

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, October 19, 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, Travis Hornby, Tiffany Gering

Ex-Officio Members: Tyler Caille, Brian Burnett, Rick Johnson, Edgar Reinfeld

RiverCom Staff: Lowell Porter, Jerry Corder, Mihkaela Overbay, Josh Humphrey, Kayla Hodges, Aaron Fries

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 agenda as presented; Crawford, second by Sutton.

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, September 21, 2022
2. Financial reports for the month ending September 21, 2022
3. Payroll for September 1-30, 2022 paid October 5, 2022
 - a. General Operating Account \$ 356,711.47
4. Accounts Payable in the amount of \$835,367.01 for payment on October 19, 2022
 - a. General Operating Account \$338,071.76
 - b. Capital Account \$ 1,617.90
 - c. Capital Facility Reserve Account \$ 8,300.00
 - d. Communications Tax Account \$ 13,342.31
 - e. E911 Reserve Account \$474,035.04

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

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 of reconfiguring the RiverCom Administrative Board members, to take the current structure of five (5) voting members to seven (7). A discussion took place with the current Board members and Ex-Officio members.

Motion to create a permanent position for each elected Sheriff on the RiverCom Administrative Board and change the 5th Voting position to a rotating Fire or EMS Representative; Sutton, second by Gering.

Resolution: Motion carried unanimously.

The Board asked RiverCom staff to have a draft policy of the change at the November Board meeting, to implement the change January 1, 2023.

2. The site assessment report from Prime Development Services is not complete for the expected presentation, and has been extended.

G. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lowell Porter reported on the following items:

1. Notable Projects, Activities and Updates

- a. A letter was distributed to the board from Wenatchee Police Department for the great work conducted and helpfulness from RiverCom staff on entering the theft of 74 stolen firearms. WPD was appreciative of their hard work and diligence on this incident.
- b. Executive Director Porter and Assistant Chief Andy Davidson from Wenatchee Valley Fire, wanted to recognize Operations Manager Jeremiah Johnson. Johnson, who is also a volunteer firefighter, fought a brush fire out in Malaga that alone, due to other resources unable to get to his side of the fire. Davidson noted they are thankful to have Johnson as a resource, he saved multiple acres and homes.
- c. Administrative staff has been working hard to refine the 2023 Annual Budget, preparing for the closing of 2022 and scheduling the 2024 budget process. Next year's Budget workshop will be scheduled for September 6, 2023.
- d. The RiverCom Operations Group met October 11, 2022, they were given updates on all the current projects and needs. The users are happy with the projections as well as the results from the current completed projects.
- e. Working to create and complete a full radio sustainment plan in 2023.

H. REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

a. Financial Update

A User Agency Reimbursement breakdown was in each board packet and the reimbursements will be issued today.

b. Staffing Update

- A February academy has been planned and the hiring process is underway. RiverCom held public safety testing on October 7, 2022 and now have five potential candidates for November interviews.
- One (1) Supervisor decided to step down to Telecommunicator. This leaves four (4) vacancies for Supervisors. Supervisor application process is currently open and interviews will take place November 16, 2022.
- A former Telecommunicator trainee has returned to RiverCom, in her time away she worked for Okanogan County 911.
- Including our now five (5) trainees, the Telecommunicator vacancy is down to three (3).
- In the upcoming weeks RiverCom will be attending multiple career fairs for college and high school students, in Wenatchee, Okanogan and Moses Lake.

c. General Update

PERC has finalized the switch for the RiverCom Supervisor Association. Labor Negotiations with the Teamsters and RiverCom Guild will be conducting November 9-11, 2022.

2. Operations Manager

Executive Director Lowell Porter reported on the following:

- a. There are two (2) potential life saves, awaiting to be validated.

- b. Telecommunicator Scott Heneghen assisted the delivery of a baby boy on October 11, 2022.
 - c. Working to create a supervisor plan for adequate training for the current and possibly incoming.
- 3. Radio Systems Update
Radio Systems Manager Josh Humphrey reported on the following:
 - a. Humphrey introduced new Radio Technician Aaron Fries.
 - b. Cathedral Rock Radio Site is in the testing phase, awaiting the final generator inspection to be complete.
 - c. The Nokia MPLS project is complete, and running smoothly.
 - d. Grouse Mountain Radio site is complete and turned on.
 - e. The Goat to Moses Stool Microwave project has encountered some issues. Nokia forgot necessary equipment, RiverCom hopes to have it soon.
- 4. IT Manager
IT Manager Jerry Corder reported on the following:
 - a. All 11 CAD computers have been replaced. The old ones will be repurposed for training and the current training computers will be recycled or used for parts.
 - b. The timeclock server has been replaced. This synchronizes the entire center's radio and phone systems.

I. OTHER BUSINESS

1. Resolution 2022-4 – Approve and Adopt 2023 Annual Budget

The preliminary 2023 Annual Budget document was distributed to the Board. An update of changes was given.

Jerrilea Crawford noted she was pleased with the expenditures but not in agreeance for the user agency fees and communications tax revenue estimate, recommending that RiverCom increase the revenue and decrease the user fees. Travis Hornby and Tiffany Gering agreed that the revenue was too conservative and would like to see it at a more accurate number. Dan Sutton noted that he was not confident in the 2023 revenue as it is forecasted to be a recession. Discussion took place.

Motion to approve and adopt Resolution 2022-4 with the change of User Assessment Fees at \$1.5 Million and set the Communications Tax Revenue to \$4.1 Million; Crawford, second Hornby. With no further discussion, Chairman Baker called for a vote.

In Favor: Gering, Crawford, Hornby

Oppose: Sutton, Baker

Resolution: Motion Carried

2. Interlocal Cooperative Agreement Between Douglas County and RiverCom for Financial Services
The Interlocal document was distributed to the Board.

Douglas County has reviewed and updated the outdated Interlocal that provides financial services to RiverCom 911. Changes to the new agreement were presented to the Board.

Motion to approve the revised Interlocal Cooperative Agreement Between Douglas County and RiverCom for Financial Services; Hornby, second Gering.

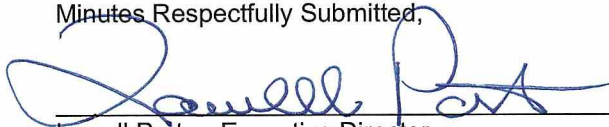
Due to conflict of interest, Dan Sutton recused.

Resolution: Motion Carried.

J. ADJOURNMENT

There was no further business the meeting was adjourned at 10:21 a.m.

Minutes Respectfully Submitted,



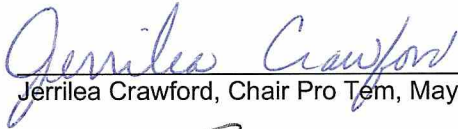
Lowell Porter, Executive Director
Secretary to the Board

12-5-22
Date

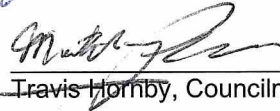
RiverCom Administrative Board Members:



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 *Michael Penick*

Absent

Dan Sutton, Commissioner, Douglas County

Absent

Tiffany Gering, Commissioner, Chelan County