Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
March 21, 2019

1. Call to Order and Roll Call

Chief Brian Asmus called the meeting to order at 7:32 a.m. The following Board members were in attendance:

Board Members
Chief Bryan Collins (Chair) – Spokane Valley Fire Department
Chief Brian Asmus (Vice Chair) – Liberty Lake Police Department
Sheriff Ozzie Knezovich – Spokane County Sheriff's Department
Chief Mark Werner – Spokane Valley Police Department
Chief Randy Johnson – Spokane County Fire District 4
Chief Jay Atwood – Spokane Fire Department
Theresa Sanders – City of Spokane
Gerry Gemmill – Spokane County

Staff
Steve Reinke, SREC Executive Director
Bob Schwent – SREC Technical Services Manager

Auxiliary Partners/Guests
Lt. Shawn Kendall, Spokane Police Dispatch
Ariane Schmidt, Regional Project Manager
Lori Markham, Spokane Fire Dispatch
Bryce Leming, Spokane Fire Dispatch
Amy McCormick, Spokane County 911
Kirstin Davis, Spokane County 911
Brad Kane, Spokane Fire Dispatch
Shawna Ernst, Spokane County IT

2. Steve Reinke introduced Bob Schwent, SREC Technical Services Manager.

3. Action Items

A. Review and Approve Minutes from the March 7, 2019 Meeting.
Brian Asmus motioned to approve the minutes from the March 7, 2019 regular meeting. Theresa Sanders seconded. All were in favor. Motion carried.

B. Agreement with Tyler Technologies for Incode Financial Software
Ariane Schmidt stated the agreement was included in the Board packet. Ariane Schmidt explained Spokane is already a Tyler customer and a robust RFP review was completed less than two years ago. Ariane Schmidt said the agreement is for a small business solution called Incode. The agreement includes a package solution for hosted personnel and financial modules. The agreement outlines a critical path to have core financials up and running by July 1, 2019 and other items benchmarked out, after that. Tonya Wallace and Valerie Keegan reviewed the agreement and support moving forward. Ariane Schmidt asked the Board to approve making a recommendation to the BoCC in support of the purchase and/or to have Steve Reinke authorize the purchase once details are finalized. Theresa Sanders asked what the personnel support includes. Ariane Schmidt explained there is a project management plan outlining the roles of a local team and a Tyler team, using a build process. Bryan Collins stated Spokane Valley Fire has been using Tyler's business services for about 2 years.

The annual cost will be $55,661 including fees for the hosted software and customer support. Randy Johnson asked if any other options were considered. Ariane Schmidt explained the July 1, 2019 timeline restricted the options. Randy Johnson expressed concern about limiting the options considered to assure SREC is not locked into relationships with only one provider (Tyler). Ariane Schmidt said Tyler's financial services unit and CAD system divisions are completely separate models and contracts, not tied to each another. If SREC were to extricate prior to the five-year initial term, it would cost 25%. Ariane Schmidt added that Tyler is already on the State contract list. Gerry Gemmill explained he supports the purchase, not based on the July 1st timeline, but based on vetting by financial experts. Theresa Sanders motioned to support execution of the agreement with Tyler. Gerry Gemmill seconded. All were in favor. Motion carried.

4. **Discussion Items**
    A. Budget and Financial
       Steve Reinke explained the finance committee met last week and reviewed 1/10th priorities and are comfortable with the documents and what was presented to the CCC. Ozzie Knezovich recommended auditing 1/10th spending and voiced concern on the proposed budget. Significant discussion followed and the Board agreed that the trust of the community is extremely important and therefore an audit should be completed. Randy Johnson reiterated the goal of integration is to reduce response times and agencies expected that initial costs would stay the same. Randy Johnson suggested moving forward with a 2019 budget and to build the 2020 budget as 2019 is rolled out. Theresa Sanders reiterated she is comfortable with the numbers but agrees the partnership and community needs to be comfortable and in support as well. Ozzie Knezovich will meet and work with budget personnel in mid-April to review and help finalize the 2019 second half budget. The Board asked that an audit of the 1/10th spending be completed and a review of what the State Auditor's Office has done in the past.

    B. Back-up Center
       Steve Reinke said staff is looking into options to reconfigure the current space. Fire District 9 is amenable to an agreement to define and secure the existing space currently in the development phase. Bryan Collins added the agreement should include a clause stating any entity entering into a relationship with SREC can opt-in for the use of the back-up center. Jay Atwood explained efficiencies could be gained as agencies combine, bringing better continuity and functionality and to the space.

    C. Recent CCC Policy Board Actions
       Steve Reinke noted the four motions made by the CCC Board at its March 12th special meeting were made public.

    D. Service Level Agreements (SLA)
       Steve Reinke explained the SLAs are still under development and were distributed for review. Lori Markham said LE is still reviewing, possibly adding specific user levels for each agency during transition. Theresa Sanders explained the SLAs should reflect what the agencies need to make transition successful. The Board agreed that two SLAs for law enforcement would be acceptable to begin with.

5. **Executive Director and Staff Updates**
    A. Technical and Facility Projects
       a. Project dashboard
          Ariane Schmidt created an internal project dashboard for the various projects in progress and she can send monthly screenshots to external users or she could

create external logins. Ariane Schmidt will provide a screenshot of the dashboard for each Board meeting.

  b. <u>Fire CAD</u>
  Lori Markham said the first build meetings are next week and questions for Tyler have been complied. Shawna Ernst explained Tyler will be present to support the build. Ariane Schmidt reiterated it is written into the charter that Fire CAD would be an earned solution. Theresa Sanders noted the decision to migrate to Tyler would need to come from the operations level and not be a top-down process.

  c. <u>On-line Reporting</u>
  Shawna Ernst said she is waiting on final feedback for the project charter and it should be available in two weeks. She explained many of the concerns have been addressed on how the system merges with Tyler. The quote is under $30,000 for start-up fees, $37,500 for the LexisNexis piece, and $6,300 for Tyler maintenance which will be cost allocated using existing partner agency billing methodology.

  d. <u>Facility Projects</u>
  Bryce Leming stated the SREC domain and network project charter has been drafted and will be reviewed with City and County IT personnel on April 3rd.

  The UPS project is moving forward, Stantec has deliverables to be made. The fire suppression project is on-going, with some delays in getting equipment, adding an additional two weeks to the timeline.

 B. <u>Task List and Timeline</u>
 Steve Reinke said there were no changes, and staff is focusing on high priority items.

6. Open/Public Comment
 None.

7. Adjourn
 No further Board action was planned so the meeting adjourned at 8:24 a.m.

8. Closed Meeting to Discuss Matters Related to Collective Bargaining
 As allowed by RCW 42.30.140(4)(a).

The next regular Governing Board meeting is scheduled for April 4, 2019 at 0730 hours.

Signatures:

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Board Member
Governing Board

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Board Member
Governing Board