

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, March 15, 2023

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

MEETING MINUTES

ATTENDANCE:

Board Members: Tiffany Gering (Chair), Jerrilea Crawford (Chair Pro Tem), Dan Sutton, Mike Poirier, Steve Crown

Ex-Officio Members: Arnold Baker, Kevin Morris (via Zoom)

RiverCom Staff: Lowell Porter, Jerry Corder, Mihkaela Overbay, Jeremiah Johnson, Lynn Palmer, Brad Granger, Kayla Hodges, Dee Gutierrez

Guests: Bob Siderius, JSDA Law; Chris Speten, Prime Development Services

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

B. **PLEDGE OF ALLEGEANCE**

C. **APPROVAL OF AGENDA**

Motion to approve agenda as presented; Sutton, second by Crown.

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, February 15, 2023
2. Financial reports for the month ending February 28, 2023
3. Payroll for February 1-28, 2023, paid March 3, 2023
 - a. General Operating Account \$360,096.71
4. 2023 Accounts Payable in the amount of \$248,657.19 for payment on March 15, 2023
 - a. General Operating Account \$ 32,946.88
 - b. Capital Facility Reserve Account \$ 8,850.00
 - c. Capital Account \$ 84,751.00
 - d. Communications Tax Account \$122,109.31

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**

Chairwoman Gering asked the Board to move the October Meeting date from October 18, 2023 to October 11, 2023, due to many conflicting schedules. The Board was in agreeance of moving the date.

G. **EXECUTIVE DIRECTOR REPORT**

Executive Director Porter reported on the following:

1. **Notable Projects and activities**
 - a. The Executive Director hiring process timeline has been scheduled.
 - b. RiverCom continues to work on the planning and sustainment with each department to assist preparing for the 2024 budget process.

- c. The Subscriber Equipment Sustainment Program (SESP) is underway. The new radio technician is scheduled to begin April 3, 2023. Preventative maintenance is being scheduled and conducted. Chelan County Sheriff's Office will be completed by the end of the month, next priority is the fire departments.
- 2. Capital Facility Project Update
 - a. To be discussed in the executive session.
- 3. Radio Site Updates
 - a. Grouse Mountain Radio Site is down due to an electrical issue. Technicians are headed to the site March 15, 2023 to do the repair.
 - b. For the Slide Ridge project, RiverCom is still working with the USFS on permitting and agreement for tower height. The contract is still in process with Day Wireless with a hopeful completion date for late Fall 2023.
 - c. Kick off meeting took place on March 14, 2023 with Wenatchee PD and East Wenatchee PD for radio infrastructure for both agencies. The plan is to replace and create one simulcast system allowing additional coverage for both police departments. A Fall cutover is expected.

H. MANAGER REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

- a. The formal 2023 Annual Budget document was handed out to the Board members.
- b. Three (3) Telecommunicators will begin Academy on April 10, 2023.
- c. National Telecommunicator Week is April 9-15, 2023; encouraged Board members and Ex-Officios to make an appearance to RiverCom that week.
- d. Recruitment for the Executive Director has shown several interested parties, RiverCom has received one full application. Application acceptance closes April 6, 2023 and 03:00 PM.

2. Operations Manager

Operations Manager Jeremiah Johnson reported on the following:

- a. One trainee was signed off on March 10, 2023, she is now working her own shift. There are two (2) more scheduled for final sign-off by the end of March and one by the end of April. This will be the largest Academy success rate in years for RiverCom with 4 out of 5 making it to final sign-off.
- b. Johnson is working with the fire and EMS agencies on their radio programming, in preparation for the radio technician's preventative maintenance.

RiverCom's Legal Counsel Representative Bob Sideris asked to make a comment on the topic of RiverCom staffing. He recommended to the Board that they consider re-adding a Deputy Director position, when the new Executive Director is hired, as he had witnessed the large workload on the current Executive Director. Further discussion took place on this topic, with the decision to table the discussion for a future meeting.

3. IT Manager

IT Manager Jerry Corder reported on the following:

- a. Continue to work with Watson Furniture Group on the monitor stands. An engineer came onsite for review and decision of a final solution.

- I. EXECUTIVE SESSION – to discuss the hiring process for the position of Executive Director
Chairwoman Gering took the meeting into executive session, not to exceed twelve (12) minutes at 09:35 a.m.

At 09:47 the session was extended five (5) minutes

At 09:52 a.m. the meeting was called back into session; no formal actions taken.

- J. EXECUTIVE SESSION – to discuss personnel issues
Chairwoman Gering took the meeting into executive session, not to exceed ten (10) minutes at 09:53 a.m.

At 10:03 the session was extended two (2) minutes

At 10:05 the session was extended one (1) minute

At 10:06 a.m. the meeting was called back into session; no formal actions taken.

Executive Director Porter asked to amend Agenda item K.1 to move until after item L

*Motion to amend the meeting Agenda of item K.1 Resolution 2023-2 to after item L Closed Session;
Sutton, second Poirier.*

Resolution: Motion carried unanimously.

- K. CLOSED SESSION – to discuss real estate and contracting with legal counsel present
Chairwoman Gering took the meeting into closed session, not to exceed sixty (60) minutes at 10:15 a.m.

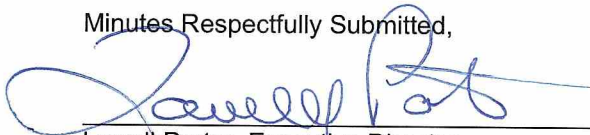
At 11:15 a.m. the meeting was called back into regular session; no formal actions taken.

By consensus of the RiverCom Board, they request to removed action items of Consultant Contract and Resolution 2023-2.

- L. ADJOURNMENT

With no further business the meeting was adjourned at 11:16 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director
Secretary to the Board

4-19-23.

Date

RiverCom Administrative Board Members:



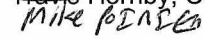
Tiffany Gering, Chair, Commissioner, Chelan County



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



Travis Hornby, Councilmember, City of Wenatchee



Absent

Dan Sutton, Commissioner, Douglas County



Steve Crown, Chief, Wenatchee Police Department