

RIVERCOM 911 OPERATIONS GROUP

RiverCom Conference Room
140 S. Mission Street, 3rd Floor
Wenatchee, WA 98801

Meeting Minutes Tuesday, February 9, 2010

In Attendance:

Karl Jonasson, *EMS Director, Lake Chelan Community Hospital District #2*
Johnny Rebel, *Paramedic, Location Manager, Lifeline Ambulance*
Phil Mosher, *Chief, Chelan County Fire District #6*
Rusty Stamps, *Assistant Chief, Chelan County Fire District #7*
Timothy Lemon, *Chief, Chelan County Fire District #7*
Jeff Middleton, *Operations Chief, Chelan County Sheriff's Office*
Stan Smoke, *Chief, Wenatchee Fire & Rescue*
Tom Martin, *Representative, Chelan County Fire District #8*
Millie Tirapelle, *Director, RiverCom*
Jackie Jones, *Operations Manager, RiverCom*
Jerry Corder, *IT Manager, RiverCom*
Criselia Grupp, *Administrative Services Manager, RiverCom*
Staci Engler, *Confidential Administrative Assistant, RiverCom*

Call to Order:

In the absence of Chairman Mike Dingle, DCSO, Karl Jonasson called the meeting to order at 11:03 AM.

Jonasson welcomed and introduced Staci Engler, recently hired for the position of Confidential Administrative Assistant at RiverCom. He also extended a thank you to Kay McKellar for working in this position during the interim hiring and training period. She was further commended for a job well done.

Approval of Minutes:

Karl Jonasson made a motion to approve the minutes as presented. Phil Mosher seconded the motion. The motion passed unanimously.

Directors Report:

- The following informational handouts were provided to the group:
 1. List of state licensed tactical frequencies that may be used by the members for tactical incidents
 2. Government Capital Corporation financial bulletin

3. Professional Services Proposal and Agreement from Sparling Engineering

- Tirapelle reported that she has not yet heard anything in regard to the Fire Homeland Security grant application. Jonasson added that he spoke with Chief Baker at Manson yesterday and learned that it did not make the cut on round one.
- Tirapelle provided an update on the CAD-to-CAD Grant. This would provide CAD-to-CAD connection and would allow the transfer of CAD calls between different centers. The grant may possibly include five (5) years of maintenance cost. The main advantages of the system would be back-up handling of calls when the 911 fiber is cut and the general processing speed of county board calls-for-service.
- The 5500 equipment/ dispatch radio consoles have arrived and have been installed. The system is working well with the exception of a “ghost” somewhere in the system that causes pre-programmed system settings to re-set. We are aggressively working to correct the situation.
- Dispatchers recently received ProQA training in preparation of handling medical aid calls. It was noted that the trainer did an excellent job.
- Positron equipment is expected to arrive next week. This will provide a hardware refresh to the current dispatch phone system in preparation for an IP based VIPER system.
- Due to current projects, RiverCom has not moved forward on other work at the remote sites.
- Corder reported that the FCC has sold the legacy microwave hop, from Lower Badger to the DCSO in East Wenatchee, to T-Mobile. T-Mobile has contacted us to work out a deal for immediate transfer of the license.
- Senate Bill 6846 is currently pending with the last hearing in Ways and Means being well-attended by police and fire representatives. Passage of the bill would increase the phone call tax rate from 50-cents to 75-cents locally and from 20-cents to 25-cents on the state level.
- Jonasson asked about updates regarding the Chelan-Butte site. It was reported that the combiner has arrived and the CCPUD contract is being worked-on. Corder has ordered an ice-bridge and cabling for the site.
- The Administrative Board has requested a Strategic Plan be developed. Tirapelle summarized the direction we may take to accomplish this project. The plan is to utilize an experienced facilitator to guide and coordinate the process. Portions of the costs for this project for team building and training personnel would be paid for by the state.

Jonasson mentioned that his pagers are not being set-off for some responses in the Chelan Valley. Corder will make sure the necessary level adjustments are made to receive the pages appropriately without distorting the audio.

- Department of Natural Resources (DNR) has given permission to put in extra solar panels at the Keystone site.

Committee Reports:

Spillman Administrator's Group

Tirapelle reported great attendance and participation at the last meeting. Everyone talked about ways to help one another.

Law Users Group:

Jones reported on the recent Pursuit Meeting and said that the group is trying to work out a standard plan for inter-jurisdictional pursuit responses. Middleton said that he had received pursuit policies from other agencies and would forward them to Jones for review.

Roundtable Discussion:

- Jones reported that 97-A will be closed intermittently during the week of February 22. It will be slow for vehicles to pass through during this time. She has not received further information. If anyone hears of more information, please forward to her.
- Jones reported that we are testing out a computer monitor mount that allows all screens to be move forward and back with one adjustment.
- Jackie Jones and Criselia Grupp recently gave a dispatch career presentation at Wenatchee Valley High School that was well received.
- Corder stated that Josh Humphrey with Day Wireless has been instrumental in delivering the installation of the MCC 5500 Radio Console project and specifically noted that his work has received rave reviews.
- Criselia Grupp reported that we are currently hiring for the open Communications Technician position and that we have one ESD candidate in process.
- Corder strongly suggested that a committee be formed of agency representatives to begin discussion and planning for narrow-banding which is mandated for January 2013. He also added that he is receiving some good information on narrow-banding and it was agreed that he would start sending this information to the Operations group for further dissemination to appropriate parties.

As a starting point, agencies will need to determine which equipment is narrow-band capable and that which is not in order to plan for purchasing goals and implementation of capable equipment. Middleton asked for clarification about whether equipment needs to actually be replaced or if upgrades could be made to existing equipment. It was agreed that in most cases, equipment would need to be replaced.

The Operations Group agreed to begin scheduling special meetings to facilitate further discussion on this project and to begin planning.

Tirapelle added that if anyone knew of any odd parcels of property that might be suitable for telephone pole and antenna installation to please inform her - RiverCom may be interested in purchasing new properties in order to support narrow-band operations. We will need about twice as many locations as we currently have to facilitate narrow-band operations.

Good of the Order:

There was no further comment.

The meeting was adjourned at 11:57 AM

Due to a change in next month's regular Administrative Board meeting, the RiverCom Operations Group Meeting is rescheduled for Tuesday, March 16, 2010.