

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Thursday, April 8, 2021**

*The RiverCom Administrative Board special meeting was conducted by teleconference service;  
there was no in-person meeting.*

**SPECIAL MEETING MINUTES**

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**ATTENDANCE:**

**Board Members:** Kevin Overbay (Chair), Dan Sutton (Chair Pro Tem), Ruth Esparza, Jerrilea Crawford, Arnold Baker

**Ex-Officio Members:** Brian Burnett, Steve Crown

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

**Guests:** Chris Fischer, Chris Fischer Consulting; Bill Larson

A. **CALL TO ORDER** – Chairman Overbay called the meeting to order at 11:32 a.m.

B. **WELCOME AND INTRODUCTIONS** – Chairman Overbay welcomed those joining the meeting and attendees introduced themselves.

C. **EXECUTIVE SESSION**

*Motion to move into Executive Session for a period of no longer than ten (10) minutes to discuss the performance of a public employee; Baker, second by Crawford.*

*Resolution: Motion carried.*

*At 11:36 a.m. the meeting was moved into Executive Session.*

*At 11:50 a.m. the meeting was returned to regular session.*

There was no action taken in Executive Session.

D. **CONSULTANT PRESENTATION – Chris Fischer Consulting**

Chris Fischer provided the Board with a summary review of her interview results and released a report titled, "RiverCom 911 Operational Assessment, Final Report, March 29, 2021."

While all employees were provided an opportunity to interview with the consultant, it was noted the work was not particularly coordinated with the Executive Director or management staff.

A question-and-answer session was provided for all meeting attendees.

Chairman Overbay stated that the final consulting report document will be made available as a public record. RiverCom will distribute copies of the report to employees.

E. **CONSULTANT PRESENTATION – Bill Larson**

Bill Larson provided a short biography and briefly reviewed a Scope of Work for consulting services that was distributed to Chairman Overbay on April 5, 2021 and subsequently to other Board members. If retained, his efforts would focus on administration and he would work directly with the Executive Director to prioritize and plan the recommendations of the Consultant report. The cost of the proposed scope of work is \$54,000. The assignment would start on April 12 and continue for a six-month period.

*Motion to approve the Scope of Work dated April 5, 2021 as presented by Bill Larsen and to procure his services upon approval of the SOW by legal counsel; Sutton, second by Baker.*  
*Resolution: Motion carried unanimously.*


H. ADJOURNMENT

With no further business, Chairman Overbay requested, with all Board members in favor, to adjourn the special meeting.

*Motion to adjourn the special meeting; Sutton, second by Crawford.*  
*Resolution: Motion carried unanimously.*

The special meeting was adjourned at 12:40 a.m.

Minutes Respectfully Submitted,

  
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Misty S. Viebrook, Executive Director  
Secretary to the Board

4/27/21  
\_\_\_\_\_  
Date

**RiverCom Administrative Board Members:**

*Approved by email.*

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Kevin Overbay, Chair, Commissioner, Chelan County

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Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

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Ruth Esparza, Council Member, City of Wenatchee

*Approved by email.*

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Jerrilea Crawford, Mayor, City of East Wenatchee

*Approved by email.*

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

**Note:**

The Board special meeting minutes of April 8, 2021 was verbally approved by motion at the April 21, 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.