

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, May 19, 2021

*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, Molly Elliott, Jerry Corder, Josh Humphrey, RiverCom consultant Bill Larson, and Jeff Myers, legal counsel with Law, Lyman, Daniel, Kamerrer & Bogdanovich

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

B. **APPROVAL OF AGENDA**

Copy distributed to the Board.

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

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, April 21, 2021

2. Financial reports for the month ending April 30, 2021

3. Total payroll and benefits for April 1–30, 2021, paid May 5, 2021:

a. General Operating Account	(Control #1437-1484)	\$ 309,036.52
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4. Accounts Payable vouchers for payment on May 19, 2021:

a. General Operating Account	(Control #1485-1536)	\$ 56,796.08
b. Communications Tax Account	(Control #1537-1546)	\$188,992.23
c. Capital Account	(Control #1547)	\$ 2,324.07

5. Accounts Payable voucher for payment on May 26, 2021

a. Capital Account	(Control #1548-1549)	\$ 21,606.63
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Motion to approve the Consent Agenda, Items 1-5, as presented; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

F. **BOARD CHAIR REPORT** – There was no report.

G. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Misty Viebrock reported on the following items:

1. **Operational Assessment Update**

a. **Mission, Vision, Values Statement**

Copy distributed to the Board.

Review of a new Mission, Vision, Values statement drafted by Executive Director to set a course for the organization. Overall, the Board was in favor of the statement.

b. Priority Goals

Executive Director Viebrock and the management team continue to build out plans to meet identified priorities. The priority goals are in alignment with the Chris Fischer Consulting report and consultant Bill Larsen.

2. Cathedral Rock Radio Site Property

Finalization of the Cathedral Rock property purchase is still pending while locating an authorized signatory. Legal counsel continues to work closely with the seller to complete the transaction.

3. Schedule for June Board Meeting

Discussion regarding the June Board meeting schedule.

It was the consensus of the Board to reschedule the June Board meeting for June 9, 2021.

H. MANAGER REPORTS

1. FINANCIAL MANAGER

Financial Manager Staci Larsen reported on the following items:

a. 2020 Annual Financial Report Filing

The 2020 Annual Financial Report is nearly complete and will be filed with the State before the due date at the end of the month. As a follow-up on an item mentioned at the State audit exit conference, a small variance going back to 2018 has been corrected at Douglas County with no effect on any starting or ending balances. Copy of the Annual Financial Report will be sent out to Board members when finalized.

b. FY22 State E911 Coordination Office Contracts

The applications for year 2022 State E911 contracts for both Chelan and Douglas counties were submitted and accepted by the State earlier this week. The Chelan County contract will be reduced by about \$20,000 compared to the current year contract. The contract is proportionally offset by an increase in the local phone tax revenue received in 2020 and there is also a decrease in reimbursable amounts for Coordinator training and travel. The Douglas County contract will be reduced by nearly \$2,000 for Coordinator training and travel. Final contracts should be received in early June and will be forwarded to each of the County Commissioner offices for signature.

2. ADMINISTRATIVE SERVICES MANAGER

Administrative Services Manager Criselia Grupp was not present; Misty Viebrock reported in her place:

a. Staffing Report

There are currently ten (10) vacant Telecommunicator positions; there are two (2) employees training on the operations floor with a CTO and progressing forward in the training process.

Public Safety Testing is scheduled to conduct skills testing in East Wenatchee on May 14 and June 11. Interviews for the position are scheduled for May 27, 2021. RiverCom hopes to start an in-house training academy for successful candidates in late July.

b. Recruitment Video Production

RiverCom is in the process of obtaining informal quotes for a 30-second video to support immediate recruitment goals and objectives for Telecommunicator positions. The cost could be in the range of \$10-30,000 and would be paid from the Reserve Account. If the work comes in above \$25,000, it would require a sealed, formal bidding and award process. A short discussion took place.

Motion to authorize the purchase of a recruitment video up to a cost of \$25,000; Sutton, second by Baker.

Resolution: Motion carried unanimously.

c. RiverCom Administrative Policy: Capital Assets and Inventory Control

Revised policy distributed to the Board for first review.

The Capital Assets and Inventory Control Policy has been updated to reflect proper position titles and other minimal revisions. The updated policy will be placed on the Board June 9, 2021 meeting agenda for further action.

3. OPERATIONS MANAGER

Operations Manager Molly Elliott reported on the following:

a. Operational Staffing

Reviewed a number of actions to help support staffing shortages without a reduction to customer service to the public or first responders.

b. Letter of Recognition – Life Saved

Letter of Recognition was issued to Dee Gutierrez for a life-save call. The Board thanked Ms. Gutierrez and conveyed their appreciation for her work.

4. IT MANAGER

IT Manager Jerry Corder reported on the following items:

a. E911 Phone System Update

The new E911 phone system installation is complete. RiverCom continues to work through issues on the new platform. A trainer is being brought in for three days to work with operations personnel.

5. RADIO SYSTEMS TECHNICAL MANAGER

Radio Systems Technical Manager Josh Humphrey reported on the following items:

a. Cathedral Rock Radio Site Development

Despite delays in the property purchase, work continues to move forward on the Cathedral Rock radio site development project. A geotechnical survey of the site has been completed and other work is underway to prepare for continuing development of the site.

b. Nokia Microwave System Network Project

A high-level design has been completed by Nokia engineers for the microwave system network project. The project is scheduled to be completed in early June.

I. OTHER BUSINESS

1. New Prime Site Facility

Chairman Overbay reported there is nothing new to report. He noted that both Board members representing each Chelan and Douglas counties will not serve on the Board sub-committee until such time that the procurement of property is complete since the property will be in either Chelan or Douglas County. Ex-Officio Board Member Rick Johnson volunteered to serve on the committee.

A short discussion took place about preparing an RFQ for initial engineering services for a new site.

2. User Assessment Board Sub-Committee

As requested by the Board, Staci Larsen has prepared three alternative models for contract agency assessments that require further review and discussion with the sub-committee. The sub-

committee was not able to meet prior to the Board meeting and is working to schedule a meeting as soon as possible with the intention of presenting at the June meeting.

It was noted that there are now three (3) Board members on the committee; Arnold Baker volunteered to be removed from the committee.

3. Shared Funding Assistance Sub-Committee

Ruth Esparza reported on the status of the Shared Funding Assistance program options and said that the committee needs additional feedback and a greater consensus between agencies before a recommendation can be developed and presented. Further discussion took place.

Chairman Overbay to send out a survey to contract agencies to solicit feedback; responses will be due June 4.

J. EXECUTIVE SESSION – To discuss a legal matter with legal counsel present.

Motion to move the regular meeting into Executive Session to discuss a legal matter, with legal counsel present, for twenty (20) minutes; Sutton, second by Baker.

Resolution: Motion carried unanimously.

Chairman Overbay moved the meeting into Executive Session at 9:56 a.m.

At 10:16 a.m., the Executive Session was extended for an additional fifteen (15) minutes; the attending public was notified.

The meeting was moved back into regular session at 10:29 a.m.

There was no action taken.

H. ADJOURNMENT

There was no further business.


Motion to adjourn the regular meeting at 10:29 a.m.; Sutton, second by Baker.

Resolution: Motion carried unanimously.

Minutes Respectfully Submitted,



Misty S. Viebrock, Executive Director
Secretary to the Board



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.

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

The Board meeting minutes of May 19, 2021 were verbally approved by motion at the June 9, 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.