

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, July 21, 2021**

*The RiverCom Administrative Board meeting was conducted by teleconference service;  
there was no in-person meeting.*

**MEETING MINUTES**

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**ATTENDANCE:**

**Board Members:** Kevin Overbay (Chair), Dan Sutton (Chair Pro Tem), Jerrilea Crawford, Arnold Baker, Frank Kuntz (substitute for Ruth Esparza)

**Ex-Officio Members:** Brian Burnett, Kevin Morris, Steve Crown

**RiverCom Staff:** Misty Viebrock, Staci Larsen, Molly Elliott, Jerry Corder, Josh Humphrey, Criselia Grupp, RiverCom consultant Bill Larson, and Jeff Myers, legal counsel with Law, Lyman, Daniel, Kamerrer & Bogdanovich, Robert Siderius with JDSA Law

A. **CALL TO ORDER** – Chairman Overbay called the meeting to order at 9:03 a.m.

B. **APPROVAL OF AGENDA**

Copy distributed to the Board.

*Motion to approve the Agenda as presented; Sutton, second by Crawford.*

*Resolution: Motion carried unanimously.*

C. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, June 9, 2021
2. Financial reports for the month ending June 30, 2021
3. Payroll for June 1 - 30, 2021 paid July 2, 2021
  - a. General Operating Account (Control #1550-1598) \$301,266.02
4. Accounts Payable for payment on July 21, 2021
  - a. General Operating Account (Control #1599-1622) \$ 86,694.62
  - b. Capital Account (Control #1623) \$ 5,531.56
  - c. Communications Tax Account (Control #1624-1625) \$ 131.46

*Motion to approve the Consent Agenda, Items 1-4, as presented; Crawford, second by Sutton.*

*Resolution: Motion carried unanimously.*

D. **EXECUTIVE SESSION** To discuss a legal matter with legal counsel present: Jeff Myers, legal counsel with Law, Lyman, Daniel, Kamerrer & Bogdanovich and Robert Siderius of JDSA Law.

*Motion to move regular meeting into Executive Session for fifteen (15) minutes to discuss a legal matter with legal counsel matters; Kuntz, second by Sutton.*

*Resolution: Motion carried unanimously.*

Chairman Overbay moved the meeting into Executive Session at 9:03 a.m.

At 9:17 a.m. the meeting was moved back into regular session.

Chairman Overbay stated that there was no action taken in Executive Session.

*Motion to approve the Settlement Agreement as discussed in Executive Session; Sutton, second by Crawford.*

*Resolution: Motion carried unanimously.*

E. BOARD CHAIR REPORT –

1. Bill Larson was scheduled to present a consulting report to the Board but was not able to attend due to an unexpected personal matter; he will be rescheduled for the August Board meeting.

F. EXECUTIVE DIRECTOR'S REPORT

Executive Director Misty Viebrock reported on the following items:

1. E911 Phone Outage Update  
RiverCom and the other 3 consortium agencies (CRESA, T-COMM and Wahkiakum) experienced a 911 outage on July 4, 2021. An after-action review was completed by RiverCom and that information was sent to all Board members. The consortium will continue to work with SolaCom on the findings work to prevent this from happening in the future.
2. RiverCom is piloting a program to patch together Douglas County and East Wenatchee Police frequencies. The pilot will run for a 24-hour period. Kevin Morris and Rick Johnson issued a plan and immediately received concern. It was requested that the outcome of the pilot be shared with the Board.
3. Operational Assessment Update
  - a. Shift Vacancies  
Provided a summary report of operational accommodations and changes in scheduling to in cover ongoing shift vacancies.
  - b. Priority Goals  
Executive Director Viebrock and the management team continue to build out plans to meet identified priorities. The priority goals are in alignment with the Chris Fischer Consulting report and consultant Bill Larsen. The Operational Assessment Update will be a standing item on the Board agenda, until further notice.
4. Mutual Aid Agreement with KittCom Communications Center  
Draft Mutual Aid Agreement distributed to the Board. The Agreement was prepared by legal counsel.

*Motion to authorize the Executive Director to sign the Mutual Aid Agreement with KittCom and the Memorandum of Agreement with the Guild; Baker, second by Kuntz.*

*Resolution: Motion carried unanimously.*

G. MANAGER REPORTS

1. FINANCIAL MANAGER

Financial reports distributed to the Board.

Financial Manager Staci Larsen reported on the following:

- a. General
  - a. 2021 Annual Budget  
The 2021 Annual Budget tracking worksheet was provided in Board packets. Revenues and expenditures are on track as expected mid-year.
  - b. 2022 Annual Budget Development and Preparation

Initial work for the 2022 annual budget development is underway. The State E911 Contracts that will be applicable toward our 2022 budget have been accepted and finalized by the State.

- c. Board Workshop  
As requested at the last meeting, a Board workshop to discuss annual budget and other financial items has been scheduled for October 13, 2021. More information will be forthcoming.
  - d. Alcoa Radio Site Lease – Status Update  
Alcoa Corporation has provided a verbal agreement to terminate the radio site lease at the Alcoa site. Legal counsel drew up a termination agreement which has been sent to Alcoa and we are now just waiting to receive a signed document. We've already paid the lease amount for 2021; the termination of agreement will result in future annual savings of \$1800.
2. ADMINISTRATIVE SERVICES MANAGER  
Administrative Services Manager Criselia Grupp reported on the status of staffing, the recruitment video in production, and the employee performance evaluation forms.
  3. OPERATIONS MANAGER  
Operations Manager Molly Elliott reported on the following:
    - a. In-House Training Academy  
Training Academy is scheduled to start August 16, 2021.
  4. IT MANAGER  
IT Manager Jerry Corder reported on the following items:
    - a. Cyber security training is being provided to personnel.
  5. RADIO SYSTEMS TECHNICAL MANAGER  
Radio Systems Technical Manager Josh Humphrey reported on the following items:
    - a. Cathedral Rock Radio Site Development  
Waiting on building permits from Chelan County Community Development to proceed.
    - b. Nokia Microwave System Network Project  
All equipment and parts are installed for the Nokia project. There is an issue with the performance of some of the equipment and currently trouble-shooting to resolve the problem.

#### H. OTHER BUSINESS

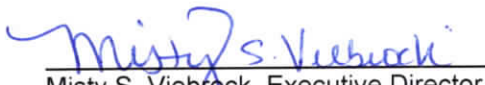
1. Board Sub-Committee - New Prime Site Facility  
A sub-committee meeting has been scheduled for August 11, 2021 at 8:00 a.m. Committee members include Steve Crown, Rick Johnson, and Arnold Baker.
2. Board Sub-Committee - Shared Funding Assistance Program  
Arnold Baker reported that surveys received have been helpful and that he will build a program recommendation around responses.
3. Board Sub-Committee - Contract Agency Assessments  
Ruth Esparza was not present to report. Contract Agency Assessments will be a topic of discussion at the October workshop.

4. Steve Crown reported on a legislative update regard two bills, HB 1054 and HB1310, going into effect July 25, 2021.

I. ADJOURNMENT

There was no further business the meeting was adjourned at 10:04 a.m.

Minutes Respectfully Submitted,

  
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Misty S. Viebrock, Executive Director  
Secretary to the Board

8/31/21  
\_\_\_\_\_  
Date

**RiverCom Administrative Board Members:**

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Kevin Overbay, Chair, Commissioner, Chelan County

*Approval via email*

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Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

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Ruth Esparza, Council Member, City of Wenatchee

*Approval via email*

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Jerrilea Crawford, Mayor, City of East Wenatchee

*Approval via email*

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