

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**  
**Wednesday, August 17, 2022**

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

**MEETING MINUTES**

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ATTENDANCE:

Board Members: Arnold Baker (Chair), Jerrilea Crawford (Chair Pro Tem), Dan Sutton, Mike Poirier

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

RiverCom Staff: Lowell Porter, Jeremiah Johnson, Mihkaela Overbay, Kayla Hodges

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 as presented; Sutton, second by Crawford.*

*Resolution: Motion carried unanimously.*

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, July 20, 2022
2. Financial reports for the month ending July 31, 2022
3. Payroll for July 1-31, 2022 paid August 5, 2022
  - a. General Operating Account \$ 353,691.03
4. Accounts Payable in the amount of \$488,025.97 for payment on August 17, 2022
  - a. General Operating Account \$ 248,141.57
  - b. Capital Account \$ 1,955.93
  - c. Capital Facility Reserve Account \$ 11,406.00
  - d. Communications Tax Account \$ 207,783.53
  - e. E911 Reserve Account \$ 18,738.94

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

*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 reopened the discussion from last meeting of the Board 5<sup>th</sup> Voting position. Discussion took place between the voting and ex-officio Board members, resulting in no change to the current voting Board members and rotating 5<sup>th</sup> member.

G. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lowell Porter reported on the following items:

1. Notable Projects, Activities and Updates

- a. Executive Director Porter recognized Administrative Services Specialist, Kayla Hodges, for being chosen as an honoree for the Wenatchee World's 30 under 35 for 2022.
- b. Preparations for the September 7, 2022 Budget Workshop are underway.
- c. RiverCom received notice that the RiverCom Supervisors Association had filed with PERC, to move to Teamsters. Their contract is now on hold until the transfer is complete.

2. Capital Facility Project - RFP

- a. Prime Development Services is working on the site feasibility and with the history of the land has chosen to ass a soil assessment as well.
- b. A final report and recommendation is expected to be presented at the October Board meeting.

3. Radio Systems Update

- a. The new Radio Communications Technician, Aaron Fries, began August 15, 2022
- b. Cathedral Rock Radio Site's tower and building are complete and equipment installation is underway.
- c. The Nokia MPLS project equipment installation will be complete by August 19, 2022. Then to follow will be testing to prepare for cutover in September.
- d. Grouse Mountain Radio Site has received all the new solar equipment, except for a new controller. RiverCom is able to use the current controller to get the site functional before winter.
- e. Pre-planning process has begun for Slide Ridge Radio Site, to be completed in 2023.

H. REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

a. Financial Reports

A summary of the July 2022 financials was given.

b. General

Administrative staff received training from Douglas County on August 9, 2022 for their Mitchell Humphrey Accounting software. This will make a smoother accounts payable process for both agencies.

The new scheduling software, Plan-It Dispatch, implementation is being moved to January 1, 2023.

2. Operations Manager

Operations Manager Jeremiah Johnson reported on the following:

- a. On August 4, 2022, Telecommunicator Sidnee Vickery delivered a baby boy. This is her third baby to deliver.
- b. Shift bidding will open at the end of the month.
- c. RiverCom had two previous Telecommunicators return, one trainee signed off to her own shift, and one trainee expected to final sign off soon. The staffing increase of three full-time Telecommunicators has drastically reduced the need for mandated overtime in September.
- d. Academy 29 will begin September 6, 2022, to include four (4) trainees.
- e. RiverCom is currently accepting applications for Certified Training Officers (CTO), two (2) employees have already applied. This will help greatly with the new Academy.

3. IT Manager

IT Manager Jerry Corder reported on the following:

a. Network Update

IT department has been working hard at evaluating RiverCom's network and security, to include looking at systems that can protect our system and information needs.

Solacom has been running smoothly, and hope to continue that path.

I. OTHER BUSINESS

1. Resolution 2022-3: To Amend the 2022 Annual Budget

RiverCom has been working diligently on the 2023 Budget and during that process took a thorough evaluation of the E911 Reserve account and its allowed expenditures. RiverCom is asking for the spending authority to access the full available funds in the E911 Reserve account in 2022, which will reduce the expenditure cost from the 2023 Annual Budget

*Motion to approve Resolution 2022-3: To Amend the 2022 Annual Budget; Crawford, second Sutton.*

*Resolution: Motion carried unanimously.*

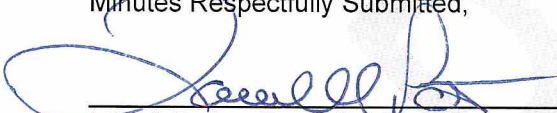
2. Shared Funding Tier 2 Proposal – Lake Wenatchee Fire & Rescue

With no representation from Lake Wenatchee Fire & Rescue, the Board chose to table the discussion until the September 21, 2022 meeting.

J. ADJOURNMENT

There was no further business the meeting was adjourned at 10:00 a.m.

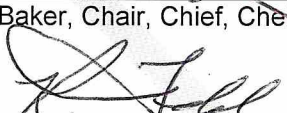
Minutes Respectfully Submitted,

  
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Lowell Porter, Executive Director  
Secretary to the Board

9-22-22.  
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Date

**RiverCom Administrative Board Members:**

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

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

  
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Travis Hornby, Councilmember, City of Wenatchee

  
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Dan Sutton, Commissioner, Douglas County

  
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Tiffany Gering, Commissioner, Chelan County