fire District #9 will receive the "Humanitarian Adult Hero Award" for performing off-duty CPR which resulted in saving a woman's life.

I. EXECUTIVE SESSION

1. At 9:45 AM, the regular meeting recessed into Executive Session not to exceed 15 minutes to discuss a Guild grievance issue. At 10:00 AM the Board reconvened into regular session. No action was taken.

2. At 10:05 AM, the regular meeting recessed into Executive session not to exceed 15 minutes to discuss a legal matter involving the newly purchased property at Lower Badger Mountain. Steve Crossland with Crossland Law Office was present to brief the Board. At 10:20 AM the Board reconvened into regular session. No action was taken.

J. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 10:26 AM.

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

ATTEST:

Jim Fosse, Director
Secretary to the Board

Date

RiverCom 911 Administrative Board Members:

Chairman Dale Snyder, *Commissioner, Douglas County*

Vice Chairman Tony Veeder, *Council Member, City of Wenatchee*

Keith Goehner, *Commissioner, Chelan County*

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

Brian Pulse, EMS Director, *Cascade Medical Center, RiverCom 911 Operations Group*