

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, April 19, 2023**

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

**MEETING MINUTES**

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ATTENDANCE:

Board Members: Tiffany Gering (Chair), Jerrilea Crawford (Chair Pro Tem), Mike Poirier, Steve Crown

Ex-Officio Members: Arnold Baker, Rick Johnson, Kevin Morris (via Zoom)

RiverCom Staff: Lowell Porter, Jerry Corder, Mihkaela Overbay, Jeremiah Johnson, Josh Humphrey, Lynn Palmer, Kayla Hodges, Dee Gutierrez, Misty Oden, Renee VanBuskirk

Guests: Bob Siderius, JSDA Law; Chris Speten, Prime Development Services

A. CALL TO ORDER – Chairwoman Gering called the meeting to order at 09:00 a.m.

B. PLEDGE OF ALLEGENCE

C. APPROVAL OF AGENDA

*Motion to approve agenda as presented; Crown, second by Crawford.*

*Resolution: Motion carried unanimously.*

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, March 15, 2023
2. Financial reports for the month ending March 31, 2023
3. Payroll for March 1-31, 2023, paid April 5, 2023
  - a. General Operating Account \$352,089.72
4. 2023 Accounts Payable in the amount of \$274,847.01 for payment on April 19, 2023
  - a. General Operating Account \$ 86,175.35
  - b. Capital Facility Reserve Account \$ 12,453.03
  - c. Capital Account \$ 7,396.70
  - d. Communications Tax Account \$168,821.93

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

*Resolution: Motion carried unanimously.*

E. PUBLIC COMMENT – No Comments Made

F. RIVERCOM ANNUAL AWARDS

Together Chairwoman Gering and Executive Director Porter read the 2022 award recipients to include life saves, years of service and peer voted awards. Awards were handed out to those who were in attendance at the meeting, the remaining recipients will be handed out in person at RiverCom.

An additional recognition was made for Misty Oden, a RiverCom Telecommunicator who went above and beyond her duty as a citizen and off-duty employee, for arriving on scene to give CPR to a gunshot victim.

G. BOARD CHAIR REPORT

Chairwoman Gering thanked those who visited RiverCom during National Telecommunicator week, showing their support and appreciation.

H. EXECUTIVE DIRECTOR REPORT

Executive Director Porter reported on the following:

1. Notable Projects and activities

- a. The Executive Director application acceptance has closed. There were six (6) total applicants for the position. Further discussion to take place in Executive Session.
- b. Executive Director Porter will be on vacation out of state from April 22-30, 2023.

2. Capital Facility Project Update

- a. RiverCom continues work with Chelan County PUD and the Port Authority for facility leasing.

I. MANAGER REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

- a. New Radio Technician, Larry Moore began on April 3, 2023.
- b. Three (3) Telecommunicators began on April 10, 2023.
- c. Lateral Telecommunicator from MACC, in pre-employment process to start May 8, 2023.
- d. RiverCom attended the Military Job Fair at Ft. Lewis, and has two (2) high school career fairs coming up.

2. Operations Manager

Operations Manager Jeremiah Johnson reported on the following:

- a. Expecting to have a third trainee fully signed off to her own shift soon.
- b. Wenatchee Valley Fire will be going live with their self-routing/push button response through iSpy, this is still a work in progress.

3. IT Manager

IT Manager Jerry Corder reported on the following:

- a. IT staff attended the annual Spillman conference and learned there will be changes to the CJIS and FBI requirements. RiverCom is working on ways to become compliant with the upcoming changes.

4. Radio Manager

Radio Manager Josh Humphrey reported on the following:

- a. Subscriber Program is underway, Chelan County Sheriff's Office is 85% complete and staff has begun to schedule fire and EMS to complete before fire season.
- b. Slide Ridge Radio Site is progressing, the forest service has approved building design and still working on tower details. The phase 1 contract with Day Wireless is in the final stages.
- c. Grouse Mountain radio site is currently down due to solar and battery issues. RiverCom is unable to get to the site, due to the snow and road conditions. Still looking at options to get to the site for repair.
- d. Steve Crown asked Humphrey about agency expectations when it comes to the new preventative maintenance program.
- e. RiverCom met with Eastmont School District to work on coverage for both the high school and junior high schools. This will be included in the simulcast for both city police departments, to give both agencies better coverage areas. Goal is to be complete Fall 2023.

J. EXECUTIVE SESSION – to discuss lease contracting with legal counsel present  
Chairwoman Gering took the meeting into executive session, not to exceed twenty (20) minutes at 09:39 a.m.

At 09:59 the session was extended ten (10) minutes

At 10:09 a.m. the meeting was called back into session; no formal actions taken.

K. EXECUTIVE SESSION – to discuss the hiring process for the position of Executive Director  
Chairwoman Gering took the meeting into executive session, not to exceed fifteen (15) minutes at 10:10 a.m.

At 10:25 the session was extended five (5) minutes

At 10:30 a.m. the meeting was called back into session; no formal actions taken.

Short follow-up discussion took place on the capital facility project and the potential co-location with Central Washington Interagency Communications Center.

L. ADJOURNMENT

With no further business the meeting was adjourned at 10:36 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director  
Secretary to the Board

5-22-23

Date

**RiverCom Administrative Board Members:**

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Tiffany Gering, Chair, Commissioner, Chelan County



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



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Travis Hornby, Councilmember, City of Wenatchee



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Dan Sutton, Commissioner, Douglas County



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Steve Crown, Chief, Wenatchee Police Department