

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
October 17, 2019

1. Call to Order and Roll Call 7:30 a.m.

Chief Bryan Collins called the meeting to order at 7:35 a.m. The following Board members were in attendance:

Board Members

Undersheriff Dave Ellis – Spokane County Sheriff's Office (via phone)
Chief Bryan Collins – Spokane Valley Fire Department (Chair)
Acting Chief Darin Morgan – Liberty Lake Police Department
Chief Randy Johnson – Spokane County Fire District 4
Chief Mark Werner – Spokane Valley Police Department
Gerry Gemmill – Spokane County (via phone)

Staff

Lori Markham, Executive Director
Tim Henry, Finance Manager
Bob Schwent, Technical Services Manager
Brad Kane, Fire Operations Manager
Dave Heglin, Law Dispatch Manager
Jon Adams, Training Manager
Cherell Yates, Office Manager

Auxiliary Partners / Guests

Lt. Al Arnzen, Spokane Police Dispatch
Laura McAloon, McAloon Law Offices (via phone)

2. Consent Agenda

- a. Minutes from the October 3, 2019 Regular Meeting
Randy Johnson motioned to approve the minutes from the October 3, 2019 regular meeting. Mark Werner seconded. All were in favor. Motion carried.

3. Action Items

- a. SFD-SREC ILA
Laura McAloon stated she had not received any feedback from Brian Snuer. Randy Johnson will reach out to Brian Snuer to see if he sees any conflicts with Board signing the ILA. Laura McAloon explained the ILA was on the Spokane City Council's agenda for Monday, October 14, 2019. The ILA will be brought back to the Board once Brian Snuer's feedback is received.
- b. Policies and Procedures
Jeff Tower explained the first batch of policies and procedures were included in the Board packet. Bryan Collins stated he found some minor typing errors and would identify those with Jeff Tower after the meeting. Mark Werner motioned to approve the first batch of policies and procedures. Randy Johnson seconded. All were in favor. Motion carried. Lori Markham notified the Board that the second batch of policies and procedures were sent out a few weeks ago, and the second batch will be on the agenda for the next Board meeting.
- c. Financial Analyst
Tim Henry explained as the needs of the agency are being assessed and defined, there is a need for a secondary review level and position that can step in in the absence of the

Finance Manager. The recommendation is to reclassify the Payroll and Accounting Specialist to a Financial Analyst. The position will also be expected to act independently and be able to make financial decisions which will have significant impact on the agency. Archbrite has recommended the position be non-exempt, which would most likely also make it a represented position. The annual financial impact is roughly \$23,000 at the highest step in the salary range. The current incumbent is a contract employee from Robert Half. That contract would have to be bought out for her to become a SREC employee. Jeff Tower explained he was able to negotiate the buy-out down to \$15,000. Lori Markham explained it would cost at least that amount to keep the incumbent on as she trains the new employee and SREC would lose the history and knowledge the incumbent has gained in fulfilling that role since July 2019.

Jeff Tower stated the desire is to have the position be exempt and be available outside business hours. Randy Johnson recommended getting the job description right now, and not trying to correct things later. Tim Henry recommended ensuring Archbrite was on board with an exempt position as to not place the agency in any legal uncertainty. Laura McAloon recommended adding the higher-level decision making duties and the requirement for the position to fill in during the Finance Manager's absence and then have Archbrite review again. Lori Markham reiterated the importance of writing the job description for the position rather than a specific individual. Jeff Tower will update the job description and send to Archbrite for review. The updated job description will be presented to the Board when it is ready.

4. Old Business

a. BUC Agreement

Lori Markham explained she had sent the latest version to Chief Cates at Fire District 9, but has not heard back. The agreement was included in the Board packet for the Board's review. Bryan Collins asked that Laura McAloon review the document before any action is taken. Lori Markham stated there will be a separate agreement between Fire District 9 and the City of Spokane for their space.

Lori Markham explained that the dark fiber project, discussed at a previous Board meeting, is not an infrastructure project for SREC. The payments SREC will make are for the use of the fiber only. Bob Schwent added that if the BUC was moved to a different location, it would transfer. There is little to no risk to SREC for the dark fiber project to continue. Randy Johnson reiterated the importance of not investing in any infrastructure until the agreement with Fire District 9 was in place. The agreement should include terms for a buyout for any infrastructure investments SREC has/will make. The agreement will be brought back to the Board after Laura McAloon has reviewed and feedback from Chief Cates has been provided.

5. New Business

a. Deputy Director Selection Process

Lori Markham explained she would like to contract with SCGI to assist in the selection process of the Deputy Director. The contract is \$15,000. Bryan Collins stated it is a reasonable amount for an executive level search and will cast a wide net. SCGI has knowledge of SREC as an agency and the industry itself with many contacts in multiple states. The Board supported Lori Markham's decision to contract with SCGI. Lori Markham added she would be seeking the Board's participation in the selection process.

6. Staff Reports

a. Operations

Lori Markham stated operations are status quo while hiring and staffing continues. The Report Technicians are on the floor and doing well and the effect has already been felt in the 911 center. Training for Law and Fire Dispatch is continuing and will increase as staffing allows. A former 911 employee has come back as extra help, filling some of the vacant shifts and will hopefully move to full-time.

b. Training Manager

Jon Adams explained he is beginning to implement a training model building wide that was previously used in Fire Dispatch. It is a large task and the learning curve is big, but the training will become easier long term. The program is based on the adult training model and will be more effective and efficient than the previous models used. Lori Markham added the model is based off the Reno model used in Law Enforcement training. Jon Adams explained the training program is first being implemented in Law Dispatch and then will be introduced into 911. Having a building wide training program will keep in line with the goal of each employee being fully cross trained in each discipline down the road.

c. Technical

Bob Schwent stated a power test was conducted last week which resulted in a failure when the power was being transferred back to commercial power. The next step is to evaluate the transfer panel and determine if that is the cause. Work will need to be coordinated with the City of Spokane as the building is owned by them. Battery site replacement has begun at Krell Hill. Bob Schwent added they have begun receiving domain equipment which is good timing for the newly posted job descriptions, to have those employees begin work as soon as possible. Work continues with County Building and Planning around GIS issues. Programming for SPD has begun and all the updates for Fire have been received.

d. Finance

Tim Henry stated the team continues to implement Incode. They are currently reviewing financial policies, so they align with Incode processes. Planning continues around Incode payroll configuration. Tim Henry added the County should be forwarding the tax revenue to SREC's account, roughly \$3.8M. Building the system from the ground up and implementing processes will allow the users to know the system intimately. Lori Markham stated the goal in building the processes and reports is that they are easily retrieved for reporting pieces and will ensure transparency.

e. Human Resources

Jeff Tower reported the Human Resources Department is in a good place, benefits enrollment, new hire processes, policies and procedures, etc., which is an indicator that the agency is stabilizing. Lori Markham added there is a Labor Management meeting on October 31, 2019, where the union should be presenting the master contract.

f. Administration

No further updates.

Bryan Collins stated he and Lori Markham are moving forward with the unit of work study and reaching out to consultants to get the study started and completed before the next budget cycle. Bryan Collins reminded the Board general elections are coming up and the potential of the integration discussion beginning again could bring financial and capital planning questions. Brian Collins asked the Board to begin looking at and making progress on the long-term capital plan so it is available to present to the City when the time comes.

7. Open/Public Comment

No public comment.

8. Closed Meeting to Discuss Matters Related to Collective Bargaining

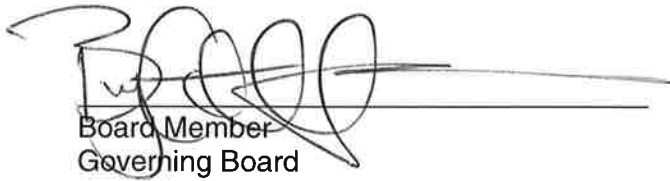
As allowed by RCW 42.30.140 (4)(a)

No closed meeting.

9. Adjourn

The meeting adjourned at 8:18 a.m.

The next Regular Governing Board meeting is scheduled for November 7, 2019 at 7:30 a.m.



Board Member
Governing Board



Board Member
Governing Board