

**RIVERCOM ADMINISTRATIVE BOARD MEETING**  
**Wenatchee City Council Chambers, Wenatchee, Washington**  
**Wednesday, July 9, 2008**

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

Ex-Officio Members Present: Chief Tom Robbins, Wenatchee Police Department; Joshua Phillips, EMS; Chief Dennis Ashmore, CC#7; Mayor Keith Vradenburg, City of Entiat; Sheriff Mike Harum, Chelan County; Sheriff Harvey Gjesdal, Douglas County.

Present: Millie Tirapelle, Wendy Perry, Jerry Corder, Ron Kuch, Karen Bull, Jackie Jones, Monica Miller, RiverCom; Merle Root, Doug Hall, DAY Wireless; Under-Sheriff Greg Meinzer, Chelan County.

Chairman Johnson called the meeting to order at 9:09 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:

Dane Keane made a motion to approve the June 11, 2008 minutes as presented. Jim Brown seconded the motion. The motion passed unanimously.

Approval of Vouchers and Payroll:

The Capitol Vouchers in the amount of \$6,425.14 and M&O vouchers in the amount of \$93,216.69 were reviewed by Karl Jonasson and Jim Brown and recommended to the Board for approval. Payroll for July 2008 including overtime, shift differential, benefits and taxes in the amount of \$190,892.92 was also submitted for approval.

***ACTION: Sgt. Brown made a motion to accept the vouchers and payroll as presented. Councilmember Barnhart seconded the motion. The motion carried unanimously.***

Board Chairman's Report: There was no Chairman's Report.

Director's Report:

Site Updates:

*Lower Badger-* The RiverCom radio site at Lower Badger was threatened by the wild-land fire. On-site firefighters quickly cleared the land around the structure to protect it. Jerry, Ron and John kept a close eye on the responsiveness of our equipment. Thanks to John for putting together a "Plan B", just in case we lost the tower. Councilmember Barnhart encouraged staff to check with the Fire Marshall for recommended fuel clearance levels and to perform fire preventive maintenance evaluations at all the radio sites. IT/Radio Systems Manager Corder advised that preventive maintenance at each site is currently being scheduled; debris and fire fuels will be cleared at that time.

*Blag Mountain-* Commissioner Goehner contacted USFS on RiverCom's behalf and found that USFS will not need to have a project manager on-site during the construction of the Blag tower; no additional costs will be incurred. Director Tirapelle thanked the Commissioner for his assistance with this matter.

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*Keystone-* DNR has handed-over the site review to their Natural Areas Manager, Jennifer Zarnoch. We are in the second round of providing justification data for cleaning-up and enhancing the site. Assistance from the Board may be needed to move this project along in a timely manner. Entiat Mayor Keith Vradenburg agreed to work with staff on this site improvement project.

*National APCO Conference-* Operations Manager Jackie Jones and Telecommunicator of the Year Dee Gutierrez will be attending the conference in Kansas City, MO in early August.

*Stehekin Update-* On June 30, 2008, 17 public safety personnel traveled to Stehekin for a town meeting arranged by the Chelan County Sheriff's Office. UTC Deputy Director Mark Vasconi joined the group for the purpose of evaluating the 911 services available to the community. The current telephone service providers did not attend the meeting. Robert Weaver was in Chelan, but chose not to attend and Vance Ward was out of the country. Jerry Corder, Ron Kuch, Mike Bryant and Mark Vasconi took a look at the radio and telephone systems while Lynn Palmer and Lori Beidler assessed mapping and addressing issues. Lt. Maria Agnew did an excellent job of coordinating the meeting and the fact-finding discussions.

*4<sup>th</sup> of July recap* – Law enforcement was busy, fire services was fairly quiet.

*IT Assistance-* RiverCom expended some of the State 911 IT funding to bring Tom Stoddard over from Island County to work with Jackie Jones on Spillman system issues. They were able to trouble-shoot long-standing system errors and conduct joint training.

*GIS-* Kudos to Chelan County GIS/Addressing Coordinator Laurie Beidler for the progress made in bringing all of the parties to the table to work together on mapping and addressing issues.

*IT Intern-* RiverCom is looking at hiring an IT intern for the summer to handle routine computer installs and repairs in order to free-up Jerry Corder's time for more complex technical projects.

Administrative Service Manager Report:

*Staffing update-* Ron Kuch previously employed at NTI and Cellular One began his employment with RiverCom on June 30, 2008. Ron has also had past experience as a volunteer fire fighter at Chelan County Fire District #1.

*Admin update-* Denise King has moved to Colorado. Her position has been posted in the newspaper. Interviews will be conducted at the end of month.

*Operations-* ESD Ross Kellogg is scheduled to be deployed in a few days; Andrea King's last day of employment with RiverCom will be August 17<sup>th</sup>. Currently RiverCom is fully staffed. Testing is underway to fill the two openings these vacancies will create.

*Administrative Policy Manual Modification (housekeeping)* - Staff requests the removal of the website listed within the employee travel policy.

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***ACTION: Councilmember Barnhart moved to modify the Administrative Policy to remove the website listed within the employee travel policy. Sgt. Brown seconded the motion. The motion passed unanimously.***

*Budget-* Referring to the budget summary page, ASM Perry noted that the General Fund is at 43.94%. If the debt payment was included in the summary, the General Fund would be at 48%. Budget preparation for 2009 will begin in August.

Director Tirapelle asked the Board about funding a \$15,000 repeater for CCFD#9 at Lake Wenatchee. The need for the repeater was identified in the Sparling plan, however, once the current capital improvement projects are completed, the capital improvement fund will be depleted. The Board agreed to fund the install and maintenance of the unit, but advised that CCFD #9 would need to make the capital purchase. Councilmember Barnhart suggested the Board consider putting dollars into capital improvements for the future. Some method for prioritizing requests will be needed. Staff was directed to put the subject on the agenda for the Users Group, with a request that the User Group membership determine a dollar amount to put into capital improvements each year.

User Group Update:

Chief Ashmore provided the report. The Stehekin meeting was vitally important. It provided a forum for the public to talk with the Sheriff's Department, RiverCom, the UTC and the National Park Service. The residents in Stehekin really don't want addresses or phones. It's a very independent community. He stated the residents are being encouraged to communicate with each other and with the Park Service, and to work together with public safety. Chief Ashmore believes there will be a good outcome from this meeting.

Good of the Order:

Commissioner Keane provided a summary of events associated with the Badger Mountain Fire. Director Tirapelle noted that Kay McKellar was not at the Board meeting because she was serving as the Public Information Officer (PIO) for Douglas County Fire District #2.

Adjournment: This regularly scheduled meeting adjourned at 09:38 a.m.

RiverCom Administrative Board Members:

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Board Chairman Dennis Johnson

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Commissioner Dane Keane

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Commissioner Keith Goehner

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Councilmember Wayne Barnhart

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Sgt. Jim Brown

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Motions:

Jim Brown made a motion to accept the vouchers and payroll as presented. Wayne Barnhart seconded the motion. The motion carried unanimously.

Wayne Barnhart moved to modify the Administrative Policy to remove the website listed within the employee travel policy. Jim Brown seconded the motion. The motion passed unanimously.

Staff Assignment:

Technical staff was asked to check with the Fire Marshall for the fire fuel clearances around a structure.

Director Tirapelle will add Capital Improvement Funding to the agenda for the August User Group.