

RIVERCOM 911

Administrative Board Meeting

Wenatchee City Council Chambers
129 South Chelan Avenue, Wenatchee, WA 98801

Meeting Minutes

Wednesday, February 10, 2010

Administrative Board Members Present:

Keith Goehner, *Commissioner, Chelan County (Chairman)*
Dale Snyder, *Commissioner, Douglas County (Vice-Chairman)*
Karl Jonasson, *Lake Chelan Community Hospital District #2*
Don Gurnard, *Vice Mayor, City of Wenatchee (Alternate to Dennis Johnson, Mayor)*
Wayne Barnhart, *Council Member, City of East Wenatchee*

Ex-Officio Members Present:

Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*
Tom Robbins, *Chief, Wenatchee Police Department*

RiverCom Personnel Present:

Millie Tirapelle, *Director*
Criselia Grupp, *Administrative Services Manager*
Jackie Jones, *Operations Manager*
Jerry Corder, *IT Manager*
Staci Engler, *Confidential Administrative Assistant*
Kay McKellar, *Administrative Assistant*

Others/Audience Present:

Tony Veeder, *Council Member, City of Wenatchee*
Jim Brown, *Wenatchee Police Department*
Doug Hall, *DAY Wireless Systems*
Merle Root, *DAY Wireless Systems*

CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:00 AM. Board Member Jonasson led the pledge of allegiance.

WELCOME AND INTRODUCTIONS:

Board Members and attendees introduced themselves. Chairman Keith Goehner introduced Staci Engler as the new Confidential Administrative Assistant at RiverCom 911. Her first day of employment was January 19, 2010.

APPROVAL OF AGENDA:

After reviewing the revised agenda, the Board accepted the agenda as presented.

APPROVAL OF MEETING MINUTES:

A MOTION was made by Board Member Snyder to approve the minutes. The motion was seconded by Board Member Jonasson. Chairman Goehner offered a spelling correction to the name "Veeder" under the Chairman's Report. The minutes were unanimously approved as corrected.

APPROVAL OF VOUCHERS:

Board Member Jonasson stated that he had reviewed the vouchers for the month of January and recommended their acceptance.

A MOTION was made by Board Member Jonasson to approve payroll vouchers and January expense vouchers in the amount of \$55,100.10. Alternate Board Member Gurnard seconded the motion. The motion passed unanimously.

BOARD CHAIRMAN'S REPORT:Letter of Congratulations

Chairman Goehner stated that a Letter of Congratulations was sent to previous RiverCom Administrative Board Member Phil Mosher recognizing his appointment as the Fire Chief at Chelan County Fire District #6.

Strategic Planning / SCGI Proposal Update

As previously requested by the Board, Director Tirapelle submitted for review and comment a proposal for facilitated strategic planning from SCGI. The SCGI proposal provides a breakdown of project costs and includes a 4-phase approach that could be implemented on an as-needed basis. Director Tirapelle stated that the State 911 Program will reimburse the costs for Phase II.

It was agreed the final outcome of such a project is to provide a useable guidance document for future decision-making.

A MOTION was made by Board Member Jonasson to grant RiverCom 911 Director Tirapelle the authority to enter into a personal services contract with SCGI. The motion was seconded by Board Member Barnhart. The motion passed unanimously.

DIRECTOR'S REPORT:

Radio Site Update: Keystone

Director Tirapelle has spoken with the new DNR Resources Manager Tony Sachet and has received approval to add solar power panels at Keystone Point. In the future, she also plans to meet with DNR to discuss the possibility of installing a generator at this site.

Coulee City Area Site

Grant County 911 is in the process of installing a new tower facility at Pilot Rock. From informal discussions with technical personnel, Grant County intends to recover construction costs through site leases even if the lease is with another public safety agency. Verizon is constructing a tower on Dyer Mountain outside of Brewster; the Director will check on their site availability.

Narrow-Banding 2013

Director Tirapelle asked members to keep RiverCom in mind if they became aware of odd parcels of property that might be suitable for telephone pole antenna installation whereas RiverCom may be interested in purchasing new properties in order to support narrow-band radio coverage. Under the provisions of narrow-banding, about twice as many transmitter sites that are currently in use will be needed to provide the same level of frequency coverage. Narrow-banding is mandated as of January 2013.

T-Mobile Purchase of Radio Hop

IT Manager Corder reported that the FCC has sold the legacy microwave hop, from Lower Badger to the DCSO in East Wenatchee, to T-Mobile. T-Mobile has contacted RiverCom in order to negotiate a mutually acceptable deal for immediate transfer of the license.

Fire Homeland Security Grant

Board Member Jonasson reported on the DHS Fire Grant recently submitted by Chief Arnold Baker. Although CCFD#5 was not included in the first-round selection process, there may be a chance of being picked up in the second-round.

Radio Console Equipment Installation

The 5500 equipment/dispatch radio consoles have arrived and have been installed. System Acceptance has been completed with Final Acceptance expected in five working days. RiverCom staff has been very satisfied with the responsiveness of the local DAY Wireless shop. Motorola Inc. is researching some open engineering issues on our behalf.

Regional Interoperability Meeting - Cancelled for January and rescheduled as a committee conference-call on February 19th.

Okanogan CAD-to-CAD Grant

Director Tirapelle provided information on a Spillman CAD-to-CAD grant proposal by Okanogan County 911. The purpose of grant would be to provide CAD-to-CAD connectivity between, Okanogan, Ferry, Chelan, Douglas, Tribal, and Okanogan PUD. The primary advantages of the

multi-county network would be the ability to re-route 911 calls, including all of the number and location information, to a center that could effectively process the incident when the 911 fiber is cut, and to a quickly transfer information back-and-forth for incidents that occur on our borders. It was the consensus of the Board to move forward with exploring the proposed grant project.

Senate Bill 6846 and House Bill 2351

The 2010 legislation will increase the local telephone excise tax from 50-cents to 75-cents and the State telephone excise tax from 20-cents to 25-cents. Director Tirapelle reported that House Bill 2351 moved out of Rules yesterday, directly to the floor. Senate Bill 6846 is currently in Ways and Means. The language is the same in both Bills.

RiverCom 911 Transaction Pie-chart

For informational purposes only, Director Tirapelle provided the Board with a chart showing the work performed by the 911 Center. The member agencies were billed for 58,022 law, fire and EMS calls-for-service, however, the employees performed an additional 270,934 transactions that members were not billed for. She noted that a significant amount of staff time is accounted for by completing drivers' license and registration checks.

ADMINISTRATIVE SERVICES MANAGER REPORT:

Administrative Services Manager Grupp reported on the Budget Summary for the month ending January 31, 2010.

The January vouchers submitted for approval totaled \$55,100.10 and included the following voucher total for each account:

M&O Account	\$27,925.87
Capital Projects Account	\$ 1,668.27
Communication Tax Capital Account	\$25,505.96 (purchase of a combiner)

The total payroll amount for January, including overtime, shift differential, and benefits, was \$206,910.47.

As of the end of January, we projected to have expended 8.33% of the 2010 budget year-to-date. The M & O account is currently at 6.64%, and after vouchers are posted, this amount will increase to 7.56%. The Capital Project account is currently at 0.00% and after the vouchers are posted, it will increase to 1.19%.

For revenue received we are currently at 8.82% of Local E911 excise tax revenue and 11.25% of User Contributions revenue.

Staffing Report:

- A job opening advertisement was placed in the Wenatchee World for the Communications Technician Position. The deadline to receive applications is February 11, 2010.
- There is one Emergency Services Dispatcher (ESD) candidate currently going through the pre-employment process.
- Director Tirapelle provided some background information about new Confidential Administrative Assistant Staci Engler and further expressed her encouragement, that along with ASM Grupp, the pairing would bring strong experience to the Agency.
- Director Tirapelle expressed recognition and appreciation to Kay McKellar for filling the Administrative Assistant position during the past several months and commended her for doing a very good job.

RIVERCOM 911 OPERATIONS GROUP REPORT:

Board Member Jonasson, the representative for the RiverCom 911 Operations Group, reported on the following:

- Board Member Jonasson commended Kay McKellar and conveyed his appreciation for her contributions to the RiverCom Operations Group while serving as the Administrative Assistant.
- The group received a list of state licensed tactical radio frequencies.
- The group received a copy of the Sparling Engineering professional services proposal and agreement.
- There is a need for user agencies to begin preparing for narrow-band operations scheduled for full implementation by January 1, 2013. Jonasson further summarized the discussion about narrow-band that took place at the February 9th RiverCom 911 Operations Group Meeting. Additionally, IT Manager Corder was thanked for pushing this project out and getting it off the ground at the RiverCom 911 Operations Group meeting.

IT Manager Corder added that the implementation of narrow-banding will be a difficult challenge, particularly for the small agencies in our region.

Chief Robbins said he recently spoke with Senator Patty Murray about ways to assist law enforcement in our area. Chief Robbins shared the need for assistance with the implementation of narrow-banding.

GOOD OF THE ORDER:

Communications Tax Revenue Projections (1/10th of 1% Sales Tax)

At the suggestion of Mayor Johnson, Administrative Services Manager Grupp met with Nick Covey, Finance Manager for Link Transit. ASM Grupp provided the Board with a report showing RiverCom's projected Communications Tax Revenue for 2010 based on Link Transit's 2009 actual collected 4/10th of 1% Sales Tax Revenue.

Based on the projections, it was noted that the incoming revenue could support an early pay-off of the Motorola debt (currently paid with interest rate of 4.024%) which in turn would save RiverCom approximately \$10,000. The pay-off would have to be scheduled for one of the payments dates on or before December 15, 2010.

ADJOURNMENT:

With no further business, the meeting was adjourned at 10:24 AM.

Meeting Minutes Respectfully Submitted,

Staci L. Engler
Confidential Administrative Assistant
RiverCom 911

ATTEST:

Mildred Tirapelle, Secretary to the Board

Date

RiverCom 911 Administrative Board Members:

Chairman Keith Goehner, *Commissioner, Chelan County*

Vice-Chairman Dale Snyder, *Commissioner, Douglas County*

ABSENT

Dennis Johnson, *Mayor, City of Wenatchee*

Wayne Barnhart, *Council Member, City of East Wenatchee*

Karl Jonasson, *LCCH District #2, Representing RiverCom 911 Operations Group*

ACTION ITEMS:

A MOTION was made by Board Member Snyder to approve the minutes. The motion was seconded by Board Member Jonasson. Chairman Goehner offered a spelling correction to the name "Veeder" under the Chairman's Report. The minutes were unanimously approved as corrected.

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STAFF ASSIGNMENTS:

- Prepare a statistical report for Sheriff Gjesdal