



Governing Board Regular Meeting

1620 North Rebecca Street
Spokane, Washington 99217
April 20, 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. Consent Agenda**
 - a. Minutes from the March 16, 2023 Regular Meeting
 - b. Minutes from the March 29, 2023 Special Meeting
- 3. Action Items**
 - a. 104-1 POL SREC Membership Update
 - b. 200-4 POL Non-payment of Fees and Resolution
- 4. New Business**
 - a. [Q1 2023 Board Report](#)
 - b. 2022 Preliminary Annual Report
- 5. Old Business**
 - a. Kalispel Request Update
 - b. City Update
 - c. New Facility Update
 - d. HB1155 Update
 - e. CAD Update
- 6. Staff Reports**
 - a. Operations
 - b. Technical
 - c. Finance
 - d. Human Resources
 - e. Administration
- 7. Open / Public Comment**
 - a. Speakers sign-in onsite and are allowed 3 minutes each to address the Board
- 8. 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
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 Kostecky, 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 of 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.

Board Member
Governing Board

Board Member
Governing Board

DRAFT

Special Meeting Minutes
Spokane Regional Emergency Communications Governing Board
March 29, 2023

1. Call to Order and Roll Call

Chief Cody Rohrbach called the meeting to order at 8:01 a.m. The following Board members were in attendance:

Board Members

Chief Cody Rohrbach (Chair) – Spokane County Fire District 3
Chief Brad Richmond (Vice Chair) – Airway Heights Police Department
Undersheriff Michael Kittilstved – Spokane County Sheriff's Office
Chief Lonnie Rash – Spokane County Fire District 8
Assistant Chief Sean Walter – Spokane Valley Police Department
Chief Frank Soto, Jr. – Spokane Valley Fire Department
Scott Simmons – Spokane County
Gayne Sears – Citizen Representative

Staff

Lori Markham, Executive Director
Dusty Patrick, Technical Services Director
Jeff Tower, Human Resources Manager
Brad Kane, Dispatch Operations Manager
Heather Thompson, 911 Operations Manager
Kelly Conley, Communication and Media Manager
Cherell Yates, Office Manager
Breann Kostecky, Public Records Specialist

Auxiliary Partners/Guests

Brian Werst, WBM

2. Discussion and Possible Action Item(s)

A. Impact of the deferral and membership status for the Spokane Fire Department
Cody Rohrbach stated the meeting would be moved to executive session to discuss.

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

As allowed by RCW 42.30.110 (1)(i)

Chair Rohrbach closed the meeting at 8:02 a.m. and estimated the Board would open the meeting in 20 minutes.

At 8:22 a.m. the Board announced the session would be extended 20 minutes.

At 8:42 a.m. the Board announced the session would be extended 20 minutes.

At 9:04 a.m. the Board announced the session would be extended 10 minutes.

The meeting moved to open session at 9:15 a.m.

Brad Richmond stated as we move forward with a regional approach and community service that SREC has taken, the Board is definitely interested in this approach in moving forward with the City of Spokane to serve the citizens of the Spokane County community to the highest level attainable and continue to do so moving forward through these discussions. Cody Rohrbach stated the Board believes we are better together and want to continue to collaborate with the City in an effort towards full regionalization. Lonnie Rash reminded the Board that the decision on the makeup of the SERC Board lies solely with the Spokane Board of County Commissioners (BoCC) and that the SREC Board continues to focus on operations, safety and

environment for staff. Lonnie explained he appreciates what the collective agencies are doing in this process in the hopes of expanding this regionalization. Michael Kittilstved agreed with Brad, Cody and Lonnie, that it is about public safety and the community, and anything we can do to solidify these relationships is extremely important. Public safety is number one and needs to be in the forefront, it is expected of us as public servants.

4. Adjourn

Adjourned at 9:18 a.m.

Board Member
Governing Board

Board Member
Governing Board

DRAFT

SREC POLICY 104-1 POL

SREC Membership

Date: 042023

Cancels: All Previous

Page: 1 of 2

GENERAL INFORMATION

The purpose of this policy is to outline membership tiers, establish a rate formula based on participation and location, and define governance representation. **All membership requests must be in place by June 30th for the upcoming budget year.**

1. Membership Tiers

- a. **Full users:** Like most of SREC's current users, "full users" take advantage of all or most of SREC's suite of services, including Crime Check call taking, 911 call taking, dispatch (law, fire, or both), and access to radios and related services such as maintenance, software upgrades, etc.
- b. **Partial users:** Some user agencies may choose to contract with SREC for just one or two services, such as just Crime Check and 911 call taking or just radios and related services.

2. Rate Formula

- a. **Inside Spokane County:** full or partial membership tier is based on use of services and overall impact to SREC, with the same rates for each type. SREC will conduct or retain the services to conduct a Cost Analysis of adding the new customer, Potential new customers shall pay for the analysis.
 - i. Call taking is paid for by 911 taxes, so charges are just for dispatch or radios and related services.
 - ii. Crime Check = cost recovery rate from the 1/10th of 1% sales tax to include equipment, FTE, and overhead
 - iii. Dispatch = Board approved User Fee
 - iv. Radios = cost recovery rate based on equipment, use, and overhead.
- b. **Outside Spokane County:** Customers will be entire dispatch systems (not individual public safety agencies). SREC determines fee based on a cost analysis. SREC will conduct or retain the services to conduct a Cost Analysis of adding the new customer, Potential new customers shall pay for the analysis. Rates may vary and will depend on the variables determined by the cost analysis.

3. Governance Representation

- a. **Elected Officials:** The only elected official with Governance representation is the elected Spokane County Sheriff who represents the citizens of the entire county and serves as the Chief Executive of the Sheriff's department.
- b. **Governing Board:** Full users will have a voting member on the Governing Board; partial users do not.
- c. **Law Group & Fire Group:** All users will have a member(s) on Operational advisory boards.
- d. **Outside Spokane County:** If a new dispatch & communication system chooses to join SREC for full services, it would receive one governing board member for the system and one advisory board member for the system on the law and fire advisory groups.

SREC POLICY 104-1 POL

SREC Membership

Date: 042023

Cancels: All Previous

Page: 2 of 2

4. Definitions

a. Cost Analysis:

Analysis of impacts is based on:(Includes one-time and ongoing costs)

- i. Governance
- ii. Operations
- iii. Technology
- iv. Facility
- v. Overall impact to SREC
- vi. Other as may be necessary

b. Governance: Full or partial, with voting implications as well as cost and service level expectations.

c. Operations: Protect existing members services and costs; align new customer's operating model with SREC's; workload study; staffing & training needs.

d. Technology: Examine systems at SREC and new agency. Call-flow approach = impacts from call receiving to dispatching to incident reporting. Both primary center and backup center.

e. Facilities: Furniture and space utilization; primary & backup.

f. Financial Models: one-time and ongoing costs from governance, operations, technology, and facility impacts. Include costs for management, training (incl. overtime), and documentation, as well as incremental technology or facility changes and Capital improvements.

g. Scaled Analysis: Small (i.e., radio use only) might be fully in-house; modest (i.e., small agency within SREC's existing structure) might be largely in-house with outside review; large (i.e., a neighboring county or complex agency) may require a fully structured independent analysis.

SREC POLICY 200-4 POL

Non-payment of Fees

Date: 04202023

Cancel: All Previous

Page: 1

GENERAL INFORMATION

The purpose of this policy is to establish guidelines that will ensure good stewardship over Spokane Regional Emergency Communications (SREC) resources. The focus is on collecting amounts due for services already provided and a contract or agreement has not been executed. Non-payment of contracted amounts are considered a material breach and may result in contract termination.

POLICY

The billing and collection of payments for services will be completed by SREC Finance staff on a regular basis. Accounts determined to have delinquent amounts due will receive a delinquent notice with information on potential penalties, interest, and service termination if the amount remains unpaid.

Penalties may be imposed on delinquent accounts in amounts set by the Board from time to time by resolution.

Interest may be imposed on delinquent accounts in amounts set by the Board from time to time by resolution.

Service termination may be completed on delinquent accounts under certain conditions and as recommended by the Executive Director.

Exceptions may be granted by the Board or Executive Director under certain circumstances such as financial hardship or emergency.

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

A Resolution of the Governing Board of the Spokane Regional Emergency Communications setting the penalty and interest amounts for delinquent accounts.

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 review and approve charges and fees as recommended by the Executive Director and the Financial Sub-committee.

WHEREAS, the Board has reviewed the recommended Fees:

Delinquent Account Penalty and Interest Fees	
Delinquent Payment Penalty (one-time)	10%
Delinquent Payment Interest (annual)	8%

If the charges on a bill are not paid when due, a one time late payment penalty of 10% of the latest billed amount are added to the charges.

Additionally, interest is attached and accrued on unpaid charges computed at a rate of 8% per annum starting on the next day after the billing due date until paid. Interest is computed on the entire unpaid balance.

Accounts that are in excess of 60 days delinquent may receive a past due statement and delinquency notice. The delinquency notice will list the amount of charges in arrears, and will explain that the customer must pay the charges within 30 days from the date of the notice to avoid service termination.

THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board hereby approves the fees as stated above.

Adopted by the Governing Board for Spokane Regional Emergency Communications at a regular meeting held on the 20th day of April 2023.

Cody Rohrbach, SREC Governing Board Chair

**Spokane Regional Emergency Communications
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022**

Beginning Cash and Investments

308	Beginning Cash and Investments	22,434,473
388 / 588	Net Adjustments	-

Revenues

310	Taxes	-
320	Licenses and Permits	-
330	Intergovernmental Revenues	19,992,615
340	Charges for Goods and Services	5,341,086
350	Fines and Penalties	-
360	Miscellaneous Revenues	315,423
Total Revenues:		25,649,124

Expenditures

510	General Government	-
520	Public Safety	17,401,797
530	Utilities	-
540	Transportation	-
550	Natural/Economic Environment	-
560	Social Services	-
570	Culture and Recreation	-
Total Expenditures:		17,401,797
Excess (Deficiency) Revenues over Expenditures:		8,247,327

Other Increases in Fund Resources

391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		-

Other Decreases in Fund Resources

594-595	Capital Expenditures	3,262,088
591-593, 599	Debt Service	-
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		3,262,088

Increase (Decrease) in Cash and Investments: 4,985,239

Ending Cash and Investments

50821	Nonspendable	-
50831	Restricted	-
50841	Committed	18,000,000
50851	Assigned	2,500,000
50891	Unassigned	6,919,711
Total Ending Cash and Investments		27,419,711

The accompanying notes are an integral part of this statement.

**Spokane Regional Emergency Communications
Public Authority
Notes to the Financial Statements
For the Year Ending December 31, 2022**

Note 1 – Summary of Significant Accounting Policies

Spokane Regional Emergency Communications Public Authority (“SREC911” or the “Authority”) began providing services on July 1, 2019 and operates under the laws of the state of Washington applicable to a Public Development Authority. The Authority is a special purpose local government and provides Enhanced 911 operations and emergency dispatch services to local governments and citizens in Spokane County, Washington.

SREC is a component unit of Spokane County (the County), Washington, the primary government. SREC is fiscally dependent on the County as approval is required for debt issuance, and repayment of liabilities without County funding would be repaid almost entirely by the primary government. Therefore, financial statements are presented blended in the Spokane County annual financial report. The County’s financial statements can be obtained from the Spokane County, Financial & Management Services, 1116 W. Broadway Avenue, Spokane, WA 99260.

The Authority reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor’s Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from Generally Accepted Accounting Principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed but are not included in the financial statements (see **note** to the financial statements).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following fund types are used:

Governmental Fund Types:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

In accordance with state law the Authority also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 4 – *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of three years. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Paid Time Off (PTO) may be accumulated up to 576 hours and is payable upon separation or retirement. Any PTO hour accumulated above this number are put into a Catastrophic Account. The Catastrophic Account can only be used after an employee has covered the first 24 hours of leave from the PTO or Personal Holiday. The account can grow a maximum of 800 hours. The account will only be paid out upon retirement under the following conditions:

- The employee is 55 years old or older.
- The employee has worked for SREC or in the building for at least 15 years.
- If the employee meets those conditions, then 25% of the hours in their Catastrophic Account will be paid in a VEBA account upon separation.

Payments are recognized as expenditures when paid. The estimated cost of unpaid annual leave accrued through 2022 was \$ 1,059,408.

F. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by The Board. When expenditures that meet restrictions are incurred, the Authority intends to use the most restricted resources first.

Commitments of Ending Cash and Investments consist of \$18,000,000 for the specific purpose of facility replacement.

Note 2 – Deposits and Investments

Investments are reported at fair value. Deposits and investments by type on December 31, 2022 are as follows:

A. Deposits

- a. Cash on hand, held by the Spokane County Treasurer, on December 31, 2022 was \$27,419,711.

Investments

The Authority is a voluntary participant in the Spokane County Investment Pool, an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC, rather oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The Authority reports its investment in the pool at fair value, which is the same as the value of the pool per share. The pool does not impose liquidity fees or redemption gates on participant withdrawals.

Investment in Spokane County Investment Pool

In accordance with State law, the district's governing body has a formal interlocal agreement with the district's ex officio treasurer, Spokane County, to have all its

funds not required for immediate expenditure to be invested in the Spokane County Investment Pool (SCIP):

As of December 31, 2022, the district had the following investments:

<u>Investment Type</u>	<u>Fair Value</u>
Spokane County Investment Pool	\$27,262,956

Interest Rate Risk. As of December 31, 2022, the Pool’s effective duration was 1.49 years. As a means of limiting its exposure to rising interest rates, securities purchased in the Pool must have a weighted average maturity, no longer than two and one-half years. The weighted-average maturity of SCIP on 12/31/22 was 1.57 years. While the Pool’s market value is calculated monthly, unrealized gains and losses are not distributed to participants. The Pool distributes earnings monthly using an amortized cost methodology.

Credit Risk. As of December 31, 2022, the district’s investment in the Pool was not rated by a nationally-recognized statistical rating organization (NRSRO). In compliance with state statutes, the SCIP Investment Policy authorizes investments in U.S. Treasury securities, U.S. agency securities, supranational institution obligations, municipal securities, certificates of deposits or bank deposits of qualified public depositories, repurchase agreements, corporate notes, commercial paper, Direct District Notes and the Local Government Investment Pool managed by the Washington State Treasurer’s office.

It is the Authority’s policy to invest all temporary cash surpluses.

Note 3 – Related Parties

SREC is a component unit of Spokane County (the County), Washington, the primary government. The Authority is a special purpose local government and provides Enhanced 911 operations and emergency dispatch services to local

governments and citizens in Spokane County, Washington. Employees of SREC participate in the Spokane Employees' Retirement System (SERS), a single employer defined benefit pension plan covering employees of the City of Spokane, administered in accordance with Chapters 3.05 and 4.14 of the Spokane Municipal Code (SMC).

In 2022 SREC received \$19,992,615 from the County in Intergovernmental revenue for Enhanced 911 operations and emergency dispatch services. SREC paid the County \$664,866 for Information Technology Support services.

In 2022 SREC received \$5,341,086 from local agencies for emergency dispatch services:

Related Parties	Paid in 2022
Spokane County Fire District 2	3,541.50
Spokane County Fire District 3	144,597.00
Spokane County Fire District 4	198,141.00
Spokane County Fire District 5	2,691.50
Spokane County Fire District 8	111,168.00
Spokane County Fire District 9	286,588.00
Spokane County Fire District 10	49,351.00
Spokane County Fire District 11	6,459.00
Spokane County Fire District 12	2,550.00
Spokane County Fire District 13	7,423.00
Airway Heights Fire District	132,019.00
Cheney Fire District	87,540.00
Spokane County Law User Fees	3,208,390.00
Spokane Valley Fire District	1,100,627.00

In 2022 SREC paid local agencies \$21,461 for shared building and maintenance at the Back-up Center.

In 2022 SREC paid the City of Spokane \$118,683 for SERS contributions, \$258,838 for facility rent and maintenance, \$420 for LPG permits, and \$13,298 for CAD licensing.

Note 4 – Pension Plans

A. State Sponsored Pension Plans

Substantially all the Authority's full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans Public Employees Retirement System 2 and 3.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS ACFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2022 (*the measurement date of the plans*), the Authority's proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$ 294,507	0.048054%	1,338,000
PERS 2/3	\$ 503,854	0.062717%	(2,326,036)

B. Local Government Pension Plans

Plan Description

Employees of SREC participate in the Spokane Employees' Retirement System (SERS), a single employer defined benefit pension plan covering employees of the City of Spokane, administered in accordance with Chapters 3.05 and 4.14 of the Spokane Municipal Code (SMC).

Management of SERS is vested in the SERS Board, which consists of seven members—three members are elected by active employee plan members, three members are appointed by the Spokane City Council, and one member (who may not be an elected official or employee of the city) is appointed by the other six Board members.

SERS, a fiduciary fund of the City of Spokane (City), issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for the plan. The SERS Annual Comprehensive Financial Report may be obtained by writing to:

Spokane Employees' Retirement System
808 W. Spokane Falls Boulevard, Suite 604
Spokane, WA 99201-3324

Or the SERS Annual Comprehensive Financial Report may be downloaded from the City's website at <http://www.spokanesers.org>.

At the end of fiscal year 2022, SREC had 10 employees participating in the SERS plan, the 2022 contribution rate was 10.25%. During 2022, SREC911 contributed \$118,683 to the SERS plan. At December 31, 2021 (the measurement date of the plan) SREC’s portion of the 2022 Net Pension Liability is as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
SERS	\$ 118,683	1.025651%	1,593,208

Note 6 – Risk Management

SREC911 is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 166 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles [1]. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

All Members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security & privacy, event management, and cyber extortion, with limits up to \$1 million and subject to member deductibles, sublimits, and a \$5 million pool aggregate. Premises pollution liability provides Members with a \$2 million incident limit and \$10 million pool aggregate subject to a \$100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee

and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day-to-day operations of WCIA.

Spokane Regional Emergency Communications

Schedule 01

For the year ended December 31, 2022

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
3213	001	General	3083100	Restricted Cash and Investments - Beginning	\$0
3213	001	General	3084100	Committed Cash and Investments - Beginning	\$14,000,000
3213	001	General	3085100	Assigned Cash and Investments - Beginning	\$2,500,000
3213	001	General	3089100	Unassigned Cash and Investments - Beginning	\$5,934,473
3213	001	General	3370000	Local Grants, Entitlements and Other Payments	\$19,992,615
3213	001	General	3428000	Dispatch Services	\$5,341,086
3213	001	General	3611000	Investment Earnings	\$298,987
3213	001	General	3699100	Miscellaneous Other Operating	\$16,436
3213	001	General	5280010	Dispatch Services	\$9,779,017
3213	001	General	5280020	Dispatch Services	\$3,870,604
3213	001	General	5280030	Dispatch Services	\$261,316
3213	001	General	5280040	Dispatch Services	\$3,490,860
3213	001	General	5083100	Restricted Cash and Investments - Ending	\$0
3213	001	General	5084100	Committed Cash and Investments - Ending	\$18,000,000
3213	001	General	5085100	Assigned Cash and Investments - Ending	\$2,500,000
3213	001	General	5089100	Unassigned Cash and Investments - Ending	\$6,919,711
3213	001	General	5942860	Capital Expenditures/Expenses - Dispatch Services	\$3,262,088

**Spokane Regional Emergency Communications
Schedule of Liabilities
For the Year Ended December 31, 2022**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		1,113,752	-	54,344	1,059,408
264.30	PERS Net Pension Liability		613,414	724,586	-	1,338,000
264.30	Spokane Employees' Retirement System Liability		2,067,733	-	474,525	1,593,208
Total Revenue and Other (non G.O.) Debt/Liabilities:			3,794,899	724,586	528,869	3,990,616
Total Liabilities:			3,794,899	724,586	528,869	3,990,616

**Local Government Risk Assumption
For the Year Ended December 31, 2022**

1. Self-Insurance Program Manager: Washington State Employment Security Department
2. Manager Phone: (360) 902-9450
3. Manager Email: UFTSupport@esd.wa.gov
4. How do you insure property and liability risks, if at all?
 - a. Formal self-insurance program for some or all perils/risks
 - b. Belong to a public entity risk pool
 - c. Purchase private insurance
 - d. Retain risk internally without a self-insurance program (i.e., risk assumption)
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
 - a. Self-insure some or all benefits
 - b. Belong to a public entity risk pool
 - c. All benefits provided by health insurance company or HMO
 - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. Pay taxes to the Department of Employment Security (“Taxable”)
 - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. Pay premiums to the Department of Labor and Industries
 - d. Not applicable – no employees
8. How do you participate in the Washington Paid Family & Medical Leave Program?
 - a. Self-insured (“Voluntary Plan”) for one or both program benefits
 - b. Pay premiums to the State’s program for both benefits
 - c. Not Applicable – No Employees

If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.

If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government’s self-insured risks

and copy the table below as needed.

	<u>Please list the title of the self-insurance program or type of risk covered by self-insurance:</u>				
	<i>Program/Risk 1</i>	<i>Program/Risk 2</i>	<i>Program/Risk 3</i>	<i>Program/Risk 4</i>	<i>Program/Risk 5</i>
Self-Insurance as a <i>formal</i> program?	<u>No</u>				
If yes, do other governments participate?					
If yes, please list participating governments.					
Self-Insure as part of a joint program?	<u>No</u>				
Does a Third-Party Administer manage claims?	<u>No</u>				
If no, does an employee or official reconcile claims payments to the information in the claims management software or other records of approved claims? (Not applicable for self-insured unemployment compensation.)	<u>N/A</u>				
Has program had a claims audit in last three years?	<u>No</u>				
Are program resources sufficient to cover expenses?	<u>N/A</u>				
Does an actuary estimate program liability?	<u>No</u>				
Number of claims paid during the period?	<u>2</u>				
Total amount of paid claims during the period?	<u>7545.39</u>				
Total amount of recoveries during the period?	<u>0</u>				

Provide any other information necessary to explain answers to the Schedule 21 questions above.

SREC Monthly Stats

Board Meeting | April 20, 2023



SPOKANE REGIONAL
EMERGENCY
COMMUNICATIONS

March Call Stats

Call Type	Number of Calls	Avg Hold Time	YTD Calls
Emergency	25,808	:10	71,408
Non-Emergency	21,858	:15	61,161

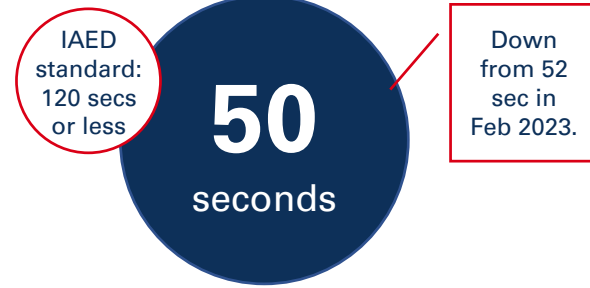
Monthly Comparison 47,666 March Total <i>22.6% increase from Feb 2022</i>	131,569 YTD Total <i>5% decrease from 2022</i>
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Dispatch Stats

Call Type	Dispatched Calls	YTD Calls
Fire	7,847	22,821
Law	17,360	48,086

Crime Check Reports: 3,135 Online Reports (Cop Logic): 494

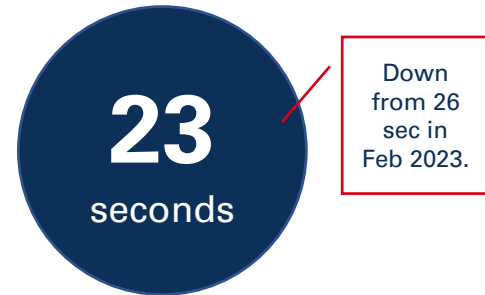
Hands on Chest



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

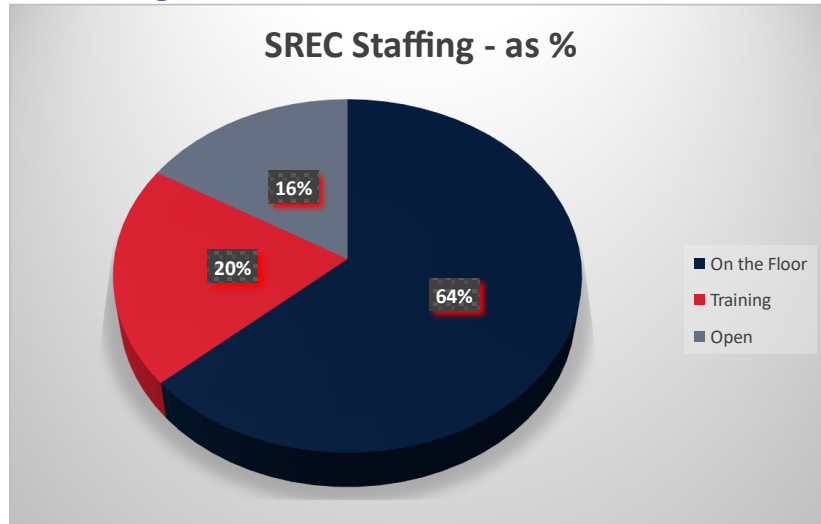
Time to Queue

for ECHO calls



Recognition of medics call type code to completion of key questions

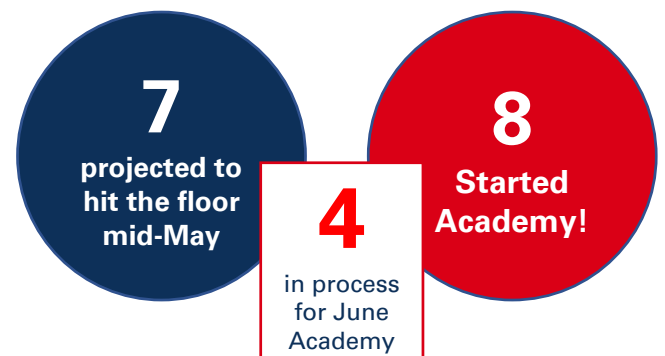
Staffing



As of 4/11/23

On the Floor	Training	Open	Total Budget
67*	21	21	109

**Includes Academy Instructor.*



Significant increase in overall applicants. Lateral opportunities posted in March.

Next Academy: June 6

CODY ROHRBACH – Chair
Spokane County Fire District 3

BRAD RICHMOND – Vice Chair
Airway Heights Police
Department

JOHN NOWELS
Spokane County Sheriff's Office

FRANK SOTO, JR.
Spokane Valley Fire
Department

SCOTT SIMMONS
Spokane County

HOWARD JOHNSON
Spokane County Fire District 4

DAVE ELLIS
Spokane Valley Police
Department

GAYNE SEARS
Citizen Representative

LORI MARKHAM
Executive Director

DATE: APRIL 20TH, 2023

TO: KELLY CONLEY

FROM: CHIEF CODY ROHRBACH, CHAIRMAN
SPOKANE REGIONAL EMERGENCY COMMUNICATIONS
EXECUTIVE BOARD

CC: PERSONNEL FILE

SUBJECT: COMMENDATION

THE EXECUTIVE BOARD WOULD LIKE TO THANK YOU FOR YOUR OUTSTANDING SERVICE TO THE CITIZENS OF SPOKANE COUNTY. YOUR RECENTLY PUBLISHED ARTICLE IN APCO DIGEST HIGHLIGHTING AN EMPLOYEE, RAEGAN HAYS, AND HER EXTENSIVE KNOWLEDGE OF AUTISTIC AND DEVELOPMENTALLY DELAYED INDIVIDUALS WAS OUTSTANDING. YOUR ONGOING WORK IN SHOWCASING SREC AND THE AMAZING WORK DONE AT SREC IS DONE WITH UTMOST PROFESSIONALISM, AND IS NOTHING SHORT OF AMAZING. YOU ARE A GREAT REPRESENTATIVE OF PUBLIC SAFETY WITH AN UNWAVERING DEDICATION TO SERVE YOUR COMMUNITY. THANK YOU FOR ALL YOU DO.

SINCERELY,

CHIEF CODY ROHRBACH, CHAIRMAN
SPOKANE REGIONAL EMERGENCY COMMUNICATIONS EXECUTIVE BOARD

CODY ROHRBACH – Chair
Spokane County Fire District 3

BRAD RICHMOND – Vice Chair
Airway Heights Police
Department

JOHN NOWELS
Spokane County Sheriff's Office

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Spokane County

HOWARD JOHNSON
Spokane County Fire District 4

DAVE ELLIS
Spokane Valley Police
Department

GAYNE SEARS
Citizen Representative

LORI MARKHAM
Executive Director

DATE: APRIL 20TH, 2023

TO: RAEGAN HAYS

FROM: CHIEF CODY ROHRBACH, CHAIRMAN
SPOKANE REGIONAL EMERGENCY COMMUNICATIONS
EXECUTIVE BOARD

CC: PERSONNEL FILE

SUBJECT: COMMENDATION

THE EXECUTIVE BOARD WOULD LIKE TO THANK YOU FOR YOUR OUTSTANDING SERVICE TO THE CITIZENS OF SPOKANE COUNTY. SHARING YOUR EXTENSIVE KNOWLEDGE AND PASSION OF AUTISTIC AND DEVELOPMENTALLY DELAYED INDIVIDUALS IS ADMIRABLE. TO UTILIZE THAT SAME KNOWLEDGE AND PASSION DURING YOUR COURSE OF WORK, WITH UTMOST PROFESSIONALISM, IS NOTHING SHORT OF AMAZING. YOU ARE A GREAT EXAMPLE OF A PUBLIC SAFETY TELECOMMUNICATOR WITH AN UNWAVERING DEDICATION TO SERVE YOUR COMMUNITY. THANK YOU FOR ALL YOU DO.

SINCERELY,

CHIEF CODY ROHRBACH, CHAIRMAN
SPOKANE REGIONAL EMERGENCY COMMUNICATIONS EXECUTIVE BOARD