

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD
Wednesday, August 18, 2021

*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, Arnold Baker

Ex-Officio Members: Brian Burnett, Steve Crown, Rick Johnson

RiverCom Staff: Misty Viebrock, Molly Elliott, Criselia Grupp, Kayla Hodges, RiverCom consultant Bill Larson

A. **CALL TO ORDER** – Chair Pro Tem Sutton called the meeting to order at 9:03 a.m.

B. **APPROVAL OF AGENDA**

Executive Director Viebrock requested to have the Closed Session moved to follow item C. Consent Agenda.

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

Resolution: Motion carried unanimously.

C. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, July 21, 2021
Requested changes to the minutes is the date for section E.4 should be July 21, 2021 and Frank Kuntz was in attendance in Ruth Esparza's Absence.
2. Financial reports for the month ending July 31, 2021
3. Payroll for July 1-31, 2021 paid August 5, 2021
 - a. General Operating Account (Control #1765-1809) \$282,768.45
4. Accounts Payable for payment on August 18, 2021
 - a. General Operating Account (Control #1810-1857) \$263,758.40
 - b. Capital Account (Control #1858-1860) \$ 2,807.82
 - c. Communications Tax Account (Control #1861-1865) \$ 34,042.59

Motion to approve the Consent Agenda, Items 1-4, with the requested updates to the July 21, 2021 minutes; Crawford, second by Sutton.

Resolution: Motion carried unanimously.

D. **CLOSED SESSION** To discuss collective bargaining negotiations

Motion to move regular meeting into Closed Session to discuss collective bargaining negotiations; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

Chairman Overbay moved the meeting into Closed Session at 9:06 a.m.

At 9:27 a.m. the meeting was moved back into regular session.

Chairman Overbay stated that there was no action taken in Closed Session.
Motion to approve the RiverCom Guild Memorandum of Agreement as discussed in Closed Session; Sutton, second by Baker.
Resolution: Motion carried unanimously.

E. BOARD CHAIR REPORT – No Report

F. EXECUTIVE DIRECTOR'S REPORT

Executive Director Misty Viebrock reported on the following items:

1. Staffing

a. Telecommunicators

RiverCom currently has 29 staffed telecommunicators, 2 on FMLA, 8 vacant telecommunicator positions and 1 vacant supervisor position. There are 3 new telecommunicators currently in the Academy, and 2 additional provisional employees in pre-employment.

The Mutual Aid Agreement with KittComm has been signed, developing a training program is next.

Executive Director has contacted a 24/7 scheduling company, Circadian, to assist with shift scheduling for the telecommunicator employees in hopes to relive some overtime. A meeting is scheduled for August 18, 2021.

b. Financial Manager

Financial Manager Staci Larsen has submitted her resignation, her last day will be August 31, 2021. RiverCom staff has discussed an action plan for her duties, until the position can be filled. Karen Goodwin, Chief Accountant from Douglas County, and Robert Siderius with JDSA Law have agreed to assist RiverCom as needed.

2. Recruitment

Many recruitment efforts are in motion to aid RiverCom's current staffing crisis.

a. Recruitment Commercial

The NCW Life commercial had been completed and is airing on 18 local channels. The current commercial is a 30 second video, with a 3 minute one to still be created for use on social media and website.

b. Advertising

Executive Director presented a document to the Board requesting and additional spending authority of \$25,000 for advertising. This money would be used to advertise our commercial in multiple movie theaters, create a Spotify advertisement, and extend our current agreement with NCW Life. A discussion took place.

Motion to approve up to \$25,000 for additional spending authority; Baker, second by Sutton.
Resolution: Motion carried unanimously.

G. MANAGER REPORTS

1. FINANCIAL MANAGER

Financial reports distributed to the Board. No further report.

2. ADMINISTRATIVE SERVICES MANAGER

Administrative Services Manager Criselia Grupp reported on the following:

a. Staffing

Administrative Services Manager Grupp gave a summary on the public safety testing and upcoming job fairs.

b. Employee Performance Evaluations

The employee evaluation forms have been finalized and will be used for 2021 evaluations.

3. OPERATIONS MANAGER

Operations Manager Molly Elliott reported on the following:

a. Operational Staffing

Two (2) telecommunicators have been release from training and are now working the floor.

b. In-House Training Academy

Training Academy is currently underway with three (3) trainees.

c. Letter of Recognition

Life Saved Letter of Recognition was issued to Elizabeth McKinney for a life-save call. The Board thanked Ms. McKinney and conveyed their appreciation for her work.

4. IT MANAGER

Executive Director Viebrock, in absence of IT Manager, reported on the following items:

a. The Core Network Replacement has been rescheduled for September.

5. RADIO SYSTEMS TECHNICAL MANAGER

Executive Director Viebrock, in absence of Radio Systems Technical Manager, reported on the following items:

a. Cathedral Rock Radio Site Development

Waiting on building permits from Chelan County Community Development to proceed.

b. Grouse Mountain Radio Site

The Grouse Mountain radio site is in the path of the active Twenty-Five Mile Creek Fire. RiverCom is confident the site is safe, but has notified firefighting agencies for awareness.

H. OTHER BUSINESS

1. Board Sub-Committee - New Prime Site Facility

A sub-committee meeting was held August 11, 2021. The committee came to agreeance that the Sand Canyon property is the best suited option, and would like to move forward with getting engineers out to conduct a survey. A short discussion took place.

2. Board Sub-Committee - Shared Funding Assistance Program

Arnold Baker reported that a new proposal will be completed and ready for proposal at the October workshop.

3. Board Sub-Committee - Contract Agency Assessments

Ruth Esparza has no report, as the Contract Agency Assessments will be a topic of discussion at the October workshop.

I. EXECUTIVE SESSION To discuss RiverCom matters with Consultant Bill Larson

Motion to move regular meeting into Executive Session for thirty (30) minutes; Sutton, second by Baker.

Resolution: Motion carried unanimously.

Chairman Overbay moved the meeting into Executive Session at 10:22 a.m.

At 10:53 a.m. the meeting was extended for another thirty (30) minutes.

At 11:23 a.m. the meeting was extended for another fifteen (15) minutes.

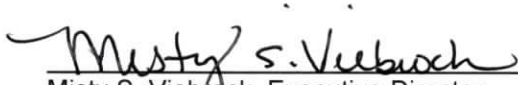
At 11:40a.m. the meeting was moved back into regular session.

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

J. ADJOURNMENT

There was no further business the meeting was adjourned at 11:41 a.m.

Minutes Respectfully Submitted,



Misty S. Viebrock, Executive Director
Secretary to the Board

9/22/21

Date

RiverCom Administrative Board Members:

Approval via email

Kevin Overbay, Chair, Commissioner, Chelan County

Approval via email

Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

Ruth Esparza, Council Member, City of Wenatchee

Approval via email

Jerrilea Crawford, Mayor, City of East Wenatchee

Approval via email

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