

**RIVERCOM ADMINISTRATIVE BOARD**  
**MEETING MINUTES**



**Wednesday, March 18, 2026**

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

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ATTENDANCE:

Board Members: Mick Lamar, alternate (Chair), Brad Hawkins (Chair Pro Tem), Jerrilea Crawford, Mike Poirier, Dan Sutton

Ex-Officio Members: Rick Johnson, Tyler Caille, Arnold Baker, Brian Pulse

Member Alternates: Andy Davidson

RiverCom Staff: Doug Jones, Rob Huss, Mihkaela Overbay, Kayla Hodges

RiverCom Guest: Rob Gross, *Project Manager, OAC*

A. CALL TO ORDER – Interim Chairman Lamar called the meeting to order at 9:00 AM.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

Correction of annual budget date from 2025 to 2026, and add Tele-Week under Executive Director Report.

*Motion to approve the agenda with changes made; Sutton, second by Hawkins.  
Resolution: Motion carried unanimously.*

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, February 18, 2026
2. Financial reports for the month ending February 28, 2026
3. Payroll for February 1-28, paid March 5, 2026
  - a. General Operating Account \$448,284.61
4. Accounts Payable in the amount of \$292,366.94 for payment on March 18, 2026
  - a. General Operating Account \$ 96,794.57
  - b. Capital Account \$ 1,152.50
  - c. Capital Facility Reserve \$ 57,292.00
  - d. Communications Tax Account \$137,127.87

*Motion to approve the consent agenda, items 1-4; Morrison, second by Hawkins.  
Resolution: Motion carried unanimously.*

E. PUBLIC COMMENT – None

F. BOARD DISCUSSION

Discussion on moving forward with updating county ordinances and submitting to DOR for revenue collection.

G. COMMITTEE REPORTS

1. Communication Committee is no longer needed.

#### H. EXECUTIVE DIRECTOR REPORT

##### 1. PSAP Update

- a. Timeline, design and funding was presented to the board. RiverCom has submitted request for state capital funding of \$2 Million, but it was not approved. Another application for 2027 funds has been submitted for \$1 Million.  
Upon review of the building design, it was requested RiverCom create a need versus wants list in regard to items that could be cut due to funding issues.
- b. Mayor Poirer brought up conversation of the future of annual user fees. Discussion took place, deciding a workshop will need to take place for this before the 2027 annual budget preparation.

##### 2. Phone System Update

- a. Central Square sent a technician to RiverCom to work on issues. There has been an increase to response from the phone company and forward movement.

##### 3. Telecommunicator Week

- a. National Telecommunicator Week is April 12-18, 2026. RiverCom will participate in the Regional Annual Awards April 22, 2026, to recognize the 2025 award recipients.

*NOTE: Meeting broke for a five (5) minute break at 9:48 a.m., returning at 9:53 a.m.*

##### 4. AI Phone Software Update

- a. Aurelian testing is going well and continues to be fine-tuned until a live date will be set.

#### I. RIVERCOM STAFFING REPORT

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

- Sixteen (16) fully trained Telecommunicators
- Two (2) in CTO Training on the floor
- Two (2) Telecommunicators In-house Academy training.
- Two (2) provisional Telecommunicators
- Operations Manager remains vacant.

#### J. MANAGER REPORTS

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

1. The 2026 Annual Budget report narrative was given to the board.
2. Update was given on the contract with former Operations Manager Jeremiah Johnson.

#### K. OTHER BUSINESS

##### 1. Memorandum of Understanding – RiverCom 911 Records Retention

An updated version, approved by law enforcement records personnel and RiverCom was presented to the Board.

***Motion*** to forward the presented Memorandum of Understanding – RiverCom 911 Records Retention for consideration of approval to the governing bodies; Sutton, second by Hawkins.  
***Resolution: Motion carried unanimously***

#### L. EXECUTIVE SESSION – to discuss performance of public employee (RCW 42.30.110(1)(g)).

Interim Chairman Lamar took the meeting into executive session for a time of ten (10) minutes at 10:34 a.m. to discuss performance of public employee.

At 10:44 a.m. the session was extended five (5) minutes

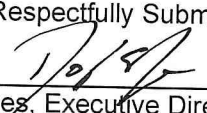
At 10:50 a.m. the meeting was called back into session; no action was taken.

M. ADJOURNMENT

With no further business the meeting was adjourned at 10:51 a.m. and entered into Closed Session to discuss collective bargaining per RCW 42.30.140 (4)(a).

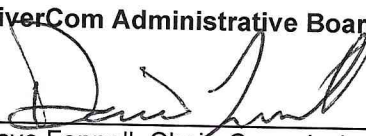
Closed session ended at 11:08 a.m. with no action taken.

Minutes Respectfully Submitted,


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

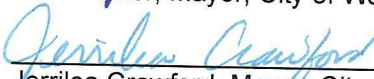
4/17/26  
Date

**RiverCom Administrative Board Members:**


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

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Brad Hawkins, Chair Pro Tem, Commissioner, Chelan County

  
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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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Dan Sutton, Commissioner, Douglas County

  
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Michael Morrison, Sheriff, Chelan County

