

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, May 17, 2023

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

MEETING MINUTES

ATTENDANCE:

Board Members: Tiffany Gering (Chair) attendance via ZOOM, Jerrilea Crawford (Chair Pro Tem), Dan Sutton, Travis Hornby, Steve Crown

Ex-Officio Members: Arnold Baker, Rick Johnson, Kevin Morris

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

Guests: Chris Speten, Prime Development Services

A. **CALL TO ORDER** – In the absence for Chairwoman Gering, Chairwoman Crawford 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, April 19, 2023
2. RiverCom Administrative Board Minutes, May 11, 2023
3. RiverCom Administrative Board Minutes, May 12, 2023
4. Financial reports for the month ending April 30, 2023
5. Payroll for April 1-30, 2023, paid May 5, 2023
 - a. General Operating Account \$376,090.82
6. 2023 Accounts Payable in the amount of \$125,665.77 for payment on May 17, 2023
 - a. General Operating Account \$60,827.58
 - b. Capital Facility Reserve Account \$ 5,767.50
 - c. Capital Account \$ 3,111.02
 - d. Communications Tax Account \$55,959.67

*Motion to approve the Consent Agenda, Items 1-6; Sutton, second by Hornby.
Resolution: Motion carried unanimously.*

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

F. **EXECUTIVE DIRECTOR REPORT**

Executive Director Porter reported on the following:

1. **Notable Projects and activities**
 - a. Overview and reminder of the 2024 Annual Budget timeline, in preparation for the September 6, 2023 workshop.
 - b. Continuing to work with each department on their success and sustainment planning.
2. **Capital Facility Project Update**
 - a. RiverCom continues work Chelan Douglas Regional Port Authority for facility leasing.

G. MANAGER REPORTS

1. Administrative Services Manager

Administrative Services Manager Mihkaela Overbay reported on the following:

- a. Lateral Telecommunicator from MACC began May 8, 2023.
- b. Sent a statewide survey to all PSAP's for comparisons in their positions, salaries and more.
- c. Staff will attend the Eastmont High School career fair on May 11, 2023.

2. Operations Manager

Executive Director Porter reported on the following:

- a. The iSpy auto/push button response is still a work in progress. RiverCom is working with Wenatchee Valley Fire to fix the issues as they arise.
- b. An update was given on RiverCom's status of integrating Text to 911. Lots of coordination takes place to make this work.
- c. Apple Blossom weekends were busy, but went smooth. This year's calls for service were increased by 10% from 2022.

3. IT Manager

4. Executive Director Porter reported on the following:

- a. The recent Solacom phone system update was successful. Previous updates had signification issues causing 911 outages.
- b. Looking into joining the Houston Galveston Contract for future purchasing.

5. Radio Manager

Radio Manager Josh Humphrey reported on the following:

- a. Subscriber Program going well, preventative maintenance has been completed for five (5) agencies.
- b. Slide Ridge Radio Site has a signed contract with Day Wireless, and a building has been ordered.
- c. Still continue to work on the battery issue at Grouse Mountain. RiverCom is working with Wenatchee Valley Fire to utilize a helicopter to access the radio site for repair.
- d. The Dam-to-Dam Simulcast project, to aid coverage for both police departments, is progressing. Eastmont High School has offered a room to use for the server.

H. OTHER BUSINESS

1. Executive Director Selection

On May 11, 2023 and May 12, 2023, the Executive Director selection took place. There were six (6) total candidates and three (3) were moved to interview. The interview panel reached consensus to select Doug Jones as the next RiverCom Executive Director. Doug Jones has accepted the position and signed a conditional offer of employment to move into the pre-employment process. He is expected to begin the end of June, and a press release will be released May 17, 2023.

2. Part-Time Training Program Assistant Business Case Discussion

A business case was provided to the Board to review for a part time Training Assistant position, to work under the Training Coordinator. No additional funds are being requested due to the vacancy rate of Supervisor positions. Position will be posted internal and external. Further discussion took place.

*Motion to approve Resolution 2023-2 To amend the 2023 Annual Budget to Create a Part-time Training Program Assistant Position; Hornby, second by Sutton.
Resolution: Motion carried unanimously.*

I. EXECUTIVE SESSION – to discuss lease contracting with legal counsel present

Note: legal was unable in attendance. Chairwoman Crawford took the meeting into executive session, not to exceed twenty (20) minutes at 09:48 a.m.

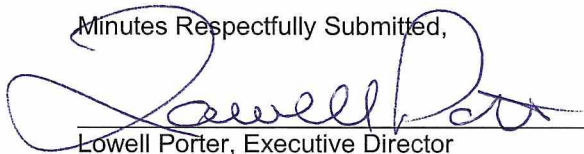
At 10:08 the session was extended five (5) minutes

At 10:13 a.m. the meeting was called back into session; no formal actions taken.

J. ADJOURNMENT

With no further business the meeting was adjourned at 10:13 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director
Secretary to the Board

6-22-23
Date

RiverCom Administrative Board Members:



Tiffany Gering, Chair, Commissioner, Chelan County



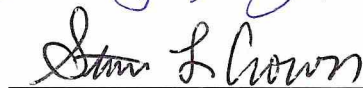
Jerrilea Crawford, Chair Pro Tem, Mayor, City of East Wenatchee



Travis Hornby, Councilmember, City of Wenatchee



Dan Sutton, Commissioner, Douglas County



Steve Crown, Chief, Wenatchee Police Department