

# RIVERCOM 911

## Administrative Board Meeting

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

## Meeting Minutes Wednesday, June 9, 2010

### Administrative Board Members Present:

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*  
Mike Harum, *Sheriff, 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:

Jim Brown, *Wenatchee Police Department*  
Lisa Lewis, *RiverCom Guild President*  
Dee Gutierrez, *RiverCom Guild Treasurer*

### CALL TO ORDER:

Vice-Chairman Snyder called the meeting to order at 9:01 AM. Vice-Chairman Snyder 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:**

*A MOTION was made by Board Member Jonasson to approve the May 12, 2010 Administrative Board Meeting Minutes as written. Board Member Barnhart seconded the motion. The motion passed unanimously.*

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

*A MOTION was made by Board Member Barnhart to approve payroll vouchers and May expense vouchers in the amount of 213,460.70. Board Member Johnson seconded the motion. The motion passed unanimously.*

## **BOARD CHAIRMAN'S REPORT:**

### Policy Issue

Board Member Johnson reported on a proposal made by the Chelan County Sheriff's Office to have individual cities billed directly by RiverCom for Users fees related to the processing of their 911 calls. Ex-Officio member Keith Vradenburg said the Mayors of the smaller cities have met to discuss this matter. It was noted, when RiverCom was formed, the intent was to contract through the primary public safety agencies, therefore the individual cities do not currently have Users contracts.

Sheriff Harum responded that the proposal did not directly originate with the Chelan County Sheriff's Department, but rather the Chelan County Commissioners. The RiverCom Board requested that this item be placed on the agenda for the next meeting so that Commissioner Goeher would have the opportunity to comment. No further action was taken.

## **DIRECTOR'S REPORT:**

Director Tirapelle reported on the following items:

### GIS Committee Update

For the past six years, the joint GIS Committee has been working on identifying the discrepancies in the mapping and addressing systems currently in place within the cities and counties served by RiverCom 911. These discrepancies have long been a hindrance to the rapid response of public safety. With the increasing dependence of 911 technology on location (address, coordinates, valid road names), it is even more important that these errors be corrected and a joint plan be put-in-place to prevent future errors. An addressing ordinance has been drafted, reviewed by counsel, and is ready for final presentation to the Chelan County Commissioners. Once the Ordinance is adopted, the first target areas will be those locations known to be serious challenges for first responders. In the near future, the group will be making presentations to city councils to provide information about the project. The committee will be requesting that Cities adopt similar ordinances.

## Radio Site Updates

*Jail:* IT Manager Corder is today working on the Spillman installation/upgrade at the jail. The jail is scheduled to go-live on June 28th.

*Chelan-Butte:* The only equipment remaining to be installed at Chelan-Butte is the antennas. It will probably be July before the work can be scheduled.

*Upper Badger:* Nothing new to report.

*Keystone:* Director Tirapelle has talked with DNR about installing a dish at the site. One of DNR's main concerns is that any new installations not disturb the ground. Tirapelle said DNR has provided her with some helpful suggestions.

## US Department of Homeland Security Assistance to Firefighters Grant

Director Tirapelle stated that she has received the tutorial/manual to administer the grant.

## Strategic Positioning Update

Director Tirapelle recently sent out information about the strategic planning workshop scheduled for June 17-19.

## User Equipment Replacement Fund

Speaking on behalf of the RiverCom Operations Group, Karl Jonasson told the Board the members would prefer a separate assessment for the on-going replacement of user-funded equipment rather than having the cost merged into the per-call rate.

Mayor Vradenburg also commented that, at least in his area, there is a perception that the equipment replacement schedule is for capital expenses. It was suggested that more information be provided to the member agencies before this proposal is moved forward.

## Excess State Funds in Deposit Account

As previously reported, RiverCom currently holds a fund containing approximately \$179,000 of unencumbered State 911 Year-End-Supplement (YES) money. Director Tirapelle asked the Board for direction as to how the membership wished to manage the fund in the future. After a brief discussion, the Board directed the entire amount be placed into a user equipment replacement fund. This action will delay the need for annual user contributions.

It was requested the title of the fund be "Operating Equipment Replacement Fund" in order to clearly differentiate the purpose of the fund from a capital equipment replacement fund. It was also suggested a draft policy be created to define the use of the new account.

***A MOTION*** was made by Board Member Barnhart to transfer the unencumbered funds in the amount of \$179,528 to an Operating Equipment Replacement Fund. Board Member Jonasson seconded the motion. The motion passed unanimously.

**ADMINISTRATIVE SERVICES MANAGER REPORT:**

Administrative Services Manager Grupp provided the Budget Summary for the month ending May 31, 2010.

The May expense vouchers submitted for approval totaled \$213,460.70 and the total payroll amount was \$209,530.46.

M & O Account	29,941.64	
Debt Interest Payment (processed end of May)	42,151.50	
Capital Projects Account	0	
General Communications Tax Account	0	
Communication Tax Capital Account	183,519.06	
Total Account Voucher Requests	<u>255,312.20</u>	
Payroll (including overtime, differential pay, and benefits)	<u>209,530.46</u>	

As of the end of May, we projected to have expended 41.65% of the M&O 2010 budget year-to-date. The M & O account is currently at 35.80%, and after vouchers are posted, this amount will increase to 36.66%.

The Capital Project account is currently at 96.96%.

For revenue received we are currently at 40.65% of Local E911 excise tax revenue and 44.81% of User Contributions revenue. Outside revenue and grants is at 0.44%.

The Communications Tax revenue is at 41.09%. A Monthly Collection Comparison chart was provided to the Board for review.

Staffing Report:

- Staff is working on the development of an IT Technician job description.
- The applications for the position of entry level ESD have been evaluated and the top eight (8) candidates have been scheduled for interviews on June 15th.

## **OPERATIONS MANAGER REPORT:**

Operations Manager Jones reported on the following items:

- The next in-house training academy will be RiverCom's 10<sup>th</sup> academy.
- Effective July 1, 2010, the State 911 Program will no longer reimburse RiverCom for two (Chelan & Douglas) Training Coordinators. Molly Elliott will be taking over Kathy Corulli's duties as the primary academy instructor/facilitator.
- Memorial weekend went well for RiverCom; there were no major incidents.
- Supervisor Misty Viebrock is currently updating the FIRE/EMS SOP.
- We recently received information for a response plans/geo-load. This is a challenging process and takes many employee hours to complete.
- Dispatchers recently completed Pro-QA training.
- Operations Manager Jones and Administrative Services Manager Grupp attended a meeting with Burlington Northern Railroad representatives regarding their emergency response plan for the Cascade Tunnel near Lake Wenatchee.
- From January through April, Language Line use was 234 calls in Spanish and 2 calls in Vietnamese.

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

Board Member Jonasson stated that the local Red Cross has once again requested permission to utilize one or more emergency tactical radio frequencies. The Operations Group agreed that since the Red Cross is a support agency in a secondary response role they should not have direct access to the emergency frequencies; they should instead, report to Incident Command for further and continued instruction. It was further noted that the Red Cross has been approved to be on OSCAR – a state-wide frequency. Mike Dingle, Emergency Management Specialist with the Douglas County Sheriff's Office will contact Red Cross to discuss the matter.

## **GOOD OF THE ORDER:**

There was nothing additional reported.

## **EXECUTIVE SESSION:**

The Board adjourned into Executive Session at 10:05 AM for a period of not more than 20 minutes for the purpose of discussing RiverCom Guild negotiations. At 10:25 AM the public was notified the session would be extended by 10 minutes in order for the Board to complete their discussions.

At 10:35 AM the Board reconvened into regular session. No action was taken as a result of the Executive Session.

**ADJOURNMENT:**

With no further business, the regular meeting of the Board was adjourned at 10:41 AM.

Minutes Respectfully Submitted,

Staci L. Engler  
Confidential Administrative Assistant  
RiverCom 911

ATTEST:

\_\_\_\_\_  
Mildred Tirapelle, Secretary to the Board

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Date

**RiverCom 911 Administrative Board Members:**

*ABSENT*

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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*

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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 May 12, 2010 Administrative Board Meeting Minutes as written. Board Member Barnhart seconded the motion. The motion passed unanimously.*

*A MOTION was made by Board Member Barnhart to approve payroll vouchers and May expense vouchers in the amount of 213,460.70. Board Member Johnson seconded the motion. The motion passed unanimously.*

*A MOTION was made by Board Member Barnhart to transfer unencumbered funds in the amount off \$179,528 to an Operating Equipment Replacement Fund. Board Member Jonasson seconded the motion. The motion passed unanimously.*

**STAFF ASSIGNMENTS:**

Prepare a draft policy to define the use of the *Operating Equipment Replacement Fund*.