

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, November 13, 2024
EWPD, 50 Simon St SE, East Wenatchee, WA 98802

MEETING MINUTES

ATTENDANCE:

Board Members: Travis Hornby, *alternate for Poirier* (Chair), Jerrilea Crawford (Chair Pro Tem), Tiffany Gering, Kevin Morris

Ex-Officio Members: Michael Morrison, Rick Johnson, Brian Pulse, Arnold Baker

RiverCom Staff: Doug Jones, Josh Humphrey, Jerry Corder, Mihkaela Overbay, Lori Beidler, Kayla Hodges

A. CALL TO ORDER – Chairman Hornby called the meeting to order at 10:00 a.m.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

Motion to approve agenda with changes; Gering, second by Crawford.
Resolution: Motion carried unanimously.

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, October 16, 2024
2. Financial reports for the month ending October 31, 2024
3. Payroll for October 1-31, 2024, paid November 5, 2024
 - a. General Operating Account \$433,948.34
4. Accounts Payable in the amount of \$9,181.05 for payment on November 6, 2024
 - a. General Operating Account \$ 9,181.05
5. Accounts Payable in the amount of \$209,687.09 for payment on November 13, 2024
 - b. General Operating Account \$ 87,811.20
 - c. Capital Account \$114,773.57
 - d. Capital Facility Reserve Account \$ 234.52
 - e. Communications Tax Account \$ 4,961.90

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

E. PUBLIC COMMENT – No Comments

F. EXECUTIVE DIRECTOR REPORT

Executive Director Jones reported on the following:

1. PSAP Update

- a. A PowerPoint presentation on the PSAP progress was given. Conversation with State representatives have begun, with State Budget application coming up. Jones is also exploring options for federal budget funding application.
- b. SHKS Architects had to reschedule their design workshop with staff, and now will be held December 4, 2024 and will present the preliminary design to the Board at the December 5, 2024 special meeting.

- c. Conversation with Central Washington Incident Command Center (CWICC) and WA Forest Service continue about co-location, but they are unable to give RiverCom a letter of intent to move forward.
- d. RFP for Owners Representation closed on November 8, 2024. Evaluations were held with the selection committee on November 12, 2024. Four (4) submissions were made, with Turner and Townsend being the recommended company from the committee.

Motion to approve awarding Turner and Townsend Heely the Owners Representation RFP; Crawford, second by Morris.

Resolution: Motion carried unanimously.

2. Humane/Animal Control

- a. Conversation is still ongoing with Wenatchee Valley Humane Society and agencies.

3. Customer Survey Results

- a. Third quarter results saw a slight decrease in ratings. RiverCom believes this to be the many new voices on the radio and phones, as well as issues with the new police department radio project.

4. Fire Support Update

- a. Gave an education presentation with Chief Brian Brett to the Wenatchee City Council on the recently presented needs of the fire agencies. A three-year plan overview was given, and bimonthly committee meetings have been scheduled.

G. MANAGER REPORTS

1. Administrative Services Manager

- a. Information Systems Technician candidate is in pre-employment backgrounds.
Four (4) Telecommunicator Candidates were interviewed in October and One (1) in November, all five (5) are moving forward to pre-employment backgrounds.
Two (2) Telecommunicator Trainees graduate academy on November 13, 2024, while two (2) trainees continue training to the next phase of floor training with a CTO.
- b. The 2025 meeting calendar was presented to the Board.
- c. Reminder of the November 22, 2024 Blood Drive, it is now open to the public.

2. IT Manager

- a. Central Square will be at RiverCom the week of November 18, 2024 to begin testing.

3. Radio Systems Manager

- a. Slide Ridge Radio Site has a building, tower and power. Remaining work will be done after winter.
- b. AVL equipment is being installed, beta testing will occur over winter.
- c. Dam to Dam project is on hold, as the two vendors work on the software issues.

I. OTHER BUSINESS

1. Interlocal Cooperative Agreement

Workshop was held September 18, 2025. It was the conclusion to change the voting board member to six (6); The current four (4) legislative body representatives, a Sheriff and a Fire Commissioner. A final draft of the ICA was presented to the board.

Motion to approve the 2024 Amended Interlocal Cooperation Agreement as presented; Gering, second Crawford.

One last comment to be noted by Crawford, that the change of four (4) voting members to make a quorum is critical for consistent attendance.


Resolution: Motion carried unanimously.

J. ADJOURNMENT

Mayor Crawford reminded the Board and RiverCom staff that all Executive Director performance evaluations are due in by November 27, 2024.

With no further business the meeting was adjourned at 10:30 a.m.

Minutes Respectfully Submitted,




Doug Jones, Executive Director
Secretary to the Board

12/24/24
Date

RiverCom Administrative Board Members:

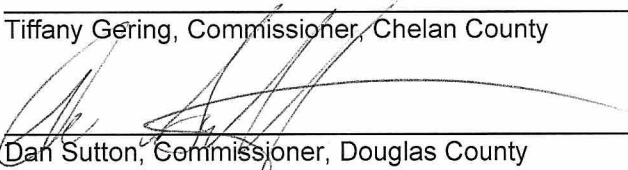


Mike Poirier, Chair, Mayor, City of Wenatchee



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

Tiffany Gering, Commissioner, Chelan County



Dan Sutton, Commissioner, Douglas County

Kevin Morris, Sheriff, Douglas County