

RIVERCOM 911

RiverCom Administrative Board

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

Meeting Minutes

Wednesday, December 11, 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*
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*
Kevin Dreskar, *Captain, Wenatchee Police Department (Substituting for Chief Tom Robbins)*
Keith Vradenburg, *Mayor, City of Entiat*
Rinita Cook, *Regional Training Coordinator, North Central Emergency Care Council*

RiverCom Personnel Present:

Jim Fosse, *Director*
Criselia Grupp, *Administrative Services Manager*
Josh Humphrey, *Radio Systems Technical Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Dave Baker, *Chief, Douglas County Fire District #2*
Jim Brown, *Wenatchee Police Department*

- 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 and attendees introduced themselves.
- C. APPROVAL OF AGENDA – The agenda was approved as presented.
- D. STANDING AGENDA
 1. Consent Agenda
 - a. RiverCom Administrative Board Meeting Minutes, November 13, 2013
 - b. Payroll and Benefits for November 2013 in the amount of \$252,306.46
 - c. December 2013 Vouchers in the amount of \$130,435.42 for payment on December 11, 2013
 - i. Maintenance and Operations Account \$ 54,560.03
 - ii. User Equipment Replacement \$ 997.27

iii. General Communications Tax Account	\$ 7,552.66
iv. Communications Tax Capital Projects Account	\$ 65,292.18
v. Revenue Account – Refund	\$ 2,033.28

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

2. Board Chair Report

- a. Chairman Snyder reported that Douglas County passed a resolution for the new tax ordinance; the new ordinance allows tax to be collected on pre-paid phones and phone cards sold by third parties. Director Fosse was in attendance at the Commissioner Meeting in Waterville to provide comment.

3. Director’s Report

Director Fosse reported on the following items:

- a. Tax Ordinance for Pre-Paid Phones and Cards

Director Fosse thanked Chelan and Douglas Counties for passing the ordinance making adjustments to the taxing structure on pre-paid phones and phone cards. Although the ordinance adjustment does not address the issue in its entirety, it is a good first step.

4. Radio Site Reports

- a. RiverCom is waiting for the building to arrive at the Moses Stool site and anticipates installation by the end of December.
- b. RiverCom is also making preparations for the installation of a new tower at the Lower Badger site.

5. Staffing Report

- a. Emergency Services Dispatcher Positions

- Adina Stains successfully completed the initial training phase for the position of Emergency Services Dispatcher; she is now participating in hands-on training on the operations floor with a Certified Training Officer.
- Two (2) individuals have accepted offers of employment for Emergency Services Dispatcher positions and will start employment and the in-house Training Academy on January 2, 2014. Two (2) other individuals are in the final phase of the pre-employment process; it is hoped that they will also start employment on the same date.
- Director Fosse and Confidential Administrative Assistant Engler will be attending a conference-meeting with Public Safety Testing in Lynnwood, WA on December 9, 2013. The meeting will focus on recruitment and hiring processes for PSAPs.

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

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 November 30, 2013, actual expenditures were recorded as follows:

2013 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	3,190,622	78.34%
Capital Projects Account	- 0 -	0%
Equipment Replacement Account	23,096	92.38%
Communications Tax Account	871,299	37.65%
TOTALS:	4,085,017	62.24%

2013 YTD Revenue: As of November 30, 2014 actual revenue received was recorded as follows:

2013 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	338,428	99.31%
Local E911 Excise Tax	917,309	92.75%
Agency Assessments	2,249,941	94.11%
Communications Tax Revenue	2,044,761	109.17%
Site Leases	12,326	18.70%
Outside Revenue and Grants (Capital)	224	-
TOTALS:	5,562,990	98.23%

- Board Member Goehner said that what appears to be an increase in revenue does not actually reflect regular commercial activity; revenue is expected to even-out toward the end of 2014. RiverCom should not bank on similar revenue increases as have been realized in 2013 when projecting for future years.
- Director Fosse said that although Emergency Services Dispatcher positions are being filled, RiverCom does not expect to see a decrease in overtime costs until sometime mid-year as new hires complete training and are assigned to vacant shifts.

8. Operations Report – There was no report.

9. Committee Reports

- a. Board Member Pulse reported on the RiverCom Operations Group meeting that took place yesterday, December 10. Cy Sousley with Cashmere Fire Department gave a presentation on a new product he is developing called “ISpyFire”. Like “Active 911”, the program provides supplemental information to responders and can be used on iPads and smart phones. After a further discussion about both programs, users were in favor of immediately implementing the “Active 911” program and asked that such a recommendation be made to the RiverCom Administrative Board.

- b. Chairman Snyder communicated his appreciation and thanked Brian Pulse for his service and the work he provided to the Board as the voting member representing the RiverCom Operations group in 2013.

E. OLD BUSINESS – There was no old business.

F. NEW BUSINESS

1. Election of 2014 RiverCom Administrative Board Chair and Vice-Chair

Chairman Snyder stated that he would entertain a motion to nominate a 2014 Chair to the RiverCom Administrative Board.

- a. **A MOTION** was made by Board Member Barnhart to elect Tony Veeder as the 2014 Chair of the RiverCom Administrative Board. Board Member Goehner seconded the motion. The motion passed unanimously.
- b. **A MOTION** was made by Board Member Goehner to elect Wayne Barnhart as the 2014 Vice-Chair of the RiverCom Administrative Board. Board Member Veeder seconded the motion. The motion passed unanimously.

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

H. GOOD OF THE ORDER

- Board Member Goehner asked that staff make sure the “Active 911” product is approved to be purchased with Communications Tax revenue and that the system maintenance falls within the scope of service that RiverCom provides per its service agreements and contracts. Director Fosse added that RiverCom will not be providing a new service with “Active 911”; users will be responsible for their own system maintenance and devices.
- Sergeant Kent Sisson with Chelan County Sheriff’s Office will take the rotation of the voting Board position representing the RiverCom Operations Group effective January 1, 2014. Sisson served as the Chair of the RiverCom Operations Group in 2013.

I. EXECUTIVE SESSION

At 9:45 AM Chairman Snyder closed the regular meeting to enter into Executive Session to discuss the status of collective bargaining negotiations. The Executive Session ended at 9:53 AM and the regular meeting was immediately called back to order.

J. ADJOURNMENT

With no further business, the regular meeting of the Board was adjourned at 9:53 AM.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RiverCom 911

ATTEST:

Jim Fosse, Director
Secretary to the Board

Date

RiverCom 911 Administrative Board Members:

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

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

Keith Goehner, *Commissioner, Chelan County*

Dale Snyder, *Commissioner, Douglas County*

Kent Sisson, *Sergeant, DEM, Chelan County Sheriff's Office,
RiverCom 911 Operations Group*