

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, April 10, 2019

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

MEETING MINUTES

Board Members Present: Kevin Overbay, Commissioner, Chelan County; Kyle Steinburg, Commissioner, Douglas County (substitute for Dan Sutton, Commissioner, Douglas County (Chair Pro Tem)); Keith Huffaker, Councilmember, City of Wenatchee; Jerrilea Crawford, Councilmember, City of East Wenatchee (Chair)

Absent: Brian Burnett, Sheriff, Chelan County Sheriff's Office

Ex-Officio Members Present: Kevin Morris, Sheriff, Douglas County Sheriff's Office; Steve Crown, Chief, Wenatchee Police Department; Ray Coble, Assistant Chief, East Wenatchee Police Department (substitute for Randy Harrison, Chief, East Wenatchee Police Department)

RiverCom Staff Present: Misty Viebrock, Executive Director; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Staci Larsen, Executive Assistant

- A. CALL TO ORDER – Chairwoman Crawford called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairwoman Crawford welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA
Motion to approve the Agenda as presented; Huffaker, second by Overbay.
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 March 13, 2019 as written; Huffaker, second by Overbay.
Resolution: Steinburg abstained; the motion carried.
- E. MONTHLY FINANCIAL REPORT
 1. Financial reports for the month ending March 30, 2019 distributed to the Board.
 - a. Year-to-date, for the month ending March 30, 2019, RIVERCOM has collected a total of \$1,276,508 in revenue, or 28.73% of all budgeted revenue across all

accounts, and has expended a total of \$993,755 or 20.56% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$868,986 in revenue and expended \$121,166 year-to-date for month ending March 30, 2019.
2. Total payroll and benefits for March 2019 in the amount of \$284,765.12 (includes all employees and all accounts), paid April 5, 2019.
 3. Accounts Payable vouchers in the amount of \$111,207.31 for payment on April 10, 2019 presented for approval:
 - a. Maintenance and Operations Account (Control #0210-0287) \$ 86,880.56
 - b. General Communications Tax Account (Control #0288-0294) \$ 21,123.03
 - c. Communications Tax Capital Projects Account (Control #0295-0296) \$ 3,203.72

Motion to approve the financial reports for month ending March 30, 2019, payroll and benefits paid on April 5, 2019, and accounts payable vouchers payable April 10, 2019 as presented; Overbay, second by Huffaker.

Resolution: Motion carried unanimously.

4. Board member Overbay thanked RiverCom Staff for their work and the changes made to the format and presentation of financial and accounting reports.
5. Criselia Grupp reported that RiverCom has received a sizable portion of State E911 reimbursable monies for the year 2019. In March, RiverCom received \$237,167 under the Chelan County contract and \$15,545 under the Douglas County E911 CPD Contract.

F. BOARD CHAIR REPORT

1. Chairwoman Crawford reported that Misty Viebrock is doing a great job in her position and thanked her for her work.

G. NATIONAL TELECOMMUNICATOR WEEK – Employee Recognition – Years of Service

1. National Telecommunicator Week is April 14 – 20, 2019. Executive Director Viebrock presented years of service awards to recognize employees reaching years of service milestones. The Board thanked Supervisors and Telecommunicators for the important work they provide the community.

Chairwoman Crawford called for a ten (10) minute break at 9:20 a.m.

At 9:30 a.m. Chairwoman Crawford called the regular meeting back to order.

H. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items

- a. Letter dated March 12, 2019 received from Chelan County Sheriff's Office that until further notice the agency is opting-out of the Interlocal Cooperative Agreement regarding RiverCom Data Hosting. Legal counsel has been notified. RiverCom plans to work closely with Chelan County Sheriff's Office to produce requests on a case-by-case basis.

2. Radio Site Reports

- a. The draft contract for the Alcoa site is with Alcoa for further review. They do not disagree with the requests RiverCom proposed. RiverCom expects to have a signed contract in the near future. The site project is expected to take about eighteen (18) months to complete. The project focus is to improve radio coverage between Rock Island and Hydro Park.
- b. The structure blueprints are in process for the work at Goat Mountain radio site. The work for the project is being contracted out with Day Wireless Systems. The target installation of the project is late fall 2019.

3. Staffing Report

- a. Staffing Report distributed to the Board for review.
- b. Molly Elliott offered position of Operations Manager. Pending the completion of a background investigation, she is scheduled to start in the position on May 1, 2019.
- c. Five (5) Telecommunicator candidates are moving forward in the pre-employment phase of the hiring process.
- d. A training academy for Telecommunicators is scheduled to begin in early June.

4. State E911 Office Report

- a. RiverCom was not approved to receive State E911 grant monies for dispatcher consoles.
- b. The State E911 Office to issue State E911 Contract amendments for both Chelan and Douglas counties for year 2019 contracts. As soon as RiverCom receives, the contracts to be forwarded to county commissioners for signature.

5. Facility Needs Study

- a. SchraderGroup Architectural and Engineering Services offered to discount the contract for the Facility Needs Study by about \$10,000 in lieu of completing the existing site assessment. This portion of the contract has not yet been fulfilled since an appropriate existing site could not be identified. Board member Huffaker suggested, and it was the consensus of the Board, that RiverCom accept the discount on the contract amount.

I. OPERATIONS REPORTS

1. Letter of recognition issued to Telecommunicator Kathy Corulli for a life-saved call using telephonic CPR on November 8, 2018. Copy distributed to the Board.
2. Kathy Corulli received a Red Cross Hometown Hero award on March 28, 2019 for a call on December 20, 2018 in which she assisted a nine-year old girl perform CPR. Steve Hair with NCW Life nominated Corulli for the award.
3. Presentation: 9-1-1 Coverage at KittCom (Kittitas County)
Shift Supervisor Kris Conner debriefed the Board about 911 staffing coverage RiverCom personnel provided to cover KittCom during funeral and memorial events on March 28, 2019 for Deputy Thompson. RiverCom was one of several agencies who provided 36-hour assistance to KittCom; RiverCom Telecommunicators Dee Gutierrez, Trisha Stender, and Kris Conner provided service to the agency. The Board thanked the RiverCom Telecommunicators for their service to KittCom.

K. COMMITTEE REPORTS

1. The RiverCom Operations Group conducted a meeting April 9, 2019. Chairwoman Crawford reported that she attended the meeting and appreciated the group dialogue.

L. OLD BUSINESS

1. Renewal of Emergency Communication Systems and Facilities Sales and Use Tax Resolution 2019-01 and Funding Agreement distributed to the Board. The Resolution requests that both Chelan and Douglas Counties place a proposition on the August 6, 2019 ballot asking if voters in the two counties will renew an emergency communication systems and facilities sales and use tax. RiverCom has been receiving the tax since 2010.

*Motion to approve Resolution 2019-01 and Funding Agreement as presented;
Steinburg, second by Overbay.*

Resolution: Motion carried unanimously.

Executive Director Viebrock thanked Staci Larsen for her work in preparing a number of items for the proposition.

Executive Director Viebrock reported that a PAC Committee met on April 9, 2019 to initiate campaign work for the proposition. The next meeting is scheduled for early May.

2. A Board workshop has been scheduled for May 29, 2019 to discuss long-term planning. The Board indicated a preference for a one-half day workshop and requested RiverCom Staff to prepare a draft agenda.

M. NEW BUSINESS

1. Surplus Property

Declaration of Surplus Property presented to the Board for approval. RiverCom requested the Board surplus fifteen (15) Motorola Quantar Base Stations with an estimated fair market value of \$400 - \$1,000 per unit. RiverCom intends to sell the radio equipment at fair market value.

Motion to approve Declaration of Surplus Property to surplus fifteen (15) Motorola Quantar Base Stations as presented; Overbay, second by Huffaker.

Resolution: Motion carried unanimously.

N. EXECUTIVE SESSION

Motion to enter into Executive Session to discuss a personnel issue, for a period of time not to exceed ten (10) minutes; Overbay, second by Huffaker.

Resolution: Motion carried unanimously.

At 10:05 a.m. the Board moved into Executive Session.

At 10:10 a.m. Chairwoman Crawford called the regular meeting back into regular session.

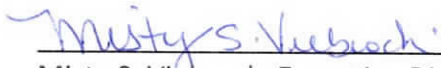
No action was taken.

O. ADJOURNMENT

With no further business, Chairwoman Crawford adjourned the regular meeting at 10:11 a.m.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911

ATTEST:



Misty S. Viebrock, Executive Director

5-8-19

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*

Absent

Brian Burnett, *Sheriff, Chelan County Sheriff's Office*