

RIVERCOM 911

Administrative Board Meeting

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

Meeting Minutes

Wednesday, December 14, 2011

Administrative Board Members Present:

Keith Goehner, *Commissioner, Chelan County (Chairman)*
Dale Snyder, *Commissioner, Douglas County (Vice-Chairman)*
Dennis Johnson, *Mayor, City of Wenatchee*
Wayne Barnhart, *Councilmember, City of East Wenatchee*
Mike Dingle, *Operations Representative, DCSO EMD*

Ex-Officio Members Present:

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*
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 (Not at the meeting)*
Jerry Corder, *IT Manager*
Brad Granger, *Information Systems Technician*
Staci Engler, *Confidential Administrative Assistant*
Kay McKellar, *Administrative Assistant/Public Education Coordinator*

Others/Audience Present:

Jim Brown, *Technical & Support Services Manager, Wenatchee Police Department*
Tammy Patterson, *Lead Records Clerk, Wenatchee Police Department*
Phil Mosher, *Chief, Chelan County Fire District #6*
Juan Sanchez, *MIS Director, Douglas County*
Fred Hart, *IT Director, Chelan County PUD*
Roxanne Giffin, *Chief Civil Deputy, Chelan County Sheriff's Office*
Janet Middleton, *SAA, Chelan County Sheriff's Office*
Phil Stanley, *Director, Chelan County Regional Jail*
Chris Sharp, *SAA, Chelan County Regional Jail*
Kelly Soltwisch, *Chief Civil Deputy, Douglas County Sheriff's Office*
Rod Thomas, *Wireless Systems Sales Representative, Day Wireless Systems*

CALL TO ORDER:

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

WELCOME AND INTRODUCTIONS:

Chairman Goehner welcomed meeting attendees. Director Tirapelle introduced Brad Granger as the new Information Systems Technician at RiverCom. He started employment with RiverCom on December 1, 2011 and will be primarily responsible for maintaining CAD and the IT side of radio functions. Other attendees introduced themselves.

APPROVAL OF AGENDA:

Director Tirapelle requested to add "State Audit Conference" as item "c" under the Chairman's Report. The meeting agenda was otherwise accepted as presented.

APPROVAL OF MEETING MINUTES AND VOUCHERS:

A MOTION was made by Board Member Dingle to approve the November 9, 2011 Administrative Board Meeting minutes as written, the November payroll and benefit expenditures, and expense vouchers for payment on December 14, 2011 in the amount of \$94,287.50. Board Member Snyder seconded the motion. The motion passed unanimously.

BOARD CHAIRMAN'S REPORT:

- Chairman Goehner introduced Chris Sharp, Corporal and Spillman Administrator for the Chelan County Regional Jail, to present the idea of creating a single-point-of-contact lead Spillman Applications Administrator representing all the Spillman users.

Speaking for law enforcement, jail, and records, Sharp presented the idea of hiring a fulltime separate Spillman Applications Administrator (SAA) position to serve as the single point-of-contact for all agencies using the Spillman system. He explained that as more agencies are now participating on the same system, each agency is experiencing different issues based on the specific requirements and needs of each individual agency. Furthermore, system administrators from the various agencies do not feel they have direct representation with Spillman and do not have one person in charge of the System.

Board Member Johnson addressed the original mission of RiverCom and why RiverCom exists. The Board members cannot lose sight of RiverCom's primary function (*as per the Intergovernmental Agreement*) which is to provide 911 call answering and public safety dispatching. RiverCom was organized to provide a separate function; its interests and responsibilities are different.

After discussion, the Board clarified that although many of the interested participants may be the same, this is not a RiverCom (*as an Agency*) issue and RiverCom would not be part of the funding model. Even though the Spillman core operating system resides

at RiverCom, RiverCom is not responsible for any of the other entities programs. The State 911 Program Office purchased the operating system and currently funds its maintenance and that of CAD.

A MOTION was made by Board Member Snyder that a task force be organized to represent all Spillman users in Chelan and Douglas counties. The task force is to be made up of the Chelan County Sheriff, or his designee; the Douglas County Sheriff, or his designee; the Chief of the Wenatchee Police Department, or his designee; the Chief of the East Wenatchee Police Department, or his designee; the Director of the Chelan County Regional Jail, or his designee; the Director of RiverCom 911, or her designee; and a representing member of the North Central Washington Fire Chiefs Association. The motion was seconded by Board Member Barnhart. The motion passed unanimously.

The Board directed Director Tirapelle to contact representatives assigned to the task force and organize the first meeting at which time a chairperson can be elected and a meeting schedule established. The task force is instructed to provide the framework of the proposed position and a broad range of information and options for further consideration by the Board. The task force shall identify all costs associated with the position, how the position would be supported and funded, the pros and cons of implementing the change, and where the system and position would reside.

- Chairman Goehner asked for nominations for the 2012 Board Chair positions.

A MOTION was made by Board Member Johnson to nominate Keith Goehner to be re-appointed as the 2012 Board Chairman. Board Member Snyder seconded the motion. The motion passed unanimously.

Under discussion, Board Member Barnhart suggested the Board consider placing the Chairperson's position on an annual rotation schedule. It was agreed, for the time being, it would be in RiverCom's best interest to elect the Chair based on current circumstances and to make that judgment on an annual basis.

A MOTION was made by Board Member Johnson to nominate Dale Snyder to be re-appointed as the 2012 Vice-Chairperson. Board Member Dingle seconded the motion. The motion passed unanimously.

- Chairman Goehner attended the exit conference held on November 22, 2011 upon completion of RiverCom's State Audit. The audit covered the period of January 1, 2009 through December 31, 2010. There were no findings; Chairman Goehner stated that RiverCom is well-managed from a financial standpoint.

DIRECTOR’S REPORT:

Director Tirapelle reported on the following items:

- Network Audit
A system-wide network audit was recently performed by Athena Advanced Networks. A report with recommendations is expected to be completed and provided to the Board next month.
- Radio Systems
Our site rent at Chelan-Butte radio site will be increasing due to seven (7) new systems installed at the site.

The appraisal for the property at Lower Badger should be completed by the next meeting.

- High-Speed Connection
Chelan County IT Manager Fred Hart has been instrumental in the completion of the installation of the high speed dark-fiber connection directly between RiverCom and the County. IT Manager Corder noted that the connection has already increased system speed; some additional equipment will be needed to maximize the network performance.
- State E911 Report
Thurston County has asked RiverCom for assistance in writing a HUB agreement using our Intergovernmental Agreement as a model.

Bruce Baardson, State 911 Customer Support and Financial Manager, has transferred to another Division within the Military Department. His job description has been posted for hiring.

ADMINISTRATIVE SERVICES MANAGER REPORT:

Administrative Services Manager Grupp provided and reviewed the Financial Reports and Budget Summary for the month ending November 30, 2011.

2011 YTD Expenditures:

As of November 30, 2011, actual expenditures have been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Maintenance and Operations Account	\$ 3,050,983	83.69%
Capital Projects Account	\$ 13,578	61.72%
Equipment Replacement Account	\$ 3,414	24.38%
Communications Tax Account	\$ 1,532,409	62.27%
Total:	\$ 4,600,384	74.90%

* The total Payroll and Personnel Benefits posted for the month of November in all accounts was \$234,692.71.

2011 YTD Revenue:

As of November 30, 2011, actual revenue received has been recorded as follows:

	<u>Dollar Amount</u>	<u>% of Budget</u>
Outside Revenue and Grants	\$ 468,903	144.73%
Local E911 Excise Tax	\$ 834,687	112.61%
Agency Assessments	\$ 2,183,099	91.54%
Communications Tax Revenue	\$ 2,162,359	87.87%
Site Leases	\$ 10,569	132.11%
Outside Revenue and Grants (Capital)	\$ 16,059	72.99%
Total:	\$ 5,675,675	95.44%

December 2011 Summary Expenses

December 14 Expense Vouchers:

Maintenance and Operations Account	\$ 66,861.96
Capital Account	\$ -0-
User Equipment Replacement Account	\$ 3,692.43
General Communications Tax Account	\$ 5,378.56
Communications Tax Capital Projects Account	<u>\$ 18,354.55</u>
Total Vouchers:	\$ 94,287.50

Staffing Report

- A final Offer of Employment has been extended to one (1) person for the position of Emergency Services Dispatcher. Employment is scheduled to start on January 3, 2012.
- A Conditional Offer of Employment has been extended to one (1) individual for the Radio Systems Technical Manager position. The individual is currently completing the pre-employment process.

RiverCom Administrative Policies and Procedures

Three (3) administrative policies were provided for Board review:

RiverCom Administrative Policy and Procedure: Certified Training Officer
RiverCom Administrative Policy and Procedure: Conflict of Interest
RiverCom Administrative Policy and Procedure: Disciplinary Action and Investigations

ASM Grupp reported that all policies were reviewed by the RiverCom Guild and RiverCom's Legal Counsel no additional suggestions were made.

***A MOTION** was made by Board Member Johnson to approve and adopt RiverCom Administrative Policy and Procedures as presented for Certified Training Officer, Conflict of Interest, and Disciplinary Action and Investigations. Board Member Snyder seconded the motion. The motion passed unanimously.*

ASM Grupp reminded the Board the State will conduct a financial audit of the CCFD#5 federal grant sometime during 2012. The cost of the additional audit can be funded through the sales tax revenue.

OPERATIONS MANAGER REPORT:

Operations Manager Jones was not in attendance due to a training event. There was no report.

RIVERCOM 911 OPERATIONS GROUP REPORT:

- Board Member Dingle reported that the ROG meeting was very well-attended. The group primarily discussed the newly installed simulcast system and how it has impacted fire communications. The group also discussed their needs as the next phase of the project moves forward.
- Chief Phil Mosher, who served as the 2011 ROG Chair, will begin his rotation as the ROG representative on the RiverCom Administrative Board as of January 1, 2012.
- Brian Pulse was elected as the 2012 ROG Chair. In turn, he will be scheduled to serve on the RiverCom Administrative Board for the year 2013.

On behalf of the Board, Chairman Goehner thanked Mike Dingle for his representation on the Board during the past year.

GOOD OF THE ORDER:

- Packets of pistachios were provided to each Board member on behalf of the RiverCom Wellness Committee.
- In recognition of his retirement, Chairman Goehner thanked Board Member Dennis Johnson for his years of service and for his strong and supporting role in the development and organization of RiverCom since its very beginning. He was presented with a letter of appreciation from the Board and a book signed by RiverCom personnel.

ADJOURNMENT:

With no further business, the regular meeting of the Board was adjourned at 10:48 AM.

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*

~~Mike Dingle, *Douglas County Sheriff's Office, RiverCom 911 Operations Group*~~

Staff Assignments:

The Board directed Director Tirapelle to contact representatives assigned to the task force and organize the first meeting at which time a chairperson can be elected and a meeting schedule established.