

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, April 20, 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, Mike Poirier

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, Kayla Hodges, Mayra Sanchez, Renee VanBuskirk, Jenny Flick

A. CALL TO ORDER – Chairman Baker called the meeting to order at 9:02 a.m., followed by a moment of silence for Operations Manager Molly Elliott, who passed away April 18, 2022.

B. PLEDGE OF ALLEGEANCE

C. APPROVAL OF AGENDA

Change to remove Item J, Closed Session.

Motion to approve the agenda as corrected; Gering, second by Sutton.

Resolution: Motion carried unanimously.

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, March 16, 2022
2. Financial reports for the month ending March 31, 2022
3. Payroll for March 1-31, 2022 paid April 5, 2022
 - a. General Operating Account \$368,826.74
4. Accounts Payable in the amount of \$15,580.89 for payment on April 13, 2022
 - a. General Operating Account \$ 4,513.29
 - b. Capital Account \$ 4,854.56
 - c. Communications Tax Account \$ 6,213.04
5. Accounts Payable in the amount of \$252,907.49 for payment on April 20, 2022
 - d. General Operating Account \$ 69,459.11
 - e. Capital Account \$ 74,800.89
 - f. Capital Facility Reserve Account \$ 1,122.60
 - g. Communications Tax Account \$107,524.89

Motion to approve the Consent Agenda, Items 1-5, Poirier, second by Gering.

Resolution: Motion carried unanimously.

E. BOARD CHAIR REPORT – No report

F. 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 in February by Elizabeth McKinney and Misty Oden and one in March by Mike Smith.
- b. Currently evaluating RiverCom technologies, reprioritizing projects and creating a radio site sustainment plan.
- c. RiverCom had hopes of recruiting WA State Patrol Lateral, RiverCom only hired one (1) who began training on April 19, 2022.
- d. 2023 Budget preparations have begun, with a deadline of the October 19, 2022 Board meeting for final approval.
- e. Executive Director Porter also wanted to recognize our Telecommunicators who were on shift during the shooting on April 18, 2022, which included coverage by all law agencies. Steve Crown also noted is appreciation for a seamless job.

2. Capital Facility Project - RFQ

- a. The RFQ for Site Assessment and Facility Design has closed and RiverCom received no submissions.
- b. Executive Director Porter will be posting a new request for proposal for only site assessment, and one to focus on design at a later date.

G. DEPUTY DIRECTOR REPORT

Deputy Director Brock reported on the following:

1. Tele-Week Update

National Telecommunicator week went well. Award will be handed out April 20, 2022. Again we would like to thank our Telecommunicator and our local community members for their support to our staff.

H. REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

a. Financial Reports

A summary of the March 2022 finances was given.

b. Staffing Report

Introduction of Mayra Sanchez, the new Administrative Services Assistant who began April 11, 2022.

There are four (4) Telecommunicators in training. A candidate update was given.

c. General

RiverCom is planning to have the new systems implemented by June 2022, the only one that is pending is the accounts payable system with Douglas County.

Critical has been added to our recruitment efforts. This tool will aid in reducing attrition rates.

2. Operations Manager

Interim Operations Manager Jeremiah Johnson reported on the following:

- a. Provisional employee has completed trainings, is now working on the floor.
- b. Memorial Day Weekend will be upstaffed.

3. IT Manager

IT Manager Jerry Corder reported on the following:

a. Console Upgrades

The RiverCom dispatch consoles are 18 years old, but staff has been able to find parts and pieces to maintain them and make them function properly.

4. Radio Systems Manager

Radio Systems Manger Josh Humphrey reported on the following:

a. Cathedral Rock Radio Site

The building permit has been finalized and construction has begun. Hopeful for an August cutover. The tower and rebar and enroute to radio site. There was a small hold back with the road, due to weather.

b. Moses Stool to Goat Mountain Microwave

Awaiting to receive final equipment for installation.

c. Nokia MPLS Upgrade

Final Design in process, awaiting final quote and contract.

d. Slide Ridge Radio Site

In process of initiating the design contract and phase 1 process.

I. OTHER BUSINESS

1. Communications Tax Shared Funding

a. Tier 2 Funding Proposal from Chelan County Sheriff's Office

Proposal 1-3 documents distributed to the Board.

Three (3) proposals from Chelan County Sheriff's Office (CCSO) were requesting additional funding from the Shared Funding monies to aid the agency in being able to upgrade all the necessary radios to current models, totaling \$213,126. The current allotted Tier 2 funding is \$25,000. It would take them many years to accomplish this task. A lengthy discussion took place.

Motion to move approve CCSO proposal #1 and #2 as well as the joint proposal for the Drug Task Force as presented; Poirier, second by Crawford.

After further discussion Chairman Baker called for a vote.

Resolution: Motion failed unanimously.

Motion to move approve CCSO a total spending limit of \$100,000 from the Shared Funding Assistance Program; Gering, second by Crawford.

Resolution: Motion carried unanimously.

b. Joint Funding Proposal from Columbia River Drug Task Force

Shared Funding Application documents distributed to the Board.

Discussion took place on the shared funding application from the Columbia River Drug Task Force (CRDFT) in the amount of \$30,567 for new mobile radios.

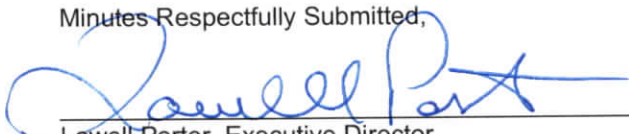
Motion to move approve Shared Funding Assistance Program application in the amount of \$30,567 as presented; Crawford, second by Poirier.

Resolution: Motion carried unanimously.

J. ADJOURNMENT

There was no further business the meeting was adjourned at 10:19 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director
Secretary to the Board

5-18-22.

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

Absent

Travis Hornby, Councilmember, City of Wenatchee

Absent

Dan Sutton, Commissioner, Douglas County



Tiffany Gering, Commissioner, Chelan County