

**RIVERCOM ADMINISTRATIVE BOARD MEETING**  
**Wenatchee City Council Chambers, Wenatchee, Washington**  
**Wednesday, January 13, 2010**

Administrative Board Present: Keith Goehner, Chelan County Commissioner; Dale Snyder, Douglas County Commissioner;; Dennis Johnson, Mayor, City of Wenatchee; and, Karl Jonasson, Lake Chelan Community Hospital District #2, RiverCom Operations Group Representative.

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

Present: Merle Root and Doug Hall, DAY Wireless Systems; Tony Veeder, City of Wenatchee Council Member; Millie Tirapelle, Criselia Grupp, and Kay McKellar, RiverCom 911.

Chairman Goehner called the meeting to order at 9:00 a.m. The pledge of allegiance was led by Commissioner Dale Snyder.

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:

Two corrections were offered: 1) the first name of East Wenatchee Councilman Bremmer needs to be corrected to Dave, and 2) Karl Jonasson's agency name needs to be corrected to LCCH District #2. A motion was made by Dennis Johnson and seconded by Dale Snyder to accept the minutes as corrected. Motion approved.

Board Chairman's Report:

*Pending Staff Assignments:* As per Chief Robbins request, Director Tirapelle provided each board member with a notebook containing the State E911 Program directives. Director Tirapelle flagged a few of the sections related to reimbursement funding and noted that the two Counties must sign annual contracts agreeing to abide by the directives in order to draw funding from the State \$.20 excise tax funding.

Mayor Johnson introduced Wenatchee City Council Member Tony Veeder and thanked him for attending.

Voucher and Payroll Approval: Prior to the Board meeting, Karl Jonasson reviewed the December 2009 expenditures paid in January and he also reviewed January 2010 expenditures on behalf of the Administrative Board. Dale Snyder moved to approve the December 2009 vouchers and payroll as presented. The motion was seconded by Dennis Johnson and unanimously approved by the members. Dale Snyder moved to approve the January 2010 vouchers. The motion was seconded by Dennis Johnson and unanimously approved by the members.

Director's Report:

Director Tirapelle gave a radio site update:

*Chelan Butte:* Director Tirapelle advised the site contract with DAY Wireless to relocate antenna's to the top and middle of their tower have been signed. The combiner is on order. When the combiner has arrived and the contract with the Chelan County PUD has been signed (to relocate our radios to their facility) the relocation of the legacy equipment can be accomplished. Jerry Corder and Bob Shane of the Chelan County PUD Technical Division are working on the project planning.

*Upper Badger:* Director Tirapelle advised that RiverCom was not able to complete the radio relocation project prior to the end of the year. During the pre-planning session we missed the fact that our radios in the new facility can not be controlled without first relocating the shared (PUD/RiverCom) legacy microwave currently housed in the old PUD building. The PUD is not ready to make the move on their portion of the system and we do not wish to purchase a new unit now when it will only be a short time before the PUD will be ready to move. Steve Hickman (our current landlord) was advised of the delay and he will work with us on our lease costs.

*MCC5500 Radio Console Installation:* Director Tirapelle reported three radio consoles have been converted to accommodate the employee training sessions. While the training is in-progress DAY Wireless will work on changing-out the other consoles. It takes about three and one-half hours per console to remove the 1997 parts and install the 2010+ parts. Over four hundred Fire/EMS tones will have to be manually reinstalled and successfully tested before the project will be complete.

*Fire Grant:* Director Tirapelle advised she did not have an update. Karl Jonasson advised he had contact with Chief Arnold Baker and that so far no grants have been awarded. It is hoped, "no news is good news!"

*Equipment Repair and Rental Document:*

Director Tirapelle advised the Agency equipment has been documented and a spread sheet is in the process of being developed. Research of past purchase costs will be accomplished well ahead of the 2011 budget planning cycle in order to give Board members sufficient time to review the numbers and establish funding policy.

Director Tirapelle reported on the recent Regional Interoperability meeting held in Ellensburg. She will be working on the statewide plan along with the five-county regional planning group. Sheriff Gjesdal advised that MACC was changing from VHF to 700 MHz. Merle Root with DAY Wireless explained the system and advised that statewide agencies will have to make changes to adjust to FCC narrow-banding and frequency re-farming. Director Tirapelle advised, with the exception of a few sites the RiverCom remote radio sites are narrowband capable. The radio upgrade and build-out will address the remaining narrowband issues for RiverCom and may also be able to fund some of the User agency conversions.

Director Tirapelle advised that the East Wenatchee Council will be discussing city contracts with cellular providers wishing to install transmitters. She will recommend that when a cellular provider is proposing the installation of a tower, space should be earmarked for public safety as part of the agreement.

*State Contract Fee:*

Director Tirapelle reported that the fee for Western States Contracting Alliance (WSCA) for the next two years is \$1,000. The revenue for this expenditure will come out of the Communication Tax, however, the first quarter payment of \$125.00 has been paid out of the general budget. The appropriate line-item will be reimbursed when the tax revenue is received.

*Spillman CAD Upgrade to 6.1:*

Director Tirapelle advised the Spillman CAD upgrade to 6.1 will take place in March. Activation of the jail module and the sharing of imaging will be part of the upgrade. It is important to have the installation complete and the personnel trained prior to the beginning of fire season. The jail will assign a jail module administrator and the Chelan County IT department will house the server. Both the jail module administrator and the IT Manager will be encouraged to attend the monthly Spillman Administrative Group (SAM) meetings in order to maintain system continuity.

Commissioner Goehner asked about the 1/10<sup>th</sup> of 1% revenue. Director Tirapelle advised the tax is being collected locally. The first transfer of funds should occur in April with monthly and quarterly deposits thereafter.

Administrative Service Managers Report:

*Budget Summary:* Criselia Grupp provided the budget report for December. The M & O fund vouchers totaled \$59,825.31. The Capital fund vouchers totaled \$5,680.80. The payroll, including overtime, shift differential and benefits for December totaled \$205,341.74. Criselia also presented 2010 vouchers for January as follows: M & O total \$8,977.56. There were no Capital expenditures. She advised that the totals for December 2009 and January 2010 vouchers were combined in one report for the Board signatures.

Criselia advised that overall we were under budget. 88.67% of the 2009 budget has been expended. The General fund total for the year including the December vouchers just approved is 93.28%. Capital projects are at 46.14%. Risk Management Insurance increased 22.12 %.

*Staffing:* Criselia advised that the pre-employment process was completed for the Communication Technician Position. An offer of employment was extended to Robert Hofstad of Nampa Idaho. He decided to decline the offer citing the increase cost (to him) for medical insurance of \$10,000 per year coupled with a salary reduction of \$6,000 per year.

She further advised that Staci Engler from Leavenworth has accepted our offer of employment as the Confidential Administrative Assistant. She will start on January 19<sup>th</sup>.

Conditional offers of employment were extended to two Emergency Service Dispatcher candidates; they are currently going through the pre-employment process.

**Risk Management Resolution #2010-1:**

Criselia presented Resolution #2010-1 to adopt the updated AWC Risk Management Service Agency Interlocal Agreement with RiverCom 911. The updated Interlocal Agreement was reviewed by legal counsel Stan Bastian. The original Agreement was adopted in June of 2004; a motion is needed by the Board whenever an agreement is established or updated.

The AWC Risk Management Insurance annual bill of \$38,813.00 is included with December's vouchers. The expenditure is \$12,000 more than last year. Funds will need to be transferred into this line item prior to paying the 2011 bill in December.

A motion was made by Dale Snyder with a second by Karl Jonasson to authorize the chair to sign Resolution #2010-1. The motion passed unanimously.

**Operations Group:**

Karl Jonasson advised the Operations Group participated in a conference call with Spencer Bahner of Sparling Engineering. Spencer noted the purchase could be accomplished via Western States Contracting Alliance (WSCA), Request for Proposal (RFP) or Sole Source. He advised that RiverCom needs to be protected and assured that the vendor performs. Spencer advised zone communication would be an operational issue for RiverCom and the User agencies to discuss. He also mentioned technical support issues need to be considered. Technical resources will be needed throughout and following installation. Spencer advised the group if any of the members had questions they could email him for assistance.

Karl Jonasson reiterated that significant discussion will need to occur among the membership regarding purchasing and projects. With the availability of tax funding and the expectation of large expenditures, Mayor Johnson noted the Board needs to assume responsibility for how the process works.

Director Tirapelle advised there are four projects already in-progress that will be completed prior to the beginning of the system upgrade: Chelan Butte/Keystone, Upper Badger, DCSO Sheriff's Office and City of Wenatchee/Carmichael. If CCFD#5 is awarded the Homeland Security Fire Grant the simulcast project will dove-tail with the microwave build out. Build-out will not occur without the input of the Users.

**Good of the Order:**

Director Tirapelle advised that Operations Manager Jackie Jones assisted with the communications for the funeral of Grant County Deputy John Bernard. She worked out of the DCSO Special Operations Center (SOC). Sheriff Gjesdal reported she did a great job handling the radio traffic.

Director Tirapelle advised that Phil Mosher has accepted the position of District Chief for CCFD#6. A letter of congratulations will be sent to Chief Mosher.

Chief Burnett gave a fire service update.

The Board meeting was adjourned at 10:27 a.m.

**Next Administrative Board Meeting:** The next meeting of the RiverCom Administrative Board is scheduled for February 10, 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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Karl Jonasson LCCH District #2, Representing the Operations Group

**Motions:**

- Dale Snyder made a motion to approve the minutes of the December 9, 2009 Administrative Board Meeting. The motion was seconded by Dennis Johnson. The minutes were approved as corrected.
- Dale Snyder made a motion to approve the December vouchers and payroll as presented. The motion was seconded by Dennis Johnson and unanimously approved by the members.
- Dale Snyder moved with second by Dennis Johnson to approve the vouchers for January (2009 carry-over) as submitted. Motion approved by the members.

Dale Snyder moved with a second by Karl Jonasson to authorize the Chairman to sign Resolution #2010-1. The motion passed unanimously.

**Staff Assignments:**

Director Tirapelle to prepare a congratulatory letter for Chief Mosher.