

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, July 10, 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); Jerrilea Crawford, Councilmember, City of East Wenatchee (Chair); Brian Burnett, Sheriff, Chelan County Sheriff's Office

Absent: Keith Huffaker, Councilmember, City of Wenatchee

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; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; 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 June 12, 2019 as written; Sutton, second by Overbay.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for the month ending June 30, 2019 distributed to the Board.
 - a. Year-to-date, for the month ending June 30, 2019, RIVERCOM has collected a total of \$2,260,735 in revenue, or 50.88% of all budgeted revenue across all

accounts, and has expended a total of \$2,111,968 or 43.70% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$1,737,018 in revenue and expended \$442,970 year-to-date for month ending June 30, 2019.
2. Total payroll and benefits for June 2019 in the amount of \$309,208.58 (includes all employees and all accounts), paid July 5, 2019.
 3. Accounts Payable vouchers in the amount of \$84,996.28 for payment on July 10, 2019 presented for approval:
 - a. Maintenance and Operations Account (Control #0484-0548) \$ 41,479.04
 - b. General Communications Tax Account (Control #0549-0556) \$ 24,792.99
 - c. Communications Tax Capital Projects Account (Control #0557-0565) \$ 18,725.25

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

Resolution: Motion carried unanimously.

4. The Board asked Administrative Services Manager about Annual Budget tracking; she noted that a number of items are scheduled to be expended at the end of the year.
5. Executive Director Viebrock informed the Board that she plans to reorganize and make changes to the budget starting with the 2020 Annual Budget to more effectively communicate the budget to the Board and the public. A draft will be provided to the Board at the August Board meeting.

F. BOARD CHAIR REPORT

1. Chairwoman Crawford stated that Ex-Officio (non-voting) Board Members are invited to be present at Executive Sessions of Board meetings and during Closed Sessions.

G. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items
 - a. RiverCom recently experienced flooding resulting from a water drainage issue that took place on the third floor of Wenatchee Police Department. The City of Wenatchee responded immediately to contain and mop-up the incident. RiverCom sustained no appreciable damage.

- b. The State E911 Program continues to consider a consortium to provide 911 phone system redundancy throughout both sides of the State. RiverCom is part of the State's grant plan to be a host site within the consortium. RiverCom Staff will be traveling with other agency representatives to Tennessee and Texas later in the month to review vendor products. The planned consortium of seven counties will require that all agencies operate on the same phone system.
- c. The StateLink 2.0 CAD upgrade installation continues to present problems for operations. RiverCom is continuing to work through issues.

2. Radio Site Reports

- a. The lease for the new Alcoa radio site is completed and signed.
- b. Work at Pilot Rock radio site is in progress.
- c. The scope of work for the Goat Mountain radio site is completed and signed with Day Wireless Systems. Work on the project started last week. The project will provide a hardened facility and public safety grade systems.

3. Staffing Report

- a. Staffing Report distributed to the Board.
- b. Six (6) individuals were hired in June for Telecommunicator positions and started training. Two (2) individuals resigned, leaving four (4) individuals in training.
- c. RiverCom Staff are already in the process of organizing a new recruitment and hiring process.

4. State E911 Office Report

- a. The State E911 Office is organizing a work group to study regionalization and equipment centralization. Executive Director Viebrock is going to shadow the committee.
- b. State E911 program contracts for fiscal year 2020 have been finalized and will be forwarded to county commissioners for signature.
- c. Telecommunicator training at the Criminal Justice Training Center (CJTC) is being eliminated and will not be reinstituted. The funding previously provided by the State for the Telecommunicator training program may be available for equipment contracts in this year's contract; the E911 Coordinator also mentioned monies have been designated for future equipment contracts. Telecommunicator training is expected to be temporarily provided by certified training instructors and hosted by their home agencies. The State Training Sub-Committee is working on a future training plan which may result in a contract through the Military Department.

I. OPERATIONS REPORTS

Operations Manager Elliott reported on the following items:

1. Letter of recognition issued to Telecommunicator Karen Bull for a life-saved call using telephonic CPR on February 24, 2019.
2. Letter of recognition issued to Telecommunicator Monica Seibert for a life-saved call using telephonic CPR on April 19, 2019.
3. Training Academy Class No. 23 is in process. After completing the Academy, trainees will begin training on the operations floor with Certified Training Officers.
4. RiverCom received more than four hundred calls for service on July 4. Operations Manager Elliott said operations personnel did an amazing job.
5. RiverCom plans to send representatives to the National Night Out event in Wenatchee on August 6, 2019.

K. COMMITTEE REPORTS – There were no reports.

L. OLD BUSINESS – There was no old business.

M. NEW BUSINESS

1. Organizational Chart
Organization Chart distributed to the Board.

Executive Director requested Board approval of updated organizational chart. The chart reflects organizational changes she made earlier in the year and places operations in the center of the organization.

*Motion to approve organizational chart as presented; Sutton, second by Overbay.
Resolution: Motion carried unanimously.*

Chairwoman Crawford called for a meeting recess at 9:40 a.m.

At 9:45 a.m. the regular meeting was re-opened.

N. Memorandum of Agreement

Memorandum of Agreement distributed to the Board.

*Motion to approve Memorandum of Agreement (MOA) between RiverCom and the RiverCom Dispatchers Guild regarding temporary provisional special overtime pay rates; Overbay, second by Sutton.
Resolution: Motion carried unanimously.*

O. ADJOURNMENT

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

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911

ATTEST:



Misty S. Viebrock, Executive Director


8/14/19

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



Ruth Esparza, Council Member, City of Wenatchee



Brian Burnett, Sheriff, Chelan County Sheriff's Office