

Special Meeting Minutes  
Spokane Regional Emergency Communications  
December 6, 2018

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

Chief Bryan Collins called the meeting to order at 7:30 a.m. The following Board members were in attendance:

Board Members

Chief Bryan Collins (Chair) – Spokane Valley Fire Department  
Chief Brian Schaeffer – Spokane Fire Department (via phone)  
Undersheriff David Ellis – Spokane County Sheriff's Office  
Assistant Chief Justin Lundgren – Spokane Police Department  
Chief Mark Werner – Spokane Valley Police Department  
Chief Cody Rohrbach – Spokane County Fire District 3  
Chief Randy Johnson – Spokane County Fire District 4  
Theresa Sanders – City of Spokane  
Gerry Gemmill – Spokane County

Staff

Steve Reinke, SREC Executive Director  
Jeff Tower, SREC Human Resources Manager

Auxiliary Partners/Guests

Ariane Schmidt, Regional Project Manager  
Lt. Shawn Kendall – Spokane Police Dispatch  
Dave Heglin – Spokane County Sheriff Dispatch  
Jay Atwood, Spokane Fire Dispatch  
Lori Markham, Spokane Fire Dispatch  
Bryce Leming, Spokane Fire Dispatch  
Amy McCormick, Spokane County 911  
Kirstin Davis, Spokane County 911  
Cherell Yates, Spokane County 911  
Brad Kane, Spokane Fire Dispatch  
Randy Langford, SRECS

**2. Action Items**

A. Review and Approve Minutes from the November 15, 2018 Special Meeting.

Randy Johnson motioned to approve the minutes from the November 15, 2018 Special Meeting. Mark Werner seconded. All were in favor. Motion carried.

B. Resolution 2018-5

Steve Reinke asked the Board if meeting at the CCB on first and third Thursday of each month at 7:30 am as noted in then proposed resolution would continue to work as the established meeting date and time for regular Governing Board meetings. Theresa Sanders moved to approve Resolution 2018-5. Gerry Gemmill seconded. All were in favor. Motion carried.

C. Resolution 2018-6

Steve Reinke explained Nationwide is available to County employees and asked the Board's approval to establish Nationwide as one option for a deferred compensation (457) plan for SREC employees. Steve Reinke explained ICMA-RC's 457 plan is available to City of Spokane employees and a similar resolution to establish that plan as an option will be presented at a future Board meeting. Theresa Sanders moved to approve Resolution

2018-6 to permit staff to establish Nationwide as a 457 plan option. Cody Rohrbach seconded. All were in favor. Motion carried.

D. Agreement with Stantec for Electrical and Mechanical Upgrades

Cost allocation options and fund balances were discussed. Theresa Sanders asked for more research into why there was more than one capital fund account for the CCB and with different fiduciary authorities (the City and the CCC). Jay Atwood said about \$350,000 is available in CCB building reserve funds for capital projects, which would cover the costs for Stantec to engineer CCB electrical and mechanical upgrades as well as the fire suppression system project. Funding approval will need to come from the City. Steve asked the Board to recommend forwarding the Stantec and fire suppression project agreements to the City for funding from CCB building reserve funds. Gerry Gemmill motioned to approve the recommendation. Mark Werner seconded. All were in favor. Motion carried.

E. 2019 1/10<sup>th</sup> of 1% Funding for Ariane Schmidt and Shawna Ernst

Steve Reinke asked the Board to approve continuing project management services shared by Ariane Schmidt and Shawna Ernst previously approved by the Regional Governance Committee. Ariane Schmidt explained the continued services are for the project management services for Fire CAD integration. Shawna Ernest is already being paid through the interlocal for project management services for LE CAD. Ariane Schmidt said Shawna Ernst's percentages are unsure at this point. Ariane Schmidt said her funding is already included in the budget. Gerry Gemmill said he would like to know Shawna Ernst's percentage prior to voting. Ariane Schmidt said she would provide the Board with further documentation. The topic was tabled until the December 20, 2018 Board meeting.

F. Agency Logo

Kirstin Davis revealed the logo design developed by the project team comprised of representatives from each workgroup. The group considered over forty submissions and selected the design presented.

Justin Lundgren motioned to approve the logo. Mark Werner seconded. All were in favor. Motion carried.

**3. Discussion/Possible Action Items**

A. Budget Forecast

Steve Reinke said the budget committee met yesterday and is closer to being able to present a detailed and comprehensive budget and organizational chart to staff and stakeholders. Bryan Collins said the budget committee is scheduled to meet again on Tuesday. Theresa Sanders said the committee is working on an 18 to 24 month budget while continuing to forecast and project the out years. Bryan Collins said the finances look promising and include significant improvements to operations. Theresa Sanders said the committee has begun to look at long range capital budgeting. Steve Reinke said the goal is to have something to release at the Board meeting on December 20, 2018 and that the proposed budget reflects enhanced staffing levels and user costs at or below current levels. Gerry Gemmill stressed the need to do it right rather than fast.

B. CAD Integration

Ariane Schmidt said when the law enforcement CAD was purchased it included a provision for Fire CAD and last year that license and some additional interfaces were purchased. She presented a handout to the Board outlining the costs for the items still needed to bring Fire CAD, Crew Force and full mobile on board so all fire agencies would

have a unified mobile platform and the ability to cross over with the LE system, meaning more interconnectivity. The quote also includes a fourth system environment which creates a separate space to vet software and configurations without adversely affecting the live, training or test systems.

Theresa Sanders asked that a procedure for bringing operational proposals to the Board be established. Bryan Collins said that would become clearer once the SREC Operations Group is established.

Cody Rohrbach said the CCC Policy Board had discussed similar items to be included on for operational input from fire. Ariane Schmidt said Jay Atwood and Lori Markham have been part of the conversation regarding Fire CAD integration and the Core team from the law side has been involved and supports CAD integration. Bryan Collins suggested the CCC Board receive a presentation to have an opportunity to ask questions and vet the system prior to the SREC Board voting on funding. Ariane Schmidt explained the quote includes a full Business Process Review (BPR) to take place with Jon Cook who was the CAD build lead for the LE CAD implementation. The quote also secures the Tyler Project Manager if purchased by the end of the year. Steve noted for integration to be successful all users need to be on the same CAD. Ariane Schmidt said she and executive level chiefs, Jay Atwood and Lori Markham were at the recent Tyler demonstration and could present information to the CCC Board. Cody Rohrbach said there is a Fire Chiefs meeting today and he will update those members and try and secure a date for the CCC Board to convene for a presentation before the next SREC Board meeting. Jay Atwood asked if there is a way to see how it will work for current users with current data. Ariane Schmidt said Fire CAD is already accessible and can have the most current fire compliments demonstrated by Tyler via video recording.

Randy Johnson asked about the consequences for not doing the agreement by the end of the year. Ariane Schmidt explained it includes a competitive pricing structure (10-15% savings, roughly \$50,000-60,000) plus several thousand of dollars' in value for a business process review. Theresa Sanders asked if there was a contingency plan if the fire CAD implementation did not come to fruition. Ariane Schmidt said the implementation will be structured the same as the LE CAD implementation to mitigate any issues. Bryan Collins tabled the topic until the Board meeting.

C. Treasurer Fidelity Bond (SREC Resolution Section 14)

Steve Reinke said there is a provision in the PDA Resolution for the Board to file a fidelity bond and determine the appropriate amount to cover negative acts and omissions of the Treasurer. The Board determined more research needs to be done and the outcome should be consistent with the West Plains PDA, etc. The topic was tabled until the next Board meeting.

D. On-line Reporting (CopLogic)

Steve Reinke said the draft agreement is moving forward and two demonstrations with the same content would be held on January 30<sup>th</sup> and 31<sup>st</sup> from 13-1500 hours.

E. Board Representation

Steve Reinke said he was asked to revisit the topic of the SREC board representation. The Board agreed if the City is not going to integrate its dispatch employees they should not have representation on the SREC Governing Board. Bryan Collins said since the status of the City is unknown at this point there is no reason to change the current makeup of the Board. Theresa Sanders reiterated the SREC Board's composition is decided by the Board of County Commissioners. Theresa Sanders said the regional project will move forward

with or without the City and that needs to be communicated and the public advise. City administration is continuing to move forward with the administrative pieces. Bryan Collins said the milestones and roadmap need to be followed and the City given a date to decide if they are in or out. Steve Reinke said work groups could be scheduled in January to answer the City Council's questions finances and service levels so they can make a decision by end of January. Cody Rohrbach reminded the Board its composition was based on the idea the Board would represent of subject matter experts rather than elected officials and no one agency would have a majority of the votes.

F. BUC

Steve Reinke said Chief Cates of SCFD 9 plans to construct of a new building in the next couple years and the plans include room for a new, larger back-up center (BUC). When the new building is complete the District will convert the existing BUC area to office space. The new building will be on the SCFD 9 campus so the same tower can be used but there will be costs associated with moving to the new building. Steve Reinke said in the interim research is being done on how to make the current BUC space more usable in case SCFD9 extends the timeline or does not move forward with new building. Gerry Gemmill asked if consensus was ever reached regarding the plans for a new BUC with regard to a full replica versus only a back-up. Jay Atwood said consensus was never reached and the main concern surrounded capacity. Bryan Collins said it would be prudent to have a formal agreement in place with SCFD 9 for the existing BUC space before moving forward. Steve Reinke will work with Chief Cates to secure an agreement.

4. **Executive Director Update**

A. Deputy Director of Technical Services Recruitment

Steve Reinke said the recruitment closure was extended to December 18<sup>th</sup> and interviews would be held on January 7, 2019.

B. Task List and Timeline

Steve Reinke said the task list and timeline has not changed since the last meeting and it will continue to be a milestone road map.

5. **Open/Public Comment**

None.

6. **Next Meeting**


The next Special Governing Board meeting is scheduled for December 20, 2018 at 7:30 am.

7. **Adjourn**

The Special Meeting adjourned at 8:51am.

Signatures:

  
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Board Member  
Governing Board

  
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Board Member  
Governing Board