

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

**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 Arnzen, Spokane Police Dispatch  
Laura McAloon, McAloon 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 1/10<sup>th</sup> 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

Cherell 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. Cherell 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 McAloon 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 25<sup>th</sup> and 26<sup>th</sup>.

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.



Board Member  
Governing Board



Board Member  
Governing Board