

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, October 14, 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 and Douglas County Sheriff Harvey Gjesdal.

Present: Wenatchee PD Sgt. Jim Brown; Merle Root, Doug Hall, Gregg Goodwin, DAY Wireless; Steve Hair, KOHO/KOZI; Chief Mike Burnett, CCFD#1; Millie Tirapelle, Karen Bull, Monica Miller, Jackie Jones, Kay McKellar, Jerry Corder, and Criselia Grupp, RiverCom.

Chairman Goehner called the meeting to order at 9:00 am. The pledge of allegiance was led by Mayor Dennis Johnson.

Introductions: Members and attendees were introduced.

Approval of the Meeting Agenda: The agenda was reviewed by the Administrative Board. The Agenda was accepted as presented.

Approval of the Minutes: Motion by Wayne Barnhart with second by Dennis Johnson to approve the minutes of the September 9, 2009 meeting. Motion approved unanimously. Motion by Dale Snyder with second by Phil Mosher to accept the minutes of the Preliminary Budget Meeting held on September 25, 2009. Motion approved unanimously.

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

Board Chairman's Report:

Chairman Goehner advised he had met with Director Tirapelle, ASM Criselia Grupp and the State Auditors to review the 2007- 2008 financial audit report. He advised there were no findings or administrative concerns noted; this was a credit to the staff. Director Tirapelle noted that specific attention will be given to recording information in the meeting minutes related to entering Executive Session.

Chairman Goehner asked for an update of the staff assignment from the previous meeting. Director Tirapelle advised she had spoken with the Department of Revenue. RiverCom can expect to receive monthly electronic deposits beginning in April. Quarterly deposits may be a little larger than monthly deposits due to the method of tax collection.

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Director's Report:

Director Tirapelle gave a radio site update.

Blag: The tower is completed and the equipment has been transferred. An ice-bridge has been installed to prevent injuries from falling ice. Also, a clam-shell has been installed to hinder unwanted climbers on the tower.

Upper Badger: The contractor installing the new Douglas County PUD radio facility is projecting a November installation date. Our goal is to vacate the Hickman lease by the end of the year.

Keystone: The site work is completed for now. A co-operative agreement has been prepared between RiverCom and the Chelan County PUD for shared space and equipment; however, implementation is on-hold for the time being

Director Tirapelle reported on the Radio Console Contract with Motorola. Some power issues at RiverCom have been discovered. Prior to signing a contract Director Tirapelle advised she wants to be sure the power issues are resolved.

Director Tirapelle advised that the radio site list is complete. It will be distributed to the Board members.

FY2010 Budget

Director Tirapelle reported on the FY 2010 Budget. She advised that the budget was reformatted as requested by the Board.

Under Professional Services money was added to the audit line item. Director Tirapelle reported a six percent decrease in Salaries and Wages. This was due to not filling a technical position, re-assigning State funded duties to administrative positions and no cost of living adjustment.

The cost-per-call per User agency has gone up eleven cents. This was due to the decrease in calls-for-service.

Director Tirapelle reported that an on-going ER&R Fund will be established with an initial assignment of \$50,000. Director Tirapelle, IT Manager Corder and ASM Grupp will meet with Douglas County TLS Administrator Jim Barker to lay out a plan for equipment depreciation prior to the receipt of the new console radio control equipment.

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Director Tirapelle advised that all requests from the budget review meeting have been accomplished and a Resolution for adoption is before the Board.

A motion was made by Wayne Barnhart with a second by Dale Snyder to adopt FY2010 Budget Resolution #2009-04. Director Tirapelle advised the Watson furniture payment had been moved to the Communications Tax Capital Expenditures line item 594.28.64.04. The payment for the original eight consoles is \$6,000 per year for ten years to end in 2014. The motion to adopt the FY2010 General Fund and Communications Tax Fund Budget was approved.

Administrative Service Managers Report:

Criselia Grupp gave a budget update:

- 1) Vouchers= \$127,812.67; this includes a payment to Home Depot for \$695.04 that was omitted from the last months expenditures. The M&O General Fund= \$122,850.45; Capital Fund=\$4,962.22. Payroll, including overtime, shift differential, and benefits=\$215,805.27.
- 2) As of the end of September we should have expended 74.97% of our budget year to date; currently 64.18% of the M&O Fund has been expended; this will increase to 67.72% when the current vouchers are paid.
- 4) Payroll expenditures are currently at 71.32%. Overtime is currently at 87.77%. This increase is due to coverage for increased summer call volumes and FMLA usage.
- 5) The Capital Fund is currently at 39.98%. It will increase to 41.25% after the current vouchers are posted.
- 6) On the revenue side: 76.59% of the local tax revenue and 74.58% of the User contributions have been received.
- 7) The State 911 grant reimbursement funding for both counties arrived this month. The total amount is \$ 250,660.00.

Criselia Grupp provided the Board with an FY2009 Budget Amendment, Resolution #2009-03 in the amount of \$100,000 to be transferred from the Reserve Account into the M&O account to cover the cost of the 1/10 of 1% election. A motion was made by Phil Mosher and seconded by Wayne Barnhart to approve Resolution #2009-03. The motion was passed unanimously.

Criselia gave a staffing update. The Communication Technician position has been advertised; applications for the position will close on November 16, 2009. There are currently 12 applications for the position. The Administrative Assistant position will appear in the Wenatchee World on October 16th. Applications for the position will close on October 27, 2009.

Criselia advised that RiverCom is working with the City of Wenatchee to prepare Wellness Stations on the premises. Mayor Johnson asked if RiverCom had an Emergency Preparedness Policy with a plan in place to restrict visitors. Director Tirapelle advised a memorandum would be sent to the User agencies if the need arises. RiverCom already has restricted access to the general public.

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Operations Manager Report:

Jackie Jones reported there are currently twenty-eight Emergency Services Dispatchers with no one in training.

She advised that the State funded Language Line was used for one-hundred thirty-one calls in the last month. These were all for Spanish translation.

Jackie reported on some thank you letters received from the public. The Eastmont Kiwanis sent a thank-you for the 911 Public Education program presented by Kay McKellar, and Dana Vivian was commended for her recent work as the call-taker on a Search and Rescue incident. Jackie reminded everyone that Public Education Coordinator Kay McKellar is available to present information about 911 at their events and meetings.

Jackie gave an update on the ProQA program. This is a medical dispatch program within the Priority Dispatch System. A patch took place yesterday to make sure the program was operating correctly. Preliminary tests proved it to be working.

Operation Group:

Phil Mosher advised that ProQA was discussed. A discussion on the Criteria Based Dispatching will take place at the Fire /EMS / TAC meeting. Sparling Engineering (Spencer Bahner) will be at RiverCom at the end of the month to review and update the 2006 Radio System Design Final Report.

Good of the Order:

Chief Robbins advised that WPD recently experienced several significant calls-for-service. He appreciated the RiverCom response and support of his personnel in the field. Chairman Goehner advised his family had a recent dispatch experience and he advised it was positive.

Director Tirapelle noted that November 11th is a Holiday. The Board agreed by consensus to meet at 1:00 pm on Thursday the 12th of November. The location will be announced.

Phil Mosher moved, with a second by Dale Snyder to adjourn the meeting. The motion passed unanimously.

The meeting adjourned at 9:45 a.m.

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Next Administrative Board Meeting: The next meeting of the RiverCom Administrative Board has been scheduled for Thursday November 12, 2009 at 1:00 p.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: Wayne Barnhart moved to approve the September 9, 2009 meeting minutes as corrected. The motion was seconded by Phil Mosher and approved unanimously.

Motion: Dale Snyder moved with a second by Phil Mosher to Approve the September 25th Preliminary Budget minutes. Motion approved unanimously.

Motion: Phil Mosher moved to approve the September 9, 2009 vouchers and payroll. The motion was seconded by Dennis Johnson and approved unanimously.

Staff Assignments: