

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
March 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)  
Undersheriff Michael Kittilstved – 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  
Gayne Sears – Citizen Representative

Staff

Lori Markham, Executive Director  
Kim Arredondo, Deputy Director  
Dusty Patrick, Technical Services Director  
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, Finance Analyst  
Breann Kostelecky, Public Records Specialist

Auxiliary Partners / Guests

Brian Werst, WBM  
Jeff Galloway, WBM  
Chief Lonnie Rash, SCFD 8  
Major Mike McNab, SPD  
Morgan Koudelka, Spokane Valley  
Erik Lamb, Spokane Valley

**2. 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 7:31a.m. and estimated the Board would open the meeting in 20 minutes.

At 7:51 a.m. the Board announced the session would be extended 20 minutes.  
At 8:11 a.m. the Board announced the session would be extended 15 minutes.  
At 8:26 a.m. the Board announced the session would be extended 10 minutes.  
At 8:36 a.m. the Board announced the session would be extended 10 minutes.  
At 8:46 a.m. the Board announced the session would be extended 5 minutes.

After a few minutes of technical (sound) issues, the meeting moved to open session at 8:59 a.m. No action was taken.

### 3. Consent Agenda

Howard Johnson motioned to approve the minutes from the February 16, 2023, regular meeting. Brad Richmond seconded. All were in favor. Motion carried.

### 4. Action Items

- a. Resolution 2023-01 Amend SREC 2023 Authorized Pay Ranges – Project Manager  
Lori Markham explained the position was approved during the budget a few years ago. Now that the CAD project is getting underway and looking towards the new facility project, SREC would like to fill that position. The salary comparison was done over four years ago; HR conducted a new comparison and is proposing an updated salary range for the position. Cody Rohrbach added there was extensive discussion during the finance meeting and the finance committee supports the updated range. Howard Johnson stated it is a key position with these important projects and imperative that the right person is in the position. Gayne Sears asked if this was a permanent position. Lori explained it is an official position with SREC. SREC will always have projects and there are significant projects for at least the next five to eight years, if needed the position could become something else depending on the need of the agency. Brad Richmond motioned to approve the amended SREC 2023 authorized pay range for the project manager. Michael Kittilstved seconded. All were in favor. Motion carried.
- b. Resolution 2023-2 Designate 2022 Ending Funds as Reserves  
Cody Rohrbach reminded the Board there were previous discussions surrounding the allocation of reserve funds to the operational reserve. Lori Markham explained the request is to move \$4M into the new facility reserve, true up the operational reserve to reflect three months of operating expenses and leave roughly \$1M in balance. Lori reminded the Board the fire user agencies, with the support of their Boards, made the decision to keep user fees at the same rate instead of lowering the fees due to Spokane Fire Department joining SREC. Instead of realizing those savings, the fire agencies agreed to have those funds placed in the SREC capital project reserves. Brad Richmond motioned to approve designating 2022 ending funds to reserves as outlined in Resolution 2023-2. Mike Kittilstved seconded. All were in favor. Motion carried.
- c. Surplus Disposal Requests  
Dusty Patrick explained there was one mobile and three portable radios that were destroyed in a brush truck during a fire last year. This request is to remove those from SREC's inventory including an additional portable radio that was destroyed due to water damage during a different incident in Spokane County Fire District 8. Howard Johnson motioned to approve the disposals. Dave Ellis seconded. All were in favor. Motion carried.

### 5. New Business

- a. CCB Space Allocation  
Lori Markham reminded the Board that SREC took on dispatch services for the Spokane Fire Department (SFD) on October 31, 2022, and at the same time the Spokane Police Department (SPD) began triaging their own calls. Since then, there have been discussions about what would happen to the space here at the CCB that was occupied by SFD dispatch. Lori wanted to make the Board aware that SREC is continually growing and have made accommodations the best it can along the way. SREC and SPD would both like to have the space and there is a meeting next week to discuss the options. Either way SREC will most likely need to come to the Board for some reconfiguring, remodeling some space to accommodate places for new employees coming on, as well as an area to train larger academies. Currently these larger academies are having to conduct classroom training at the BUC. The decision for the use of the space here at the CCB is up to the landlord, the Spokane City Fire Chief.

## 6. Old Business

### a. Kalispel Request Update

Lori Markham explained there is a meeting next week to start the discussions, there are many people who need to be at the table for these discussions. There is also a request from Spokane County to have SREC hold the dispatching contract for Kalispel, currently that contract runs through the Spokane Sheriff's office to SREC.

### b. City Update

Lori Markham stated Cody Rohrbach and herself answered questions at the City of Spokane's public safety briefing and responded to some written questions the next day. City Council deferred the topic of the SLA until March 27, 2023.

### c. New Facility Update

Lori Markham stated SREC is still awaiting a response from the FAA about the request to build a tower on the site. There is only one source of fiber to the site, research will have to be done to on how to bring in other sources, as the new facility will need multiple sources.

### b. HB1155 Update

No further update.

### c. CAD Update

Dusty Patrick stated there have been six intents to bid, the RFP (request for proposal) closes on March 31, 2023, so vendors have until that date to submit their proposals. There have been good questions regarding the proposal requirements. Interviews for the CAD Administrators took place last week and two conditional job offers have been made. The two applicants will be undergoing a background check and once that is complete, they will begin on April 10, 2023. Dusty reminded the Board there has been representation from all users/affected agencies during the CAD/RFP process and an invite for a selection team will be sent once the RFP closes. There were many, over a 100, items listed in the requirements for the RFP.

## 7. Staff Reports

### a. Operations

Lori Markham explained Kim Arredondo is on the west side of the State for E911 State meetings, so Brad Kane will be giving the update. Brad stated the current academy of eight will complete classroom training this week and all of them are moving on in their training. One of the trainees will be moving to fire dispatch as she has previous fire dispatch experience from California, and the other seven will start on the 911 floor. The next academy is scheduled for April 4, 2023, and have seven new hires so far. A report technician has put in their resignation for May. There is one trainee in law dispatch and one trainee in fire dispatch currently and two more trainees will start in law dispatch and two starting in fire dispatch on April 10, 2023. The SREC monthly stats were provided in the Board packet. Michael Kittilstved informed the Board of a project beginning regarding jail expansion which would inevitably affect the DEM (Department of Emergency Management) building and therefore SREC's radio shop, but he will keep the Board informed as he knows more.

Heather Wood explained two options of the statistics were provided in the Board packet regarding SFD/SREC processing times, both are using the exact same data, just filtered differently. Option one is the same as provided last month with the last column looking at the data as a whole for the average processing time for all call types to fire CAD (can't average an average). The second option does not include the last column, but it can be added. These numbers are slightly lower from option one because this one filters out

calls that take longer than 60 seconds to get to fire CAD, i.e., calls go to law dispatch first, accident calls where injuries aren't known until later in the call. This option looks at medics and fire calls only. This is the option, data set, that has been used traditionally for stats previously provided. Howard Johnson stated that which option to use would depend on the audience. Lori stated both options can be provided if that is the decision. Michael Kittilstved suggested that since this is a public document, option one is a more telling description of the drop-in response times since the transition to SREC. Gayne Sears explained that from a public perspective both options need a little more explanation. Cody Rohrbach concluded that option one is the preference, but it is valuable to have both included in the Board packet.

b. Technical

Dusty Patrick stated the bi-annual radio system upgrade is concluded and is about 95% complete as they finish the updates to the voice recording software and some final clean up. Motorola was on-site for the entire process and was very impressed with the work and skill of the radio shop; they were consistently two to three days ahead of schedule. Dusty thanked the radio shop employees for their hard work. The IT group is working on an incident response plan with the cyber security contractor. Dusty thanked the Board for their support in the purchase of cyber security as it is a vital piece to the agency. Conditional job offers have been given to two people for the CAD Administrator positions and they will start on April 10, 2023, and be highly involved in the new CAD selection process and reevaluating CAD needs. The Project Manager position will be posted tomorrow now that the Board approved the new salary range. Brad Richmond stated he greatly appreciated the communication during the radio system upgrade. Howard Johnson echoed Brad.

c. Finance

Tim Henry stated work continues on closing out 2022 and completing the County requests. The BARS draft report will be provided next month. There was a sheet attached to Resolution 2023-2 giving more explanation to the designation of reserve funds.

d. Human Resources

Brad Kane reiterated the conditional job offers were made for the CAD Administrator positions. The next academy is looking to be a class of seven. HR has purchased some additional software with NeoGov to help facilitate and streamline the onboarding process.

e. Administration

Lori Markham explained a copy of PSC Connect magazine was made available to the Board, it is the APCO International magazine. It featured an article written by Kelly Conley, spotlighting Communication Officer Raegan Hays who has done extensive work with the Isaac Foundation, focusing on children with autism and connecting those dots to public safety. APCO International published the article but also turned it into a credited training that telecommunicators could use towards their recertification. Lori furthered she is very proud of SREC's employees and all their different experiences and talents they bring. Raegan has been a top-notch employee since she began with Spokane County 911 and appreciates everything she brings to the agency and public safety in general. The Board agreed to give commendations to Kelly and Raegan for their work. Cody Rohrbach thanked Kelly for her great work and the job she has done in preparing Cody and Lori for the meeting with City Council. Lori added Kelly has done a great job with the communications and media department, and there are many exciting events planned for this year. Lori asked the Board that if any of their agencies are holding events, to please let Kelly know as SREC would love to participate and partner with them.

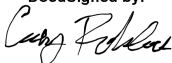
**8. Open/Public Comment**

No open/public comment.

**9. Adjourn**

The meeting adjourned at 9:38 a.m.

The next Regular Governing Board meeting is scheduled for April 20, 2023, at 7:30 a.m.

DocuSigned by:  


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Board Member  
Governing Board



Board Member  
Governing Board