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

1. Call to Order and Roll Call

Chief Cody Rohrbach called the meeting to order at 8:00 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
John Nowels – Spokane County Sheriff's Office
Chief Brian Schaeffer – Spokane Fire Department
Chief Frank Soto, Jr. – Spokane Valley Fire Department
Assistant Chief Howard Johnson – Spokane County Fire District 4
Scott Simmons – Spokane County
Garrett Jones – City of Spokane

Staff
Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Dusty Patrick, Technical Services Director
Heather Thompson, 911 Operations Manager
Joe Sacco, GIS Manager
Kelly Conley, Media and Communication Manager
Jenni Folden, Finance Analyst

Auxiliary Partners/Guests
Michael Kittilstved, SCSO
Lonnie Rash, SCFD 8
Morgan Koudelka, Spokane Valley
Erik Lamb, Spokane Valley
Jeff Galloway, WBM

2. Consent Agenda

Brian Schaeffer motioned to approve the minutes from the June 15, 2023, regular meeting. John Nowels seconded. All were in favor. Motion carried.

3. Action Items

a. Mobile and Portable Radio Replacements
Dusty Patrick stated the quotes were in the Board packet but would like to remove the quote for the portable radios as an additional purchase will need to be made later. The radio shop is adjusting its strategy with replacing the portables and will hopefully present that to the Board at the next meeting. Dusty explained the other quote is for sixty mobile radios for $507,810 plus tax, which has been budgeted for; part of the roughly $2.5M radio replacement budget. Supply chains seem to be running a little slower and would like to get the mobiles ordered sooner rather than later. Howard Johnson asked that 07 heads be ordered for the dual head radios. Dusty stated that can be accommodated in the next purchase and can modify if needed to remain in budget but doesn't anticipate too many being needed as there are not a lot in the field. Brian Schaeffer motioned to approve the purchase of the sixty mobile radios. Howard Johnson seconded. All were in favor. Motion carried.

DRAFT

4. **New Business**
    a. Q2 Board Report
    Scott Simmons presented the Q2 budget report. Sales tax is exceeding the budgeted amount which is being offset by lower funds received for non-member services. This was budgeted in anticipation of HB1155 being implemented and Spokane City receiving the sales tax funds and SREC receiving payment from the City for non-member services. This has not taken place. Scott explained interest income is increasing with the rise in interest rates. Scott added that the County is seeing a slowing growth in sales tax from Q1 to Q2. Expenses are trending favorably on the operations side due to the current vacancies but will see that changing as hiring increases and trainees are signed off. Overall, the annual budget is on track and SREC is in a good place with reserves.

5. **Old Business**
    a. Cheney Update
    No further update.

    b. New Facility Update
    Lori Markham stated she met with the Spokane Board of County Commissioners (BoCC) about a week ago and thanked those SREC Board members who were present. Lori explained the overall consensus is that the BoCC is in support of the new facility and collocating on the West Plains property. Next steps will be to create the boundary line and a plan for purchasing that property. Lori added that Frank Soto, Jr. put her in touch with OAC regarding progressive build and what that looks like. Lori reiterated that she is looking for a building committee and appreciates any help. The committee does not have to be Board members so if there is anyone at the various agencies with some experience, their participation is welcomed. Scott Simmons added that since Lori's meeting with the BoCC it has been discovered that the property itself cannot be split, so some other options will need to be looked at, possibly a lease option. Additionally, the County is currently on it's second progressive design build project (alternative delivery). This process allows for a better match and working as a team throughout the project. Lori added that after looking at the Snohomish 911 new facility project there is a concern on the original estimated dollar amount for SREC's new facility, but she will be working with Tim Henry on the budget and update the Board if the amount will need to be adjusted.

    b. HB1155 Update
    Scott Simmons stated there is no further update and nothing has changed since he sent over the draft Interlocal Agreement (ILA) last October; even if the City of Spokane does not intend to receive their apportionment there still needs to be an ILA in place outlining that.

    c. CAD Update
    Dusty Patrick explained they will be traveling to some additional site visits later in the month and Dave Westlake from the Spokane County Sheriff's Department will be joining them. Dusty furthered they will be visiting three different agencies and hopefully be able to see all three vendors, including hexagon's new product that they are pitching. Dusty explained they will continue to work with the selection committee, who will then bring the recommendation to the Board. Lori added that the National Public Safety Group has done a great job compiling all the information the team has brough back. Brian Schaeffer asked if the Spokane Police Department has been involved. Dusty explained that they have and that the Dispatch Lieutenant's office is now adjacent to his. The invite to the CAD sites was extended to SPD as well, but they were not able to send anyone.

6. **Staff Reports**

DRAFT

a. Operations

Kim Arredondo stated the one sheet was provided in the Board packet and hopefully this will be the last version. Hands to chest and times to que are still down and that will continue to fluctuate over the next couple months with trainees coming through the academies and hitting probationary status. Another academy is scheduled for September 5th with eight new hires. The one sheet will show a twelve-month comparison for call stats, including emergency and non-emergency calls. Hands to chest and dispatch stats will also be included. There has been a large reduction in online reporting and not sure what is contributing to this. Overall, staffing is improving with seven trainees hitting the floor in 911 with in the next couple weeks; moving one employee into law dispatch on July 30th, one is now already filling a shift and the plan is to move someone over every six to eight weeks.

b. Technical

Dusty Patrick stated that New J has submitted their application to collocate on the Coe Road tower for the Broadlinc project and have also been sent the information for the tower load and interference studies they will need to complete. New equipment for this building (CCB) has been purchased and installed thanks to the Board's approval. These include the new monitor in the executive conference room and monitors in the dispatch room, which greatly improve situational awareness. All of these purchases have been inventoried and tagged and will go with SREC to the new facility. Dusty stated he is working with Tim Henry and the Finance team on the 5-year plan as IT and Radio are a substantial part of the budget.

Dusty explained the new evacuation system application was able to be tested in the field recently. Joe Sacco, GIS Manager, is in the room if there are any questions. Essentially, the information is put into the application, then the map goes into New World CAD which can then be viewed on the mobiles in the field, it also goes to Code Red where Emergency Management can push out notifications, agencies are also able to push the information out on their social media platforms. Lori Markham added that Joe and the GIS team saw a need and made this process happen and launch in time for fire season. Lori thanked everyone's work on this including Rob Cardon in the IT department and Cassidy Haas a Fire Dispatch Supervisor. Cody Rohrbach reiterated Lori's comments and stated that there is a lot that goes on behind the scenes to make everything happen and happen seamlessly. Dusty furthered that the GIS team is beginning work on predetermined evacuation plans for next year.

c. Finance

Tim Henry stated as the larger projects gets closer there is a better understanding of budget and what needs to be done for 2024. Using the Q2 numbers helps look at the 2024 budget and project 2023-year end. There are still some larger purchases for the year and work to tighten up the capital plan.

d. Human Resources

Jeff Tower reiterated there are eight applicants identified for the September academy and a couple more queued up for the November academy. Jeff added that the applicant pool has been significantly better than in the years past. Jeff explained the collective bargaining agreements run through December of next year and the COLA's (cost of living adjustment) are based on the June CPIW (Consumer Price Index) which came out last week at 2.3%, lower than anticipated. Negotiations for the 2025 agreements will begin in about eight months. Lori asked for any volunteers for the bargaining committee and stated that group will begin meeting a few months before meetings with the unions begin.

DRAFT

e. Administration
Lori Markham congratulated the Public Records team on their work. Records requests are below one hundred which has not happened in a few years, sometimes the number has reached upwards of five and six hundred, but usually hovers around two hundred and fifty. Lori thanked the team for their hard work. Lori reminded the Board that with the change in the makeup of the Board, seven members are needed for a quorum so to please let Cherell Yates know who your proxy is, so we can continue to do business during vacations, time-off, etc. Lori asked if the Board would like to cancel August's Board meeting as has been the trend in the past. The Board left the decision in Lori's hands depending on if SREC would have business for the board in August. Lori stated she will see what comes in the next couple weeks and update the Board.

7. Executive Session to Discuss Matters with Legal Counsel Related to Potential Litigation and Collective Bargaining Issues

As allowed by RCW 42.30.110 (1)(i) and RCW 42.30.140 (4)(a)
It is not anticipated action will be taken.
Chair Rohrbach closed the meeting at 8:41 a.m. and estimated the Board would open the meeting in 30 minutes.

At 9:11 a.m. the Board announced the session would be extended 5 minutes.
At 9:16 a.m. the Board announced the session would be extended 5 minutes.

The meeting moved to open session at 9:21 a.m.

The Board moved back into Executive Session to discuss matters with legal counsel related to potential litigation as allowed by RCW 42.30.110 (1)(i). It is not anticipated any action will be taken.
Chair Rohrbach closed the meeting at 9:21 a.m. and estimated the Board would open the meeting in 5 minutes.

The Board moved to open session at 9:32 a.m.

8. Open/Public Comment

No open/public comment.

9. Adjourn

Adjourned at 9:32 a.m.

The next Regular Governing Board meeting is scheduled for August 17, 2023, at 8:00 a.m.

Board Member Governing Board	Board Member Governing Board

DRAFT