

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, May 18, 2022

Confluence technology Center, 285 Technology Way, Wenatchee, WA 98801

MEETING MINUTES

ATTENDANCE:

Board Members: Arnold Baker (Chair), Jerrilea Crawford (Chair Pro Tem), Tiffany Gering

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

RiverCom Staff: Lowell Porter, Jonathan Brock, Josh Humphrey, Mihkaela Overbay, Kayla Hodges

A. **CALL TO ORDER** – Chairman Baker called the meeting to order at 9:01 a.m.

B. **PLEDGE OF ALLEGEANCE**

C. **APPROVAL OF AGENDA**

Motion to approve the agenda as presented; Crawford, second by Gering.

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, April 20, 2022
2. Financial reports for the month ending April 30, 2022
3. Payroll for April 1-30, 2022 paid May 5, 2022
 - a. General Operating Account \$ 434,777.69
4. Accounts Payable in the amount of \$217,273.25 for payment on May 18, 2022
 - a. General Operating Account \$ 48,575.69
 - b. Capital Account \$ 2,474.75
 - c. Capital Facility Reserve Account \$ 2,645.37
 - d. Communications Tax Account \$160,577.44

Motion to approve the Consent Agenda, Items 1-4, Crawford, second by Gering.

Resolution: Motion carried unanimously.

E. **BOARD CHAIR REPORT**

Chairman Arnold Baker reported on the following items:

1. Effective June 9, 2022, the Open Public Meetings Act requires a public agency must provide an opportunity for public comment, oral or written, at every meet where final action will be taken. The RiverCom Board will hold public comments after the consent agenda items, with a time allowance of three (3) minutes.

F. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lowell Porter reported on the following items:

1. **Notable Projects and Activities**
 - a. Recognize the Telecommunicators who worked during the Officer involved shooting on May 7, 2022.

- b. RiverCom has prioritized the following four (4) radio projects for the remainder of 2022: Cathedral Rock Radio Site, Moses Stool to Goat Mountain Microwave project, Nokia MPLS Upgrade and Grouse Mountain Radio Site.
 - c. Negotiations have begun with Teamsters, and RiverCom hopes to have a final contract by August. Completing the Teamsters and the RiverCom Supervisors' Association (RSA) is a top priority.
 - d. RiverCom has initiated the starting process for Text to 9-1-1 services. Further details were discussed.
 - e. Solacom has improved and RiverCom is experiencing functioning service.
2. Capital Facility Project - RFP
- a. On May 6, 2022 the Request for Proposal for Site Feasibility was posted to the public. Submissions are due June 3, 2022 by 03:00 p.m., with a recommendation to be brought to the Board at the June 15, 2022 meeting.
 - b. Executive Director Porter noted the recent RFQ received no submissions, due to the current high demand locally.
3. GIS Upgrade
- a. While developing sustainment plans for Radio and IT systems it has been discovered that GIS will also need to be included.
 - b. The current GIS technology through ESRI needs to be upgraded. This upgrade will assist our Telecommunicator's workload, support future auto vehicle location (AVL) capabilities, and would be able to leverage to community planning.
 - c. This will be able to achieve with the 2022 Budget.
 - d. Further discussion took place.

G. REPORTS

1. Administrative Services Manager
Administrative Services Manager Mihkaela Overbay reported on the following:
- a. Financial Reports
A summary of the April 2022 finances was given.
 - b. Staffing Report
 - i. The position for Operations Manager has been posted for internal candidates only. Applications are due May 20, 2022.
 - ii. RiverCom had one (1) Telecommunicator still in the process; four (4) have resigned. RiverCom also has on (1) Lateral still in training as well. This makes ten (10) Telecommunicator vacancies and three (3) Supervisor vacancies.
 - iii. Critical is being added to recruitment efforts. Our current Telecommunicators are being tested, to create a baseline.
 - iv. Since the last hiring pool, 11 potential candidates have taken and passed Public Safety Testing and we have received four (4) applications. Those who apply are being scheduled for job shadowing. Interviews planned for late June for a September Academy.
 - c. General
RiverCom is still working on the set-up and implementations of new systems; GovQA, PlanIt Dispatch and Douglas County accounts payable system.

2. Radio Systems Manager

Radio Systems Manager Josh Humphrey reported on the following:

- a. Cathedral Rock Radio Site
Site passed inspection and foundation is being poured for the shelter and tower. Cutover is expected to occur in August 2022.
- b. Moses Stool to Goat Mountain Microwave
Awaiting to receive final equipment for installation. The microwaves are delayed, with no expected shipment dates. Manager Humphrey is looking for other vendors.
- c. Nokia MPLS Upgrade
Final Design and Engineering in process.
- d. Grouse Mountain Radio Site
Awaiting the parts and equipment to improve the solar system to get site operational.
- e. Slide Ridge Radio Site
In the Design and Phase 1 contract stage.

H. OTHER BUSINESS

1. 2023 Budget Timeline

- a. A 2023 Budget timeline handout was presented to the Board. Short discussion took place.

I. CLOSED SESSION To discuss collective bargaining

At 09:53 a.m. the meeting was moved into Closed Session.

At 10:34 a.m. the meeting returned to regular session.

Chairman Baker announced no action was taken in Closed Session.

J. ADJOURNMENT

There was no further business the meeting was adjourned at 10:35 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director
Secretary to the Board

6-21-22
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, Councilmember, City of Wenatchee



Dan Sutton, Commissioner, Douglas County



Tiffany Gering, Commissioner, Chelan County