

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, July 20, 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, Travis Hornby

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

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

A. **CALL TO ORDER** – Chairman Baker called the meeting to order at 09:00 a.m.

B. **PLEDGE OF ALLEGEANCE**

C. **APPROVAL OF AGENDA**

Motion to approve the agenda with the removal of item 2 under Other Business; Crawford, second by Hornby.

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, June 15, 2022
2. Financial reports for the month ending June 30, 2022
3. Payroll for June 1-30, 2022 paid July 5, 2022
 - a. General Operating Account \$354,122.31
4. Accounts Payable in the amount of \$5,000.00 for payment on June 29, 2022
 - a. Capital Facility Reserve Account \$ 5,000.00
5. Accounts Payable in the amount of \$397,712.46 for payment on July 20, 2022
 - b. General Operating Account \$ 86,708.12
 - c. Capital Account \$ 1,413.24
 - d. Capital Facility Reserve Account \$ 9,119.00
 - e. Communications Tax Account \$300,472.10

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. Meeting took place with CWICC to further discuss the opportunity to co-locate with RiverCom. All parties are interested and will continue conversation as the building process furthers.

2. Chairman Baker brought a consideration to the board of changing the process of the 5th Voting Member. He would like to see the 5th Voting position become a permanent position for a FIRE or EMS representative. Further discussion took place to include adding two (2) permanent positions one for FIRE/EMS and one for Law Enforcement. No decision was made, plan to table for further discussion.

G. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lowell Porter reported on the following items:

1. Integrated Business Model Update
 - a. Executive Director Porter gave a slideshow presentation on the progress of RiverCom's Integrated Business Model, to include success and sustainment planning, organization restructure, staffing improvement and infrastructure.
2. Capital Facility Project - RFP
 - a. Contract is underway with Prime Development Services. Hopeful for a complete assessment and ready for presentation to the Board in the Fall.
 - b. Legal counsel is working on a purchase and sale agreement for the property.
 - c. Staff has been asked to send in their design ideas to assist when the actual design process begins.

H. REPORTS

1. Administrative Services Manager

Administrative Services Specialist Kayla Hodges reported on the following:

- a. Financial Reports

A summary of the June 2022 financials was given.
- b. Staffing Report

Position for Radio Technician was posted on June 21, 2022, with a first review on July 13, 2022. Four candidates will be interviewing on July 21, 2022.
- c. General

The change to a new Public Records system, GovQA, has been smooth. This new program has reduced all our paper records and has reduced production of a records by 75%.

RiverCom has finally gained the needed access to Douglas County's accounts payable program. Training will take place in August, and should be processing AP inhouse come September.

2. Operations Manager

Operations Manager Jeremiah Johnson reported on the following:

- a. Telecommunicator interviews took place in July with eight (8) candidates. Four (4) candidates have been moves forward and two (2) have been placed on a waitlist. The next academy is expected to start on August 29, 2022.
- b. RiverCom had a previous tenured employee return at the end of June and on July 14, 2022, one trainee was released from training and assigned to her own shift. One trainee remains, and is expected to be signed-off soon. This will be impactful for overtime and floor coverage.

3. Radio Systems Manager

Radio Systems Manger Josh Humphrey reported on the following:

- a. Cathedral Rock Radio Site

The building has passed the "gold seal" approval and should ship soon. A decision has been made to add the Valley repeater to the radio site to expand coverage in the area.

- b. Moses Stool to Goat Mountain Microwave
No updates
- c. Nokia MPLS Upgrade
Awaiting final part for completion.
- d. Grouse Mountain Radio Site
No updates

I. OTHER BUSINESS

1. Staffing Initiative

- a. With the previous Lateral Incentive Program being unable to follow through, RiverCom has taken initiative to look into rehiring previous Telecommunicators. RiverCom asked the Board for the approval to offer a Rehire Incentive Pay for eligible employees, not to exceed \$3,500.00. A discussion took place, the RiverCom Board was in consensus to allow a Rehire Incentive Pay up to \$3,500.00.

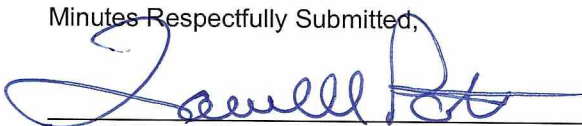
2. Shared Funding Tier 2 Proposal – Lake Wenatchee Fire & Rescue
The proposal was distributed to the Board.

Mike Stanford from Lake Wenatchee Fire and Rescue briefed the Board on the need for additional funding. This funding will allow them to get their equipment current and be able to maintain a sustainment plan. Discussion took place, with a decision to table the conversation until the August Board meeting.

J. ADJOURNMENT

There was no further business the meeting was adjourned at 11:01 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director
Secretary to the Board

8-17-22
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