

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, June 11, 2008

Board Members Present: Chairman Dennis Johnson, City of Wenatchee Mayor; Dane Keane, Douglas County Commissioner; Keith Goehner, Chelan County Commissioner; Wayne Barnhart, City of East Wenatchee Councilmember; and, Jim Brown, Wenatchee Police Sergeant.

Ex-Officio Members Present: Chief Tom Robbins, Wenatchee Police Department; Joshua Phillips, North Central EMS Council; Chief Dennis Ashmore, North Central Washington Fire Chief's Association; Mayor Keith Vradenburg, Regional Small Cities; Sheriff Mike Harum, Chelan County Sheriff's Department; Sheriff Harvey Gjesdal, Douglas County Sheriff's Department.

Present: Mildred Tirapelle, Wendy Perry, Kay McKellar, Karen Bull, Jackie Jones, Monica Miller, RiverCom; Doug Hall, DAY Wireless.

Prior to calling the meeting to order Mayor Johnson presented a letter of Appreciation to Darrell Kirking for his four years of service as an Ex-Officio member of the RiverCom Administrative Board. Darrell has accepted a position in Idaho.

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

Introductions: The Board and members of the public introduced themselves.

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

Approval of the Minutes:

Commissioner Goehner made a motion to approve the May 14, 2008 minutes as presented. Councilman Barnhart seconded the motion. The motion passed unanimously.

Board Chairman's Report:

Mayor Johnson advised that Denise King has left RiverCom and is moving to Colorado. A going away event held last week at RiverCom.

Director's Report:

Director Tirapelle advised that no responses were received for the Request for Bids for a generator for Upper Badger. That being the case, RiverCom will now solicit three quotes from viable vendors. RiverCom is purchasing the site generator in exchange for the Douglas County PUD allowing RiverCom to be on their site with free access. Generators on State contract have been running approximately \$11,000-\$12,000.

Site updates:

Upper Badger- The new Douglas County PUD site facility has not yet been moved to its Upper Badger location. RiverCom technicians have already wired the tower in preparation for the equipment move.

Blag Mountain- This is a turn key operation; the vendor will be supplying everything related to the tower installation. The U S Forest Service will assign a project manager to ensure the surrounding site will not be disturbed by the tower installation. It is expected there will be a \$7000 fee for project management.

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Keystone Peak- Director Tirapelle advised that the DNR Natural Area's Manager will be visiting the Keystone sight. She will be evaluating our request to enlarge the building. RiverCom has offered and budgeted to clean up the sight, haul away the old fire debris, improve the road and replant. The Chelan County PUD has budgeted to improve the power line to the site in exchange for facility space. The paper work has been completed and RiverCom is awaiting the final authorization from the DNR Natural Areas Manager.

Director Tirapelle advised that Phil Stanley from the Chelan County Jail contacted RiverCom for information about the Spillman jail booking system. Activation and use of the system would be beneficial to all criminal justice user agencies. The jail module currently resides on the master system, but it is expected to cost the Regional Jail \$170,000 to activate the module. Sgt. Brown advised that the jail rewrite is in progress and suggested that we wait for the upgrade.

Director Tirapelle advised that the Priority Dispatch ProQA/AQUA training has been re-scheduled for September 17th. This will integrate emergency medical triage cards onto the computer screens. An independent server is needed to run this program. The State 911 Program will reimburse RiverCom for the server in their new budget year. The Board will be invited to view the program once it is implemented.

Director Tirapelle advised that Jerry Corder was in Tampa at the National Emergency Numbers Association (NENA) annual training conference.

Director Tirapelle referred the members to a commendation for Mike Smith contained in their packet. Wayne Barnhart encouraged staff to continue to acknowledge the accomplishment of employees through special recognition.

Tirapelle advised that the Annual Washington State APCO Summer Training Conference will be in Wenatchee June 24th- 27th. This conference fulfills some of the mandatory training for RiverCom employees.

Administrative Service Manager Report:

ASM Wendy Perry reviewed the budget; 41% has been expended to date. The Reserve Fund remains unchanged at \$207,500. She reported that a map plotter has been purchased. She advised that RiverCom is fully staffed and has been approved to over hire by two employees to cover upcoming staff shortages. Andrea King is leaving for school in the fall. Ross Kellogg is being deployed. The second over hire will be a provisional appointment until Ross returns. Denise King has moved to Colorado. Only one internal application for the position of Confidential Administrative Assistant has been received. Wendy reported that Ron Kuch has been hired to replace Trevor Brandt; his first day on-the-job will be June 30th. ASM Perry also advised that on June 17th RiverCom will host their second annual Red Cross Blood Drive from 10 is to 3 pm. It will be held in the training room of the Wenatchee Police Department.

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Voucher Approval:

Vouchers presented for approval; Capital vouchers in the amount of \$354.58, M&O vouchers in the amount of \$27,472.53, for a total of \$27,827.11. Payroll for May 2008 including overtime, shift differential, benefits and taxes in the amount of \$196,871.41 was also submitted for approval.

ACTION: Councilman Barnhart made a motion to accept vouchers and payroll as presented. Commissioner Goehner seconded the motion and it passed unanimously.

RiverCom User Group Update:

Sgt. Jim Brown advised that the User Group spoke with MY State USA about making changes to the paging security tables; they have agreed to make the requested changes. The User Group members discussed having an organizational meeting regarding the use of the Incident Command System (ICS). He advised that Lifeline Ambulance now has access to the maps.

Good of the Order:

Director Tirapelle advised that the State is moving forward with the centralization of telephone systems. IP providers and Telephones Companies will be competing for the business. She advised that \$1.3 Million is available through the State 911 Program for a 30 day pilot program. RiverCom is being considered for participation in the pilot program. Other possible counties are Thurston, Yakima and Spokane. Several items need to be considered before agreeing to be a pilot county; liability during the test period is one of the main issues.

Executive Session:

A motion was made by Councilman Barnhart and seconded by Sgt. Brown to adjourn into Executive Session, not to exceed twenty minutes, for the purpose of discussing labor negotiations an possible litigation. Regular session reconvened at 10:15.

Adjournment: The regularly scheduled meeting adjourned at 10:20 a.m.

Staff Assignments:

- Following the meeting, Board member Councilman Wayne Barnhart requested staff to research the "attorney present" requirement for discussion of possible litigation in Executive Session.
- Director Tirapelle will forward a copy of the USFS Blag Mountain Agreement to Commissioner Goehner for his review and discussion with USFS representatives.

RiverCom Administrative Board Members:

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Councilmember Wayne Barnhart

Sgt. Jim Brown