

# RIVERCOM 911

## Administrative Board Meeting

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

### Meeting Minutes

Wednesday, March 17, 2010

#### Administrative Board Members Present:

Keith Goehner, *Commissioner, Chelan County (Chairman)*  
Dale Snyder, *Commissioner, Douglas County (Vice-Chairman)*  
Karl Jonasson, *EMS Director, Lake Chelan Community Hospital District #2*  
Dennis Johnson, *Mayor, City of Wenatchee*

#### Ex-Officio Members Present:

Tom Robbins, *Chief, Wenatchee Police Department*  
Jeff Middleton, *Chief of Operations, Chelan County Sheriff's Office*  
Keith Vradenburg, *Mayor, City of Entiat*  
Mike Burnett, *Chief, Chelan County Fire District #1*

#### RiverCom Personnel Present:

Millie Tirapelle, *Director*  
Criselia Grupp, *Administrative Services Manager*  
Jackie Jones, *Operations Manager*  
Staci Engler, *Confidential 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*  
Donna Lee Moore, *Cashmere Citizen*

#### CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:00 AM. Chief Middleton led the pledge of allegiance.

#### WELCOME AND INTRODUCTIONS:

Board Members and attendees introduced themselves.

**APPROVAL OF AGENDA:**

After reviewing the revised agenda, adding item 6G - Purchase of Goat Mountain Radio Site, the Board accepted and set the agenda as amended.

**APPROVAL OF MEETING MINUTES:**

*A MOTION was made by Board Member Jonasson to approve the February 10, 2010 Administrative Board Meeting Minutes as written. The motion was seconded by Board Member Snyder. The motion passed unanimously.*

**APPROVAL OF VOUCHERS:**

Board Member Jonasson stated that he has reviewed the vouchers for the month of February 2010 and recommended their acceptance.

*A MOTION was made by Board Member Jonasson to approve payroll vouchers and February expense vouchers in the amount of \$32,378.58. Board Member Johnson seconded the motion. The motion passed unanimously.*

**BOARD CHAIRMAN'S REPORT:**Statistical Report

The statistical report, as requested at the previous meeting, was completed for Sheriff Gjesdal.

**DIRECTOR'S REPORT:**

Director Tirapelle reported on the following items:

Upper Badger Radio Site

Although we were hoping to be farther along with the Upper Badger site, not too much has changed. The project has been delayed while Douglas County PUD purchases another generator for the site.

Chelan Butte Site

On March 23, 2010 RiverCom IT Manager Corder will be meeting with Chelan County PUD and DAY Wireless technicians to plan the move of RiverCom radios into the Chelan County PUD building.

Keystone Radio Site

Additional solar panels have been approved by the DNR for installation at the Keystone site. This will provide us with a greater power capacity prior to the installation of a generator.

RiverCom will also be installing a microwave hop between Keystone and Chelan-Butte as part of our mutual site agreement with Chelan County PUD.

#### Fire Homeland Security Grant

The DHS Fire Grant submitted by Chief Baker has moved forward and appears to still be under consideration. We are waiting to hear of its status.

#### Projects Update

The Motorola MCC5000 Radio project, the Medical ProQA project, the Positron telephone project, and the Spillman 6.1 upgrade project have all been completed. All systems are running well with a few minor glitches to work through.

#### Strategic Positioning Update

RiverCom management and Board Chairman Goehner recently met with De Hicks of SCGI to review his company proposal to coordinate and facilitate a 5-Year Strategic Plan.

The dates of June 17, 18, 19, 2010 have been set to conduct the Phase I workshop. During this time, SCGI will meet with RiverCom 911 management, the Administrative Board, and other appointed citizens.

In the near future, Director Tirapelle will be sending out an email request to Board Members asking for the names of individuals they think may be interested in participating and able to provide a constructive contribution to this project. RiverCom will also secure a meeting place that will accommodate the number of individuals attending the workshop.

#### Senate Bill 6846 and House Bill 2351

There has been no change in the status of Senate Bill 6846/House Bill 2351. It appears uncertain whether or not the Bill will pass.

If the Bill is passed, it would provide a projected \$280,000 in funding. As recommended by the State, the funding would be beneficial to RiverCom in that it would allow for IT assistance. The State has recognized that every 911 center will require a dedicated technician to keep up with technical phone issues as part of the next generation 911. However, Director Tirapelle also added that with an increase in the local telephone tax revenue (\$.50 to \$.70) State 911 reimbursement revenues may then be decreased.

#### Equipment Rental & Reserve (ER&R) Spreadsheet

The ER&R project has been more involved than originally anticipated. Administrative Assistant Engler has been compiling information going back to 2004, starting at the formation of RiverCom. We expect to have a draft document ready to present to the Board at the next meeting.

Once a working document is in place, we will need to create a Resolution that outlines how and what amount participating agencies will pay into a Capital account for equipment replacement.

Purchase of Goat Mountain Radio Site

Director Tirapelle reported that she just recently received information regarding the possible lease sale of the Goat Mountain radio site in Okanogan County. RiverCom currently sub-leases space at the site to provide radio coverage to Douglas County. Tirapelle recommended the Board consider purchasing the site lease. The owner of the property is requiring that notification of interest be submitted by March 25, 2010.

After further discussion regarding the condition of the property, and the terms and conditions of the primary lease from the USFS, it was decided that additional information would be needed. Director Tirapelle was directed to respond to the lease-holder indicating RiverCom's *interest* and requesting copies of the primary lease agreement and other sub-lease agreements.

**ADMINISTRATIVE SERVICES MANAGER REPORT:**

Administrative Services Manager Grupp reported on the Budget Summary for the month ending February 28, 2010.

The February expense vouchers submitted for approval included totaled \$32,378.58 and the total payroll amount was \$202,980.60.

M & O Account	30,239.09	
Capital Projects Account	1,882.31	
Communication Tax Capital Account	257.18	
Total Account Voucher Requests	<u>32,378.58</u>	
Payroll (including overtime, differential pay, and benefits)	202,980.60	OT was higher than usual due to staffing during upgrades for Motorola, ProQA, and Spillman 6.1

As of the end of February, we projected to have expended 16.66% of the M&O 2010 budget year-to-date. The M & O account is currently at 14.77%, and after vouchers are posted, this amount will increase to 15.93%.

The Capital Project account is currently at 1.92% and after the vouchers are posted, it will increase to 3.32%.

For revenue received we are currently at 18.35% of Local E911 excise tax revenue and 26.16% of User Contributions revenue. Outside revenue and grants is at 0.08%.

#### Staffing Report:

- Interviews were conducted on February 25, 2010 for the Communication Technician position. One candidate was given a Conditional Offer of Employment but then later declined the offer. Because this position has remained unfilled after 8 months, RiverCom will reevaluate the options for filling this position.
- There is one Emergency Services Dispatcher (ESD) candidate going through the pre-employment process.

#### **OPERATIONS MANAGER REPORT:**

Operations Manager Jones reported on the following items:

- A Letter of Commendation was awarded to Dispatcher Jessica DeMyer for handling a critical incident 911 call involving a 16 year old girl reporting an armed intruder in her home.
- A Letter of Commendation was awarded to Dispatcher Darcie Wentworth for handling a critical incident 911 call involving a woman experiencing a seizure and unable to communicate.
- The Administrative Board is invited to attend the Telecommunicator Awards Ceremony on April 21, 2010 at 3:00 PM at the Wenatchee City Council Chambers.
- The newly-created RiverCom 911 Newsletter was introduced and will be included with employee's monthly pay statements. Administrative Assistant Engler was complimented for her work in producing the newsletter.
- During the month of February, there were 65 language-line interpretations, all of which were for Spanish.

#### **RIVERCOM 911 OPERATIONS GROUP REPORT:**

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

- Some members of the RiverCom Operations Group are forming a committee to coordinate and assist with organizing the upcoming narrow-band changeover. The group will be surveying other agencies to find out where they are at with narrow-band capability and what percentage of their equipment is narrow-band capable. In the near

future, the group will need to make recommendations to the Board regarding the requirements of the changeover.

**GOOD OF THE ORDER:**

Public Comment

- Donna Lee Moore, a Cashmere citizen, extended her and her husband's availability to the Board to assist with any projects where she and her husband may lend their particular areas of experience. She also strongly recommended that Emergency Service Dispatchers attend the Hometown Heroes event scheduled for March 24, 2010.
- Merle Root from DAY Wireless announced that he is retiring to pursue other interests. He added that it has been an honor and a privilege working with the RiverCom organization. The Board reciprocated his sentiments and specially thanked Mr. Root for all of his contributions to RiverCom over the past few years. It was further noted that Mr. Root was very instrumental in the initial technical set-up of RiverCom 911.

**ADJOURNMENT:**

With no further business, the meeting was adjourned at 9:47 AM.

Meeting Minutes Respectfully Submitted,

Staci L. Engler  
Confidential Administrative Assistant  
RiverCom 911

ATTEST:

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Mildred Tirapelle, Secretary to the Board

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Date

## RiverCom 911 Administrative Board Members:

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Chairman Keith Goehner, *Commissioner, Chelan County*

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

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Dennis Johnson, *Mayor, City of Wenatchee*

### **ABSENT**

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

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

### **ACTION ITEMS:**

**A MOTION** was made by Board Member Jonasson to approve the February 10, 2010 Administrative Board Meeting Minutes as written. The motion was seconded by Board Member Snyder. The motion passed unanimously.

**A MOTION** was made by Board Member Jonasson to approve payroll vouchers and February expense vouchers in the amount of \$32,378.58. Board Member Johnson seconded the motion. The motion passed unanimously.

### **STAFF ASSIGNMENTS:**

- Gather additional site information from the lease-holder of the Goat Mountain radio site.