

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, October 20, 2021**

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

**MEETING MINUTES**

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ATTENDANCE:

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

Ex-Officio Members: Brian Burnett, Steve Crown, Rick Johnson, Tyler Caille (*Substitute for Kevin Morris*)

RiverCom Staff: Misty Viebrock, Jerry Corder, Josh Humphrey, Kayla Hodges, Incoming Executive Director Lowell Porter, RiverCom consultant Bill Larson, Karen Goodwin, Douglas County Chief Accountant, Robert Siderius, Legal counsel with JDSA Law

A. CALL TO ORDER – Chairman Overbay called the meeting to order at 9:01 a.m.

B. APPROVAL OF AGENDA

*Chairman Overbay requested to move item H. Executive Session to follow Item C. Consent Agenda. Motion to approve the Agenda as presented; Sutton, second by Baker.  
Resolution: Motion carried unanimously.*

C. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, September 15, 2021
2. RiverCom Administrative Board Special Meeting Minutes, September 29, 2021
3. RiverCom Administrative Board Workshop Minutes, October 13, 2021
4. Financial reports for the month ending September 30, 2021
5. Payroll for September 1-30, 2021 paid October 5, 2021
  - a. General Operating Account (Control #1987-2021) \$326,907.03
6. Accounts Payable for payment on October 20, 2021
  - a. General Operating Account (Control #2002-2081) \$ 54,067.61
  - b. Capital Account (Control #2082) \$ 7,800.58
  - c. Communications Tax Account (Control #2083-2087) \$ 13,423.42

*Motion to approve the Consent Agenda, Items 1-6, Kuntz, second by Sutton.  
Resolution: Motion carried unanimously.*

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

*Motion to move regular meeting into Executive Session for twenty (20) minutes; Sutton, second by Baker.  
Resolution: Motion carried unanimously.*

Chairman Overbay moved the meeting into Executive Session at 09:06 a.m.

At 09:26 a.m. the meeting was extended for another five (5) minutes.

At 09:31 a.m. the meeting was moved back into regular session.

Chairman Overbay stated that there was no action taken in Executive Session.

E. BOARD CHAIR REPORT – No Report

F. EXECUTIVE DIRECTOR'S REPORT

Executive Director Misty Viebrock reported on the following items:

1. Staffing

a. Telecommunicators

- b. RiverCom has seven (7) telecommunicator vacancies, with four (4) trainees on the floor with a CTO, and a new CTO making five (5) total trainers. RiverCom is conducting Telecommunicator Interviews on October 21, 2021 with 8 potential candidates.

c. Financial Manager

Only one (1) application was received for the Financial Manager position, an interview will be held October 20, 2021.

d. Human Resource Manager

The job description for this position is complete, it will be advertised internally and externally on October 22, 2021.

G. MANAGER REPORTS

1. FINANCIAL MANAGER

Financial reports distributed to the Board. No further report.

2. ADMINISTRATIVE SERVICES MANAGER

Office Assistant Kayla Hodges reported on the following:

a. Recruitment

Aggressive and consistent communication has been a key factor in the current recruitment of Telecommunicators. RiverCom does not have a current local testing scheduled, we are awaiting the outcome of the 8 candidates scheduled to be interviewed.

3. OPERATIONS MANAGER - No Report

4. IT MANAGER – No Report

5. RADIO SYSTEMS TECHNICAL MANAGER

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

a. Cathedral Rock Radio Site Development

The road work has begun for the radio site and the FCC licensing is in the process for approval. The conditional use permit has been filed. There is a Public Hearing scheduled for November 3, 2021 at 09:00 a.m. for public comment.

b. Nokia Microwave System Network Project

The previous planned connection was unsuccessful with the T1 converters. With the approval from DOT, we are planning to move forward using an Ethernet connection.

c. AVTEC

An Avtec representative was at RiverCom to address and work on issues with the radio consoles and connection to the phone system.

H. OTHER BUSINESS

1. Board Sub-Committee - New Prime Site Facility

A short discussion took place about moving forward with the Sand Canyon property

2. Board Sub-Committee - Shared Funding Assistance Program

Arnold Baker presented a revised MOU to the board based on discussion from the October 13, 2021 workshop. Steve Crown also presented and amended version of Baker's revised MOU. A discussion took place on the separate versions.

*Motion to approve the Shared Funding MOU presented by Steve Crown, Kuntz, second by Crawford.*

With further Discussion, it was asked to remove the last paragraph of C. Background (page 2) and 2<sup>nd</sup> paragraph on page #4 related to mobile data terminals and devices from the MOU.

*Amended Motion to approve the Shared Funding MOU presented by Steve Crown with the removal of the two paragraphs relating to MDT's, Kuntz, second by Crawford.*

*Resolution: Motion carried unanimously*

3. Board Sub-Committee - Contract Agency Assessments

Arnold Baker proposed to continue with the current cost per call, based on a five (5) year call volume average. A discussion took place.

*Motion to change the agency cost on an annual call volume to a five (5) year average, Baker, second by Kuntz.*

*Resolution: Motion carried unanimously*

Board requested staff to create a document for Agency Assessments based on the five (5) year average, with three (3) scenarios of \$1.8 million, \$1.5 million and \$2.1 million. This is to be sent with the Preliminary 2022 Budget, no later than fourteen (14) days before the next RiverCom Administrative Board meeting, to be adopted at the November Board meeting.

4. Schedule for November Meeting

A discussion took place regarding the November Board meeting schedule.

*It was the consensus of the Board to reschedule the November Board meeting for November 10, 2021.*

5. Consulting Service

A discussion took place to extend Consultant Bill Larson's contract until Mid-December.

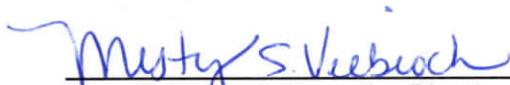
*Motion to extend Bill Larson's Contract, Baker, second by Kuntz.*

*Resolution: Motion carried with four votes in favor.*

I. ADJOURNMENT

There was no further business the meeting was adjourned at 10:45 a.m.

Minutes Respectfully Submitted,



Misty S. Viebrock, Executive Director  
Secretary to the Board

12/7/21

Date

**RiverCom Administrative Board Members:**

*Approval via email*

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Kevin Overbay, Chair, Commissioner, Chelan County

*Approval via email*

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Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

*Approval via email*

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Ruth Esparza, Council Member, City of Wenatchee

*Approval via email*

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Jerrilea Crawford, Mayor, City of East Wenatchee

*Approval via email*

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