

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, November 15, 2023**

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

**MEETING MINUTES**

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ATTENDANCE:

Board Members: Jerrilea (Chair Pro Tem), Mike Poirier, Steve Crown

Ex-Officio Members: Arnold Baker, Andy Davidson

RiverCom Staff: Doug Jones, Jeremiah Johnson, Jerry Corder, Josh Humphrey, Kayla Hodges

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; Crown, second by Poirier.*

*Resolution: Motion carried unanimously.*

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, October 11, 2023
2. RiverCom Administrative Workshop Minutes, November 1, 2023
3. Financial reports for the month ending October 31, 2023
4. Payroll for October 1-31, 2023, paid November 3, 2023
  - a. General Operating Account \$397,610.94
5. 2023 Accounts Payable in the amount of \$92,202.08 for payment on November 15, 2023
  - a. General Operating Account \$ 72,417.84
  - b. Capital Facility Reserve \$ 4,604.70
  - c. Communications Tax Account \$ 21,179.54

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

*Resolution: Motion carried unanimously.*

E. PUBLIC COMMENT – No Comments

F. EXECUTIVE DIRECTOR REPORT

Executive Director Jones reported on the following:

1. Phone System Update
  - a. The consortium is working to select a new phone vendor, they currently have narrowed it down to three (3) options. RiverCom staff have hosted demonstrations for all potential vendors for Telecommunicators to experience.
2. Interlocal Cooperative Agreement
  - a. The updates discussed have been made to the draft ICA but is unable to be finalized until there is a final decision made about the structure of the RiverCom Board voting body. Executive Director Jones provided a one-page summary to all agencies to take to their governing bodies for decision.

3. Shared Funding Implementation

- a. The application period for the 2024 Shared Funding Program closed November 15, 2023. RiverCom currently had received nine (9) applications. The RiverCom Operations Group will finalize the applications to be funded at the December 12, 2023 ROG meeting.

4. The Wenatchee School District MOU for security camera access has been signed and finalized.

5. The Teamster CBA is still under review by the union and had yet to be ratified.

G. MANAGER REPORTS

1. Administrative Services Manager

Administrative Specialist Hodges reported on the following:

- a. Effective December 1, 2023, RiverCom's vacancies will be seven (7) Telecommunicators and three (3) Supervisors, as two (2) Telecommunicators will promote to Supervisor. A recruitment process for a February 2024 Academy is underway. The Supervisor Academy will be held December 4-7, 2023.
- b. A 2024 meeting calendar was provided in packets, with one conflicting date. It was consensus of the Board to reschedule the June 19, 2024 meeting to June 12, 2024.
- c. RiverCom is undergoing a 2020-2022 Audit. The audit is expected to be completed by the December Board meeting.
- d. The process and status of updating RiverCom's policies and procedures was given.

2. Operations Manager

Operations Manager Johnson reported on the following:

- a. Recent life saves for July and October 2023 were presented to the Board.

Councilmember Poirier asked for an update on Text-to-911. Discussion took place.

3. IT Manager

IT Manager Corder reported on the following:

- a. For the technical side of looking for a new phone system, IT has been having additional technical meeting with each vendor to assist in finding the best fit for RiverCom.

4. Radio Manager

Radio Manager Josh Humphrey reported on the following:

- a. Subscriber Program has gone well. There has been a total of 1,033 radios that have received preventative maintenance and there are only a few that remain.
- b. The Dam-to-Dam Simulcast equipment is being currently being installed, a few equipment items have yet to arrive for finalization.

H. EXECUTIVE SESSION – To discuss real estate

Chairwoman Crawford took the meeting into executive session, not to exceed ten (10) minutes at 09:25 a.m.

At 09:35 a.m. the meeting was called back into session; no formal actions taken.

I. ADJOURNMENT


With no further business the meeting was adjourned at 09:37 a.m.


Minutes Respectfully Submitted,


  
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Doug Jones, Executive Director  
Secretary to the Board

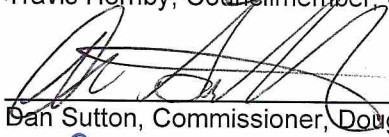
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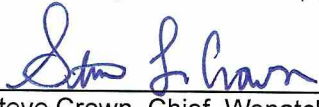
**RiverCom Administrative Board Members:**

  
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Tiffany Gering, Chair, Commissioner, Chelan County

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

  
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Travis Hornby, Councilmember, City of Wenatchee

  
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Dan Sutton, Commissioner, Douglas County

  
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Steve Crown, Chief, Wenatchee Police Department

