



Governing Board Regular Meeting

1620 North Rebecca Street
Spokane, Washington 99217
March 16, 2023 at 0730 hours

AGENDA

*****This meeting will be offered in person and online*****

Meeting ID: 881 8066 3611

Passcode: 180186

(253) 215 8782

Any member of the public shall have the right to provide oral comment to the SREC Governing Board during the Open/Public Comment portion of the meeting. Those wishing to speak at that time need to sign up on the sheet posted outside the SREC Executive Conference Room, or in the chat session, once signed in remotely to the meeting. A maximum time not more than three (3) minutes shall be allowed for each speaker.

Agenda items may be added to the agenda or taken out of sequence.

- 1. Call to Order**
- 2. Executive Session**
- 3. Consent Agenda**
 - a. Minutes from the February 16, 2023 Regular Meeting
- 4. Action Items**
- 5.**
 - a. Resolution 2023-1 Amend SREC 2023 Authorized Pay Ranges – Project Manager
 - b. Resolution 2023-2 Designate 2022 Ending Funds as Reserves
 - c. Surplus Disposal Requests
- 6. New Business**
 - a. CCB Space Allocation
- 7. Old Business**
 - a. Kalispel Request Update
 - b. City Update
 - c. New Facility Update
 - d. HB1155 Update
 - e. CAD Update
- 8. Staff Reports**
 - a. Operations
 - b. Technical
 - c. Finance
 - d. Human Resources
 - e. Administration
- 9. Open / Public Comment**
 - a. Speakers sign-in onsite and are allowed 3 minutes each to address the Board
- 10. Adjourn**

Spokane Regional Emergency Communications gets the right resources to the right location with an uncompromising focus on responder and citizen safety.

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
February 16, 2023

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

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

Board Members

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

Staff

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Dusty Patrick, Technical Services Director
Jeff Tower, Human Resources Manager
Tim Henry, Finance Manager
Brad Kane, Dispatch Operations Manager
Heather Thompson, 911 Operations Manager
Cherell Yates, Office Manager
Kelly Conley, Communication and Media Manager
Megan Schneider, HR Analyst
Jenni Folden, Financial Analyst
John Grey, Communications Officer

Auxiliary Partners / Guests

Jeff Galloway, WBM
Chief Brian Schaeffer, SFD
Morgan Koudelka, Spokane Valley

2. Consent Agenda

Cody Rohrbach submitted grammatical edits to the January 19, 2023 minutes. Brad Richmond motioned to approve the amended minutes from the January 19, 2023 regular meeting and the minutes from the January 27, 2023 special meeting. Howard Johnson seconded. All were in favor. Motion carried.

3. Action Items

a. Displays for Dispatch Quote

Dusty Patrick stated the quote was included in the Board packet. The quote is to install four monitors in the dispatch room for situational awareness; similar to the one in the old Fire Comm room. Avidex is on the list of State contracts for use. The quote is for \$68,000 plus tax and includes, hardware, software and installation. The monitors will be installed on the floor, in the ceiling, not the walls and will be transferrable if SREC were to move locations. Dusty added the quote includes the service plan for the first year and will evaluate the need for that going forward. Lori Markham explained it also includes a quote for a new monitor to be installed (roughly \$2,500) in the Executive Conference and the current mobile monitor in the room will be used as a traveling monitor, as it is

freestanding and moveable. Scott Simmons motioned to approve the Avidex dispatch display quote. John Nowels seconded. All were in favor. Motion carried.

4. New Business

a. 2022 Q4 Budget Report

Scott Simmons presented the 2022 fourth quarter report. Total revenue collected in 2022 was \$25,649,124 exceeding the budgeted amount by 9.4% or about \$2.2M. 2022 year-to-date expenses total \$20,662,523 under the budgeted amount by 11%. Salaries and benefits were under budget by 12%. There is roughly \$6.4M in reserve funds that are unassigned and will need Board action to assign or designate those funds.

b. Reserve Funds Designation

Cody Rohrbach explained that during the last finance committee meeting, the committee recommended the following: designating funds to the operational reserve to bring that amount to three months operating costs (roughly \$1.4M); leave roughly \$1M to remain unallocated; and designate the additional funds (roughly \$4M) to the new facility project, which also includes a couple major capital projects, new phone system, radio system upgrade, etc. Scott Simmons reminded the Board the targeted amount for the new facility is \$25M, but the true number won't be known until we get further along in the process. The current reserve balance for the new facility is \$14M, this will add an additional \$4M and there is potential for additional revenue related to the fire service user fees for 2023, which could leave the reserve balance for the new facility at roughly \$20M by end of this year. Lori Markham added as the reserve amount gets closer to the goal amount it will be easier to get a skip loan from the County as the date approaches. Howard Johnson stated he supports the recommendations to designate funds to the reserve balances as recommended by the Finance Committee. Lori stated a resolution will be prepared and brought to the Board next month for approval.

c. Kalispel Tribe Request

Lori Markham stated there was a request from the Kalispel Tribe for Fire and EMS services and becoming a member of SREC, the letter was included in the Board packet. Lori explained there will be further discussion during the executive session. Brad Richmond advised he will be abstaining from participating in this process/discussion.

5. Old Business

a. City Update

Lori Markham stated there is no further update, as there is still no signed service level agreement (SLA) or memorandum of understanding (MOU), but there will be further discussion during the executive session. Lori added there was a request last week for her to attend the Spokane City Council's public safety meeting. She requested they send her the topics as which she would be speaking to. The topics they sent were centered around fire and law response times, Lori advised them she would not be attending as those are not topics under her purview. Lori did provide them with a detailed PowerPoint on Crime Check as that was one of the topics listed. Lori explained there was dissatisfaction with the Council that she did not attend, so after some discussion between her, Cody Rohrbach, Brad Richmond and Scott Simmons after the Finance Committee meeting, Cody sent an email to Council Member Michael Cathcart, chair of the public safety committee, requesting a meeting on next steps. There has been no response thus far. Brian Schaffer confirmed the SLA is on the City Council's consent agenda for the City Council meeting on Monday, January 27, 2023.

b. New Facility Update

Lori Markham stated SREC has put in a request with the Federal Aviation Administration (FAA) for approval to place a tower at the Sheriff's Training facility site. The request is a

little difficult as the exact location of the tower on the site is unknown at this time, the request is for the maximum height SREC would need, 140ft. There is a concern with the line of site with the Krell tower, but those details won't be known or worked out until the approval to build is granted. Scott Simmons added that Lori attended a Board of County Commissioner's (BoCC) meeting two weeks ago to share with the Board the colocation request for the new facility and answer any questions.

b. HB1155 Update

Scott Simmons reminded the Board the County sent a draft ILA to the City in October 2022; Scott has touched base with them numerous times, but has received no feedback thus far. The draft ILA outlined a 45/55% split with a prospective application of the split. Lori Markham added the Spokane International Airport (SIA) has requested an additional radio console for their dispatchers, which is roughly \$150,000. SIA was annexed into the City a few years ago and would therefore fall in the City of Spokane's jurisdiction and thus a part of the 1/10th split and HB1155. Lori stated this will be discussed further in the executive session. Scott Simmons asked if these items have been funded from the 1/10th in the past. Cody Rohrbach explained there have been requests in the past., i.e. the City of Cheney. Lori explained radio items in the past were provided on a one-to-one basis, and replacing end of life equipment. No policies and guidelines have been established. Scott recommended as a fully regionalized center and as the regions grows then 1/10th funds grow and those supplies and services would also grow and need to be accommodated. Lori stated these discussions will continue in the radio and finance committees to create policies and guidelines and bring to the Board for approval.

c. CAD Update

Lori Markham stated the RFP (request for proposal) went out last week and four notices of intent to bid have been received so far. The RFP closes at the end of March and the vetting process will take a couple months. There was a Tyler upgrade on February 24th and issues are still being dealt with that arose from that upgrade. Dusty Patrick added the job posting has gone out for the two CAD Administrator positions that were budgeted for this year to support the new CAD system. Lori stated the target go-live date is summer of 2024.

6. Staff Reports

a. Operations

Kim Arredondo stated there were handouts included in the Board packet and will be provided in the packets moving forward. A new academy of eight started on January 31st and a couple of the new hires have previous dispatch experience. Fire and law dispatch each have one trainee and hopefully when this new academy of eight concludes, maybe some movement into dispatch and cross training. Kim went through the staffing numbers provided on the one sheet that was included in the Board packet. Kim explained there is still one report technician position being held open, as the return call time for reports is still under 24 hours and there are current employees who are interested in filling that position. Kim reviewed the hands-to-chest stats as well as the applicant numbers that were also included on the one sheet.

Kim explained the other sheet provided in the Board packet is a side-by-side comparison of SFD and SREC processing times and those time savings numbers. Cody Rohrbach thanked the group for this information as this is a question that gets asked often. Time savings of about 10-12 seconds happens by taking the transfer out of the equation, EMD (emergency medical dispatch) is happening on the 911 side instead of having to transfer the caller to Fire dispatch for the EMD process. The last column is a true average for the month of the total call processing time, so is separate from the first two columns, not cumulative. Kim reminded the Board the additional call savings time SREC anticipates,

will happen when there is a universal CAD system being used, one system for both law and fire. Kim added the operational impact from the Tyler upgrade is that the interface between the two systems is not working properly and not all of the details going into the New World (Tyler) System are being transferred over to Infor. Kim stated it is because of the great work and attention of staff that these details are being noticed and updated. Cody thanked the team for their great work. Lori Markham added SREC is meeting and exceeding the 90% accreditation standard. Lori introduced John Grey (CTO) and stated he is instructing the new academy of eight and what a great job he does. Brian Schaeffer explained he went back several years in their Power BI reports and pulled out some real live cases to get a quantitative and qualitative report of changes in performance. Brian stated they have seen a profound decrease in call transfer and critical tasking times. SREC should be very proud of these decreased times, but also the improved level of care and service to the community.

b. Technical

Dusty Patrick explained the New World upgraded was complete and there are seventeen outstanding items, the largest one being the CAD to CAD interface. Dusty stated there will be a radio system upgrade at the end of this month. This is a planned, bi-annual upgrade with Motorola and communications will be sent out at the Chief level and then rely on them to disseminate through their agencies. Dusty will send out several notices a head of time and throughout the process as well as any impacts that are known within 24 hours of the impact. Howard Johnson suggested a few test emails be sent to ensure the Chief list is complete and accurate.

Dusty explained the UPS (uninterruptable power supply) at the CCB (Combined Communications Center) is complete. The radio shop, County and City IT, SFD, all agencies were on site and operational staff moved to the BUC during this process. All reports back is that it went well. A hot test (fail over) was performed on Tuesday and was successful. The fail over revealed there is about a 93-minute window that the UPS system can hold the load of the CCB, which is far more than needed as in reality the generators will come on long before that. Lori Markham added that the UPS system has been needed to be replaced for over ten years now, which has put the system at risk, so it is a relief that this is now done.

c. Finance

Tim Henry stated focus continues on closing out 2022. The finance team is beginning work on the BARS report and drafts will be forthcoming to the County and the Board. SREC has a due date to the County of April and the BARS report is due to the State in May.

d. Human Resources

Jeff Tower explained that the new academy of eight started and they are now gearing up for another academy at the end of March, hopefully the same size. Megan Schneider is working on a total compensation sheet for all employees to show not just the employee's salary, but all the SREC related benefits they receive. Cody Rohrbach asked if there are any takeaways from the recruitment push. Jeff stated the biggest benefit toward recruitment has come from the employee referral program implemented a couple years ago. Employees know what the job entails and the resiliency it requires and know who best to refer.

e. Administration

Lori Markham explained her and Kelly Conley are working on one sheets of helpful information, statistics, processes, etc. and if there are any items or stories that should be included, please let her know. Lori continued that the annual report is being compiled and there will be a new look and feel to it this year. Additionally, a theme will be tied to the annual report going forward and this year's theme is, 'Why SREC?'.

Lori added a new Public Records Specialist has been hired. Gary Hobbs who filled that position has retired but agreed to stay on as extra-help. Breann Kostecky will be filling the position; she was previously a 911 call receiver and will be bringing that experience with her. Lori explained that public records requests continue to grow and the Board approved a second Public Records Specialist position this year, so will continue to monitor the work load with the full time and extra help positions now, and maybe look to fill that second full time 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)

Cody Rohrbach closed the meeting at 8:24 a.m., and estimated the Board would open the meeting in 20 minutes.

At 8:44 a.m. Lori Markham announced the session would be extended 5 minutes.

The meeting moved to open session at 8:50 a.m.

Howard Johnson stated the Board supports the request from Kalispel to provide Fire and EMS services, and bringing them on as a member, but asks SREC Administration and legal counsel to research what that partnership looks like with a sovereign nation. Howard motioned to have SREC Administration bring a proposal back to the Board for approval. Scott Simmons seconded. All were in favor. Motion carried.

9. Adjourn

The meeting adjourned at 8:51 a.m.

The next Regular Governing Board meeting is scheduled for March 16, 2023 at 7:30 a.m.

Board Member
Governing Board

Board Member
Governing Board

**Spokane Regional Emergency Communications
Resolution No. 2023-01**

A Resolution of the Governing Board of the Spokane Regional Emergency Communications amending the SREC 2023 Authorized Positions and Pay Ranges.

WHEREAS, Spokane Regional Emergency Communications (“SREC”) is a municipal corporation operating and existing under and pursuant to the Constitution and the laws of the state of Washington, pursuant to RCW 35.21.730 through RCW 35.21.759 and under the direction of its Governing Board (the “Board”); and

WHEREAS, pursuant to the by-laws the Board is empowered and authorized to amend an SREC 2021 Authorized Positions and Pay Ranges following the review and recommendation of the Executive Director and the Financial Sub-committee.

WHEREAS, the Board has reviewed the recommended amendment to the SREC 2023 Authorized Positions and Pay Ranges:

THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board hereby approves the amended SREC 2023 Authorized Positions and Pay Ranges as per attached.

Adopted by the Governing Board for Spokane Regional Emergency Communications at a regular meeting held on the 16th day of March 2023.

Cody Rohrbach, SREC Governing Board Chair

The initial 2023 authorized pay range for this position was not updated along with the others within the manager grouping. This request is to correct that oversight and ensure the position is accurately classified. The budget impact for 2023 is expected to be minimal as the position will likely only be filled for nine of the budgeted twelve months.

Recommended change to 2023 Authorized Positions and Pay Ranges

2023 Authorized Positions & Pay Ranges				
Description	FTE	Min	Max	
Strategic Project Manager Current	1	\$ 67,500	\$	90,456
Strategic Project Manager-Proposed	1	91,751		124,775
Change	0	\$ 24,251	\$	34,319

**Spokane Regional Emergency Communications
Resolution No. 2023-02**

A Resolution of the Governing Board of the Spokane Regional Emergency Communications to designate funds from the 2022 Ending Cash & Investments as Reserves.

WHEREAS, Spokane Regional Emergency Communications (“SREC”) is a municipal corporation operating and existing under and pursuant to the Constitution and the laws of the state of Washington, pursuant to RCW 35.21.730 through RCW 35.21.759 and under the direction of its Governing Board (the “Board”); and

WHEREAS, pursuant to the by-laws the Board is empowered and authorized to approve the annual budget, capital improvement plan, and long-term funding methodologies based on the recommendation of the Executive Director and the Financial Sub-committee.

WHEREAS, the Board has reviewed the recommended designation of \$4,000,000 as Committed to Capital Project #2-Facility Replacement Reserve:

WHEREAS, the Board has reviewed the recommended designation of \$1,365,000 as Operating Reserve:

THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board hereby approves the recommendation to designate funds to the Capital Project #2-Facility Replacement Reserve and the Operating Reserve.

Adopted by the Governing Board for Spokane Regional Emergency Communications at a regular meeting held on the 16th day of March 2023.

Cody Rohrbach, SREC Governing Board Chair



SPOKANE REGIONAL **EMERGENCY** COMMUNICATIONS

2022 Year Ending Balance Summary

Beginning Balance	\$22,434,473
Total Revenues	25,649,124
Total Expenses	(20,663,886)
Ending Balance	\$27,419,711

Current Assigned Amounts

Operating Reserve	(3,829,914)
Capital Expenditure Reserve - Building	(14,000,000)
Capital Expenditure Reserve - CAD	(2,500,000)
Encumbrance Carryforward	(665,763)
Available Balance	\$6,424,034

Proposed New Action

Operating Reserve	(1,365,000)
Capital Expenditure Reserve - Building	(4,000,000)
Remaining Fund Balance	\$1,059,034

Ending Assigned Amounts

Operating Reserve	(5,194,914)
Capital Expenditure Reserve - Building	(18,000,000)
Capital Expenditure Reserve - CAD	(2,500,000)
Total Reserves	(25,694,914)



TAG NUMBER 155230

PROPERTY DISPOSITION REQUEST

(To be completed by Department requesting disposition. Routing instructions at bottom)

SECTION A

PROPERTY INFORMATION (For property having numerous components, attach an itemized summary sheet.)

The following property is (check type): ATTRACTIVE PROPERTY [Itemization attached? YES; NO]

Property Description: PORTABLE RADIO Quantity: _____

Capital/Attractive Asset No.: 00002006 CAPITAL

Model No.: APX7500 Serial No.: 656CPR0134 Equipment No.: _____

Acquired With Restricted Funding?: Yes; No; (Specify Type): Federal Surplus; Grant; Other: _____

Identify Grant Type: _____ Original Cost Paid: _____

Current Info: Fund: _____ Account: _____ Dept ID: _____ Sub Class: _____

Describe Condition Of Property: _____

SECTION B

JUSTIFICATION

I. DUSTY PATRICK NAME (person & firm rendering opinion of value): Phone No.: _____

Check Appropriate Box & Attach Appraisal Or Estimate: Appraiser/Consultant Manufacturer Dealer Blue Book / N.A.D.A.

Resident SREC Expert Other (Specify): _____

II. AUTHORITY REASONS FOR DISPOSITION (Initial next to all that apply and attach copies of supporting documentation -- required):

- Property has no commercial value -- monetary or utility (attach copy of estimates or opinions)
- Cost of continued ownership exceeds net of disposition costs & proceeds (attach copy of cost comparisons & estimates)
- Property is obsolete, irreparable, or incompatible with existing property (circle one & attach written explanation)
- Property; is; is not; suitable for transfer & use by other entities (attach statement to explain why)
- Law, regulation, or directive mandates the disposition of said property (attach copy of said law, regulation or directive)
- Written instructions of a duly authorized official (attach copy of said instructions)

SECTION C

METHOD OF DISPOSITION

If this disposition is in connection with another project, please indicate the associated Project No.: _____

I. TRANSFER TO (specify by checking one): ANOTHER SPOKANE COUNTY AGENCY; INTERGOVERNMENTAL DISPOSITION (Donation) Name the outside agency receiving the property and attach a letter of understanding between the agencies:

II. SALE (please specify): **A** PUBLIC AUCTION; **B** INTERGOVERNMENTAL DISPOSITION (Sale); **C** SEALED BID AUCTION [For B) and C), Attach a letter of understanding between the two agencies if intergovernmental disposition or; attach a recommended list of bidders if sealed bid.]

Dept.'s Min. Bid Price (optional) \$ _____ Fixed Asset Custodian should understand that if there are no offers at the min. bid, property will be returned to the Department.

III. DESTRUCTION (Following approval by resolution, the Department must render property physically inoperative, in appearance & in effect, and dispose of it.)

IV. TRADE-IN & PURCHASE OF REPLACEMENT ITEM (Attach copy of P.O. which must indicate the trade-in value received in the transaction.)

P.O. NUMBER: _____ CAPITAL/ATTRACTIVE ASSET NO. OF REPLACEMENT ITEM: _____

By signing below I, hereby attest that I have examined the above named property and rendered the opinion contained herein concerning the property's usefulness and estimate of fair market value. It is my opinion that the fair market value of said property is \$ 0.00, hereby, request that the above named property be disposed of in the manner described herein. I affirm that I have, and will retain stewardship of this property, including its physical storage, until the property is formally declared as surplus and the method of disposition is approved by Resolution of the SREC governing board, and I will complete the physical disposition as approved, and in accordance with all applicable laws and regulations.

NOTE: This form only documents a Department's request to declare property as surplus. The request & disposal method must be approved by SREC Governing Board.

<u>DUSTY PATRICK</u>	<u>X</u>	<u>2/14/2023</u>
PRINT NAME OF ASSET CUSTODIAN	SIGNATURE OF ASSET CUSTODIAN X	DATE
<u>LORI MARKHAM</u>	_____	_____
PRINT NAME OF EXECUTIVE DIRECTOR OR DESIGNEE	SIGNATURE OF EXECUTIVE DIRECTOR OR DESIGNEE	DATE



TAG NUMBER 155952, 155953, & 155954

PROPERTY DISPOSITION REQUEST

(To be completed by Department requesting disposition. Routing instructions at bottom)

SECTION A

PROPERTY INFORMATION (For property having numerous components, attach an itemized summary sheet.)

The following property is (check type): CAPITAL PROPERTY ATTRACTIVE PROPERTY [Itemization attached? YES; NO]

Property Description: PORTABLE RADIO Quantity: _____

Capital/Attractive Asset No.: _____ Capital/Attractive Asset Type: CAPITAL

Model No.: APX7000XE Serial No.: 562CPM0494, 562CPM0492, & 562CPM0493 Equipment No.: _____

Acquired With Restricted Funding?: Yes; No; (Specify Type): Federal Surplus; Grant; Other: _____

Identify Grant Type: _____ Original Cost Paid: _____

Current Info: Fund: _____ Account: _____ Dept ID: _____ Sub Class: _____

Describe Condition Of Property: _____

SECTION B

JUSTIFICATION

I. DUSTY PATRICK NAME (person & firm rendering opinion of value): Phone No.: _____

Check Appropriate Box & Attach Appraisal Or Estimate: Appraiser/Consultant Manufacturer Dealer Blue Book / N.A.D.A.

Resident SREC Expert Other (Specify): _____

II. AUTHORITY REASONS FOR DISPOSITION (Initial next to all that apply and attach copies of supporting documentation -- required):

- _____ Property has no commercial value -- monetary or utility (attach copy of estimates or opinions)
- _____ Cost of continued ownership exceeds net of disposition costs & proceeds (attach copy of cost comparisons & estimates)
- Property is obsolete, irreparable, or incompatible with existing property (circle one & attach written explanation)
- _____ Property; is; is not; suitable for transfer & use by other entities (attach statement to explain why)
- _____ Law, regulation, or directive mandates the disposition of said property (attach copy of said law, regulation or directive)
- _____ Written instructions of a duly authorized official (attach copy of said instructions)

SECTION C

METHOD OF DISPOSITION

If this disposition is in connection with another project, please indicate the associated Project No.: _____

I. TRANSFER TO (specify by checking one): ANOTHER SPOKANE COUNTY AGENCY; INTERGOVERNMENTAL DISPOSITION (Donation) Name the outside agency receiving the property and attach a letter of understanding between the agencies:

II. SALE (please specify): **A)** PUBLIC AUCTION; **B)** INTERGOVERNMENTAL DISPOSITION (Sale); **C)** SEALED BID AUCTION [For B) and C), Attach a letter of understanding between the two agencies if intergovernmental disposition or; attach a recommended list of bidders if sealed bid.]

Dept.'s Min. Bid Price (optional) \$ _____ Fixed Asset Custodian should understand that if there are no offers at the min. bid, property will be returned to the Department.

III. DESTRUCTION (Following approval by resolution, the Department must render property physically inoperative, in appearance & in effect, and dispose of it.)

IV. TRADE-IN & PURCHASE OF REPLACEMENT ITEM (Attach copy of P.O. which must indicate the trade-in value received in the transaction.)

P.O. NUMBER: _____ CAPITAL/ATTRACTIVE ASSET NO. OF REPLACEMENT ITEM: _____

By signing below I, hereby attest that I have examined the above named property and rendered the opinion contained herein concerning the property's usefulness and estimate of fair market value. It is my opinion that the fair market value of said property is \$ 0.00, hereby, request that the above named property be disposed of in the manner described herein. I affirm that I have, and will retain stewardship of this property, including its physical storage, until the property is formally declared as surplus and the method of disposition is approved by Resolution of the SREC governing board, and I will complete the physical disposition as approved, and in accordance with all applicable laws and regulations.

NOTE: This form only documents a Department's request to declare property as surplus. The request & disposal method must be approved by SREC Governing Board.

<u>DUSTY PATRICK</u>	<u>X</u>	<u>1/31/2023</u>
PRINT NAME OF ASSET CUSTODIAN	SIGNATURE OF ASSET CUSTODIAN	DATE
<u>LORI MARKHAM</u>	_____	_____
PRINT NAME OF EXECUTIVE DIRECTOR OR DESIGNEE	SIGNATURE OF EXECUTIVE DIRECTOR OR DESIGNEE	DATE



ASSET DISPOSAL FORM

COMPLETE ONE FORM FOR EACH ASSET (or grouping of same assets)

SREC SECURITY TAG# 155952 CAPITAL SMALL & ATTRACTIVE

ASSET DESCRIPTION: APX7000XE1.5 Portable radio

DISPOSAL METHOD / REASON: CHECK ONE EACH COLUMN

- | | | |
|--|--|---|
| <input type="checkbox"/> SOLD/AUCTIONED | <input type="checkbox"/> TRADE IN | <input checked="" type="checkbox"/> NON OPERATIONAL |
| <input checked="" type="checkbox"/> SCRAPPED | <input type="checkbox"/> DONATED | <input type="checkbox"/> OUTDATED |
| <input type="checkbox"/> TRANSFERED | <input checked="" type="checkbox"/> OTHER <u>destroyed in fire</u> | <input type="checkbox"/> OTHER |

CUSTODIAN/DEPARTMENT: RADIO

ASSET LOCATION: NA LOCATION CODE: _____

MANUFACTURER: MOTOROLA MODEL # _____

SERIAL #: 562CPM0492

DATE APPROVED: 1/31/2023 APPROVED BY: Dusty Patrick

DATE DISPOSED: 1/31/2023 SIGNATURE: 

ADDITIONAL NOTES:

TO BE COMPLETED BY FINANCE DEPARTMENT

REMOVE FROM RECORDS: _____

REVIEW/CONFIRM DATA: _____

BY: _____

SREC ASSET ID# _____

ADDITIONAL NOTES:

SIGNATURE

PRINTED NAME

DATE



ASSET DISPOSAL FORM

COMPLETE ONE FORM FOR EACH ASSET (or grouping of same assets)

SREC SECURITY TAG# 155954 CAPITAL SMALL & ATTRACTIVE

ASSET DESCRIPTION: APX7000XE1.5 Portable radio

DISPOSAL METHOD / REASON: CHECK ONE EACH COLUMN

- | | | |
|--|--|---|
| <input type="checkbox"/> SOLD/AUCTIONED | <input type="checkbox"/> TRADE IN | <input checked="" type="checkbox"/> NON OPERATIONAL |
| <input checked="" type="checkbox"/> SCRAPPED | <input type="checkbox"/> DONATED | <input type="checkbox"/> OUTDATED |
| <input type="checkbox"/> TRANSFERED | <input checked="" type="checkbox"/> OTHER <u>destroyed in fire</u> | <input type="checkbox"/> OTHER _____ |

CUSTODIAN/DEPARTMENT: RADIO

ASSET LOCATION: NA LOCATION CODE: _____

MANUFACTURER: MOTOROLA MODEL # _____

SERIAL #: 562CPM0494

DATE APPROVED: 1/31/2023 APPROVED BY: Dusty Patrick

DATE DISPOSED: 1/31/2023 SIGNATURE: 

ADDITIONAL NOTES:

TO BE COMPLETED BY FINANCE DEPARTMENT

REMOVE FROM RECORDS: _____

REVIEW/CONFIRM DATA: _____

BY: _____

SREC ASSET ID# _____

ADDITIONAL NOTES:

SIGNATURE

PRINTED NAME

DATE



TAG NUMBER 153542

PROPERTY DISPOSITION REQUEST

(To be completed by Department requesting disposition. Routing instructions at bottom)

SECTION A

PROPERTY INFORMATION (For property having numerous components, attach an itemized summary sheet.)

The following property is (check type): ATTRACTIVE PROPERTY [Itemization attached? YES; NO]

Property Description: PORTABLE RADIO Quantity: _____

Capital/Attractive Asset No.: 00000477 CAPITAL

Model No.: APX7000XE H49TGD9PW1AN Serial No.: 562CPM0441 Equipment No.: _____

Acquired With Restricted Funding?: Yes; No; (Specify Type): Federal Surplus; Grant; Other: _____

Identify Grant Type: _____ Original Cost Paid: _____

Current Info: Fund: _____ Account: _____ Dept ID: _____ Sub Class: _____

Describe Condition Of Property: _____

SECTION B

JUSTIFICATION

I. DUSTY PATRICK NAME (person & firm rendering opinion of value): Phone No.: _____

Check Appropriate Box & Attach Appraisal Or Estimate: Appraiser/Consultant Manufacturer Dealer Blue Book / N.A.D.A.

Resident SREC Expert Other (Specify): _____

II. AUTHORITY REASONS FOR DISPOSITION (Initial next to all that apply and attach copies of supporting documentation -- required):

- _____ Property has no commercial value -- monetary or utility (attach copy of estimates or opinions)
- _____ Cost of continued ownership exceeds net of disposition costs & proceeds (attach copy of cost comparisons & estimates)
- Property is obsolete, irreparable, or incompatible with existing property (circle one & attach written explanation)
- _____ Property; is; is not; suitable for transfer & use by other entities (attach statement to explain why)
- _____ Law, regulation, or directive mandates the disposition of said property (attach copy of said law, regulation or directive)
- _____ Written instructions of a duly authorized official (attach copy of said instructions)

SECTION C

METHOD OF DISPOSITION

If this disposition is in connection with another project, please indicate the associated Project No.: _____

I. TRANSFER TO (specify by checking one): ANOTHER SPOKANE COUNTY AGENCY; INTERGOVERNMENTAL DISPOSITION (Donation) Name the outside agency receiving the property and attach a letter of understanding between the agencies:

II. SALE (please specify): **A)** PUBLIC AUCTION; **B)** INTERGOVERNMENTAL DISPOSITION (Sale); **C)** SEALED BID AUCTION [For B) and C), Attach a letter of understanding between the two agencies if intergovernmental disposition or; attach a recommended list of bidders if sealed bid.]

Dept.'s Min. Bid Price (optional) \$ _____ Fixed Asset Custodian should understand that if there are no offers at the min. bid, property will be returned to the Department.

III. DESTRUCTION (Following approval by resolution, the Department must render property physically inoperative, in appearance & in effect, and dispose of it.)

IV. TRADE-IN & PURCHASE OF REPLACEMENT ITEM (Attach copy of P.O. which must indicate the trade-in value received in the transaction.)

P.O. NUMBER: _____ CAPITAL/ATTRACTIVE ASSET NO. OF REPLACEMENT ITEM: _____

By signing below I, hereby attest that I have examined the above named property and rendered the opinion contained herein concerning the property's usefulness and estimate of fair market value. It is my opinion that the fair market value of said property is \$ 0.00, hereby, request that the above named property be disposed of in the manner described herein. I affirm that I have, and will retain stewardship of this property, including its physical storage, until the property is formally declared as surplus and the method of disposition is approved by Resolution of the SREC governing board, and I will complete the physical disposition as approved, and in accordance with all applicable laws and regulations.

NOTE: This form only documents a Department's request to declare property as surplus. The request & disposal method must be approved by SREC Governing Board.

<u>DUSTY PATRICK</u>	<u>X</u>	<u>2/14/2023</u>
PRINT NAME OF ASSET CUSTODIAN	SIGNATURE OF ASSET CUSTODIAN X	DATE
<u>LORI MARKHAM</u>	_____	_____
PRINT NAME OF EXECUTIVE DIRECTOR OR DESIGNEE	SIGNATURE OF EXECUTIVE DIRECTOR OR DESIGNEE	DATE

CAPITAL ASSET DISPOSAL FORM



COMPLETE ONE FORM FOR EACH ASSET

TAG NUMBER: 153542

ASSET DESCRIPTION: APX7000XE

DISPOSAL METHOD / REASON: CHECK ONE EACH

- | | | |
|--|--|---|
| <input type="checkbox"/> SOLD/AUCTIONED | <input type="checkbox"/> TRADE IN | <input checked="" type="checkbox"/> NON-OPERATIONAL |
| <input checked="" type="checkbox"/> SCRAPPED | <input type="checkbox"/> DONATED | <input type="checkbox"/> OUTDATED |
| <input type="checkbox"/> TRANSFERED | <input checked="" type="checkbox"/> OTHER <u>damaged</u> | <input type="checkbox"/> OTHER _____ |

DISPOSAL DATE: 2/14/2023

LOCATION CODE: _____ LOCATION DESCRIPTION: _____

SERIAL ID: 562CPM0441 MANUFACTURER NAME: Motorola

MODEL: H49TGD9PW1AN

FUND	ACCOUNT	SEG	DEPT ID
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ADDITIONAL NOTES: _____

PERSON COMPLETING FORM: Gerald London 509.477.3703
PRINTED NAME PHONE NUMBER

[Signature] Dusty Patrick 2/14/2023
AUTHORIZED SIGNATURE PRINTED NAME DATE

[Signature] _____ _____
AUTHORIZED SIGNATURE PRINTED NAME DATE

SREC Monthly Stats

Board Meeting | March 16, 2023



SPOKANE REGIONAL
EMERGENCY
COMMUNICATIONS

February Call Stats

Call Type	Number of Calls	Avg Hold Time	YTD Calls
Emergency	21,147	:10	46,065
Non-Emergency	17,723	:15	38,699

Monthly Comparison 38,870 Feb Total <i>9.3% decrease from Feb 2022</i>	84,764 YTD Total <i>4.4% decrease from 2022</i>
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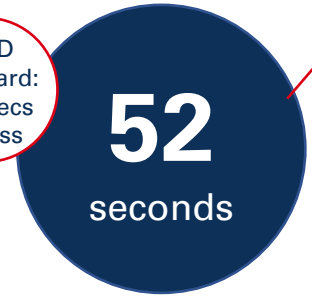
Dispatch Stats

Call Type	Dispatched Calls	YTD Calls
Fire	7,245	14,974
Law	14,980	30,726

Crime Check Reports: 2,582
Online Reports (Cop Logic): 459

Hands on Chest

IAED standard:
120 secs or less



Up from 46 sec in Jan 2023.

Time represented from call received to start of instructions for bystander compressions

Time to Queue

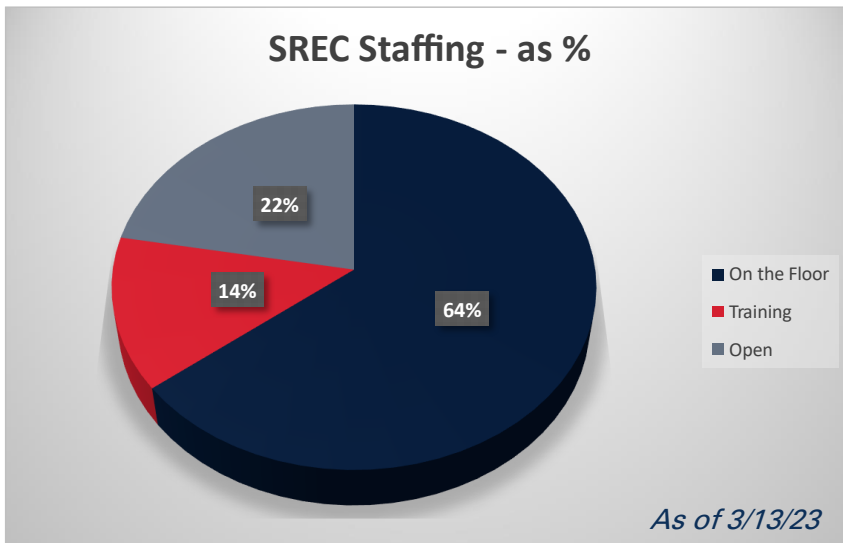
for ECHO calls



Up from 19 sec in Jan 2023.

Recognition of medics call type code to completion of key questions

Staffing



On the Floor	Training	Open	Total Budget
68*	14	27	109

*Includes Academy Instructor.



Refocused Indeed recruiting campaign garnered 112 interested candidates with 34 applying. 19 rejected, and 3 offered positions.

Next Academy: April 4

SREC / SFD Processing Times*

Year	Month	911 Average Processing Time
2022	March	49.36
2022	April	51.28
2022	May	50.01
2022	June	50.90
2022	July	49.63
2022	August	51.07
2022	September	50.52
2022	October	49.02
2022	November	53.68
2022	December	52.36
2023	January	53.81
2023	February	57.12

Fire Average Processing Time
51.29
51.73
49.78
50.45
50.61
51.74
52.21
51.22
31.68
32.09
31.01
32.78

Total Average Processing Time*
86.26
88.36
86.16
88.15
87.06
89.42
89.32
87.39
71.48
71.48
70.66
71.24

87.76
Average over 8 months

71.21
Average over 4 months

Average time saved since 11/1/22 = 16.55

*Times reflected above are averages, and as such rows do not total. Police first calls have been removed.



SREC / SFD Processing Times*

Month	911 Call Average	Fire Call Time Average
March 2022	:33	:42
April 2022	:33	:41
May 2022	:34	:40
June 2022	:35	:40
July 2022	:34	:40
August 2022	:34	:41
September 2022	:33	:41
October 2022	:33	:40
November 2022	:41	:28
December 2022	:41	:28
January 2023	:41	:27
February 2023	:42	:24

*Removes any call that is longer than 60 sec to exclude LE calls that occur first. Only looks at MEDIC and FIRE calls. Reflects same data model used since inception of SREC.

MOTHER OF NECESSITY

Public safety telecommunicator's autistic children inspire work for emergency response on behalf of people with disabilities.

By Kelly Conley

It's no secret that working as a public safety telecommunicator can be a tough job. For Spokane Regional Emergency Communications (SREC) telecommunicator Raegan Hays, that job can be even tougher as the single parent of two children on the autism spectrum. That's why working to support other parents of children on the spectrum, as well as first responders in Spokane County, is so important to her. Hays has been with SREC for nearly 10 years, and in that time she has turned her passion for her kids into a true benefit for the community — and for her communications center.

In addition to being a parent and a telecommunicator, Hays is also a communications training officer (CTO) for SREC. In that role she educates new employees on how to manage emergency calls for those with intellectual or developmental disabilities such as autism spectrum disorder. Autism disabilities can present very differently from person to person with three levels of recognized impact. Hays' children are no exception. While her older son has Level 2 — or moderate autism — her younger daughter has Level 3 autism and is severely impaired. For her son, this means some intellectual disabilities, but his primary struggle is with communicating and socialization. He knows he has autism and is aware of his differences. Like many on

continued on page 34



Resources from NCMEC for Supporting Children on the Autism Spectrum

This briefing summarizes information from the National Center for Missing & Exploited Children (NCMEC), established in 1984 with a mission to help find missing children, reduce child sexual exploitation and prevent child victimization. NCMEC has free resources and training to support caregivers, first responders and search teams and to mitigate missing incidents for children on the autism spectrum.

Autism Facts:

- In 2018, 1 in 44 children aged 8 were estimated by the CDC to have autism spectrum disorder (ASD).
- In 2021, 286 children on the autism spectrum were reported missing to NCMEC
- Half of children with ASD wander/elope
- Wandering occurs across all settings, by people with ASD of all ages, under every type of adult supervision
- More than one-third of children with ASD cannot communicate their name, address or phone number
- Risks increase with autism severity: drowning, exposure, dehydration, hypothermia, traffic injuries, falls, physical restraint, encounters with strangers, encounters with law enforcement
- Individuals on the autism spectrum may have a co-occurring disability such as epilepsy, ADHD, sleep disorders, depression, anxiety disorders and schizophrenia

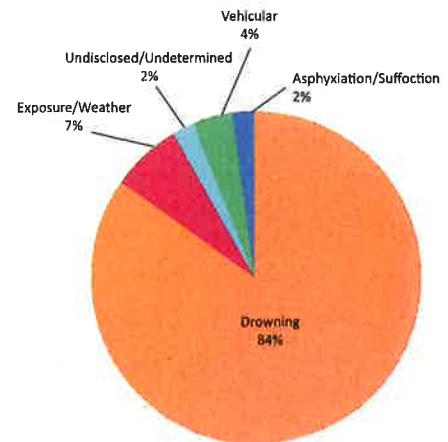
NCMEC DATA (2011-2020)

The National Center for Missing & Exploited Children's 10-year analysis of children on the autism spectrum reported missing to the Center showed that of accidental deaths, 84% were drownings.

A child on the autism spectrum may:

- Have a diminished sense of fear or engage in high-risk behavior, such as seeking water or active roadways
- Seek small or tightly enclosed spaces concealing themselves from search teams
- Be unable to respond to law enforcement because of their communication style
- Be at a higher risk for exploitation because of their disability

Communication and sensory processing may be characterized by:



SOURCE: NCMEC

- Verbal, non-verbal/non-speaking, minimally verbal
- May use alternative modes of communication
- May only cite scripts or use echolalia
- May only understand direct language
- May require additional processing time
- Sensory overload (causes bolting)
- Hypo- or hyper-sensitivity to sound, light, touch

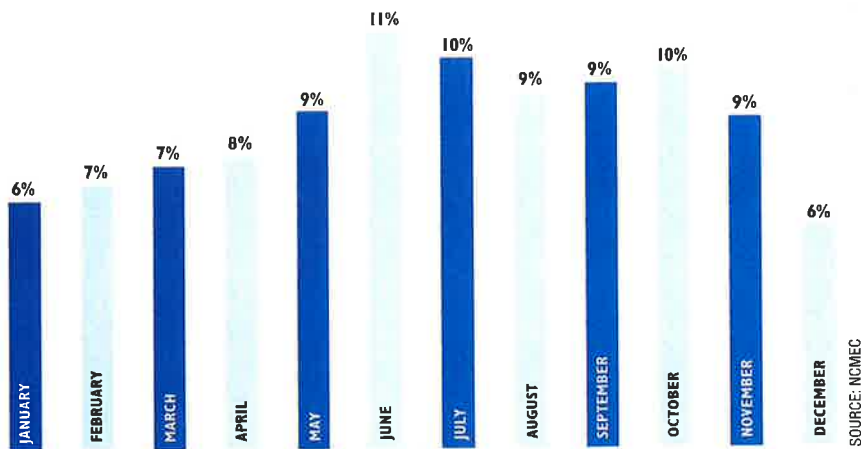
BEHAVIORAL EFFECTS

Self-stimulatory behavior, also known as “stimming” and self-stimulation, is the repetition of physical movements, sounds or repetitive movement of objects common in individuals with developmental disabilities but most prevalent in people with autistic spectrum disorder. Such behavior can result in:

- Obsessive tendencies or interests, or rigidity
- Impulsive actions
- Repetitive behaviors that provide sensory stimulation (stimming)
- Anxiety can increase stimming
- Challenging behavior could be caused by inability to communicate, pain, anxiety, defense mechanism

NCMEC offers a variety of free resources for both first responders and caregivers. These include “Tips for Caregivers” (www.missingkids.org/content/dam/missingkids/pdfs/supporting-children-on-the-autism-spectrum-tips-caregivers.pdf), such as a 9-1-1 script, which provides guidance for families and caregivers on how to effectively communicate with emergency professionals in

MISSING MONTH ACROSS ALL YEARS



SOURCE: NCMEC

MOST COMMON CHARACTERISTICS OF MISSING CHILDREN ON THE AUTISM SPECTRUM

SEX: MALE (75%)	AGE: 16 or 17 (19%)	RACE: WHITE (60%)	CASE TYPE: ERU (67%)	CASE STATUS: RECOVERED (98%)
MISSING MONTH: JUNE (11%)	MISSING LOCATION: HOME (45%)	RECOVERY LOCATION: HOME OR OUTDOOR AREA (26%)	RECOVERY METHOD: POLICE INVESTIGATION (46%)	RECOVERED IN THE SAME STATE FROM WHERE THEY WENT MISSING: (87%)

SOURCE: NCMEC

the event of an emergency involving their child. This is a proactive measure to help be prepared in the event a child goes missing. NCMEC also has published “Search Protocols and Checklists for First Responders” (www.missingkids.org/content/dam/missingkids/pdfs/children-on-the-autism-spectrum-search-protocols-questionnaire-first-responders.pdf) and “Understanding Children on the Autism Spectrum: A Guide for First Responders” (www.missingkids.org/content/dam/missingkids/pdfs/understanding-children-on-the-autism-spectrum-guide-first-responders.pdf).

In addition, NCMEC provides virtual and in-person training on how to search for and protect children on the autism spectrum. Because of the high drowning rates documented with this population of children, teaching them to swim and immediately searching water are strong recommendations. 9-1-1 professionals are the first line of defense for ensuring swift and safe recoveries of missing children on the autism spectrum. They can provide first responders with critical information based on a few simple questions that can save lives.

SUGGESTED DATA SOURCES AND ADDITIONAL RESOURCES

Centers for Disease Control and Prevention, Disability and Safety: Information on Wandering (Elopement) (September 18, 2019): <https://www.cdc.gov/ncbddd/disability-and-safety/wandering.html#ref>.

Joseph Guan, Guohua Li, “Injury Mortality in Individuals With Autism,” American Journal of Public Health 107, No. 5 (May 1, 2017): <https://ajph.aphapublications.org/doi/pdf/10.2105/AJPH.2017.303696>.

Summary of findings available at “Individuals with Autism at Substantially Heightened Risk for Injury Death”: www.publichealth.columbia.edu/public-health-now/news/individuals-autism-substantially-heightened-risk-injury-death.

National Center for Missing & Exploited Children, Missing Children on the Autism Spectrum: A summary of Data Intaked between 2011-2020: www.missingkids.org/content/dam/missingkids/pdfs/ncmec-analysis/missing-children-on-autism-spectrum-2021.pdf.

U.S. Department of Health and Human Services Interagency Autism Coordinating Committee <https://iacc.hhs.gov>.

For additional resources, please visit www.missingkids.org/theissues/autism and connect.missingkids.org.

Source: National Center for Missing and Exploited Children

the spectrum, he also has sensory issues. For him, this presents as sensory avoidant when it comes to loud noise, strong smells, textures or physical touch, which can be uncomfortable for him. Her daughter, on the other hand, is non-verbal/non-speaking and has severe cognitive delays. At 11 years old, she functions at the 3-5-year-old level and is largely unable to express herself. Unlike her brother, she is a sensory seeker. She loves all kinds of textures, strong tasting foods and often needs physical sensory input from hugs, squeezing her arms and legs, foot massages and compression. She also loves roller coasters, swings and spinning.

Hays is keenly aware of the risks inherent to her children, especially in an emergency. When her daughter was three, the babysitter lost her in a public park while Hays was on duty. Anytime a child goes missing, parents are desperate to find them, but with a child that is non-verbal/non-speaking, functioning significantly below age level, and not afraid of cars, animals or people, the situation is even more dire. The babysitter didn’t call 9-1-1 until 40 minutes had passed, but luckily, Hays’ daughter was found by police officers in a vacant lot. She had crawled through a hole in a fence and had cuts all over her body from playing with a prickly bush. She wasn’t even aware she was lost.

This experience and her day-to-day job motivated Hays to do more. She first discovered the Isaac Foundation, which provides services to families of children with autism, about seven years ago. Since then, she has been active with the local organization and now serves as SREC’s Isaac Alert coordinator, funneling parent alert requests into the regional communication system so responders have information that can enhance their response. The Isaac Foundation provides a variety of services, including community outreach, education to families with children on the autism spectrum or with other developmental delays, and training to the first responder community. She also connects with other parents online, volunteers at events and shares her expertise in the public safety communications field. Along with other first responders Hays has been a guest on the “Issac’s Autism in the Wild” podcast. Additionally, she’s consulted with the Isaac Foundation to put together telecommunicator training.

When asked what she wants other parents or caregivers of individuals affected by autism or other developmental disabilities to know, Hays says, “It’s so important to

know there are resources to help you, and that when you're having an emergency, the voice on the other end of the phone understands and is working to get you help." Hays advises parents in Spokane County to complete a form on the Isaac Foundation website (theisaacfoundation.configio.com) so that temporary caution notes can be placed on their address. Notes that can help create positive interactions between first responder and the lost person include whether the subject is afraid of responders, sirens or lights, and whether the subject will respond to their own name. It's also helpful for responders to know if the person will be combative or cooperative, or how they respond to physical contact with strangers (for example they like

or do not like hugs). As someone who's been on the side of first responders and the side of the family during the search for a missing child, Hays feels fortunate that the passions and experience of her personal life can benefit her professional life.

The Isaac Foundation is based and operates in the Spokane County area but does networking and advising across the country. Agencies or counties can contact The Isaac Foundation for advice or support on setting up a similar program in their area.

Information about people on the autism spectrum or with developmental disabilities is critical for telecommunicators and responders. Key information from autismspeaks.org includes:

- Nearly half of those with autism wander or bolt from their environment.
- Nearly 28% of 8 year olds with ASD have self-injurious behaviors.
- Drowning remains a leading cause of death for children with autism and account for approximately 90% of deaths associated with wandering or bolting by those age 14 and younger.
- Comorbidity is often seen in people impacted with autism spectrum disorder including epilepsy, ADHD, sleep disorders, depression, anxiety disorders and schizophrenia. ●

Kelly Conley is Communication & Media Manager, Spokane (Washington) Regional Emergency Communications.

CDE EXAM #65175

- | | | |
|--|---|---|
| <ol style="list-style-type: none"> 1. Many people on the autism spectrum experience sensory issues? <ol style="list-style-type: none"> a. True b. False 2. For those on the autism spectrum, how many recognized levels of impact are there? <ol style="list-style-type: none"> a. 2 b. 3 c. 4 d. 5 3. Was Hays' daughter aware that she was lost when the police found her in the vacant lot? <ol style="list-style-type: none"> a. Yes b. No 4. What is the leading cause of death for children with autism spectrum disorder? <ol style="list-style-type: none"> a. Self-injury b. Seizures c. Drowning d. Traffic injuries | <ol style="list-style-type: none"> 5. What percentage of children with autism spectrum disorder wander? <ol style="list-style-type: none"> a. 15% b. 25% c. 75% d. 50% 6. More than one-third of children with autism spectrum disorder cannot communicate their name, address or phone number. <ol style="list-style-type: none"> a. True b. False 7. What month has the highest reports of missing children on the autism spectrum? <ol style="list-style-type: none"> a. May b. June c. September d. October | <ol style="list-style-type: none"> 8. A child on the autism spectrum may have a diminished sense of fear. <ol style="list-style-type: none"> a. True b. False 9. What foundation did Hays find useful for providing services to families with children on the autism spectrum? <ol style="list-style-type: none"> a. Missing Children Foundation b. Evan's Foundation c. Spokane Foundation d. Isaac Foundation 10. What does "stimming" mean? <ol style="list-style-type: none"> a. Sensory stimulation b. Seeking small spaces c. An anxiety disorder d. An allergy |
|--|---|---|

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