

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
February 18, 2021

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

Chief Bryan Collins called the meeting to order at 7:30 a.m. The following Board members were in attendance:

Board Members – via Zoom

Chief Bryan Collins – Spokane Valley Fire Department (Chair)
Sheriff Ozzie Knezovich – Spokane County Sheriff's Office (Vice Chair)
Chief Randy Johnson – Spokane County Fire District 4
Chief Cody Rohrbach – Spokane County Fire District 3
Chief Brad Richmond – Airway Heights Police Department
Chief Dave Ellis – Spokane Valley Police Department
Gerry Gemmill – Spokane County

Staff – via Zoom

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Tim Henry, Finance Manager
Bob Schwent, Technical Services Manager
Brad Kane, Dispatch Operations Manager
Patrick Erickson, Communication and Media Manager
Jon Adams, Training Manager
Cherell Yates, Office Manager
Jenni Folden, Finance Analyst

Auxiliary Partners / Guests – via Zoom

Assistant Chief Howard Johnson, SCFD4
Lt. Alan Arnzen, SPD
Laura McAloon, McAloon Law Offices
Ariane Schmidt, Spokane Regional Project Manager
Todd Mielke, Spokane County Sheriff's Office
Brian Schaeffer, City of Spokane
Brian Scott, BDS Planning and Urban Design

2. Consent Agenda

Dave Ellis motioned to approve the minutes from the January 21, 2021 regular meeting. Brad Richmond seconded. All were in favor. Motion carried. Brad Richmond motion approve the minutes from the January 25, 2021 special meeting. Cody Rohrbach seconded. All were in favor. Motion carried.

3. Action Items

a. Resolution 2021-01 MPLS Project

Bob Schwent explained the microwave project was started last year and budgeted at \$1.5M, but was paused due to Motorola supply issues and weather conditions. He would like to finish up the project prior to completing the GeoPrime project as the microwave is the backbone to the GeoPrime site. Bob furthered he was able to renegotiate the contract and reduce the price to \$1.1M, which now includes the replacement radios. Bryan Collins thanked Bob for his work on the renegotiation. Randy Johnson motioned to approve Resolution 2021-01. Gerry Gemmill seconded. All were in favor. Motion carried.

b. Resolution 2021 -02 Phone Administrator Reclassification

Bob Schwent stated the Phone System Administrator position is doing the work outlined in the Sr. Public Safety Systems Specialist position. Jeff Tower explained the Phone Administrator position was created from a previous Spokane County 911 supervisor position who was assigned to the administration of the 911 phone system. When the position was created, the most closely aligned positions were system administrators from the County and City, so the pay range was established by averaging those positions' ranges. Today the position is not only responsible for phone administration but is assigned and tasked with duties the current Sr. Public Safety System Specialist are responsible for. Jeff furthered the current incumbent is at the top step of the Phone Administrator pay range and would therefore like to move him to step 4 of the Sr. Public Safety Systems Specialist if reclassified. Lori Markham explained the phone administrator duties are a part of the Sr. Public Safety Systems Specialist job description and currently fulfills the on-call duties of the current Sr. Public Safety Systems Specialists. Bryan Collins confirmed the Phone Administrator position would be removed if reclassified to the Sr. Public Safety Systems Administrator. Lori replied yes. Gerry Gemmill asked how the reclassification affects the budget. Tim Henry replied it is estimated to be under \$3000.00 for the year and will be able to absorb that with other vacancies. Randy Johnson asked if it is just the current incumbent doing the phone administrator and additional duties, or does the Sr. Public Safety Systems Specialist job description include the phone administrator duties for future incumbents. Bob replied the position reclassification is based on the duties of the position and not the person. The duties are outlined in the job description for future incumbents. Randy Johnson motioned to approve Resolution 2021 – 02 and the reclassification of the Phone System Administrator. Brad Richmond seconded. All were in favor. Motion carried.

c. SREC By-Laws

Lori Markham stated that her and Laura McAloon have revised the bylaws to reflect the current business of SREC. Laura explained that her and Jim Emacio (County legal) agreed the SREC bylaws are not something that needs the BoCC approval and can be adopted by the SREC Board. Additionally, there have been previous versions of the SREC Charter and these bylaws are now consistent with the current terms of the Charter. Bryan Collins asked for a track changes version to understand what changes have been made before adopting. Lori stated she will send the track version out to the Board for review and will include in the next month's Board meeting for adoption.

4. Old Business

a. BDS

Brian Scott presented a slideshow to the Board updating the work being done on membership tiers. Brian explained a subcommittee met following the last SREC Board meeting and had some recommendations to bring forward as well as some additional questions. There are two membership tiers, full and partial users. Full users take advantage of all or most of SREC services. Partial users are those who choose to contract with SREC for one or two services. The subcommittee agreed full users receive a seat on the Governing Board and partial users get a seat on the communications advisory boards (law and fire advisory groups). There will be no elected officials on the Governing Board except the Sheriff as the head of a large law enforcement agency. A key question was if full users outside of Spokane County get a seat on the Governing Board. Brian outlined the rate formula structure; 911 call taking is paid for by 911 taxes, dispatch services are charged the same formula as existing users, with same rates for full or partial users (based on call volume), and radios have a cost recovery rate, based on equipment and use, plus overhead. Additional questions that arose from the subcommittee; do users outside Spokane County pay the same rates and does SREC need a policy for use of state excise taxes for users outside of Spokane County.

The subcommittee agreed a third-party analysis would be conducted for each potential new customer, covering costs and impact before SREC agrees to take the customer on. The analysis would be paid for by the prospective member. IXP is developing a framework for this analysis. Brian recommended the subcommittee reconvene to address the questions. Bryan Collins agreed a higher rate should be charged for those outside Spokane County since it would have impacts to the system, infrastructure, capital, etc., but answering the governance and 911 excise questions would take further discussion and research. Randy Johnson asked if an agency coming into the system should be required to pay a 'buy in', to help pay for the infrastructure and money that has been invested to bring SREC where it is today. Randy also asked if there should be a time lag, or period of performance before an agency begins their seat on the Board. Bob Schwent added SREC does not currently have a cost recovery for radios, SREC pays for the users' radios and outside agencies use their own radios that are compatible with the SREC system. Bob furthered the cost recovery would be for technician services on radios that are part of the County, but not SREC. Brian Scott replied the subcommittee would rely on Bob and his group to establish a cost sheet. The subcommittee will reconvene to discuss these questions and update the Board at the next Board meeting.

b. Citizen Representative

Jeff Tower explained there were five applicants which have been narrowed down to three and are waiting on one more applicant's packet for review. The Executive Committee will interview those candidates and bring a recommendation to the Board at next month's Board meeting.

c. Financial Subcommittee Update

Tim Henry stated the financial update was included in the Board packet. The 4th quarter narrative explains the revenue variance, about 3.6% below target and those variances have been identified. Expenses overall were under budget, but over budget in salaries due to a lower than expected vacancy rate and higher percentage of overtime used. Those adjustments in the variances have been made for 2021. In response to COVID capital spending was paused temporarily in 2020. Tim reminded the group the Finance committee meets each month and looks at these documents in a more detailed manner. Moving forward the finance department will be working on financial statements, schedules and disclosures for BARS filing in May. The documents will be brought back to the SREC Board one more time before filing in May.

d. HB 1155

Lori Markham stated she forwarded the amendments to HB1155 to the Board yesterday. The amendments do not change anything for SREC, they change the population parameters which affects King County. The House Finance Committee is meeting this morning at 9:00am to discuss. Brad Richmond explained if the changes effecting King County will have trickle down effects to Spokane and other Counties. Lori explained it will end up having effects to Counties that utilize the 1/10th of 1% sales tax across the state, mainly targeting larger counties.

5. Staff Reports

a. Operations

Kim Arredondo stated 911 is up by two in staffing with the anticipation of moving four for cross training in March. The two supervisors currently training are doing really well and will be released mid-March and will then be able to cover in 911 or Fire dispatch. Applications will open next week for those interested in cross training. Two report technicians have been vetted to work from home, just finalizing the technical side of it. Transition of fire calls is still set to go live on May 1st. Three new employees started on

Monday and we are currently reviewing applicants for the next academy to begin in April. Patrick Erickson posted a recruitment on Facebook which has created a lot of interest. The 911 employees are also completing the state mandated 8 hour CIT training stemming from the Trueblood class action lawsuit.

b. Technical

Bob Schwent stated work continues on the technology side of having report technicians work from home. Tom Brown's last day is today and Bob thanked him for all the work he has done while at SREC. Joe Sacco has been working on the New world upgrade for CAD and the GIS information. Currently we are reviewing applications for a GIS technician. The fire alerting radios have almost all been replaced and will finish work on the GeoPrime site and microwave projects as soon as the weather permits. Interviews for the radio technician position have begun.

c. Finance

Tim Henry stated focus remains on closing out 2020 and building the 2021 budget. Work continues on the fixed asset database.

d. Human Resources

No further updates.

e. Administration

Lori Markham stated we are working on the 2020 annual report. Lori explained she had a building meeting with SPD and SFD last week to discuss a possible remodel. SREC would like to co-locate SREC employees into one area which would require taking down a couple walls. This was a preliminary meeting and there is some money budgeted for this. Lori will keep the Board updated as that progresses. Bryan Collins asked if the City has been receptive to these meetings and requests. Lori explained they had been willing to meet and discuss different options. Bryan stated it is a key component to SREC's success and internal culture. Brian Schaeffer added that he and Lori had a follow up discussion yesterday and he wants to reaffirm his commitment to SREC to make things right, make it work and follow what SREC desires and needs. Bryan asked if Chief Meidl or his staff was part of the discussions. Brian explained Lori has been the primary nexus, but SPD has assigned a new officer to that role, Major McNabb; the CCB site council is comprised of Lori, Brian and Major McNabb. Bryan thanked Brian for his work and help.

6. Open/Public Comment

No public comments.

7. Closed Meeting to Discuss Matters with Legal Counsel Related to Collective Bargaining

As allowed by RCW 42.30.140(4)(a)

Moved to closed session at 8:24 am, technical issues, meeting ended for all, notified all attendees to standby.

At 8:35 am meeting on line and back in session, attendees notified

Moved to close session at 8:36 am, estimated 5 minutes

The regular meeting reconvened at 8:43 am.

No action was taken.

8. Adjourn

The meeting adjourned at 8:44 a.m.

The next Regular Governing Board meeting is scheduled for March 18, 2021 at 7:30 a.m.

DocuSigned by:

Bryan Collins

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Board Member
Governing Board

DocuSigned by:

Bozjie Knezovich

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Board Member
Governing Board