

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, February 21, 2024

East Wenatchee Police Department, 50 Simon St SE, East Wenatchee, WA 98802

MEETING MINUTES

ATTENDANCE:

Board Members: Mike Poirier (Chair), Jerrilea Crawford (Chair Pro Tem), Tiffany Gering

Ex-Officio Members: Arnold Baker, Andy Davidson, Brian Pulse, Rick Johnson,

RiverCom Staff: Doug Jones, Mihkaela Overbay, Jerry Corder, Kayla Hodges, Dee Gutierrez

Guest: Bob Siderius, JDSA Law

A. CALL TO ORDER – Chairman Poirier called the meeting to order at 09:02 a.m.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

Motion to approve agenda with the amendments presented; Gering, second by Crawford.

Resolution: Motion carried unanimously.

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, January 17, 2024
2. Financial reports for the month ending January 31, 2024
3. Payroll for January 1-31, 2024, paid February 5, 2024
 - a. General Operating Account \$ 396,984.71
4. Accounts Payable in the amount of \$315,930.32 for payment on February 21, 2024
 - a. General Operating Account \$153,752.60
 - b. Capital Account \$ 62,663.09
 - c. Capital Facility Reserve \$ 1,327.50
 - Communications Tax Account \$ 98,187.13

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

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. A final decision on vendor will be made by the consortium on February 22, 2024. Central Square will be at RiverCom for a final demonstration with on February 28, 2024.

2. Vehicle Replacement

- a. One of RiverCom's radio truck's frame had broken. This vehicle is scheduled to be replaced this year, but the replacement will take four to six months to arrive. Douglas County Sheriff's Office has offered a surplus SUV for \$6,250 to use in the interim, utilizing monies in the current budget.

3. Operations Update
 - a. The cutover date to the Everbridge, the emergency alert system, is expected to be March 31, 2024. Once implemented staff will undergo training.
 - b. RiverCom has been donated a Therapy Dog, who arrives on February 22, 2024. Policy is currently under review with legal counsel. Discussion took place.
 - c. There have been ongoing issues with the Wenatchee Police Department Radios, these issues are being worked on as they arise.

4. Radio Update
 - a. Testing is complete for the Dam-to-Dam project. There has been great improvement in coverage for Eastmont schools and the hospital. A meeting for implementation timeline to take place.

5. Radio Facilities
 - a. A PowerPoint presentation was given to the Board for an off-site storage and shop for RiverCom's radio department. Space is limited at RiverCom's current facility and it has exceeded the max limit. Lease can begin March 1, 2024.

*Motion to approve Resolution 2024-2 for amendment of the 2024 annual budget for an offsite radio facility; Crawford, second Gering
Resolution: Motion carried unanimously*

G. MANAGER REPORTS

1. Administrative Services Manager

- a. One (1) Telecommunicator began the inhouse academy on February 20, 2024. RiverCom is finalizing the details and timeline for recruitment to conduct a fall academy.
- b. There is no update for our 2020-2022 Audit, waiting on the State Auditor's Office.
- c. The E911 Reserve Account balance was fully expended in 2022, leaving the account balance at zero. Resolution 2024-1 to request dissolving the account.

*Motion to approve Resolution 2024-1 to dissolve the E911 Reserve Account; Gering, second Crawford
Resolution: Motion carried unanimously*

2. IT Manager

- a. A PowerPoint presentation was presented to the Board in reference to RiverCom's dispatch consoles, work stations. The current consoles are the original, 2004, and are unable to be repaired. The request to the Board is to replace four (4) consoles, allowing the old ones to be used as parts for the remaining seven (7) consoles. RiverCom has Reserved Funding in the Capital Project Account, and would like to amend the 2024 Annual Budget to expend \$105,000 for the console upgrade.

*Motion to approve Resolution 2024-3 to and the 2024 annual budget for replacement of 911 console furniture; Gering, second Crawford
Resolution: Motion carried unanimously*

H. OTHER BUSINESS

1. Interlocal Cooperative Agreement

Discussion took place about changing the quorum language in the agreement from three (3) members to four (4). It was decided to keep the quorum as is at three (3) members. Final draft will be presented to all legal counsels for review.

2. Communication Tax Revenue Surplus

With the closing of the 2023 Budget year, RiverCom received an excess of \$350,000 from the 1/10th of 1% Communication Tax Revenue than projected. At the January 17, 2024 Board meeting RiverCom's recommendation to the Board was to move the additional revenue into the Capital Facility Reserve Account. The Board voted to give a one-month reimbursement to the Law Enforcement agencies and the remaining amount be transferred to Capital Facility Reserve.

RiverCom is asking the Board to retract the vote, as the founding resolution for Communications Tax sates all overage in revenue is to be rolled to defined long term projects. Discussion took place.

Motion to rescind the previous motion to split the \$350,000, with one month reimbursement to the law enforcement agencies and the remaining amount be transferred to Capital Facility Reserve Account; Crawford, second Gering.

Resolution: Motion carried unanimously.

- I. EXECUTIVE SESSION – To discuss real estate (RCW 42.30.110(1)(b)), with legal counsel present
Chairman Poirier took the meeting into executive session, not to exceed twenty (20) minutes at 09:48 a.m.

At 10:08 a.m. the meeting was extended an additional fifteen (15) minutes.

At 10:23 a.m. the meeting was called back into session; no formal actions taken.

- J. CLOSED SESSION – To discuss collective bargaining (RCW 42.30.140), with legal counsel present
Chairman Poirier took the meeting into executive session, not to exceed ten (10) minutes at 10:24 a.m.

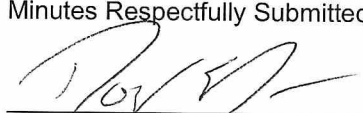
At 10:34 a.m. the meeting was extended an additional five (5) minutes.

At 10:39 a.m. the meeting was called back into session; no formal actions taken.

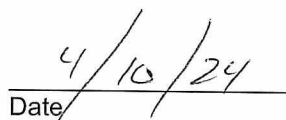
K. ADJOURNMENT

With no further business the meeting was adjourned at 10:59 a.m.

Minutes Respectfully Submitted,



Doug Jones, Executive Director
Secretary to the Board



Date

RiverCom Administrative Board Members:



Mike Poirier, Chair, Mayor, City of Wenatchee



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



Tiffany Gering, Commissioner, Chelan County



Dan Sutton, Commissioner, Douglas County

MARC STRAUSS FOR SUTTON



Steve Crown, Chief, Wenatchee Police Department