

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
April 15, 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  
Gayne Sears – Citizen Representative

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  
Heather Wood, 911 Operations Manager  
Jeff Tower, HR Manager  
Patrick Erickson, Communication and Media Manager  
Cherell Yates, Office Manager  
Jenni Folden, Finance Analyst  
Megan Schneider, HR Analyst

Auxiliary Partners / Guests – via Zoom

Assistant Chief Howard Johnson, SCFD4  
Lt. Alan Arnzen, SPD  
Laura McAloon, McAloon Law Offices  
Chief Brian Schaeffer, City of Spokane  
Chief Lonnie Rash, SCFD 8  
Chief Tom Williams, City of Spokane  
Scott Simmons, Spokane County

**2. Consent Agenda**

Lori Markham stated the next governing meeting date needed to be corrected from May 21, 2021 to April 15, 2021. Randy Johnson motioned to approve the minutes from the March 18, 2021 regular meeting as amended. Brad Richmond seconded. All were in favor. Motion carried.

**3. Action Items**

a. SREC Board Chair Position

Lori Markham explained the bylaws state the Chair position is to be re-evaluated annually and this was not done last year. Lori asked if there were any Board members interested in the Chair position. Dave Ellis nominated Bryan Collins again. Gerry Gemmill seconded. Bryan asked if there was any other interest or if Ozzie Knezovich as the Vice Chair was interested. Dave explained he believed the Sheriff was happy with Bryan as the Chair. All were in favor. Motion carried.

b. Resolution 2021-03, Payroll & Accounting Technician

Jeff Tower explained the decision was made back in 2018 to move this position to SREC from the County at the same pay rate the position was at with the County. There was a cost of living increase in 2019 that was not included in the SREC wage table for this position. The wage table needs to be updated on the SREC pay scale to reflect the correct amount. The correction is roughly \$1500 to \$1800 increase annually for the position. Randy Johnson clarified this is just a correction to the pay table and what was agreed upon during the original carry over to SREC. Jeff replied that was correct and the employee has been paid correctly, the wage table just needs to be updated to align with the correct amount. Gayne Sears asked why it was just the one position. Jeff explained back in 2018 when SREC positions were being created, a wage study was done based on Valley Communications for operational positions and for administrative positions, a study of similar positions within Spokane County, the City of Spokane, and Spokane Valley if applicable. This position was the only one that would be performing the identical duties as currently with the County, so the position came over to SREC at the exact pay rate as existing in the County. The information was gathered in 2018 and the pay table was compiled in 2019 and the cost of living that happened in 2019 for that position was not added into the wage table. Dave Ellis motioned to approve amending the wage table. Cody Rohrbach seconded. All were in favor. Motion carried.

**4. New Business**

a. Radio Outages Notification Policy

Bob Schwent stated the draft policy was included in the Board packet and the policy was implemented on the most recent planned outage. Bob explained the policy outlines how and when notifications will be made for planned and anticipated major outages. The policy also provides definitions, timelines and what will be included in the notification for the different types of outages. Bryan Collins stated the policy says notification will be made two weeks prior to a planned major outage and asked if it should say no less than two weeks. Bob replied it was set as the minimum because that is a timeline vendors can be tied to for scheduling purposes. Lori Markham stated the verbiage can be changed to state, no less than two weeks, as this will keep the same minimum time frame and open it up for earlier notifications when known. Gayne Sears asked for further explanation on the notification that was just implemented. Bob explained there is a planned outage coming up and he already sent the notifications out. The feedback has been positive. The policy was also presented to the Fire Communications Advisory Board and the group was in favor of the policy. Howard Johnson thanked Bob for the work on the policy as it is a necessary component and the format is easy to follow. The group agreed to move forward with the policy. Bob Schwent stated he will update to the verbiage to reflect, no less than two weeks.

b. Tyler CAD Upgrade

Lori Markham explained it has been almost two years since the last major upgrade was done. The last upgrade was not a good experience, so the Core team has been hesitant to do another one, but the system is at a point where it is necessary to move forward and make changes on the system. The team has spent a lot of time running scenarios, testing and vetting the new upgrade. Any significant issues that arose were quickly resolved, which has left the team feeling more confident about the upgrade. On April 20<sup>th</sup> at 0200 the CAD system will be upgraded, there is an estimated four-hour downtime, Law CAD will be affected as well as the interface between Law and Fire CAD. The City of Spokane has been advised. The team has put parameters on Tyler, Tyler staff will be present and plenty of resources allocated to ensure the upgrade goes smoothly.

c. Finance Committee – 1<sup>st</sup> Quarter Update

Tim Henry stated the 1<sup>st</sup> quarter 2021 report was included in the Board packet. The Board will receive a similar report each quarter. The revenue is over expected due to some revenue coming in from 2020 as well as the County revenue trending a little above originally estimated. The expenses overall are underbudget. The base unit contract was signed, so the salaries and benefits trend will continue until items such as retroactive COLA's, and other affected benefits are paid out. Some capital purchases were completed, but have not been reported for the 1<sup>st</sup> quarter and will show up on the 2<sup>nd</sup> quarter report. The bridge loan from the County has been paid in full.

The BARS report was included in the Board packet. The filing deadline with the State for the report is May 28, 2021. The only change this year were to those with cash basis filing, additional choices were given to the classifications of ending balances. The Finance Committee discussed how to address the ending cash balance for 2020 and decided the best option would be funding the operating reserve. If SREC is not operational first, then the rest of the reserve categories won't matter. Bryan Collins stated he had a chance to look at the proposed resolution and supported it. Tim will bring the proposed resolution to fund the operational reserve to the Board at the next meeting for approval. The BARS report will also be included for approval at the May meeting.

**5. Old Business**

a. CopLogic Update

Heather Wood explained that due to the CAD upgrade, the go-live date for CopLogic has been postponed. The report bridge has been installed on the SREC network and go-live will hopefully happen next month with the Sheriff's Department. Spokane Valley, Liberty Lake and SPD will follow.

b. HB 1155 Update

Lori Markham explained HB 1155 went back to the House for a review and vote on an amendment. The amendment really only affects King County and it did pass the House.

**6. Staff Reports**

a. Operations

Kim Arredondo stated the law academy is finishing up and those two trainees will be released to the floor next week. There are four more vacancies in Law and two of those should be filled in July, to allow for healthy staffing in 911. A new 911 academy starts April 18<sup>th</sup> with three new trainees, which will leave a total of seven vacancies in operations. Fire will be fully staffed in June and hopefully Law will be staffed by September. Lori Markham explained once areas are fully staffed there will be more opportunity for cross-training, which is very exciting for staff and a great accomplishment for SREC.

b. Technical

Bob Schwent stated the CAD upgrade is keeping IT and GIS staff very busy. The radio shop continues working on maintenance and fire programming, Districts 2 and 12 are done, the City is being scheduled as well as the other districts. They are working with Tyler to resolve the push to talk issue on the CAD side, that has never worked properly, and a resolution is being tested now.

c. Finance

Tim Henry stated finance is working on the 2022 budget development. Tim recognized Jenni and stated she has begun to help with reporting to the Finance Committee and budget development.

d. Human Resources

Jeff Tower stated human resources has been working on disseminating information to staff regarding the new long-term care act and payroll tax that will be in effect January 1, 2022. Staff continues working to fill the three vacant IT and Radio tech positions. Bryan Collins asked if Jeff had been successful in getting up to date information regarding the long-term care act. Jeff replied that Alliant, SREC's insurance broker, held a webinar that was helpful, but the information is coming out sporadically. Jeff stated it is his understanding that the opt-out date had been extended from July 2021 to November 2021.

e. Administration

Lori Markham stated the Annual Report is almost done and should be available at the next Board meeting. It is good to see, collaboratively, what SREC has accomplished. Lori explained conversations continue about reallocating space within the CCB for SREC operations to be co-located. The long-term goal would be to have everyone working for SREC co-located, including the radio shop.

Lori explained work continues on the strategic plan and is in the final stages. Lori thanked those who have been participating in the small group meetings and helping SREC figure out how to accomplish the goals that were laid out.

It is Telecommunicator week and SREC has been celebrating with various games, activities, spirit week, etc. The activities have been posted on social media as well as a compilation of thank you messages from Board members and users. Lori thanked everyone for their continued support.

Lori announced this will be Gerry Gemmill's last Board meeting as he is retiring at the end of April. Gerry introduced Scott Simmons as the new Spokane County CEO. Lori thanked Gerry for all his work and dedication to bring SREC to fruition. Bryan Collins also thanked Gerry for all his work.

**7. Open/Public Comment**

No public comments.

**8. Closed Meeting to Discuss Matters with Legal Counsel Related to Potential Litigation**

As allowed by RCW 42.30.110 (1)(i)

No closed meeting.

**9. Adjourn**

The meeting adjourned at 8:11 a.m.

The next Regular Governing Board meeting is scheduled for May 20, 2021 at 7:30 a.m.

DocuSigned by:

*Bryan Collins*

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Board Member  
Governing Board

DocuSigned by:

*Annie Knezovich*

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Board Member  
Governing Board