

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, March 19, 2025**  
EWPD, 50 Simon St SE, East Wenatchee, WA 98802

**MEETING MINUTES**

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ATTENDANCE:

Board Members: Michael Morrison (Chair), Dave Fennell (Chair Pro Tem), Jerrilea Crawford, Mike Poirier, Brad Hawkins (via Zoom)

Ex-Officio Members: Edgar Reinfeld, Rick Johnson, Andy Davidson, Kevin Morris, Arnold Baker

RiverCom Staff: Doug Jones, Jeremiah Johnson, Jerry Corder, Mihkaela Overbay, Brad Granger, Josh Humphrey, Kayla Hodges

Guest: Bob Siderius, JDSA LAW

A. CALL TO ORDER – Chair Pro Tem Fennell called the meeting to order at 09:01 a.m.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

**Motion** to approve the agenda as presented; Crawford, second by Poirier.  
*Resolution: Motion carried unanimously.*

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, February 19, 2025
2. RiverCom Administrative Board Minutes, March 3, 2025
3. Financial reports for the month ending February 28, 2025
4. Payroll for February 1-25, 2025, paid March 5, 2025
  - a. General Operating Account \$462,661.26
5. Accounts Payable in the amount of \$8,780.00 for payment on March 5, 2025
  - a. General Operating Account \$ 8,780.00
6. Accounts Payable in the amount of \$374,923.63 for payment on March 19, 2025
  - a. General Operating Account \$107,108.43
  - b. Capital Account \$ 11,850.00
  - c. Capital Facility Reserve \$ 6,732.11
  - d. Communications Tax Account \$249,233.09

**Motion** to approve the consent agenda, items 1-6; Crawford, second by Poirier.  
*Resolution: Motion carried unanimously.*

E. PUBLIC COMMENT – No Comments

F. EXECUTIVE DIRECTOR REPORT

1. PSAP Update
  - a. RiverCom has submitted the application for State Capital funding and waits to hear the outcome. If the state denies the funding, RiverCom's only option would be to seek the additional 1/10<sup>th</sup> of 1% sales tax. Discussion took place.
  - b. Test fit design and site location have been determined, RiverCom will now move to schematic design.

2. Interlocal Cooperation Agreement Status

- a. RiverCom has received signed ICA's from East Wenatchee, Wenatchee and Douglas County.
- b. Commissioner Hawkins asked to review language in section 11.02 of the agreement, discussion took place. Decision was to keep the language as is. Chelan County Commissioners will move forward to get the agreement signed.

G. MANAGER REPORTS

1. Administrative Services Manager

- a. Staffing update was given to the board. A spring academy will begin in May, six (6) candidates were interviewed on March 12, 2025.
- b. 2025 Annual Budget Narrative was given to each board member, with a detailed organizational chart.
- c. The Deputy Director position will go public on March 20, 2025. Applications will close on April 15, 2025. Salary Survey and recommendation was given to the board. Discussion took place.

***Motion** to approve the Deputy Director salary range at \$124,284 to \$137,196; Crawford, second by Morrison.*

*Resolution: Motion carried unanimously.*

2. Operations Manager

- a. National Telecommunicator Week is April 13-19, 2025.
- b. Shift bidding for the June 1, 2025 change to 12-hour shifts is complete. RiverCom was able to work with employees to keep their previously bid vacations intact.
- c. The four (4) local law enforcement agencies are in the permitting process for FLOCK cameras. RiverCom is preparing for what the expectation will be for the agency, due to this change.

3. IT Manager

- a. RiverCom continues to work with Central Square on the upcoming phone system change, currently in testing phase.
- b. Four (4) new dispatch replacement consoles are to be installed in June. These will match the four (4) replaced in 2024. RiverCom received word from the WA State E911, that they will reimburse RiverCom for the purchase of these consoles.

4. Radio Manager

- a. Preventative maintenance on user agency radios is the main focus, as fire season approaches.

H. EXECUTIVE SESSION – To discuss performance of a public employee, with legal present (RCW 42.30.110(1)(g))

Chair Pro Tem Fennell took the meeting into executive session, not to exceed fifteen (15) minutes at 10:05 a.m.

At 10:20 a.m. the meeting was extended for ten (10) minutes.

At 10:30 a.m. the meeting was extended for three (3) minutes.

At 10:33 a.m. the meeting was called back into session; no formal actions taken.

I. CLOSED SESSION – To discuss contract negotiations, (RCW 42.30.140(4)(a))


Chair Pro Tem Fennell took the meeting into closed session at 10:35 a.m.

No formal actions taken.

J. ADJOURNMENT


With no further business the meeting was adjourned at 11:05 a.m.

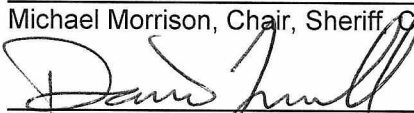
Minutes Respectfully Submitted,

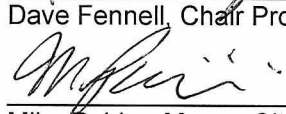
  
\_\_\_\_\_  
Doug Jones, Executive Director  
Secretary to the Board

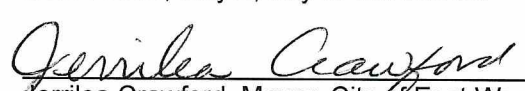
4/13/25  
Date

**RiverCom Administrative Board Members:**

  
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Michael Morrison, Chair, Sheriff, Chelan County

  
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Dave Fennell, Chair Pro Tem, Commissioner, Wenatchee Valley Fire

  
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Mike Poirier, Mayor, City of Wenatchee

  
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Jerrilea Crawford, Mayor, City of East Wenatchee

  
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Brad Hawkins, Commissioner, Chelan County

Absent

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Dan Sutton, Commissioner, Douglas County