

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
April 20, 2023

1. Call to Order and Roll Call

Chief Cody Rohrbach called the meeting to order at 7:31 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 Dave Ellis – Spokane Valley Police Department
Chief Frank Soto, Jr. – Spokane Valley Fire Department
Assistant Chief Howard Johnson – Spokane County Fire District 4
Scott Simmons – Spokane County
Gayne Sears – Citizen Representative

Staff

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Dusty Patrick, Technical Services Director
Jeff Tower, Human Resources Manager
Brad Kane, Dispatch Operations Manager
Heather Thompson, 911 Operations Manager
Tim Henry, Finance Manager
Jenni Folden, Finance Analyst
Megan Schneider, HR Analyst
Breann Kostelecky, Public Records Specialist

Auxiliary Partners/Guests

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

2. Consent Agenda

Dave Ellis motioned to approve the minutes from the March 16, 2023, regular meeting and the minutes from the March 29, 2023, special meeting. Scott Simmons seconded. All were in favor. Motion carried.

3. Action Items

a. 104-1 POL SREC Membership Update

Lori Markham stated the Board gave direction at the last meeting to update the membership policy. The updated version was included in the Board packet. Lori explained a line has been added to the first paragraph: All membership requests must be in place by June 30th for the upcoming budget year. Lori added this will allow SREC to adequately prepare each year's budget in a timely manner. Last year SREC's budget preparation was delayed due to the City of Spokane's requests and affected SREC's user agencies from completing their budgets in a timely manner. Cody Rohrbach asked about section 3b, and if the governing representation portion is still the current intent. Lori explained this is the policy that was put together with the BDS group a few years ago and can be updated or clarified if needed. More

specifically, should it be outlined whether there is a direct representative, or through a representative such as Brad Richmond who represents the Northwest Leadership Small Towns/Cities, which is who Kalispel will have representation through if they join SREC. Scott Simmons suggested adding verbiage clarifying that it is the Board of County Commissioners (BoCC) who has the authority to change the make-up of the SREC Governing Board. Additionally, the different representations should be outlined/defined, i.e., the Northwest Leadership Small Towns/Cities represents smaller agencies. Lori will make the suggested edits and bring it back to the board for approval next month.

b. 200-4 POL Non-payment of Fees and Resolution

Tim Henry explained the policy establishes the authority of the Board to impose penalties and interest on unpaid user fees; it is a very broad policy to help address the issue of non-payment when it occurs. The Resolution sets the fees and penalties, the County has a policy in place for government-to-government services, so it is not unprecedented. Tim added this is just a first draft, legal will still need to review, and asked the Board for any comments and suggestions. Dave Ellis asked if there is a mediation requirement in any other contract that would preempt this policy. Lori Markham stated that can be discussed further with legal. Scott Simmons added this was discussed at the Finance Committee meeting and the committee wanted a policy that encourages prompt payment since the lack of payment does have an impact on SREC operations and its ability to conduct business. The policy is for non-member agencies and meant to have a mechanism in place to address non-payment by other government/jurisdictional agencies and enforce fines and penalties accordingly. Gayne Sears suggested adding verbiage to explain the impacts to SREC and the agencies they provide services to when non-payment occurs. Lori stated the suggestions will be added and brought to the Board next month for approval.

4. New Business

a. Q1 2023 Board Report

Scott Simmons presented the Q1 2023 Board report. Total revenue collected in the first quarter of 2023 was \$6,063,889, exceeding the budgeted amount by 19% or about \$962K. Mostly due to collections of sales tax exceeding budgeted amounts, which were over budget by 12%, early payment of User Fees (Cheney paid in full for 2023), and 2022 services from City of Spokane paid in 2023. Tim Henry clarified the charges for services/user fees are not budgeted until May. Revenue is trending positively and anticipate a continued rise in interest rates and sales tax revenue. Scott continued the 2023 year-to-date expenses total \$4,808,380 under the budgeted amount by 19%, keeping in mind the technical services expenses usually take place later in the year. The 2023 year-to date expenses by type are; salary and benefits under budget by 2%, supplies and services under budget by 31%, and capital outlay under budget by 97%. The adjusted Q1-2023 ending balance is \$28,675,220 and the available fund balance is \$2,942,309. Scott added the reserve balances continue to remain in good shape, planning for future projects and funding the operating reserve. Howard Johnson stated he appreciated the work and continued financial updates. Scott added the finance team does a great job and thanked Tim and Jenni Folden for their work.

b. 2022 Preliminary Annual Report

Tim Henry stated the report was included in the Board packet and is the annual report submitted to the State Auditor's Office. This is the first look for the Board and will be brought back to the Board next month for approval before submitting to the State. Tim furthered the behind the scenes work is tightly tied to the County and the State Auditors Office, and the first year SREC had to complete this report it was disorganized and a bit of struggle, but each year the process has become easier, more confident, more efficient, and this latest process in getting the report ready went very smoothly with the

great work of Jenni Folden (SREC) and Jenny Stettler at the County Auditor's Office. Scott added the financial stewardship the SREC Board is able to apply is reflective of the great work Tim and Jenni do and the interactions with the County and the State Auditor's Office. It shows SREC has developed and maintains good accounting and budgetary processes, and created presentations to present that information accurately to the Board. Gayne Sears asked if commendation letters could be written for the Finance team. Tim stated they appreciate the acknowledgement, but a formal letter is not necessarily. Scott added that the Finance Committee gets to see these reports developed and asked if these, more visual reports work for the Board, or if there was something else they would prefer to see. There were no changes requested.

5. Old Business

a. Kalispel Request Update

Lori Markham stated there has been communication with Kalispel and Dusty Patrick is working with them on radio specifications. Operationally, we are still trying to piece out the number of calls for Airway Heights versus Kalispel, etc., in order to know what to build on the Fire/Medical CAD and finalize billing for the agencies. Lori will bring updates to the Board as they come.

b. City Update

Cody Rohrbach explained Spokane City Council voted 6 to 1 on Monday to approve the Interlocal Agreement (ILA) with SREC for fire dispatch services. It is anticipated there will be a request from City Council to the BoCC regarding SREC Board representation. Scott Simmons added that he had a conversation with the City Administrator, Johnnie Perkins, and thanked him for helping get the ILA signed, explaining this will now allow SREC to be paid for services they have been providing for well over three months, and sets a course for consistent payments moving forward; reiterating that SREC and the Board's focus has always been on dispatching and emergency communications for the community, but there is some relief having that financial piece removed, which now allows SREC and the Board to focus solely on emergency communications for the community and the Board composition is now between City Council and the BoCC.

c. New Facility Update

Lori Markham stated we are still waiting on a response from the Federal Aviation Administration (FAA) on whether SREC can build a tower on the new facility site. Howard Johnson explained the delay seemed to be due to the date on the application of when SREC was looking to build, it has been clarified with the FAA that a response is needed sooner rather than later as the build will change if the request cannot be granted. Dusty Patrick added that the team is also following up weekly with the FAA.

b. HB1155 Update

Scott Simmons stated there is no further update since the draft ILA was given to the City of Spokane back in October 2022.

c. CAD Update

Dusty Patrick explained five complete RFP proposals were received: Hexagon, Central Square, Infor, ProPhoenix and PULSIAM. The National Public Safety group is reviewing and scoring those proposals, looking to narrow those down to the top three. Once the top three are identified, CAD demos will be scheduled for the weeks of May 15th and 22nd, based on availability. Subject matter experts from user agencies will be invited to participate in those demos, probably a full day for operations and a half-day for Technical, IT and GIS specifically. The two CAD Administrators started last week and come to SREC from the City of Spokane IT Department, with Infor CAD experience. They will learn the New World system and then migrate to the new CAD system when

chosen. Additionally, they are looking at ways to pull statistics from the two CAD systems currently being used to provide consistent, regional statistics across the board. Technical Project Manager interviews were held, and Dusty thanked the interview panel participants. A conditional job offer has been made and he will hopefully start May 8, 2023, in time to participate in the CAD demonstrations.

6. Staff Reports

a. Operations

Kim Arredondo stated the statistical one sheet was included in the Board packet. There was a 22.6% increase in call volume from February to March, tracking for a busy summer potentially. The seven employees from the March academy should be on the floor mid-May, just in time for summer. The current academy of eight should be on the floor mid to end of July, which will be a big help. A new academy is scheduled for June 6, 2023, there are four currently in process for that academy, so hopefully another class size of eight. The Supervisor interview process was completed, and five employees will be promoted to Supervisors between now and Fall. Kim thanked those that were able to participate in the panels.

Kim reiterated the two new CAD Administrators are working on pulling statistics from the two systems, but SREC no longer has access to all the pieces, so they are working with SFD to get some vendor modifications. Kim stated they do not anticipate any significant changes in dispatch times until the new CAD system is in place but will continue to work on pulling the fire dispatch statistics if the Board would like.

Last week was Telecommunicator week and Kim thanked all the agencies for all of their support and participation in highlighting the employees and work that SREC does. Brandi Stephens was nominated and selected for the EMS Excellence Award and will be recognized at the EMS Council awards ceremony on May 11, 2023. Additionally, Washington APCO does nominations for the state of Washington, for the entire year, and last year SREC submitted four nominations and two were selected: Amy Sullivan for trainer of the year for 2022 and John Heglin for Technician of the year for 2022.

Kim reminded the Board that there has been work at the State level which reclassified Communication Officers from an administrative/secretarial classification to first responders, potentially giving staff access to benefits for PTSD, secondary trauma, early retirement, etc. HB1055 has been passed through the Senate and Rules and is now on the Governor's desk for signing, which moves operational staff from the Public Employee's Retirement System (PERS) to the Public Safety Employee's Retirement System (PSERS) that allows for early retirement; the bill will go from the Governor's desk to the Department of Retirement Services (DRS) for negotiations. This has been eighteen years in the works and though there is still work to do, it is very exciting for staff.

b. Technical

Dusty Patrick reiterated they will be reaching out weekly to the FAA for a response. During the water rescue at Riverfront Park on April 11, 2023, there was an overwhelming number of calls into the 911 center, creating some error logs which rebooted the interface to the phone system resulting in five to six seconds of downtime. During that downtime two calls were missed, those numbers were identified and immediately called back. Staff is currently working with the two vendors on each side of the interface to figure out what happened and why it happened and resolve it. The phone upgrade is an answer but that is being timed with the new facility.

c. Finance

Tim Henry stated with the close out of last year and quarter one complete, focus will now be on next year's budget.

d. Human Resources

Megan Schneider reiterated that eight new hires started on April 4, 2023. There are currently four in the background process for the June 6, 2023, academy and one applicant in the process for the August academy who will be coming on as a lateral from LA County Fire. Two more applicants were interviewed last night and will begin the background process, and an applicant for the Report Technician position will also be starting the background process, all anticipating to start in the June academy. Jeff Tower and Megan will be attending a Labor Relations conference with a focus on collective bargaining in Yakima at the beginning of May.

e. Administration

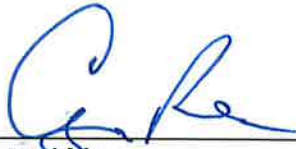
Lori Markham explained there has been discussion regarding changing the Board meeting time and asked the Board for their input. Scott Simmons added there was discussion at the Finance Committee meeting regarding the finance meetings and changing that schedule a bit, which then led to asking about the Board meeting date/time, specifically the time. Scott motioned to keep the Board meetings on the third Thursday of each but move the time from 7:30am to 8:00am. Dave Ellis seconded. All were in favor. Motion carried.

7. **Open/Public Comment**

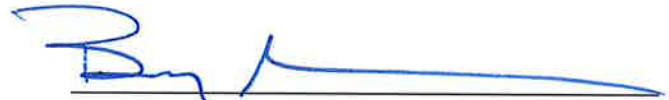
No open/public comment.

8. **Adjourn**

Adjourned at 8:24 a.m.



Board Member
Governing Board



Board Member
Governing Board