

RIVERCOM ADMINISTRATIVE BOARD

MEETING MINUTES



Wednesday, November 19, 2025

EWPD; 50 Simon St SE, East Wenatchee, WA 98802

ATTENDANCE:

Board Members: Dave Fennell (Chair Pro Tem), Mike Poirier, Brad Hawkins, Jerrilea Crawford, Dan Sutton (ZOOM)

Ex-Officio Members: Andy Davidson, Arnold Baker, Rick Johnson

RiverCom Staff: Doug Jones, Rob Gross, Josh Humphrey, Mihkaela Overbay, Jeremiah Johnson, Brad Grander, Lori Beidler, Renee VanBuskirk, Kayla Hodges

A. CALL TO ORDER – Chair Pro Tem Fennell called the meeting to order at 9:01 AM.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

*Motion to approve agenda; Crawford, second by Hawkins.
Resolution: Motion carried unanimously.*

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, October 15, 2025
2. RiverCom Administrative Board Minutes, November 14, 2025
3. Financial reports for the month ending October 31, 2025
4. Payroll for October 1-31, 2025, paid November 5, 2025
 - a. General Operating Account \$455,502.07
5. Accounts Payable in the amount of \$11,819.00 for payment on November 5, 2025
 - a. General Operating Account \$ 11,819.00
6. Accounts Payable in the amount of \$185,265.82 for payment on November 19, 2025
 - a. General Operating Account \$ 61,397.89
 - b. Capital Account \$ 31,749.51
 - c. Capital Facility Reserve \$ 37,578.52
 - d. Communications Tax Account \$ 54,464.90

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

E. PUBLIC COMMENT – None

F. BOARD DISCUSSION

1. The process of determining the 2026 board chair and chair pro tem was explained to new board members.
2. Discussion on the ballot measure took place, with a decision to be made on what election date is in best interest for RiverCom and voter turnout. Election dated of February, April and August were considered. A resolution was presented for the change of election date from February to April, as recommended by Liz Loomis, consultant, at the previous meeting.

Motion to approve resolution 2025-4, moving the ballot measure to the April special election; Crawford, second by Poirier.

The counties have already made public notices for committees and approved resolutions for the February ballot. Further discussion took place between board members.

Resolution: in a 1-4 vote, motion fails.

RiverCom will move forward with the February ballot measure, as previously approved.

Commissioner Sutton left the meeting at 9:49 am.

G. COMMITTEE REPORTS

Overview of key talking points, website updates, and social media pushes. Media interviews are being scheduled.

Douglas County has advertised for the Pro/Con committees, Chelan County will get theirs posted soon.

H. EXECUTIVE DIRECTOR REPORT

1. PSAP Update

- a. The final closing of the Euclid Property is on November 26, 2025.
- b. An RFQ for Architect and Engineering will be posted December 1, 2025.

I. RIVERCOM STAFFING REPORT

Update was given on staffing numbers, recruitment and hiring status:

- Operations Manager Jeremiah Johnson's last day with RiverCom is November 19, 2025
- Three (3) signed final offer letters for Telecommunicators, starting December 1, 2025.
- Public safety testing on November 15, 2025, gave us two candidates to invite to apply.
- Staffing graphs were presented, as requested to the board.

The meeting will lose quorum status at 10:45 am, so it was asked that the board address action items.

J. OTHER BUSINESS

1. Memorandum of Agreement: Telecommunicator Overtime
Current overtime rules are no longer working for our staffing. This MOA will remove a rolling overtime threshold, and equally disperse overtime to all staff.

Motion to approve the Telecommunicator Overtime Memorandum of Agreement with Teamsters Local 760; Crawford, second by Hawkins.

Resolution: Motion carried unanimously.

2. Resolution 2025-3 Sole Source Purchase

RiverCom presented a sole source request to the board for 911 AI automation non-emergency call software. The vendor, Aurelian, is the only software that is already in contract with our CAD system. Discussion took place.

Motion to approve the Resolution 2025-3 as presented; Poirier, second by Crawford.

Resolution: Motion carried unanimously.

K. MANAGER REPORTS

Written manager reports were given to the board on recent updates and projects.

1. Two (2) Life Saves were presented to the board. One occurring in August and one in October.

L. OTHER BUSINESS

3. Executive Director Salary
In 2024, the COLA increase for the Executive Director was dependent on performance review. Does that remain the same for 2025? Board consensus was no, COLA to apply to all staff effective January 1, 2026.

Mayor Poirier left the meeting at 10:45 am.

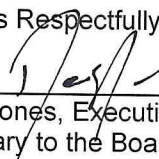
4. Operation Manager Update
With the departure of Jeremiah Johnson, RiverCom has entered into a 750 hours contract with Johnson to assist in completing a list of tasks. Johnson has a unique skill set to aid with getting RiverCom fully updated with response plans, among other things.

Chair Pro Tem Fennell, along with other members of the board, thanked Jeremiah for his service to RiverCom and his community.

M. ADJOURNMENT

With no further business the meeting was adjourned at 11:00 a.m.


Minutes Respectfully Submitted,



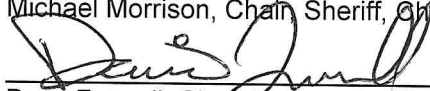
Doug Jones, Executive Director
Secretary to the Board

12/19/25
Date


RiverCom Administrative Board Members:



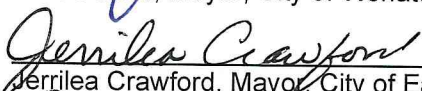
Michael Morrison, Chair, Sheriff, Chelan County



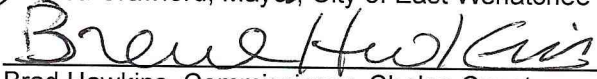
Dave Fennell, Chair Pro Tem, Commissioner, Wenatchee Valley Fire



Mike Poirier, Mayor, City of Wenatchee



Jerrilea Crawford, Mayor, City of East Wenatchee



Brad Hawkins, Commissioner, Chelan County

Absent

Dan Sutton, Commissioner, Douglas County