

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
August 18, 2022

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

Sheriff Ozzie Knezovich called the meeting to order at 7:33 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)  
Chief Brad Richmond – Airway Heights Police Department  
Chief Frank Soto, Jr. – Spokane Valley Fire Department  
Chief Dave Ellis – Spokane Valley Police Department  
Assistant Chief Howard Johnson – Spokane County Fire District 4  
Scott Simmons – 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, Dispatch Operations Manager  
Heather Thompson, 911 Operations Manager  
Cherell Yates, Office Manager  
Megan Schneider, HR Analyst

Auxiliary Partners / Guests

Undersheriff Michael Kittilstved, SCSO  
Chief Brian Schaeffer, SFD  
Assistant Chief Tom Williams, SFD  
Chief Lonnie Rash, SCFD 8  
Major Michael McNab, SPD

**2. Consent Agenda**

Howard Johnson motioned to approve the minutes from the July 21, 2022 regular meeting. Dave Ellis seconded. All were in favor. Motion carried.

**3. Action Items**

a. Radio Site Collocation Policy

Bob Schwent explained the draft policy was included in the Board packet and based on the discussion at last month’s Board meeting with regards to Government agency, non-commercial, collocation requests. Bob summarized if the request can be granted without causing any costs to SREC the request will be considered; if there will be costs to SREC, those costs will be incurred by the requesting agency. The radio subcommittee will review all applications and make recommendations to the Board. The policy solidifies the steps taken to protect the radio system and allowing SREC to be good partners to other public agencies. Lori Markham added the policy outlines steps taken to ensure the safety of the system, capacity, load, etc., and if those items are impacted negatively the request will be denied. Dave Ellis motioned to approve the Radio Site Collocation Government Entity Policy. Brad Richmond seconded. All were in favor. Motion carried.

b. In-Building Repeater Policy

Bob Schwent stated the policy is to protect the SREC radio system from interference. Bob explained, according to Fire Code, buildings must have public safety radio coverage throughout the building and SREC, as the license holder, can deny having any systems (amplifiers) being added to the system. Bob worked with the Fire Marshal and other organizations to create the policy and protect the radio system. Scott Simmons asked if there is something already in place, an example, that he can look at. Bob explained he modeled the policy from other large municipalities throughout the Country. Bob added that in Florida, a system was put in that didn't go through all the proper inspections and took down the public radio system for a week. Bob stated there is already one building on the system and according to the Fire Marshal many more in the que waiting for approval. Brian Schaeffer stressed the importance of the in-building radio coverage and thanked Bob for his work on the policy. Frank Soto, Jr. motioned to approve the In-Building Emergency Responder Radio Communications Systems Policy. Cody Rohrbach seconded. All were in favor. Motion carried.

c. Legal Counsel

Lori Markham reminded the Board Laura McAloon announced she was leaving at last month's Board meeting. Laura contacted four to five law practices she thought would work well and be a good fit for SREC. Two of those practices submitted letters of interest and are included in the Board packet along with their qualifications. Lori stated both practices have comparable qualifications and are comparable in price. Lori explained she recommends WMB based on their experience in working with other 911 centers in the State. Scott Simmons stated he has worked with both firms in various capacities and would recommend either of them and supports Lori's recommendation. Brad Richmond motioned to approve WMB as SREC's new legal counsel. Howard Johnson seconded. All were in favor. Motion carried.

**4. New Business**

a. Technical Services Director

Lori Markham announced that Bob Schwent is retiring. Lori thanked Bob for his thirty plus years in public service working for Washington State Patrol (WSP) and the last three years with SREC. Lori explained the position has been posted and advertised, and Bob has agreed to work remotely through September to help with the transition. Ozzie Knezovich echoed Lori's comments and thanked Bob for all his hard work. Bob thanked the Board for all their support.

**5. Old Business**

a. New Facility Update

Lori Markham stated there is no further update at this time.

b. HB1155 Update

Scott Simmons explained the City and the County agreed to extend the negotiations another 90 days as allowed in the House Bill. Scott added that Lori has supplied him with information regarding what the back billing to July 2021 might look like and passing that information onto the City. Ozzie Knezovich explained that he is available via Zoom for any of these meetings as the date keeps getting pushed further out and closer to his departure date.

c. CAD Update

Lori Markham stated there are no further updates, the group is still going through the twenty-two plus pages of notes they took away from the kick-off event. Lori explained

Heather Thompson attended the APCO conference and was able to spend some time with some of the folks from the National Public Safety Group.

d. SPD Notification Update

Lori Markham reminded the Board that a letter was to the City of Spokane outlining two options for call taking for the Spokane Police Department beginning January 1, 2023. The City was given a deadline of July 15, 2022 to respond at which time they had asked for an extension, and an extension to July 29, 2022 was granted. On August 8, 2022 there had been no response from the City and a letter was sent to City Administration and the Spokane Police Department (SPD) that since an answer had not been received the assumption is that SPD will be triaging their own calls beginning January 1, 2023. SREC will take the initial 911 call and transfer into SPD. Scott Simmons explained he has had conversations with City Administrator Johnnie Perkins and Lori, and the right decision is for SREC to not continue triaging calls for SPD. Scott added, the Police Chief and City Administrator will be coming to SREC to observe the call taking process and get a better understanding of the process.

e. SFD Update

Lori Markham reminded the Board the Spokane Fire Department (SFD) Union contract was passed by City Council and there is verbiage to have SFD Dispatch join SREC. Lori explained a meeting is being scheduled to begin discussions on the cost, what the process will look like, Board seats, etc.

Ozzie Knezovich explained Spokane News has been making comments regarding SREC's intent to encrypt all radio channels. Ozzie met with the owner of Spokane News, Jeremy Standow, explaining that was not the case, and provided him records to that point. Ozzie reiterated he is not in favor of encryption, but there is a need to ensure office safety. Ozzie furthered that even if the radio transmission was delayed for officer safety there would be no ability for that radio transmission to be altered in any way. Ozzie reminded the Board this is why it is important to discuss these issues in totality. Bob Schwent clarified the only way to send a delayed stream is to encrypt the radio traffic. Ozzie reiterated he is not in favor of encrypting radio traffic. Bob explained all radio traffic is recorded on the recording system and that cannot be altered without leaving fingerprints. SREC does not have a solution yet to delay the radio traffic without the software causing problems. All radio traffic whether encrypted or not is recorded on the recording system. SREC would not make the decision to encrypt or not, it is up to the individual agency who owns the talk group if they would want the radio traffic encrypted. Ozzie once again reiterated he is absolutely not in favor of encrypting radio traffic. Ozzie suggested Law Enforcement CEOs meet to discuss and give SREC a direction to look into to help resolve the issue.

## 6. Staff Reports

a. Operations

Kim Arredondo stated there are eight total training in 911 and two training in Law. An academy is slated for the end of September and will evaluate staffing levels at that time. Cody Rohrbach wanted to recognize SREC and in particular, Supervisor Cassidy Haas, with the timely evacuations, mapping notifications, etc., during the recent fires. Cody stated it has been the best he has experienced; the coordination from dispatch, to ICP, to implementation on the ground, available mapping products, etc. Brian Schaeffer echoed Cody's comments and explained seeing WSP (Washington State Patrol) and the Sheriff's Department working off the same page, using the same CAD system, just reinforces why being on one CAD system is important.

b. Technical

Bob Schwent stated the backordered microphones and batteries have been received. Currently the shop is in maintenance mode in preparation for fire season. The location and push to talk project will be starting up.

c. Finance

Tim Henry explained the main focus is the 2023 budget and will provide a draft to the finance committee next month.

d. Human Resources

Jeff Tower stated they had their annual assessment with WCIA, SREC's insurance authority. SREC is meeting all of the elements of the contract and training obligations. Jeff explained he received the preliminary assessment for 2023 and SREC will see a 13% increase at least for next year.

e. Administration

No further update.

**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.

Lori Markham asked the Board to move to Executive Session as allowed by RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Moved to closed meeting at 8:17 a.m., estimated ten minutes.

At 8:18 a.m. the Board estimated an additional 10 minutes.

The regular meeting reconvened at 8:28 a.m. The Board announced it was determined no action was needed.


**9. Adjourn**

The meeting adjourned at 8:29 a.m.

The next Regular Governing Board meeting is scheduled for September 15, 2022 at 7:30 a.m.



Board Member  
Governing Board

DocuSigned by:  


Board Member  
Governing Board