

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
May 19, 2022

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

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

Board Members – via Zoom

Chief Cody Rohrbach – Spokane County Fire District 3 (Vice Chair)
Undersheriff John Nowels – Spokane County Sheriff's Office
Brad Richmond – Airway Heights Police Department
Chief Frank Soto, Jr. – Spokane Valley Fire Department
Assistant Chief Howard Johnson – Spokane County Fire District 4
Scott Simmons – Spokane County
Gayne Sears – Citizen Representative

Staff – via Zoom

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Jeff Tower, Human Resources Manager
Tim Henry, Finance Manager
Bob Schwent, Technical Services Manager
Brad Kane, Dispatch Operations Manager
Heather Thompson, 911 Operations Manager
Cherell Yates, Office Manager
Jenni Folden, Finance Analyst
Paul Ainsworth, Public Safety Systems Specialist
Josette Renken, COI

Auxiliary Partners / Guests – via Zoom

Laura McAloon, McAloon Law Offices
Chief Lonnie Rash, SCFD 8

2. Consent Agenda

Howard Johnson motioned to approve the minutes from the April 21, 2022 regular meeting. Brad Richmond seconded. All were in favor. Motion carried.

3. Action Items

a. Assign 2021 Ending Cash & Investments as Capital Project #1 CAD Replacement

Lori Markham explained as part of the BARS filing presented at the previous meeting, there are reserve funds that SREC would like to have assigned to specific capital projects; a new CAD system and a new facility for SREC. The amount requesting to be assigned, by motion from the Board, to the CAD project is \$2.5 and a Resolution was included in the Board packet for \$14M for the new facility project for the Board's approval. Cody Rohrbach reiterated that any items approved by the Board via motion and/or Resolution can also be undone by the Board by motion and/or Resolution. Howard Johnson asked if workgroups had begun being put together for the CAD project. Lori stated as part of hiring a consultant for the CAD RFP process that would be included in that process. Howard Johnson motioned to approve \$2.5M to be assigned to the CAD replacement project. Brad Richmond seconded. All were in favor. Motion carried.

b. 2021 Annual Report to State Auditor's Office

Tim Henry explained he is seeking authorization to submit the annual report to the State Auditor's Office on behalf of SREC. The report was reviewed by the Finance Committee and included in the Board packet. Scott Simmons motioned to approve the submission of the annual report to the State Auditor's Office. Howard Johnson seconded. All were in favor. Motion carried. Cody Rohrbach thanked the team for their work and stated there was in depth discussions during the Finance Committee meetings and Tim and his team helped the committee understand the policies and items within the report.

c. Resolution 2022-01 Facility Replacement Reserve

Cody Rohrbach reiterated this is the second project previously discussed to have \$14M designated to a new facility project, the Resolution was included in the Board packet. Cody asked what the overall projections were. Lori Markham explained the current projection is \$25M, but that is ever changing. Lori added that if the decision to go down a different path arises the resolution can be undone with the Board's approval at that time. Scott Simmons added there have been previous Board discussions about this and thorough discussions during the Finance Committee meetings and is comfortable moving forward, showing intention to set those funds aside for a future facility. Cody stated both the CAD replacement and facility projects were identified priorities by the previous 911 Governing Board. Lori proceeded to read the Resolution. Scott Simmons motioned to approve Resolution 2022-01. Brad Richmond seconded. All were in favor. Motion carried.

d. RFP for CAD Consultant Recommendation – National Public Safety Group

Lori Markham reminded the Board an RFP was put out last month for a CAD consultant to completes a needs assessment for a regional CAD system that will work for both Law and Fire groups and a one stop shop for all users. Currently there are two CAD systems being used and the interfaces cause delays. The consultant will also help create the RFP for the CAD system, selection of the CAD system and project management for the implementation phase. SREC received two bids, one from National Public Safety Group and one from ADCOMM Engineering. Kim Arredondo provided a recommendation letter that was included in the Board packet. In summary, based on the knowledgeable staff, the redundancy of staff and experience of the staff, she recommends National Public Safety Group. Lori explained it entails a two to three year plan that is very reasonable and on par with SREC's thinking and budgeting process. Additionally, they have multi-layered staffing to work on the project, so there should be no delays due to illness, vacations, etc. Overall, the cost is roughly \$300,000 over the next three years. Lori added the depth of knowledge was a large part of the decision-making process. ADCOMM has recently added this type of project to their work and have newly hired only one person to their team. The quote from ADCOMM was for a one year project and a bi-hour rate for time after that. Lori explained this type of project will take two to three years to complete. Cody added there was discussion during the finance committee meeting around the cost differences and adding in the bi-hourly rate from ADCOMM beyond the initial year for the time it would actually take to complete the project, brings the cost close to the amount quoted by National Public Safety Group. Frank Soto, Jr. motioned to approve awarding the contract to National Public Safety Group. Howard Johnson seconded. All were in favor. Motion carried.

4. New Business

Lori Markham explained in response to the request for FAFB to become a primary PSAP, SREC looked more closely at what the responsibilities of primary and secondary PSAPs are. SREC has been providing SPD 911 call triage services at no cost or ILA in place. SREC consulted with the

State E911 office and asked what the duties are set forth by RCW. According to the State, the primary PSAP's responsibility is to provide a phone system at no charge to the secondary PSAP (paid for through the State 911 tax) answer the initial call and determine jurisdiction. The triage and processes after that can be done by the primary PSAP with an ILA in place and usually a user fee attached. SREC reached out to other Emergency Communication Centers across the State with secondary PSAP's, which were mainly Fire agencies, and they are processed the same way SREC process calls for SFD; the initial call comes in, location is verified and transferred to SFD for handling. Any additional services are outlined in an ILA and user fees attached. Lori is suggesting a letter be sent to the Spokane Police Department and City Administrator with two options: have an ILA in place to triage 911 calls, which will include fees, or stop triaging calls and process the same as with 911 calls that come in for SFD. This is a process that has evolved over time and has never been corrected. Lori stated her and Cody Rohrbach met with Police Chief Meidl and Assistant Chief Lundgren on Monday to inform them of this possible path, and that they would be discussing it at this Board meeting. Lori is aware that SPD was not planning on this and recommends SREC get a decision from SPD by July 15th on which option they choose for implementation on January 1, 2023. This would be in time for budget season and allow them to prepare for the path they choose. Cody reiterated once the issue was recognized, as good partners, there was a need to inform SPD right away of the circumstances.

Cody added there was also in depth conversation during the Finance Committee around the initial request to have FAFB become a primary PSAP, which led to questioning what the duties of a primary PSAP are and what services SREC is actually providing to its partners, how revenues are generated, etc. Lori explained the 911 excise tax is currently used primarily on salary and wages, which is not the primary intent of that tax. The intent of the tax is to pay for the phone system and replacement of the phone system when needed. Currently, there is not a lot left over from that tax to fund projects moving forward. This will help right that ship and allocate funds specifically to the phone replacement project where those funds belong. The estimation of the fee if it had been done in 2022, would have been approximately \$2.9-3M based on the same formula used to determine user fees; number of positions, percentage of calls for their jurisdiction, and overhead.

Frank Soto, Jr. asked what position SREC would take if the City does not provide an answer. Lori explained that is a decision the Board would have to make. Scott Simmons stated it is a significant amount of resources used toward the service that is being provided and as a good partner through the transition and in hopes the City would join as a regional partner, SREC provided the same services, but now that the transition has passed and level of services evaluated, it is incumbent upon the Board to move forward. The time frame gives them plenty of time to prepare and the decision point is up to them. Lori added that looking at past practice when SREC was going to no longer offer triage services for SFD, a cutoff date was given and stuck to. Cody reminded the Board, the option is also given to continue the same services under an ILA and using a fee for service model. Howard Johnson agreed it is time to move forward and is a decision point for the City. Lori added a letter has already been drafted and would like approval to forward to SPD and the City Administrator. Frank Soto, Jr. motioned to approve sending the letter advising SPD and the City of their options and the July 15th deadline. Howard Johnson seconded. All were in favor. Motion carried. Cody stated SREC will send the letter as soon as possible, giving the City optimal time to prepare.

5. Old Business

a. ADCOMM Update

Lori Markham reminded the Board the draft report was presented at last month's Board meeting. Lori stated the final draft was included in today's packet and asked the Board if there were any questions. Lori explained the next steps include some decision making, whether the site is the best location for the new facility and whether to proceed into the formal planning phase. Lori asked the Board for their thoughts on the next steps. Cody Rohrbach recommended advising the FCAB and IEFCA groups for discussion to help

inform decision making for the Board. Lori added she will send the report to the JPSL group for discussion as well. Howard Johnson agreed the information needs to be sent to those groups for discussion and input. Lonnie Rash asked that an executive summary be sent along with the report. Scott Simmons recommended drafting a letter to the BoCC expressing interest in collocating with the Sheriff's Department on the site. Undersheriff Nowels also recommended sending the report to the JPSL group. Lori stated she will get the report sent to the appropriate contacts for each group along with an executive summary.

b. HB1155 Update

Scott Simmons stated there has not been any movement since the last update. Scott reminded the Board that a couple months ago there was a meeting with him, a couple Councilmembers and a couple people from City Administration. The conversation was high level, concerning equitable apportionment of the 1/10th of 1% sales tax the bill sets forth. Scott had proposed the apportionment be based on population of the County. The City proposed using sales tax origination, which yielded a little bit higher percentage, 43% versus 48%. Scott recommended they engage the SREC Board and Management and what it would look like for them to receive services and what those costs would be. SREC has tried a few times to have this meeting, the City has cancelled, but it looks like a possible reschedule for July. Scott reminded the Board the bill sets forth a July 25, 2022 date for determination with the possibility of a 90-day extension. Scott explained he spoke with Johnnie Perkins, the City Administrator, who advised him he would most likely be sending a letter with the City's proposal for the apportionment. Scott asked if they had planned on meeting with SREC to understand the costs and services, which Johnnie affirmed they were going to. Scott reminded the Board the bill is retroactive and needs to be ready to hand an invoice to the City once the decision is made. Scott stated if there is no further movement from the City he will be drafting a letter from the County to the City making clear the action items needed and that they are still awaiting an answer from the City. Frank Soto, Jr., asked for clarification that this is the same City receiving \$2.9M in free services from SREC. Affirmed by Board members present. Cody stated a big piece that needs to happen is understanding what the City's potential apportionment would be, and then understanding what suite of services they are currently receiving and the difference between the two, and finally the City choosing what services they would like to receive. Scott reminded the Board if the deadline of July 25, 2022 plus the 90-day extension is not met, then it is referred to the Superior Court for a decision. Cody reiterated the position of the Board is to continue to reach out to the City to have those discussions.

c. FAFB PSAP Request

Lori Markham explained all signatures have been obtained and has been sent to the State for their signatures. Once those have been completed FAFB will be able to operate as their own primary PSAP allowing them to use the 911 number on the base. SREC's portion is complete.

d. Radio Committee

Lori reminded the Board that over the last couple months she has been explaining that a radio subcommittee group is being formed and requested at least two Board members, one from the Fire side and one from the Law side, be a part of that subcommittee. The intent would be to meet once a month and discuss higher level decisions to bring forward as recommendations to the Board, radio policies, costs for services, etc., ensuring SREC is being good stewards of the system and money used to support the system. Howard Johnson and Brad Richmond agreed to be members of the radio subcommittee.

6. Staff Reports

a. Operations

Lori Markham explained Kim Arredondo is traveling for State E911 meetings. Lori added hiring and training continues.

b. Technical

Bob Schwent stated the IT group has been working on the computer refresh project as well as SREC's internet and intranet sites. The radio shop is implementing a new work order system which will allow tracking for how and where work is being done, for which agencies, time spent, etc., and includes better data reporting. The radio operations group had its first meeting and discussed four items; one, if an additional talk group is needed for the City's Northside due to growth, loading and increase in calls for service; two, is an additional talk group needed for the County due to growth and increased calls for service; three, short term and long term processes for when a channel is closed for one reason or another and what to do with the other traffic, move to a different channel, etc.; lastly the upcoming encryption scheduled for January. The next meeting is in three weeks and the group will have recommendations from that meeting for the Board. The key issue is, is the radio system being used the way it is intended, to its fullest capacity, utilizing all the resources available.

Bob explained there have been some supply chain issues with new radios that were purchased but has worked around that by having partial shipments of just the radios shipped without the accessories (batteries and lapel mics). Accessories are not needed at this time as they are still available from the current radios and can be swapped out with the new radios. Bob will be working with Lori and the finance team to take another look at the budget for the technology replacement plan for this year and see if that money is allocated to the right resources. Cody Rohrbach asked how this would affect things long term. Bob replied he believed it was a short-term problem, but there is a cushion built in with the durability and maintenance of the current radios that there is not an urgency to replace them.

c. Finance

Tim Henry stated work has started on the 2023 budget cycle.

d. Human Resources

Jeff Tower explained HR has been focused on hiring. Four new hires began earlier this month and two are slated for the next academy in June. Jeff stated he has a quarterly meeting with the insurance authority to get an update as to what insurance premiums might look like in 2023. Jeff added it increased this year in response to law enforcement claims; SREC gets a little break because there are no law enforcement employees but it still effects the agency. Scott Simmons explained he received feedback from a new SREC employee that they are enjoying the job and loving it at SREC.

e. Administration

Lori Markham stated Veronica Hamm and Eric Olson both received awards at the EMS Awards Ceremony. Veronica Hamm received Telecommunicator of the Year. Veronica was nominated by Dr. Edminster for her work as SREC's QA/QI Supervisor, specifically with regards to providing data for hands to chest. SREC's rates have increased significantly in getting hands on chest quicker, responders to the scene faster to administer aid, and patients to the hospital quicker. Eric Olson received the BLS Responder of the Year. Eric is an amazing responder and is able to bring that knowledge to SREC as a dispatch Supervisor. Lori reiterated how proud SREC is of

these two employees and the great work they do. SREC is a better center for all the work that they do.

Lori explained there were some computer difficulties and the annual report had to be redone from scratch. The report will go out to the Board as soon as it is ready.

Lori explained SB5555 was passed earlier this year which will reclassify Telecommunicators from clerical workers to public safety. The bill sets forth standardized training throughout the state and funding requirements to ensure every center has the funding for the reclassification and training requirements. A committee is being established at the State level to begin creating and approving the standardized training. Lori asked for the Board's support to apply for one of the positions available for Director's on the SB5555 committee. Lori explained she was a CJTC instructor for ten years and believes consistency and training is extremely important. The Board unanimously supported Lori in applying for the position.

7. Open/Public Comment

No open/public comment.

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.

Closed Meeting to Discuss Matters Related to Collective Bargaining

As allowed by RCW 42.30.140 (4)(a)

No closed meeting.

9. Adjourn

The meeting adjourned at 8:34 a.m.

The next Regular Governing Board meeting is scheduled for June 16, 2022 at 7:30 a.m.



Board Member
Governing Board



Board Member
Governing Board