



#### G. BOARD CHAIR REPORT

1. Chairman Overbay reported that, as requested, Staci Larsen provided salary information for the Executive Director position to the performance review sub-committee. The information will be forwarded to ex-officio members for further review and the topic will be placed on the November meeting agenda.
2. The Shared Funding Assistance Sub-Committee has not met; there was no report.
3. The User Assessment Board Sub-Committee  
Sub-Committee Chair Ruth Esparza reported that she and committee member Overbay met to discuss User Assessment fees. The sub-committee is currently evaluating a hybrid solution, to include a fee structure with a base charge plus an additional charge for call volume. As requested by the Committee, Staci Larsen provided some examples of methodologies used by other 911 agencies. The Committee proposed to meet again and report on the topic at the November Board meeting. The Committee intends to prepare a couple of options for further consideration. The purpose of proposed changes will be to create an equitable methodology and a stable fee structure.

#### H. EXECUTIVE DIRECTOR'S REPORT

1. The Avtec radio console equipment is here and is being programmed. Training on the new consoles will occur on November 4. An installation date has not yet been set.
2. The new 911 phone system equipment has arrived and is ready for installation. Training on the system is scheduled for early December.
3. A new ABC television series titled "Emergency Call" aired on September 28 at 10:00 p.m. The show will highlight real life 911 calls. The State E911 Office is sponsoring recruitment advertising for 911 jobs in Washington which will appear during commercial breaks of the show; the advertising will point toward its website (<https://mil.wa.gov/wa911jobs>) to access employment information at agencies across the state.

#### I. OLD BUSINESS

1. Review of Prime Site Facility Locations  
Updated report on possible prime site facility locations provided to the Board for review.
2. Capital Improvement Project: Cathedral Rock Communications Site  
A contract has been signed with Day Wireless Systems for phase one scope of work to be performed at the new "Cathedral Rock" communications site (Jumpoff Road, Chelan County). The tower and communications shelter have been ordered. Work on the easement is pending completion of road engineering. November 1, 2020 is the scheduled closing date for the property purchase with Lincoln Trust.
3. Microwave Radio Work  
The contract for the microwave radio work discussed at the previous Board meeting is under review by legal counsel; legal counsel requested a contract modification that was accepted by the vendor.

#### J. NEW BUSINESS

1. Okanogan County Communications  
The 911 Director at Okanogan County has contacted RiverCom to discuss a tertiary solution that would provide an additional layer of redundancy for both counties' emergency communications system connections. Further discussion took place about possible solutions.

2. Fire/EMS Mobile Solutions

Executive Director Viebrock met with Chelan County Fire District No. 1 to discuss the possibility of a mobile solution to allow Fire/EMS personnel to access radio log tables in the CAD system. The connection would support mobile users to be able to enroute, arrived and complete themselves from calls. This would reduce radio traffic for Telecommunicators. Further discussion and evaluation will need to take place, including cost distribution and approvals from law enforcement agencies. Matt and Cy Sousley to be invited to the November Board meeting to provide a presentation about product.

3. Request for Proposals (RFP): Janitorial Services

A Request for Proposals has been prepared for janitorial services. The RFP will be issued this month with bids due on November 10. The results will be brought to the November Board meeting.

4. Staffing Authorization

Executive Director Viebrock requested the Board approve a fourth Shift Supervisor position be promoted or hired effective January 1, 2021. The proposed 2021 Annual Budget included the position to start in July of 2021. If the position is promoted, the additional cost would mostly be the difference in pay between a Telecommunicator and a Shift Supervisor, otherwise it would be an additional cost for six months. A short discussion took place. It was the consensus of the Board that Executive Director Viebrock move forward to promote or hire an additional Shift Supervisor position effective January 1, 2021. The change in position and cost will be adjusted in the proposed 2021 Annual Budget.

H. EXECUTIVE SESSION

*Motion to enter into Executive Session to discuss a personnel matter for a period of time not to exceed five (5) minutes; Crawford, second by Esparza.*

*Resolution: Motion carried unanimously.*

At 9:55 a.m., Chairman Overbay moved the regular meeting into Executive Session.

At 10:00 a.m., the meeting was brought back to regular session.

No action was taken.

I. CLOSED SESSION

Chairman Overbay requested the Board move into Closed Session to discuss collective bargaining with legal counsel present.

*Motion to enter into Closed Session with legal counsel present to discuss collective bargaining negotiations; Sutton, second by Burnett.*

*Resolution: Motion carried unanimously.*

At 10:01 a.m., the meeting went into Closed Session.

At 10:52 a.m., the meeting was brought back to regular session.

J. ADJOURNMENT

There was no further business.

*Motion to adjourn the regular meeting at 10:52 a.m.; Sutton, second by Crawford.*

*Resolution: Motion carried unanimously.*

Minutes Respectfully Submitted,

  
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Misty S. Viebrock, Executive Director  
Secretary to the Board

11/20/20  
\_\_\_\_\_  
Date

**RiverCom Administrative Board Members:**

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Kevin Overbay, Chair, Commissioner, Chelan County

\_\_\_\_\_  
Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

*Approval in writing via email.*

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Frank Kuntz, (Substitute for Ruth Esparza), Mayor, City of Wenatchee

*Approval in writing via email.*

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Jerrilea Crawford, Mayor, City of East Wenatchee

*Approval in writing via email.*

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Brian Burnett, Sheriff, Chelan County Sheriff's Office

**Note:**

The Board meeting minutes of October 14, 2020 were verbally approved by motion at the November 18, 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 by Kevin Overbay, Dan Sutton, Frank Kuntz, Jerrilea Crawford, and Brian Burnett.