

RIVERCOM OPERATIONS GROUP MEETING

RiverCom Conference Room,
140 S. Mission St. 3rd Floor
Wenatchee, Washington
Tuesday, September 8, 2009

Present: Phil Mosher, CCFD#1; Gary Babst, Wenatchee Fire; Kay McKellar, Jackie Jones, Criselia Grupp and Millie Tirapelle, RiverCom; Wayne Walker, Lifeline Ambulance Jim Brown, Wenatchee PD; Tom Martin, CCFD#8; Mike Dingle, DCSO Emergency Management; Karl Jonasson, Chelan EMS; and Jeff Middleton, CCSO.

Karl Jonasson called the meeting to order at 11:08 a.m. Introductions were made.

Approval of the Minutes:

Phil Mosher moved and Jim Brown seconded the motion to accept the minutes as corrected. (Delete the word to following Tom Martin's second).

Directors Report:

Director Tirapelle advised she had accepted John Fleckenstein's resignation. She will be asking the RiverCom Board to change the job description from five years: To three years. Tower climbing is necessary. Advertisements will be placed locally, Seattle Times and Trade magazines. .

Director Tirapelle reported on the radio sites:

Keystone- Added four feet to the structure and went up one story. RiverCom is the only occupant. Working to add more solar panels to the site. Chelan County PUD would like to add a radio. The cable is on the ground (no power at this time) and CCFD #8 will be removing the cable.

Upper Badger- The DC PUD is waiting for the building to arrive. It should be in place by the first of November. If the building is not on sight RiverCom will purchase a temporary building to eliminate Mr. Hickman's \$18,000 a year rent.

Director Tirapelle expressed her appreciation for all the support from the users in passing the 1/10th of 1 percent sales tax ballot. The election was certified on the 2nd of September. The projected revenue is two million per year. Money will start coming to the Department of Revenue (DOR) in February, who can hold it for one month and charge a one percent handling fee. RiverCom's plan (for budgeting purposes) is to deduct fourteen percent from the two million and take one percent off for the DOR plus a six month delay for the first year. Projecting \$995,000 in the first year. The anticipated cost per call to the users will be close to 2009 at \$38.23 per call. Director Tirapelle recommended that the estimated \$100,000 from the FY09 budget that is remaining due to tech salary and other savings repay the reserve fund.

ACTION: The RiverCom User Group concurs and will bring this to the RiverCom Board meeting Sept. 9, 2009.

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Director Tirapelle gave a brief overview of the project plan:

- 1) Establish an Emergency Repair and Rental (ER & R) plan
- 2) Replace the radio consoles for the eleven dispatch positions.
- 3) Combiner fix on Chelan Butte
- 4) WPD microwave hop to Carmichael
- 5) TAC repeater

Beginning in the third year, user entities are eligible to apply to the Board for reimbursement from the 1/10th for radio equipment that are a direct result of infrastructure fixes.

Director Tirapelle advised that the FY10 budget was not completed due to the tax information that was needed for completion. She advised the budget would be completed by the end of the month.

Operations Managers Report:

Jackie Jones reported on the QA program. A new QA program was completed for the month of July for all ESD's (not including supervisors). Still needs to be reviewed with each dispatcher.

She advised that input from the dispatchers is being submitted to update the RiverCom Standard Operating Procedures (SOP). Dr. Kevin Gilmartin conducted a class on Emotional Survival on the 2nd of September. CCFD#1 will provide fire extinguisher training on September 30th. As always, we are more than willing to have our User Agencies share their knowledge with us.

Jackie reported on the Chelan County MSAG and Mapping/GIS. Lynn has kept up with MSAG/ALI corrections throughout the summer. She has not completed a geoload since spring and it is the number one priority. Lynn will distribute a new CD of all map layers when complete. She is also able to create custom maps for various agencies.

Staff assignment: Advise Lynn that the Users would like to know exactly what options they can have on their maps.

Jackie further advised that Lynn has a request into the state 911 office to purchase a software extension for ARC GIS called ARC Publisher. It will allow her to create published maps that can be used with the free software called Arc Reader. This could be a backup for the Spillman map and used for advances searches and printing capabilities.

Jackie advised that the readdress for Cascade Foothills Orchard Rd in Douglas County has been completed. Other issues have been addressed.

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Jackie reported for the Law Users Group that CCSO has completed transitioning to using the Scheduler. Auto mailer was tested and put on line this past month.

Jackie advised that RiverCom regularly attends the EMS Council. Updates are shared between the agencies. Supervisor Monica Miller will be applying for the dispatch representative position on the North Central Region EMS & Trauma Care Council.

Regarding the Fire/EMS TAC, Jackie advised that Misty is going out on maternity leave. She has created special response instructions due to the Beebe Bridge accident. Monica will take Misty's Fire/EMS TAC meeting and Lynn Palmer will handle Record's meetings.

Staff assignment: Jackie Jones to find out about the Severity Response.

Dennis Keppner is working on the new improved RiverCom website.

The RiverCom wellness committee will host the annual Red Cross Blood Drive on Wednesday, Sept.9th from noon to 1600 at the Wenatchee Community Center.

Jackie reported on the APCO International Conference held in Vegas. She will be working on a new evaluation process for RiverCom and will begin to establish a Mission Statement.

ROUNDTABLE:

Karl Jonasson asked the group to consider Criteria Based Dispatching (using the EMD cards as they were intended). He will be bringing this up at the Fire Chiefs meeting. Karl also said, "Pats on the back for all who were involved in the Beebe Bridge incident".

Mike Dingle advised that the trailer is here, radios are in, and computers are next. If you would like to tour the new Special Operations Center contact Mike.

Director Tirapelle is working on a contract between RiverCom and Day Wireless for Tech support.

Jeff Middleton described the reorganization of CCSO management following the retirement of Greg Meinzer. Jerry Moore is Chief of Administration and oversees EM, SAR, PIO, etc. Jeff is the Chief of Operations and oversees Patrol, SWAT, CRDTF, ETC.

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Kay McKellar is coordinating 911 Public Education events and if you are having an event she can assist or provide materials. The county 911 Education Coordinators will participate in a "Know Your Location Campaign" at the state capitol on September 11th.

Next meeting will be on October 13th at 1100. Meeting Adjourned at 12:05