

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, October 11, 2023

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

MEETING MINUTES

ATTENDANCE:

Board Members: Jerrilea Crawford (Chair Pro Tem), Travis Hornby, Steve Crown

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 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; Hornby, second by Crown.

Resolution: Motion carried unanimously.

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, September 20, 2023
2. Financial reports for the month ending August 31, 2023
3. Payroll for September 1-30, 2023, paid October 5, 2023
 - a. General Operating Account \$403,125.46
4. 2023 Accounts Payable in the amount of \$303,628.47 for payment on October 11, 2023
 - a. General Operating Account \$ 271,786.84
 - b. Capital Account \$ 2,322.66
 - c. Capital Facility Reserve \$ 4,500.00
 - d. Communications Tax Account \$ 25,018.97

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

Resolution: Motion carried unanimously.

E. **PUBLIC COMMENT** – No Comments

F. **CLOSED SESSION – To discuss collective bargaining**

Chairwoman Crawford took the meeting into closed session for an undetermined amount of time to discuss collective bargaining negotiations, at 09:03 a.m.

At 09:15 a.m. the meeting was called back into session; no formal actions taken.

G. **OTHER BUSINESS**

1. **Resolution 2023-7 Approve and Adopt 2024 Annual Budget**

The preliminary 2024 Annual Budget document was distributed to the Board. An update of changes was given.

*Motion to approve and adopt Resolution 2023-7 as presented; Crown, second Hornby.
Resolution: Motion carried unanimously.*

H. EXECUTIVE DIRECTOR REPORT

Executive Director Jones reported on the following:

1. Phone System Update
 - a. The consortium members wrote a letter to Solacom and they have agreed to let everyone vacate the current contract. The decision now is to choose a phone system, and decide to stay in the consortium or move as a standalone.
2. Wenatchee School District MOU
 - a. A draft MOU was present to the Board for review, in reference of RiverCom having access to the Wenatchee School District's camera system and lock control system for emergent needs. RiverCom would not be monitoring the cameras, the access is there for an awareness or in-progress issues. MOU has been reviewed by both legal teams. Discussion took place. The Board was in consensus to approve the MOU.
3. Workshop
 - a. Reminder of the November 1, 2023 workshop for the Interlocal Cooperative Agreement revision.

I. MANAGER REPORTS

1. Administrative Services Manager
 - a. Introduction of Lori Beidler, RiverCom's new GIS Analyst.
 - b. Supervisor recruitment efforts got four (4) candidates, two (2) have been chosen to move forward effective December 1, 2023 and the remaining two (2) candidates have been placed on a leadership track with management.
 - c. An in-house Supervisor academy will be held from December 2-4, 2023, with a promotion ceremony December 4, 2023.
 - d. The 2021 Kittcom Mutual-Aid Agreement was resigned and classified as a Joint Mutual-Aid Agreement.
2. IT Manager

IT Manager Corder reported on the following:

 - a. During the APCO Fall Forum, located in Wenatchee, there will be three (3) options for phone system demonstrations. Hopefully a final decision can be made.
3. Radio Manager

Radio Manager Josh Humphrey reported on the following:

 - a. Subscriber Program is almost fully completed.
 - b. The Dam-to-Dam Simulcast equipment is being currently being installed. A special thanks to Eastmont High School for being the equipment host. This addition will improve both city's radio coverage. Testing will be conducted in November.

J. EXECUTIVE SESSION – To discuss real estate

Chairwoman Crawford took the meeting into executive session, not to exceed ten (10) minutes at 09:40 a.m.

At 09:50 a.m. the meeting was extended for five minutes.

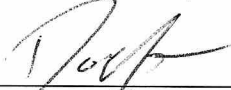
At 09:55 a.m. the meeting was called back into session; no formal actions taken.

K. ADJOURNMENT

Final thank you extended to Lowell Porter for his time as the RiverCom Executive Director, his final day is October 11, 2023.

With no further business the meeting was adjourned at 09:56 a.m.

Minutes Respectfully Submitted,




Doug Jones, Executive Director
Secretary to the Board

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