

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Thursday, November 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; and, Phil Mosher, Chelan County Fire District #1, RiverCom Operations Group Representative.

Ex-Officio Present: Mike Harum, Chelan County Sheriff; Keith Vradenburg, Mayor, City of Entiat.

Present: Merle Root and Doug Hall, DAY Wireless Systems; Millie Tirapelle, Criselia Grupp, Jackie Jones, Jason Ayers, RiverCom; Jacob Ayers, guest.

Chairman Goehner called the meeting to order at 1:00 p.m. The pledge of allegiance was led by Chairman Goehner.

Introductions: Members and attendees were introduced.

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

Approval of the Minutes: Mayor Johnson made a motion to approve the minutes of the October 14, 2009 Administrative Board Meeting. The motion was seconded by Commissioner Dale Snyder. Under discussion, two corrections were made. On page 2 under Keystone "assume site work is completed" not "competed". On page 3, "Well Stations" should be changed to "Wellness" Stations. The October minutes, as corrected, were approved unanimously.

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

Board Chairman's Report:

Chairman Goehner noted that public notice had been appropriately given regarding the change in the meeting date and time. In response to a request from the members, staff provided the Board with a radio site booklet containing a general site map, frequency coverage maps, and assigned equipment list and lease amounts. Chairman Goehner thanked staff for compiling the documentation.

Director's Report:

Director Tirapelle gave a radio site update:

UPPER BADGER: The foundation has been poured and the two halves of the building have been located at Upper Badger. It is expected the contractors will be done with their part of the work by the end of November. DAY Wireless will be completing the relocation of our radio equipment from the Hickman facility to the DCPUD facility by the end of December.

CHELAN BUTTE: There remains concern about the sturdiness of the wooden pole on which the RiverCom antennas are mounted. We have not made improvements at this site before now due to the high cost (\$30,000) of the needed antenna combiner. With the passage of the sales tax measure, RiverCom is now able to go out for bid for a combiner. Director Tirapelle has talked with Bob Shane at the Chelan PUD and he is okay with relocating all of the RiverCom radios from the KOZI facility (old milk truck trailer) to the CCPUD facility. Likewise, DAY Wireless has agreed to provide space on their tower for both the RiverCom receive and transmit antennas. RiverCom is working with CCPUD legal and DAY Wireless legal to get the necessary contracts in-place just in case an emergency relocation is needed. Otherwise, the move will be scheduled for early next spring.

KEYSTONE: Director Tirapelle reported that the Entiat Fire crew has pulled the old power cable off Keystone. Mayor Keith Vradenburg reported that the cable is rolled-up and ready for recycling/disposal. RiverCom has also been working with the Chelan County PUD on the logistics of connecting a CCPUD microwave hop from

Chelan Butte to Keystone. The type of system to be used and the power requirements needed at Keystone to support the system are under evaluation.

LOWER BADGER: John Beall, Central Washington Hospital Communications Manager contacted RiverCom regarding sharing our microwave hop to Lower Badger. Their legacy radio system which supports the extended coverage of the HEAR and Med Net radio frequencies is starting to fail; he is considering removing it unless he can come up with another alternative. RiverCom's equipment at Lower Badger is just as old and we are not currently in a position to offer any assistance. However, by the time CWH completes their new addition and we are ready to upgrade our Lower Badger equipment perhaps we can partner on a shared use agreement. CWH would provide RiverCom with roof-top space for a couple of antennas and RiverCom would provide microwave. The antenna on the roof of the Post Office, which currently serves East Wenatchee PD, is generally reliable but difficult to access after hours because of its location on Federal property.

BACK-UP SITE: RiverCom has been working with Suzie Benson at Wenatchee Valley College (Admin Services Division) in an effort to secure space on the 3rd floor of the new building for a 911 back-up site. WSP Captain DeWitt contacted Director Tirapelle about using RiverCom as a short-term back-up site. RiverCom has console space available and the ability to monitor the WSP frequencies on the mobile radios mounted underneath each of our dispatch consoles; however, some additional equipment would be needed to acquire transmit coverage. For long term evacuation, there is sufficient space at Wenatchee Valley College for WSP and RiverCom to co-locate.

IT Manager Jerry Corder is presently attending a sonic-wall training course in Kirkland and will be going to Schaumburg Illinois in December (along with local DAY Wireless techs) for training on the new Motorola 5500 radio console equipment.

Spencer Bahner of Sparling Engineering spent a day at RiverCom going over the updates to their 2006 Radio Engineering Study. He will provide RiverCom with an updated project roll-out schedule.

Spillman/Jail Module – The Regional Jail is getting closer to an agreement to install the Spillman Jail module. A question has come-up as to where the server will be housed. The Spillman project manager (Tyler Holland) arbitrarily assumed RiverCom would host the program on our server. The current RiverCom server has some space, but is sized for the general operational growth of RiverCom over the coming years, not for the addition of a high impact imaging system. Further, in order to protect our primary Computer Assisted Dispatch System (CAD) we do not run other programs concurrently on the CAD server. If the CAD server goes down, the field mobile units will be off-line and 911 Center will have to revert to a manual operation. The Director spoke with the Jail Superintendent Phil Stanley requesting clarification on the server installation and the administration of the Spillman jail module prior to signing a contract with Spillman. RiverCom does not currently have a legal relationship with the Jail for shared equipment use or services. Jerry Corder is a one-man Manager-Technician for radio systems and IT; he has a lot on his plate and is stretched too thin at this point to also take-on the administration of the jail module. Sheriff Harum explained that the Jail should have its own jail module system administrator and could also host the server. Mayor Johnson noted that Tyler Holland said housing the server at RiverCom was just logical because that is where Spillman is now. Director Tirapelle explained how each agency has its own system administrator with passwords to access the system. The system administrators meet monthly with Jerry Corder to make sure they are all on the same page when it comes to system adjustments and file access. Mayor Johnson said that the administrator could be contracted out. Administrators can dial-in from their locations to make changes and fixes.

Project Installation Schedule - Between January and April Jerry will be managing the Motorola MC5500 radio console installation, the CAD upgrade to Spillman 6.1 and the RiverCom integration of the jail imaging program. The goal is to have everything installed, debugged and agency personnel trained before Apple Blossom. This will be quite a challenge, particularly when the day-to-day IT and radio maintenance tasks must also be completed.

Shift Supervisor Lynn Palmer has been accepted to attend the week-long FEMA Advanced GIS training course at Emmetsburg Virginia. All expenses will be reimbursable through FEMA. The State 911 Program has also granted Lynn permission to register for a reimbursable on-line accredited college course on advanced mapping systems.

Administrative Service Managers Report:

Budget Summary – The October expense vouchers for M & O total \$99,222.84. The Capital expense vouchers total \$11,856.89. Payroll, including overtime, totaled \$202,206.38. As of the end of October, we

should have expended 83.30% of our projected budget. However, M & O expenditures are currently at 71.48%. After the current vouchers are posted, the percentage will increase to 74.26%. Upon payment of the Agency debt (approximately \$154,000.00) to the Bank of New York, the percentage will increase to 78.57% of the budget expended.

Payroll total is currently at 78.96%. Overtime is currently at 92.38%; up due to the high summer call-volumes, one ESD vacancy and three ESD's on FMLA leave.

The Capital Projects Fund is currently at 41.17%, and will increase to 44.21% after the vouchers are posted.

Revenue is at 84.52% for the local tax received and 86.05% for User contributions. Outside revenue and grants is at 53.62%.

Commissioner Goehner inquired about scheduled grants. The State 911 Program has put RiverCom's conversion to NG911 VIPER on hold until the end of the biennium. RiverCom will only be receiving reimbursement for an upgrade to the current 911 telephone equipment; approximately \$124,000.

Staffing – The vacant Communications Technician position is posted until the end of October; the application deadline is Nov 16th. The interviews for the position of Administrative Assistant were conducted last week. One Administrative Assistant applicant was given a conditional offer of employment pending the successful outcome of the pre-employment evaluation process. Two Emergency Services Dispatcher applicants are also moving through the pre-employment evaluation process.

FY2009 Budget Amendment Resolution #2009-05 - Criselia Grupp presented the Board with Budget Resolution #2009-05. If approved, \$39,846 would be transferred from the RiverCom Reserve Account to the RiverCom M & O account under line item County Election Ballot, Intergovernmental Professional Services for the purpose of paying the balance of the Douglas County Election Ballot Invoice. Mayor Dennis Johnson made a motion to approve FY2009 Budget Amendment Resolution #2009-05. Commissioner Dale Snyder seconded the motion. Under discussion, Commissioner Goehner asked for an explanation of the last line on the FY2009 budget page: Income/ (Loss) -\$515,625. There was discussion among the members and staff regarding grant funding and how that appears on the budget document. Director Tirapelle and Administrative Services Manager Grupp will discuss this with Douglas County Chief Accountant Karen Goodwin and provide the members with a definitive answer at the next meeting of the Board.

Councilman Barnhart inquired as to why Douglas County billed RiverCom for all the individual costs of running the election and also added a 15% overhead charge. Commissioner Snyder noted that the Auditor's Office has heard this concern before, but in accordance with RCW auditor's do have the right to charge the overhead. Councilman Barnhart expressed his feeling that the for-profit charge did not seem right.

The original quote for processing the Douglas County election was \$35,000.00; the cost came-in at \$66,000.00. The original quote for the Chelan County election was \$75,000.00; the cost came-in at \$70,000.00.

The motion to adopt Budget Resolution #2009-05 passed unanimously.

Mayor Dennis Johnson questioned how RiverCom is scheduling to pay for the Motorola 5500 radio console project knowing that we will not receive revenue from the 1/10th of 1% sales tax until April 2010. Motorola waved the 30% signing fee. RiverCom will finance the project through the Motorola Credit Services at 4.024%. The first payment of \$171,338 will be due July 15, 2010. RiverCom will be able to pay-off the project with no penalty by the 2nd payment due December 15, 2010. Over the twelve month period, the interest will be \$18,000. Cashmere Bank Commercial Finance could only give us 5%+.

Mayor Dennis Johnson inquired as to the sales tax revenue accounting process. Criselia Grupp advised the tax revenue will be electronically transferred from WA DOR to the RiverCom Emergency Communications Tax Fund which has already been established by the Douglas County Treasurer's Office at Sterling Bank in Waterville. RiverCom has a telephone tax revenue account number and a sales tax revenue account number. Those two revenue accounts correlate with our two separate budget Fund numbers.

Site Lease Revenue - RiverCom receives approximately \$500.00 per month in site lease payments. Prior to the passage of the sales tax, the Board chose to deposit the revenue in the Capital Improvement Fund. Staff is now recommending the revenue be deposited in the General Budget M & O Fund. Mayor Dennis Johnson

suggested it would be logical to credit the revenue to the operational side of the budget so agencies would benefit in their fees. Councilman Wayne Barnhart suggested crediting the revenue to the new ER&R Fund instead of general fund where it will disappear.

Director Tirapelle will check to see if this budget modification should be in the form of a Resolution instead of a motion. If necessary, Criselia Grupp will prepare a Resolution for action at the next Board meeting.

Administrative Services Manager Grupp reported that RiverCom has a bid out for a combiner. The bid opening is scheduled for December 1st at 1300. Hopefully there can be a bid award at the next meeting of the Board.

Operations Manager Report:

Operations Manager Jackie Jones advised that RiverCom had 69 Language Line calls for the month of October and the State 911 paid \$418.00 on RiverCom's behalf for translation services. Jackie Jones provided information on RiverCom's new website. The website (www.rivercom911.info) includes statistical information on the number of telephone calls received and the number of billable incidents generated as a result of those calls. Operations Manager Jones complimented Shift Supervisor Dennis Keppner on his design and management of the RiverCom website. Councilmember Wayne Barnhart asked if 511 or 211 information services would impact the number of calls received. Director Tirapelle noted that 511 and 211 are excellent resources for public assistance, but the caller is generally referred to N11 numbers after calling RiverCom.

Operations Group:

Phil Mosher reported that the RiverCom Operations Group suggested Spencer Bahner present a draft of his updated report to the Operations Group for discussion and comment before it is finalized. New issues not previously addressed, such as the feasibility of a single EMS dispatch frequency could be explored with the membership.

Good of the Order:

Chairman Goehner called for additional comments for the good of the order; hearing none, a motion was made by Commissioner Dale Snyder to adjourn into Executive Session for 10 minutes for the purpose of discussing collective bargaining issues RCW 42.30.110. The motion was seconded by Councilman Wayne Barnhart and passed by the members. The time was 1:49 p.m.

At 1:59 p.m. the Board extended the Executive Session for an additional 10 minutes. The public was notified of the extension by ASM Grupp.

At 2:10 p.m. the Board reconvened into Regular Session.

The Board meeting was adjourned at 2:11 p.m. by consensus of the members.

Next Administrative Board Meeting: The next meeting of the RiverCom Administrative Board is scheduled for Wednesday, December 9, 2009 at 9 a.m. in the Wenatchee City 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:

- Mayor Johnson made a motion to approve the minutes of the October 14, 2009 Administrative Board Meeting. The motion was seconded by Commissioner Dale Snyder. The October minutes, as corrected, were approved unanimously.
- Phil Mosher made a motion to approve the October vouchers and payroll as presented. The motion was seconded by Councilman Wayne Barnhart and unanimously approved by the members.
- Mayor Dennis Johnson made a motion to approve FY2009 Budget Amendment Resolution ##2009-05. Commissioner Dale Snyder seconded the motion. The motion to adopt Budget Resolution #2009-05 passed unanimously.
- A motion was made by Commissioner Dale Snyder to adjourn into Executive Session for 10 minutes for the purpose of discussing collective bargaining issues RCW 42.30.110. The motion was seconded by Councilman Wayne Barnhart and passed by the members.

Staff Assignments:

- Provide a definitive explanation of the budget line: Income/(Loss).
- Prepare a Resolution as may be appropriate to deposit site lease revenue into the new formed ER&R Fund rather than the Capital Improvement Fund.