

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, February 12, 2020

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

MEETING MINUTES

ATTENDANCE:

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

Excused Absence: Jerrilea Crawford

Ex-Officio Members: Kevin Morris; Tom Robbins; Arnold Baker; and Jim Brown (substitute for Steve Crown)

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

- A. CALL TO ORDER – Chairman Overbay called the meeting to order at 9:00 a.m.; Tom Robbins led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Overbay welcomed those present and asked attendees to introduce themselves.
- C. APPROVAL OF AGENDA
Motion to approve the Agenda as presented; Sutton, second by Esparza.
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 the regular meeting on January 8, 2020 as written; Sutton, second by Esparza.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL ITEMS
1. Financial reports for the month ending January 31, 2020 distributed to the Board.
 2. Total payroll and benefits for January 2020 in the amount of \$322,184.79 paid February 5, 2020.
 3. Accounts Payable vouchers in the amount of \$320,721.18 for payment on February 12, 2020 as follows:
 - a. General Operating Account (Control #0019-0064) \$ 53,092.36
 - b. Communications Tax Account
 - o General Expenditures (Control #0065-0094) \$ 32,774.47
 - o Capital Outlay and Projects (Control #0095-0102) \$119,061.62

Motion to approve the financial reports for month ending January 31, 2020, payroll and benefits in the amount of \$322,184.79 paid February 5, 2020, accounts payable

*vouchers in the amount of \$320,721.18 payable February 12, 2020 as presented;
Sutton, second by Esparza.
Resolution: Motion carried unanimously.*

F. BOARD CHAIR REPORT – There was no report.

G. EXECUTIVE DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items

- a. A Spillman Technologies upgrade was installed that made improvements to the GIS database.
- b. National Telecommunicators Week is April 12-18, 2020. Employees receiving Years of Service awards will be recognized at the May Board meeting.
- c. New CAD towers and monitors are currently being installed at each workstation on the operations floor. The new equipment was planned as a capital outlay project for 2020.

The old equipment will no longer be usable to RiverCom and will be surplused and made available to contract agencies.

2. Radio Site Reports

- a. RiverCom is working with Day Wireless Systems to develop Phase 1 planning of the Alcoa radio site project.

3. Staffing Report

Staffing Report distributed to the Board.

- a. Five (5) individuals successfully completed training academy and are now training on the operations floor with Certified Training Officers.
- b. Interviews for Telecommunicator positions were conducted January 10 and 13, 2020. Seven (7) individuals have moved forward in the pre-employment process.
- c. The next training academy is tentatively scheduled for April 6.

4. State E911 Office Report

- a. The January State E911 Advisory Committee meeting was cancelled.
- b. The ESINet issue with CenturyLink as previously reported is ongoing. It was noted that eighty-one percent (81%) of phone vendors servicing Public Safety Answering Points in Washington State have now crossed-over to the ESINet system.
- c. HB 2884 has been adopted by the Legislature; the bill contains a \$48,000 pilot project to include one county on the west side of the state and one county on the east side.

Also known as the "Travis Alert Act," the bill intends to improve the E911 program so information pertaining to individuals with disability or special need can be available to first responders before arrival to the scene of an emergency.

- d. "Annual Legislative Update – 2019" prepared by the E911 Advisory Committee to the Senate Energy, Environment & Telecommunications Committee distributed to the Board.

H. OPERATIONS REPORTS

1. Email communication recognizing Telecommunicators Monica Seibert and Jerry Martinez for their work on a 911 call on February 2, 2020.
2. Memorandum from Sergeant Miller at Wenatchee Police Department recognizing Telecommunicator Karrie Atkinson for her work on a 911 call on February 7, 2020.
3. Email communication recognizing Telecommunicators Kathy Corulli and Dee Gutierrez for their work on a 911 call on February 9, 2020.
4. Letter of recognition issued to Staci Larsen for her work regarding the sales and use tax renewal.
5. Letter of recognition to Staci Larsen for her work regarding the restructure of the annual budget.

I. COMMITTEE REPORTS

1. Chairman Overbay reported on behalf of the Board Review Committee established to conduct a performance evaluation of the Executive Director. The Committee will consider feedback from Board members and the direct reports of the Executive Director. The Committee will collect and compile aggregated information and will deliver the performance evaluation at the March 11 Board meeting.

2. Arnold Baker presented a recommendation to the Board regarding the Shared Funding Assistance Program. Draft document distributed to the Board.

Chairman Overbay requested RiverCom Staff to prepare supplemental information about the program to include program documents, historical information, and other data that may aid the Board in their decision-making process. It was the consensus of the Board to place the item on the agenda for the March 11 meeting for further discussion.

J. OLD BUSINESS

1. Misty Viebrock and Jerry Corder will travel to Olympia on February 13 to meet with phone consortium members and the product vendor to discuss final costs and other details regarding the installation of new telephone equipment.

K. NEW BUSINESS – There was no new business.

L. EXECUTIVE SESSION

At 9:55 a.m., Chairman Overbay closed the regular meeting to move the Board into Executive Session for a period not to exceed ten (10) minutes to discuss a potential purchase of property.

At 10:02 a.m. Chairman Overbay closed Executive Session and reopened the regular meeting.

There was no further action.

A request was made to go into Executive Session to clarify a personnel issue that may have been indicated on the Staffing Report. At 10:09 a.m., Chairman Overbay closed

the regular meeting to move the Board into Executive Session for a period not to exceed ten (10) minutes to discuss a personnel issue.

At 10:10 a.m. Chairman Overbay closed Executive Session and reopened the regular meeting.

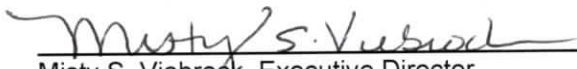
There was no further action.

M. ADJOURNMENT

*Motion to adjourn the regular meeting at 10:10 a.m.; Sutton, second by Burnett.
Resolution: Motion carried unanimously.*

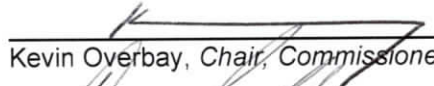
Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911

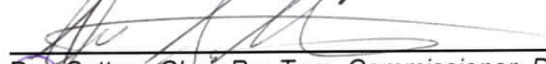
ATTEST:


Misty S. Viebrock, Executive Director

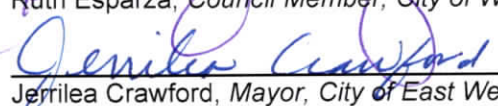
3/25/20
Date

RiverCom Administrative Board Members:


Kevin Overbay, Chair, Commissioner, Chelan County


Dan Sutton, Chair Pro Tem, Commissioner, Douglas County


Ruth Esparza, Council Member, City of Wenatchee


Jerrilea Crawford, Mayor, City of East Wenatchee


Brian Burnett, Sheriff, Chelan County Sheriff's Office