

# RIVERCOM ADMINISTRATIVE BOARD

## MEETING MINUTES

**Wednesday, December 17, 2025**

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



### ATTENDANCE:

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

Ex-Officio Members: Andy Davidson, Arnold Baker, Rick Johnson, Edgar Renfield, Brian Pulse, Tyler Caille

RiverCom Staff: Doug Jones, Rob Gross, Mihkaela Overbay, Lori Beidler, Kayla Hodges

A. CALL TO ORDER – Chair Pro Tem Fennell called the meeting to order at 9:00 AM.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

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

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, November 19, 2025
2. Financial reports for the month ending November 30, 2025
3. Payroll for November 1-30, 2025, paid December 5, 2025
  - a. General Operating Account \$519,163.84
4. Accounts Payable in the amount of \$3,337.50 for payment on December 3, 2025
  - a. General Operating Account \$ 3,337.50
5. Accounts Payable in the amount of \$75,987.10 for payment on December 17, 2025
  - a. General Operating Account \$ 57,338.81
  - b. Capital Account \$ 2,745.30
  - c. Capital Facility Reserve \$ 6,295.00
  - d. Communications Tax Account \$ 9,607.99

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

E. PUBLIC COMMENT – None

F. BOARD DISCUSSION

1. Fire District 9 and Sheriff Morrison extended their appreciation to RiverCom dispatch for the recent weather issues and the influx of calls that caused.

G. COMMITTEE REPORTS

Overview of key talking points, website updates, social media pushes, and media outreach schedule. A preview of the mailing flyers was also presented to the Board. New ideas were given by the board to adjust on these items.

Chelan and Douglas County advertised for the Pro/Con committees, no applications were received for a CON-Committee.

H. EXECUTIVE DIRECTOR REPORT

1. PSAP Update
  - a. Euclid property closed on November 26, 2025.
  - b. An RFQ for Architect and Engineering closes December 17, 2025.
  - c. An RFP for Landscaping and Snow Removal is posted, closing December 29, 2025.
2. Resolution 2025-5 Amend the 2025 Annual Budget  
RiverCom to amend the 2025 Capital Facility Reserve for the expenditure of \$3.8 Million to purchase the Euclid Property.

**Motion** to approve the Resolution 2025-5 as presented; Fennell, second by Hawkins.  
**Resolution:** Motion carried unanimously.

I. RIVERCOM STAFFING REPORT

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

- Three (3) new Telecommunicators started December 1, 2025.
- The operations manager position will remain vacant until some time in 2026.
- Part-Time Training Assistant has resigned, effective December 31, 2025.
- Traveling Telecommunicator contract was terminated December 1, 2025.

J. MANAGER REPORTS

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

1. Discussion on staffing graphs.

K. OTHER BUSINESS

1. Election of the 2026 Board Chairperson and Chair Pro Tem  
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.

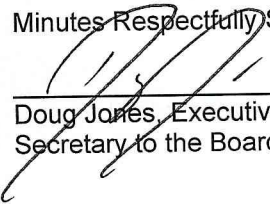
**Motion** to elect Dave Fennell as Chair for the calendar year of 2026; Hawkins, second by Crawford  
**Resolution:** Motion Carried Unanimously

**Motion** to elect Brad Hawkins as Chair Pro Tem for the calendar year of 2026; Morrison, second by Poirier  
**Resolution:** Motion Carried Unanimously

L. ADJOURNMENT

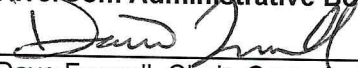
With no further business the meeting was adjourned at 11:00 a.m.


Minutes Respectfully Submitted,


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

  
\_\_\_\_\_  
Date

**RiverCom Administrative Board Members:**


  
\_\_\_\_\_  
Dave Fennell, Chair, Commissioner, Wenatchee Valley Fire/Douglas County

  
\_\_\_\_\_  
Brad Hawkins, Chair Pro Tem, Commissioner, Chelan County *Shon Smith Dist. 2*

  
\_\_\_\_\_  
Mike Poirier, Mayor, City of Wenatchee *Council* *Jose Luis Cuevas*  
Absent

\_\_\_\_\_  
Jerrilea Crawford, Mayor, City of East Wenatchee  
Absent

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

  
\_\_\_\_\_  
Michael Morrison, Sheriff, Chelan County