

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, May 13, 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; Keith Vradenburg, Mayor, City of Entiat; Chief Tom Robbins, WPD.

Present: Jim Brown, WPD; Merle Root, DAY Wireless; Steve Hare, KOHO Radio; Millie Tirapelle, Director, Wendy Perry, Administrative Services Manager, Susan Nova and Karen Bull, RiverCom.

Chairman Goehner called the meeting to order at 9 a.m. and lead the pledge of allegiance.

Introductions: Members and attendees were introduced.

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

Approval of the Minutes: Mayor Johnson's motion to approve the April 8, 2009 minutes was seconded by Commissioner Snyder and approved unanimously.

Voucher and Payroll Approval: Phil Mosher reviewed the April vouchers on behalf of the Administrative Board. Wayne Barnhart moved to approve the vouchers and payroll; seconded by Phil Mosher and approved unanimously.

Board Chairman's Report: No report

Director's Report

Radio Site Updates

Stehekin - Director Tirapelle, Jerry Corder and John Fleckenstein went to Stehekin last Wednesday to discuss improving radio communications within Stehekin and creating a connection with the Chelan Valley repeater. Fire District #10 has acquired a narrow band frequency license to serve Stehekin. The National Park Service has agreed to supply used radio equipment and maintain it.

An amateur radio group would like to place their equipment at Grouse Mountain. Due to the liability and Homeland Security guidelines this is not feasible.

Round Mountain - The power supply at Round Mountain has been repaired. The Department of Transportation was going to the site and agreed to take RiverCom's power unit up and installed it for us.

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Upper Badger - An invitation to bid has been placed in the Wenatchee World for a portable shelter for the purpose of relocating our radio equipment at Upper Badger Mountain. Our current landlord has increased the annual rent significantly over the last few years.

Keystone – A new roof will be added to the building. The power will be shut-off on June 1st. RiverCom will work with the DNR to establish a new power source.

Spillman was on-site yesterday to load software and transfer information systems for the CAD hardware upgrade. CAD may be down a couple of days. RiverCom will receive \$82,000 in E911 State Grant reimbursements to make this upgrade.

Entiat Mayor Keith Vrandenburg said that over the last couple of years they have lost 20% of their coverage. Director Tirapelle said that it may help to get the extra metal removed from the Keystone site and if not, they will need to reevaluate.

Blag - RiverCom will be contracting with DAY Wireless to run cable and put-up an antenna at Blag.

911 Funding Bill Update

The 911 Bill that would have raised the current local telephone surcharge from \$.50 to \$.70 has failed. At the end of the legislative session Rep. Cary Condotta attached an amendment to the bill that would have turned over 911 services oversight to the Washington State Patrol. This would have resulted in RiverCom losing approximately \$800,000 in funding for call answering services.

Mayor Johnson said that he was unaware that Representative Condotta had spoken with any member of the RiverCom Board regarding centralization of 911 services. There was discussion among the Board about concern for RiverCom funding and what cost savings would be achieved by changing the call center services to WSP. Commissioner Goehner suggested they extend an invitation to Representative Condotta to meet with the Board to explain the services and the constituency served by RiverCom. Commissioner Snyder suggested also inviting Chief Batiste, WSP. Chief Robbins said that Chief Batiste is interested in reducing WSP dispatch centers to one or two statewide, but not lobbying to take over regional 911 dispatch centers. Commissioner Goehner said that we need our representatives to advocate for RiverCom and suggested also inviting Representative Armstrong and Senator Parlette. Director Tirapelle said this would be an opportunity to bring up the issue of the State now saying they are not going to fund Douglas County separately. After further discussion it was decided that Director Tirapelle would draft a letter of invitation to the three representatives to attend our June 17th meeting, containing the following discussion items: 1) The 911 bill; 2) Assessment of Douglas County payments; and 3) 1/10th of 1% ballot measure.

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1/10th of One Percent Ballot Measure

Resolutions have been passed by both counties; the draft ballot language was approved by Thad Duvall and Skip Moore, and has been sent to the Chelan and Douglas prosecuting attorneys. Chelan Hospital District #2 will be on the same ballot in August.

Staffing Update

RiverCom general staffing is status quo and we are still in search of a candidate for the Administrative Services Manager position.

Commissioner Snyder had requested that Director Tirapelle contact Douglas County PUD about dispatching their after hours calls-for-service. Chelan County PUD is not moving forward with this idea at present; when they do, Director Tirapelle said she will contact Douglas County PUD also.

Administrative Services Manager Report

Budget Update - Wendy Perry reported the voucher approval amount for Capital Projects is \$6,156.28 and the M&O vouchers are \$41,434.98 for a total of \$47,591.26. Payroll costs, including overtime, benefits and shift differential is \$206,540.70. The General Fund Total is 26.70%; Capital is 32.09% for a combined total of 27.14%. We are on target at 33%. With the approval of the vouchers today the general fund increased to 27.9%; and Capital to 34% for a total of 28.4%.

RiverCom has advertised two bid requests in the Wenatchee World and online. One is for a VHF Transmitter Combiner and the second is for a portable equipment shelter for Upper Badger. The deadline for bid submission is Thursday May 28, 2009. The bid opening is set for Friday, May 29th at 10:00 a.m. at RiverCom. Vice- Chairman Commissioner Snyder has agreed to be present as per Agency policy. The evaluations will be done on June 4th. The contract award will be done at the June 10th Board meeting. Since that meeting is being rescheduled to June 17th, the date will be corrected in the ad.

Director Tirapelle, at the Board's request, included a copy of the Municipal Research and Service Center document showing the rules governing the use of public facilities and employees in support of ballot propositions. Director Tirapelle said she and Jackie Jones, Operations Manager, have attended six informational meetings regarding the ballot measure and Director Tirapelle did a short interview on KPQ radio.

Operation Group Update:

Director Tirapelle said that before the Operation's Group meeting yesterday, Kerry Jones of the National Weather Service presented the StormReady award to Mike Dingle for Douglas County. The program prepares communities for severe weather impacts and is a two-year designation.

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Good of the Order:

Chief Robbins thanked RiverCom for being ready and well prepared for Apple Blossom; however it was a quiet year with few incidents.

Commissioner Snyder moved to adjourn. The motion was seconded by Phil Mosher and approved unanimously.

Adjournment: The regularly scheduled meeting adjourned at 9:55 a.m.

Next Administrative Board meeting: Due to a scheduling conflict among the Board members, the next meeting has been scheduled for Wednesday, June 17, 2009 at 11:00 a.m., at Wenatchee City Hall Council Chambers.

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: Mayor Johnson's motion to approve the April 8, 2009 minutes was seconded by Commissioner Snyder and approved unanimously.

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

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Staff Assignments:

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