

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD
Wednesday, June 15, 2022

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

MEETING MINUTES

ATTENDANCE:

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

Ex-Officio Members: Brian Burnett, Rick Johnson, Kevin Morris, Edgar Reinfeld (Substituting for Steve Crown)

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

A. CALL TO ORDER – Chairman Baker called the meeting to order at 08:59 a.m.

B. PLEDGE OF ALLEGEANCE

C. APPROVAL OF AGENDA

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

Resolution: Motion carried unanimously.

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, May 18, 2022
2. RiverCom Administrative Board Special Meeting Minutes, May 25, 2022
3. Financial reports for the month ending May 31, 2022
4. Payroll for May 1-31, 2022 paid June 3, 2022
 - a. General Operating Account \$ 342,368.07
5. Accounts Payable in the amount of \$175,367.99 for payment on June 15, 2022
 - a. General Operating Account \$121,158.49
 - b. Capital Account \$ 16,884.56
 - c. Capital Facility Reserve Account \$ 699.20
 - d. Communications Tax Account \$ 36,625.74

Motion to approve the Consent Agenda, Items 1-5, Crawford, second by Sutton.

Resolution: Motion carried unanimously.

E. PUBLIC COMMENT – No Comments Made

F. BOARD CHAIR REPORT

Chairman Arnold Baker reported on the following items:

1. Chairman Baker has been working with RiverCom staff on Telecommunicator staffing and retention. A proposal from staff was made in hopes to keep retention with current employees. The proposal was to offer Supervisors and Telecommunicators double-time for overtime worked and double CTO pay, until staffing reaches the point where mandatory overtime is no longer needed. Further discussion took place, to include setting a date for sunset or revisit.

Chairman Baker formally asked the Board for consideration to double both overtime and CTO pay for the remainder of 2022 to show appreciation of RiverCom staff's hard work and revisit for continuation in 2023.

Motion to approve the 2022 OT and CTO Incentive Program through the end of 2022; Sutton, second by Poirier.

Resolution: Motion carried unanimously.

The next steps will be a MOA with each bargaining unit, to go into effect June 1, 2022 if signed by June 30, 2022. A discussion took place about the effective date.

Motion to begin the Incentive Program effective the first day of the month agreement is signed by all parties; Gering, second Crawford.

Resolution: Motion carried unanimously.

G. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lowell Porter reported on the following items:

1. Notable Projects and Activities

- a. Recognize and appreciate the operations staff, over the past month there have been several critical incidents and they have stepped up and worked together.
- b. Updated the Board on the business unit implementation, assessment and planning status.
- c. Begun working on 2023 Budget preparations and timeline

2. Capital Facility Project - RFP

- a. On June 3, 2022 the Request for Proposal for Site Feasibility closed, with zero submissions.
- b. Executive Director Porter consulted with legal counsel on next steps, and RiverCom qualifies to look for independent contracting.
- c. RiverCom has found a local company, Prime Development Services, who is interested in the work. After reference and site work check, a contract has been initiated. An estimated timeline was discussed.

3. RiverCom Rebrand

- a. RiverCom's new and improved logo was presented to the Board.
- b. During Telecommunicator week in April, our staff was given the opportunity to create and submit a new logo for RiverCom as our current logo needed an upgrade. All staff voted for the top logo and it was then sent to a graphic designer for final product.

H. REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

- a. Financial Reports
A summary of the May 2022 financials was given.
- b. Staffing Report
 - i. Critical is complete and being used for our current Telecommunicator candidate pool. Hopeful this added step will help with lowering attrition rates.
- c. General
 - i. Public Records system, GovQA went live June 13, 2022. This is a significant advancement for RiverCom's management of public records tracking, production and retention.

- ii. For professional development within the administrative services division, Mihkaela Overbay and Kayla Hodges have begun the process to receive their Society of Human Resource Management (SHRM) Certification.

2. Operations Manager

Operations Manager Jeremiah Johnson reported on the following:

- a. There are currently six (6) interested Telecommunicator applicants who are conducting sit-in's with RiverCom staff. Due to current staffing levels, Academy 28 will not be able to hold more than four (4) people. RiverCom will begin a waitlist for qualified candidate for when future availability opens.
- b. Academy 27 had five (5) Telecommunicator trainees, four (4) of them have terminated employment with RiverCom. RiverCom has taken their feedback and reasons for leaving to adjust the next upcoming pre-employment process and training.

3. IT Manager

IT Manager Jerry Corder reported on the following:

- a. RiverCom had their annual security audit with Washington State Patrol, it came back clear with no issues or findings.

4. Radio Systems Manager

Radio Systems Manager Josh Humphrey reported on the following:

- a. Cathedral Rock Radio Site
Continues to run on schedule with the August cutover.
- b. Moses Stool to Goat Mountain Microwave
No updates
- c. Nokia MPLS Upgrade
Design is complete. Projecting a completion for end of July.
- d. Grouse Mountain Radio Site
No updates
- e. Slide Ridge Radio Site
For pre-planning stages, the power moved will need to be extended to new building location.

5. GIS Analyst

GIS Analyst Lynn Palmer reported on the following:

- a. In regard to last meeting notice of needing to upgrade the GIS system, RiverCom is able to do so with existing money in the 2022 budget. GIS Analyst Palmer is meeting with ESRI and IT Manager to gather specifics before moving forward.

I. OTHER BUSINESS

1. 2023 Budget Workshop

- a. RiverCom would like to schedule a 2-hour 2023 Budget Workshop in September, prior to the September 21, 2022 Board Meeting. The Board member agreed to conduct the workshop on September 7, 2022 at 09:00 a.m. at the Confluence Technology Center.

2. Resolution 2022-2: Authorize Execution of a Purchase and Sale Agreement with Douglas County
Resolution 2022-2 was distributed to the Board.

The resolution authorizes RiverCom to execute and present the purchase and sale agreement of Douglas County parcel #23203610002 to the Douglas County Board of Commissioners.

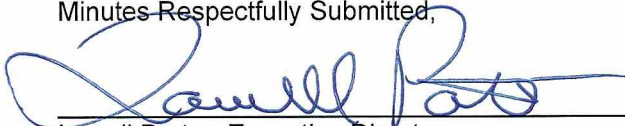
Motion to approve and adopt Resolution 2022-2: Authorize Execution of a Purchase and Sale Agreement with Douglas County as presented; Gering, second by Poirier.

Resolution: Motion passed with 4 votes and 1 abstinent from Sutton for conflict of interest.

J. ADJOURNMENT

There was no further business the meeting was adjourned at 10:18 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director
Secretary to the Board

7-26-22
Date

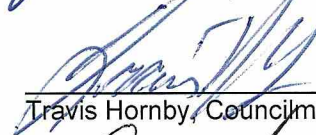
RiverCom Administrative Board Members:



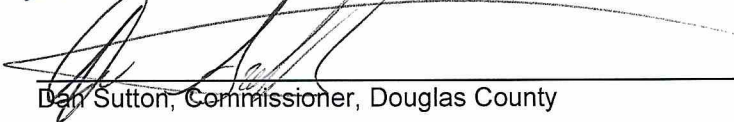
Arnold Baker, Chair, Chief, Chelan County Fire District No. 5



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



Travis Hornby, Councilmember, City of Wenatchee



Dan Sutton, Commissioner, Douglas County



Tiffany Gering, Commissioner, Chelan County