

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, October 16, 2024**  
EWPD, 50 Simon St SE, East Wenatchee, WA 98802

**MEETING MINUTES**

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ATTENDANCE:

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

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

RiverCom Staff: Doug Jones, Josh Humphrey, Lori Beidler, Kayla Hodges

Guest: Bob Siderius, *JDSA LAW*

A. CALL TO ORDER – Chairman Poirier called the meeting to order at 9:02 a.m.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

Executive Director Jones requested a change to the agenda, by moving the discussion of SHKS Contract, Item G.1.b, to be included in Executive Session per RCW 42.30.110(1)(d).

***Motion** to approve agenda with changes; Crawford, second by Gering.*

*Resolution: Motion carried unanimously.*

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, September 18, 2024
2. Financial reports for the month ending September 30, 2024
3. Payroll for September 1-30, 2024, paid October 4, 2024
  - a. General Operating Account \$444,212.20
4. Accounts Payable in the amount of \$233,091.77 for payment on October 16, 2024
  - a. General Operating Account \$ 39,715.63
  - b. Capital Facility Reserve Account \$ 910.00
  - c. Communications Tax Account \$192,466.14

***Motion** to approve the consent agenda, items 1-4; Gering, second by Crawford.*

*Resolution: Motion carried unanimously.*

E. PUBLIC COMMENT – No Comments

F. EXECUTIVE SESSION – Discussion with legal counsel about potential litigation (RCW 42.30.110(1)(i)) and public contract (RCW 42.30.110(1)(d))

Chairman Poirier took the meeting into executive session, not to exceed twenty (20) minutes at 09:05 a.m.

At 09:25 a.m. the meeting was called back into session; no formal actions taken.

***Motion** to approve the Resolution 2024-5 to ratify 5<sup>th</sup> voting board member actions as presented; Gering, second by Crawford.*

*Resolution: Motion carried unanimously.*

***Motion** to approve the presented SHKS contract and fee proposal in the amount of \$2,759,869; Gering, second by Crawford.*

*Resolution: Motion carried unanimously.*

## G. EXECUTIVE DIRECTOR REPORT

Executive Director Jones reported on the following:

### 1. PSAP Update

- a. RiverCom has installed a sign at the new property location and has done some community meet and greets, along with some property clean up.
- b. SHKS Architects will present the preliminary design to the Board at the November 13, 2024 meeting.
- c. A request for proposal for owner's representation will be posted October 17, 2024 and closed November 8, 2024. Bid review will be November 12, 2024, RiverCom requests a Board member or Ex-Officio be present during the review. Selection will take place at the November 13, 2024 board meeting.

### 2. Humane/Animal Control

- a. RiverCom is experiencing multiple calls from humane requesting CJIS and personal information to issue citations. This is an issue because RiverCom does not have a contract with Wenatchee Valley Humane, so it feels like a liability to be giving such information without a contract. RiverCom is asking for humane to contact the law enforcement records departments for the information they are seeking, as they do have active contract with them. Discussion took place on the issue.

### 3. Blood Drive

- a. Reminder, RiverCom is hosting a Public Safety Only blood drive on November 22, 2024.

## H. MANAGER REPORTS

### 1. Administrative Services Specialist

- a. Information Systems Technician job posting is closed, with eight (8) applicants and four (4) moving to interviews.

Four (4) Telecommunicator Candidates will be interviewed on October 23, 2024, for the January 2025 Academy.

Two (2) new Telecommunicator Trainees began academy on October 2, 2024, while two (2) trainees continue training on the floor with a CTO.

RiverCom is down to one Travel Telecommunicator. She is fully signed off, assigned to a shift, and picking up overtime where needed.

### 2. Radio Systems Manager

- a. Concrete foundation is being poured at Slide Ridge Radio Site, and the building is enroute with hope of installation by the end October.
- b. AVL equipment has arrived and is being installed, with installation to be complete before snow. Next step will be testing.
- c. Dam to Dam project found the reoccurring error, it is believed to be a software issue.

## I. OTHER BUSINESS

### 1. Fire Services Plan

Executive Director Jones and Wenatchee Valley Fire Assistant Chief Davidson gave a presentation to the board on a 3-year Fire Support Plan, explaining the goals RiverCom needs to meet to better assist the fire departments. This comes after a presentation by fire Chief Brian Brett at the September 18, 2024 board meeting. Discussion took place.

### 2. Resolution 2024-6 Approve and Adopt the 2025 Annual Budget

The final 2025 Annual Budget document was distributed to the Board. An overview of changes, since the September workshop, was given.

It was discussed that before the Executive Director received his salary increase for 2025, he undergoes an annual performance evaluation first. With consensus the board will work on a performance review process for the Executive Director.

*Motion to approve and adopt Resolution 2024-6, with the exception on the Executive Director's salary increase, until the RiverCom Board completes a performance evaluation; Crawford, second Gering.*

*Resolution: Motion carried unanimously.*

J. ADJOURNMENT


With no further business the meeting was adjourned at 10:16 a.m.

Minutes Respectfully Submitted,


  
\_\_\_\_\_  
Doug Jones, Executive Director  
Secretary to the Board

11/14/24  
\_\_\_\_\_  
Date

**RiverCom Administrative Board Members:**

  
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Mike Poirier, Chair, Mayor, City of Wenatchee

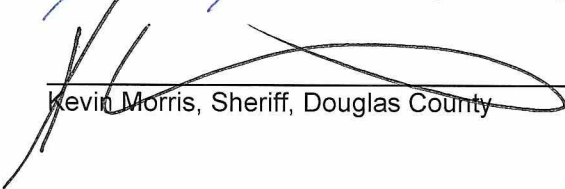
*Travis Hornby city county*

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

  
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Tiffany Gering, Commissioner, Chelan County

Absent

  
\_\_\_\_\_  
Dan Sutton, Commissioner, Douglas County

  
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Kevin Morris, Sheriff, Douglas County