

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, November 18, 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), Frank Kuntz (substituting for Ruth Esparza), Jerrilea Crawford, Brian Burnett

Ex-Officio Members: Steve Crown, Rick Johnson, Arnold Baker

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

A. **CALL TO ORDER** – Chairman Overbay called the meeting to order at 9:02 a.m.

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

C. **APPROVAL OF AGENDA**

Motion to approve the Agenda as presented; Crawford, second by Sutton.

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 October 14, 2020, as presented; Sutton, second by Burnett.

Resolution: Motion carried unanimously.

E. **MONTHLY FINANCIAL ITEMS**

1. Financial reports for the month ending October 31, 2020 distributed to the Board.

2. Total payroll and benefits for October 2020, paid November 5, 2020.

a. General Operating Account (Control #0748-0797) \$ 290,544.32

3. Accounts Payable vouchers for payment on November 18, 2020 as follows:

a. General Operating Account (Control #0798-0831) \$ 36,447.58

b. Capital Account (Control #0832) \$ 1,159.87

c. Communications Tax Account (Control #0833-0862) \$ 50,134.64

Motion to approve the financial reports for month ending October 31, 2020, October 2020 payroll and benefits in the amount of \$290,544.32 paid November 5, 2020, and accounts payable vouchers in the amount of \$87,742.07 payable November 18, 2020, all as presented; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

G. **BOARD CHAIR REPORT**

1. The Ex-Officio Board members selected Arnold Baker to serve as the 5th Board position starting January 1, 2021; he will serve a two-year term. Arnold Baker will replace outgoing Board member Brian Burnett.

H. BOARD SUB-COMMITTEES

1. Performance Review Sub-Committee – Executive Director Salary
A clarification was made about the Performance Review Sub-Committee concerning the salary evaluation of the Executive Director salary. Chairman Overbay asked if other Board members were interested in being part of the discussion. Board member Crawford suggested, and it was the consensus of the Board, that the performance review committee review the item and make a recommendation to the Board. The topic is tabled to the December meeting.
2. Shared Funding Assistance Sub-Committee – There was no report.
3. User Assessment Board Sub-Committee – There was no report.

I. EXECUTIVE DIRECTOR'S REPORT

1. Executive Director Viebrock reported that RiverCom has been handling two recently reported positive COVID-19 cases and the impact to operations. A conversation took place about contingency and evacuation plans if there is a continuing or reoccurring issue. Executive Director Viebrock said that if staffing drops below standard levels, operations would move to emergency protocols and would minimize radio time; she is further developing an emergency action plan. Chairman Overbay suggested further discussing a back-up plan with the local Washington State Patrol (WSP) or other centers to determine what capabilities might exist and the associated costs. Executive Director Viebrock said that WSP does not dispatch for Fire or EMS agencies so they would not have this capability.
2. A 911 outage occurred on October 22, 2020 when a service provider was assisting another county with a text-to-911 failure. The exact cause of the outage is not known at this time and is under investigation with FCC. The State E911 office was provided a list of all missed 911 calls for all counties; the list was not received until seven days after the outage. Executive Director Viebrock advised that, upon receiving the numbers for Chelan and Douglas counties, a RiverCom Supervisor was tasked with calling each number back and did not discover any missed emergencies.
3. AVTEC radio console training is completed; however, installation has been postponed due to the recent COVID-19 outbreak.
4. The new 911 phone system installation has also been pushed out and is now scheduled for some time between mid-December and January, the dates to be determined.

J. OLD BUSINESS

1. Request for Proposals (RFP): Janitorial Services
A Request for Proposals (RFP) was issued in October for janitorial services. Bids were opened on November 10, 2020. RiverCom received the following bid:

1. iPro Building Services, LLC

Executive Director Viebrock stated a review of the bid was conducted and was determined the bid was acceptable and the cost for services was fair. A summary of the services and costs were briefly reviewed. Executive Director recommended the Board award the bid for Janitorial Services to iPro Building Services, LLC.

*Motion to approve and award the bid for Janitorial Services to iPro Building Services, LLC and authorize Executive Director Viebrock to sign the contract for services; Kuntz, second by Sutton.
Resolution: Motion carried unanimously.*

1. Resolution 2020-3: Approve and Adopt an Annual Budget for the Year 2021
Resolution 2020-3 to Approve and Adopt an Annual Budget for the Year 2021 distributed to the Board for review, along with copy of a comprehensive budget document.

Frank Kuntz thanked Kevin Overbay, Misty Viebrock, and Staci Larsen for meeting with him on November 9 to discuss the 2021 Annual Budget. He stated his only issue with the budget is the estimation of the 1/10th of 1% sales tax revenue and felt that it was underestimated and questioned an approach that was too conservative. Mr. Kuntz also suggested that a portion of RiverCom's sales tax revenue be used to further decrease contract agency assessment fees.

Staci Larsen said the estimates were prepared based on the best information available and the trends RiverCom was experiencing at the time the budget was developed. Others were in concurrence with the estimates at the time the proposed budget was delivered to the Board in September.

Several Board members responded in part that, the current economic situation remains at issue because of the most current COVID-19 outbreak and that the situation will likely last into next year and possibly through the year — we do not actually know what 2021 will hold. Board member Burnett added that he also takes a more conservative approach and remained concerned that we have not seen all potential fall-out. The impact on our economy will be significant and would rather have a safe approach. Board member Sutton stated he concurred that the current situation will last into January 2021 and will result in a significant impact.

With regard to using an additional amount of RiverCom's sales tax revenue to further reduce assessment fees, RiverCom has already provided a nearly 17.50% reduction of assessment fees over the past two years. In general, the Board stated an overall desire to maintain fees in a way that remains stable or evenly trends down, and to avoid significant increases and decreases in fees. Chairman Overbay added the Board is already evaluating a possible re-formulation of contract agency assessment fees and the outcome of a shared funding program and that, as previously discussed, there are a number of factors that need to be determined before making decisions that would further alter user assessment fees.

Board member Sutton indicated he was ready to make a motion.

In addition to what was already stated, Executive Director Viebrock expressed wanting to retain available tax revenue for RiverCom's needs, further noting that RiverCom has two collective bargaining agreements under negotiations, staffing needs, and a need to evaluate the wage structure of operational personnel in an effort to improve recruitment and hiring. If there does happen to be additional tax revenue that becomes available in 2021, RiverCom has a number of options for which it can use the funds.

Motion to approve and adopt Resolution 2020-3 to establish an annual budget in the amount of \$11,241,092 for the year 2021 as presented; additionally, the Board will review the 1/10th of 1% sales tax revenue in June and any further decision about said revenue to be made in July; Sutton, second by Crawford.

With no further discussion, Chairman Overbay asked for a vote.

In Favor: Overbay, Sutton, Crawford, and Burnett.

Against: Kuntz.

Resolution: Motion carried.

2. Review of Prime Site Facility Locations

GIS Analyst Lynn Palmer and Radio Systems Manager Josh Humphrey have been mapping potential radio sites. However, the current technology being used for the mapping does not produce some of the features or information previously requested by the Board. A software extension is available for an estimated cost of \$2,340. A short discussion took place. It was the consensus of the Board to approve the purchase of the GIS software extension.

2. Fire/EMS Mobile Solutions

Executive Director Viebrock introduced Cy Sousley from iSpy Fire to present information about a product implementation to reduce job complexity issues for fire and emergency medical services dispatching.

Sousley provided a presentation to the Board about the iSpy product which is now licensed with Motorola Solutions and in a partner program with project portal access and developer-level support. Sousley reviewed the capabilities that could be used for fire and emergency medical services and stream line dispatching for these agencies without using up radio time. This system change is also available through Motorola for an estimated cost to each individual Fire and EMS agency at about \$16,000 plus annual maintenance fees. ISPY is offering the application at no charge to the user agencies or Rivercom. One question at issue had to do with disclosure and security of information being accessed in CAD. Sousley responded to this concern.

Executive Director Viebrock stated that she is seeking approval from law enforcement agencies to allow ISPY connectivity to specific Spillman CAD tables that allow for this operational change. The connectivity will allow Fire and EMS agencies the ability to update their status changes in CAD by a mobile device. Chairman Overbay asked for a show of support; Brian Burnett, Kevin Morris, Steve Crown, and Rick Johnson all indicated their approval to move forward.

Motion to approve ISPY connectivity to the Spillman CAD Tables necessary to allow the new operational feature; Burnett, second by Kuntz.

Resolution: Motion carried unanimously.

K. NEW BUSINESS – There was no new business.

H. EXECUTIVE SESSION

Motion to enter into Executive Session to discuss a real estate matter for a period of time not to exceed five (5) minutes; Kuntz, second by Crawford.

Resolution: Motion carried unanimously.

At 10:28 a.m., Chairman Overbay moved the regular meeting into Executive Session.

At 10:33 a.m., the meeting was brought back to regular session.

No action was taken.

I. EXECUTIVE SESSION

Motion to enter into Executive Session to discuss the performance of an employee for a period of time not to exceed two (2) minutes; Burnett, second by Crawford.

Resolution: Motion carried unanimously.

At 10:34 a.m., Chairman Overbay moved the regular meeting into Executive Session.

At 10:36 a.m., the meeting was brought back to regular session.

No action was taken.

Administrative Services Manager Criselia provided a brief summary on the status of recruitment and hiring processes for the position of Telecommunicator. Interviews will be taking place by video conference call tomorrow.

Board Member Sutton departed from the meeting.

J. CLOSED SESSION

Chairman Overbay requested the Board move into Closed Session to discuss collective bargaining.

Motion to enter into Closed Session to discuss collective bargaining negotiations; Kuntz, second by Burnett.

Resolution: Motion carried unanimously.

At 10:42 a.m., the meeting went into Closed Session.

At 10:59 a.m., the meeting was brought back to regular session.

Executive Director Viebrock asked the Board if they were interested in having a Board representative participate in collective bargaining. Chairman Overbay responded in the affirmative.

K. ADJOURNMENT

There was no further business.

Motion to adjourn the regular meeting at 10:59 a.m.; Kuntz, second by Burnett.

Resolution: Motion carried unanimously.

Minutes Respectfully Submitted,



Misty S. Viebrock, Executive Director
Secretary to the Board

12/23/2020

Date

RiverCom Administrative Board Members:

Approved by email.

Kevin Overbay, Chair, Commissioner, Chelan County

Approved by email.

Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

Ruth Esparza, Council Member, City of Wenatchee

Approved by email.

Jerrilea Crawford, Mayor, City of East Wenatchee

Approved by email.

Brian Burnett, Sheriff, Chelan County Sheriff's Office

Note:

The Board meeting minutes of November 18, 2020 were verbally approved by motion at the December 9, 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 by Kevin Overbay, Dan Sutton, Ruth Esparza, Jerrilea Crawford, and Brian Burnett.