1. **Call to Order and Roll Call 7:30 a.m.**

Chief Bryan Collins called the meeting to order at 7:33 a.m. The following Board members were in attendance:

**Board Members**
- Chief Bryan Collins – Spokane Valley Fire Department (Chair)
- Chief Brian Asmus – Liberty Lake Police Department (Vice Chair) (via phone)
- Sheriff Ozzie Knezovich – Spokane County Sheriff’s Office
- Assistant Chief Howard Johnson – Spokane County Fire District 4
- Chief Mark Werner – Spokane Valley Police Department
- Gerry Gemmill – Spokane County (via phone)

**Staff**
- Lori Markham, Executive Director
- Jeff Tower, Human Resources Manager
- Tim Henry, Finance Manager
- Bob Schwent, Technical Services Manager
- Brad Kane, Fire Operations Manager
- Dave Heglin, Law Dispatch Manager
- Jon Adams, Training Manager
- Cherell Yates, Office Manager
- Heather Wood, QA Administrator

**Auxiliary Partners / Guests**
- Lt. Al Amzen, Spokane Police Dispatch
- Laura McAlloon, McAlloon Law Offices (via phone)
- Brad Hudson, Spokane County, New World Support Team Manager
- Ariane Schmidt, New World Project Manager

2. **Consent Agenda**
   a. **Minutes from the October 17, 2019 Regular Meeting**
      Ozzie Knezovich motioned to approve the minutes from the October 17, 2019 regular meeting. Mark Werner seconded. All were in favor. Motion carried.

   b. **Tyler Agreement**
      Ariane Schmidt stated the amendment included the items discussed at the SREC Governing Board meeting on October 3, 2019. The amendment closes the Fire component and is replaced by a corrective amendment splitting the original amendment into two pieces. The first piece is the items already received. The second piece, is the items still wanted and/or needed; including the ProQA interface, the GIS environment and the mobility server component for a tablet environment. All Fire related items have been deferred for three years, with a consideration clause. Ariane Schmidt reminded the Board there is no new financial impact as the money has already been encumbered by 1/10th funds. Ozzie Knezovich stated he will be approaching the BoCC about purchasing a wholesale alternative for Tyler CAD. Ariane Schmidt explained the amendment gives the organization time to vet other options without spending additional money. Howard Johnson motioned to approve the Tyler Agreement. Ozzie Knezovich seconded. All were in favor. Motion carried.
3. Action Items
   a. SFD-SREC ILA
      Laura McAloon stated there was no additional information from Brian Snuer. Laura
      McAloon explained there is no impact to the dissolution of the CCC and assumes Brian
      Snuer or Michael Ormsby would have reached out if there were concerns. Ozzie
      Knezovich motioned to approve the ILA. Mark Werner seconded. All were in favor.
      Motion carried.

   b. Policies and Procedures
      Jeff Tower explained the second batch of policies and procedures were included in the
      Board packet. Mark Werner motioned to approve the second batch of policies and
      procedures. Ozzie Knezovich seconded. All were in favor. Motion carried.

   c. Financial Analyst
      Jeff Tower explained the recommendations from the Board were included in the update
      job description which was included in the Board packet. The updates were sent to
      Archbright who recommended it remain a non-exempt position, but thought there was
      very little risk to start the position as exempt and reevaluate in six months. Ozzie
      Knezovich motioned to approve the updated Financial Analyst job description. Mark
      Werner seconded. All were in favor. Motion carried.

4. New Business
   a. BUC Agreement
      Lori Markham explained she, Randy Johnson and Bryan Collins met with Chief Jack
      Cates last week regarding the BUC agreement. Fire District 9 is in need of additional
      administrative space. The plan is to extend the west-side of the current administration
      building which would also create more space for the BUC. Construction would begin in
      Spring of 2021 and SREC would contribute to construction costs, allowing for a more
      permanent occupation by SREC. Currently, space at the BUC is at a bare minimum and
      the equipment room is out of space. Lori Markham asked Chief Cates to forward those
      plans for the Board's review. Chief Collins clarified that this is separate from the
      previously proposed project to build a new administrative building on the campus at Fire
      District 9. Fire District 9 has decided not to move forward with a new building but rather
      go with this second option of expanding the current space.

      The current agreement for the BUC is still being finalized. Bryan Collins added Chief
      Cates stated the intent of the current agreement is to remain status quo, continuing to
      pay for utilities, etc. Ozzie Knezovich asked how the current CCB fits SREC's future
      needs. The County is currently in negotiations with the U.S. Air Force for a new training
      center. The new facility will also incorporate the Department of Emergency Management
      (DEM) and this might be an opportunity for SREC to build a new CCB and use the
      current CCB as a BUC. Chief Collins suggested having more conversations with the
      County and what those plans are, as well as determining the status of the current CCB.
      Gerry Gemmill stated a presentation is scheduled next week with the BoCC and the
      architect, and more information would be available after that. Regardless, there is still a
      need for a functioning BUC now and the foreseeable future. Bryan Collins directed the
      Executive Committee to begin looking at the new training facility project. Ozzie
      Knezovich added the new project is a military facility and would therefore be a hardened
      facility in regards to security and central services standards.

   b. Records Request Fee Schedule
      Cherrell Yates explained the proposed fee schedule was included in the Board packet.
      The fee schedule is the same one the City of Spokane and Spokane County use. Laura
      McAloon and her staff has reviewed it. Cherrell Yates furthered the public records policy
was still being drafted and would be brought to the Board for approval at the next Board meeting. Ozzie Knezovich motioned to adopt the records request fee schedule. Howard Johnson seconded. All were in favor. Motion carried.

c. Records Retention for Fire Calls
Lori Markham explained the Fire Communications Advisory Board had approved applying the records retention schedule to all Fire audio recordings. Past practice has been to retain all master audio recordings of Fire Dispatch calls. Applying the Washington State retention schedule would keep master audio recordings for 90 days. Ozzie Knezovich asked if that would affect any civil cases. Laura McAlon explained keeping with the State retention schedule would limit liability and the obligation to retain those records for civil cases is triggered when put on notice of a particular case. There are no civil claims against SREC. Lori Markham explained Spokane City Fire was advised and approved applying the State records retention schedule. The Board was in agreement to comply with the Washington State Retention Schedule.

d. Capital Plan
Lori Markham explained Tonya Wallace and her staff are continuing work on the 10-year Capital plan and it should be available by December. Ozzie Knezovich asked who has provided Tonya Wallace and the consultant with the information for the Capital plan. Lori Markham explained it is just a starting point and will be meeting with Tonya Wallace and the consultant in the next few weeks.

e. Open Enrollment
Jeff Tower explained SREC would like to open enrollment for health and dental benefits for 2020 which will put the benefits schedule on a calendar year plan. Kaiser Permanente stated there would be a 4% increase and dental would be a 2.5% increase to lock in the 2020 rates. Tim Henry explained aligning the benefits will put that budget item on the same calendar cycle as other budgetary changes and increases. Ozzie Knezovich motioned to accept the 2020 changes and open enrollment. Mark Werner seconded. All were in favor. Motion carried.

f. User Fees
Lori Markham asked for direction from the Board to establish user fees moving forward. There are varying models across the State, not just one formula or standard that is used. Lori Markham stated she likes the idea of conducting a unit of work study and basing the fees off of the true cost to dispatch a call. Bryan Collins and Mark Werner agreed that a study needs to be done to establish how much it truly costs to dispatch a call. Bryan Collins said the first step is to have a consultant determine what those costs are and then create a user fee formula from there. Bryan Collins stated regardless of the determination, the formula needs to be easily explainable, easily auditable, and equitable. Ozzie Knezovich motioned to approve hiring a consultant to perform a unit of work study. Howard Johnson seconded. All were in favor. Motion carried.

5. Staff Reports
a. Operations
Lori Markham stated that hiring continues. The 911 center is currently at 51 out of 52 full time employees, with 11 of those in training. A new Communications Officer I and a Report Technician have been hired and will start on December 2, 2019. SREC is continuing to move 911 personnel into Dispatch as staffing allows.
The Deputy Director recruitment closes on Monday, November 11, 2019. There are currently 51 applicants. SCGI is vetting through the applications and will facilitate the interview process, scheduled for November 25th and 26th.

b. **Training Manager**
   Jon Adams explained he is continuing work on implementing the adult training model across the disciplines. The goal is to streamline training through disciplines and the next step is to train the certified training officers (CTO). New hires starting after the first of year will be trained through the adult training model. Lori Markham explained CJTC is no longer providing Telecommunicator 1 and 2 training, the 911 State Office is now conducting those classes and is now offering those classes in Spokane, which will result in cost and time savings for SREC.

c. **Technical**
   Bob Schwent stated programming for SPD is about 60% complete. Battery replacements continue at the sites and remains on track. The Domain project has already begun and equipment is being staged. The two Senior IT recruitments have closed and the applications are being reviewed; interviews will be held in the next couple of weeks. Meetings with Motorola have begun regarding the upgrade scheduled for early next year. Programming for Fire code plugs is being finalized and the requested changes are being implemented.

   Bob Schwent explained there are addressing issues in Fire District 4 and other areas of the County. He will be meeting with County IT Management and Building and Planning to facilitate better communication when addresses get added or changed. Howard Johnson stated he appreciated assistance in getting those resolved. Bryan Collins suggested SREC be included in the work flow process to ensure addresses comply with Spokane County’s Public Safety GIS standard.

d. **Finance**
   Tim Henry stated that work on Incode continues and the biggest part is getting payroll inputted into Incode. The new Financial Analyst will be a great asset. Tim Henry explained that SREC is receiving user fees and it’s first inter-governmental transfer from the County.

e. **Human Resources**
   No further updates.

f. **Administration**
   No further updates.

6. **Open/Public Comment**
   No public comment.

7. **Closed Meeting to Discuss Matters Related to Collective Bargaining**
   As allowed by RCW 42.30.140 (4)(a)

   Moved to closed session at 8:30 a.m., estimated 10 minutes until reconvene.
   The regular meeting reconvened at 8:40 a.m.

   Bryan Collins congratulated Lori Markham on completing her Master’s Degree in Leadership and Management.
8. Adjourn
The meeting adjourned at 8:42 a.m.

The next Regular Governing Board meeting is scheduled for November 21, 2019 at 7:30 a.m.

[Signatures]
Board Member
Governing Board

Board Member
Governing Board