

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, February 16, 2022

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

MEETING MINUTES

ATTENDANCE:

Board Members: Arnold Baker (Chair), Jerrilea Crawford (Chair Pro Tem), Mike Poirier, Kevin Overbay, Kyle Steinberg

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

RiverCom Staff: Lowell Porter, Jonathan Brock, Jerry Corder, Mihkaela Overbay, Lynn Palmer, 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; Crawford, second by Steinberg.
Resolution: Motion carried unanimously.*

C. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, January 19, 2022
2. Financial reports for the month ending January 31, 2022
3. Payroll for January 1-31, 2022 paid February 4, 2022
 - a. General Operating Account \$ 362,502.74
4. Accounts Payable in the amount of \$ 80,914.29 for payment on February 16, 2022
 - a. General Operating Account \$ 31,097.33
 - b. Capital Account \$ 775.38
 - c. Communications Tax Account \$ 49,041.58

*Motion to approve the Consent Agenda, Items 1-4, Crawford, second by Poirier.
Resolution: Motion carried unanimously.*

D. **BOARD CHAIR REPORT**

Chairman Baker Reported on the following:

1. A meeting with CWICC took place about a future possibility of co-locating with RiverCom, at future site. A discussion took place

E. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lowell Porter reported on the following items:

1. **Notable Projects and Activities**
 - a. Currently working with the RiverCom Supervisor Association and Guild on recruit and retention strategies, along with a Lateral program – to be presented in March.

- b. Historically RiverCom Administrative Board had approved 31 Telecommunicator positions. If RiverCom is to reach full staffing of 29 Telecommunicators by fourth quarter, they hope to request the additional 2 positions again.
 - c. Continue to work on implementation of the business model
 - d. RiverCom is reevaluating the administration positions and has assessed that there is not a need to have separate HR and Finance departments and would be a more cohesive team as one Administrative Services Division. This final restructure will be presented at the March 16, 2022 meeting.
2. New Facility
- a. The RFQ for Engineer and Design is being finalized and is hopeful to be out for advertisement in March. Goal would be to get one company to bid for both, but will accept separate bids.
Kyle Steinberg noted that RiverCom should get the property accessed before the RFQ goes out, as Douglas County has begun rezoning.
3. Cathedral Rock Radio Site
- a. The Conditional Use Permit was denied due to square footage, RiverCom was notified that a variance would need to be completed. After a meeting with Commissioner Overbay, he will assist in moving this forward with an administrative appeal, instead of a variance.
 - b. Once the permit is approved and weather permits, building will begin. Hopeful to have the site fully functional by Summer.

F. MANAGER REPORTS

1. Financial Manager

Financial Manager Mihkaela Overbay reported on the following:

- a. The Communications Tax revenue is currently trending at 31% higher than anticipated. If this trend continues the User Agencies will receive partial reimbursements of their annual fees, as set forth in Resolution 2021-1
- b. The monthly financials show the large amount of overtime paid in January, due to RiverCom's staffing shortage. Short discussion took place

2. HR Manager

Office Assistant Kayla Hodges reported on the following:

- a. On January 31, 2022 5 Trainees began in-house Academy. Next week they will start their first week of training on the floor.
- b. The four (4) Telecommunicator trainees who completed Academy in October 2021, only one (1) remains but is currently on FMLA leave.
- c. The current telecommunicator vacancy is five (5), with one more leaving to WPD in March bringing our total to six (6)

3. Operations Manager – No report

4. IT Manager

IT Manager Jerry Corder reported on the following:

- a. Solacom Phone System
Issues with Solacom and the phone system continue. The consortium is looking into alternative options. In March, a Solacom representative will be in Washington to visit. Further discussion took place.

G. OTHER BUSINESS

Deputy Director Brock recognized GIS Analyst Lynn Palmer for her great work on a recent project. Palmer was the first to submit our GIS region information for the State of Washington to the National Address Database (NAD). This data submitted is also shared with commercial navigation companies to aid in correct addressing and directions. RiverCom (representing Chelan and Douglas counties) becomes the first entity in the entire state to submit data into this database. The result of Lynn's hard work will be improved navigation and decreased costs to deliver goods and services for our region.

Thanks was extended to Lynn Palmer by the Board.

H. ADJOURNMENT

There was no further business the meeting was adjourned at 10:07 a.m.

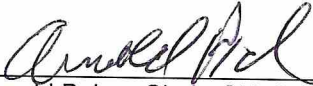
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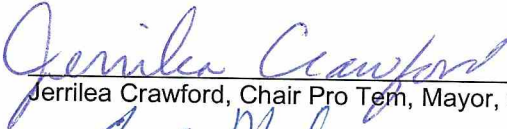
Lowell Porter, Executive Director
Secretary to the Board

Date

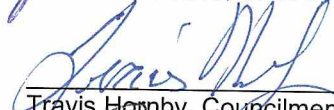
RiverCom Administrative Board Members:



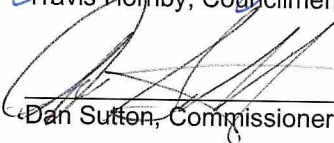
Arnold Baker, Chair, Chief, Chelan County Fire District No. 5



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



Travis Hornby, Councilmember, City of Wenatchee



Dan Sutton, Commissioner, Douglas County



Tiffany Gering, Commissioner, Chelan County