

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
June 6, 2019

1. Call to Order and Roll Call 7:30am

Chief Bryan Collins called the meeting to order at 0738 hours. 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
Chief Brian Schaeffer – Spokane Fire Department (via phone)
Sheriff Ozzie Knezovich – Spokane County Sheriff's Office
Assistant Chief Justin Lundgren – Spokane Police Department
Cody Rohrbach – Spokane County Fire District 3
Randy Johnson – Spokane County Fire District 4
Chief Mark Werner – Spokane Valley Police Department
Theresa Sanders – City of Spokane
Gerry Gemmill – Spokane County (via phone)

Staff

Steve Reinke, SREC Executive Director
Lori Markham, SREC Deputy Director
Jeff Tower, SREC Human Resources Manager
Bob Schwent, SREC Technical Services Manager

Auxiliary Partners / Guests

Jay Atwood, Spokane Fire Department
Assistant Chief Howard Johnson, SCFD 4
Lt. Shawn Kendall, SPD Dispatch
Tonya Wallace, Spokane County
Tessa Anderson, Spokane County
Kirstin Davis, Spokane County 911
Heather Wood, Spokane County 911
Cherell Yates, Spokane County 911
Dave Heglin, SCSO Dispatch
Karen Crawford, Spokane County 911
Jayme Murbach, Spokane County 911
Chris Cavanaugh, City of Spokane
Meghann Steinolfson, City of Spokane
Laura McAloon, McAloon Law Offices (via phone)
Erin Jacobson, Archbright (via phone)
Donnie Quitugua, SCGI (via phone)
Dee Hicks, SCGI (via phone)

2. Closed Meeting to Discuss Matters Related to Collective Bargaining

A. As allowed by RCW 42.30.140(4)(a)

Chair Collins closed the meeting at 0738 hours for 25 minutes. The meeting returned to open session at 8:03 hours.

3. Action Items

A. Actions related to closed meeting

No action related to the close meeting was taken.

- B. Review and approve minutes from the May 16, 2019 regular meeting.
Brian Asmus motioned to approve the minutes from the May 16, 2019 regular meeting. Randy Johnson seconded. All were in favor. Motion carried.
- C. Review and approve minutes from the May 23, 2019 special meeting.
Brian Asmus motioned to approve the minutes from the May 23, 2019 special meeting. Randy Johnson seconded. All were in favor. Motion carried.
- D. Review and approve minutes from the May 30, 2019 special meeting.
Brian Asmus motioned to approve the minutes from the May 30, 2019 special meeting. Mark Werner seconded. All were in favor. Motion carried.
- E. Resolution 2019-4 authorizing persons to sign warrants and certification
Steve Reinke explained the resolution would authorize, Lori Markham, Jeff Tower and himself to approve and sign vouchers for payment of items authorized in the approved budget. Randy Johnson motioned to approved Resolution 2019-4. Theresa Sanders seconded. All were in favor. Motion carried.
- F. Organizational chart revisions
Steve Reinke explained the proposed organizational chart was briefly discussed at the previous Board meeting and reviewed by the Finance Committee. The proposed organizational chart includes three interim operational managers for the SREC transition period. There will be a large training curve to transition working supervisors into the roles of non-working supervisors. Steve Reinke said the current and expected vacancies will mitigate the cost. Bryan Collins asked that the three positions be evaluated prior to the 12-month mark. Theresa Sanders stressed the importance of including it in the 2021 budget discussion.
- Steve Reinke said the other item in the proposed organizational chart as discussed in the previous Board meeting and reviewed by the Finance Committee is changing the GIS Administrator to be a GIS Manager. The job description and pay band was updated and fits with the other managers in the technical division. Bryan Collins stressed the importance of GIS and modern CAD system with current 911 systems. Bryan Collins thanked Bob Schwent for making the recommendation to change the position from an administrator to a manager. Brian Schaeffer motioned to approve the proposed organizational chart. Justin Lundgren seconded. All were in favor. Motion carried.
- G. GIS Manager job description
Steve Reinke reiterated the importance of the GIS position and asked the Board to approve the revised GIS Manager job description that was included in the Board packet. Theresa Sanders motioned to approve the GIS Manager job description. Brian Asmus seconded. All were in favor. Motion carried.
- H. Administrative policy 208 pay table revisions
Steve Reinke said there were discussions at previous Board meetings to adjust the pay bands for the GIS Manager and Deputy Director, and those costs were anticipated for the second half 2019 budget. Theresa Sanders motioned to approve the administrative policy 208 pay table revisions. Brian Asmus seconded. All were in favor. Motion carried.
- I. Second Half 2019 Budget
Tonya Wallace presented a high-level rollup of the second half 2019 budget. Partner agency fees are according to the matrix and the Board's approval of the additional contributions, resulting in no change in user fees in 2019 for partner agencies. Tonya Wallace stated the

discussed assumptions were followed, agency fees were set according to the matrix, 911 and 1/10th tax, County appropriation and expenditures accounted for. The result is an operating reserves of \$3.3M, assuming the City is included. The County has agreed to front load three months of operational funds with monthly billings to the agencies. Partner agencies will be invoiced individually.

Valerie Keegan and Bob Schwent are continuing to work on a detailed capital plan.

Randy Johnson motioned to approve the second half 2019 budget. Brian Asmus seconded. All were in favor. Motion carried.

Randy Johnson asked the best course of action if not all Fire Districts are able to sign the SLA prior to July 1, 2019. Laura McAloon explained a one page MOU could be drafted to provide an interim service level agreement, not to exceed 90 days or the signature of the SLA, whichever comes first. This would allow Department head level authority to sign the MOU.

J. Law enforcement service level agreements

Steve Reinke said the final versions of the SPD and SCSO SLAs were included in the Board packet. Mark Werner motioned to approve the SPD and SCSO SLAs. Ozzie Knezovich seconded. All were in favor. Motion carried.

4. 1/10th Discussion

Tonya Wallace explained a comprehensive audit had been conducted for the 1/10th of 1% funds from 2005 to present down to a transactional level. All of the transactions were found to be an appropriate use of the funds. The public safety sales tax (2003) was a contributor to some radio technicians' salaries, which was also a permitted use of the funds. The audits were conducted in-line with past audits done by the State Auditor's Office. The file with all of the information is available for review in her Department at the County.

5. Staff Reports

A. Operations

Lori Markham stated nine fire dispatchers have accepted job offers with SREC. The Spokane City Council recently took action to release CCB building maintenance funds, which will enable SREC to pay for pending projects. Council also took action to amend a resolution to facilitate continuing auto aid and mutual aid responses outside the City of Spokane.

B. Technical

Bob Schwent explained they are in the process of replacing the 40-volt system and conducting battery life testing. Bob Schwent has begun meeting with customer agency department heads on technology needs moving forward. Replacement for the mutual aid channel and back-up center upgrades that are needed are in progress and being added to the capital plan. The SREC domain project is ready to begin. Sheriff Knezovich added the Sheriff's Department has many outstanding projects and suggested Bob meet with joint leadership (JPSL) the first Wednesday of the month.

C. Human Resources

Jeff Tower explained job offers were extended to all County employees. A meeting with AFSCME Council 2 is scheduled for this afternoon to begin the talks about a SREC CBA. Jeff Tower said he is still waiting on a proposal from Alliant for medical plan coverage.

D. Administration

Steve Reinke announced Scott Jenkins (23 years of service) and Linda Perry (18 years of service) would be retiring later in June.

There was discussion on how the recruitment will begin to fill the Law Enforcement vacancies. Jeff Tower will collect applications from current 911 employees who are interested to create an eligibility list. SREC is in the process of activating NeoGov to also open recruitments and accept applications from the public.


6. **Adjourn**

The meeting adjourned at 8:48 a.m.

The next Special Governing Board meeting is scheduled for June 13, 2019 at 0730 hours.



Board Member
Governing Board



Board Member
Governing Board