

RIVERCOM 911

Administrative Board Meeting

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

Meeting Minutes

Wednesday, May 12, 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*
Wayne Barnhart, *Council Member, City of East Wenatchee*

Ex-Officio Members Present:

Tom Robbins, *Chief, Wenatchee Police Department*
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*
Jeff Middleton, *Chief of Operations, Chelan County Sheriff's Office*
Keith Vradenburg, *Mayor, City of Entiat*

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*
Lisa Lewis, *RiverCom Guild President*
Dee Gutierrez, *RiverCom Emergency Services Dispatcher*

CALL TO ORDER:

Chairman Goehner called the meeting to order at 10:00 AM. Sheriff Gjesdal led the pledge of allegiance.

WELCOME AND INTRODUCTIONS:

Board Members and attendees introduced themselves.

APPROVAL OF AGENDA:

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

APPROVAL OF MEETING MINUTES AND VOUCHERS:

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

A MOTION was made by Board Member Jonasson to approve the April 14, 2010 Administrative Board Meeting Minutes as written and to approve payroll vouchers and April expense vouchers in the amount of \$53,973.99. Board Member Barnhart seconded the motion. The motion passed unanimously.

BOARD CHAIRMAN'S REPORT:

A status report was provided to the Board on the following staff assignments:

- On behalf of the Board, Director Tirapelle prepared and sent a thank you letter to Chief Baker at Chelan County Fire District #5 for his long-term work on and the successful award of the DHS Fire Assistance Grant.
- Director Tirapelle has received eight names of citizens that she will be contacting about participating in the upcoming Strategic Planning process.
- A comparative worksheet has been prepared for possible contribution to a user-funded equipment reserve account.
- Director Tirapelle sent a letter to Animal Control to inform them RiverCom will no longer screen calls-for-service for their agency. Callers will be referred to Animal Control or their answering service.
- Director Tirapelle is in the process of reviewing and formalizing lease agreements with the current tenants of the Goat Mountain radio site.

DIRECTOR'S REPORT:

Director Tirapelle reported on the following items:

Radio Site Updates

Chelan-Butte: IT Manager Jerry Corder worked with Motorola yesterday to begin installing the combiner. The combiner has been placed in the building and the ice-bridge has been partially installed. The labor part of the project should be completed in a few days.

Upper Badger: Nothing new to report.

Goat Mountain: Given the conditions-of-purchase for the radio site, the WA Auditor noted that our documentation should reflect that the purchase was an "Emergency Purchase" due to the time constraints of the seller. It was also pointed out that the Director did in fact establish the facility's replacement or relocation value before it was purchased.

A MOTION was made by Board Member Jonasson to amend the April 14 Board Meeting Minutes to state that the Goat Mountain purchase was made under “emergency and time sensitive” conditions and “with substantiated value”. Board Member Barnhart seconded the motion. The motion passed unanimously.

US Department of Homeland Security Assistance to Firefighters Grant

Following the April 2010 RiverCom Board meeting, some changes were made to the original Fire Assistance Grant MOU. The MOU was re-presented to include those amended sections.

A MOTION was made by Board Member Barnhart authorizing the Chairman to sign the amended Memorandum of Understanding between RiverCom 911 and Chelan County Fire District #5. Board Member Jonasson seconded the motion. The motion passed unanimously.

It was further noted, as a consensus of the Board, that all attorney’s fees on both sides in regard to this project should be charged back to the grant contract.

In order to complete the Fire simulcast project by April 30 2011, a bid request will be issued soon as possible. It was the consensus of the Board to move forward with one RFP for both the Fire grant and the two-county radio site upgrade.

WA State Interoperability Executive Committee

Director Tirapelle briefly reported on the consortium of about 60 agency representatives from 5 counties that make up the local WA SIEC committee.

User Equipment Replacement Fund

At the request of the Board, Confidential Administrative Assistant Engler prepared and provided the Board with a worksheet listing the 2010 User contribution rates escalated in \$5,000 increments (\$10,000 up to \$50,000) for the purpose of funding a proposed equipment reserve account.

After further discussion, the Board requested the information be presented to the Operations group for their feedback.

RiverCom Guild Meetings / Contract Negotiations

Director Tirapelle reported bargaining unit contract negotiations will begin in June. It was agreed Commissioner Goehner will be the Board’s representative to the committee.

Senate Bill 6846 and House Bill 2351

Board Member Snyder asked where we are with the new phone tax increase. Director Tirapelle responded that a tax ordinance will need to be adopted by each County by October 1, 2010 directing the telephone companies to remit local excise taxes to WA DOR. The Association of WA Counties is working on some boiler-plate language for the ordinances.

For every dollar increase in local excise taxes (\$.50 to \$.70) State reimbursements will be reduced. Through this tax increase, the State 911 Program is hoping more counties will be able to fund expenditures currently reimbursed through the \$.20 excise tax. The State 911 program will continue to pay for statewide services (911 networks) as required by law. It is expected the tax will result in only a slight increase in revenue; however, the amount of revenue from VoIP connections is still an unknown.

ADMINISTRATIVE SERVICES MANAGER REPORT:

Administrative Services Manager Grupp provided the Budget Summary for the month ending April 30, 2010.

The April expense vouchers submitted for approval included totaled \$53,973.99 and the total payroll amount was \$205,030.17.

M & O Account	44,073.78	
Capital Projects Account	9,280.21	
General Communications Tax Account	0	
Communication Tax Capital Account	620.00	
Total Account Voucher Requests	53,973.99	
Payroll (including overtime, differential pay, and benefits)	205,030.17	

As of the end of April, we projected to have expended 33.32% of the M&O 2010 budget year-to-date. The M & O account is currently at 27.29%, and after vouchers are posted, this amount will increase to 28.56%.

The Capital Project account is currently at 90.40% and after the vouchers are posted, it will increase to 96.96% (due to the purchase of the Positron phone system).

For revenue received we are currently at 33.81% of Local E911 excise tax revenue and 36.92% of User Contributions revenue. Outside revenue and grants is at 0.23%.

The Communications Tax revenue is at 24.54%. A Monthly Collection Comparison chart was provided to the Board for review.

In addition, it has recently come to our attention that there exists a separate account with about \$179,000 in deposit. Board Member Barnhart stated that he thought this money came from excess State funds deposited into a RiverCom account several years ago. The outcome of these funds will be discussed and determined at a future meeting.

Staffing Report:

- After two unsuccessful attempts to hire a Communications (radio) Technician, a reassessment of immediate need points to hiring an IT (computer) Technician instead. Director Tirapelle is developing an IT Technician job description for consideration at the next Board meeting. The position would be funded by State and local 911 excise tax funds.
- RiverCom received 100 applications for Emergency Services Dispatcher. Pre-employment testing is in-progress, with interviews scheduled for June 3.

OPERATIONS MANAGER REPORT:

- Operations Manager Jones provided the Board with a chart showing the numbers of calls RiverCom handled during the Apple Blossom Festival weekend over the past six years. Chief Tom Robbins and Operations Chief Jeff Middleton noted, it has been their experience, that the number of calls correlates with the weather; warmer weather generally brings a higher incident of calls and that the decline may be the result of cooler weather in the past couple of years. Next year, as the Apple Blossom Festival nears, RiverCom will join law enforcement in evaluating staffing levels for the street and the Center.

RIVERCOM 911 OPERATIONS GROUP REPORT:

There was nothing additional to report.

GOOD OF THE ORDER:

- Administrative Services Manager Grupp informed the Board that AWC insurance plan B is scheduled to be phased out at the end of 2011. The Agency and the Guild are jointly evaluating alternate plans and providers in an effort to find a plan similar to what is currently offered. Insurance provider presentations are scheduled for next week.

ADJOURNMENT:

With no further business, the meeting was adjourned at 11:29 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*

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 Jonasson to approve the April 14, 2010 Administrative Board Meeting Minutes as written and to approve payroll vouchers and April expense vouchers in the amount of \$53,973.99. Board Member Barnhart seconded the motion. The motion passed unanimously.*

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STAFF ASSIGNMENTS:

- Prepare Request for Proposal for new Fire Grant project
- Present proposed equipment replacement fund contributions to Operations group
- Complete IT Technician job description