

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, January 19, 2022

Confluence technology Center, 285 Technology Way, Wenatchee, WA 98801

MEETING MINUTES

ATTENDANCE:

Board Members: Arnold Baker (Chair), Jerrilea Crawford (Chair Pro Tem), Travis Hornby, Tiffany Gering

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

RiverCom Staff: Lowell Porter, Jonathan Brock, Jerry Corder, Josh Humphrey, Mihkaela Overbay, Jeremiah Johnson, Kayla Hodges

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

B. PLEDGE OF ALLEGEANCE

B. APPROVAL OF AGENDA

Motion to approve the agenda as presented; Hornby, second by Gering.

Resolution: Motion carried unanimously.

C. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, December 15, 2021
2. RiverCom Administrative Board Workshop Minutes, January 12, 2022
3. Financial reports for the month ending December 31, 2021
4. Payroll for December 1-31, 2021 paid January 5, 2022
 - a. General Operating Account \$355,906.36
5. Accounts Payable (2021 Budget) in the amount of \$ 201,413.21 for payment on January 19, 2022
 - a. General Operating Account \$ 29,937.59
 - b. Capital Account \$ 2,571.37
 - c. Communications Tax Account \$168,904.25
6. Accounts Payable (2022 Budget) in the amount of \$ 28,991.76 for payment on January 19, 2022
 - a. General Operating Account \$ 24,644.32
 - b. Capital Account \$ 3,804.44
 - c. Communications Tax Account \$ 543.00

Motion to approve the Consent Agenda, Items 1-6, Gering, second by Hornby.

Resolution: Motion carried unanimously.

D. BOARD CHAIR REPORT

Chairman Baker Reported on the following:

1. Extend appreciation to Kevin Overbay for his hard work as RiverCom Board Chair for 2020-2021.
2. Recommends each Board member to experience a sit-in with a Telecommunicator. It would be a great way to learn the agency and witness their teamwork.

E. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lowell Porter reported on the following items:

1. Notable Projects and Activities
 - a. Extend thanks to the Board for taking time to attend the January 12, 2022 Workshop. Internal presentations are being scheduled to present the Success and Sustainment plan.
 - b. Currently working with the RiverCom Supervisor Association to get a ratified contract.
 - c. The RiverCom Guild has filed with PERC to move to Teamsters, management will resume contract negotiations once transition is complete.
 - d. Performance evaluations, constructed by Bill Larson, we begin implementation. A discussion took place.
2. New Facility
 - a. Completed a thorough review on the planning study and prospect property for the new location, as the recommended due diligence.
 - b. Met with Douglas County Planning Department for building processes.
 - c. Beginning the process of drafting a Request for Qualifications (RFP) for Engineering of the land.
3. HR Manager Update
 - a. RiverCom will not be moving this position forward, will be moving to a previous administration structure.
4. Consulting Services

On January 15, 2022 the contract with Consultant Bill Larson concluded. RiverCom extends their appreciation to Bill for his expertise and leadership to assist the agency.

F. DEPUTY DIRECTOR'S REPORT

Deputy Director Jonathan Brock reported on the following items:

1. Phone System Outage Update
 - a. On January 11, 2022 at 5:00 p.m. RiverCom experienced a Solacom network outage caused by equipment at TCOMM that took down all members of the consortium. Solacom was unreachable during this outage. The consortium has begun to lose confidence in choosing Solacom as the phone system vendor, and is reevaluating options. A discussion took place.

G. MANAGER REPORTS

1. Financial Manager

Financial Manager Mihkaela Overbay reported on the following:

 - a. Working on closing out 2021, and beginning prep work for the 2023 budget process
 - b. Working with Douglas County Auditor's Office to gain access to their accounting systems, to do the work in-house. This will ease the workload on RiverCom staff and the county.
 - c. Discussion of two (2) potential new programs to help assist in new administrative processes.
2. HR Manager

Office Assistant Kayla Hodges reported on the following:

 - a. Staffing Update

RiverCom has 5 Telecommunicators beginning Academy January 31, 2022. Leaving RiverCom with 3 Telecommunicator vacancies and 3 Supervisor vacancies.

Renee VanBuskirk, the new Training Coordinator, began on December 28, 2021. She will be teaching the Academy.

3. Operations Manager

Interim Operations Manager Jeremiah Johnson reported on the following:

- a. Academy 27
Renee has been working hard on the upcoming Academy and will be changing it up by doing a hybrid model of classroom and on the floor training.
- b. Fire Training
Currently working on getting the necessary Telecommunicators trained on Fire. Hopes to create a Fire/EMS Academy in the future.
- c. Phone Outage
Extend recognition to the Telecommunicators who worked during the phone outage on their great work.

Rick Johnson asked if the plan of patching EWPD and DCSO was still in discussion to implement in 2022, the response was yes. Jeremiah will be reaching out.

4. IT Manager

IT Manager Jerry Corder reported on the following:

- a. Security Camera Upgrade
IT is currently working on upgrading the security cameras inside RiverCom, they will be the same as the City of Wenatchee is using for Wenatchee Police Department.

5. Radio Systems Technical Manager

Radio Systems Technical Manager Josh Humphrey reported on the following:

- a. Nokia System Upgrade
A new plan with Nokia is in process, there is some testing that needs to be conducting to verify it will be possible. If the test works, it should result in cost avoidance.
- b. Cathedral Rock Radio Site
A variance needs to be filed to Chelan County due to the building size. Once approved, Day Wireless can begin construction. Hopeful for completion by summer. Discussion took place.

Rick Johnson asked for rules on radio preventative maintenance.

G. OTHER BUSINESS

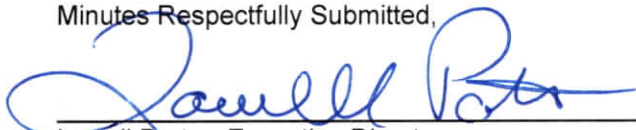
1. 2022 Board Meeting Schedule

Consensus of the Board members to move the December 21, 2022 meeting to December 14, 2022.

H. ADJOURNMENT

There was no further business the meeting was adjourned at 10:14 a.m.

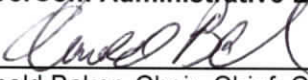
Minutes Respectfully Submitted,




Lowell Porter, Executive Director
Secretary to the Board

2-16-22.
Date


RiverCom Administrative Board Members:



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




Jerrilea Crawford, Chair Pro Tem, Mayor, City of East Wenatchee



Travis Hornby, Mayor, City of Wenatchee

MIKE PEARLEN.



Dan Sutton, Commissioner, Douglas County

Kyle Steinberg



Tiffany Gering, Commissioner, Chelan County

KEVIN OVERBY