

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, March 20, 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, Marc Straub, Steve Crown

Ex-Officio Members: Arnold Baker, Andy Davidson

RiverCom Staff: Doug Jones, Mihkaela Overbay, Jerry Corder, Jeremiah Johnson, Lori Beidler, Kayla Hodges, Dee Gutierrez, Jenny Flick

A. **CALL TO ORDER** – Chairman Poirier called the meeting to order at 09:00 a.m.

B. **PLEDGE OF ALLEGIANCE**

C. **APPROVAL OF AGENDA**

*Motion to approve agenda with the amendments presented; Crawford, second by Straub.
Resolution: Motion carried unanimously.*

D. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, February 21, 2024
2. Financial reports for the month ending February 29, 2024
3. Payroll for February 1-29 2024, paid March 5, 2024
 - a. General Operating Account \$399,492.54
4. Accounts Payable in the amount of \$3,200 for payment on February 27, 2024
 - a. Communications Tax Account \$ 3,200.00
5. Accounts Payable in the amount of \$196,651.83 for payment on March 20, 2024
 - a. General Operating Account \$112,347.97
 - b. Capital Account \$ 18,804.44
 - c. Capital Facility Reserve \$ 4,405.00
 - d. Communications Tax Account \$ 61,094.42

***Motion to approve the consent agenda, items 1-5; 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. Central Square has been chosen as the vendor with the consortium. IT Manager Corder did reference checks for the vendor, and all came back good. Contract negotiations are underway.
2. **Vehicle Replacement**
 - a. Othe broken radio truck was able to be welded back together as a temporary fix, until the budgets van is purchased. RiverCom did not need to purchase the surplus vehicle from Douglas County

3. Interlocal Cooperative Agreement
 - a. The agreement is currently under review with all attorneys.
 4. Sustainment Planning
 - 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.
- G. MANAGER REPORTS
1. Administrative Services Manager
 - a. The new performance evaluation platform went live March 1, 2024. Employees will be participating in monthly check-ins with an annual review in early 2025.

The Board asked to see a copy of the questions for the annual review, and discussed an annual review process for the Executive Director.
 2. Operations Manager
 - a. Presented two (2) live save recognitions from January 2024 for Supervisor Darice Graves and Telecommunicator Cayla Rogers.
 - b. National Telecommunicator Week is April 14 - 20, 2024, encouraged the Board Members to visit and RiverCom will present the annual awards at the April Board meeting. It was also encouraged for the Board members to schedule a sit along with one of our Telecommunicators.
 3. Radio Systems Manager
 - a. Discussed the frequent radio interference on the Wenatchee Police Department frequency, the radio team is working diligently and testing to narrow down the source.
 - b. The Dam-to-Dam project has been tested and is ready for switch over, but in on hold due to the interference.
 4. IT Manager
 - a. The dispatch consoles, approved at the February Board meeting, have been ordered and installation will be the week on May 13, 2024.
- H. OTHER BUSINESS
1. Recruitment and Hiring
A staffing matrix was given to the Board members, showing RiverCom's staffing levels of 24 out of 37 supervisor and telecommunicator positions. RiverCom will be losing one of those 24 effective March 25, 2024.

Discussion took place on recruitment plans, academy timelines and proposal of hiring and referral incentives.
- I. EXECUTIVE SESSION – To discuss real estate (RCW 42.30.110(1)(b))
Chairman Poirier took the meeting into executive session, not to exceed five (5) minutes at 10:07 a.m.

At 10:12 a.m. the meeting was extended an additional three (3) minutes.

At 10:15 a.m. the meeting was called back into session; no formal actions taken.
- J. CLOSED SESSION – To discuss collective bargaining (RCW 42.30.140)
Chairman Poirier took the meeting into executive session, not to exceed ten (10) minutes at 10:16 a.m.

At 10:26 a.m. the meeting was extended an additional five (5) minutes.

At 10:41 a.m. the meeting was called back into session; no formal actions taken.

Motion to approve the proposed incentives of \$2,500 for moving expenses, up to \$5,000 for lateral hires, and a \$1,500 referral bonus to successfully hired candidates to RiverCom staff; Crawford, second Gering.

Resolution: Motion carried unanimously.

Motion to approve the proposed retention pay for Supervisors and Telecommunicators as presented in Closed Session; Crawford, second Gering.

Resolution: Motion carried unanimously.

Motion to approve the Teamsters Local 760 Collective Bargaining Contract as presented in Closed Session; Crawford, second Straub.

Resolution: Motion carried unanimously.

K. ADJOURNMENT

With no further business the meeting was adjourned at 10:44 a.m.

Minutes Respectfully Submitted,



Doug Jones, Executive Director
Secretary to the Board

4/19/24

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



Steve Crown, Chief, Wenatchee Police Department

