

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, September 21, 2022

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

MEETING MINUTES

ATTENDANCE:

Board Members: Arnold Baker (Chair), Rob Tidd, *alternate for Jerrilea Crawford* (Chair Pro Tem), Dan Sutton, Mike Poirier, Tiffany Gering

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

RiverCom Staff: Lowell Porter, Jeremiah Johnson, Jerry Corder, Mihkaela Overbay, Kayla Hodges, 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 move agenda item I to follow item E; Sutton, second by Gering.
Resolution: Motion carried unanimously.*

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, August 17, 2022
2. RiverCom Administrative Board Workshop Minutes, September 7, 2022
3. Financial reports for the month ending August 31, 2022
4. Payroll for August 1-31, 2022 paid September 2, 2022
 - a. General Operating Account \$ 351,546.03
5. Accounts Payable in the amount of \$502,238.60 for payment on September 21, 2022
 - a. General Operating Account \$ 41,665.90
 - b. Capital Account \$ 22,048.27
 - c. Capital Facility Reserve Account \$ 13,995.00
 - d. Communications Tax Account \$ 51,570.75
 - E911 Reserve Account \$372,958.60

*Motion to approve the Consent Agenda, Items 1-5, Sutton, second by Poirier.
Resolution: Motion carried unanimously.*

E. **OTHER BUSINESS**

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

Mike Stanford briefed the Board on the need and reason for the request of additional spending authority, outside the allotted \$25,000 set for agencies.

Motion to approve Lake Wenatchee Fire and Rescue the additional spending of \$67,521.76 from the Shared Funding Tier 2 monies; Gering, second by Sutton.

Resolution: Motion carried unanimously.

F. **PUBLIC COMMENT** – No Comments Made

G. BOARD CHAIR REPORT

Chairman Arnold Baker reported on the following items:

1. Chairman Baker opened a discussion topic for the future of radio preventative maintenance, which could be managed and conducted by trained RiverCom personnel. A discussion took place, and will be tabled for a 2023 discussion.

H. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lowell Porter reported on the following items:

1. Notable Projects, Activities and Updates

- a. Appreciation to Administrative Services for their great work on the entire budget process and department managers for their assistance.
- b. Negotiations have begun with the RiverCom Dispatchers Teamsters Local 760.
- c. PERC is working with the RiverCom Supervisors Association, they estimate 30 to 60 days before finalized certification.
- d. RiverCom plans to present a 2022 Achievement Report at the December Board meeting.
- e. A RiverCom Strategic Plan is still a work in progress and plans to have it for the Board to review in early 2023.

2. Capital Facility Project - RFP

- a. Prime Development Services continues the site feasibility work. A finalized report will be presented at the October 19, 2022 Board meeting.

I. REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

a. Financial Reports

The Communications Tax Revenue surpassed the \$3.8 Million between October 1, 2021 and September 30, 2022, resulting in a \$300,000 reimbursement to the User Agencies per Resolution 2021-1. Agencies will receive their reimbursements in October.

2. Operations Manager

Operations Manager Jeremiah Johnson reported on the following:

- a. Academy 29 is underway. Executive Director Porter extended recognition for the great efforts of our trainers.
- b. RiverCom is hosting Public Safety Testing on October 7, 2022 in East Wenatchee.
- c. Staffing improvements and improved moral was discussed. With increased staffing, overtime totals continue to decrease.

3. Radio Systems Update

Executive Director Lowell Porter reported on the following:

- a. Cathedral Rock Radio Site cutover is expected by October 1, 2022.
- b. The Nokia MPLS project is complete. This is a major improvement upgrade for RiverCom.
- c. The supply chain issues on equipment are no longer, for Grouse Mountain and the Goat Mountain to Moses Stool microwave system. The equipment has been shipped and projects can be complete by winter.
- d. Pre-planning process has begun for Slide Ridge Radio Site, to be completed in 2023.

4. IT Manager

IT Manager Jerry Corder reported on the following:

- a. Working to replace the time sync server, the old one is dying.
- b. On September 27, 2022 all the CAD computers will be replaced. The current ones are five (5) years old, and they will be repurposed as training computers.

J. EXECUTIVE SESSION – to discuss a public employee

Chairman Baker moved the meeting into Executive Session, not to exceed ten (10) minutes at 10:03 a.m.

At 10:13 a.m. the meeting was moved back into regular session, there was no action taken.

K. CLOSED SESSION

Chairman Baker moved the meeting into Closed Session to discuss collective bargaining negotiations at 10:14 a.m.

At 10:30 a.m. the meeting was brought back to regular session.

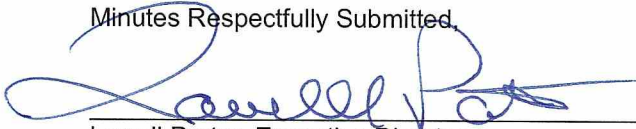
Motion to approve the discussed Memorandum of Agreements with the RiverCom Supervisor Association; Sutton, second Gering.

Resolution: Motion carried unanimously.

L. ADJOURNMENT

There was no further business the meeting was adjourned at 10:31 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director
Secretary to the Board

10-19-22
Date

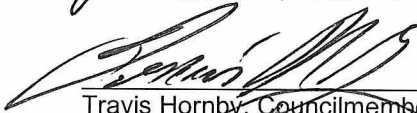
RiverCom Administrative Board Members:



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