

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
March 7, 2019

1. Call to Order and Roll Call

Chief Brian Asmus called the meeting to order at 7:31 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 Brian Schaeffer – Spokane Fire Department (via phone)
Sheriff Ozzie Knezovich – Spokane County Sheriff's Department
Chief Craig Meidl – Spokane Police Department
Chief Mark Werner – Spokane Valley Police Department
Chief Randy Johnson – Spokane County Fire District 4
Chief Cody Rohrbach – Spokane County Fire District 3
Theresa Sanders – City of Spokane
Tonya Wallace (for Gerry Gemmill) – Spokane County

Staff

Steve Reinke, SREC Executive Director
Jeff Tower, SREC Human Resources Manager

Auxiliary Partners/Guests

Lt. Shawn Kendall, Spokane Police Dispatch
Ariane Schmidt, Regional Project Manager
Valerie Keegan, SRECS
Lori Markham, Spokane Fire Dispatch
Bryce Leming, Spokane Fire Dispatch
Amy McCormick, Spokane County 911
Kirstin Davis, Spokane County 911
Brad Kane, Spokane Fire Dispatch
Laura McAloon, McAloon Law Offices (via phone)

2. Action Items

A. Review and Approve Minutes from the February 21, 2019 Meeting.

Randy Johnson motioned to approve the minutes from the February 21, 2019 regular meeting. Craig Meidl seconded. All were in favor. Motion carried.

B. Consider Position Description Approval

Steve Reinke stated the job descriptions were included in the Board packet and had been reviewed and approved by Archbrite. Brian Asmus asked the Board to approve the job descriptions. Randy Johnson motioned to approve the job descriptions. Mark Werner seconded. All were in favor. Motion carried.

3. Discussion Items

A. Budget and Financial

Tonya Wallace explained the documents presented included a Financial Fund Summary and a SREC Financial Planning Checklist. The Fund Summary included a 2019 operating and capital budget, a breakdown of what items are paid for with 911 taxes and the 1/10th tax, as well as a summary of the partner agency fees. Tonya Wallace stated the medical benefits were still being considered. Significant discussion followed. Steve Reinke

explained partner agency fees were calculated on a cost for call basis. Tonya Wallace reminded the Board that these are draft documents and there is still a lot of work ahead as reflected on the checklist. Tonya Wallace explained a financial budget will be presented to the Board at an upcoming meeting.

There was discussion surrounding the CCC reserve fund, which was not included in SREC reserves as the disposition of those funds will be determined by the CCC Board. The CCB reserve fund is being utilized for the fire suppression and UPS projects recently approved by the CCB Site Council.

Members of the Board asked how the 1/10th funds are being used and how it lines up with the 1/10th priority spreadsheet, including budget projections. The CCC Board is meeting on March 12, 2019. Cody Rohrbach asked that an updated budget reflecting the 1/10th priority and allocations be available to present at the meeting. Tonya Wallace reminded the Board these are still in draft form and working documents just for 2019, a snapshot in time. The Finance Committee will meet the morning of the 12th to ensure the priorities are included before presenting information to the CCC Board.

B. Service Level Agreements (SLA)

Lori Markham reminded the Board the SLAs are just a starting point for the operations groups to determine what they want included while maintaining current service levels moving forward. Steve Reinke explained as SLAs are finalized service levels translate to cost. Theresa Sanders reiterated the operations groups are to define the SLAs based on 'as good as or better' and make recommendations to the Board. The idea is on the day of go-live, employees are doing the same job they were the day before, providing the same service levels as they were as the day before. Enhancements the operations groups would like to see will be reviewed by the SREC Governing Board.

4. Executive Director and Staff Updates

A. Technical and Facility Projects

Steve Reinke announced that with the concurrence of Technical Services Manager Bob Schwent, Bryce Leming has been appointed as SREC's IT Manager. Bryce Leming stated the SREC domain and network project charter is being developed and should be available to the Board in April for review. He also noted the UPS engineering project is moving forward and the equipment room fire suppression project has begun.

B. Task List and Timeline

Steve Reinke said there were no changes, just informational.

5. Open/Public Comment

Lori Markham clarified that cross training does not mean a police dispatcher will no longer be a police dispatcher once trained in fire dispatch. The long term strategy will be to have personnel trained in other disciplines to help and support when needed, as well as for future promotional opportunities.

6. Adjourn

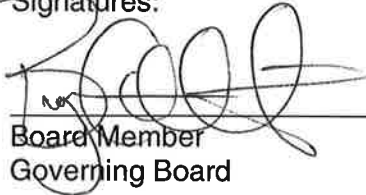
No further Board action was planned so the meeting adjourned at 8:46 a.m.

7. Closed Meeting to Discuss Matters Related to Collective Bargaining


As allowed by RCW 42.30.140(4)(a)

The next regular Governing Board meeting is scheduled for March 21, 2019 at 0730 hours.

Signatures:



Board Member
Governing Board



Board Member
Governing Board