

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, January 9, 2019**

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

## MEETING MINUTES

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**Board Members Present:** Kevin Overbay, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County (Chair Pro Tem); Keith Huffaker, Councilmember, City of Wenatchee; Jerrilea Crawford, Councilmember, City of East Wenatchee (Chair); Brian Burnett, Sheriff, Chelan County Sheriff's Office

**Ex-Officio Members Present:** Edgar Reinfeld, Captain, Wenatchee Police Department (substitute for Steve Crown, Chief, Wenatchee Police Department); Ray Coble, Assistant Chief, East Wenatchee Police (substitute for Randy Harrison, Chief, East Wenatchee Police)

**RiverCom Staff Present:** Misty Viebrock, Executive Director; Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Staci Larsen, Executive Assistant

- A. **CALL TO ORDER** – Chairwoman Crawford called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.
- B. **WELCOME AND INTRODUCTIONS** – Chairwoman Crawford welcomed those present and attendees introduced themselves. Kevin Overbay and Brian Burnett welcomed as incoming, voting Board members.
- C. **APPROVAL OF AGENDA**  
*Motion to approve the Agenda as presented; Huffaker, second by Sutton.*  
*Resolution: Motion carried unanimously.*
- D. **APPROVAL OF MEETING MINUTES**  
Copies distributed to the Board.  
*Motion to approve the RIVERCOM Administrative Board minutes for regular meeting on December 12, 2018 as presented; Huffaker, second by Sutton.*  
*Resolution: Motion carried unanimously.*
- E. **MONTHLY FINANCIAL REPORT**
1. Financial reports for the month ending December 31, 2018 distributed to the Board. Criselia Grupp reviewed the following items:

- a. Year-to-date, for the month ending December 31, 2018, RIVERCOM has collected a total of \$4,318,193 in revenue, or 99.76% of all budgeted revenue across all accounts, and has expended a total of \$4,196,297 or 85.20% of budgeted expenditures.
- b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$3,415,017 in revenue and expended \$2,765,603 year-to-date for month ending December 31, 2018.
- c. The financial reports include December 2018 payroll and benefits for all accounts, paid January 4, 2019, in the amount of \$316,786.08.

*Motion to accept the Financial Reports as presented for the month ending December 31, 2018, including December Payroll and Benefits for all accounts in the amount of \$316,786.08 paid January 4, 2019; Sutton, second by Overbay.*

*Resolution: Motion carried unanimously.*

- 2. December 2018 Accounts Payable Vouchers in the amount of \$193,167.66 for payment on January 9, 2019 presented for approval:

a. Maintenance and Operations Account (Control #0938-0956)	\$ 37,547.10
b. User Equipment Replacement Account (Control #0957)	\$ 21,076.20
c. General Communications Tax Account (Control #0958-0960)	\$ 25,433.30
d. Communications Tax Capital Projects Account (Control #0961)	\$109,111.06

*Motion to approve Accounts Payable Vouchers as presented in the amount of \$193,167.66 for payment on January 9, 2019; Huffaker, second by Sutton.*

*Resolution: Motion carried unanimously.*

- 3. January 2019 Accounts Payable Vouchers in the amount of \$24,573.56 for payment on January 9, 2019 presented for approval:

a. Maintenance and Operations Account (Control #0001-0034)	\$ 12,891.71
b. General Communications Tax Account (Control #0035-0049)	\$ 11,497.02
c. Communications Tax Capital Projects Account (Control 0050-0051)	\$ 184.83

*Motion to approve Accounts Payable Vouchers as presented in the amount of \$24,573.56 for payment on January 9, 2019; Huffaker, second by Overbay.*

*Resolution: Motion carried unanimously.*

**F. BOARD CHAIR REPORT**

- 1. Chairwoman Crawford recently met with Director Fosse and Executive Director Viebrock; Chairwoman Crawford and Executive Director Viebrock to meet one-week prior to each Board meeting to review and discuss the meeting agenda.

G. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items

a. 9-1-1 Nation-Wide Outage

A nation-wide 9-1-1 outage took place over December 27-28, 2018. RiverCom was able to alert local citizens prior to an alert sent out by the State. The outage did not impact all Public Safety Answering Points in Washington in the same way. The outage is under further investigation.

2. Radio Site Reports

- a. A draft lease for the Alcoa site is pending an unresolved easement issue. The nature of the easement is protected property. The lease will be reviewed by RiverCom legal counsel prior to further action.

3. Staffing Report

- a. RiverCom received a resignation from employment from a recently-hired Telecommunicator in training; the termination of employment was unexpected and provided without further notice.
- b. Public Safety Testing conducted skills testing for the position of Telecommunicator on November 17, 2018 in East Wenatchee. Interviews are scheduled for January 10, 2019. RiverCom has also contacted Public Safety Testing to schedule a skills testing date in the near future.

Further discussion took place about the recruitment and hiring process for Telecommunicator positions considering current and pending vacancies. The Board was favorable to amending the budget if needed and if RiverCom had viable candidates ready for hire.

- c. The Operations Manager positions is vacant. RiverCom Staff are preparing a draft recruitment and hiring schedule. After a short discussion, it was the consensus of the Board to conduct a recruitment and hiring process open to external candidates.

Pertaining to the topic of discussion the Board was in agreement to move New Business, Item 1, Job Description: Operations Manager on the Agenda to current discussion.

Job Description: Operations Manager

Copy of job description provided to the Board. A short discussion followed. The job description reviewed and approved by legal counsel.

*Motion to approve the job description for the position of Operations Manager as presented; Huffaker, second by Sutton.*

*Resolution: Motion carried unanimously.*

4. State E911 Office Report

- a. Misty Viebrock and Criselia Grupp to attend State E911 meetings next week, January 15-17, 2019.

5. Facility Needs Study

- a. SchraderGroup Architectural + Engineering Services plan to present facility needs study results at the February 13, 2018 Board meeting. Copy of letter dated January 8, 2019 from SchraderGroup to Viebrock outlining the project update distributed to the Board.

Since the study was initiated, Executive Director Viebrock has also contacted the firm to inquire about estimated costs and/or a recommendation for a comprehensive staffing analysis. Viebrock noted that a staffing analysis has not been conducted since RiverCom opened in 2004.

6. Emergency Communications and Facilities Tax

- a. RiverCom Staff are beginning to conduct exploratory work to consider a re-authorization of the Emergency Communications and facilities Tax. Viebrock is working to establish an initial committee.

J. OPERATIONS REPORTS

1. Letters of Recognition issued to Trisha Stender, Kasey Mendall, and Scott Heneghen for life-saved calls using telephonic CPR instruction. Copies distributed to the Board.
2. RiverCom Telecommunicators accomplished seventeen (17) life-saves for the calendar year 2018. Executive Director Viebrock met with medical director Lance Jobe to review 2018 statistics. He plans to deliver additional training to RiverCom Telecommunicators during the next year and is interested in reporting to the Board sometime within the next few months.

K. COMMITTEE REPORTS – There were no reports.

L. OLD BUSINESS

1. Executive Director Viebrock reported that she is in process of developing a draft transition plan as requested by the Board and expects to deliver the plan to the Board in the near future.

M. NEW BUSINESS

1. A 2019 Board meeting schedule distributed to the Board. A request was made to reschedule the October Board meeting to October 16 due to a scheduling conflict.

N. EXECUTIVE SESSION

*Motion to enter into Executive Session to discuss two personnel issues, for a period of time not to exceed fifteen (15) minutes; Sutton, second by Huffaker.*

*Resolution: Motion carried unanimously.*

At 9:50 a.m. the Board moved into Executive Session.

At 10:05 a.m. Chairwoman Crawford called the regular meeting back into regular session.

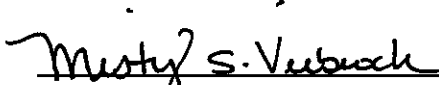
No action was taken.

O. ADJOURNMENT

With no further business, Chairwoman Crawford adjourned the regular meeting at 10:10 a.m.

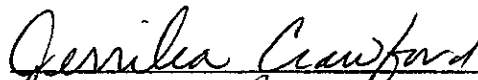
Minutes Respectfully Submitted,  
Staci Larsen  
Executive Assistant  
RiverCom 911

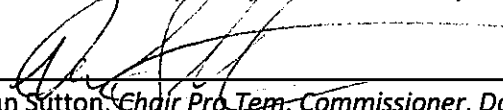
ATTEST:


  
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Misty S. Viebrock, Executive Director

2/13/19  
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Date


**RIVERCOM Administrative Board Members:**

  
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Jerrilea Crawford, Chair, Council Member, City of East Wenatchee

  
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Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

  
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Kevin Overbay, Commissioner, Chelan County

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Keith Huffaker, Council Member, City of Wenatchee

  
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Brian Burnett, Sheriff, Chelan County Sheriff's Office