

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, August 12, 2009

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

Ex-Officio Members Present: Wenatchee PD Chief Tom Robbins; Chelan County Sheriff Mike Harum; Mayor Keith Vradenburg, Entiat.

Present: Steve Hair, KOHO/KOZI; Wenatchee PD Sgt. Jim Brown; Merle Root, Doug Hall, DAY Wireless; Mike Burnett, Chief CCFD-1; Representatives Mike Armstrong and Cary Condotta, 12th District; Shiloh Burgess, Senator Parlette's Office; Kurt Hammond, Cary Condotta's Office; Millie Tirapelle, Jackie Jones, Kay McKellar, Jerry Corder, Dennis Keppner, Lisa Lewis, and Karen Bull, RiverCom.

Chairman Goehner called the meeting to order at 9:00 am. The pledge of allegiance was conducted.

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: Councilman Barnhart made a motion to approve the July 8, 2009 minutes. The motion was seconded by Mayor Johnson and approved unanimously.

Voucher and Payroll Approval: Phil Mosher reviewed the July expenditures on behalf of the Administrative Board. Phil Mosher made a motion to approve the vouchers and payroll. The motion was seconded by Wayne Barnhart and approved unanimously.

Board Chairman's Report: Commissioner Goehner deferred to Director Tirapelle for the 2010 911 Legislative discussion. Director Tirapelle presented some information for review: 1) an overview of the number of Public Safety Answering Points (PSAP's) and how they are currently using their state and/or local excise tax funding, 2) the projected State 911 NG911 budget through 2014, and 3) a summary of the Kimball NG911 Funding Study.

It was noted that the State 911 Program has applied for a \$4 Million Homeland Security Grant for NG911 and the telephone companies are now re-evaluating the cost of the simultaneous operation of the legacy telephone systems during the statewide build-out and testing of NG911. Any additional grant funding and/or reduction in costs by the telephone companies could impact the proposed State NG911 budget.

RiverCom staff recommendations included:

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1. Activate the NG911 program in the eight pilot counties (Thurston, Lewis, Island, Spokane, Skamania, Yakima Ferry and Benton) and then put a hold on further statewide build-out until the financial picture has improved, thereby protecting the annual County Operations Contract funding.
2. Consolidate the eight WSP PSAP's into their respective county PSAP's.
3. Offer incentives to the 20 consolidated PSAP's to further regionalize.
4. Offer incentives to the 2 regionalized PSAP's to further regionalize.

Commissioner Goehner pointed out that counties that regionalize should not be penalized for doing so by having their County 911 Operations funding reduced.

Representative Condotta asked for clarification on the local 1/10th of 1 percent sales tax ballot measure. Director Tirapelle advised the tax revenue would fund the dispatch side of RiverCom operations for the purpose of replacing the computers that control the mountain top receive/transmit equipment and the implementation of the Sparling (radio system) Engineering Study.

Commissioner Goehner thanked the legislators for attending the Administrative Board meeting and for their on-going support.

Mayor Johnson thanked Director Tirapelle for an informative presentation. Director Tirapelle advised that the Association of Public Safety Communication Officials (APCO) is drafting new language for the 2010 funding Bill. A new lobbyist has been hired for the 2010 session.

Director's Report:

Staff Update:

Director Tirapelle gave a staffing update. (Maria) Criselia Grupp has been hired as the Administrative Service Manager (ASM) to replace Wendy Perry. Criselia has worked for the City of Wenatchee for twenty years in the Utilities Billing Department; before that as a dispatcher for the Wenatchee Police Department. Wendy Perry will return to Wenatchee to train Criselia sometime in September. A candidate from Oregon currently is going through the pre-employment process for Emergency Services Dispatcher with one more slot to be filled before the next training class.

Radio Site Updates:

IT/Information Services Manager Jerry Corder gave the following radio site update:

Blag – The new tower is up on Blag. A security lock system has been ordered for the tower ladder to prevent people from climbing on the tower. The old tower will be dismantled soon.

Upper Badger – The DC PUD bid has gone out for a contractor to construct their new facility at Upper Badger Mountain. Day Wireless will run the tower feed lines in anticipation of making the equipment move. The new PUD building is expected to be ready for equipment by November.

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Keystone- A new roof will be constructed to cover the old and new sections of the building. The work is scheduled for the week of the 24th.

Grouse – A recent lightning strike took the Grouse radio off the air. There was damage to equipment and a feed line. A new antenna was installed and 4 new solar panels were ordered to replace those damaged by bullet holes. A claim will be submitted to AWC insurance.

Director Tirapelle advised that Icicle Irrigation District has been notified they will need to move their radio equipment from the old tower and facility at Blag sometime in the next 180 days. There is room for the Icicle Irrigation equipment in the adjacent facility owned by Mitch Thompson and partially leased by DAY Wireless. As a way to reduce some of our increasing lease costs at other sites, the space vacated by Icicle Irrigation will be used to relocate RiverCom equipment from those sites. Jerry Corder also advised there is limited power at the site; between the RiverCom equipment that is currently operating and the relocated equipment, the power draw will be maximized.

Staff Assignment: Director Tirapelle will re-contact Joel Teeley (the Icicle Irrigation District Manager) to clarify the action to be taken and the time frame.

1/ 10th of One-Percent Ballot Measure:

Director Tirapelle advised she has received several calls from the public asking if the ballot measure is a sales tax or a property tax. All callers have said they would be voting in favor of the measure.

Budget Preparation-COLA:

Director Tirapelle advised she has been preparing the preliminary budget documents for FY2010. She requested direction from the Board as to how they wished to apply the -9% CPI for 2010. Phil Mosher noted the Operating Group members suggested the Board make no decreases in salaries. The Board advised the Director to calculate the 2010 COLA at 0%.

Staff Assignment: Make a note for the next labor negotiation process to discuss adding a high and low range to the salary section of the Guild contract.

Administrative Policies:

Director Tirapelle advised that the Administrative Policies are in the process of being reconciled with the 2008/10 contract changes. The Administrative Policies call for sick leave pay out to be 25% upon retirement while the Guild contract calls for 25 % upon separation. Following discussion among the members, the Board advised the Director to leave the Administrative Policy on sick leave pay-out as it currently reads.

Staff Assignment: Prior to the next labor negotiation process, review the sick leave pay-out policies of our member agencies and flag the contract section for further discussion with the Guild as my be appropriate.

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The Director requested that all job descriptions be updated to reflect the current Agency pre-employment illegal drug use policy. Wayne Barnhart made a motion to add, "applicant's must be free of illegal drug use for three years prior to the date of application. The motion was seconded by Dale Snyder and passed unanimously.

Administrative Services Manager Report:

Operations Manager Jackie Jones gave the following report.

Budget Update – Operations Manager Jackie Jones reported the voucher approval amount for Capital Projects is \$7673.16 and M&O is \$41,929.69 for a total of \$49,602.85. Payroll costs, including overtime, shift differential, and benefits totaled \$206,446.96.

Wendy Perry was in Wenatchee this past week working with the State Auditor on the 2007-2008 financial audits. At our request, the State Auditor's Office moved-up the RiverCom audit date so Wendy could assist in closing-out her oversight of the financials and turn them over to Criselia for the next audit (2009-2010).

Language Line- Jackie discussed the State 911 policy on the use of Language Line. Historically, the State 911 Office has paid for language translation services for emergency and non-emergency calls received on any in-coming telephone line. The State 911 Office will be changing the policy to restrict payment to translations resulting from telephone calls received on 911 lines only. Jackie advised that last month alone the language line was used by RiverCom call-takers to translate one hundred forty one (141) Spanish speaking calls-for-service. Eight hundred (800) minutes of translation cost \$791.64. In next year's budget, the Language Line line-item will be divided into State funded (911 lines) and local funded (all other lines) translation services.

Employee Acknowledgement – Jackie read a letter written by Supervisor Misty Viebrock commending RiverCom personnel for their work on the lighting strike fires that occurred on July 29th.

Operation Group Update:

No additional items were suggested for discussion. Phil Mosher will follow-up with the Operations Group at their next meeting regarding the 2009 budget balance forward.

Good of the Order:

Commissioner Goehner asked that RiverCom continue to hold-the-line on the budget.

Dale Snyder advised RiverCom should establish an Equipment Rental and Replacement Fund (ER&R Fund) to put money away to replace equipment. He advised this should be done whether or not the tax measure passes.

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Meeting adjourned at 10:55.

Next Administrative Board Meeting: The next meeting of the RiverCom Administrative Board has been scheduled for Wednesday, September 9, 2009 at 9:00 a.m. at the 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: Wayne Barnhart moved to approve the July 8, 2009 meeting minutes. The motion was seconded by Dennis Johnson and approved unanimously.

Motion: Phil Mosher moved to approve the July 8, 2009 vouchers and payroll. The motion was seconded by Wayne Barnhart and approved unanimously.

Motion: Wayne Barnhart made a motion to add to all RiverCom job descriptions, "applicant's must be free of illegal drug use for three years prior to the date of application". The motion was seconded by Dale Snyder and passed unanimously.

Staff Assignments:

1. Director Tirapelle will re-contact Joel Teeley, the Icicle Irrigation District Manager, to clarify the actions to be taken and the time frame.
2. Director Tirapelle will make a note for the next labor negotiation process to discuss adding a high and low range to the salary section of the Guild contract.
3. Prior to the next labor negotiation process, the Director will review the sick leave pay-out policies of our member agencies and flag the section for further discussion with the Guild.