

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, June 9, 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

RiverCom Staff: Misty Viebrock, Staci Larsen, Molly Elliott, Jerry Corder, Josh Humphrey, Criselia Grupp, 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 9:03 a.m.

B. **APPROVAL OF AGENDA**

Copy distributed to the Board.

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

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, May 19, 2021
2. Special Board Meeting Minutes, June 2, 2021
3. Financial reports for the month ending May 31, 2021
4. Payroll for May 1 - 31, 2021 paid June 4, 2021
 - a. General Operating Account (Control #1550-1598) \$301,266.02
5. Accounts Payable for payment on June 9, 2021
 - a. General Operating Account (Control #1599-1622) \$ 86,694.62
 - b. Capital Account (Control #1623) \$ 5,531.56
 - c. Communications Tax Account (Control #1624-1625) \$ 131.46

Motion to approve the Consent Agenda, Items 1-5, as presented; Esparza, second by Sutton.

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. **Board Meeting Schedule**
Misty Viebrock thanked the Board for rescheduling the June meeting to accommodate Staff schedules and recognized the inconvenience of having to receive Board materials with a less than one week lead time before a meeting.

2. Operational Assessment Update

a. Mission, Vision, Values Statement

Distributed and reviewed new mission, vision, and values statement.

b. Shift Vacancies

Provided a summary report of operational accommodations and changes in scheduling to in some part cover ongoing shift vacancies.

c. 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. The Operational Assessment Update will be a standing item on the Board agenda, until further notice.

3. Cathedral Rock Radio Site Property

The Cathedral Rock property purchase was completed and recorded with Chelan County on May 28. The DNR easement to access the property has also been completed and recorded.

H. MANAGER REPORTS

1. FINANCIAL MANAGER

Financial reports distributed to the Board.

Financial Manager Staci Larsen reported on the following:

a. Revenue Collection

- E911 phone excise taxes are tracking just slightly higher than previous year, however, any increases in this revenue will be offset in future years by a decrease in State E911 Coordination Office (SECO) contract funding. The offsetting effect results in a zero-net gain of revenue between these two sources combined.
- RiverCom received \$360,053 in 1/10th of 1% Sales and Use Tax revenue for May (March receipts); the total dollar amount is unusually large compared to normal previous years. The sales tax revenue is currently at about 27% higher than it was at the same time for 2020, during a period of economic downturn.
- Other revenues are on track and as expected at this point in the year.

b. Annual Budget

- Year-to-date expenditures are on track – there is nothing of significance to report.

c. Finalization of the new Solacom E911 Phone System Project

- RiverCom's contractual financial obligations have been met toward the new recently-installed E911 phone system. A project reconciliation and the documentation to apply for cost reimbursements has been completed. RiverCom can expect to receive about \$68,000 from the project host and \$50,000 from the State E911 program for a total of \$118,000 in reimbursements within the next one to two months.

d. Request for Qualifications – Engineering Services for Property Development

The development of an RFQ for Engineering Services has been placed on management's project log; however, further work has not been completed due to other assigned and prioritized projects.

2. ADMINISTRATIVE SERVICES MANAGER

Administrative Services Manager Criselia Grupp reported on the following:

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 skill assessments in East Wenatchee on June 11, July 9, and August 13. Interviews for the position are scheduled for May 27, 2021. RiverCom plans to start an in-house training academy in late July.
- A previous employee has agreed to return to work on a temporary, provisional basis to help fill open shifts on the work schedule.

b. Recruitment Video Production

The Board previously authorized the purchase of a 30-second recruitment video up to a cost of \$25,000. RiverCom obtained three (3) informal quotes for a video to support immediate recruitment goals and objectives for Telecommunicator positions and as a public relations piece. Management reviewed the quotes and selected NCW Life at a cost of about \$5,000; there will be additional costs for advertising. A meeting is scheduled with the vendor on June 10 to discuss project details.

c. RiverCom Administrative Policy: Capital Assets and Inventory Control

Draft revised copy of Administrative Policy: Capital Assets and Inventory Control distributed to the Board. The draft revised policy was first distributed May 19, 2021. The policy was revised to reflect minor changes.

Motion to approve the RiverCom Administrative Policy: Capital Assets and Inventory Control, as revised and, as presented; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

3. OPERATIONS MANAGER

Operations Manager Molly Elliott reported on the following:

a. Operational Staffing

A pilot program has been implemented to reduce minimum staffing levels in an effort to help alleviate mandatory overtime. Executive Director Viebrock, Operations Manager Elliott, and Radio Technician Johnson are all working shifts on the dispatch floor to cover Telecommunicator shift vacancies and absences from work to ease pressure on operations personnel. It was estimated that the work of the three persons combined are covering the equivalency of at least one fulltime Telecommunicator position.

4. IT MANAGER

IT Manager Jerry Corder reported on the following items:

a. E911 Phone System Update

Although the new phone system installation is complete, employee training has been difficult due to COVID-19 restrictions. RiverCom will be bringing in outside expert help in June to provide additional training to help bridge this gap.

b. E911 System Outage

A 9-1-1 outage happened last Monday when another 9-1-1 center went black. The outage unexpectedly impacted RiverCom. The State E911 Office is actively working on the issue and the impacted agencies are troubleshooting the matter. The status of the outage will be reported at the next meeting.

A short discussion took place about 9-1-1 system failures and response plans.

5. RADIO SYSTEMS TECHNICAL MANAGER

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

a. Cathedral Rock Radio Site Development

The main focus of the Cathedral Rock project has been on licensing and authorizations. The tower is complete and awaiting delivery to the site. The project is expected to be completed end of Summer to beginning of Fall.

b. Nokia Microwave System Network Project

Nokia technicians are scheduled to be on site starting June 21 to implement the microwave system network project.

I. OTHER BUSINESS

1. Board Sub-Committee - New Prime Site Facility

The sub-committee has not met and there was nothing new to report.

2. Board Sub-Committee - Shared Funding Assistance Program

There have been no new meetings. Chairman Overbay reported that he sent out a survey to contract agencies and will forward the results to committee members.

3. Board Sub-Committee - Contract Agency Assessments

Sub-Committee members Ruth Esparza and Kevin Overbay met with Misty Viebrock and Staci Larsen on May 27 to review alternative models for contract agency assessments. Ruth Esparza briefly reported on the meeting and suggested the Board have more information about next year's budget before presenting possible funding models.

4. 2021 Contract Agency Assessments

The topic was discussed at the November 2020 Board meeting and tabled for further discussion and placement on the June Board meeting agenda. Frank Kuntz, serving as a substitute for Board member Esparza at the November 2020 meeting, proposed that RiverCom provide contract agencies with a mid-year decrease in 2021 annual assessment fees primarily because RiverCom was receiving a greater amount of 1/10th of 1% sales tax revenue than what it had planned on.

Chairman Overbay opened the topic of discussion by stating that he was not in favor of implementing a mid-year decrease or reimbursement of contract agency assessments, reciting several reasons as to why he was opposed to the proposal. RiverCom has a plan in place and is stepping down assessments in a planned, modulated manner, and has already significantly reduced assessment costs in both 2020 and 2021. Additionally, it would not be prudent to make further downward adjustments when there are a number of pending significant financial matters. It was further noted that the proposal is counter-productive to current organizational priorities and directives; a mid-year fee reduction does not serve RiverCom.

Chairman Overbay summarized the economic outlook and added it would be in RiverCom's best interest to remain status quo. Board member Sutton concurred with the stated financial assessment and added that economic trends may indicate an upcoming financial slowdown.

Frank Kuntz disagreed with the economic outlook as presented and reiterated a previous argument that RiverCom utilize a portion of its sales tax revenue and apply as a discount toward current 2021 assessment fees. Further discussion ensued.

Motion to review and evaluate "surplus" revenue after a collective bargaining settlement is reached with the RiverCom Dispatcher's Guild; Crawford, Motion seconded by Esparza with a revision to the motion to also include that the review and evaluation be further discussed at a workshop in October.

Brian Burnett questioned the timing and need to "hurry" on a Board decision, suggesting it would be more appropriate if the key point was to focus on a new assessment model, already under discussion. He also suggested other options for which the excess revenue could be used by

RiverCom, such as placing the money aside in a rainy-day fund for future needs or economic stabilization. Board member Sutton added that further discussion on this topic should take place later in the year and that speculation at this point was premature. Other Board members indicated that RiverCom would not necessarily know what a surplus might look like until later in the year.

Chairman Overbay stated there remained a motion on the floor with a revised second, and without further discussion, requested a roll-call vote, the results of which follow:

Crawford	Yes
Esparza	Yes
Baker	Abstained, then changed to a Yes
Sutton	Abstained

Resolution: Motion carried with three votes in favor of the motion.

Chairman Overbay noted that the assessment fees are controlled by Interlocal Agreement and that a change in the assessment fee structure would require new contracts be prepared and implemented to make any kind of change to assessment fees.

Further discussion took place about scheduling a budget workshop and it was the consensus of the Board to schedule an annual budget workshop sometime in October. The Board requested Staff make arrangements for a workshop.

J. EXECUTIVE SESSION – To discuss litigation with legal counsel present.

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

Resolution: Motion carried unanimously.

Chairman Overbay moved the meeting into Executive Session at 9:48 a.m.

At 10:09 a.m., the Executive Session was extended for an additional twenty (20) minutes; the attending public was notified.

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

There was no action taken.

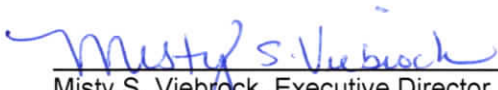
H. ADJOURNMENT

There was no further business.


Motion to adjourn the regular meeting at 10:30 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

Note:

The Board meeting minutes of June 9, 2021 was verbally approved by motion at the July 21, 2021 RiverCom Administrative Board meeting by Kevin Overbay, Dan Sutton, Jerrilea Crawford, and Arnold Baker.

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