

SPECIAL MEETING  
SPOCOM BOARD  
JULY 2, 2018

Meeting Minutes

**1. Call to Order and Roll Call**

Bryan Collins called the meeting to order at 3:02 p.m. The following individuals were in attendance:

Ariane Schmidt, Regional PM  
Justin Lundgren (Proxy), Spokane Police Dept.  
Donnie Quitugua, SCGI  
Dr. De Hicks, SCGI  
Brian Schaeffer, Spokane Fire Dept.  
Laura McAloon, McAloon Law  
Cody Rohbrach, SCFD 3  
Randy Johnson, SCFD 4  
Bryan Collins, Spokane Valley Fire Dept.  
Gerry Gemmill, Spokane County  
Mark Werner, Spokane Valley Police Dept.  
Jeff Tower (Proxy), SCSO  
Kirstin Davis, SPOCOM Communications  
Theresa Sanders, City of Spokane  
Ozzie Knezovich, SCSO  
Trish Andersen, Spokane Valley Fire Dept.

Bryan Collins noted that while the Board had done some work in the past in a work session format, a formal Board meeting was needed for compliance with the RCW's. Notice of meetings must be posted, and open public meetings are required. Future meeting locations and agendas will be posted.

**2. Appointment of Chair and Vice-Chair**

Randy Johnson made a motion to appoint Bryan Collins as Chair and Brian Asmus as Vice Chair. Theresa Sanders seconded the motion. The motion was unanimously approved.

**3. Approve Agenda**

Justin Lundgren made a motion to approve the agenda with no additions or changes. Mark Werner seconded, and the motion carried.

#### **4. Board Action – Consent Agenda**

- a. Approve contract for services with McAloon Law PLLC
- b. Approve contract for services with Archbright
- c. Approve contract for services with SCGI–Stuart Consulting Group Inc
- d. Approve core competencies for Executive Director position
- e. Approve contract for services with DH

Theresa Sanders made a motion to approve the consent agenda with no changes. Gerry Gemmill seconded, and the motion carried.

#### **5. Workshop Discussions**

- a. Overview of process and procedures for governance (McAloon Law PLLC)

Laura McAloon stated that this was the Board’s first official meeting noting that the entity was validly formed as soon as the County Commissioners passed the resolution. The E.I.N. number has been filed with State Auditor’s Office, and documents will be filed with the state. Regular meetings need to be scheduled prior to the first of the year. A resolution will be needed between now and December to create a regularly occurring meeting. All meetings for the remainder of 2018 will be considered special meetings. Items must be on the agenda and posted 24 hours prior to the meeting if action is to be taken. Any new business requiring action must be deferred to the next special meeting for the remainder of this year. The Board must also keep compliance with the Public Records Act. As the Board does not yet have a website, meeting notices will be posted at the meeting location. There is internal access to SharePoint for Board members. Bryan Collins requested that information be posted on SharePoint and at the meeting location. One correction to the bylaws, an incorrect reference to a statute, was noted. Ariane Schmidt will correct this. The bylaws will be formally adopted at the next meeting. This item will be placed on next month’s agenda.

- b. Review applications for public employment (SCGI)

Laura McAloon stated that application review and interviews could be done in Executive Session, but a motion to hire must occur in open public session. She also stated that as long as the salary exists in the budget then the specific salary amount would not need to be announced in open public meeting.

Patricia Andersen (SVFD) will be taking minutes at Board meetings until such time as that function is transitioned to a SPOCOM employee.

Bryan Collins adjourned the meeting to *Executive Session to review Executive Director applications at 3:17 p.m. for approximately 10 minutes*. The Executive Session was extended for 5 minutes at 3:27 p.m. The Executive Session was

extended for an additional 5 minutes at 3:32. Bryan Collins called the meeting back into regular session at 3:37 p.m.

## **6. Board Action – Other**

- a. No action taken.

## **7. Transition Team Update**

Ariane Schmidt stated that she has contacted Archbright, and assistance is needed in setting things up. She noted the need for a discovery meeting with a small subgroup. Potential attendees were discussed including SCGI. The strategy session was moved to July 31, August 1, and August 2, and SCGI will be attending. July 16 or July 17 were given as possible meeting dates with Archbright. Kirsten Davis will send an updated invitation.

Ariane Schmidt will send the logo by email and request feedback rather than planning a meeting for discussion. There will be two versions of the logo.

De Hicks stated that an abundance of ideas are being received, and at this point he recommends the Board gather ideas until strategic positioning occurs and until an Executive Director is appointed. The Board should request ideas from current employers and ops individuals. Ideas have been gathered through level of service meetings so far. Ideas are accessed through SharePoint with minutes and notes, but there is currently no central point of gathered ideas. Suggestions included a virtual bulletin board, email, an interactive Google form, and summarized weekly updates. There is a need for one spot where ideas can be seen, and this needs to be clearly labeled as “ideas” and not a “to do” list. Each idea should include the name of the person that submitted it.

Information for an asset analysis was recently gathered with the largest portion being Fire as they own the building.

The hope is to have the next revision of the cost allocation matrix by the August meeting. Ariane is working with Val on all City contacts.

Val will start attending Board meetings whenever she has items to present and she is ready.

Kirstin Davis stated that weekly updates have been sent out for two weeks, and this has primarily been well received. This is generating more questions and discussion. She noted questions regarding how leadership was chosen and what the process was for the Executive Director search.

There were questions regarding what had been posted and how interview candidates were found as well as whether or not anyone from Law Enforcement had been asked to participate. It was noted that SCGI has background information in what is needed. Kirsten also noted that she has received questions on how Board members were chosen, and she requested guidance in

addressing these questions. Questions have been received from SPD, Dispatch, and 911 supervisors. One question was emailed by a call receiver.

Bryan Collins offered that the Board is made up of owners/users rather than employees of the system, and he advised clarifying that 911 employees are different from owners/users of the system. There will be an operations and other opportunities where employees will be more heavily involved in the decision making.

Bryan Collins also suggested explaining that the Board contracted with SCGI to search for candidates, then providing background on SCGI.

De Hicks noted the importance of making it clear that SCGI is not choosing an Executive Director. They just provide a selection of candidates. The decision belongs to the Board.

It was also noted that it is not too late for a qualified candidate to come forward.

Ariane suggested a reminder that this is not a civil service position.

Three candidates will be interviewed on July 13. This will be the first round of interviews, but this will remain open until filled.

Ariane asked about the response letter to Spokane City Council's inquiry regarding the process.

An opinion letter has been requested from the labor attorney. Laura McAloon advised that collective bargaining is not subject to the open public meetings act.

DH reviewed the letter and had no changes. Theresa Sanders wants input on the letter. She is pulling together information on the entire process start to finish. Discussion followed on the history of getting to this point.

Brian Schaeffer noted that call processing times are done as an average whereas everything else is done on the 90<sup>th</sup> percent fractal per NFPA standards. He suggested using the 90<sup>th</sup> percentile for consistency. A suggestion was made to distinguish between law enforcement and fire. Another suggestion was made to focus on transfer time rather than dispatch time as this should be the same for both police and fire. Confidence should be conveyed that times will be as good as or better than the current results. It was agreed that one number should be used with common language easily understood by all.

## **8. New Business**

None.

## **9. Adjourn**

The meeting was adjourned at 4:19 p.m.

ED Interviews will be conducted Friday, July 13.

The next Board meeting will be held Wednesday, July 18, 1:0 p.m. to 2:00 p.m.

The regional governance meeting on the 18th will be canceled.

The Strategic Planning Workshop will be July 31, August 1, and August 2

These will all be special meetings, and notices will be done.