

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, June 12, 2013

Administrative Board Members Present:

Dale Snyder, *Commissioner, Douglas County (Chairman)*
Tony Veeder, *Councilmember, City of Wenatchee (Vice-Chairman)*
Keith Goehner, *Commissioner, Chelan County*
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*
Tom Robbins, *Chief, Wenatchee Police Department*

RiverCom Personnel Present:

Jim Fosse, *Director*
Criselia Grupp, *Administrative Services Manager*
Jerry Corder, *IT Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Curt Lutz, *Director, Chelan County Jail*
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.
- C. APPROVAL OF AGENDA - The agenda was approved as presented.
- D. STANDING AGENDA
 1. Consent Agenda
 - a. RiverCom Administrative Board Meeting Minutes, May 8, 2013
 - b. Payroll and Benefits for May 2013 in the amount of \$ 248,437.45
 - c. June 2013 Vouchers in the amount of \$492,592.88 for payment on June 12, 2013
 - i. Maintenance and Operations Account \$ 138,966.74
 - ii. User Equipment Replacement \$ 196.99
 - iii. General Communications Tax Account \$ 8,531.25
 - iv. Communications Tax Capital Projects Account \$ 344,897.90

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

- a. Chairman Snyder reported that he provided Director Fosse with a tour of Douglas County on May 17, 2013.

3. Director's Report

Director Fosse reported on the following items:

- a. The Law 1 and 2 Simulcast cut-over that took place on May 17, 2013 went well, but there are continuing problems in the Rock Island area. Director Fosse talked about some of the factors that may be impacting communications in this area. Radio Systems Technical Manager Josh Humphrey is in contact with ADCOMM Engineering about engineering a solution to improve the communications and is hopeful to have something back from ADCOMM toward the end of the month. In the meantime, Humphrey is also working on a possible interim solution that may temporarily help the situation.
- b. The Lower Badger site survey has been delayed due to rainy weather conditions that have impacted road conditions to the site. Director Fosse will inform the Board when the survey is complete to schedule a site visit.

4. Radio Site Reports – There was no further report.

5. Staffing Report

a. Emergency Services Dispatcher Recruitment and Hiring:

- One (1) individual has been hired for the position of Emergency Services Dispatcher and will start employment on July 8, 2013.
- Two (2) ESD positions remain vacant. Advertising for the positions is ongoing; we are continuing to accept applications. Interviews are scheduled for July 11, 2013.

As a side note, Director Fosse noted that Public Safety Testing is conducting Dispatcher testing in the area. A further discussion took place about the possibility of RiverCom using Public Safety Testing as another resource for recruitment and testing and of funding the service in the 2014 Annual Budget.

6. State E911 Office Report

- a. After last month's report, several state PSAP coordinators conducted a conference call with Kurt Hardin at the State E911 Office. As a result of the discussion, a HUB-Remote option is now again a possibility and is supported by Hardin. But Director Fosse also warned that Hardin is an Interim Manager and the State E911 agenda could be re-set with a permanent Manager. Additionally, a representative from the State Attorney General's Office is now present at all meetings with Hardin.

7. Monthly Financial Reports

Financial reports were provided to the Board. Administrative Services Manager Grupp reported on the following items:

2013 YTD Expenditures: As of May 31, 2013, actual expenditures were recorded as follows:

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	1,363,527	33.90%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	22,659	90.64%
Communications Tax Account	208,469	9.01%
TOTALS:	1,594,655	24.49%

2013 YTD Revenue: As of May 31, 2013, actual revenue received was recorded as follows:

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	549	0.19%
Local E911 Excise Tax	416,547	42.12%
Agency Assessments	1,046,435	43.77%
Communications Tax Revenue	843,449	45.03%
Site Leases	4,654	7.06%
Outside Revenue and Grants (Capital)	224	-
TOTALS:	2,311,858	41.19%

8. Operations Report

Director Fosse reported for Operations Manager Jackie Jones who is out on vacation:

- a. Memorial Day Weekend was fairly quiet; there were no incidents of note. Sheriff Burnett added that he thought Chelan was trying to create a more family-oriented atmosphere.

9. Committee Reports

a. Fire-EMS TAC Meeting

A Fire-EMS TAC meeting took place on May 15, 2013. One of the main topics of discussion was using the PRO-QA system to process calls and the difficulty in making the local response model work with this system. Director Fosse is looking at possible alternate solutions but added that there would likely be a significant cost involved.

E. OLD BUSINESS – There was no old business.

F. NEW BUSINESS

1. Special Event Call-Outs

Director Fosse talked about a few recent tactical incidents that utilized a dedicated dispatcher to document the incident and noted that although there is a benefit through the experience our Dispatchers receive, the provision also utilizes RiverCom resources and sometimes requires additional overtime costs. Director Fosse asked the Board if they wanted to bill individual agencies for overtime when needed to provide services for special events. Further discussion took place and it was the overall feeling of the Board to support RiverCom staffing for special events and to provide funding through the regular overtime budget.

2. Billing to Cities

Director Fosse informed the Board that a question has come up about the possibility of providing a direct bill for 911 services to cities such as Chelan, Entiat, Cashmere, and Leavenworth. The cities currently pay for 911 services through the Chelan County Sheriff's Office. Fosse requested direction from the Board. The Board further discussed the matter; there was no conclusive direction.

G. CORRESPONDENCE AND INFORMATIONAL ITEMS - There were no further items.

H. GOOD OF THE ORDER

1. Director Fosse reported that he received a communication from Rinita Cook requesting to fill the vacant North Central EMS Council Ex-Officio position on the Board. Fosse responded to the request but has not heard back or received the necessary documentation needed to further process the request.
2. IT Manager Corder will attend the 2013 NENA Conference in Charlotte, NC on June 16-20, 2013.
3. Administrative Staff will attend the Washington Public Safety Communications Conference (APCO-NENA Summer Conference) in Kennewick, WA on June 18-21, 2013.

At 10:23 AM, Chairman Snyder called for a short recess to be followed by Executive Session.

I. EXECUTIVE SESSION

The meeting was called back to order at 10:30 AM and immediately went into Executive Session to briefly discuss Guild negotiations.

The regular meeting was called back into session at 10:40 AM.
There was no action taken.

J. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 10:40 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*