

## RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, November 13, 2019**

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

### MEETING MINUTES

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#### ATTENDANCE:

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

Absent: Ruth Esparza

Ex-Officio Members: Kevin Morris; Steve Crown; and Arnold Baker

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

- 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 asked attendees to introduce themselves.
- C. APPROVAL OF AGENDA  
Request for Executive Session to follow Item K: New Business on the Agenda.  
*Motion to approve the Agenda as presented with addition of Executive Session; Sutton, second by Overbay.*  
*Resolution: Motion carried unanimously.*
- D. 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 October 16, 2019 as written; Overbay, second by Sutton.*  
*Resolution: Motion carried unanimously.*
- E. MONTHLY FINANCIAL ITEMS  
Administrative Services Manager Grupp reported on the following items:
  1. Financial reports for the month ending October 31, 2019 distributed to the Board.
    - a. Year-to-date, for the month ending October 31, 2019, RIVERCOM has collected a total of \$3,678,872 in revenue, or 82.80% of all budgeted revenue across all accounts, and has expended a total of \$3,441,347 or 71.21% of budgeted expenditures.
    - b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$3,067,185 in revenue and investment interest and has expended \$1,399,910 year-to-date for month ending October 31, 2019.

2. Total payroll and benefits for October 2019 in the amount of \$302,010.74 (includes all employees and all accounts), paid November 5, 2019.
3. Accounts Payable vouchers in the amount of \$167,918.81 for payment on November 13, 2019 presented for approval:
  - a. Maintenance and Operations Account (Control #0805-0870) \$ 43,618.68
  - b. General Communications Tax Account (Control #0871-0897) \$119,062.24
  - c. Communications Tax Capital Projects Account (Control #0898-0901) \$ 5,237.89

*Motion to approve the financial reports for month ending October 31, 2019, payroll and benefits paid on November 5, 2019, and accounts payable vouchers payable November 13, 2019 as presented; Overbay, second by Sutton.*

*Resolution: Motion carried unanimously.*

F. BOARD CHAIR REPORT

1. Chairwoman Crawford noted that a Chair and Chair Pro Tem for the year 2020 will need to be selected at the December Board meeting.
2. Request to convene the Board committee to start evaluation process of the Executive Director.

G. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items

- a. A planned CAD outage took place this morning to update the CAD system; there were no issues.
- b. A recorder system update was completed and coordinated with user agencies.
- c. A console re-wiring project is underway; the project will continue on a console-by-console basis for all console stations.
- d. Okanogan County, Grays Harbor, and Thurston County all passed a two-tenths of one-percent Emergency Communication Systems and Facilities Sales and Use Tax measure on their respective county ballots on the November 5 general election.

2. Radio Site Reports

- a. Radio site coverage maps distributed to the Board. A short discussion took place about radio coverage.
- b. The communications shelter for the Goat Mountain radio site is schedule for delivery on November 24, 2019 and is intended to be immediately moved to the site.
- c. System issues at the Pilot Rock radio site have been resolved. Subsequently, the site became fully operational November 5, 2019.
- d. Misty Viebrock, Josh Humphrey, and Kevin Overbay met with a property owner adjoining the Alcoa radio site on November 7, 2019 to discuss easement options.

- e. RiverCom is experiencing interference issues stemming from the North Repeater and is trouble-shooting the problem. AT & T, Department of Natural Resources, and Chelan County PUD have also acknowledged issues at the site.
- f. RiverCom continues to experience an inter-connectivity issue affecting all radio sites, believed to be due to hardware issues. RiverCom has purchased replacement hardware which will be installed by Radio Systems Technical Manager Humphrey.
- g. Kevin Morris thanked Josh Humphrey for assisting Douglas County with radio issues at the new building off of 19<sup>th</sup> Street in East Wenatchee and for making recommendations to improve radio coverage in the Pilot Rock area.

### 3. Staffing Report

Staffing Report distributed to the Board.

- a. Three (3) individuals remain in training with a Certified Training Officer on the operations floor. Once released from training, the individuals will be assigned to vacant operational positions.
- b. There are six (6) individuals in the pre-employment process; pending completion of the pre-employment process they will start training academy December 9, 2019.
- c. RiverCom will continue working to fill remaining vacant positions.
- d. Executive Director Viebrock discussed the possibility of over-hiring, noting that a couple of individuals may leave employment in early 2020. The Board was in general agreement that Executive Director Viebrock be authorized to make hiring decisions without applying to the Board each time, at least until staffing issues are resolved. A concern was expressed and further discussion took place about whether or not an over-hire situation could be fiscally accommodated and sustained. The Board was not opposed to over-hiring by 1.5 fulltime Telecommunicator employees provided the over-hire could be fiscally justified. One additional position is already accounted for mid-year 2020 in the proposed Annual Budget.

### 4. State E911 Office Report

- a. The Statewide E911 Operational Cost Study conducted by the State E911 Office is in progress.
- b. Misty Viebrock and Criselia Grupp will be attending State E911 Advisory Committee meetings November 19-21, 2019.

I. OPERATIONS REPORTS – There was no report.

K. COMMITTEE REPORTS – There was no report.



L. OLD BUSINESS

1. Resolution 2019-5: To Approve and Adopt an Annual Budget for the Year 2020  
Copy of Resolution and attachments distributed to the Board.

Executive Director Viebrock presented Resolution 2019-5 to approve and adopt an annual budget for the year 2020 in the total amount of \$17,414,833, including appropriations for all accounts.

Since the proposed budget was delivered to the Board, there have been no further recommendations, concerns, or questions communicated to RiverCom. No changes have been made to the budget document since delivery of the proposed budget. Executive Director Viebrock made a recommendation to the Board to approve and adopt Resolution 2019-5.

*Motion to approve and adopt Resolution 2019-5: To Approve and Adopt an Annual Budget for the Year 2020, as presented; Sutton, second by Overbay.*  
*Resolution: Motion carried unanimously.*

M. NEW BUSINESS – There was no New Business.

N. EXECUTIVE SESSION

At 9:48 a.m., Chairwoman Crawford closed the regular meeting to move the Board into Executive Session for a period not to exceed ten (10) minutes to discuss a real estate matter. The Executive Session started at 9:52 a.m.

At 10:00 a.m. Chairwoman Crawford closed Executive Session and reopened the regular meeting.

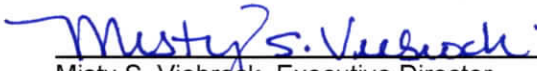
There was no further action.

O. ADJOURNMENT

With no further business, Chairwoman Crawford adjourned the regular meeting at 10:04 a.m.

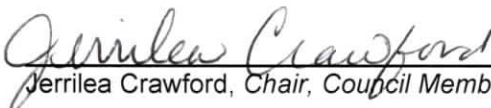
Minutes Respectfully Submitted,  
Staci Larsen  
Executive Assistant  
RiverCom 911

ATTEST:

  
Misty S. Viebrock, Executive Director

12/11/19  
Date


**RiverCom Administrative Board Members:**

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




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Dan Sutton, Chair Pro Tem, Commissioner, Douglas County




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Kevin Overbay, Commissioner, Chelan County



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Ruth Esparza, Council Member, City of Wenatchee



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Brian Burnett, Sheriff, Chelan County Sheriff's Office