

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, December 12, 2018

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

MEETING MINUTES

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

Ex-Officio Members Present: Steve Crown, Chief, Wenatchee Police Department; Ray Coble, Assistant Chief, East Wenatchee Police (substitute for Randy Harrison, Chief, East Wenatchee Police)

RiverCom Staff Present: Jim Fosse, Director; Misty Viebrock, Operations Manager, Criselia Grupp, Administrative Services Manager; Jerry Corder, IT 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; Crawford, 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 November 14, 2018 as presented; Crawford, second by Baker.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for the month ending November 30, 2018 were distributed to the Board. Criselia Grupp reviewed the following items:
 - a. Year-to-date, for the month ending November 30, 2018, RIVERCOM has collected a total of \$3,853,417 in revenue, or 89.02% of all budgeted revenue

across all accounts, and has expended a total of \$3,568,927 or 72.46% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$3,114,220 in revenue and expended \$2,392,860 year-to-date for month ending November 30, 2018.
- c. The financial reports include November 2018 payroll and benefits for all accounts, paid December 5, 2018, in the amount of \$298,390.85.

Motion to accept the Financial Reports as presented for the month ending November 30, 2018, including November Payroll and Benefits for all accounts in the amount of \$298,390.85 paid December 5, 2018; Sutton, second by Baker.

Resolution: Motion carried unanimously.

2. December 2018 Accounts Payable Vouchers in the amount of \$330,358.90 for payment on December 12, 2018 presented for approval:

- a. Maintenance and Operations Account (Control #0864-0920) \$116,123.72
- b. General Communications Tax Account (Control #0921-0931) \$ 54,744.86
- c. Communications Tax Capital Projects Account (Control #0932-0937) \$159,490.32

Criselia Grupp previously reported on a bill for \$86,803 the City of Wenatchee invoiced to RiverCom and has since learned the bill was for the installation of a new chiller at 140 S. Mission St. completed in 2018. The bill reflects RiverCom's 20.7% cost portion per its lease agreement with the City of Wenatchee. The expense was not budgeted for in the 2018 Capital Facility Account and, because same account cannot cover the expense, it is being paid through the Maintenance and Operations Account with December accounts payable. Karen Goodwin, Chief Accountant at Douglas County, recommended the expenditure be taken from the line item "Facility Maintenance" in the 2018 Maintenance and Operations Account and reduce the scheduled year-end transfer amount from the Maintenance and Operations Accounts to the Capital Facilities Account by the same amount.

Motion to approve Accounts Payable Vouchers as presented in the amount of \$330,358.90 for payment on December 12, 2018; Baker, second by Crawford.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT

1. Executive Director Position – Offer of Employment

Copy of letter distributed to Board. No changes to the Offer as previously made by the Board on November 14, 2018.

Motion to extend a Final Offer of Employment for position of Executive Director to Misty Viebrock as presented; Baker, second by Sutton.

Resolution: Motion carried unanimously.

The offer was accepted and signed by Misty Viebrock. She will start in the position on January 2, 2019. Director Fosse thanked the Board for their involvement with the hiring process and Wenatchee Police Department for timely completing the background investigation.

2. Letter of Appreciation – Arnold Baker

Chairman Goehner thanked Arnold Baker and presented him with a Letter of Appreciation for his service as a voting Board member in 2019. Baker reported he will continue on the Board as an Ex-Officio member as a representative of the North Central Washington Fire Chiefs and Commissioners Association.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

a. Facility Needs Study

Initial meetings took place with SchraderGroup Architectural + Engineering Services on November 28-29, 2018 for a Facility Needs Study. Board members Huffaker and Crawford were present as Board representation. RiverCom expects to receive a report by February.

2. Radio Site Reports

- a. Blag Mountain radio site project expected to be signed-off tomorrow.

3. Staffing Report

- a. Public Safety Testing conducted skills testing for the position of Telecommunicator on November 17, 2018 in East Wenatchee. Interviews are scheduled for January 10, 2019.
- b. RiverCom has received a grievance from the RiverCom Dispatchers Guild; the grievance is at Step 2 of the grievance process and is having to do with service credit and pay for lateral transfers hired by RiverCom. The initial meeting to discuss the grievance with a PERC mediator will likely be scheduled for February 2019.
- c. The Shift Supervisors have petitioned PERC seeking certification to organize as a collective bargaining unit.
- d. Director Fosse thanked the Board for the opportunity to serve RiverCom and expressed appreciation for his Staff and the support provided him. He commented toward his confidence regarding the incoming leadership. The Board thanked Fosse for the expertise and leadership he has provided RiverCom for the past six years.

4. State E911 Office Report – There was no report.

J. OPERATIONS REPORTS

1. Misty Viebrock reported on appreciation extended to Telecommunicator Renea Miller for a cardiac incident that took place in 2017.

K. COMMITTEE REPORTS

1. Arnold Baker reported on the RiverCom Operations Group meeting of December 11, 2018; Tyler Caille elected ROG Chair for 2019.

L. OLD BUSINESS – There was no old business.

M. NEW BUSINESS

1. Job Description: Telecommunicator

Copies distributed to the Board. The updated job description primary reflects a change in job title from “Emergency Services Dispatcher” to “Telecommunicator.” The job title agreed upon through the recently ratified Collective Bargaining Agreement. The job description reviewed and approved by RiverCom legal counsel and the RiverCom Dispatchers Guild.

Motion to approve and adopt Job Description: Telecommunicator as presented; Crawford, second Sutton.

Resolution: Motion carried unanimously.

2. Elect 2019 Chair and Chair Pro Tem

Chairman Goehner called for nominations to elect a RiverCom Administrative Board Chair and Chair Pro Tem for 2019.

Motion to elect Jerrilea Crawford as 2019 Chair of the RiverCom Administrative Board; Sutton, second by Baker.

Resolution: Motion carried unanimously.

Motion to elect Dan Sutton as 2019 Chair Pro Tem of the RiverCom Administrative Board; Baker, second Crawford.

Resolution: Motion carried unanimously.

3. Recognition for Service – Keith Goehner

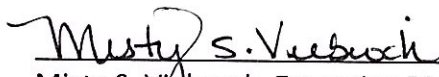
Director Fosse presented Chairman Goehner with a plaque and Letter of Appreciation to honor his long-term service as a RiverCom Administrative Board member and support of RiverCom.

N. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 9:45 a.m.

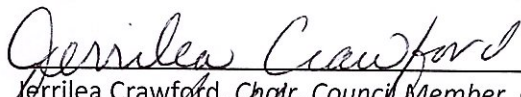
Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911

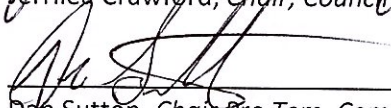
ATTEST:


Misty S. Viebrock, Executive Director

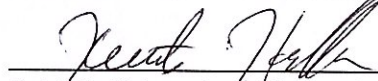
1/9/19
Date


RIVERCOM Administrative Board Members:


Jerrilea Crawford, Chair, Council Member, City of East Wenatchee


Dan Sutton, Chair Pro Tem, Commissioner, Douglas County


Kevin Overbay, Commissioner, Chelan County


Keith Huffaker, Council Member, City of Wenatchee


Brian Burnett, Sheriff, Chelan County Sheriff's Office