

Special Meeting Minutes
Spokane Regional Emergency Communications
November 1, 2018

1. Call to Order and Roll Call

Chief Brian Asmus called the meeting to order at 7:32 a.m. The following Board members were in attendance:

Board Members

Chief Bryan Collins (Chair) – Spokane Valley Fire Department (via phone)
Chief Brian Asmus (Vice Chair) – Liberty Lake Police Department
Chief Craig Meidl – Spokane Police Department
Chief Brian Schaeffer – Spokane Fire Department
Chief Randy Johnson – Spokane County Fire District 4
Chief Cody Rohrbach – Spokane County Fire District 3
Theresa Sanders – City of Spokane
Gerry Gemmill – Spokane County

Board Alternate

Undersheriff Dave Ellis, SCSO

Staff

Steve Reinke, SREC Executive Director
Jeff Tower, SREC Human Resources Director (on-loan from SCSO)

Auxiliary Partners/Guests

Ariane Schmidt, Regional Project Manager
Lt. Shawn Kendall, Spokane Police Dispatch
Jay Atwood, Spokane Fire Dispatch
Lori Markham, Spokane Fire Dispatch
Bryce Leming, Spokane Fire Dispatch
Amy McCormick, Spokane County 911
Valerie Keegan, SRECS
David Heglin, SCSO Dispatch
Kirstin Davis, Spokane County 911
Cherell Yates, Spokane County 911
Brad Kane, Spokane Fire Dispatch
Randy Langford, SRECS

2. Brian Asmus asked that the topic of the power outage which occurred at the CCB on Wednesday, October 31, 2018 be added to the agenda. Brian Schaeffer motioned to approve the topic be added to the agenda. Gerry Gemmill seconded. All were in favor. Motion carried.

Jay Atwood said ICON was at the CCB doing repairs on the roof utilizing an outlet for two high energy drawing heat guns which tripped a circuit. At the same time, the generator was running its weekly run through and continued to run, sensing something was not correct. The circuit that was tripped was the ATS and didn't trip fully, allowing some power into the building. Once the problem was discovered the BUC was activated. Avista, Chief Scottsdale, an electrician from the City, HVAC support and the vendor for the UPS system were all notified and reported to the CCB. The ATS was reset and Randy Langford, CenturyLink and City and County IT were on site to reinitiate systems in the building. The CCB was reactivated about 8:30pm after batteries were recharged.

There were a few phone stations that did not come back up and parking lot lights are still not fully functional. Amy McCormick explained the three stations lost were due to running too long on dirty power which corrupted the systems, according to CenturyLink. The loss of the stations did not delay reactivation at the CCB.

Jay Atwood said next steps include an after-action plan, and a plan test with the ATS while having all technical and vendor support onsite, hopefully early next week. Jay Atwood explained the only issues arising at the BUC were a delay in the activation of New World CAD and how slowly systems were running due to the amount of power being utilized at one time with all agencies at the BUC. Steve Reinke said the reason things went as smooth as they did is due to the training, planning and testing the agencies do on a regular basis.

3. Action Items

A. Review and Approve Minutes from October 4, 2018 Special Meeting.

Theresa Sanders motioned to approve the minutes from the October 4, 2018 Special Meeting. Gerry Gemmill seconded. All were in favor. Motion carried.

B. Agreement with Stantec for power system engineering

Bryce Leming said the City had initiated an RFP to replace the Uninterruptible Power Supply (UPS) a few years ago, but was never completed. At that time Stantec had been selected but not awarded the contract because the project was put on hold due to the possibility of consolidation. The UPS is 14 years old and the parts for this model are no longer being made. There are new smaller and better ones available which require fewer batteries, take up a smaller footprint, etc. The proposal from Stantec is to provide the engineering necessary to replace the CCB's UPS, batteries and other emergency power system components, as well as bidding and negotiation services. Engineering is expected to take about 3 months and the project another 9-11 months after that. The project costs are unknown at this time. Stantec services will cost up to \$273,500 and any other expenses will be negotiated at that time. The project will include UPS for the CCB and a second UPS for the City and County so the CCB can act as a disaster recovery (DR) site. Bryce Leming said City and County IT are continuing to meet regarding the planning of designating the CCB as the DR site. Expenses will be shared by the City, County and SREC. Stantec will help determine the overall costs. Theresa Sanders said funds for Stantec should come from the 1/10th and then proportionally billed back to the entities.

Gerry Gemmill motioned to authorize the agreement with Stantec. Theresa Sanders seconded. All were in favor. Motion carried.

4. Discussion/Possible Action Items

A. Level of Service and Staffing

Steve Reinke said he is working with Valerie Keegan to finalize the staffing model. The model reflects the original cost basis, including current contractual items and building in forecasts through around 2026. The model is still evolving and there are no updates until the Finance Committee meets again. Valerie Keegan explained the staffing model is being built into the financial model which will be carried out over the next 7 years. Steve Reinke said it also depends on which services SREC will keep in house or contract out for, i.e., payroll, accounts payable and accounts receivable, etc. Steve Reinke spoke with Tonya Wallace, the County CFO and she will have a cost estimate for services that might be able to be provided by the County later this

year. Theresa Sanders asked that outside sources also be considered for some of those services as well.

B. Facility Improvements

Steve Reinke said quotes are being gathered to replace the fire suppression system in the CCB. Jay Atwood said one of the products available is called Sapphire which is a green product that starts out as a liquid under pressure and comes out as a non-harmful gas. Once the product is vented out, it only remains in the atmosphere for 3-5 days and then completely dissipates. The product does not pose a life safety threat nor is it harmful to electronics. A second vendor walk through is scheduled for today to ascertain the piping needs and a cost estimate.

C. Classification for Report Taking

Steve Reinke said it is a good time to evaluate creating a report taking classification. Call Receivers are currently taking 911 calls, Crime Check calls and writing reports. The new classification would strictly be for report writing thus alleviating some of the time call receivers spend on the phone. This may be able to be accomplished with 4-5 FTE's. Steve Reinke explained if a citizen calls and a report writer is not available they could be asked when a good time was to call them back to take the report, or if they would like to make the report online (if online reporting is reinitiated). The citizen would not be refused service for taking a report at that time if they insisted. Craig Meidl cautioned against asking citizens to be contacted at a later time and asked if that would be a decrease in service. Amy McCormick explained it is part of current training procedures to have some staff members designated as report writers when they're in training, so citizens are already being asked if someone can call back to and take the report later.

Theresa Sanders said she likes the option of online reporting and it fits with 'as good or better'. Steve Reinke said he understood CopLogic was presented to the previous 911 Board, but tabled due to integration. Gerry Gemmill suggested ascertaining the bandwidth impact CopLogic would have on staff. Steve Reinke will ask Bryce Leming to take the lead on researching CopLogic and bring back more information to the Board.

5. Executive Director Update

A. Deputy Director of Technical Services Recruitment

Steve Reinke said the nationwide recruitment is underway and interviews are scheduled for December 3, 2018.

B. CAD Integration

Steve Reinke said New World will be conducting a demonstration on November 27, 2018. (The event has been scheduled for 0900 to noon at the Fire Training Center). Ariane Schmidt said Shawna Ernst will send out invites and the demonstration will include Fire CAD, Fire full-mobile and Crew Force.

C. Name Change and Logo

Kirstin Davis explained the team has been meeting and they will make their deadline. Steve Reinke said recent Board of County Commissioners (BoCC) action made the SREC name change official. A few other housekeeping changes are needed to align the Charter and Resolution which he will ask Gerry Gemmill and Jack Driscoll to help bring before the BoCC at a later date.

D. Task List and Timeline

Steve said he will have an updated version for the Board at the next meeting.

6. Open/Public Comment

None.

7. Next Meeting

The next Special Board meeting is scheduled for November 15, 2018 at 7:30 am.

8. Closed Meeting to Discuss Matters Related to Collective Bargaining

A. As allowed by RCW 42.30.140(4)(a)

9. Adjourn

The Special Meeting adjourned at 8:31 am.

The Closed Meeting adjourned at 8:42 am.

Signatures:



Board Member
Governing Board



Board Member
Governing Board