

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, November 16, 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), Mike Poirier

**Ex-Officio Members:** None Present

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

A. **CALL TO ORDER** – Chairman Baker called the meeting to order at 09:02 a.m.

B. **PLEDGE OF ALLEGEANCE**

C. **APPROVAL OF AGENDA**

*Motion to approve agenda as presented; Crawford, second by Poirier.*

*Resolution: Motion carried unanimously.*

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, October 19, 2022
2. Financial reports for the month ending October 31, 2022
3. Payroll for October 1-31, 2022 paid November 4, 2022
  - a. General Operating Account \$364,119.06
4. Accounts Payable in the amount of \$191,584.71 for payment on November 16, 2022
  - a. General Operating Account \$ 62,430.63
  - b. Capital Account \$ 23,691.35
  - c. Capital Facility Reserve Account \$ 1,470.00
  - d. Communications Tax Account \$103,992.73

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

*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 previous conversation about reutilizing the Communication Tax Shares Funding Tier 1 account, to fund a full time Radio Technician to handle all user agency preventative maintenance. The benefit of using a RiverCom employee instead of a company is, scheduling would be easier and all radios will be identical and match accordingly. A further discussion took place. Crawford noted she was not opposed to the idea, but would like to see more information.

G. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lowell Porter reported on the following items:

1. **Notable Projects, Activities and Updates**

- a. Recognition was given to the radio team for their hard work this fall, finalizing the major radio projects and dealing with the supply issues.
  - b. Reminder to the Board, in the December 15, 2022 meeting will include announcing a new 5<sup>th</sup> voting member, election of new Board Chair and Chair Pro Tem, and the 2022 Achievement Report.
2. Capital Facility Project
- a. The next to final draft on Site Feasibility showed issues on at the Sand Canyon property. RiverCom chose to do a new search for new available potential property. There are three (3) viable options, including Sand Canyon. Work is still ongoing, and a special meeting will be called when the report is finalized.
  - b. Financial research is being conducted for options in reference the future PSAP.

#### H. REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

a. Financial Update

PDS Self Service is live to our employees, this allows them to access their pay statements virtually. Thank you to Douglas County for working hard on this for RiverCom.

b. Staffing Update

- Supervisor Promotion opportunity was open for application, three (3) are to be interviewed on November 16, 2022.
- There are four (4) candidates being moved forward in our pre-employment for Telecommunicator, for a February Academy.
- Discussion took place on current staffing levels and training process.
- Appreciation for Kayla Hodges, Mayra Sanchez and Renee VanBuskirk for their attendance at the recent career and job fairs.

c. General Update

Negotiations with Teamsters Local 760 representing RiverCom Guild took place November 9-11, 2022.

2. Operations Manager

Operations Manager Jeremiah Johnson reported on the following:

- a. Working on recent life saves, to present in December.
- b. Celebrated Karen Bull for her 25 years of Service.
- c. Currently have five (5) trainees working the floor.
- d. Encouraging user agencies to experience a sit-in with our Telecommunicators, to understand the dispatch process. It has been beneficial and insightful for those that have taken the time.
- e. Working to create a supervisor plan for adequate training for both the current and incoming supervisors.

3. Radio Systems Update

Radio Systems Manager Josh Humphrey reported on the following:

- a. Cathedral Rock Radio Site has the final generator inspection November 17, 2022. This will finalize the completion of this site.
- b. Goat to Moses Stool Radio Site project is in testing phase, the missing equipment had been received and installed.

- c. Slide Ridge Radio Site project is underway, currently working on permit application and contract. This will improve the upper Entiat and Stehekin coverage.
  - d. The completion of the 2022 projects is a major increase to the valley's public safety response.
4. IT Manager  
IT Manager Jerry Corder reported on the following:
- a. Working to switch the old CAD computers to replace training computers.
  - b. Kickoff meeting for the new security infrastructure

I. OTHER BUSINESS

1. Interlocal Cooperative Agreement

The interlocal has not been updated since 2007, and with the vote for the change of Board member make up this will need to be rewritten. After discussion with legal counsel, we will need to schedule a workshop in the future for a full review and to move forward with any changes that need to be made. The Board voting member will not be changing until the interlocal update is complete and signed.

J. CLOSED SESSION – to discuss collective bargaining

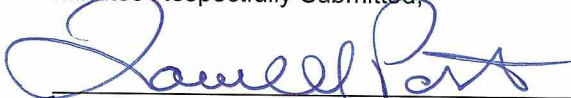
Chairman Baker took the meeting into closed session at 10:04 a.m.

At 10:29 a.m. meeting was called back into session, no formal actions taken.

K. ADJOURNMENT

There was no further business the meeting was adjourned at 10:30 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director  
Secretary to the Board

12-22-22

Date

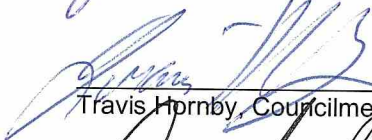
**RiverCom Administrative Board Members:**



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