

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, December 9, 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: 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 9:00 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 Burnett.

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 November 18, 2020, as presented; Burnett, second by Esparza.

Resolution: Motion carried unanimously.

E. **MONTHLY FINANCIAL ITEMS**

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

2. Total payroll and benefits for November 2020, paid December 4, 2020.

a. General Operating Account (Control #0863-0910) \$ 309,378.91

3. Accounts Payable vouchers for payment on December 9, 2020 as follows:

a. General Operating Account (Control #0911-0935) \$ 18,396.06

b. Communications Tax Account (Control #0936-0957) \$ 8,054.11

Motion to approve the financial reports for month ending November 30, 2020, November 2020 payroll and benefits in the amount of \$309,378.91 paid December 4, 2020, and accounts payable vouchers in the amount of \$26,450.17 payable December 9, 2020, all as presented; Esparza, second by Burnett.

Resolution: Motion carried unanimously.

A short point of discussion took place about the overall financial outlook for 2021. Some Board members commented that, based on the information they are receiving, we should expect that 2021 will be an economically tougher year and that there may not be relief from COVID-19 until late 2021.

G. BOARD CHAIR REPORT

1. On behalf of the Board, Chairman Overbay recognized and thanked Brian Burnett for his two years of service, 2019-2020, as a voting Board member.

Note: Dan Sutton joined the meeting at 9:04 AM.

H. BOARD SUB-COMMITTEES

1. Performance Review Sub-Committee – Executive Director Salary

Board member Crawford thanked Staci Larsen for the work she provided to the Board.

Chairman Overbay made a recommendation to the Board to apply a 1.5% COLA increase to the Executive Director salary and consider the same increase for non-bargaining unit personnel to be effective January 1, 2021. Board member Sutton suggested the Board also consider an additional adjustment mid-year depending on the outcomes of open collective bargaining agreements to account for potential compression. Further clarification and discussion took place.

Motion to apply a 1.5% COLA increase to the Executive Director salary and to apply the same COLA increase to the wage scales of all non-bargaining unit personnel, to be effective January 1, 2021, and to evaluate for an additional increase at some time mid-year 2021 depending on the compression of wages for collective bargaining unit personnel; Burnett, second by Esparza. Resolution: Motion carried unanimously.

For the record, Board member Crawford indicated a preference not to have to revisit wage increases mid-year.

2. User Assessment Board Sub-Committee

Board member Esparza reported the Committee has not met and there was nothing substantial to report.

3. Shared Funding Assistance Sub-Committee

Arnold Baker reported the committee had met and was in the process of collecting and compiling data. He indicated that it would probably be sometime in second quarter of 2021 when the committee would be prepared to present information and make a recommendation to the Board.

I. EXECUTIVE DIRECTOR'S REPORT

1. Executive Director Viebrock expressed her appreciation to Brian Burnett for his service on the Board in support of RiverCom and for his personal mentorship; she will send a letter of appreciation to Burnett and copy the Board.
2. Craig Vivian was elected to serve as Chair for the RiverCom Operations Group for 2021.
3. The AVTEC radio console installation is currently underway.
4. The new 911 phone system installation and cut-over is scheduled for January 26, 2021.
5. The draft contract for services with Nokia appears to be complete to include suggested changes and is under review by legal counsel. They will first complete an engineering study and will then return in late spring to implement the work.
6. Day Wireless has completed a draft road survey and engineering study that has been forwarded for review.
7. The Washington State Auditor's Office is scheduled to begin the 2018-2019 audit on December 10, 2021.
8. Administrative Services Manager Criselia Grupp reported that one Telecommunicator position has been hired and that seven candidates are currently in the pre-employment process. The next training academy is scheduled to begin in February.

J. OLD BUSINESS

1. Review of Prime Site Facility Locations

GIS Analyst Lynn Palmer has purchased the software approved by the Board last month. RiverCom expects to have more information to present to the Board at the January meeting. Chairman Overbay added that the Board will also discuss the formation of a Board sub-Committee for the facility project.

2. Chairman Overbay noted that he had just received a report on the ongoing investigation; he will schedule a time for a briefing with the investigator and report back to the Board. Depending on the outcome, he will provide the information in Executive Session at the January Board meeting.

K. NEW BUSINESS

1. RiverCom Administrative Policy: Sick Leave

Draft copy of RiverCom Administrative Policy: Sick Leave distributed to the Board.

After a short discussion, it was the consensus of the Board to table action on the policy to the January 13, 2021 meeting. Executive Director commented on the timing of Board meeting materials and suggested that, in the future, we allow the Board a one-month period for review so that the Board has sufficient time for evaluation. The Board was in agreement.

Chairman Overbay raised a separate question about the continuation of Families First Coronavirus Response Act (FFCRA), employer paid leave benefits set to expire December 31, 2020. Further discussion took place.

Motion to carry-over and extend Families First Coronavirus Response Act employer paid leave benefits through to March 31, 2021 (First Quarter 2021); Sutton, second by Esparza.
Resolution: Motion carried unanimously.

2. Election of 2021 Board Chair and Chair Pro Tem

Considering the extraordinary demands on leadership schedules, Board member Sutton suggested that Kevin Overbay remain Chair of the Board for 2021.

Motion to maintain Kevin Overbay as Chair and Dan Sutton as Chair Pro Tem for the calendar year 2021; Crawford, second by Esparza.
Resolution: Motion carried unanimously.

H. CLOSED SESSION

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

Motion to enter into Closed Session for a period of fifteen (15) minutes to discuss collective bargaining negotiations; Sutton, second by Burnett.
Resolution: Motion carried unanimously.

At 9:50 a.m., the meeting went into Closed Session.

At 10:05 a.m., the meeting was brought back to regular session.

Note: Board member Burnett left the meeting during Closed Session to attend to another pre-scheduled matter.

No action was taken.

I. ADJOURNMENT

There was no further business.

*Motion to adjourn the regular meeting at 10:06 a.m.; Sutton, second by Esparza.
Resolution: Motion carried unanimously.*

Minutes Respectfully Submitted,



Misty S. Viebrock, Executive Director
Secretary to the Board

1/21/21

Date

RiverCom Administrative Board Members:

Approved by email.

Kevin Overbay, Chair, Commissioner, Chelan County

Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

Approved by email.

Ruth Esparza, Council Member, City of Wenatchee

Approved by email.

Jerrilea Crawford, Mayor, City of East Wenatchee

Approved by email.

Arnold Baker, Chief, Chelan County Fire District No. 5

Note:

The Board meeting minutes of December 9, 2020 were verbally approved by motion at the January 13, 2021 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, Ruth Esparza, Jerrilea Crawford, and Arnold Baker.