

RIVERCOM ADMINISTRATIVE BOARD
RIVERCOM 911

Wednesday, September 11, 2019

Wenatchee City Council Chambers, 301 Yakima Street, Wenatchee, WA 98801

MEETING MINUTES

ATTENDANCE

Board Members: Kevin Overbay, Dan Sutton (Chair Pro Tem); Ruth Esparza; Rob Tidd, (substitute for Jerrilea Crawford); and Brian Burnett

Absent / Excused: Jerrilea Crawford (Chair)

Ex-Officio Members: Kevin Morris; Steve Crown; Ray Coble (substitute for Randy Harrison); and Arnold Baker

RiverCom Staff: Misty Viebrock; Criselia Grupp; Jerry Corder; Josh Humphrey; Molly Elliott; and Staci Larsen

- A. CALL TO ORDER – Serving as Chair Pro Tem, Board member Sutton called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.
- B. 9/11 MOMENT OF SILENCE – Chairman Sutton requested a moment of silence in remembrance of 9/11.
- C. WELCOME AND INTRODUCTIONS – Chairman Sutton welcomed those present and invited attendees to introduce themselves.
- D. APPROVAL OF AGENDA
There were no requests for changes or corrections to the Agenda.
Motion to approve the Agenda as presented; Overbay, second by Esparza.
Resolution: Motion carried unanimously.
- E. APPROVAL OF MEETING MINUTES
Copies distributed to the Board. There were no requests for changes or corrections to the minutes.
Motion to approve the RIVERCOM Administrative Board minutes for regular meeting on August 14, 2019 as written; Overbay, second by Burnett.
Resolution: Motion carried unanimously.
- F. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for the month ending August 31, 2019 distributed to the Board.
 - a. Year-to-date, for the month ending August 31, 2019, RIVERCOM has collected a total of \$2,965,057 in revenue, or 66.73% of all budgeted revenue across all accounts, and has expended a total of \$2,772,718 or 57.38% of budgeted expenditures.
 - b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$2,380,978 in revenue and investment interest and has expended \$615,535 year-to-date for month ending August 31, 2019.

2. Total payroll and benefits for August 2019 in the amount of \$320,650.42 (includes all employees and all accounts), paid September 5, 2019.
3. Accounts Payable vouchers in the amount of \$355,922.73 for payment on September 11, 2019 presented for approval:
 - a. Maintenance and Operations Account (Control #0655-0703) \$ 29,875.13
 - b. General Communications Tax Account (Control #0704-0709) \$ 55,117.72
 - c. Communications Tax Capital Projects Account (Control #0710-0715) \$270,999.88

Motion to approve the financial reports for month ending August 31, 2019, payroll and benefits paid on September 5, 2019, and accounts payable vouchers payable September 11, 2019 as presented; Esparza, second by Burnett.

Resolution: Motion carried unanimously.

4. Administrative Services Manager Grupp reported that RiverCom has received the remaining State E911 contract funds for both Chelan and Douglas counties for the State E911 FY19 contract year.

G. BOARD CHAIR REPORT – There was no Board Chair Report.

H. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items

- a. Jerry and Becky Cline recently visited RiverCom to thank dispatch personnel for their emergency communications work using telephonic CPR.
- b. One of the two phone vendors the phone consortium is considering, is listed on the Houston-Galveston Area Council Cooperative Purchasing Program. In order to participate in the host-site consortium being proposed by the State E911 Office, RiverCom should join this government purchasing program. The Board meeting minutes must reflect signing authority to Executive Director Misty Viebrock.

For the record, the Board unanimously authorized Executive Director Misty Viebrock to sign the "Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program" agreement.

2. Radio Site Reports

- a. Work at Goat Mountain continues to move forward. However, ThermoBond, the manufacturer of the communications shelter, has yet to receive an approved "gold seal" through Department of Labor & Industries, to travel interstate; Day Wireless Systems is working with the vendor in attempt to expedite the process.
- b. RiverCom is pre-planning work for the Alcoa radio site. A meeting was held with Day Wireless Systems on August 26, 2019 to discuss a contract and steps to move forward on the project.
- c. Executive Director Viebrock sent out letters to property owners regarding easement access to the Alcoa radio site.

3. Staffing Report

Staffing Report distributed to the Board.

- a. Four (4) individuals are in training with a Certified Training Officer on the operations floor.
- b. Public Safety Testing conducted skills testing for the Telecommunicator position on August 17, 2019 in East Wenatchee. Interviews for the position are scheduled September 12, 2019.
- c. Steve Crown complimented the "new voices" heard over the radio system and added the new Telecommunicators are doing a great job.

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

I. OPERATIONS REPORTS

1. RiverCom did not experience any issues or unusual activity over Labor Day weekend.
2. Operations Manager Elliott thanked law enforcement and fire personnel for their support and helpfulness during recent staffing shortages and through training periods.
3. Operations Manager Elliott is scheduled to meet with our regional emergency medical director to streamline language for CBD protocols for medical emergencies.

K. COMMITTEE REPORTS – There were no committee reports.

L. OLD BUSINESS

1. 2020 Annual Budget – Preliminary Work

RiverCom Staff have met with nearly all Board members to get input for 2020 budget preparations and have received a number of suggestions. Staff continue to prepare a preliminary budget and are working to reduce agency assessment fees for 2020. A short discussion took place about some of the changes and budget strategies being utilized and included in the proposed budget.

The proposed budget will require that some Resolutions be passed to update accounts. It has been recommended that the Resolutions be adopted prior to acceptance of the proposed budget so that the budget will have already included the changes and updates. RiverCom Staff plan to present the Resolutions for Board approval at the October 16 meeting.

Following Board approval and adoption of the Resolutions, the Proposed 2020 Annual Budget will also be delivered to the Board at the October 16 meeting.

M. NEW BUSINESS

1. Resolution 2019-2: To Dissolve the Equipment Replacement Account
Copy of Resolution distributed to the Board.

Executive Director Viebrock made a recommendation that the Board approve and adopt Resolution 2019-2 which will effectively dissolve the Equipment Replacement Account. Board members Overbay and Sutton expressed their support for the Resolution. The Resolution essentially provides for the consolidation of two separate

capital accounts with the proceeds of the Equipment Replacement Account to be deposited in the Capital Account. The proposal and the Resolution were reviewed by Karen Goodwin, the Chief Accountant at Douglas County; she is in favor of the account consolidation.


*Motion to approve and adopt Resolution 2019-2: A Resolution to Dissolve the Equipment Replacement Account as presented; Overbay, second by Esparza.
Resolution: Motion carried unanimously.*

N. ADJOURNMENT

With no further business, Chairman Sutton adjourned the regular meeting at 9:37 a.m.


Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911


ATTEST:


Misty S. Viebrock, Executive Director

10/16/19
Date


RiverCom Administrative Board Members:


Jerilea 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