

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, June 21, 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, Travis Hornby, Steve Crown

Ex-Officio Members: Arnold Baker, Kevin Morris

RiverCom Staff: Jeremiah Johnson, Jerry Corder, Josh Humphrey, Kayla Hodges, Dee Gutierrez

Guests: Doug Jones, Future RiverCom Director

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 Crawford.

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, May 19, 2023
2. Financial reports for the month ending May 31, 2023
3. Payroll for May 1-31, 2023, paid June 5, 2023
 - a. General Operating Account \$397,175.69
4. 2023 Accounts Payable in the amount of \$172,322.45 for payment on June 23, 2023
 - a. General Operating Account \$124,821.05
 - b. Capital Facility Reserve Account \$ 4,050.00
 - c. Capital Account \$ 1,579.34
 - d. Communications Tax Account \$ 41,872.06

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

Resolution: Motion carried unanimously.

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

F. **EXECUTIVE DIRECTOR REPORT**

Operations Manager Johnson reported on the following:

1. **Notable Projects and activities**

- a. Executive Director Porter has been absent due to family emergency, but will be returning June 22, 2023
- b. New Executive Director Doug Jones begins June 26, 2023. An onboarding and integration plan was presented and approved by the Board Chair; updates will be provided to the Board during the transition.

Doug Jones announced to the Board his appreciation of being selected and looks forward to his start date.

- c. RiverCom received notice from Teamsters Local 760 to engage in the Opener to negotiate salaries. A closed session will be held at the July 19, 2023 Board meeting. Goal is to have negotiations completed before 2024 Annual Budget finalization.
 - d. Executive Director Porter, is still working on the sustainment planning with division managers for budget needs. He is also working on a detailed agenda for the Budget Workshop.
2. Capital Facility Project Update
- a. No updates, still awaiting the engineering report.

G. MANAGER REPORTS

1. Operations Manager

Operations Manager Johnson reported on the following:

- a. Staffing: Recently signed off a trainee to own shift; current lateral hire on the floor training on FIRE/EMS; Academy 23-02 trainees have been released to on the floor training. One (1) application was received for the Training Assistant position; this position will start in the Fall.
- b. An update was given on RiverCom's status of integrating Text to 911. Anticipated "GO LIVE" date of August 1, 2023. Discussion of how other PSAP's have implemented took place.

2. IT Manager

IT Manager Jerry Corder reported on the following:

- a. Gave technical updates on Text to 911 implementation process.

3. Radio Manager

Radio Manager Josh Humphrey reported on the following:

- a. Subscriber Program going well, preventative maintenance has been completed for all Chelan County Fire Agencies.
- b. Slide Ridge Radio Site will be doing a weather balloon testing for tower height, per the forest service request. The building is currently in construction.
- c. Finally able to access Grouse Mountain Radio Site to assess the issues. It was a faulty inverter and is expected to be replaced in July.
- d. The Dam-to-Dam Simulcast project equipment has been ordered, once it arrived it will be installed.

H. ADJOURNMENT

With no further business the meeting was adjourned at 09:20 a.m.

Minutes Respectfully Submitted,



Doug Jones, Executive Director
Secretary to the Board

Date

7/19/23

RiverCom Administrative Board Members:



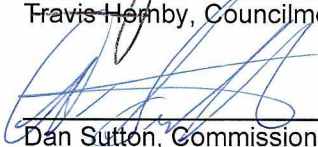
Tiffany Gering, Chair, Commissioner, Chelan County



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



Travis Hornby, Councilmember, City of Wenatchee *MIKE FORCEE*



Dan Sutton, Commissioner, Douglas County



Steve Crown, Chief, Wenatchee Police Department

