

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, September 20, 2023**

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

**MEETING MINUTES**

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ATTENDANCE:

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

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

RiverCom Staff: Doug Jones, Lowell Porter, Mihkaela Overbay, Jerry Corder, Josh Humphrey, Kayla Hodges

Guest: Bob Siderius, JDSA Law

A. CALL TO ORDER –Chairwoman Gering called the meeting to order at 09:01 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, August 16, 2023
2. RiverCom Administrative Board Workshop Minutes, September 6, 2023
3. Financial reports for the month ending August 31, 2023
4. Payroll for August 1-31, 2023, paid September 5, 2023
  - a. General Operating Account \$400,863.10
5. 2023 Accounts Payable in the amount of \$151,766.67 for payment on August 16, 2023
  - a. General Operating Account \$75,792.73
  - b. Capital Account \$ 1,678.24
  - c. Communications Tax Account \$74,295.70

*Motion to approve the Consent Agenda, Items 1-5; Crawford, second by Poirier.*

*Resolution: Motion carried unanimously.*

E. PUBLIC COMMENT – No Comments

F. EXECUTIVE DIRECTOR REPORT

Executive Director Jones reported on the following:

1. Customer Agency Survey
  - a. An electronic survey was sent out to all customer agencies asking for feedback on the RiverCom Telecommunicators and radio communication. Executive Director Jones presented the survey results to the Board. This survey will continue to be sent out every quarter.
2. Phone System Update
  - a. The consortium members have decided to collectively write a letter to Solacom, in reference of violating their contract. All members have signed the contract and sent it to Solacom. Discussion is ongoing, to exit the current contract.

3. Supervisor Recruitment

- a. Supervisor application period has closed. Four (4) Telecommunicators applied and will interview on September 21, 2023. Thank you to those assisting on the panel.

G. MANAGER REPORTS

1. Administrative Services Manager

- a. Two (2) Telecommunicators resigned, our lateral hire has been signed-off to her own shift. There are two (2) trainees still with CTO's. Discussion took place on the resigned employees
- b. The training positions have been reclassified as Training Program Supervisor and Training Program Generalist, and have been moved under Administrative Services Division from Operations Division.
- c. Lori Beidler from Chelan County has accepted the GIS Analyst position and begins October 2, 2023.
- d. Implemented bilingual testing for our telecommunicator staff, as per their CBA it is an additional \$150 for being certified bilingual. One (1) Telecommunicator has recently taken and passed the exam.
- e. Teamster negotiations continue on October 2, 2023.
- f. Reminder for the Interlocal Cooperative Agreement workshop on November 1, 2023.

2. IT Manager

IT Manager Corder reported on the following:

- a. Currently looking at two (2) phone systems to replace Solacom, Central Square and Intrado Viper. Recently had demonstrations with both companies with our Telecommunicators, Operations Manager and IT. Three (3) Telecommunicators are travelling to NORCOM on September 20, 2023 to preview the Viper system.

Discussion took place.

- b. Since going LIVE, Text-to-911 is going well.

3. Radio Manager

Radio Manager Josh Humphrey reported on the following:

- a. Subscriber Program has completed preventative maintenance for all fire agencies. The program is going well and is receiving good response from agencies.
- b. Slide Ridge Radio Site building shelter is not set to arrive until November 2023 and the ordered generator motor has been discontinued, causing this project to not be complete until 2024.
- c. The Dam-to-Dam Simulcast project final equipment will arrive early October, with plan to install by mid-October.

H. OTHER BUSINESS

1. Shared Funding Assistance Program Memorandum of Understanding (MOU) Update

Final MOU draft was presented to the Board. This changes the allocated fund process of tier 1 funds, with a new priority/needs-based application and approval process. Annually the Board will set a shared funding balance, customer agencies will apply during the open application timeline and the RiverCom Operations Group will approve the applications based on priority or need.

Concern of quotes expiring from application to purchase January 1 were discussed.

*Motion to approve the Shared Funding Assistance Program MOU as presented; Crawford, second by Sutton.*

*Motion carries unanimously.*

2. Shared Funding Request – Chelan Fire & Rescue

Chief Brandon Asher presented a funding request for a radio for a new brush truck, arriving in October. The request is for \$3,780.64.

*Motion to approve the Shared Funding Request by Chelan Fire and Rescue in the amount of \$3,780.64; 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 five (5) minutes at 09:44 a.m.

At 09:49 a.m. the meeting was extended for five minutes.

At 09:54 a.m. the meeting was called back into session; no formal actions taken.

J. ADJOURNMENT

With no further business the meeting was adjourned at 09:55 a.m.

K. CLOSED SESSION

Chairwoman Gering took the meeting into closed session for an undetermined amount of time to discuss collective bargaining negotiations, at 09:55 a.m.

No action was taken.

Minutes Respectfully Submitted,

  
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Doug Jones, Executive Director  
Secretary to the Board

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Date 10/11/23

**RiverCom Administrative Board Members:**

Absent

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Tiffany Gering, Chair, Commissioner, Chelan County

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

  
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Travis Hornby, Councilmember, City of Wenatchee

Absent

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Dan Sutton, Commissioner, Douglas County

  
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Steve Crown, Chief, Wenatchee Police Department