

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, April 21, 2021

*The RiverCom Administrative Board meeting was conducted by teleconference service;
there was no in-person meeting.*

MEETING MINUTES

ATTENDANCE:

Board Members: Kevin Overbay (Chair), Dan Sutton (Chair Pro Tem), Ruth Esparza, Jerrilea Crawford, Arnold Baker

Ex-Officio Members: Steve Crown, Rick Johnson

RiverCom Staff: Misty Viebrock, Staci Larsen, Criselia Grupp, Molly Elliott, Jerry Corder, Josh Humphrey, and Bill Larson, Consultant

- A. CALL TO ORDER – Chairman Overbay called the meeting to order at 9:00 a.m.
- B. WELCOME AND INTRODUCTIONS – Chairman Overbay welcomed those joining the meeting.

C. APPROVAL OF AGENDA

Copy distributed to the Board. Request to delete Item K: Executive Session.

Motion to approve the Agenda with removal of Item K: Executive Session, and otherwise as presented; Baker, second by Sutton.

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 March 10, 2021 and the special meeting on April 8, 2021 as presented; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL ITEMS

1. Financial reports for the month ending March 31, 2021 distributed to the Board.
2. Accounts Payable for March 2021 (*For the record – Approved by Board Motion 03/10/21*):
 - a. Communications Tax Account (Control #1293) \$ 5,000.00
 - b. Communications Tax Account (Control #1294) \$ 48,262.99
3. Total payroll and benefits for March 1 – 31, 2021, paid April 5, 2021:
 - a. General Operating Account (Control #1295-1342) \$ 297,555.10
4. Accounts Payable vouchers for payment on April 21, 2021:
 - a. General Operating Account (Control #1343-1422) \$ 88,356.12
 - b. Capital Account (Control #1423-1430) \$ 66,806.69
 - c. E911 Reserve Account (Control #1431) \$ 5,564.44
 - d. Communications Tax Account (Control #1432-1436) \$ 48,816.70

*Motion to approve all monthly financial items 1 -4 as presented; Crawford, second by Baker.
Resolution: Motion carried unanimously.*

F. BOARD CHAIR REPORT – There was no report.

G. BOARD SUB-COMMITTEES

1. User Assessment Board Sub-Committee

A short meeting took place in May, but otherwise there was nothing new to report.

2. Shared Funding Assistance Sub-Committee – Presentation by Arnold Baker

Arnold Baker presented details on a new Shared Funding Assistance Program option, centered on a radio purchasing and maintenance program. Further discussion took place.

The Board requested Arnold Baker come back to the Board with alternative options for further comparison and evaluation. Target date to decide on a Program is set for the June 16, 2021 Board meeting.

H. EXECUTIVE DIRECTOR'S REPORT

1. RiverCom is waiting to receive additional information about State Auditor's Office data breach that was previously reported to determine next steps.

2. Criselia Grupp provided an update on the status of Telecommunicator staffing:

- Three (3) employees are in training
- One employee voluntarily resigned from employment effective April 14
- There are currently eight (8) vacant Telecommunicator positions
- Public Safety Testing conducted skills testing in East Wenatchee on February 27; six (6) candidates were interviewed, three (3) candidates were moved forward to the pre-employment process, and two (2) of the three (3) candidates dropped out of the process leaving one (1) candidate as the result of the process.
- Public Safety Testing is scheduled to conduct skills testing in the area on May 14, 2021; additional dates will be forthcoming.
- RiverCom is looking at the possibility of having a 30-second video professionally produced for advertising and recruitment purposes.

3. Operational Assessment Update

RiverCom retained Bill Larson to serve as a consultant for a six-month period, starting April 12, 2021. Bill Larson provided introductory remarks to address his scope of work and summarized the work that has taken place since his arrival. Given the management team's time constraints and short staffing, management will be as aggressive as possible to achieve identified objectives.

Misty Viebrock reported on an operational assessment update. A project tracking document was presented to reflect identified projects and how the Executive Director and management team prioritize and track specific projects, tasks, and outcomes. Misty Viebrock reviewed and summarized sections of the document and identified projects that she and the management team will be working on.

The operational assessment update will be a standing item on the Board agenda until further notice.

I. OTHER COMMITTEE REPORTS – There were no committee reports.

J. OLD BUSINESS

1. Supplemental Office Space

As requested by the Board at the previous meeting, Misty Viebrock provided updated information about the procurement of supplemental office space, pending final Board approval, and asked for Board direction. After further discussion, it was the consensus of the Board to not procure the additional space at this time.

Albeit, Board member Sutton reiterated the need to find an appropriate office space solution for the Financial Manager.

K. NEW BUSINESS – There was no new business.


H. ADJOURNMENT

There was no further business.

Motion to adjourn the regular meeting at 11:11 a.m.; Sutton, second by Esparza.

Resolution: Motion carried unanimously.

Minutes Respectfully Submitted,


Misty S. Viebrock, Executive Director
Secretary to the Board

4/1/2021
Date

RiverCom Administrative Board Members:

Approved by email.

Kevin Overbay, Chair, Commissioner, Chelan County

Approved by email.

Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

Ruth Esparza, Council Member, City of Wenatchee

Approved by email.

Jerrilea Crawford, Mayor, City of East Wenatchee

Approved by email.

Arnold Baker, Chief, Chelan County Fire District No. 5

Note:

The Board meeting minutes of April 21, 2021 was verbally approved by motion at the May 19, 2021 RiverCom Administrative Board meeting by Kevin Overbay, Dan Sutton, Ruth Esparza, Jerrilea Crawford, and Arnold Baker.

There was no in-person meeting: the meeting was conducted by teleconference service.