

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, August 14, 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); Ruth Esparza, Councilmember, City of Wenatchee; Jerrilea Crawford, Councilmember, City of East Wenatchee (Chair); Brian Burnett, Sheriff, Chelan County Sheriff's Office

Ex-Officio Members Present: 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; 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 introduced new Board member Ruth Esparza and welcomed those present; 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 July 10, 2019 as written; Sutton, second by Overbay.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 1. Financial reports for the month ending July 31, 2019 distributed to the Board.
 - a. Year-to-date, for the month ending July 31, 2019, RIVERCOM has collected a total of \$2,611,072 in revenue, or 58.76% of all budgeted revenue across all accounts, and has expended a total of \$2,448,920 or 50.68% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$2,048,008 in revenue and expended \$515,520 year-to-date for month ending July 31, 2019.
2. Total payroll and benefits for July 2019 in the amount of \$324,480.49 (includes all employees and all accounts), paid August 5, 2019.
3. Accounts Payable vouchers in the amount of \$103,171.39 for payment on August 14, 2019 presented for approval:
 - a. Maintenance and Operations Account (Control #0566-0633) \$ 28,300.79
 - b. Equipment Replacement Account (Control #0634-0635) \$ (70.92)
 - c. General Communications Tax Account (Control #0636-0647) \$ 56,991.56
 - d. Communications Tax Capital Projects Account (Control #0648-0654) \$ 17,949.96

Motion to approve the financial reports for month ending July 31, 2019, payroll and benefits paid on August 5, 2019, and accounts payable vouchers payable August 14, 2019 as presented; Sutton, second by Overbay.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT

1. Chairwoman Crawford reported that the ballot measure for the Emergency Communication Systems and Facilities Sales and Use Tax successfully passed in both Chelan and Douglas counties. She thanked RiverCom Staff for a job well-done and for making the tax measure a success.

G. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items

- a. Discussion regarding discovery records requests and the significant increase in the number of requests made by Chelan County Prosecuting Attorney's Office. RiverCom has attempted to work with the Prosecuting Attorney's Office to reduce the volume of requests, but without success. As a result, RiverCom has had to re-assign work responsibilities to manage the work load involved with the requests. There are no other issues with other agencies.
- b. The State E911 Office reports they have not received response from the Federal government regarding the grant award for a telephone system consortium. RiverCom Staff recently traveled out-of-state to look at various phone vendors at operational sites. The status of RiverCom as a host telephone system site remains influx. Executive Director Viebrock will reach-out to current vendor to renew or extend the phone maintenance and support contract that expires next year.

2. Radio Site Reports

- a. Work at Goat Mountain continues to move forward. The manufacturer of the communications shelter has not been to receive a "gold seal" to travel interstate; Day Wireless Systems is working with the vendor in attempt to expedite the process.
- b. The radio and antenna installed at the Pilot Rock radio site.
- c. The LERN radio moved to Lower Badger radio site. RiverCom is working with Day Wireless to complete the installation.
- d. Pending establishment of site access, Day Wireless may be able to start work on a road and foundation for a communications shelter before the end of the year.

3. Staffing Report

- a. Staffing Report distributed to the Board.
- b. Four (4) individuals have completed in-house Training Academy and will start training with a Certified Training Officer on the operations floor.
- c. Operations Manager Elliott will continue to teach Training Academy until staffing levels improve.
- d. Public Safety Testing is scheduled to conduct skills testing for the Telecommunicator position on August 17, 2019 in East Wenatchee.
- e. RiverCom Staff attended a meeting hosted by Kittitas County with other officials to discuss common regional staffing issues. The group would like to organize a follow-up meeting in November and invite agency leadership to participate in further discussion about the topic.
- f. Executive Director Viebrock will be out of the office the week of August 19, 2019.

4. State E911 Office Report – There was no report

I. OPERATIONS REPORTS – There was no report

K. COMMITTEE REPORTS

1. Board member Baker reported on the RiverCom Operations Group meeting that took place, August 13, 2019. The group discussed the status of the Shared Funding Assistance Program that is set to expire at the end of the year. It was proposed that a committee be formed to evaluate the program and make a future recommendation to the Board.

L. OLD BUSINESS

1. Emergency Communication Systems and Facilities Sales and Use Tax – Ballot Measure

Executive Director Viebrock reported on the ballot measure; the final results of the measure will be certified on August 20. She further thanked those who worked on

the ballot measure and that she appreciated the opportunity to connect with the community.

M. NEW BUSINESS

1. Administrative Policy: Physical Security of Protected Information
Policy distributed to the Board.

Executive Director requested Board approval of updated policy stating that the policy changes reflected changes requested through an ACCESS audit.

Motion to approve the revised Administrative Policy: Physical Security of Protected Information as presented; Sutton, second by Burnett.

Resolution: Motion carried unanimously.


2. 2020 Annual Budget – New Format
A draft format for the Annual Budget distributed to the Board for further review.
3. Executive Director Performance Review
The Board briefly discussed the organization of a performance review process for the position of Executive Director. It was the consensus of the Board to form a sub-committee; Chairwoman Crawford will contact Board members to organize a committee.

N. ADJOURNMENT

With no further business, Chairwoman Crawford adjourned the regular meeting at 9:57 a.m.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911

ATTEST:




Misty S. Viebrock, Executive Director

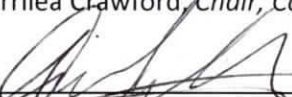
9-11-19

Date

RIVERCOM Administrative Board Members:



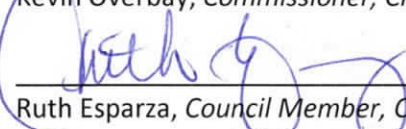
Jerrilea Crawford, *Chair, Council Member, City of East Wenatchee*



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*