

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, April 8, 2020

Due to COVID-19 health crisis directives, the RiverCom Administrative Board meeting was conducted by teleconference service; there was no in-person meeting.

MEETING MINUTES

ATTENDANCE:

Board Members: Kevin Overbay (Chair), Dan Sutton (Chair Pro Tem); Ruth Esparza; Jerrilea Crawford; Brian Burnett

Ex-Officio Members: Kevin Morris; Steve Crown; Arnold Baker

RiverCom Staff: Misty Viebrock; Staci Larsen; Criselia Grupp; Josh Humphrey; Jerry Corder; Lynn Palmer

- A. CALL TO ORDER – Chairman Overbay called the meeting to order at 9:03 a.m.
- B. WELCOME AND INTRODUCTIONS – Chairman Overbay welcomed those joining the meeting and asked attendees to introduce themselves.
- C. APPROVAL OF AGENDA
*Motion to approve the Agenda as presented; Crawford, second by Sutton.
Resolution: Motion carried unanimously.*
- D. APPROVAL OF MEETING MINUTES
Copies distributed to the Board. There were no requests for changes or corrections to the minutes.
*Motion to approve the RiverCom Administrative Board minutes for the regular meeting on March 12, 2020 as written; Burnett, second by Esparza.
Resolution: Motion carried unanimously.*
- E. MONTHLY FINANCIAL ITEMS
1. Financial reports for the month ending March 31, 2020 distributed to the Board.
 2. Total payroll and benefits for March 2020 in the amount of \$306,501.49 paid April 3, 2020.
 3. Accounts Payable vouchers in the amount of \$56,875.17 for payment on April 8, 2020 as follows:
 - a. General Operating Account (Control #0191-1221) \$ 20,507.21
 - b. Communications Tax Account
 - o General Expenditures (Control #0222-0246) \$ 32,303.13
 - o Capital Outlay and Projects (Control #0247-0249) \$ 4,064.83

Motion to approve the financial reports for month ending March 31, 2020, payroll and benefits in the amount of \$306,501.49 paid April 3, 2020, accounts payable vouchers in the amount of \$56,875.17 payable April 8, 2020 as presented; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT

1. The financial workshop scheduled for today's meeting is postponed and will be rescheduled at a later date.
2. The performance evaluation for the Executive Director is postponed and will be rescheduled at a later date.

G. EXECUTIVE DIRECTOR'S REPORT

1. Purchase of Radio Console Equipment
A contract for the purchase and installation of new radio console equipment is in the process of being finalized; the contract is currently under review by legal counsel. The equipment will be purchased from Avtec utilizing NASPO ValuePoint contract pricing. The quote for the equipment and installation is \$470,486.72. The project and capital outlay were approved through the 2020 Annual Budget. Executive Director Viebrock highlighted an additional cost of \$30,953.77 for annual maintenance and support that will be applicable in future years.
2. COVID-19 Items
 - a. An emergency action plan has been implemented.
 - b. RiverCom Staff are working with AWC legal counsel to make a determination about emergency paid sick leave benefits that may be available to RiverCom personnel.
 - c. Chairman Overbay suggested the Board may need to convene for special meetings to timely handle actionable items that may arise.
 - d. Misty Viebrock recognized Criselia Grupp and Molly Elliott for their responsiveness and actions with regard to the COVID-19 health crisis; both received letters of recognition.
3. Miscellaneous Items
 - a. All management reports distributed to the Board in writing; there were no oral reports.
 - b. Misty Viebrock thanked Wenatchee Police Department Chief Steve Crown for allowing RiverCom extended use the WPD training room for the training academy.
 - c. Misty Viebrock and Josh Humphrey met with the Chief and Assistant Chief of Lake Wenatchee Fire & Rescue on March 30, 2020 to discuss area radio coverage.
 - d. Employee recognition for Years of Service will be rescheduled for a later Board meeting date.
 - e. National Telecommunicator Week is April 12 – 18, 2020.

H. CLOSED SESSION

Chairman Overbay recessed the regular meeting at 9:15 AM to conduct a closed session with legal counsel to discuss collective bargaining negotiations, pursuant to RCW 42.30.140.

The regular meeting was called back to order at 9:38 AM.

There was no action taken.

I. ADJOURNMENT

There was no further business.

Motion to adjourn the regular meeting at 9:39 AM; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

Minutes Respectfully Submitted,
Staci Larsen
Financial Manager
RiverCom 911

ATTEST:



Misty S. Viebrock, Executive Director

5/27/20

Date

RiverCom Administrative Board Members:

Approval in writing via email.

Kevin Overbay, Chair, Commissioner, Chelan County

Approval in writing via email.

Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

Ruth Esparza, Council Member, City of Wenatchee

Approval in writing via email.

Jerrilea Crawford, Mayor, City of East Wenatchee

Brian Burnett, Sheriff, Chelan County Sheriff's Office

Note:

The Board meeting minutes of April 8, 2020 were verbally approved by motion at the May 13, 2020 RiverCom Administrative Board meeting.

However, due to COVID-19 health crisis restrictions in place at the time of the meeting, the Board meeting was conducted by teleconference service rather than in-person; Board member signatures could not be fixed to the hard-copy version of the document. The minutes were approved in writing by Board members Overbay, Sutton, and Crawford.