

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, June 12, 2019

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

MEETING MINUTES

Board Members Present: Kevin Overbay, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County (Chair Pro Tem); Keith Huffaker, Councilmember, City of Wenatchee; Jerrilea Crawford, Councilmember, City of East Wenatchee (Chair); Jason Mathews, Undersheriff, Chelan County Sheriff's Office (substitute for 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); Arnold Baker, Chief, Chelan County Fire District No. 5

RiverCom Staff Present: Misty Viebrock, Executive Director; Josh Humphrey, Radio Systems Technical Manager; Molly Elliott, Operations 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; Overbay, second by Sutton.
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 May 8, 2019 and the Board Workshop minutes of May 29, 2019 as written; Sutton, second by Overbay.
Huffaker abstained.
Resolution: Motion carried.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for the month ending May 31, 2019 distributed to the Board.

- a. Year-to-date, for the month ending May 31, 2019, RIVERCOM has collected a total of \$1,942,102 in revenue, or 43.71% of all budgeted revenue across all accounts, and has expended a total of \$1,710,318 or 35.39% of budgeted expenditures.
 - b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$1,428,640 in revenue and expended \$228,057 year-to-date for month ending May 31, 2019.
2. Total payroll and benefits for May 2019 in the amount of \$324,322.64 (includes all employees and all accounts), paid June 5, 2019.
3. Accounts Payable vouchers in the amount of \$324,322.64 for payment on June 12, 2019 presented for approval:
 - a. Maintenance and Operations Account (Control #0380-0461) \$ 105,579.84
 - b. Capital Facility Account (Control #0462) \$ 11,957.88
 - c. General Communications Tax Account (Control #0463-0472) \$ 12,924.04
 - d. Communications Tax Capital Projects Account (Control #0473-0483) \$ 177,369.02

Motion to approve the financial reports for month ending May 31, 2019, payroll and benefits paid on June 5, 2019, and accounts payable vouchers payable June 12, 2019 as presented; Sutton, second by Overbay.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT

1. Chairwoman Crawford thanked those persons who attended the Board Workshop on May 29. The Workshop was productive and RiverCom Staff were given several assignments toward future projects.

G. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items

- a. RiverCom has received confirmation of the language that will appear on the ballot for the Emergency Communication Systems and Facilities tax renewal proposition for the August 6, 2019 primary election ballot.

Both the City of Wenatchee and the City of East Wenatchee have informed RiverCom that it plans to issue a Resolution of support for the tax renewal.

- b. RiverCom recently migrated to a new state ACCESS link which was required by state mandate. Like other agencies, RiverCom has experienced several issues as a result of the migration.

2. Radio Site Reports

- a. RiverCom has signed the lease for the new Alcoa radio site and is awaiting the final signed agreement from Alcoa. RiverCom will start working with legal counsel to complete an easement plan.
- b. The road to Blag Mountain radio site is finished.
- c. A tactical repeater is being installed at Coulee Dam.
- d. The antenna installation work at Pilot Rock will start soon and is projected to be wrapped-up in a month.
- e. RiverCom continues to look at placement options for the LERN equipment.
- f. The scope of work for the Goat Mountain project is underway.

3. Staffing Report

- a. Staffing Report distributed to the Board.
- b. Five (5) individuals have been hired for Telecommunicator positions; they will start employment and training on June 17, 2019. One (1) additional individual is in the process of completing the pre-employment process and may be hired at or near the same time.
- c. Operations Manager Elliott spoke about the training process for Telecommunicators.
- d. Executive Director Viebrock reported that Telecommunicators are working long hours to cover the work schedule due to staffing shortages and peak annual leave absences.

4. State E911 Office Report

- a. Executive Director Viebrock and Operations Manager Elliott will be attending the State E911/APCO Summer Conference on June 17-20, 2019.
- b. Contracts with the State E911 Program for fiscal year 2020 have been finalized.
- c. RiverCom is still waiting to receive more information about a possible phone grant.

I. OPERATIONS REPORTS

Operations Manager Elliott reported on the following items:

1. RiverCom did not experience any operational issues over Memorial Day Weekend.
2. RiverCom will achieve its 15th year anniversary on July 1, 2019.
3. NCWLife has produced a story about a near-drowning incident that recently took place at Rock Island and will be airing the segment on June 20. RiverCom personnel, as well as responders who took part in the incident, have been invited to a premier showing of the segment on June 19 at Pybus Market.

K. COMMITTEE REPORTS

1. Arnold Baker briefly reported on the special RiverCom Operations Group meeting that took place on June 11, 2019.

L. OLD BUSINESS – There was no old business.

M. NEW BUSINESS

1. GIS Analyst Position

Job description distributed to the Board.

Executive Director made a recommendation to the Board to change the FLSA status of the position from non-exempt to exempt. The change is supported by legal counsel. There is no other change to the job description, wage scale, or placement on the wage scale.

2. Receptionist Position

Job description distributed to the Board.

Executive Director Viebrock made a recommendation to change the title of the Receptionist position to Office Assistant to better reflect the functions and responsibilities of the position. There is no other change to the job description, wage scale, or placement on the wage scale.

Motion to approve recommended changes to both the GIS Analyst and Receptionist job descriptions as presented; Sutton, second by Overbay.

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; Huffaker, second by Overbay.

Resolution: Motion carried unanimously.

At 9:36 a.m. the Board moved into Executive Session.

At 10:43 a.m. Chairwoman Crawford called the regular meeting back into regular session.

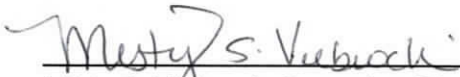
No action was taken.

O. ADJOURNMENT

With no further business, Chairwoman Crawford adjourned the regular meeting at 9:46 a.m.

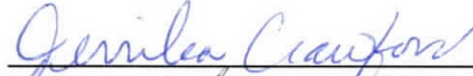
Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911


ATTEST:

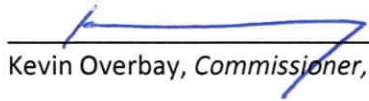

Misty S. Viebrock, Executive Director

7/10/19
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