

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, November 12, 2014

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

MEETING MINUTES

Board Members Present: Wayne Barnhart, Councilmember, City of East Wenatchee (Chair), Keith Goehner, Commissioner, Chelan County (Vice-Chair); Dale Snyder, Commissioner, Douglas County; Frank Kuntz, Mayor, City of Wenatchee; Kent Sisson, Sergeant, Chelan County Sheriff's Office

Ex-Officio Members Present: Harvey Gjesdal, Sheriff, Douglas County Sheriff's Office; Tom Robbins, Chief, Wenatchee Police Department; Keith Vradenberg, Mayor, City of Entiat

RIVERCOM Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant

Guests Present: Dee Gutierrez, RIVERCOM

- I. CALL TO ORDER – Chairman Barnhart called the meeting to order at 9:00 AM and led the Pledge of Allegiance.
- II. WELCOME AND INTRODUCTIONS –Chairman Barnhart welcomed those present. Meetings attendees introduced themselves.
- III. APPROVAL OF AGENDA – The agenda was approved as presented.
- IV. STANDING AGENDA
 - A. Consent Agenda
 - i. RIVERCOM Administrative Board Meeting Minutes, October 8, 2014
 - ii. Payroll and Benefits for October 2014 in the amount of \$257,970.11
 - iii. November Vouchers in the amount of \$210,405.73 for payment on November 12, 2014:
 - a. Maintenance and Operations Account (Control #0725-0785) \$ 34,496.82
 - b. User Equipment Replacement Account (Control #0786) \$ 511.67
 - c. General Communications Tax Account (Control #0787-0790) \$ 10,712.63
 - d. Communications Tax Capital Projects Account (Control #0791-0797) \$ 164,684.61

Motion to approve the Consent Agenda; Sisson, second by Kuntz.

Resolution: Motion carried.

V. BOARD CHAIR REPORT - There was no report.

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items – There were no general items reported.

2. Radio Site Report

A. The new 160' tower has been installed at the Lower Badger radio site. Day Wireless Systems is currently working on re-hab for the existing shelter. The project continues to move forward. Director Fosse said that a letter was sent to surrounding property owners requesting their assistance to clear up outstanding boundary issues; Director Fosse has not received any response.

3. Staffing Report

A. The three (3) individuals hired for Emergency Services Dispatcher positions are currently in the Training Academy. This classroom phase of training will continue until sometime at the end of December.

B. One (1) tenured Emergency Services Dispatcher submitted a resignation letter; her last day of employment will be November 21, 2014. Her departure will create one (1) additional position vacancy.

4. State E911 Office Report

A. Director Fosse reported that RIVERCOM has been invited to attend an upcoming State E911 Policy Sub-Committee meeting to discuss regionalization. The meeting is yet to be scheduled but is expected to take place sometime in January or March. RIVERCOM is invited to share information, experience, and the impact of regionalization of 911 services.

VII. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

2014 YTD Expenditures: As of October 31, 2014, actual expenditures were recorded as follows:

2014 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	2,839,002	68.34%
Capital Projects Account	63,952	81.25%
Equipment Replacement Account	19,651	83.27%
Communications Tax Account	656,000	25.80%
TOTALS:	3,578,605	52.63%

2014 YTD Revenue: As of October 31, 2014 actual revenue received was recorded as follows:

2014 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	289,488	85.94%
Local E911 Excise Tax	996,625	98.36%
Agency Assessments	2,043,143	84.33%
Communications Tax Revenue	1,969,656	96.08%
Site Leases	11,462	73.48%
Outside Revenue and Grants (Capital)	319	51.03%
TOTALS:	5,310,694	90.94%

- Two (2) additional spreadsheets were provided with the financial reports as requested by the Board at the previous meeting. The spreadsheets address E911 Phone Excise Tax revenue and 1/10th of 1% Sales Tax revenue. Administrative Services Manager Grupp briefly reviewed the new spreadsheets.

VIII. OPERATIONS REPORT – There was no report.

IX. COMMITTEE REPORTS

- A. A RIVERCOM Operations Group (ROG) meeting took place on November 4, 2014. At the meeting it was reported that the FCC license request for the Goat Mountain frequency has been dis-approved by Canadian authorities. RIVERCOM will have to go back to the drawing board to find a frequency pair that will work in both the United States and Canada.

X. OLD BUSINESS – There was no old business.

XI. NEW BUSINESS – There was no new business.

XII. CORRESPONDENCE AND INFORMATIONAL ITEMS – There were no items of report.

XIII. GOOD OF THE ORDER

- Keith Vradenberg thanked RIVERCOM staff for all of the information provided to Chelan County small cities.

XIV. EXECUTIVE SESSION

- A. At 9:25 AM, Board Member Barnhart entertained a motion to move into Executive Session for the purpose of discussing a RIVERCOM Guild grievance issue, the period of time not to exceed thirty (30) minutes.

Motion to move into Executive Session; Snyder, second by Kuntz.

Resolution: Motion Carried.

The Executive Session ended at 9:55 AM and the regular meeting was immediately called back to order. There was no action taken.

XV. ADJOURNMENT - With no further business, the meeting was adjourned at 9:56 AM. The next Board session is scheduled for December 10, 2014.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:

Jim Fosse, Director
Secretary to the Board

Date

RIVERCOM 911 Administrative Board Members:

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

Keith Goehner, Vice-Chairman, *Commissioner, Chelan County*

Dale Snyder, *Commissioner, Douglas County*

Frank Kuntz, *Mayor, City of Wenatchee*

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