

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, December 14, 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, Tiffany Gering, Travis Hornby

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

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

Guests: Tyler Caille, Andy Davidson

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, November 16, 2022
2. Financial reports for the month ending November 30, 2022
3. Payroll for November 1-30, 2022 paid December 5, 2022
 - a. General Operating Account \$385,142.81
4. Accounts Payable in the amount of \$126,353.93 for payment on December 14, 2022
 - a. General Operating Account \$ 27,981.18
 - b. Capital Account \$ 63,139.25
 - c. Capital Facility Reserve Account \$ 997.50
 - d. Communications Tax Account \$ 34,236.00

*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. **2023-2024 5th Voting Member Representative**
Chief Steve Crown was chosen by his fellow ex-officios to be the next voting Board member. Concern from Sutton that this would be a conflict of interest due to the Chief being an employee of the city, who is already represented on the voting Board team. Further discussion took place, Steve Crown will continue to serve the Board as a 5th voting member in 2023.

G. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lowell Porter reported on the following items:

1. Notable Projects, Activities and Updates

- a. The 2022 achievement report will be presented at the January 18, 2023 meeting.
- b. Debrief on the issues obtaining the new radio truck, that was ordered in February 2022 and RiverCom received notice the order is now cancelled effective December 2022. New plan of action to execute an emergency purchase and buy a new truck that is in stock at a dealership, as the current truck is not very reliable in current weather conditions.
- c. Radio staff has been working with Eastmont School district on radio coverage inside the schools, for cases of emergency.
- d. Staff is working on a project management timeline for the 2023 Budget.
- e. Collective bargaining with the RiverCom Dispatchers Guild/Teamsters Local 760 is expected to wrap up soon, final contract will be presented to the Board.

2. Capital Facility Project

- a. Reminder to the Board, January 25, 2023 will be the Capital Facility Workshop. The Workshop will include the site feasibility of Sand Canyon property, a second possibility for property, and the presence of Bond counsel to help decide on financial funding a recommended by legal.

H. REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

- a. Financial Update
The RiverCom bond has officially been paid in full.
- b. Staffing Update
 - Supervisor Cortney Soland has resigned, effective December 16, 2022.
 - During the Supervisor promotion process, three (3) were offered the position, two (2) accepted. Effective January 1, 2023 Sidnee Vickery and Darcie Graves will be promoted to Supervisor.
 - Two (2) Telecommunicator have shown interest in becoming a CTO, and are going through the training. RiverCom currently has 8 full CTO's, 2 fill-ins and 1 Fire/EMS only.
 - Currently have five (5) trainees working the floor with a CTO and three (3) candidates in the pre-employment process.
 - Executive Director Porter noted how proud he is of staff for their hard work on staffing and the new training process by Training Coordinator Renee VanBuskirk.

2. Operations Manager

Operations Manager Jeremiah Johnson reported on the following:

- a. Operations Manager Johnson, turned over to Tyler Caille to give his feedback on the Cathedral Rock radio coverage. The Cathedral Rock Radio Site had just been turned on, and had yet to be sent out to all deputies. Caille described an in-progress call that typically would have had spotty radio coverage, but a deputy attempted a radio broadcast and much to his surprise not only did it go through but it was clear communication to and from dispatch.

3. Radio Systems Update

Radio Systems Manager Josh Humphrey reported on the following:

- a. Moses Stool to Goat Mountain microwave project is complete and operational.
- b. All 2022 projects have been completed, and on budget.

4. IT Manager

IT Manager Jerry Corder reported on the following:

- a. IT is having issues getting brackets to mount the new mapping monitors, working with Watson Consoles to get strong enough mounts for installation.

I. OTHER BUSINESS

1. Shared Funding Assistance Program Tier 2 Program – Wenatchee Valley Fire

Andy Davidson presented a request for six (6) new mobile radios and 49 pagers to outfit their volunteer firefighters. Wenatchee Valley Fire still has some available funding and is only looking to request additional expenditure of \$12,000.

Motion to approve Wenatchee Valley Fire Tier 2 Application in full; Sutton, second by Crawford.
Resolution: Motion Carried Unanimously

2. Business Case – Additional Radio Technician

Executive Director Porter presented to the Board a business plan to replace the Shared Funding Tier 1 monies, which is for radio preventative maintenance and repair, and use the funds to hire of an additional Radio Technician to manage all preventative maintenance, repairs and programming internally. Discussion took place, with a decision to bring back an extensive plan answering the Board's questions at the January Board Meeting.

3. Election of 2023 Board Chair and Chair Pro Tem

Chairman Baker noted he has appreciated his time on the RiverCom Board and his time as Board Chair.

Motion to elect Tiffany Gering as Chair for the calendar year of 2023; Hornby, second by Sutton
Resolution: Motion Carried Unanimously

Motion to elect Jerrilea Crawford as Chair Pro Tem for the calendar year of 2023; Baker, second by Hornby
Resolution: Motion Carried Unanimously

J. EXECUTIVE SESSION – to discuss a public employee

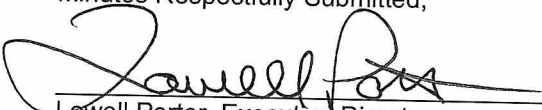
Chairman Baker took the meeting into executive session, not to exceed 20 minutes at 10:17 a.m.

At 10:37 a.m. meeting was called back into session, no formal actions taken.

K. ADJOURNMENT

Letter of recognition was presented to Arnold Baker by the Board and Staff. With no further business the meeting was adjourned at 10:38 a.m.


Minutes Respectfully Submitted,



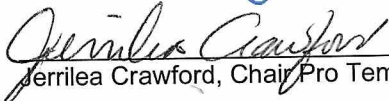
Lowell Porter, Executive Director
Secretary to the Board

1-18-23
Date


RiverCom Administrative Board Members:



Tiffany Gering, Chair, Commissioner, Chelan County




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



Travis Hornby, Councilmember, City of Wenatchee
MIKE HEDDEN

Absent

Dan Sutton, Commissioner, Douglas County



Steve Crown, Chief, Wenatchee Police Department