

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**RIVERCOM 911 and the Membership of the**  
**RIVERCOM CUSTOMER AGENCIES**

Revised:  
September 2023

**A. PURPOSE**

This Memorandum of Understanding (MOU) sets forth the protocols related to the Administrative Board's allocation and disbursement of RiverCom 911 (RiverCom) Communications Tax Fund revenue (Shared Funding) provided to support the emergency communications equipment needs of RiverCom's Customer Agencies (Parties) to enhance and improve emergency radio communications, interoperability, and emergency response capabilities throughout the Chelan/Douglas County 911 Region.

Such emergency communications equipment includes P25 mobile and portable radios, radio accessories, pagers, and repeaters/base stations, and software. The intent of this "Priority/Needs" based application process is to effectively allocate Shared Funding to enhance interoperability, and support emergency communications of the region's First Responders. Shared Funding availability will begin January 1st of each calendar year after Board approval of RiverCom's Annual Operating Budget.

**B. PARTIES**

RiverCom 911 is a municipal corporation organized under the Laws and Constitution of the State of Washington, as set forth in RCW Title 36, operating a Public Safety Answering Point (PSAP - 911 call taking and emergency services dispatching agency) under an Interlocal Cooperative Agreement, RCW Chapter 39.34.

The RiverCom 911 Customer Agencies are established by Interlocal Cooperative Agreement, RCW Chapter 39.34 and consists of four (4) law enforcement agencies, twelve (12) fire service agencies, and four (4) medical service agencies, as delineated below:

- Wenatchee Police Department
- East Wenatchee Police Department
- Chelan County Sheriff's Office
- Douglas County Sheriff's Office
- Wenatchee Valley Fire Department
- Chelan County Fire Protection District No. 3
- Chelan County Fire Protection District No. 5
- Chelan County Fire Protection District No. 6
- Chelan County Fire Protection District No. 7
- Chelan County Fire Protection District No. 8
- Lake Wenatchee Fire & Rescue
- City of Cashmere Fire Department
- Douglas County Fire Protection District No. 1
- Douglas County Fire Protection District No. 3
- Douglas County Fire Protection District No. 4
- Douglas County Fire Protection District No. 5

- City of Bridgeport Fire & Ambulance
- Chelan County Public Hospital District No. 1, dba. Cascade Medical
- Chelan County Public Hospital District No. 2, dba. Lake Chelan Health
- Douglas County Public Hospital District No. 2, dba. Waterville Ambulance

## **C. BACKGROUND**

A ballot measure was placed before the voters in August of 2009, which imposed a one-tenth (1/10<sup>th</sup>) of one-percent (1%) sales and use tax for the purpose of providing funds for costs associated with the financing, design, acquisition, construction, equipping, operating, maintaining, remodeling, repairing, reequipping, and improvement of emergency communications and facilities, in accordance with RCW 82.14.420 (3).

Furthermore, the RiverCom Administrative Board (RiverCom Board) adopted Resolution 2009-02, which affirmed Section 5 of RCW 82.14, and adopted the RiverCom 911 Emergency Communications Systems and Facility Tax Funding Agreement, which includes Addendum 1, Eligible Budget Categories.

The Emergency Communications Systems and Facility Tax Funding Agreement included the following Section: “Sales tax revenue will generally not be eligible for user-agency-specific projects. However, user agencies will have the opportunity, beginning in the third full year of revenue collection, to apply to the RiverCom User Group for shared funding assistance for agency specific projects that will facilitate improved integration, coordination, and interoperability with RiverCom telecommunications systems. Applications could include funding for P25 mobile and portable radios, radio accessories, pagers, and repeaters/base stations, and software.

The original ballot measure expired at the end of 2019. A new ballot measure was placed before the voters in August of 2019, which imposed a 1/10<sup>th</sup> of one percent sales and use tax. This proposal did not have a sunset date and was approved by a wide margin.

## **D. AGREEMENT**

In January of each year, the RiverCom Board may provide funding to the Communications Tax Shared Funding account to a level approved, as a part of the Annual Operating Budget. The RiverCom Board will determine the annual Shared Funding allocation. The Board reserves the right to adjust the total Shared Funding as a part of setting RiverCom’s Annual Operating Budget, to support the emergency communications equipment needs and enhancing the interoperability of participating Customer Agencies. Board approved program funding will be available for approved Customer Agency expenditures January 1<sup>st</sup> of each year, in accordance with the Shared Funding Application and Reporting processes as set forth in Section F of this Memorandum.

The Shared Funding Program is a priority and needs based application process, whose goal is to invest limited Shared Funding to best enhance emergency radio communications interoperability and emergency response capabilities throughout the Chelan/Douglas County 911 Region. Customer Agencies are required to submit an application, which outlines their radio equipment needs, and how this equipment will support their agencies emergency response capabilities, and advance operational interoperability among the regions First Responder agencies and RiverCom emergency services dispatch.

Eligible radio equipment is identified in Section “E”.

RiverCom will track Customer Agency Shared Funding expenditures for the purpose of internal auditing and financial reporting to the Office of the State Auditor.

## **E. ELIGIBLE BUDGET EXPENDITURES**

Eligible budget expenditures are defined as agency specific projects that will facilitate improved agency interoperability, integration, and coordination with RiverCom Telecommunication systems, which include P25 mobile and portable radios, radio accessories, pagers, and repeaters/base stations, and software. Expenditures must be in compliance with Addendum #1, Eligible Budget Categories of the Tax Funding Agreement. RiverCom's Radio Systems Technical Manager shall determine whether or not a Customer Agency request is an eligible Shared Funding expenditure.

## **F. APPLICATION AND REPORTING**

The Customer Agency will prepare a written request using a designated Shared Funding application provided by RiverCom along with a narrative justification summary, and a quote for the item(s) they are requesting to purchase. The RiverCom Radio Systems Technical Manager will review all requests for compliance of Section "E" of this memorandum. The RiverCom Executive Director and Radio Systems Technical Manager will approve and/or deny Customer Agency Shared Funding applications.

### **Priority/Needs Based Application Process:**

The intent of the Priority/Needs Based Application Process (PNBAP) is to compile, review, and prioritize annual Customer Agency radio communication support requests, and prioritize the allocation of Shared Funding to best meet the emergency communications needs of Customer Agencies throughout the region.

The goal of the PNBAP is to more effectively support the emergency communications needs of Customer Agencies, and lower annual maintenance and replacement costs by working towards a radio equipment inventory that is proactively managed based on recommended Original Equipment Manufacturer (OEM) maintenance and replacement cycles. This work will be coordinated with the enhanced preventive maintenance provided through the RiverCom Subscriber Equipment Sustainment Program (SESP).

The PNBAP will follow the steps as outlined below:

1. Customer Agency's will submit annual Shared Funding applications to RiverCom by November 15<sup>th</sup> of each year (see Appendix A).
2. RiverCom will conduct application intake, initial review, and compiling by Customer Agency, and the region.
3. The RiverCom Operations Group (ROG) Shared Funding Application Committee will review all applications to evaluate, prioritize, and make funding recommendations to the RiverCom Executive Director for final approval by December 15<sup>th</sup> of each year.

4. The RiverCom Board will review and approve the Shared Funding allocation for inclusion in the next Annual Operating Budget at the regularly scheduled October Board meeting.
5. Approved agency Shared Funding allocations will be available for Customer Agency expenditure beginning January 1st of each calendar year.

Purchasing of approved communications equipment under the Shared Funding Program, as approved by the Executive Director, will be coordinated through the Radio Systems Technical Manager and the Administrative Services Division.

The RiverCom Administrative Services Division will track all approved expenditures to ensure Customer Agencies do not exceed their approved funding limits. RiverCom will pay the vendor directly after the work is satisfactorily completed, and up to the approved amount.

Costs exceeding the Customer Agency approved amount will require prior Executive Director approval.

RiverCom will verify the items requested are funding eligible, verify the vendor is listed on RiverCom's approved vendor list, then pay the vendor directly with an approved invoice. All funding payments will be made in accordance with RiverCom's accounts payable policies, procedures, and schedules.

## **G. GENERAL ACCOUNTING**

Shared Funding allocations shall not accumulate for any Customer Agency in subsequent calendar years, unless approved by the Executive Director for encumbrances associated with approved Customer Agency applications. Any unused funds shall be reprogrammed within the RiverCom Annual Operating Budget as approved by the RiverCom Board.

This Memorandum of Understanding may be reviewed and updated for recommended changes proposed by the Executive Director and/or Customer Agencies, and as approved by the Administrative Board.

**IN WITNESS WHEREOF**, the Parties have executed this Memorandum of Understanding by the signatures of the duly authorized representative of each participating entity.

This Memorandum of Understanding supersedes the previous MOU and shall remain in place until repealed, modified, or replaced by the RiverCom Executive Director and the Administrative Board.

RIVERCOM 911



Doug Jones, Executive Director, RiverCom 911

9/20/23

Date

\_\_\_\_\_  
Date

RiverCom 911  
140 South Mission Street  
P.O. Box 3344  
Wenatchee, WA 98801

# COMMUNICATIONS TAX SHARED FUNDING ASSISTANCE PROGRAM CUSTOMER AGENCY APPLICATION

Revised: 2023



## REQUESTING AGENCY INFORMATION:

Date of Application:			
Name of Agency:			
Contact Person:		Phone Number:	
Title:		E-Mail Address:	

## PROPOSAL AND REIMBURSEMENT REQUEST:

Name of Vendor:		
Intended Date of Purchase:		
<b>Attach quote and make sure to include all reimbursable costs such as shipping and sales tax.</b>		
Description of Items to be Purchased:	Quantity	Cost
	Total Cost:	

## JUSTIFICATION FOR PURCHASE:

On a separate document, please write your narrative justification as outlined on page 2.

## AGENCY AGREEMENT:

*Agreement: By signing this request for funding, I acknowledge and agree that the requesting Agency shall be responsible to comply with all laws, statutes and regulations regarding use of these funds and the goods purchased using the funds. The requesting Agency shall hold RiverCom harmless from any claims relating to a noncomplying use by a user agency.*

Signature – Authorized Agency Representative	Print Name	Date
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## REVIEW:

Review: Radio Systems Technical Manager		
Approval: Administrative Services		

## NOTES:

## APPROVAL:

Approval: RiverCom Operations Group Chair		
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**RiverCom Shared Funding Application – Narrative Justification:**

RIVERCOM 911: Memorandum of Understanding - Communications Tax Shared Funding Assistance Program, Rev. September 2023

To assist the ROG Shared Funding Review Committee and RiverCom in prioritizing the allocation of next years Shared Funding, please provide the following information to outline and explain your agency’s radio communications funding request. Your responses should include enough detail to clearly explain your agency’s priorities and needs, how this new equipment will support your agency accomplish its public safety mission, and enhance interoperability with First Responder agencies, and RiverCom emergency services dispatch.

Also, please list each equipment line item in your request by priority, and why, in the event your request can only be partially funded.

**Narrative Justification:**

1. Describe and outline why each of these communications units need to be replaced, to include years of service; maintenance issues and related costs; operational deficiencies; date of the units last preventive maintenance; or other factors that support approval of this request.
  2. Describe how this new equipment will support and/or enhance first responder field operations, and interoperability with RiverCom emergency services dispatch.
  3. If this request is to expand your agency’s radio communications equipment, please describe why this additional inventory is needed to accomplish your agency’s public safety mission.
  4. Briefly summarize your agency’s annual operating budget for radio equipment purchases and maintenance outside of equipment purchased through the Shared Funding Program.
  5. Describe your agency plans for radio equipment inventory maintenance and replacement in subsequent years.
  6. Please provide any additional information you feel will support your Shared Funding request, and assist the ROG and RiverCom in evaluating your application.
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If you have any questions, or need assistance, please contact Josh Humprey, Radio Systems Technical Manager at (509) 662-4667, or Kayla Hodges, Administrative Services Specialist at (509) 662-4654.