

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
May 2, 2019

**1. Call to Order and Roll Call**

Chief Bryan Collins called the meeting to order at 7:30 a.m. The following Board members were in attendance:

Board Members

Chief Bryan Collins (Chair) – Spokane Valley Fire Department  
Chief Brian Asmus (Vice Chair) – Liberty Lake Police Department  
Chief Howard Johnson – Spokane County Fire District 4  
Chief Brian Schaeffer – Spokane Fire Department  
Undersheriff John Nowels – Spokane County Sheriff's Office  
Chief Craig Meidl – Spokane Police Department  
Theresa Sanders – City of Spokane  
Chief Mark Werner – Spokane Valley Police Department

Staff

Steve Reinke, SREC Executive Director  
Lori Markham, SREC Deputy Director  
Jeff Tower, SREC Human Resources Manager  
Bob Schwent, SREC Technical Services Manager

Auxiliary Partners/Guests

Lt. Shawn Kendall, Spokane Police Dispatch  
Ariane Schmidt, Regional Project Manager  
Dave Heglin, SCSO Dispatch  
Amy McCormick, Spokane County 911  
Kirstin Davis, Spokane County 911  
Cherell Yates, Spokane County 911  
Heather Wood, Spokane County 911  
Brad Kane, Spokane Fire Dispatch  
Laura McAloon, McAloon Law Offices (via phone)  
De Hicks, SCGI  
Donnie Quitugua, SCGI

**2. Action Items**

A. Review and Approve Minutes from the April 18, 2019 Meeting.

Bryan Collins asked that the minutes be amended to remove the phrasing 'reconcile' from the Service Level Agreements section. Brian Asmus motioned to approve the minutes from the April 18, 2019 regular meeting as amended. Mark Werner seconded. All were in favor. Motion carried.

B. Appoint Chair and Vice Chair

Steve Reinke said it has been a year since the Chair and Vice Chair of the SREC Governing Board were appointed. The appointment is for one year with no term limits. Craig Meidl motioned to reappoint Bryan Collins, Chair and Brian Asmus, Vice Chair. Theresa Sanders seconded. All were in favor. Motion carried.

C. SREC Domain Information Technology Project Charter

Bob Schwent said the project charter was included in the Board packet and asked for the Board's approval. Theresa Sanders clarified the document is a charter and therefore any financial decisions associated with the project would be made later. Theresa Sanders

motioned to approve the project charter. Brian Asmus seconded. All were in favor. Motion carried.

**D. Letter to the Spokane City Council**

Steve Reinke distributed a draft letter from the Board to the Spokane City Council for review and approval. Bryan Collins explained the letter should include language regarding the inability to offer automatic aid and mutual aid due to the City of Spokane's ordinance. The City ordinance does not allow non-City dispatchers to dispatch City Police or Fire personnel. Brian Schaeffer clarified that the problem has risen with the adoption of the City ordinance, it is not a SREC causation.

Bryan Collins stated the timeline of the letter was adjusted and it needs to be distributed to City Council members no later than the beginning of the week of May 13th to be in time for a May 16<sup>th</sup> study session. The letter advises Council has until May 21, 2019 to decide whether to opt in to the regional partnership. Bryan Collins reiterated the importance, operationally, to have a definitive answer from the City. Steve Reinke will make the adjustments and Bryan Collins will circulate an updated draft to the Board for review. The Board authorized Bryan Collins to sign and send the letter after Board members have a chance to review and provide input on an updated version.

**3. Staff Reports**

**A. Operations**

**i. Tyler Fire CAD Deployment Timeline Revision**

Ariane Schmidt explained other Tyler agencies are not currently using an enhancement known as "capabilities". Tyler plans to include the enhancement in the next software release. She also said due to integration, operational resources are needed in house; therefore, the project team, along with Jay Atwood and Lori Markham, agreed to push out the timeline for Fire CAD deployment which will allow resources to be utilized where they are needed now. Ariane Schmidt said the Fire Operations Advisory Group is in agreement. The new release is set for December and law enforcement is preparing to install it in March 2020. The fire service deployment would then happen in September 2020. The milestones and deliverables have been agreed to and adjusted for the new timeframe. Lori Markham explained the current interface is working, but Tyler's CAD will allow better cohesive dispatching and opportunity. Brian Schaeffer said it would also allow more time to ensure everything works. The Board concurred and supported the new timeline.

**ii. Service Level Agreements (SLAs)**

Steve Reinke said the Fire SLA final draft was approved by the CCC Board and is with legal to draft as an agreement. The Spokane Police and Sheriff's Office SLAs are being finalized to be presented to the Board at the next meeting. Laura McAloon asked the Board's preference for contract or inter-local language, explaining there are statutory requirements for interlocal agreements. The Board said to use contract language in order to permit the authority to execute the agreement at the administrative level rather than the legislative level. To clarify, the formula to derive user fees will be included in the SLA, but it will not contain each customer's specific cost.

**B. Technical**

**i. IT and Facility Projects**

Bob Schwent said the fire suppression project is 90% complete. Phase one of the UPS upgrade is about 50% complete. A change order is needed to move a fire main and just needs signature. Since, the change order is within budget, Steve Reinke is authorized to sign.

ii. Radio System

Bob Schwent said the microwave project equipment has been staged at the radio sites and two paths have been completed. The law enforcement reprogramming project is progressing; SPD still needs to be done. OTAP (Over The Air Programming) only works on some radios, so most radios have to be physically done. Reprogramming will help tremendously with radio site-preference choices and the level of loading on the system.

Along with ten other agencies around the country, SREC has begun a NG911 radio pilot project with Motorola, which will entail field testing radios designed to be FirstNet LTE capable.

Bob Schwent explained battery system testing has begun to establish a baseline and build a replacement plan from there. He also said he is designing a safety training program for employees that will include recognizing and dealing with winter hazards.

iii. Asset Conveyance

Steve Reinke said he will be working with the County first on this issue. Currently, the radio system assets belong to the County and two leases are up for renewal. Theresa Sanders reminded the Board the asset conveyance conversation is much broader than just the technology components.

C. Finance

i. Financial Software System Deployment

Ariane Schmidt said deployment of some Encode modules has begun and noted Angela Golden from the Spokane Valley Fire Department has been a tremendous help with regard to chart of accounts and other templates. Weekly project calls have been scheduled, and the project is on track to begin testing by mid-June to be prepared to run transitional funds. A change order is needed to remove a couple unneeded components from the contract and to include components which are needed, which will not have a financial impact. The Board agreed to approve the change order.

ii. Financial Policy Deployment

Steve Reinke said financial policies are still works in progress. The Finance Committee will schedule a meeting to review those policies before they come before the Board.

D. Human Resources

i. Hiring Process

Steve Reinke explained both paths are being prepared and once the City decides whether to opt in, hiring processes can be finalized. Theresa Sanders said the City is planning to give layoff notices on May 15<sup>th</sup> to be effective July 1<sup>st</sup> and asked if a SREC job offer can be presented at the same time. Steve Reinke said although the Board has set wage rates, they have not been bargained and he would need to consult legal on the structure and timing of those offers. Discussions toward that end have begun with Council 2. Theresa Sanders asked to have this happen quickly in order to not leave employees in limbo.

ii. Employee Transition Considerations

Steve Reinke explained that SREC cannot stay on the County's NeoGov contract, so an agreement for SREC is being developed and will be presented for consideration by the Board at the next meeting.

E. Administration

i. Board Executive Committee Duties

Steve Reinke explained after the first year the by-laws define the Executive Committee as the Chair, Vice Chair and past Chair. Since SREC does not have a past chair, the by-laws state the County CEO and/or City Administrator could take that position. Steve Reinke will continue to review the by-laws for necessary adjustments should the City decide to remain outside the regional partnership.

ii. Recent Conference Attendance

Steve Reinke said he attended the Navigator 2019 conference and was able to see a demonstration of fire call receiving protocols along with several other staff members. An early goal for SREC will be to have 911 perform emergency medical dispatch call receiving. Lori Markham said Priority Dispatch protocols are currently only in place for EMS and implementing fire and law enforcement protocols would be an expensive and time consuming process, and could be considered in the future.


**4. Open/Public Comment**

**5. Adjourn**

Adjourned at 8:21 a.m.


The next regular Governing Board meeting is scheduled for May 16, 2019 at 0730 hours.

Signatures:



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Board Member  
Governing Board



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Board Member  
Governing Board