

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, July 17, 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), Dan Sutton, Tiffany Gering, Rick Johnson

Ex-Officio Members: Andy Davidson, Brian Pulse, Edgar Reinfeld, Arnold Baker

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

A. CALL TO ORDER – Chairman Poirier called the meeting to order at 9:00 a.m.

B. PLEDGE OF ALLEGIANCE

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, June 12, 2024
2. Financial reports for the month ending June 30, 2024
3. Payroll for June 1-30, 2024, paid July 5, 2024
 - a. General Operating Account \$427,164.38
4. Accounts Payable in the amount of \$112,879.00 for payment on June 26, 2024
 - a. General Operating Account \$14,000.00
 - b. Capital Facility Reserve Account \$25,000.00
 - c. Communications Tax Account \$73,879.00
5. Accounts Payable in the amount of \$154,841.65 for payment on July 17, 2024
 - a. General Operating Account \$84,013.73
 - b. Capital Account \$18,198.07
 - c. Capital Facility Reserve Account \$27,368.13
 - d. Communications Tax Account \$25,261.72

***Motion** to approve the consent agenda, items 1-5; Crawford, second by Sutton.
Resolution: Motion carried unanimously.*

E. PUBLIC COMMENT – No Comments

F. EXECUTIVE DIRECTOR REPORT

Executive Director Jones and Operations Manager Johnson reported on the following:

1. PSAP Update
 - a. A brief update on the site feasibility currently being conducted by SHKS Architects. Currently no issues have been found. Allowable tower height is still pending.
 - b. A meeting is scheduled to being design discussion on August 14, 2024.

- c. As previously discussed, if the Washington Forest Service is still interested in colocation they will need to provide a letter of interest by August 14, 2024.
 - d. An estimated timeline was presented to the board, with two potential options, dependent on funding. With no entities willing to bond for RiverCom's future PSAP, RiverCom is faced with two available options to build a new facility. The current plan is to apply for 2025 State Capital Funding with Washington Legislature, if denied RiverCom will seek for an additional one-tenth of one percent funding, with a sunset, from the voters. RiverCom hopes for a new facility to be operational by 2028.
2. Records Retention MOU
- a. A new memorandum of understanding has been drafted in relation to shared records between RiverCom and the four law agencies. This draft was presented to the Regional Records Group for review, they are to take it to their leadership for further review.
 - b. This MOU is to merge multiple and outdated record agreements currently held. Discussion took place.
3. Department of Corrections MOU
- a. RiverCom is working with Department of Corrections on a memorandum of understanding for emergency radio use.

G. MANAGER REPORTS

1. Administrative Services Manager

- a. On July 15, 2024 RiverCom's in-house Academy began with two (2) new telecommunicators.

Two (2) candidates will begin in-house Academy on July 15, 2024.

Four (4) candidates are in pre-employment process for the Fall Academy, starting October.
- b. RiverCom's 2020-2022 state audit is finally complete. An exit interview was held on June 20, 2024, with no findings. The next audit will take place in the fall of 2025 for 2023-2024.
- c. RiverCom is hosting a blood drive on November 22, 2024 for First Responders only, with some friendly competition of who has the most donations.
- d. Resolution 2024-4 is seeking approval to move from an independent small works roster to the MRSC Small Works and Consulting Roster, to better align with new state requirements.

***Motion** to approve resolution 2024-4 Establish Small Works and Consulting Roster with MRSC Rosters; Crawford, second by Sutton
Resolution: Motion carried unanimously.*

2. Operations Manager

- a. RiverCom currently has two (2) travelling telecommunicators on staff. They are currently undergoing training before being released on their own. Both of them have expressed their observation of how well RiverCom and all user agencies work so well together, this is not the normal from what they have experienced.

3. IT Manager

- a. RiverCom is working to implement a phone tree menu on the non-emergency line. This recording will be in both English and Spanish. RiverCom hopes this will provide some relief to the call volume for the Telecommunicators, especially for those seeking a records department.

4. Radio Systems Manager

- a. The subscriber equipment sustainment program is going well, almost 50% of all radio preventative maintenance has been completed.
- b. The radio testing equipment has finally arrived and is expected to be actively running by July 22, 2024.
- c. Dam to Dam project testing is complete and ready for cutover.

I. OTHER BUSINESS

1. RiverCom Annual Lease Renewal

RiverCom's 20-year lease with City of Wenatchee expired June 30, 2024. The lease has been extended five years, at the current rate of \$1.00. The final lease was presented to the Board for approval.

Motion to approve five-year lease with City of Wenatchee for existing space in City of Wenatchee Police Department Building, Crawford, second by Gering.

Resolution: Motion carried unanimously.

2. Interlocal Cooperative Agreement (ICA) Update

At the June 12, 2024 Board meeting, it was voted to change the voting members from five (5) to seven (7). Each city and county were to take the final agreement to their legislative bodies for approval.

Both Chelan and Douglas County approved the Interlocal Cooperative Agreement, and City of Wenatchee opposed it. Remaining is the vote from City of East Wenatchee.

Discussion took place about what happens if it fails. The current voting member rotation is based on a 2018 Policy Statement, but the 2007 ICA has opposing language. A final decision will need to be made by the board on which process wants to be used moving forward for that rotating position.

J. ADJOURNMENT

With no further business the meeting was adjourned at 10:00 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



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



Tiffany Gering, Commissioner, Chelan County



Dan Sutton, Commissioner, Douglas County



Rick Johnson, Chief, East Wenatchee Police Department