

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
April 21, 2022

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

Sheriff Ozzie Knezovich called the meeting to order at 7:30 a.m. The following Board members were in attendance:

Board Members

Sheriff Ozzie Knezovich – Spokane County Sheriff’s Office (Chair)
Chief Cody Rohrbach – Spokane County Fire District 3 (Vice Chair)
Assistant Chief Howard Johnson – Spokane County Fire District 4
Chief Dave Ellis – Spokane Valley Police Department
Chief Brad Richmond – Airway Heights Police Department
Chief Frank Soto – Spokane Valley Fire Department
Scott Simmons – Spokane County
Gayne Sears – Citizen Representative

Staff

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Tim Henry, Finance Manager
Jeff Tower, Human Resources
Bob Schwent, Technical Services Manager
Heather Thompson, 911 Operations Manager
Jon Adams, Training Manager
Patrick Erickson, Communication and Media Manager
Cherell Yates, Office Manager
Jenni Folden, Finance Analyst
Trish Weitz, Communications Officer
Josette Renken, Communications Officer

Auxiliary Partners / Guests

Laura McAloon, McAloon Law Offices
Chief Brian Schaffer, SFD
Julie Happy, SVFD

2. Consent Agenda

Cody Rohrbach motioned to approve the minutes from the March 17, 2022 regular meeting. Howard Johnson seconded. All were in favor. Motion carried.

3. New Business

a. 2022 Q1 Report & Financial Annual Report - Draft

Lori Markham explained the Finance Committee met last week to review the draft report for the BARS filing in May. Scott Simmons briefed the Board on the draft report that was included in the Board packet. There was an increase in ending cash revenues due to the final distribution from the County of the remaining 1/10th reserves for Emergency Communications. The fund balance report shows an ending balance of \$17,024,850. Lori explained the \$17M has been allocated to projects within the 6-year capital improvement plan (CIP). The projects were also included in SREC’s strategic plan and included, CAD replacement and a new communications facility. Lori stated the Board will need to decided which projects those funds are dedicated to. Lori added that there are upcoming needs such as a new phone system and dispatch consoles that have been wrapped into the new facility project as a whole. Scott reiterated the great work by Tim,

Lori and the team on the CIP, as it is very important for the Board, considering the technology and people driven business we are in, to understand what the out years look like, and what the Board should be considering investing in technology and facility wise. The facility replacement is a large investment and the CIP puts it on paper for Board consideration, budgeting and being able to plan for the eventuality of the new facility. Scott stated the current amount for the project is listed at \$25M. Scott explained the Finance Committee recommends the Board begin allocating some of the reserve funds for these upcoming projects and properly classify the ending fund balances. Scott reminded the Board that most of the items listed on the CIP under equipment purchases are built into the annual operating budget. The CAD replacement project is an unusual and non-reoccurring capital item and the committee recommends the Board take action to assign, by motion, \$2.5M of the fund balance to the CAD replacement project. Additionally, the committee recommends the Board commit, by resolution, \$14M to the new facility project. Lastly, the committee recommends the remaining funds be placed into an unassigned status in the current operating reserve fund, allowing fluctuation in working capital and to cover periods of time in receiving user fees and funds distributions from the County. Scott concluded these actions will show intent by the Board to allocate funds for specific purposes. The projected ending fund balance for 2022 is roughly \$20M. Lori added this is the first review of the recommendations to the Board and will ask that action be taken at the next Board meeting, in time for assigning funds in the final report submission to the State Auditor's Office. Cody Rohrbach reminded the Board that any action taken by the Board, by motion or resolution, can also be undone by the Board through motion or resolution if a higher priority arises. Cody added that this information will also be shared and discussed with the Law and Fire operations groups for any input they may have prior to action being taken next month. Ozzie Knezovich stated the importance of ensuring the projects are fully funded and filling in the gaps, since there is a \$12M delta as it sits now. Tim Henry stated trends in sales tax are higher than budgeted and will track this over the six years and adjust accordingly.

4. Old Business

a. CAD RFP Process Update

Lori Markham explained an RFP was posted last week for a CAD consultant to help with the CAD replacement and RFP process as well as implementation. The RFP closes next week and Lori and her team will evaluate and bring forward a recommendation in May. The goal is to have all agencies, users, etc., involved and provide input into the CAD system and ultimately be on a single CAD that works for everyone.

b. ADCOMM Update

Lori Markham stated the draft report was sent to the Board yesterday afternoon and to let her know if there are any questions or concerns. Lori estimates the final report and action to be taken at the next Board meeting.

b. HB1155 Update

Scott Simmons stated there are no updates since last month as the City cancelled the meeting that was scheduled for yesterday.

5. Staff Reports

a. Operations

Kim Arredondo stated trainees are doing well and there are academies for both 911 and Law dispatch slated for May. Unfortunately, the trainee in Law dispatch did not complete her training. The supervisors unanimously advised that even with an extension of the training process she would not complete overall.

b. Technical

Bob Schwent stated work continues on computer replacement and radio shop maintenance. Bob stated the first test for in building radio coverage fire code requirements was tested and is getting ready to go live. Bob is working to ensure expenses involved in meeting these fire codes is the responsibility of the facility/building owners and building contractors, and the radio system is protected.

Ozzie Knezovich stated there was a Verizon outage yesterday. Bob explained it had no impact on the radio system and Kim added it did not impact the 911 center. Lori reminded the Board that a radio subcommittee is being assembled and will be asking for volunteers for the committee next month.

c. Finance

Tim Henry stated the team is working on closing out 2021 and developing process improvements around credit card usage. The team is beginning work on the 2023 budget development and CIP plan.

d. Human Resources

Jeff Tower explained in an effort to attract and retain employees, SREC has implemented an employer paid student loan program that will begin in July. As long as the employee is making their minimum payment on a qualifying student loan, SREC will match that up to \$300 a month. The program will be evaluated on a yearly basis.

e. Administration

Lori Markham stated work on SREC's annual report is wrapping up and she will get that to the Board once complete. Lori thanked the Board for their acknowledgments and participation in celebrating Telecommunicator week.

6. Open/Public Comment

No open/public comment.

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

As allowed by RCW 42.30.110 (1)(i)

No closed meeting.

Closed Meeting to Discuss Matters Related to Collective Bargaining

As allowed by RCW 42.30.140 (4)(a)

No closed meeting.

8. Adjourn

The meeting adjourned at 8:05 a.m.

The next Regular Governing Board meeting is scheduled for May 19, 2022 at 7:30 a.m.



Board Member
Governing Board



Board Member
Governing Board