

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, January 13, 2021

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), Marc Straub (substitute for Dan Sutton), Ruth Esparza, Jerrilea Crawford, Arnold Baker

Absent: Dan Sutton

Ex-Officio Members: Kevin Morris, Steve Crown, Rick Johnson

RiverCom Staff: Misty Viebrock, Staci Larsen, Criselia Grupp, and Bob Siderius, RiverCom legal counsel

A. CALL TO ORDER – Chairman Overbay called the meeting to order at 9:00 a.m.

B. WELCOME AND INTRODUCTIONS – Chairman Overbay welcomed those joining the meeting.

C. APPROVAL OF AGENDA

Motion to approve the Agenda as presented; Esparza, second by Baker.

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 December 9, 2020, as presented; Baker, second by Crawford.

Straub abstained from voting.

Resolution: Motion carried.

E. MONTHLY FINANCIAL ITEMS

1. Financial reports for the month ending December 31, 2020 distributed to the Board.

2. Total payroll and benefits for December 2020, paid January 5, 2021:

a. General Operating Account (Control #0958-1008) \$ 299,814.19

3. Accounts Payable vouchers for payment on January 13, 2021, to be posted to December 2020 of the annual budget:

a. General Operating Account (Control #1009-1040) \$ 75,503.63

b. Capital Account (Control #1041-1043) \$ 6,089.05

c. Communications Tax Account (Control #1044-1070) \$ 79,153.21

4. Accounts Payable vouchers for payment on January 13, 2021, to be posted to January 2021 of the annual budget:

a. General Operating Account (Control #1071-1085) \$ 70,519.62

Motion to approve the financial reports for month ending December 31, 2020, December 2020 payroll and benefits in the amount of \$299,814.19 paid January 5, 2021, and accounts payable vouchers in

the total amount of \$231,265.51 payable January 13, 2021, all as presented; Esparza, second by Baker.

Resolution: Motion carried unanimously.

G. BOARD CHAIR REPORT

1. Chairman Overbay surveyed the Board about interest in moving the regular Board meeting to the third Wednesday each month. The change would help facilitate the completion of financial data and would allow the Board more adequate time for review prior to Board meetings. The topic has been discussed with the Financial Manager and the Chief Accountant at Douglas County and both are in favor of the change. A short discussion and review took place.

A motion was made to schedule the RiverCom Administrative Board regular meeting on the third Wednesday of each month starting in the month of April 2021; Baker, second by Crawford.

Resolution: Motion carried unanimously.

H. BOARD SUB-COMMITTEES

1. User Assessment Board Sub-Committee

Board member Esparza reported that she and Kevin Overbay met to discuss user assessment fees. Kevin Overbay and Ruth Esparza plan to meet with Misty Viebrock and Staci Larsen before finalizing any further development. Their plan is to present three different methodologies to the Board for consideration.

2. Shared Funding Assistance Sub-Committee

Arnold Baker reported that he continues with the process of collecting and compiling data. One item that is being evaluated is the need and ability to move all radios to a digital system. After all information is gathered, Arnold Baker and Ruth Esparza will meet again and prepare a presentation for the Board.

I. EXECUTIVE DIRECTOR'S REPORT

1. Misty Viebrock and Staci Larsen attended an informal entrance conference with the auditor on January 8, 2021 to review the 2018-2019 audit that is underway. The audit is near completion and it is anticipated that an exit conference will be scheduled before the end of January. RiverCom staff will reach out to invite Board members to the exit conference and asked that at least one Board member be present.
2. One Shift Supervisor voluntarily requested a demotion in December; the demotion was approved and the employee started in the position of Telecommunicator effective January 1.
3. A promotional process is underway for the position of Shift Supervisor to fill two (2) open vacancies. The due date for applications is January 22, 2021. Interviews will be scheduled for February 10 with a projected start date of March 1, 2021.
4. There are six (6) vacant Telecommunicator positions. Recruitment and hiring the positions is moving forward. There are currently three (3) candidates moving through the pre-employment process. If successful, they will start employment in February.
5. Executive Director Viebrock recently met individually with some Board members to discuss RiverCom's staffing needs. Two Administrative Assistant positions are under discussion. One is to re-hire for a previous fulltime position and the other is a replacement for a previous part-time position. She will continue to meet with Board members to get their feedback. The topic will be placed on the February meeting agenda.

J. OLD BUSINESS

1. RiverCom Administrative Policy: Sick Leave

Draft copy of RiverCom Administrative Policy: Sick Leave distributed to the Board. The draft policy was first distributed December 9, 2020.

Motion to approve RiverCom Administrative Policy: Sick Leave as presented; Baker, second by Crawford.

Resolution: Motion carried unanimously.

2. Future RiverCom Prime Site – Story Map Presentation – GIS Analyst

GIS Analyst Lynn Palmer presented a “story map” presentation for potential future geographical locations for a prime site facility.

K. NEW BUSINESS

1. Capital Facility Sub-Committee

Kevin Overbay and Dan Sutton, Board representatives for a facility sub-committee, will meet in the near future to discuss the prime site capital facility project. Arnold Baker and Steve Crown also stated their interest to serve on the committee. The matter will be discussed with legal counsel to determine how to best handle a Board committee with three or more voting Board members.

L. EXECUTIVE SESSION - To discuss an ongoing internal investigation regarding personnel issues with legal counsel

Chairman Overbay requested the Board move the regular meeting into Executive Session with legal counsel present. Legal counsel present were Robert Siderius, JDSA Law; Beth McIntyre, AWC Risk Management (RMSA); and Harlan Stientjes, RMSA Program Manager.

Motion to enter into Executive Session for a period of thirty (30) minutes to discuss an ongoing internal investigation regarding personnel issues with legal counsel present; Esparza, second by Crawford.

Resolution: Motion carried unanimously.

At 9:58 a.m., the meeting went into Executive Session.

At 10:28 a.m., the Executive Session was extended for an additional thirty (30) minutes.

At 10:58 a.m., the Executive Session was closed and the meeting was brought back to regular session.

No action was taken.

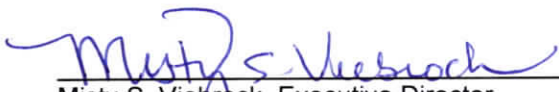
H. ADJOURNMENT

There was no further business.

Motion to adjourn the regular meeting at 11:07 a.m.; Esparza, second by Straub.

Resolution: Motion carried unanimously.

Minutes Respectfully Submitted,



Misty S. Viebrock, Executive Director
Secretary to the Board

2/11/2021

Date

RiverCom Administrative Board Members:

Approved by email.

Kevin Overbay, Chair, Commissioner, Chelan County

Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

Ruth Esparza, Council Member, City of Wenatchee

Approved by email.

Jerrilea Crawford, Mayor, City of East Wenatchee

Approved by email.

Arnold Baker, Chief, Chelan County Fire District No. 5

Note:

The Board meeting minutes of January 13, 2021 were verbally approved by motion at the February 10, 2021 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, Jerrilea Crawford, and Arnold Baker.