

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, February 15, 2023

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

MEETING MINUTES

ATTENDANCE:

Board Members: Dan Sutton (Designated Chair), Travis Hornby, Edgar Reinfeld (alternate for Crown)

Ex-Officio Members: Arnold Baker, Kevin Morris, Daniel Ozment (alternate for Morrison)

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

A. **CALL TO ORDER** – Chairman Sutton called the meeting to order at 09:00 a.m.

B. **PLEDGE OF ALLEGEANCE**

C. **APPROVAL OF AGENDA**

Motion to approve agenda as presented; Hornby, second by Reinfeld.

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, January 18, 2023
2. RiverCom Administrative Board Workshop Minutes, January 25, 2023
3. Financial reports for the month ending January 31, 2023
4. Payroll for January 1-31, 2023, paid February 3, 2023
 - a. General Operating Account \$ 393,708.20
5. 2023 Accounts Payable in the amount of \$124,027.02 for payment on February 15, 2023
 - a. General Operating Account \$74,812.83
 - b. Capital Facility Reserve Account \$11,362.50
 - c. Capital Account \$13,271.21
 - d. Communications Tax Account \$24,580.48

Motion to approve the Consent Agenda, Items 1-6; Reinfeld, second by Hornby.

Resolution: Motion carried unanimously.

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

F. **BOARD CHAIR REPORT** - No report

G. **EXECUTIVE DIRECTOR REPORT**

Executive Director Porter reported on the following:

1. **Notable Projects and activities**
 - a. After the Board approval of the Subscriber Equipment Sustainment Plan, staff immediately began implementation. RiverCom plans to continue to report on the services and process as the program continues.
 - b. The Inter-local updating has been put on pause, as there are upcoming changes to also affect this.

2. Capital Facility Project Update

- a. Executive Director Porter thanked the Board for their attendance and time at the January workshop. Work continues on the site feasibility and hopes to provide a complete comparison of properties at the March Board meeting.

H. MANAGER REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

- a. A conditional offer has been issued for the new Radio Technician position, and the candidate is currently in the pre-employment process.

2. Operations Manager

Operations Manager Jeremiah Johnson reported on the following:

- a. Currently have four (4) trainees working the floor and doing well. The next Academy is to begin early April.
Sutton asked how moral is going and Baker asked about mandated overtime. A discussion took place.

3. IT Manager

IT Manager Jerry Corder reported on the following:

- a. Proper mounting brackets from Watson Furniture Group finally arrived, to mount the new mapping monitors for the remaining dispatch stations. Now that a prototype is complete, the rest can be ordered to complete this project.
- b. Current firewall vendor has moved its services to a cloud-based program. Due to security purposes, this is not an option for RiverCom. Research for a new vendor is underway.

4. Radio Systems Technical Manager

Radio Manager Josh Humphrey reported on the following:

- a. Currently working on a contract with Day Wireless on the Slide Ridge Radio Site project. Also, working with the USFS on allowable tower height at the site.

I. OTHER BUSINESS

1. Resolution 2023-2 – To Approve Capital Reserves Expenditures for Financing New PSAP

Pacifica Law Group presented at the January workshop for Bond options to finance the new PSAP. As RiverCom is approaching property purchase and moving to design, Bond counsel and financing need to be decided. An engagement letter from Pacifica was handed to the Board. Executive Director Porter's recommendation to the Board is to move forward and engage with Bond counsel.

After further discussion, the Resolution was asked for some re-write by staff and to be presented at the next Board meeting.

J. EXECUTIVE SESSION – to discuss a public employee

Chairman Sutton took the meeting into executive session, not to exceed fifteen (15) minutes at 09:42 a.m.

At 09:57 a.m. the meeting was called back into session; no formal actions taken.

K. CLOSED SESSION – to discuss collective bargaining, pursuant to RCW 42.30.140

Chairman Sutton took the meeting into closed session at 09:57 a.m.

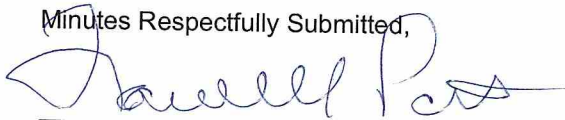
At 10:22 a.m. the meeting was called back into regular session; no formal actions taken.

*Motion to approve the Collective Bargaining Agreement with Teamsters Local 760 representing the Emergency Service Dispatchers as discussed in Closed Session; Reinfeld, second by Hornby.
Resolution: Motion carried unanimously.*

L. ADJOURNMENT

With no further business the meeting was adjourned at 10:23 a.m.

Minutes Respectfully Submitted,



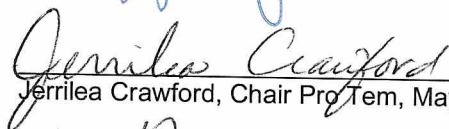
Lowell Porter, Executive Director
Secretary to the Board

3-15-23
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 POZAR



Dan Sutton, Commissioner, Douglas County



Steve Crown, Chief, Wenatchee Police Department