

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, February 13, 2008

Board Present: Dane Keane, Douglas County Commissioner; Keith Goehner, Chelan County Commissioner; Wayne Barnhart, Councilmember City of East Wenatchee; and Jim Brown, Wenatchee Police Dept.

Ex-Officio Members Present: Keith Vradenburg, Mayor of Entiat; Chief Dennis Ashmore, CCFD#7; Sheriff Harvey Gjesdal, DCSO;

Present: Millie Tirapelle, Wendy Perry, Denise King, Karen Bull; RiverCom. Captain Rick Murray, WPD; Sgt. Dave Helvey, DCSO;

Vice Chairman Goehner called the meeting to order at 9:00 a.m.

Approval of the Meeting Agenda: By consensus the meeting agenda was approved.

Approval of the Minutes: Councilmember Barnhart made a motion to approve the January 9, 2008 meeting minutes as presented. Sgt. Brown seconded the motion and it passed unanimously.

Board Chairman's Report: No report at this time.

Director's Report:

Out of State Travel: Director Tirapelle requested approval to attend the National Association of Public Safety Communications Officials (APCO) Conference in Kansas City, MO August 2-7, 2008.

Action: Councilmember Barnhart made a motion approving the request for Director Tirapelle to attend the National APCO Conference in Kansas City, MO. Commissioner Keane seconded the motion and it passed unanimously.

Director Tirapelle advised that Jerry Corder and Trevor Brandt are attending phone maintenance training in Richardson, Texas and Jackie Jones is on vacation. She advised they will all be returning to work on Tuesday, February 19th.

Staffing update: Director Tirapelle advised that one employee in training resigned effective February 11th, leaving RiverCom with one vacancy. She further advised that one applicant has successfully completed the background process and another applicant is moving through the process. The job announcement will be reposted in the Wenatchee World in order to fill the two over-hire positions.

Letter to Board of Commissioners Regarding Radio Funding: Director Tirapelle advised, as requested by the Administrative Board a letter was sent to the Chelan and Douglas County Commissioners requesting a date to present funding options for the completion of a RiverCom radio system upgrade. Director Tirapelle advised that neither county has responded to the letter to date.

Strata Billing for Burch Mountain Microwave: Director Tirapelle advised that RiverCom benefited from the purchase and installation of radio equipment at Goat Mountain, Burch Mountain and RiverCom which was included in the Coulee City (Grant County) Homeland Security Dam Buffer Zone Grant. The labor cost to install and align the microwave hop from Burch Mountain to RiverCom was initially included

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in the grant. By the time the grant was awarded, the dollar amount had been removed. No one noticed the change and the work was completed by the contractor. Director Tirapelle advised that this is a valuable connection; she recommended that RiverCom pay the contractor for their work. By consensus the RiverCom Board supported the recommendation to pay Strata for the work performed.

Radio Repairs at Badger Mountain: Director Tirapelle advised that the RiverCom Communications Technicians replaced a MUX at Lower Badger Mountain. Douglas County's primary safety radio channels were affected for approximately ten (10) minutes.

NG911 Legislation: Director Tirapelle informed the Board that Thurston and King Counties are taking the lead to modify the 911 tax legislation to include all broadband services, not solely wireline and wireless services. Director Tirapelle advised this change will be presented to the legislature as a modification of a current tax, rather than a new tax. Broadband telephone access is not currently addressed in the WAC; as customers switch from wireline and wireless phones to VoIP (Voice Over Internet Protocol), tax dollars are being lost to the State and ultimately to all 911 centers.

Cost Analysis Spreadsheet: Director Tirapelle advised that a spreadsheet prepared by the State E911 Office is included in their packets. The table shows the revenues and cost per call at eligible PSAP's within the State.

Arena Radio System Planning: Director Tirapelle advised that RiverCom has been contacted by the Arena contractor regarding placement of public safety radio transmitters inside the new facility. The additional repeaters will enhance radio signal reliability between the responders and RiverCom.

Director Job Performance Evaluation: Director Tirapelle advised that a draft of her job performance evaluation has been given to Mayor Johnson for discussion at the March meeting.

Director Tirapelle advised that Sgt. Jim Brown notified her yesterday (February 11th) that the RiverCom/WPD radio tower located at Carmichael will need to be removed due to the widening of Sunset Highway in 2009. Discussion was held regarding future placement of this radio tower.

Executive Session: 9:43 a.m. Councilmember Barnhart made a motion to adjourn into Executive Session, not to exceed 15 minutes, for the purpose of discussing labor contract negotiations with legal counsel Stan Bastain.

Regular session resumed at 9:56 am.

Administrative Service Manager Report: Wendy Perry reviewed the current budget. As this is the first month of the new budget year, there is nothing significant to report.

Voucher Approval: Vouchers presented for approval; Capital vouchers in the amount of \$46,254.82. M & O vouchers in the amount of \$76,999.49 for a total of \$123,254.31. Payroll for January 2008 including overtime, shift differential, benefits and taxes in the amount of \$196,534.16 was submitted for approval as well.

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Action: Councilmember Barnhart made a motion to accept vouchers and payroll as presented. Sgt. Brown seconded the motion and it passed unanimously.

User Group Update:

MOU for Shared CAD Access: Sgt. Jim Brown advised that DCSO Sgt. Dave Helvey drafted a Memorandum of Understanding (MOU) regarding access to CAD/Spillman for non law enforcement and private ambulance companies. Currently, Chelan and Douglas County Sheriff's Offices allow County Fire Departments access to CAD/Spillman through their Net Motion servers; there are potential security risks and some liability concerns on the part of these host entities. Sgt. Brown advised that at some point RiverCom may want to consider being the hub and purchasing a Net Motion server. Discussion was held regarding the possibility of RiverCom purchasing a Net Motion server.

Good of the Order: Director Tirapelle advised that RiverCom budgeted \$200,000 for the tower at Blag Mountain. It is expected the total cost will be more like \$226,000. The increase includes higher than expected USFS permitting costs and some contractor costs related to the turn-key installation. By utilizing a turn-key installation, the RiverCom Technicians will have sufficient time to work on other scheduled projects.

Director Tirapelle advised that Wendy Perry completed an end of the year full audit of the RiverCom payroll system. By comparing the schedule book to the time sheets and the time-off calendar for each employee, all accounts were reconciled and some improvements were made in the process for next year.

Adjournment: This regularly scheduled meeting adjourned at 10:08 a.m.

RiverCom Administrative Board Members:

_____ ABSENT _____
Board Chairman Dennis Johnson

Commissioner Dane Keane

Commissioner Keith Goehner

Councilmember Wayne Barnhart

Sergeant Jim Brown

MOTIONS:

Councilmember Barnhart made a motion to approve
Director Tirapelle to attend National APCO.

Passed

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Councilmember Barnhart made a motion to approve
Vouchers and payroll as presented.

Passed

STAFF ASSIGNMENTS:

Confirm that the radio funding correspondence was received by the Chelan BOC.