

RIVERCOM 911 OPERATIONS GROUP

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

Meeting Minutes Tuesday, June 8, 2010

In Attendance:

Mike Dingle, *DC EM Specialist, Douglas County Sheriff's Office*
Jim Brown, *Support Services Manager, Wenatchee Police Department*
Karl Jonasson, *EMS Director, LCC Hospital District #2*
Arnold Baker, *Chief, Chelan County Fire District #5*
Timothy Lemon, *Chief, Chelan County Fire District #7*
Phil Mosher, *Chief, Chelan County Fire District #6*
Kelly O'Brian, *Chief, Chelan County Fire District #3*
Check Fenton, *Chief, Douglas County Fire District #2*
Mike Burnett, *Chief, Chelan County Fire District #1*
Tom Martin, *Representative, Chelan County Fire District #8*
Millie Tirapelle, *Director, RiverCom 911*
Criselia Grupp, *Administrative Services Manager, RiverCom 911*
Jackie Jones, *Operations Manager, RiverCom 911*
Jerry Corder, *IT Manager, RiverCom 911*
Staci Engler, *Confidential Administrative Assistant, RiverCom 911*

Call to Order:

Vice-Chairman Karl Jonasson called the meeting to order at 11:10 AM. Attendees introduced themselves. Chairman Mike Dingle joined the meeting.

Approval of Minutes:

The minutes from the May 11, 2010 meeting were approved as presented.

Director's Report

- Most of the site preparation work has been completed at Chelan-Butte. We are currently waiting for the antennas to be installed and the radio equipment to be moved. IT Corder said it would probably be July before this work could be scheduled.
- We are currently working with DAY Wireless to complete clean-up work at the Moses-Stool site. An old radio facility needs to be removed.
- No work has been done at the Goat Mountain site, however, the roadway is now passable. We have been working on the contracts with the remaining tenants; DAY Wireless, Jerry Isenhardt and the Okanogan PUD.

- We are still waiting on the DC PUD to install power at their Upper Badger site.
- We have received the rules and tutorial for the Homeland Security Grant. The RiverCom Board agreed to use one RFP for both phases of the grant project.
- The RiverCom Administrative Board asked Staff to provide them with a long-term annual collection schedule, similar to an ER&R fund, for the replacement of internal RiverCom equipment currently replaced through User fees. The Board requested the same information be provided to the Operations Group for their opinion and comments. The Director provided the Operations Group with worksheets showing the current equipment inventory and possible annual contribution amounts.

A discussion followed. The Operations Group agreed they would prefer to have a separate assessment billed to them apart from their regular cost per call rate.

Operations Manager Report

- The Memorial Day weekend went well without any major incidents.
- Supervisor Misty Viebrock will be scheduling a meeting to continue work on the Fire EMS TAC SOP
- Dispatchers just completed EMD refresher training using PRO-QA
- OM Jones and ASM Grupp met with Burlington Northern Railroad representatives last week to discuss emergency procedures with regard to the Cascade tunnel. At the same time, we asked BNR about the possibility of installing a radio antenna at their site. Their representative seemed receptive to the idea.
- The Washington State APCO Training Conference and Exhibits will be held here in Wenatchee on June 22-25

IT Manager Report

- IT Manager Jerry Corder reported that he has been working on a listing of all FCC licenses. He informed members that if they want to review the status of a license, they can go to the FCC website and look-up the license by its FRN#.

Radio licenses need to be modified from wide to narrow band at the time of relicensing. The question was asked, "For licenses that do not expire within the changeover time frame, how do we change from wide to narrow band?". Jerry will find the answer to this question and report back to the group.

- We are currently purchasing 10 Quantars and also Daniels Repeaters that are both wide and narrow band capable.

Administrative Services Manager Report

- RiverCom will be conducting ESD interviews on June 15. There are eight candidates scheduled to be interviewed; we will be trying to fill three positions.

Committee Reports:

- Jim Brown noted that the Regional Jail is currently setting-up their connection to the Spillman jail module. The go-live date is June 28th.

Good of the Order:

- Chief O'Brian suggested using a central purchase point so agencies could get together to purchase needed wide-band equipment in order to receive a better price. Chief Baker will present the idea to the Chief's Association and recommend that they take the lead on the project.
- A discussion took place about the possibility of the Red Cross using public safety radio frequencies, particularly F1. F1 and all frequencies licensed by RiverCom are for the exclusive use of public safety first-responders. Support organizations should be advised to report to the Command Post to coordinate their communications or telephone RiverCom and request that RiverCom relay communications. Chief Mosher will talk with Chief Smoke about the Red Cross using F3.
- Tom Martin reported that CCFD#8 has received funding for a new fire station in Entiat. Preliminary work will be completed this year with building to begin next spring.

There was no further comment.

The meeting was adjourned at 12:26 PM.