

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, February 10, 2021

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, Arnold Baker

Ex-Officio Members: Brian Burnett, Kevin Morris, Steve Crown, Rick Johnson

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

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**

The agenda was presented with a request to remove Item L, Executive Session.

Motion to approve the Agenda as presented, with the removal of Item L, Executive Session; Baker, 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 January 31, 2021, as presented; Crawford, second by Sutton.

Resolution: Motion carried.

E. **MONTHLY FINANCIAL ITEMS**

1. Financial reports for the month ending January 31, 2021 distributed to the Board.

2. Total payroll and benefits for January 2021, paid February 5, 2021:

a. General Operating Account	(Control #1086-1132)	\$ 286,687.73
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3. Accounts Payable vouchers for payment on February 10, 2021:

a. General Operating Account	(Control #1133-1177)	\$ 38,606.59
b. Capital Account	(Control #1178-1179)	\$ 885.22
c. Communications Tax Account	(Control #1180-1184)	\$ 132,037.68

Motion to approve all monthly financial items 1 -3 as presented; Esparza, second by Baker.

Resolution: Motion carried unanimously.

G. PRESENTATION – Chris Fischer Consulting

Steve Crown introduced Chris Fischer of Chris Fischer Consulting. Ms. Fischer provided a brief presentation to outline and discuss the consulting services she offers, a potential scope of work, availability, and timelines.

Following the presentation, the Board further discussed the opportunity of consulting services. Board Member Crawford proposed the Board organize a small committee to determine a scope of work, costs, and to follow-up on references. Jerrilea Crawford, Steve Crown, and Misty Viebrock will form the committee. Kevin Overbay offered assistance if needed.

In order to keep momentum, Chairman Overbay suggested, and the Board was in agreement, to conduct a special meeting between now and the March Board meeting to potentially make a decision about procuring consulting services.

H. BOARD CHAIR REPORT – There was no report.

H. BOARD SUB-COMMITTEES

1. User Assessment Board Sub-Committee

Ruth Esparza and Kevin Overbay are in the process of setting up a time to meet with Misty Viebrock and Staci Larsen before moving forward on further development.

2. Shared Funding Assistance Sub-Committee

There was nothing new to report since the last meeting.

I. EXECUTIVE DIRECTOR'S REPORT

1. Misty Viebrock clarified that seven (7) Telecommunicator positions are currently vacant and that two (2) new hires are scheduled to start employment next week. In addition, one employee resigned from a fulltime position but will return to work on a regular part-time basis. Combined, this will result in 4.5 open Telecommunicator positions.
2. Interviews take place later today for two (2) open Shift Supervisor positions. Two (2) candidates are participating in the promotional process.
3. Cut-over of the new 911 phone system has been delayed. Circuitry testing is scheduled for February 18 and the system cut-over on February 23.
4. The 2018-2019 audit was slightly delayed but is nearly complete. The auditors are starting to prepare documents and a presentation for the exit conference. Once we have some available dates for the exit conference, we will pass that information along to Board members. If possible, we would like for at least two Board members to attend the conference.
5. The State Auditor's Office contacted RiverCom on February 3 to notify about a data breach involving the SAO's third-party vendor platform that provides a secure file transfer link. RiverCom was asked to use the secure file server during the 2018-2019 audit to transfer records to SAO. Fortunately, minimal records were sent through the server over the time period in question. We understand the matter is under investigation and that more information may be forthcoming. We have contacted our liability coverage carrier and have spoken with a legal counsel representative specializing in cyber security to help identify potential issues and advise an initial course of action given the known circumstances.
6. Misty Viebrock informed the Board that some RiverCom Operations Group (ROG) members are interested in participating on the Capital Facility Sub-Committee. Chairman Overbay said that after property has been identified, the Board will consider including others on the committee.

Dan Sutton added that he will not be involved with initial committee pertaining to the decision to procure and purchase property since one of the properties under consideration is a property held by Douglas County.

J. OLD BUSINESS

1. Staffing Proposals

Draft job description for the positions of 1) Administrative Assistant – Accounting Specialist and 2) Administrative Assistant – Records Specialist were distributed. The job descriptions were first distributed January 13, 2021.

Misty Viebrock stated that she had met with all Board members, including Ex-Officio Board members, with the exception of Dan Sutton who was not available. She requested the Board approve both positions, the corresponding wage scales, and authorization to move forward to procure offsite office space. A further discussion took place. The positions were financially forecasted, were included in the 2021 annual budget, and will have no impact on contract agencies. Overall, Board members expressed support for the positions.

Motion to approve the job description Administrative Assistant – Accounting Specialist and the job description Administrative Assistant – Records Specialist and corresponding wage scales as presented; Sutton, second by Crawford.
Resolution: Motion carried unanimously.

Additionally, it was the consensus of the Board that Executive Director Viebrock seek offsite office space for the positions and bring a final proposal and/or contract to the Board for approval.

K. NEW BUSINESS – There was no new business.

H. ADJOURNMENT

There was no further business.

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

Minutes Respectfully Submitted,



Misty S. Viebrock, Executive Director
Secretary to the Board

4/27/21

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

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 February 10, 2021 was verbally approved by motion at the March 10, 2021 RiverCom Administrative Board meeting by Kevin Overbay, Dan Sutton, Ruth Esparza, Jerrilea Crawford, and Arnold Baker.

There was no in-person meeting: the meeting was conducted by teleconference service.