

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
July 18, 2019

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

Chief Bryan Collins called the meeting to order at 7:32am. 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  
Sheriff Ozzie Knezovich – Spokane County Sheriff's Office  
Cody Rohrbach – Spokane County Fire District 3  
Randy Johnson – Spokane County Fire District 4 (via phone)  
Chief Mark Werner – Spokane Valley Police Department  
Gerry Gemmill – Spokane County (via phone)

Staff

Steve Reinke, Executive Director  
Lori Markham, Deputy Director  
Jeff Tower, Human Resources Manager  
Brad Kane, Operations Manager  
Dave Heglin, Operations Manager  
Cherell Yates, Office Manager  
Kirstin Davis, Public Information Specialist  
Heather Wood, Quality Assurance Administrator

Auxiliary Partners / Guests

Jay Atwood, Spokane Fire Department  
Tonya Wallace, Spokane County  
Donnie Quitugua, SCGI (via phone)  
De Hicks, SCGI (via phone)

**2. Closed Meeting to Discuss Matters Related to Collective Bargaining**

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

Chair Collins closed the meeting at 7:32 a.m. for 10 minutes.

At 7:42 a.m. Steve Reinke announced the session would be extended 5 minutes.

At 7:47 a.m. Steve Reinke announced the Board would now move to Executive Session for 10 minutes.

**3. Executive Session to Evaluate the Qualifications of an Applicant for Public Employment**

A. As allowed by RCW 42.30.110(1)(g)

The closed meeting moved to Executive session at 7:47 a.m. for 10 minutes.

At 7:57 a.m. Steve Reinke announced the session would be extended 5 minutes.

At 8:02 a.m. Steve Reinke announced the session would be extended 5 minutes.

At 8:07 a.m. Steve Reinke announced the session would be extended 5 minutes.

At 8:12 a.m. Steve Reinke announced the session would be extended 5 minutes.

The meeting returned to open session at 8:17 a.m.

**4. Discussion and Possible Action Items**

A. MOU with AFSCME Council 2 Regarding Optional Overtime

Brian Asmus motioned to approve the MOU with AFSCME Council 2. Mark Werner seconded. All were in favor. Motion carried.

- B. Other Items Related to the Closed Meeting or Executive Session  
No action taken.

**5. Action Items**

- A. Minutes from the June 20, 2019 Regular Meeting  
Brian Asmus motioned to approve the minutes from the June 20, 2019 regular meeting. Mark Werner seconded. All were in favor. Motion carried.
- B. Minutes from the June 27, 2019 Special Meeting  
Brian Asmus motioned to approve the minutes from the June 27, 2019 special meeting. Mark Werner seconded. All were in favor. Motion carried.
- C. Minutes from the July 2, 2019 Special Meeting  
Brian Asmus motioned to approve the minutes from the July 2, 2019 special meeting. Mark Werner seconded. All were in favor. Motion carried.
- D. Resolution 2019-7 Approving a Start-up Loan from Spokane County  
Steve noted two minor corrections; one to the signature block and the second to the amortization table, which showed 2 years instead of 1½ years. Tonya Wallace explained this was start up capitol for SREC. Once billing has occurred and cash flow from taxes and user agencies begin the loan will be paid back with no penalty attached. Gerry Gemmill motioned to approve Resolution 2019-7. Brian Asmus seconded. All were in favor. Motion carried.
- E. Training Manager  
Steve Reinke said originally the position was listed in the organizational chart as a Training Supervisor. Lori Markham explained the position will be responsible for training all divisions of SREC; accreditation processes; oversight of trainees; and the hiring of communication officers; assessing trainee progress and required and optional continuing education. Jeff Tower explained the pay band starts at the level for the same position at ValleyCom minus 13.2% and tops about \$14,000 higher than old training supervisor pay band. Ozzie Knezovich motioned to approve the Training Manager job description and pay band. Cody Rohrbach seconded. All were in favor. Motion carried.
- F. Administrative Assistant  
Steve Reinke said the position will be full time and Cherell Yates explained it will be in lieu of filling the second Public Records Specialist position immediately. The proposed duties include a support role for the Public Records Specialist position and will also back up all of the other administrative positions. Jeff Tower explained the updated job description requires a skill set beyond the clerical level so the pay band begins at \$17.49 an hour and tops at \$23.44 an hour, and was based on comparable positions from the City of Spokane, Spokane Valley and Spokane County. Mark Werner motioned to approve the Administrative Assistant job description and pay band. Ozzie Knezovich seconded. All were in favor. Motion carried.
- G. Recognize Former City of Spokane Employee Sick Leave Balances  
Steve Reinke said SREC would not receive remuneration from the City of Spokane for former City of Spokane employee sick leave balances. He asked the Board to recognize and approve the sick leave balances of former City employees to confirm the Board is aware of the liability. Gerry Gemmill motioned to recognize and approve carrying-over former City of Spokane employee sick leave balances. Mark Werner seconded. All were in favor. Motion carried.

## 6. Staff Reports

### A. Operations

Lori Markham stated things are running well. SREC is working to fill vacancies while maintaining an operational balance within the divisions. 911 just completed interviews and made conditional job offers for Communications Officer I and interviews were also just completed for Communication Officer II. Three candidates will begin training in law dispatch; one at the end of the month, the second about a month and a half later and the third after that. Staffing issues in 911 have resulted in forced overtime and creative scheduling. Hopefully when higher pay bands are advertised a greater number of qualified candidates will apply.

Bryan Collins asked if there had been any procedural changes since integration on July 1, 2019. Lori Markham explained procedures are being evaluated to see which are applicable with SREC and which will need updating. As staffing increases those procedures will be implemented. Lori Markham explained staff morale is good and continues to get better as things become more cohesive. Bryan Collins stated he had noted call processing time for his agency dropped over 30 seconds since July 1, 2019 and asked if it was due to any changes or just coincidence. Lori Markham replied it was most likely coincidence, but they would monitor it.

Cody Rohrbach asked Lori Markham to expound on the 911 staffing issues. Lori Markham explained 911 is currently down 12 positions, not including the four who just received conditional job offers. With all of the trainees, all allocated positions are filled. Various entry level academies in the pipeline for different stages of the training process and 911 will begin to see relief as those trainees transition to the floor. Lori Markham added the report technician position has helped keep good employees who weren't successful at 911 call taking. Once the higher pay band can be posted it should attract more candidates. She also noted a collective bargaining session was scheduled for that afternoon.

### B. Technical

Steve Reinke summarized a written briefing Bob Schwent provided by email. Joe Sacco will start as SREC's GIS Manager on August 1, 2019. Telephone configuration changes for Fire dispatch have been completed. The new ORI for ACCESS has been requested. The CCB's 48-volt system has been updated and cutover is scheduled for July 31, 2019 when operations are moved to the back-up center. Microwave updates will also happen at that time. Staff is finalizing an RFP for radio site battery replacements with an estimated cost of \$175,000. Network core equipment has been ordered for the new SREC domain and once it's in place, new SREC emails will be deployed. SREC is working with City and County IT departments to forward existing emails to the new domain once it's live and the expected cutover is in the fourth quarter. SREC is also working with the City of Spokane on the City's new data center at the CCB with a back up at the back-up center. An over-arching interlocal is planned to include this as well as power and facility requirements, etc. The agreement with Fire District 9 for the BUC will also have to be re-done.

Steve Reinke also noted the fire protection upgrade for the equipment room is moving forward; the CCB UPS upgrade project is nearing the end of the design phase; the radio shop is working on completing the new fire radio rode plugs and will schedule programming shortly. The radio shop is also working with local hospitals to finalize equipment orders to bring them onto the SREC radio system. The group has also started the planning for the early 2020 radio system upgrade covered under the SUA2 agreement with Motorola. Technical Services is also ready to advertise for the vacant Radio Technician and IT Technician positions as soon as an agreement is signed with AFSCME Council 2.

C. Finance

A SREC Governing Board Special meeting is scheduled for Tuesday, July 23, 2019 at 0730 to kick-off the 2020 budget process. Any other housekeeping items and MOUs needed will also be added to the agenda.

D. Human Resources

Jeff Tower explained benefits enrollment was completed last week. Four SREC job recruitments have closed. The positions advertised at SREC pay bands resulted in more applicants than when they were posted with County pay bands.

E. Administration

Steve Reinke stated the interim payroll for the pay gap ran successfully the prior week. Input of the first SREC payroll will happen this week with payday being next Tuesday.

Lori Markham explained mission, values and code of ethics statements are being worked on. The second draft was brought to employees for feedback and the committee is meeting next week. Once it is finalized it will be brought to the Board for approval.


**7. Open/Public Comment**

No public comment.

**8. Adjourn**


The meeting adjourned at 8:47 a.m.

The next Special Governing Board meeting is scheduled for July 23, 2019 at 0730 hours.



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Board Member  
Governing Board



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Board Member  
Governing Board