

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, December 15, 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), Frank Kuntz, Jerrilea Crawford, Arnold Baker

Ex-Officio Members: Brian Burnett, Steve Crown, Rick Johnson, Tyler Caille (*Substitute for Kevin Morris*)

RiverCom Staff: Lowell Porter, Misty Viebrock, Jonathan Brock, Jerry Corder, Josh Humphrey, Mihkaela Overbay, Kayla Hodges, Consultant Bill Larson

A. **CALL TO ORDER** – Chairman Overbay called the meeting to order at 9:05 a.m.

B. **APPROVAL OF AGENDA**

*Motion to approve the Agenda as presented; Kuntz, second by Sutton.
Resolution: Motion carried unanimously.*

C. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, November 10, 2021
2. Financial reports for the month ending November 30, 2021
3. Payroll for November 1-30, 2021 paid December 3, 2021
 - a. General Operating Account (Control #2195-2246) \$341,970.57
4. Accounts Payable for payment on December 15, 2021
 - a. General Operating Account (Control #2247-2304) \$ 50,414.60
 - b. Capital Account (Control #2305-2311) \$ 38,172.67
 - c. Communications Tax Account (Control #2312-2315) \$ 92,026.06

*Motion to approve the Consent Agenda, Items 1-4, Baker, second by Sutton.
Resolution: Motion carried unanimously.*

D. **BOARD CHAIR REPORT**

Chairman Overbay thanked Misty Viebrock for her many years at RiverCom and wished her best of luck on her future endeavors. Chairman Overbay also welcomes the new RiverCom employees, Mihkaela Overbay and Jonathan Brock, and looks forward to the new changes.

E. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lowell Porter reported on the following items:

1. **Notable Projects and Activities**
 - a. Extend thanks to Misty Viebrock for all her hard work and best of luck.
 - b. The Integrated Business Plan is ready for presentation to the board and would like to schedule a workshop for presentation and implementation. After discussion, the workshop will be January 12, 2022 at 9:00 AM at the Confluence Technology Center.

- c. Focused approach on the scope of planning for the Future Capital Facility.
 - d. Attended the NCW Fire Chief's meeting with Arnold Baker and briefed the group on the new Shared Funding MOU transitions.
2. New Staffing Introduction
- a. Introduction of Jonathan Brock the new Deputy Director of RiverCom 911. Jonathan comes from Pierce County Emergency Management with extensive knowledge in public safety.
 - b. RiverCom's new Financial Manager, Mihkaela Overbay, began December 6, 2021. She is already making initiatives in the financial department to modernize our processes in 2022.
 - c. The new Training Coordinator, Renee VanBuskirk, begins December 28, 2021. She will be lead on the January 2022 in-house academy and will be working on professional development for supervisors.
3. HR Manager Update
- a. Human Resource Manager Interviews were conducted on November 18, 2021. One candidate has been move forward and is in background investigation.
4. Consulting Services
- RiverCom like to formally request the board to extend the contract with Bill Larson to January 15, 2022 to assist with the transition with the Deputy Director and assisting in the absence of the Executive Director.

*Motion to extend Bill Larson's Contract until January 15, 2022, Kuntz, second by Sutton.
Resolution: Motion carries unanimously*

Frank Kuntz questioned the conflict of interest of the father-daughter relationship for Kevin Overbay and Mihkaela Overbay, believing it was a violation of ethics. Kuntz asked for comment from the RiverCom Board and Ex-Officios. A discussion took place.

Kevin Overbay chose to refuse any votes for nomination of Board leadership and remove himself as the Chelan County representative moving forward.

Dan Sutton also wanted on record, he would also not accept any nominations for Board leadership for 2022.

F. MANAGER REPORTS

1. Financial Manager

Financial Manager Mihkaela Overbay reported on the following:

- a. Met with Douglas County on future accounting practices to streamline and make it more efficient for both them and RiverCom.

2. HR Manager

Office Assistant Kayla Hodges reported on the following:

- a. Staffing Update
RiverCom has 5 Telecommunicator candidate finishing the pre-employment process, and will begin Academy late January 2022.

3. Operations Manager – No Report

4. IT Manager

IT Manager Jerry Corder reported on the following:

- a. Email Exchange Server

RiverCom has migrating the email server from the current 2010 version to 2019. The final stage of migration is in process.

Dan Sutton asked if the email server was secure enough, which Jerry Corder replied that was the reason for the upgrade and the plan to stay up to date on current versions.

5. Radio Systems Technical Manager

Radio Systems Technical Manager Josh Humphrey reported on the following:

a. Recent Maintenance Initiatives

Nokia work on our system created a problem that had been identified. Currently working on a better procedure moving forward, to keep agencies in the know. Due to the new issues, there will be a new Nokia plan for this project.

G. OTHER BUSINESS

1. Election of 2022 Board Chair and Chair Pro Tem

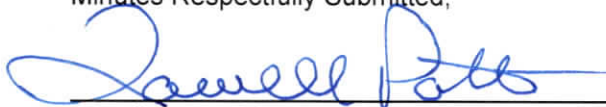
Motion to elect Arnold Baker as Chair and Jerrilea Crawford as Chair Pro Tem for the calendar year of 2022; Sutton, second by Overbay

Resolution: Motion carries 4:1

H. ADJOURNMENT

There was no further business the meeting was adjourned at 09:58 a.m.

Minutes Respectfully Submitted,

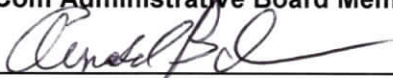


Lowell Porter, Executive Director
Secretary to the Board

1-20-22

Date

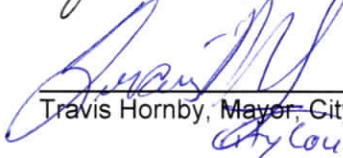
RiverCom Administrative Board Members:



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



Jerrilea Crawford, Chair Pro Tem, Mayor, City of East Wenatchee



Travis Hornby, Mayor, City of Wenatchee
City Council

Dan Sutton, Commissioner, Douglas County



Tiffany Gering, Commissioner, Chelan County