

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, May 13, 2020

Due to COVID-19 health crisis directives, the RiverCom Administrative Board meeting was conducted by teleconference service; there was no in-person meeting.

MEETING MINUTES

ATTENDANCE:

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

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

RiverCom Staff: Misty Viebrock; Staci Larsen; Criselia Grupp; Josh Humphrey; Jerry Corder; Lynn Palmer

A. **CALL TO ORDER** – Chairman Overbay called the meeting to order at 9:04 a.m.

B. **WELCOME AND INTRODUCTIONS** – Chairman Overbay welcomed those joining the meeting.

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 April 8, 2020 as written; Crawford, second by Sutton.

Resolution: Motion carried unanimously.

Motion to approve the RiverCom Administrative Board minutes for the special meeting on April 29, 2020 as written; Crawford, second by Sutton.

Resolution: Motion carried unanimously.

E. **MONTHLY FINANCIAL ITEMS**

1. Financial reports for the month ending April 30, 2020 distributed to the Board.

- A short discussion took place about the increased cost and levels of service for janitorial services related to COVID-19 health and safety issues.

2. Total payroll and benefits for April 2020 in the amount of \$330,655.54 paid May 5, 2020.

3. Accounts Payable vouchers in the amount of \$255,988.06 for payment on May 13, 2020 as follows:

a. General Operating Account (Control #0250-0287)	\$ 25,661.36
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b. Capital Account (Control #0288)	\$ 379.86
c. E911 Reserve Account (Control #0289)	\$ 3,737.09
d. Communications Tax Account	
o General Expenditures (Control #0290-0317)	\$ 46,718.62
o Capital Outlay and Projects (Control #0318-0321)	\$179,491.13

Motion to approve the financial reports for month ending April 30, 2020, payroll and benefits in the amount of \$330,655.54 paid May 5, 2020, and accounts payable vouchers in the amount of \$255,988.06 payable May 13, 2020, all as presented; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT

1. Department of Natural Resources Board finalized a land swap with a private land owner in the Malaga area. The transaction may be beneficial with regard to RiverCom's plans for a new radio site.

G. EXECUTIVE DIRECTOR'S REPORT

1. Purchase of Radio Console Equipment
The Avtec contract to purchase new radio console equipment was finalized in late April. Planning for implementation and training is now taking place.

H. OLD BUSINESS

1. New 911 Phone System Agreement
RiverCom has received a final quote from SolaCom for its share of the new 911 phone equipment and installation. RiverCom was originally looking to be a "host site" but determined the venture would be too costly. RiverCom will participate in the consortium as a "remote" site. Additionally, two other agencies have been invited to join the consortium.

The grant funding for the project is in place. The annual maintenance contract is expected to be substantially less than the previous contract. The installation timeline accounts for the COVID-19 situation.

Executive Director Viebrock requested Board approval for spending authority up to \$250,000 for the new 911 phone system, with spending authority slightly higher than the quote in case there are additional items required for the system.

A motion to approve and accept the quote from SolaCom for the purchase of a 911 Telephone System through the NG911 Consortium in the amount of \$229,373 and to authorize the Executive Director to accept and sign the SolaCom purchasing agreement for an amount not to exceed \$250,000; Sutton, second by Burnett.
Resolution: Motion carried unanimously.

2. Shared Funding Assistance Program

The Shared Funding Assistance Program was previously scheduled as a topic of discussion for a workshop which was then cancelled due to the COVID-19 crisis. Misty Viebrock offered Arnold Baker the opportunity to readdress the topic and further suggested the workshop be rescheduled to continue discussion.

Arnold Baker addressed the Board and made a recommendation to hold further action in order to conduct an agency needs assessment and develop a more proactive position. In general, the Board was in favor of an agency-wide assessment. Further discussion took place about possible options and agency needs. Chairman Overbay asked about the possibility of direct Board approval and payment for the purpose of ease and streamlining the application program.

It was the consensus of the Board to further discuss the Shared Funding Assistance Program at a workshop in the near future, to be tentatively scheduled in June. Arnold Baker to prepare a needs assessment questionnaire template for agency distribution.

I. NEW BUSINESS

1. Resolution 2020-2: To Designate a Custodian and Authorized Signatories for the Advance Travel Fund Bank Account

Resolution 2020-2 distributed to the Board.

The Resolution supersedes Resolution 2006-2 to include authorized signatories, additional language regarding the issuance of per diem checks, and added controls for the account. The Resolution names the Executive Director as the custodian of the fund and authorizes the following individuals as signatories on the account:

- Misty Viebrock, Executive Director
- Staci Larsen, Financial Manager
- Criselia Grupp, Administrative Services Manager

Motion to move approve and adopt Resolution 2020-2 to designate a custodian and authorized signatories for the Advance Travel Fund Bank Account as presented; Burnett, second by Crawford.

Resolution: Motion carried unanimously.

2. Memorandum of Understanding – Special Provisionary CTO Rates

Memorandum of Understanding and cost analysis documents distributed to the Board.

Misty Viebrock presented a proposal to increase CTO rate of pay from \$2.00 per hour to \$4.00 per hour to further compensate employees who train new Telecommunicators. The temporary provisional CTO Pay provided through a Memorandum of Understanding (MOA) between RiverCom and the RiverCom Dispatchers Guild. Viebrock said the same pay would also be provided to the RiverCom Supervisors Association and that a separate MOA would need to be prepared for that group.

Viebrock also reviewed a cost analysis of the proposal prepared by the Financial Manager. Due to unplanned staffing shortages between 2019 and 2020, and based on trainee projections, the budget for CTO Pay is expected to be \$13,000 over budget at the close of 2020. The proposed pay increase could result in a total budget overage of up to \$27,500. Viebrock said she could cover the additional expense through State E911 funds that were previously scheduled for employee training, but that will now be unexpended and available for use due to the COVID-19 crisis.

Further discussion took place about the CTO program, rates of pay, and labor management negotiations processes.

Motion to approve the Memorandum of Understanding (MOU) between RiverCom and the RiverCom Dispatchers Guild as presented to provide Certified Training Officers with an additional temporary provisional rate of pay increase to \$4.00 per hour for hours worked when training new Telecommunicators; Sutton.

There was no second to the motion.

Resolution: Motion failed.

A short discussion took place.

Motion to move into Executive Session to discuss contract negotiations; Sutton, second by Esparza.

Resolution: Motion carried unanimously.

H. CLOSED SESSION

At 10:17 Chairman Overbay moved the regular meeting into Closed Session to discuss collective bargaining negotiations for an indeterminate amount of time, pursuant to RCW 42.30.140

The regular meeting was called back to order at 10:45 AM.

No action was taken.

I. EXECUTIVE SESSION

At 10:45 AM, motion to move the regular meeting into Executive Session for a period of time not to exceed five (5) minutes to discuss a real estate matter; Sutton; second by Burnett.

Resolution: Motion carried unanimously.

At 9:50 AM the public was notified the Executive Session would be extended an additional five (5) minutes.

The regular meeting was called back to order at 10:54 AM.

No action was taken.

J. EXECUTIVE SESSION

At 10:55 AM, motion to move the regular meeting into Executive Session for a period of time not to exceed twenty (20) minutes to discuss the performance of a public employee; Crawford, second by Burnett.

Resolution: Motion carried unanimously.

Executive Director Viebrock joined the Executive Session at 11:02 AM.

At 11:15 AM the public was notified the Executive Session would be extended an additional thirty (30) minutes.

The regular meeting was called back to order at 11:45 AM.

No action was taken.

K. ADJOURNMENT

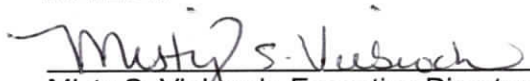
There was no further business.

Motion to adjourn the regular meeting at 11:45 AM; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

Minutes Respectfully Submitted,
Staci Larsen
Financial Manager
RiverCom 911

ATTEST:


Misty S. Viebrock, Executive Director

4/20/20
Date

RiverCom Administrative Board Members:

Approval in writing via email.

Kevin Overbay, Chair, Commissioner, Chelan County

Approval in writing via email.

Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

Ruth Esparza, Council Member, City of Wenatchee

Approval in writing via email.

Jerrilea Crawford, Mayor, City of East Wenatchee

Brian Burnett, Sheriff, Chelan County Sheriff's Office

Note:

The Board meeting minutes of May 13, 2020 were verbally approved by motion at the June 10, 2020 RiverCom Administrative Board meeting.

However, due to COVID-19 health crisis restrictions in place at the time of the meeting, the Board meeting was conducted by teleconference service rather than in-person; Board member signatures could not be fixed to the hard-copy version of the document. The minutes were approved in writing by Board members Overbay, Sutton, and Crawford.