

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
January 16, 2020

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

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

Board Members

Chief Bryan Collins – Spokane Valley Fire Department (Chair)
Chief Brian Asmus – Liberty Lake Police Department (Vice Chair)
Sheriff Ozzie Knezovich – Spokane County Sheriff's Office
Chief Cody Rohrbach – Spokane County Fire District 3 (via phone)
Chief Mark Werner – Spokane Valley Police Department
Gerry Gemmill – Spokane County

Staff

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Jeff Tower, Human Resources Manager
Tim Henry, Finance Manager
Bob Schwent, Technical Services Manager
Brad Kane, Fire Operations Manager
Dave Heglin, Law Dispatch Manager
Cherell Yates, Office Manager
Heather Wood, QA Administrator
Megan Schneider, HR Analyst
Jenni Folden, Financial Analyst

Auxiliary Partners / Guests

Undersheriff Dave Ellis, Spokane County Sheriff's Office
Lt. Alan Arnzen, Spokane Police Department
Laura McAloon, McAloon Law Offices
Brad Hudson, Spokane County, New World Support Team Manager
Ariane Schmidt, Spokane Regional Project Manager

2. Consent Agenda

- a. Minutes from the December 19, 2019, 2019 Regular Meeting
Brian Asmus motioned to approve the minutes from the December 19, 2019 regular meeting. Mark Werner seconded. All were in favor. Motion carried.

3. Action Items

- a. Resolution 2020-1 Authorize Warrants and Certifications
Lori Markham stated a copy of the resolution was included in the Board packet. The resolution updates those who are approved to authorize warrants and certifications to be Kim Arredondo, Jeff Tower and herself. The resolution will replace Resolution 2019-4. Brian Asmus moved to approve Resolution 2020-1. Mark Werner Seconded. All were in favor. Motion carried.

4. New Business

- a. Public Information Specialist Position
Lori Markham explained the job description was included in the Board packet. The position was held by Kirstin Davis and when she vacated the position in July, the decision was made to hold off on filling the position right away. Lori Markham stated

there is a need to be proactive regarding information being shared with the public. As a new organization SREC needs to have a significant, positive presence on social media and at public events. Tim Henry explained the position was not budgeted for in the 2020 budget, but with other vacancies, will still fall within the 2020 budget parameters. Bryan Collins explained the importance of SREC sharing its story and relaying the good things that are happening. Lori Markham added the position will also fulfill many of the State E911 Public Education requirements. Jeff Tower explained the current position description was based on the job description from South Sound 911. Lori Markham would like to have a current PIO with a local organization review the job description and update as needed to fit the needs of the agency. Brian Asmus motioned to approve the Public Information Specialist position and the budget amendment. Mark Werner seconded. All were in favor. Motion carried.

b. Regional P4 Project with FAFB

Lori Markham explained she and Cody Rohrbach attended a meeting on Monday with Countywide Fire Chiefs and Fairchild Airforce Base to discuss the proposed fire training center at Fairchild in conjunction with the Federal Government, which could include a new communications center. SREC is out growing the current communications center. Cody Rohrbach stated it is the same process the Spokane County Sheriff's went through with the new shooting range. The initial construction costs would be paid for by the Federal Government and the ongoing maintenance and operational costs picked up by partner agencies. Lori Markham stated the group was very interested in including SREC in the process. She explained it was ultimately the Board's decision to move further with the project. A positive to joining this project and partnering with Fairchild is that a lot of the funding is already covered. Additionally, being onsite with Fairchild and the training facilities being built is a great opportunity to work on interoperability and truly become regionalized. The next meeting will be held in February. Bryan Collins stated he would like to continue discussions. Ozzie Knezovich stated the concept was brought to the Board a year ago regarding co-locating with DEM, Dispatch, Training for Sheriff and Fire offices, etc. Cody Rohrbach asked if the current facility is adequate and sustainable for the future. Ozzie Knezovich stated another option is to use the current facility as the BUC and build a new Communications Center. Lori Markham will continue to attend the meetings and update the Board.

5. Old Business

a. Tyler Update

Brad Hudson stated work continues on the ProQA project. A contractual agreement is being worked on and a quote for the licensing has been received. Brad Hudson's explained it is about a 4-month timeline to go live, which includes employee training and certification. Tyler is in place for implementation and will need a 2 to 3 day lead for the interface. Lori Markham explained employee training is a large portion of that time, and SREC is positioned well for the training, having in house subject matter experts from Fire Dispatch. Priority Dispatch requires a 10-week reservation date for the training classes. The quote from Priority Dispatch came in last night and is roughly \$250,000 to get ProQA in place. Licenses are required for each seat that is occupied. The breakdown of annual costs will be forth coming.

Brad Hudson explained that part of getting the health card for Tyler is getting all the user leads involved. Tyler should be on site February 5, 2020 to review technical topics, account manager changes, general check-in, etc.

6. Staff Reports

a. Operations

Lori Markham introduced Deputy Director, Kim Arredondo. Kim Arredondo stated she is settling in and getting to know the different disciplines and meeting employees.

b. Training Manager

Kim Arredondo stated there are two new trainees in the classroom for 911. CritiCall testing was held over the weekend, with the possibility of four candidates moving forward. One of the trainees in Fire has transitioned to a position on the floor. An employee from 911 is slated to transition to Law Dispatch in February.

c. Technical

Bob Schwent stated the Systems Administrator starts today. He is a key component to progressing on the domain project. The Network Administrator candidate is in the background process. Bob Schwent explained a notice came from Homeland Security regarding vulnerability to the Windows systems, patches were installed yesterday. The kick off meeting with Motorola was held yesterday for the radio system upgrade in April. Bob Schwent stated there was an issue with one of the switches for the console positions which has been replaced.

Bob Schwent explained he is in the process of writing policies for radio system use that he will bring to the Board for approval. He will be reaching out to Department heads on their radio and technology needs. The goal is to get the right equipment to the right people. The policies will also include an update on training and radio replacement processes. Bob Schwent stated there is nothing written in the current policies regarding radio replacement and who is responsible for paying for additional radios. The current practice for radio replacement and new radios is, if the radio is on the system, SREC owns the radio, SREC provides the radio. In cases where there is more than just standard issues and replacements, i.e., an agency needs an additional 40 radios because of a change in policy that impacts SREC financially will need to be determined at the Board level going forward. Ozzie Knezovich stated the historical procedural understanding is that SREC owns the radios and is responsible for them as the system grows. When the new radio system was built, growth was factored into the numbers. Bryan Collins stated it is important to have clarity and get policies and parameters in place, including fire station alerting processes.

d. Finance

Tim Henry explained the financial reports were included in the Board packet representing activity from July 1, 2019 to December 31, 2019. BARS filing with the State Auditor is due in May. Tim Henry asked the Board how often they would like to see the reports and what level of detail to include. Tim Henry explained there are variances in the revenue lines due to timing and the reporting of funds. Bryan Collins asked if the 'all funds' report reflected the actual six months, or was a twelve-month projection. Tim Henry stated there are variances due to the timing issue. Ariane Schmidt stated she had an example of a rolling report she could share with Tim that might help account for those time variances.

Tim Henry stated the 2020 projections power point slide Tonya Wallace presented to the Board a few months ago, was included as well. The 2020 revenue line is well within the current budget. Tim Henry explained the projections are consistent with the activity that has already occurred.

e. Human Resources

No further updates.

f. Administration

Lori Markham stated she would like to have the Finance Committee begin meeting again. According to the Charter it should consist of an Executive Board Member, the SREC Executive Director, the SREC Finance Manager and the County Finance Manager. Gerry Gemmill asked that Tessa Anderson act as the county Finance Manager until that position is filled with the County. The Board agreed to have Bryan Collins remain on the committee as the Executive Board Member.

Lori Markham explained that with Tonya Wallace and Valerie Keegan's departure from the County, Tim Henry will now handle the capital improvement plan. Tonya Wallace has agreed to meet with Lori Markham and Tim Henry to hand that over before she leaves. Lori Markham explained it is SREC's capital improvement plan and is more appropriate to be handled by SREC. She expressed her thanks to the County for all their hard work on the project.

Lori Markham stated she is working with the City of Spokane on the CCB ILA and some rough numbers have been put together. Laura McAloon explained she spoke with Mike Ormsby and there is not a draft ready to review as there has been push back from some City Council members. Lori Markham explained the intent from the group that met last week seems fair and reasonable. The group consisted of Chief Jay Atwood, Mike Ormsby, two City of Spokane financial managers, Ariane Schmidt and Lori Markham.

Lori Markham explained Mike Ormsby is also working on a Fire Technology ILA for SREC to utilize the City network and pay for services to use that system going forward. The fees will be a percentage based on 2019 call volume. Bryan Collins stated he had many questions regarding the ILA and will discuss at a later time. Lori Markham wanted the Board to be aware that the division of CCC assets are also being discussed.

7. Open/Public Comment

8. Closed Meeting to Discuss Matters Related to Collective Bargaining

As allowed by RCW 42.30.140 (4)(a)

Moved to closed session at 8:23 a.m., estimated 20 minutes, will reconvene at 8:43 a.m.
The regular meeting reconvened at 8:45 a.m.

No action was taken.

9. Adjourn

The meeting adjourned at 8:45 a.m.

The next Regular Governing Board meeting is scheduled for February 6, 2020 at 7:30 a.m.



Board Member
Governing Board



Board Member
Governing Board