

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, March 16, 2022

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

MEETING MINUTES

ATTENDANCE:

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

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

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

A. CALL TO ORDER – Chairman Baker called the meeting to order at 9:00 a.m.

B. PLEDGE OF ALLEGENCE

B. APPROVAL OF AGENDA

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

Resolution: Motion carried unanimously.

C. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, February 16, 2022
2. Financial reports for the month ending February 28, 2022
3. Payroll for February 1-28, 2022 paid March 4, 2022
 - a. General Operating Account \$ 376,322.66
4. Accounts Payable in the amount of \$ 270,089.65 for payment on March 16, 2022
 - a. General Operating Account \$ 99,989.96
 - b. Capital Account \$ 72,975.30
 - c. Communications Tax Account \$ 97,123.39

Motion to approve the Consent Agenda, Items 1-4, Crawford, second by Hornby.

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 and recommends a sub-committee be formed to lead this decision. Chairman Baker and Commissioner Sutton will be on the sub-committee and invited any ex-officio's to join.

E. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lowell Porter reported on the following items:

1. Notable Projects and Activities
 - a. Jeremiah Johnson shared three recent Life Saves with the Board. Two for December 2021 by Elizabeth McKinney and Renea Miller and one for January 2022 for Elizabeth McKinney. The Board expressed their appreciation to Elizabeth and Renea.

- b. There has been a reorganization of positions within the administration. With a deeper look into past organizational charts, RiverCom has chosen to leave the separate HR and Finance Manager titles and go back to an Administrative Services Department, consistent of Administrative Services Manager, Administrative Services Specialist and Administrative Services Assistant. Mihkaela Overbay, previously Financial Manger is now the Administrative Services Manager, Kayla Hodges, previously the Office Assistant, was promoted to Administrative Services Specialist, and the Administrative Services Assistant is vacant at this time. This restructure lowers potential risk and provides cost savings in salaries.

The next departments to evaluate for risk assessment will be Radio and IT. A short discussion took place.

2. Capital Facility Project - RFQ

- a. Request for Qualifications for Site Feasibility, Engineer and Design has been reviewed and approved by legal, and will be posted Monday, March 21, 2022. A discussion took place.
- b. RiverCom would like two (2) Board members to be apart of the selection committee to review proposals the week of April 18, 2022. Chairman Baker and Commissioner Sutton agreed to sit on the committee, with Commissioner Gering as an alternate if needed.

3. Lateral Incentive Program

- a. While working to overcome our staffing shortage, RiverCom has been working on a Lateral Incentive Program which was intended to be presented to the Board for final approval. But due to a call from Teamsters, the union representation for our Telecommunicators, we will have to put our presentation on hold. A discussion took place.

No actions taken by Board.

F. DEPUTY DIRECTOR REPORT

Deputy Director Brock reported on the following:

1. Solacom Update

A meeting with Solacom and the consortium took place in March about the current issues and solutions. One of the phone issues with Solacom has been solved.

RiverCom has the option to evaluate and become a stand-alone system and the resources available, should this be the final decision.

G. REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

a. Financial Reports

A summary of the February 2022 finances was given.

b. Staffing Report

The advertisement for Administrative Assistant has closed with 30 applications received. We have moved seven (7) for interviews and are hopeful for a mid-April start date.

There has been some interest from the Washington State Patrol Dispatchers, whose center is being shut down. They are currently doing job shadowing for interest in application.

One Telecommunicator has left employment with RiverCom to pursue a career as a Police Officer. This leaves RiverCom with nine (9) vacancies.

c. General

RiverCom is moving to a new scheduling software, PlanIt Dispatch. This will assist in simplifying and streamlining our payroll process with Douglas County.

RiverCom is working with Douglas County for access to input our own accounts payable. This will once again streamline and reduce work for both agencies.

The 2023 budget timeline is in process with a first draft by August, a workshop in September and a final approval to be at the October Board Meeting.

2. Operations Manager

Interim Operations Manager Jeremiah Johnson reported on the following:

- a. Currently have five (5) trainees in Phase 1 of on the floor training. The new training structure has received good feedback from both the trainees and trainers.
- b. The three (3) most recent Telecommunicators are fully FIRE/EMS trained. This means all of our Telecommunicators are fire trained, just in time for Summer.
- c. Two (2) previous Certified Training Officers (CTO) have chosen to rejoin to help and support our current trainees.
- d. Johnson mentioned the recent work anniversaries for the months of January and February, including staff with 25, 20, 8 and 1 year of service. They Board extend their thanks to those Telecommunicators.
- e. National Telecommunicator Week is April 10-16, 2022, staff is working on the internal celebrations.

3. IT Manager

IT Manager Jerry Corder reported on the following:

- a. Security Camera Upgrade
The security camera upgrade is almost complete. LocalTel has installed the cameras, and the new quality is outstanding. The previous security camera system was seven (7) years old.

4. Radio Systems Manager

Radio Systems Manger Josh Humphrey reported on the following:

- a. Cathedral Rock Radio Site
Awaiting on final addressing to obtain the building permit. Day Wireless is staged and awaiting permit to break ground on the site. Day Wireless has also been working on the road and testing to make sure the equipment needed can make it to the site unscathed.

Chairman Baker asked Humphrey about a timeline for Slide Ridge Radio Site. With the timelines for current completion and shipping of structures and towers, along with weather, a running site isn't expected until 2024.

G. OTHER BUSINESS

- a. Updated RiverCom Organizational Chart
Updated RiverCom Organizational Chart distributed to the Board.
Board approved the Organizational chart with one change; to add Public above the RiverCom Board.

- b. Resolution 2022-1 Custody of Advance Travel Fund
Resolution 2022-1 distributed to the Board.

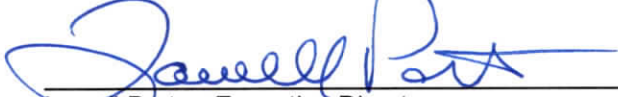
The Resolution supersedes Resolution 2020-2 to include authorized signatories, additional language regarding the issuance of per diem checks, and added controls for the account. The Resolution names and authorizes the permitted individuals as signatories on the account.

Motion to move approve and adopt Resolution 2022-1 to designate authorized signatories for the Advance Travel Fund Bank Account as presented; Crawford, second by Sutton.
Resolution: Motion carried unanimously.

H. ADJOURNMENT

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

Minutes Respectfully Submitted,



Lowell Porter, Executive Director
Secretary to the Board

4-22-22
Date

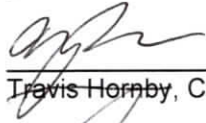
RiverCom Administrative Board Members:



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

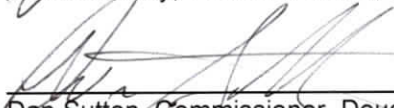


Jerrilea Crawford, Chair Pro Tem, Mayor, City of East Wenatchee



Travis Hornby, Councilmember, City of Wenatchee

MILK PULPING



Dan Sutton, Commissioner, Douglas County



Tiffany Gering, Commissioner, Chelan County