

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, August 16, 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

Ex-Officio Members: Arnold Baker, Mike Morrison, Rick Johnson, Andy Davidson

RiverCom Staff: Doug Jones, Lowell Porter, Jeremiah Johnson, Mihkaela Overbay, Jerry Corder, Josh Humphrey, 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; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, July 19, 2023
2. Financial reports for the month ending July 31, 2023
3. Payroll for July 1-31, 2023, paid August 4, 2023
 - a. General Operating Account \$398,424.78
4. 2023 Accounts Payable in the amount of \$92,938.30 for payment on August 16, 2023
 - a. General Operating Account \$37,910.18
 - b. Capital Facility Reserve Account \$15,150.00
 - c. Capital Account \$ 7,016.47
 - d. Communications Tax Account \$32,861.65

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

Resolution: Motion carried unanimously.

E. **PUBLIC COMMENT**

Comment from Chris Carlson, a local architect and councilmember for city of Cashmere, who presented a more in-depth explanation on the survey of the CTC and why it isn't a viable option for RiverCom 911 to use as a PSAP facility. He also offered his service to RiverCom 911, should they need future assistance.

F. **EXECUTIVE DIRECTOR REPORT**

Executive Director Jones reported on the following:

1. **Text to 911 Update**
 - a. RiverCom had to delay the Text-to-911 Live date due to some technical delays, but the new date for Text-to-911 to go live will be August 28, 2023. Public outreach will begin on August 24, 2023.
2. **Phone System Update**
 - a. Last month, the Board approved RiverCom to move forward with the purchase of a new phone system and break current contract due to the ongoing issues. RiverCom is working

with the other consortium members and general counsel to be able to break the current phone contract with Solacom. RiverCom has chose to look at a few options for phone systems, to be able to chose what is best for them, and moving forward they will be in a standalone environment.

3. Capital Facility Update

- a. With the CTC option off the table, RiverCom is back to the drawing board for facility options. The Wenatchee Valley does not have any current existing buildings that are up to standard for a primary PSAP. An option was discussed with the Chelan Douglas Regional Port Authority for a build-to-suit lease option, but their Board has asked to exhaust all other viable options before this consideration.
- b. Former Chelan County Commissioner and Original RiverCom Board Chair, Buell Hawkins and Realtor Perrin Cornell presented a facility option to the RiverCom Board. Hawkins also gave insight to the history and creation of RiverCom 911. The presentation was for land near Pangborn Airport as a build-to-suit lease or buy option. Further discussion took place.

4. Interlocal Cooperative Agreement (ICA) Update

- a. In Fall 2022, the Board voted to restructure the voting member makeup. This vote required the ICA to be updated and with further review other items in the ICA also needed updated. RiverCom is working with legal counsel on a draft version, with the Board restructure change as well as combining the three (3) separate Tactical Advisory Committees (TAC's) to just the RiverCom Operations Groups (ROG). Executive Director Jones would like to schedule a workshop in late October to finalize the ICA, the Board was in agreeance.

5. Shared Funding Memorandum of Understanding (MOU) Update

- a. Director Porter gave a reminder of the changes to the shared funding program over the past year. The current MOU is up for review this year, and with the recent changes it has been decided to change the process to a need/priority-based application process, to be managed by the ROG. Staff is working on a final draft with ROG Chair and legal counsel to present to the Board. Discussion took place.

G. MANAGER REPORTS

1. Administrative Services Manager

- a. Teamster negotiations have been scheduled for September 12, 13, 18 and 19, 2023.
- b. Working with NEOGOV to create and implement the new performance evaluation program, hopeful to go live in November.
- c. RiverCom will have a booth at the NCW Fair in Waterville on August 25, 2023 with Text-to-911 handouts.

2. Operations Manager

Operations Manager Johnson reported on the following:

- a. Working hard to finalize the training for Text-to-911.
- b. Sending some Telecommunicators to King County on September 20, 2023 to preview a phone system option.
- c. Our Lateral Telecommunicator is to be signed off training by the end of the month.

3. Radio Manager

Radio Manager Josh Humphrey reported on the following:

- a. Subscriber Program is going well, finishing up with some fire departments and working on EMS.

- b. Slide Ridge Radio Site is still awaiting tower height decision from the US Forest Service. The building shelter has received its approval but is not set to arrive until November 2023, this will most likely push the completion back to Summer 2024 due to weather.
- c. Grouse mountain fault has been fully repaired, it was an electrical issue.
- d. The Dam-to-Dam Simulcast project equipment has begun to arrive, still awaiting remaining equipment before installation.

H. OTHER BUSINESS

1. Shared Funding Request – East Cascade SWAT

EWPD Assistant Chief Hampton and WPD Captain Chance presented a funding request on behalf of the East Cascade SWAT Team, to purchase voice transmitters for their gas masks. The requested amount of \$10,632.01 will supply transmitters to the entire SWAT team.

Motion to approve the Shared Funding Request by the East Cascade SWAT Team in the amount of \$10,632.01; Sutton, second by Crawford.
Motion carries unanimously.

2. JDSA Professional Services Agreement

RiverCom would like to make a change from having two separate legal teams, labor versus non-labor, and consolidate to one. RiverCom would like to Attorney Bob Siderius for all legal matters moving forward. Discussion took place.

Motion to approve the JDSA Professional Services Agreement; Crawford, second by Sutton.
Motion carries unanimously.

I. EXECUTIVE SESSION – To discuss real estate

Chairwoman Gering took the meeting into executive session, not to exceed fifteen (15) minutes at 10:00 a.m.

At 10:15 a.m. the meeting was extended for fifteen minutes.

At 10:30 a.m. the meeting was extended for fifteen minutes.

At 10:45 a.m. the meeting was called back into session; no formal actions taken.

The Board expressed their appreciation to Mr. Hawkins and Mr. Perrin for their proposal, but have decided to not make a final decision at this time and explore all options.

J. CLOSED SESSION

Chairwoman Gering took the meeting into closed session for an undetermined amount of time to discuss collective bargaining negotiations, at 10:49 a.m.

No action was taken.

K. ADJOURNMENT

With no further business the meeting was adjourned at 10:52 a.m.

Minutes Respectfully Submitted,




Doug Jones, Executive Director
Secretary to the Board

9/26/23
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 *MICHAEL POINCEAU*



Dan Sutton, Commissioner, Douglas County



Steve Crown, Chief, Wenatchee Police Department

EDGAR REINOLD, CHAIRMAN