

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, August 12, 2020**

*Due to COVID-19 health crisis directives, the RiverCom Administrative Board meeting was conducted by teleconference service; there was no in-person meeting.*

**MEETING MINUTES**

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**ATTENDANCE:**

Board Members: Kevin Overbay (Chair), Kyle Steinburg (substituting for Dan Sutton); Jerrilea Crawford; Brian Burnett; Ruth Esparza

Ex-Officio Members: Kevin Morris; Steve Crown; Arnold Baker

RiverCom Staff: Misty Viebrock; Staci Larsen; Criselia Grupp, and Jerry Corder

A. CALL TO ORDER – Chairman Overbay called the meeting to order at 9:02 a.m.

B. WELCOME AND INTRODUCTIONS – Chairman Overbay welcomed those joining the meeting.

C. APPROVAL OF AGENDA

Chairman Overbay requested the addition of an Executive Session, to precede the Board Chair Report, for the purpose of discussing potential litigation with legal counsel present.

*Motion to approve the Agenda as presented and with the addition of Executive Session as requested; Esparza, second by Steinburg.*

*Resolution: Motion carried unanimously.*

D. APPROVAL OF MEETING MINUTES

Copies distributed to the Board. There were no requests for changes or corrections to the minutes.

*Motion to approve the RiverCom Administrative Board minutes for the regular meeting on July 8, 2020 and the workshop minutes of July 29, 2020, as presented; Burnett, second by Steinburg.*

*Resolution: Motion carried unanimously.*

E. MONTHLY FINANCIAL ITEMS

1. Financial reports for the month ending July 31, 2020 distributed to the Board.
2. Total payroll and benefits for July 2020 in the amount of \$341,081.34 paid August 5, 2020.
3. Accounts Payable vouchers in the amount of \$368,646.83 for payment on August 12, 2020 as follows:

|  |              |
|--|--------------|
| a. Communications Tax Account (Control #0429)      | \$ 5,300.00  |
| b. General Operating Account (Control #0430-0464)  | \$ 26,748.63 |
| c. E911 Reserve Account (Control #0465)            | \$ 5,425.00  |
| d. Communications Tax Account (Control #0466-0501) | \$331,173.20 |

*Motion to approve the financial reports for month ending July 31, 2020, July payroll and benefits in the amount of \$341,081.34 paid August 5, 2020, and accounts payable vouchers in the amount of \$368,646.83 payable August 12, 2020, all as presented; Steinburg, second by Burnett.*

*Resolution: Motion carried unanimously.*

F. EXECUTIVE SESSION – To discuss potential litigation with legal counsel

*Motion to move into Executive Session to discuss potential litigation with legal counsel present, for a period of time not to exceed ten (10) minutes: Esparza, second by Steinburg.*

*Resolution: Motion carried unanimously.*

*Executive Session with the Board, legal counsel, and Executive Director Viebrock started at 9:06 a.m.*

*At 9:23 a.m. the Executive Session was closed and Chairman Overbay moved the meeting back into regular session.*

G. BOARD CHAIR REPORT

1. Chairman Overbay reported on the special workshop that was held on July 29, 2020 to discuss the Shared Funding Assistance Program and apologized for any last-minute information that was presented. Due to technical tele-communication difficulties, the discussion will be resumed at a future meeting.

H. EXECUTIVE DIRECTOR'S REPORT

1. Executive Director Viebrock followed-up on a State E911 conference call that was reported on at the previous meeting. As of July 31, all phone carriers cut over to the new ESINet, the pathway for 911 lines.
2. Radio Systems Technical Manager Josh Humphrey is completing the cut-over at Goat Mountain radio site today, the final step of the project.
3. Dates have been scheduled with the RiverCom Dispatchers Guild to conduct collective bargaining negotiations for the next contract period.

I. CLOSED SESSION – To discuss collective bargaining, pursuant to RCW 42.30.140.

*Motion to move into Closed Session to discuss collective bargaining negotiations: Crawford, second by Burnett.*

*Resolution: Motion carried unanimously.*

At 9:28 a.m. the meeting was moved into Closed Session.

At 9:44 a.m. the regular meeting was resumed.

J. OLD BUSINESS

1. RiverCom Dispatchers Guild – Collective Bargaining Agreement, 2020

Copy distributed to the Board.

*A motion was made to approve the RiverCom Dispatchers Guild – Collective Bargaining Agreement for 2020 as presented; Crawford, second by Burnett.*

*Resolution: Motion carried unanimously.*

2. Shared Funding Assistance Program

Arnold Baker reported on the RiverCom Operations Group (ROG) meeting that took place on July 11, 2020. The group discussed the Shared Funding Assistance Program. Arnold Baker forwarded a recommendation from the ROG that the Board allow more time to discuss and evaluate shared program options. The ROG expressed unanimous consensus of a desire to continue the current program through 2021, if agreeable to the Board.

Chairman Overbay inquired about a Board sub-committee. Ruth Esparza and Brian Burnett volunteered to represent the Board on a committee.

It was the consensus of the Board to continue the current Shared Funding Assistance Program through 2021 with a new plan in place by the 2022 budget.

3. Contract Agency Assessment Fees

Chairman Overbay inquired about Board interest in creating a Board sub-committee for the purpose of evaluating and developing recommendations to the Board for agency assessment fee models. One primary purpose of developing a different fee structure would be to stabilize agency assessment fees and so any one agency would not be subject to significant swings in assessment costs.

Ruth Esparza, Kevin Morris, Arnold Baker and Kevin Overbay volunteered to serve on a sub-committee. Steve Crown also said he would be available to assist the sub-committee. Ruth Esparza was asked to serve as sub-committee chair.

K. NEW BUSINESS

1. Declaration of Surplus Property – Service Vehicle

Copy of Declaration of Surplus Property provided to the Board.

Executive Director Viebrock recommended a 2008 Ford Truck previously used as a radio service vehicle be declared surplus property; the fair market value of the vehicle is about \$3,000 to \$6,000.

*Motion to declare as 2008 Ford Pick-Up Truck surplus property as presented; Steinburg; second by Crawford.*

*Resolution: Motion carried unanimously.*

H. EXECUTIVE SESSION

*Motion to move the regular meeting into Executive Session for a period of time not to exceed five (5) minutes to discuss a real estate matter; Burnett; second by Crawford.*

*Resolution: Motion carried unanimously.*

The regular meeting was moved into Executive Session at 9:59 a.m.

At 10:03 a.m. the regular meeting was brought back to order.

No action was taken.

I. ADJOURNMENT

There was no further business.

*Motion to adjourn the regular meeting at 10:04 a.m.; Burnett, second by Steinburg.*

*Resolution: Motion carried unanimously.*

Minutes Respectfully Submitted,

  
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Misty S. Viebrock, Executive Director  
Secretary to the Board

11/12/20  
\_\_\_\_\_  
Date



**RiverCom Administrative Board Members:**

*Approved – September 9, 2020*

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Kevin Overbay, Chair, Commissioner, Chelan County

ABSENT

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Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

*Approved – September 9, 2020*

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Ruth Esparza, Council Member, City of Wenatchee

*Approved – September 9, 2020*

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Jerrilea Crawford, Mayor, City of East Wenatchee

*Approved – September 9, 2020*

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Brian Burnett, Sheriff, Chelan County Sheriff's Office

*Note:*

*The Board meeting minutes of August 12, 2020 were verbally approved by motion as presented at the September 9, 2020 RiverCom Administrative Board meeting.*

*Due to COVID-19 health crisis restrictions in place at the time of the meeting, the Board meeting was conducted by teleconference service rather than in-person; Board member signatures could not be fixed to the hard-copy version of the document.*