

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, July 19, 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, Mike Morrison, Brian Pulse, Tyler Caille, Rick Johnson (ZOOM)

**RiverCom Staff:** Doug Jones, Lowell Porter, Jeremiah Johnson, Mihkaela Overbay, Jerry Corder, Kayla Hodges

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; Crown, second by Crawford.*

*Resolution: Motion carried unanimously.*

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, June 21, 2023
2. Financial reports for the month ending June 30, 2023
3. Payroll for June 1-30, 2023, paid July 5, 2023
  - a. General Operating Account \$406,461.34
4. 2023 Accounts Payable in the amount of \$129,666.94 for payment on July 19, 2023
  - a. General Operating Account \$30,431.05
  - b. Capital Facility Reserve Account \$ 225.00
  - c. Capital Account \$ 3,296.02
  - d. Communications Tax Account \$94,714.87

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

*Resolution: Motion carried unanimously.*

E. **PUBLIC COMMENT**

Comment from Chief David Walker of Lake Wenatchee Fire and Rescue included a letter in the Board packets on behalf of the NCW Fire Chiefs Association. This letter was in support of moving forward on the Interlocal rewrite with the new voting Board make up, to include a permanent Fire/EMS representative. The topic was asked to be added to the August Board meeting.

F. **EXECUTIVE DIRECTOR REPORT**

Executive Director Jones reported on the following:

1. **Notable Projects and activities**
  - a. Executive Director Jones thanked the Board for his selection as new RiverCom Executive Director. He has been meeting with staff one-on-one as well as working closely with Director Porter for their transition process. He is proud to be apart of an amazing team of people.

- b. Working on performance issues with the administrative department, along with choosing a software program to use for employee evaluations.
  - c. Began working on a new "Green to Gold" training program for the recently signed off Telecommunicators, as a tracking and follow up process.
  - d. Staff is working hard on the budget planning for the September 6, 2023 Workshop.
  - e. Still awaiting dates for Teamster negotiations for the opener.
2. Capital Facility Project Update
- a. After an extensive engineering study, the CTC building is unable to be reinforced to allow RiverCom to use it as an option, according to PSAP regulations.
3. Resolution 2023-6: Amend the 2023 Annual Budget for Executive Director Salary
- a. Resolution 2023-6 distributed to the Board. Resolution to amend the 2023 budget for the overlap of Executive Director salaries.
- Motion to approve the transfer of \$88,814 from the remaining balance of the Communications Tax Account to the General Operating Account for the required additional Executive Director Salary; Crawford, second by Crown.*  
*Resolution: Motion carried unanimously.*

#### G. MANAGER REPORTS

1. Administrative Services Manager
- a. Resolution 2023-4: Authorized Signators for Advanced Travel Fund  
 Resolution 2023-4 distributed to the Board.  
  
 The Resolution supersedes Resolution 2022-1 to authorizes the permitted individuals as signatories on the account.  
  
*Motion to move approve and adopt Resolution 2022-1 to designate authorized signatories for the Advance Travel Fund Bank Account as presented; Crawford, second by Sutton.*  
*Resolution: Motion carried unanimously.*
2. Operations Manager  
 Operations Manager Johnson reported on the following:
- a. Telecommunicator Janelle Brunette will be signed off on Fire dispatch as of July 26, 2023.
  - b. An update was given on RiverCom's status of integrating Text to 911, the anticipated "GO LIVE" date of August 1, 2023 has been pushed back due to technology issues.
3. IT Manager  
 IT Manager Jerry Corder reported on the following:
- a. Updates on the security camera software, to increase security from hackers.
  - b. 911 phone outage on July 4, 2023 due to call overload, 911 was down for three (3) hours. With having to use our backup lines, RiverCom has added two (2) additional POTS lines and replaced the phone to be cordless.
4. Radio Manager  
 Radio Manager Josh Humphrey reported on the following:
- a. Subscriber Program is on schedule and solving issues as they arise on site.
  - b. Slide Ridge Radio Site is still awaiting tower height decision from the US Forest Service, they are concerned about visual impact. RiverCom is requesting an 80ft tower at the location.

- c. Grouse mountain will be on and functional by July 21, 2023.
- d. The Dam-to-Dam Simulcast project equipment is still awaiting arrival, pushing back the cutover date.

H. EXECUTIVE SESSION – To discuss a public employee

Chairwoman Gering took the meeting into executive session, not to exceed twenty (20) minutes at 09:27 a.m.

At 09:47 a.m. the meeting was called back into session; no formal actions taken.

Resolution 2023-3: To Amend the 2023 Annual Budget to Create a Second GIS Analyst Position was handed out to the Board.

*Motion to approve the transfer of \$36,505 from the remaining balance of the Communications Tax Account to the General Operating Account for the additional GIS Analyst Salary; Sutton, second by Poirier.*

Crawford expressed her concern to re-evaluate if the GIS Analyst position should be 1.5 FTE or 2 FTE for the 2024 Annual Budget.

*Resolution: Motion carried unanimously*

I. EXECUTIVE SESSION – To review a public contract

Chairwoman Gering took the meeting into executive session, not to exceed fifteen (15) minutes at 09:49 a.m.

At 10:04 a.m. the meeting was called back into session; no formal actions taken.

Resolution 2023-5: To Amend the 2023 Annual Budget to Fund the Replacement of the 911 Phone System was handed out to the Board.

*Motion to approve the transfer of \$591,305 from the Capital Facilities Reserve Account to the Capital Projects Account to fund the implementation of a new 911 phone system; Poirier, second by Sutton.*

Crown recommends RiverCom negotiate the best possible contract based on approval.

*Resolution: Motion carried unanimously*

J. EXECUTIVE SESSION – To discuss real estate

Chairwoman Gering took the meeting into executive session, not to exceed fifteen (15) minutes at 10:06 a.m.

At 10:21 a.m. the meeting was called back into session; no formal actions taken.

K. ADJOURNMENT

With no further business the meeting was adjourned at 10:21 a.m.

Minutes Respectfully Submitted,

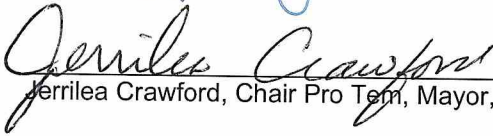


Doug Jones, Executive Director  
Secretary to the Board

30 AUG 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