

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, November 14, 2018**

Wenatchee City Council Chambers, 129 South Chelan Avenue, Wenatchee, WA 98801

## MEETING MINUTES

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Board Members Present: Keith Goehner, Commissioner, Chelan County (Chair); Keith Huffaker, Councilmember, City of Wenatchee; Jerrilea Crawford, Councilmember, City of East Wenatchee; Arnold Baker, Chief, Chelan County Fire District No. 5

Absent: Dan Sutton, Commissioner, Douglas County

Ex-Officio Members Present: There were no Ex-Officio Board members present

RiverCom Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Josh Humphrey, Radio Systems Technical Manager; Staci Larsen, Executive Assistant

- A. CALL TO ORDER – Chairman Goehner called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA  
*Motion to approve the Agenda as presented; Huffaker, second by Baker.*  
*Resolution: Motion carried unanimously.*
- D. APPROVAL OF MEETING MINUTES  
Copies distributed to the Board.  
  
*Motion to approve the RIVERCOM Administrative Board minutes for regular meeting on October 10, 2018; Special Meeting on October 29, 2018; Special Meeting on November 8, 2018; and the Special Meeting on November 9, 2018 as presented; Baker, second by Crawford.*  
*Resolution: Motion carried unanimously.*
- E. MONTHLY FINANCIAL REPORT
  - 1. Financial reports for the month ending October 31, 2018 were distributed to the Board. Criselia Grupp reviewed the following items:
    - a. Year-to-date, for the month ending October 31, 2018, RIVERCOM has collected a total of \$3,539,415 in revenue, or 81.77% of all budgeted revenue across all

accounts, and has expended a total of \$3,253,232 or 66.05% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$2,802,608 in revenue and expended \$1,971,120 year-to-date for month ending October 31, 2018.
- c. The financial reports include October 2018 payroll and benefits for all accounts, paid November 5, 2018, in the amount of \$294,507.06.

*Motion to accept the Financial Reports as presented for the month ending October 31, 2018, including October Payroll and Benefits for all accounts in the amount of \$294,507.06 paid November 5, 2018; Baker, second by Huffaker.*

*Resolution: Motion carried unanimously.*

- 2. November 2018 Accounts Payable Vouchers in the amount of \$439,019.40 for payment on November 14, 2018 presented for approval:
  - a. Maintenance and Operations Account (Control #0762-0849) \$ 41,151.86
  - b. General Communications Tax Account (Control #0850-0853) \$ 2,347.84
  - c. Communications Tax Capital Projects Account (Control #0854-0863) \$395,519.70

*Motion to approve Accounts Payable Vouchers as presented in the amount of \$439,019.40 for payment on November 14, 2018; Baker, second by Crawford.*

*Resolution: Motion carried unanimously.*

F. BOARD CHAIR REPORT

- 1. Ex-Officio Board members selected Brian Burnett to serve as the 5<sup>th</sup> voting Board member for the calendar year 2019.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

a. City of Wenatchee Invoice

RiverCom unexpectedly received an invoice from the City of Wenatchee in the amount of \$86,803; no explanation was provided. RiverCom contacted the City and waiting to hear back with clarification. The amount was not budgeted.

b. RMSA Inventory

The proposed replacement insurance amount recently prepared by RMSA included some of RiverCom's leased sites. RMSA is re-working and updating the replacement schedule. The cost of the adjusted insurance is expected to remain similar to current rates.

c. Group Health Care Insurance Rates

The LEOFF Health and Welfare Trust Premera plan which provides group health care and vision service for all employees covered under the RiverCom Dispatchers Guild Collective Bargaining Agreement announced a rate increase of 9.9% for 2019.

2. Radio Site Reports

- a. RiverCom continues to work with Alcoa to establish a radio site at their Malaga location. The parties are working to establish an easement to access the property.
- b. The Blag Mountain radio site was cut-over to the new shelter starting on October 23, 2018. The site is now fully operational with prime power and battery back-up.

3. Staffing Report

- a. Sharon Sokolowski started employment on October 22, 2018 as a Telecommunicator; she will be in training for the next several weeks.
- b. Public Safety Testing will be conducting a skills test for the position of Telecommunicator on November 17, 2018 in East Wenatchee.

4. State E911 Office Report

- a. State E911 Advisory Committee meetings are taking place this week.
- b. Transition to the new ESInet (Emergency Services IP network) continues to move forward; about half of all Public Safety Answering Points (PSAPs) in Washington State have now converted to ESInet.

J. OPERATIONS REPORTS

- 1. Letters of Recognition issued to Telecommunicators Corianne Courtney, Lisa Lewis, and Kasey Mendall for life-saved calls using telephonic CPR instruction. Copies distributed to the Board.

K. COMMITTEE REPORTS – There were no reports.

L. OLD BUSINESS

1. Facility Needs Study Project

- a. RiverCom Staff met with City of Wenatchee representatives (Keith Huffaker, Allison Williams, Rob Jammerman, Aaron Kelly, Elisa Webb, and Steve Crown) on October 22, 2018 to discuss RiverCom's facility needs and to identify issues. RiverCom to receive a preliminary report from the City tomorrow.



- b. Initial meetings are scheduled to take place with SchraderGroup Architectural + Engineering Services on November 28-29, 2018 to discuss the Facility Needs Study. Board members Huffaker and Crawford will be present to represent the Board.

M. NEW BUSINESS – There was no new business.

N. EXECUTIVE SESSION

The Board conducted evaluations over November 8 and 9, 2018 for the purpose of considering candidates for the position of Executive Director.

*Motion to enter into Executive Session to discuss evaluation of candidacy for position of Executive Director, for a period of time not to exceed ten (10) minutes; Baker, second by Crawford.*

*Resolution: Motion carried unanimously.*

At 9:42 a.m. the Board moved into Executive Session; at 9:52 a.m. the Board extended Executive Session for an additional ten (10) minutes; attendees were notified of the extension.

At 10:02 a.m. the Board moved back into regular session.

*Motion to offer the position of Executive Director to Misty Viebrock per the terms and conditions provided by the Board in a letter of intent to hire; anticipated start date in the position is January 2, 2018; annual salary for the position is set at \$104,295.24; Huffaker, second by Crawford.*

*Resolution: Motion carried unanimously.*

Board member Crawford stated that the Board appreciated the strengths of all candidates and said it was a very challenging selection process. The Board was in agreement and thanked all candidates for their participation in the process.

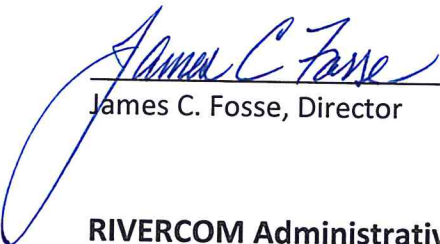
It was the consensus of the Board that Jim Fosse be retained concurrently through January 18, 2018 to assist with transition in leadership; salary maintained on current schedule through last date of employment.

O. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 10:10 a.m.

Minutes Respectfully Submitted,  
Staci Larsen  
Executive Assistant  
RiverCom 911


ATTEST:

  
James C. Fosse, Director

12-12-18  
Date

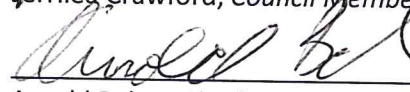
**RIVERCOM Administrative Board Members:**

  
Keith Goehner, Chair, Commissioner, Chelan County

  
Dan Sutton, Vice-Chair, Commissioner, Douglas County

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Keith Huffaker, Council Member, City of Wenatchee

  
Jerrilea Crawford, Council Member, City of East Wenatchee

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

