Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
March 19, 2020

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

   Chief Bryan Collins called the meeting to order at 7:42 a.m. The following Board members were in attendance:

   Board Members
   Chief Bryan Collins – Spokane Valley Fire Department (Chair) – via phone
   Chief Brian Asmus – Liberty Lake Police Department (Vice Chair) – via phone
   Chief Mark Werner – Spokane Valley Police Department – via phone
   Undersheriff Dave Ellis – Spokane County Sheriff's Office – via phone
   Chief Randy Johnson – Spokane County Fire District 4 – via phone

   Staff
   Lori Markham, Executive Director
   Kim Arredondo, Deputy Director
   Jeff Tower, Human Resources Manager – via phone
   Bob Schwent, Technical Services Manager – via phone
   Patrick Erickson, Communication and Media Manager
   Cherell Yates, Office Manager
   Megan Schneider, HR Analyst

   Auxiliary Partners / Guests – via phone
   Lt. Alan Arnzen, Spokane Police Department
   Laura McAloon, McAloon Law Offices
   Ariane Schmidt, Spokane Regional Project Manager
   Julie Happy, Spokane Valley Fire Department

2. **Consent Agenda**
   a. Minutes from the February 6, 2020 Regular Meeting
      Bryan Collins motioned to approve the minutes from the February 6, 2020 regular meeting. Mark Werner seconded. All were in favor. Motion carried.

3. **Action Items**
   a. Transfer of Personal Property from Spokane County to SREC (Bill of Sale)
      Lori Markham explained the Bill of Sale was included in the packet. The document enables SREC to receive assets from Spokane County. Tim Henry and Bob Schwent are working to ensure the inventory is accurate before receiving the assets. Mark Werner motioned to approve the Bill of Sale. Randy Johnson seconded. All were in favor. Motion carried.

   b. Resolution 2020-3, Sole Source – Geo Redundant Prime Site - Motorola
      Bob Schwent explained there is currently a single point of failure in the 6-point simulcast cell system. The proposal includes; installing a redundant prime site at Krell Hill in the event Fancher (prime site) fails, upgrading systems and additional items all bundled into one, in order to receive a $300,000 discount. The internal equipment is Motorola and therefore the continued work needs to be done by Motorola. The contract must be signed before March 23, 2020 to receive the discount. Bryan Collins supports the sole source proposal, but asked why the redundancy piece was not there in the original design. Bob Schwent stated he was unsure as to why it was not a part of the original design. Bryan Collins motioned to approve Resolution 2020-3 and the sole source contract with Motorola. Mark Werner seconded. All were in favor. Motion carried.

    c. Resolution 2020-4, Maintenance Services – Motorola
Bob Schwent explained the maintenance agreement is the renewal that has been on a two-year cycle. Bob has asked for it to be on a six-year renewal cycle going forward, which gives better pricing and budgeting processes. The equipment is Motorola equipment and thus Motorola is the only vendor able to provide replacement parts and necessary support. Bryan Collins motioned to approve Resolution 2020-4 and the sole source, six-year maintenance agreement with Motorola. Mark Werner seconded. All were in favor. Motion carried.

4. **New Business**
    a. Radio Policy
Lori Markham explained the draft policies were included in the Board packet. She asked the Board to submit any feedback to her or Bob Schwent before the next scheduled Board meeting. The polices will be brought to the next Board meeting for approval.

5. **Old Business**
    a. Tyler Update
Lori Markham stated Brad Hudson's last day was March 17, 2020 and therefore Spokane County IT is currently without a New World project manager. Ariane Schmidt explained the group is looking at long term decisions. Arianne continued that currently the priority is ensuring the Tyler platform is in a stable, useable state today by deferring any enhancements requests and ensuring any critical outstanding items are part of their critical service deliveries. Lori Markham stated the position needs to be filled in order to maintain that system and keep the platform stable. Lori furthered that this is also a time to look at considering how to better meet the needs of Spokane County as a whole. When the CAD project team was formed about six to seven years ago, SREC did not exist and therefore it made sense that County IT housed the project with contributing partners. Lori explained now that SREC is up and running it would make more sense to shift the CAD project to SREC. She asked Becky Gehret from Spokane County IT to provide the position cost for the New World Project Manager. The total position cost is $143,891 (salary, benefits and overhead) annually. SREC currently pays 50% of the cost with the City of Spokane and Spokane County covering almost all of the remaining portion. Lori asked for feedback from the Board about moving that position in house and having SREC host and manage the CAD system. Bryan Collins clarified, SREC is already paying around $70,000 and would then pick up the prorated amount for the remainder of the year. Lori explained that Becky thought a good strategy would be to unwind the current inter-locals and have SREC bill out to those agencies for the use of that position. Those agencies are already agencies SREC currently bills for user fees. Bryan Collins asked if she foresees any issues with the City of Spokane. Lori responded she did not foresee any issues, but discussions and assurances with the City of Spokane would definitely need to take place. SREC would be providing the same services Spokane County IT is providing today and would still maintain the Executive and Core teams. Ariane Schmidt stated the City of Spokane administration is interested in further discussions and providing support, but does want to understand the technical and larger picture. Dave Ellis asked that access would remain as they currently are. Lori explained that none of that would change, SREC is a neutral ground for public safety and will get the user agencies what they need. Ariane furthered that the system architecture itself will stay the same, it is just the business component that is in transition and the interlocal agreements will become very important. Bryan Collins asked how this would impact the SREC budget. Lori stated the other portion not already paid by SREC will be billed out to the other agencies for the remainder of the year.

Bryan asked that as we move forward and with the consideration of new platforms, that all agencies be included, including the Fire agencies. Ariane explained the Executive Core Team has been reinstated and will be looking at this with a fresh, multi-disciplinary look at the current and future CAD platform. Bryan asked if there is currently any Fire representation on the Executive team. Lori stated there is not. Bryan suggested the Inland Fire Chief's association appoint someone to the Executive team.

Lori asked for direction from the Board to take back to Becky Gehret. Bryan stated he supports the move, but asked with some of the current legal items surrounding CAD, if any of this had gone through legal review. Lori explained Becky is working with the legal team at Spokane County and believes that the position in question and moving CAD to SREC is outside the scope of the legal items Bryan is referring to. Ariane Schmidt stated Becky is verifying with an opinion letter regarding some fiscal out options.

Ariane explained there had been miscommunication on the City of Spokane side with the standing up of virtual environments and connectivity, there was an assumption that CAD had gone down, when in reality City IT was reconfiguring their connectivity. Ariane asked that agencies double check with Lori or the CAD team if any issues arise to ascertain if there truly is an issue.

6. Staff Reports
Lori Markham explained, with focuses currently on COVID19 response, she was forgoing the staff reports.

7. Open/Public Comment
None.

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

9. Closed Meeting to Discuss Matters with Legal Counsel Related to Potential Litigation
As allowed by RCW 42.30.110 (1)(i)

Moved to closed session at 8:12 a.m., estimated 15 minutes, will reconvene at 8:30 a.m. No action items anticipated to be taken.

The regular meeting reconvened at 8:30 a.m.
No action was taken.

10. Adjourn
The meeting adjourned at 8:32 a.m.

The next Regular Governing Board meeting is scheduled for April 16, 2020 at 7:30 a.m.

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Chief Bryan Collins
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Board Member
Governing Board

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