

**RIVERCOM ADMINISTRATIVE BOARD MEETING**  
**Wenatchee City Council Chambers, Wenatchee, Washington**  
**Thursday, December 9, 2009**

Administrative Board Present: Keith Goehner, Chelan County Commissioner; Dale Snyder, Douglas County Commissioner; Dave Bremmer, East Wenatchee Councilmember; Dennis Johnson, Mayor, City of Wenatchee; and, Phil Mosher, Chelan County Fire District #1, RiverCom Operations Group Representative.

Ex-Officio Present: Harvey Gjesdal, Douglas County Sheriff; Keith Vradenburg, Mayor, City of Entiat; Tom Robbins, Wenatchee City Police Chief; and, Mike Burnett, Chelan County Fire District #1 Chief.

Present: Steve Hare, KOHO Radio; Dave Helvey, Douglas County Sheriff's Office; Merle Root, DAY Wireless Systems; Millie Tirapelle, Criselia Grupp, Jackie Jones, Jason Ayers, and Kay McKellar RiverCom 911.

Chairman Goehner called the meeting to order at 9:00 a.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: Commissioner Dale Snyder made a motion to approve the minutes of the November 12, 2009 Administrative Board Meeting. The motion was seconded by Mayor Dennis Johnson. Under discussion, two corrections were made: 1) Commissioner Snyder advised it was Councilman Barnhart that expressed concerns about the 15% election overhead charge and the enabling State RCW related to those allowable charges. Commissioner Snyder noted that he had invited the Douglas County Auditor to attend the Board meeting; 2) "No action taken" needs to be added to the minutes at the point where the Board reconvened after the Executive Session. The minutes were approved as corrected.

Voucher and Payroll Approval: Prior to the Board meeting, Phil Mosher reviewed the November expenditures on behalf of the Administrative Board. Phil Mosher made a motion to approve the November vouchers and payroll as presented. The motion was seconded by Dennis Johnson and unanimously approved by the members.

Board Chairman's Report:

*Pending Staff Assignments:* Chairman Goehner requested staff to explain the Income/Loss line in the budget. ASM Criselia Grupp advised the total expense was more than total revenue by \$515,625.00, caused by the Board's decision to spend down some of the beginning fund balance accrued at the end of 2008. Basically, RiverCom budgeted to spend \$515,625 more than it collected in fees in 2009, thereby reducing the fund balance and at the same time keeping the users fees down.

*Site Revenue Assignment:* Director Tirapelle advised that a Motion would be an acceptable course of action to assign new 2010 site lease revenue to M &O or the new ER&R fund. If the Board was transferring funds from one account to another, then a Resolution would be in order. The Motion was handled under section 7 of the agenda.

*2010 Board Elections:* Chairman Goehner opened the Administrative Board nominations for 2010. Dale Snyder made a motion to retain Keith Goehner as the Board Chairman. Phil Mosher seconded the motion. The motion passed unanimously. Phil Mosher made a motion to retain Dale Snyder as the Vice-Chairman. Dennis Johnson seconded the motion. The motion passed unanimously.

*Guild Ratification of Labor Contract Modification:* Director Tirapelle reported on the Guild ratification of the proposed modification to section 9.1 of the 2008-2010 labor contract. Beginning in January 2010, the family medical cap will be modified from \$850 to \$950 for the remainder of the contract term, exclusively. Dennis

Johnson moved to authorize the Board to sign the contract modification. Phil Mosher seconded the motion. The motion passed unanimously. \*\*It should be noted, this modification does not require an adjustment to the previously adopted 2010 operating budget\*\*

Chairman Goehner welcomed East Wenatchee Councilman Dave Bremmer to the meeting.

Director's Report:

Director Tirapelle gave a radio site update:

*Upper Badger:* Director Tirapelle met with DC PUD and DAY Wireless at the Upper Badger Mountain radio site to inspect the building and the proposed installation. She advised that some minor parts will need to be ordered for the building. DAY Wireless will be staging equipment next week. RiverCom previously purchased the generator for the site in a revenue-neutral exchange for future site rent. It is expected the project will be complete by the end of the month.

*Chelan Butte:* Director Tirapelle advised that with the lateness of the snow it may be possible to get into the Chelan Butte site. The radio signal is gradually getting worse. Efforts will be made to upgrade the site as soon as the combiner arrives; it will take 4-6 weeks for delivery of the custom unit.

*Fire Grant:* Homeland Security has requested a parts list for the fire simulcast grant submitted by Chief Baker earlier this year; this is a positive sign. Spencer Bahner, of Sparling Engineering, provided the list to Chief Baker on short notice. Mr. Bahner is also in the process of updating the 2006 engineering study timeline. This should be complete by mid January. He will plan to attend the RiverCom Operations Group meeting to speak to the members before finalization.

*Spillman/Jail Module:* Director Tirapelle attended the December 7<sup>th</sup> Chelan County Commissioners meeting regarding the Spillman Jail Module agreement. Fred Hart, the Chelan County IT Manager was also in attendance. RiverCom IT Manager, Jerry Corder, was in Schaumburg Illinois attending a Motorola 5500 radio console training course and was unable to attend the Board meeting. Director Tirapelle expressed concern (to the Chelan County Commissioners) about storing jail images on the RiverCom CAD server. She requested that an additional server be included in the project design and expenditures.

As a result of this request by the Director, there was further discussion among the RiverCom board members and Ex Officio members regarding the need for an additional server and where the server would be housed. The Jail will need to select a jail module systems administrator who will handle the day-to-day contact with Spillman IT regarding jail module system malfunctions. If the server will be housed at RiverCom, an MOU will need to be developed between the parties citing responsibilities and liabilities. The Director noted, as of July of 2009 the State 911 Program put the contract counties on notice the maintenance funding for equipment that shares non-911 programs will have to be pro-rated. The more often 911 funded equipment is reserved exclusively for 911 functions, the better-off RiverCom will be when requesting tax reimbursement. Currently there is some limited shared use of the master voice recorder and CAD server.

There was discussion among the members as to why dispatch/jail/MCT/radio functions are not eligible for 911 tax funding. Chief Robins suggested that the funding elements of the RCW and WAC be revisited. Dennis Johnson felt that a Strategic Planning session might be needed. Director Tirapelle advised that the State 911 Office could help facilitate strategic planning.

**ACTION:** Director Tirapelle was asked to make available the relevant 911 legislative and policy documents, and to revisit the option of a strategic planning session among interested members.

*MC5500 Radio Console Installation:* Director Tirapelle reported the radio console installation project is scheduled to begin on January 11<sup>th</sup>. This should not substantially affect the User agencies.

Administrative Service Managers Report:

Criselia Grupp reported on the following:

*Budget Summary:* The November expense vouchers for M&O totaled \$77,039.53. The Capital expense vouchers totaled \$2,599.98. Payroll, including overtime, totaled \$219,638.24. The amount is always higher in December due to the payout of Compensatory Time banks. As of the end of November, RiverCom should

have expended 91.63% of our projected budget. M&O expenditures are currently at 83.82%. This includes the Debt payment to the Bank of New York of \$154,007.50 paid 11/30/09. After the current vouchers are posted, the percentage will increase to 85.95%. Payroll is currently at 87.49% expended. Overtime is currently at 104.10% expended; up due to call-volumes related to emphasis patrols, one ESD vacancy and three ESD's on FMLA leave. The Capital Projects Fund is currently at 44.02%, and will increase to 44.68% after the vouchers are posted.

Local \$.50 tax revenue received is at 91.35% and User contributions received are at 91.86%. Outside revenue and grants (Capital Fund) is at 53.67%; this reduced percentage is due to the fact that the State 911 Program decided to upgrade the components of the existing phone system rather than replace it as previously scheduled.

*Staffing:* Interviews were held last week for the vacant Communications Technician position. Twenty two applications were received and the top five candidates based on qualifications were interviewed. A conditional offer of employment was extended to a candidate from Nampa, Idaho. The pre-employment process is proceeding for the Administrative Assistant position and one candidate is moving forward in the process for the Emergency Services Dispatcher.

*Site Lease Revenue:* RiverCom receives approximately \$500 per month in site lease revenue. 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 or the ER&R account. A motion was made by Dennis Johnson and seconded by Dale Snyder to assign the site revenue funds to the ER&R account beginning in January 2010. The motion passed unanimously.

Administrative Services Manager Criselia Grupp reported the single bid for the combiner was opened by Commissioner Goehner at RiverCom on December 1st as per policy. IT Manager Jerry Corder reviewed and evaluated the Bid document for accuracy and completion as defined in the Bid instructions. He recommended awarding the Bid to TXRX Systems, Inc. A motion was made by Phil Mosher with a second by Dennis Johnson to award the Chelan Butte combiner bid to TXRX Systems, Inc.

*Medical Pre-Tax Option:* ASM Grupp reported on the pre-tax medical insurance program. She advised that the Douglas County Auditor is already set up to automatically process the premium thru AFLAC Insurance Company. The majority of RiverCom employees have signed the paperwork during this open enrollment period to begin the program concurrent with their January 2010 payroll. There is no cost to RiverCom for this pre-tax benefit; AFLAC will administer the program at no charge.

#### Operations Manager Report:

*Language Line:* Operations Manager Jackie Jones advised the State 911 Program paid \$277.12 on behalf of RiverCom for Language Line Spanish translation services for the month of November.

*Officers Memorial:* One minute of silence was observed at 1:00 p.m in honor of the Lakewood officers. Emergency Services Dispatcher Dee Gutierrez attended the services with the Chelan County Sheriff's Department.

*MC5500 Installation:* The installation of the MC5500 will take place in January. January 13, 14 and 15 have been set aside for training dispatchers and administration.

*ProQA Triage:* Ops Manager Jones also advised that a refresher class will be held for ProQA sometime in February. Director Tirapelle advised that pre-arrival medical instructions are currently on manual flip charts. The ProQA module will run on the CAD server and will integrate medical triage into the 911 call-taking portion of the system. This co-located program was preapproved and is allowable under the State 911 reimbursement funding for purchase and maintenance.

#### Operations Group:

Phil Mosher advised that the RiverCom Operations Group took note of the number of new programs and equipment the RiverCom employees will be adjusting to starting on January 13th; a "be kind to your dispatcher week" may be in order. He advised that Karl Jonasson, Chelan Hospital District #2 will serve as the 2010 RiverCom Operations Group representative to the Administrative Board and Mike Dingle, DCSO EM will Chair the Operations Group.

Chairman Goehner and the board members expressed their appreciation to Phil Mosher for his service on the Board in 2009.

Good of the Order:

Director Tirapelle advised there had been some concerns expressed by the RiverCom Operations Group as to the ability of the local DAY Wireless technical shop to meet performance guidelines required for the many upcoming radio projects. Director Tirapelle spoke directly with Gordon Day, the owner of DAY Wireless. Mr. Day assured her the projects would be closely monitored for success. Mr. Day is bringing in an installer from Pasco and an installer is on-call from Lacey to assist the local shop with the install of the MC5500 radio consoles. They also plan to hire another technician in the Wenatchee shop in anticipation of additional projects in 2010-2011.

A motion to adjourn the meeting was made by Councilman Jerry Bremmer. The motion was seconded by Dale Snyder and passed unanimously.

The Board meeting was adjourned at 10:30 a.m.

**Next Administrative Board Meeting:** The next meeting of the RiverCom Administrative Board is scheduled for Wednesday, January 13, 2010 at 9 a.m. in the Wenatchee City Council Chambers.

RiverCom Administrative Board Members:

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Chelan County Commissioner Keith Goehner, Chairman

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Douglas County Commissioner Dale Snyder, Vice Chairman

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Wenatchee Mayor Dennis Johnson

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East Wenatchee Councilmember Wayne Barnhart

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Phil Mosher, CCFD1, Representing the Operations Group

**Motions:**

- Dale Snyder made a motion to approve the minutes of the November 12, 2009 Administrative Board Meeting. The motion was seconded by Dennis Johnson. The minutes were approved as corrected.
- Phil Mosher made a motion to approve the November vouchers and payroll as presented. The motion was seconded by Dennis Johnson and unanimously approved by the members.
- Dale Snyder made a motion to retain Keith Goehner as the Board Chairman. Phil Mosher seconded the motion. The motion passed unanimously.
- Phil Mosher made a motion to retain Dale Snyder as the Vice-Chairman. Dennis Johnson seconded the motion. The motion passed unanimously.
- Dennis Johnson moved to authorize the Board to sign the modification to the 2008-2010 labor contract section 9.1. Phil Mosher seconded the motion. The motion passed unanimously.
- A motion was made by Dennis Johnson and seconded by Dale Snyder to assign site revenue funds to the ER&R account beginning in January 2010. The motion passed unanimously.
- A motion was made by Phil Mosher with a second by Dennis Johnson to award the Chelan Butte combiner bid to TXRX Systems, Inc.

- A motion to adjourn the meeting was made by Councilman Jerry Bremmer. The motion was seconded by Dale Snyder and passed unanimously.

**Staff Assignments:**

- Director Tirapelle was asked to make available the relevant 911 legislative and policy documents; and
- To revisit the option of a strategic planning session among interested members.

Corrections made: Change James to Dave Bremmer, Also Karl Jonasson , LCCH#1 to District #2