

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
August 1, 2019

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

Chief Bryan Collins 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
Chief Brian Asmus (Vice Chair) – Liberty Lake Police Department
Undersheriff Dave Ellis – Spokane County Sheriff's Office
Cody Rohrbach – Spokane County Fire District 3 (via phone)
Howard Johnson – Spokane County Fire District 4
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
Bob Schwent, Technical Services Manager
Amy McCormick, Operations Manager
Brad Kane, Operations Manager
Dave Heglin, Operations Manager
Cherell Yates, Office Manager
Jon Adams, Operations Supervisor
Mel Polomis, Public Records Specialist

Auxiliary Partners / Guests

Tonya Wallace, Spokane County
Tessa Anderson, Spokane County

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 7:31 a.m. for 15 minutes.
The meeting returned to open session at 7:46 a.m.

3. Action Items

- A. Minutes from the July 18, 2019 Regular Meeting
Brian Asmus motioned to approve the minutes from the July 18, 2019 regular meeting. Mark Werner seconded. All were in favor. Motion carried.
- B. Minutes from the July 23, 2019 Special Meeting
Brian Asmus motioned to approve the minutes from the July 23, 2019 special meeting. Dave Ellis seconded. All were in favor. Motion carried.
- C. MOU with AFSCME Council 2 for 2019 Wages and Paid Leave
Brian Asmus motioned to authorize the Chair and Director to sign the MOU. Howard Johnson seconded. All were in favor. Motion carried.
- D. MOU with AFSCME Council 2 for Shift Differential, CTO and Lead Pay
Chair Collins tabled the item.

E. Bylaw Revisions

Steve Reinke explained the Board has fourteen days to review edits before making a motion. The revisions were included in the Board packet and the next regular meeting is scheduled for August 15th. Steve Reinke explained the suggested edits; including, that a quorum is made up of 5/7th of the Board members and removing references to the City of Spokane. The Board will provide feedback to Steve Reinke prior to the next meeting and an updated draft will be provided in the Board packet.

F. Mission, Values and Code of Conduct Presentation

Jon Adams presented the Mission, Values and Code of Conduct statements. Bryan Collins asked what was meant by, 'fulfill promises'. Jon Adams replied employees will fulfill their commitments. Bryan Collins asked to add the professionalism as a value. The Board was complimentary of the work. Mark Werner asked if a vision statement had been created. Lori Markham said the group had not created one, and Mark Werner noted a mission statement guides an organization's work but a vision statement looks into the future. Lori Markham said the Board's recommendations will be taken back to the group for a re-write and the creation of a vision statement.

4. Budget Guidelines

Tonya Wallace handed out the 2020 Budget Guidelines. An economic picture will be provided at the next Board meeting and any progress reports that may be available, including salary details. The 2020 budget will be presented at the August 29, 2019 special meeting. Bryan Collins asked if the 2016 priorities would be used for the capital budget. Tonya Wallace said they would be used along with the current inventory for setting replacement guidelines and policies. Tonya Wallace explained historical tax revenue and economic projections will be included. The operating costs will consider current personnel data as well as agreements being considered. The goal is to provide a forecast for the next five years and set the stage to begin strategic planning. Tonya explained the differences between contingencies and reserves. Bryan Collins asked the rationale behind a 5% contingency, which could ultimately affect user costs. Tonya Wallace explained it was based on the unknowns of a new organization. Bryan Collins stated he was more comfortable with 1% and to rely on reserves rather than contingency funds for unexpected expenses.

Tonya Wallace stated she would like to hire a consultant to help in the capital improvement plan, as it is quite a large task and her and her staff are also working on the County budget. Utilizing the consultant will also provide a conduit to pass the SREC budget from the County to SREC. The Board supported hiring the consultant. Bryan Collins suggested the preliminary budget be made available for public review.

5. Staff Reports

A. Operations

Lori Markham stated the focus remains on hiring and training to fully staff 911 so 911 employees can begin filling Communication Officer II vacancies.

Fire dispatch signed off two trainees who began working power shifts allowing fire dispatch to function on its own.

B. Technical

Bob Schwent explained the switch to the new power system and updates to the microwave system and radio consoles were performed yesterday and were successful. The generator transfer switch test also went well and there were no problems with the UPS.

Bob, Valerie Keegan and Jeff Hunt are reviewing asset inventories, including radios. Letters and emails have gone out to individuals who left employment without returning their radios. If they are not returned, they will receive a bill. Incode training began yesterday and will continue over the next few months. Bob Schwent explained radio replacement costs have been built

into the capital budget for when Motorola's support stops after 5 years (2023) past a radio's end of life. He also said GIS Manager Joe Sacco starts today.

C. Human Resources

Jeff Tower explained an offer will be made for the Finance Manager position today; Human Resource Analyst applicants are being narrowed down; and the Administrative Services Assistant recruitment closed yesterday.

D. Administration

Steve Reinke said Laura McAloon and Tonya Wallace are working to ensure when the next governing resolution change is made by the Board of County Commissioners that it captures all the items that should be revised Steve Reinke explained an agreement is being drafted for the use of the CCB, including its use as the City data center. Fire dispatch staffing will need to be an inter-local agreement and approved by the Spokane City Council.

Bryan Collins asked the status of an agreement for the back-up center. Steve Reinke stated a draft was ready and asked the Board to confirm the parties to the agreement. The Board said the agreement should be between SREC and Fire District 9 based on space configuration and maintenance.

6. Open/Public Comment

No public comment.

7. Adjourn

The meeting adjourned at 8:34 a.m.

The next Regular Governing Board meeting is scheduled for August 15, 2019 at 7:30 a.m.



Board Member
Governing Board



Board Member
Governing Board