

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, April 8, 2009

Administrative Board Present: Dale Snyder, Douglas County Commissioner; Wayne Barnhart, East Wenatchee Councilmember; Phil Mosher, CCFD-1 Operation Group Representative; Dennis Johnson, Mayor, City of Wenatchee; Keith Goehner, Chelan County Commissioner.

Ex-Officio Members Present: Sheriff Harvey Gjesdal, DCSO; Mayor Keith Vradenburg, City of Entiat; Chief Mike Burnett, CCFD-1; Chief Tom Robbins, WPD; Sheriff Mike Harum, CCSO.

Present: Sgt. Jim Brown, WPD; Merle Root, DAY Wireless; Doug Hall, DAY Wireless; Doug Devore, citizen; Marsha Clute, Chelan County; Millie Tirapelle, Wendy Perry, Jerry Corder, Jackie Jones, Susan Nova, Dennis Keppner, Monica Miller, Jason Ayers, Karen Bull, Ryan Sprauer and Jessica DeMyer, RiverCom.

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

Introductions: Members and attendees were introduced.

Approval of the Meeting Agenda: The revised agenda was reviewed by the Administrative Board. There were no additions or corrections.

Approval of the Minutes: The revised minutes for March 11, 2009 were reviewed by the Administrative Board. Dennis Johnson moved to approve the March 11, 2009 minutes; seconded by Wayne Barnhart and approved unanimously.

Voucher and Payroll Approval: Wendy Perry said the M&O fund voucher approval amount is \$50,079.97 and the Capital Project fund voucher approval amount total is \$82,255.05 for a total of \$132,335.02. Phil Mosher confirmed he had reviewed the vouchers on behalf of the Board. Wayne Barnhart moved to approve the vouchers and payroll; seconded by Phil Mosher and the motion was approved unanimously.

Board Chairman's Report: Chairman Goehner announced that the RiverCom Telecommunications Awards will be held today at 3 p.m. in the Wenatchee Police Department training room and invited everyone to attend.

Chief Tom Robbins thanked all the agencies and RiverCom employees for their teamwork and cooperation during the officer involved shooting incident which occurred over the weekend.

Director's Report:

Director Tirapelle introduced Karen Bull, RiverCom's Telecommunicator of the Year for 2008. Phil Mosher will also receive an award for his positive support to RiverCom.

Executive Command College – Operations Manager Jackie Jones recently graduated from the WA Executive Command College. This is an intense seven day management program for public safety executives.

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, April 8, 2009

Grievance Hearing Date – The arbitration hearing on the grievance to establish ESD (Emergency Services Dispatcher) seniority is set for June 3, 2009; the location has not yet been determined.

Service Inquiries - Director Tirapelle said she has recently received informal service inquiries from the Okanogan County BOC (Board of Commissioners) and the Grant County Sheriff's Office. Chelan PUD has inquired about answering and dispatching their night calls. The PUD receives about 500 calls per year. Commissioner Goehner noted that Grant County deputies regularly work with RiverCom during the Apple Blossom festival and their Sheriff has previously acknowledged how well RiverCom dispatches calls-for-service. Director Tirapelle said any further information about these inquiries will be brought to the Board for their review. Commissioner Snyder asked that Douglas County PUD also be contacted.

Radio Site Updates – Prior to the winter snow, the antenna on Round Mt. was repaired, however some power issues remain. As soon as it is possible to access the site, the Communication Technician, John Fleckenstein will return to the site with Jerry. As soon as weather permits, the new tower at Blag Mountain will be wired.

There have been conversations in Stehekin with the National Park Service on how communication might be better handled in the park. Karl Jonasson, Operations Group Chairman is very familiar with the communication challenges and will be part of a conference call on the subject. Director Tirapelle said her main concern is that they utilize systems that we already have in place rather than adding new control points. One Dispatcher already listens to five sites; adding another would overload staff at RiverCom.

Sheriff Harum said the UTC will be looking at transportation in Stehekin. The UTC will also be looking into the 911 system provided by WeavTel and subsidized by the Universal Services Fund. A second phone system has also been installed at Stehekin which is a voice over internet (VoIP) phone system by a private vendor (Vince Ward). This is a system whereby the 911 call is routed through a message center which can then pass the information along to RiverCom. Director Tirapelle said we should know more this afternoon about what the Park Service proposes.

911 Funding Bill Update – Director Tirapelle said that the Funding Bill appears to have died at the legislature. But, there is always a slim chance it will be resurrected in the last two weeks of the session.

Sheriff Harum said centralization of telephone system equipment is under way and there is also a movement to further consolidate 911 centers under the WA State Patrol, which he opposes. This appears to be an attempt to get the 911 tax funding in one State pot, so that the legislature can utilize it as they see fit. He added that RiverCom currently receives funding to assist with 911 Call-Taker salaries. The new Bill (HB 2351) would attempt to eliminate that funding. There was further discussion by the Board about the consolidation of 911.

1/10th of 1% Funding Agreement – Director Tirapelle referred the Board to the funding schedule and said the last day to file ballot resolutions for the August election ballot is May 26,

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, April 8, 2009

2009. There was discussion by the Board as to how involved 911 personnel can be in getting the ballot information out to the public. Commissioner Goehner asked the Director to research the matter.

Mayor Johnson, Phil Mosher and Wayne Barnhart volunteered to form a committee to develop a program to distribute information about the sales and use tax to the public.

Director Tirapelle referred the Board to the draft of Questions and Answers that she distributed to RiverCom staff and the Operations Group for their input and edits.

On the Funding Agreement Draft page 3, Director Tirapelle referred to the list of eligible budget categories. After discussion by the Board, it was decided that a line would be added to the budget categories that would state that fund residuals could be used to retire the debt payment. The project schedule recommended in the Sparling Study was also included in the Board Packet. The Board had asked for a draft of ballot language and samples were included in the packet. Resolution 2009-02 was presented to the Board for their approval. Wayne Barnhart moved to adopt RiverCom Resolution 2009-02. The motion was seconded by Dennis Johnson and was approved unanimously.

Commissioner Goehner suggested that Director Tirapelle make arrangements with the Clerks of the Board of Commissioners in both counties to get on the agenda.

Staff Update – RiverCom’s Dispatch personnel is fully staffed with one employee serving in Iraq. There were 49 applicants for the Administrative Services Manager position; the top eleven candidates were interviewed. A conditional offer of employment was made and subsequently withdrawn. The position was re-advertised in the Wenatchee World; a total of 41 applications were received from this job posting.

Director Tirapelle, Jackie Jones and one of RiverCom’s Spanish speaking Dispatchers (Tito Mercado) will be attending an informational meeting at 6:30 p.m. tonight to talk with Mr. Chacon and his community group regarding RiverCom’s use of the language line.

Administrative Services Manager Report

Budget Update - Wendy Perry reported the summary budget for March salaries and wages is \$142,165.75, overtime and differential was \$13,198.09 and benefits and taxes totaled \$52,694.13. The personnel costs are on-target at 23.94%. Wendy thanked Monica Miller and all the Shift Supervisors for adjusting schedules to keep overtime and shift differential down at 19.84%. The total M & O fund expended to date (not including the March vouchers just approved) is 19.47%. Capital projects total 3.62% expended for a combined total of 18.17%.

Resolution 2009-1 -Wendy Perry presented RiverCom Administrative Board Resolution 2009-1 to the Board. This is a budget amendment request that does not affect the M&O fund and is for capital projects. Jerry Corder, IT Manager has received approval by the State to upgrade our Spillman Computer Aided Dispatch (CAD) equipment for a total of \$81,680. After this upgrade is completed, the expenditure will be submitted to the State 911 Office for

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, April 8, 2009

reimbursement in September or October of 2009. The reimbursement will then be posted to the capital projects fund. Phil Mosher moved to adopt Resolution 2009-1 for Computer Aided Dispatch equipment in the amount of \$81,680. The motion was seconded by Dale Snyder and approved unanimously.

Commissioner Goehner thanked Jerry Corder for his work with the State 911 Office to obtain this upgrade.

Operation Group Update:

Phil Mosher said the members discussed the 1/10th of 1%, the Funding Agreement and communications at Stehekin. The Spillman computer upgrade is scheduled to be done on May 11th. Operations will be affected by system outages over a two day period.

Good of the Order:

Director Tirapelle wished everyone a Happy Easter. Phil Mosher moved to adjourn. The motion was seconded by Dale Snyder and approved unanimously.

Adjournment: The regularly scheduled meeting adjourned at 10:05 a.m.

Next Meeting: **Wednesday, May 13, 2009 at 9:00 a.m.**

RiverCom Administrative Board Members:

Chelan County Commissioner Keith Goehner, Chairman

Douglas County Commissioner Dale Snyder, Vice Chairman

Wenatchee Mayor Dennis Johnson

East Wenatchee Councilmember Wayne Barnhart

Phil Mosher, CCFD1, Representing the Operations Group

Motions:

Motion: Dennis Johnson moved to approve the March 11, 2009 minutes. The motion was seconded by Wayne Barnhart and approved unanimously.

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, April 8, 2009

Motion: Wayne Barnhart moved to approve the vouchers and payroll. The motion was seconded by Phil Mosher and was approved unanimously.

Motion: Wayne Barnhart moved to adopt the Resolution 2009-02. The motion was seconded by Dennis Johnson and was approved unanimously.

Motion: Phil Mosher moved to adopt Resolution 2009-1 for Computer Aided Dispatch equipment in the amount of \$81,680. The motion was seconded by Dale Snyder and approved unanimously.

Motion: Phil Mosher moved to adjourn. The motion was seconded by Dale Snyder and approved unanimously.

Staff Assignments:

Commissioner Snyder requested Staff contact the Douglas County PUD to ascertain if they would be interested in RiverCom providing after hours notification services.

Commissioner Goehner requested Staff ascertain how involved 911 personnel can be in getting the ballot information out to the public.