

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
April 16, 2020

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

Chief Bryan Collins called the meeting to order at 7:34 a.m. The following Board members were in attendance:

Board Members – via Zoom

Chief Bryan Collins – Spokane Valley Fire Department (Chair)
Chief Brian Asmus – Liberty Lake Police Department (Vice Chair)
Chief Mark Werner – Spokane Valley Police Department
Chief Cody Rohrbach – Spokane County Fire District 3
Assistant Chief Howard Johnson – Spokane County Fire District 4
Undersheriff Dave Ellis – Spokane County Sheriff's Office
Gerry Gemmill – Spokane County

Staff – via Zoom

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Jeff Tower, Human Resources Manager
Tim Henry, Finance Manager
Bob Schwent, Technical Services Manager
Patrick Erickson, Communication and Media Manager
Cherell Yates, Office Manager
Heather Wood, 911 Operations Manager
Brad Kane, Law Dispatch Operations Manager
Jon Adams, Training Manager

Auxiliary Partners / Guests – via Zoom

Laura McAloon, McAloon Law Offices
Lt. Alan Arnzen, Spokane Police Department
Ariane Schmidt, Spokane Regional Project Manager

2. Consent Agenda

a. Minutes from the March 19, 2020 Regular Meeting

Cody Rohrbach motioned to approve the minutes from the March 19, 2020 regular meeting. Gerry Gemmill seconded. All were in favor. Motion carried.

3. Action Items

a. Strategic Projects Manager

Lori Markham explained the position was discussed at the last Board meeting. Since Brad Hudson vacated the position with Spokane County last month, this an opportunity for SREC to create a more generic project manager position and move the CAD project and maintenance in house. Lori Markham explained there are continued issues with Tyler New World and it is important the position is filled to continue the work and move it forward. In the future, if the decision is made to go in another direction from Tyler New World, the position will be necessary to facilitate the change. Additionally, by expanding the job description and making it more generic, the position will also be utilized for future strategic projects, i.e., future building plans, etc. Job descriptions from Spokane County, the City of Spokane and other jurisdictions were utilized to create this job description. Bryan Collins reiterated, SREC is currently paying 50% of the cost of the position and the remaining portions will be billed to the user agencies. Lori Markham stated that was correct and the new position fits within the SREC budget. Bryan Collins stated he was in

support of the position and made a sentencing structure change request. Lori Markham stated the suggested edits will be made and brought to the Board for action at the next meeting.

b. Radio Policies

Lori Markham stated the policies were included in the Board packet and were presented at the last Board meeting. Bob Schwent explained he is working through old drafts, particularly regarding reporting of lost or stolen radios in a timely manner to notify pawn shops and what steps are needed to use the SREC system. Lori Markham clarified the four policies included in the packet are the most pressing and Bob Schwent is working on additional policies that will be brought to the Board at a later date. Lori Markham furthered that she did not receive any feedback regarding the four policies after the last Board meeting. Bryan Collins asked Bob Schwent to clarify limited participation. Bob Schwent explained limited participation would be for those agencies that do not need our dispatching services, but need to talk on the system for interoperability, i.e., Kootenai County, various Federal agencies, etc. Bryan Collins clarified there is a distinction between dispatch services and the radio system. Bob Schwent explained that currently Washington State Patrol utilizes its own talk groups and communications center, but also utilizes the SREC system for interoperability. Brian Asmus motioned to approve the four radio policies. Howard Johnson seconded. All were in favor. Motion carried.

4. New Business

a. Quarterly Financial Sub-Committee Report

Tim Henry stated the Finance Committee met last week and the 1st quarter budget report as well as a narrative were included in the Board packet. Tim Henry explained trends are beginning to level out regarding salary, overtime and vacancy rates. COVID19 will have an effect on the trend, unsure as to what exactly that will look like. Tim Henry added, work continues on the 2021 budget. Bryan Collins reiterated this is the first report and the Board should provide feedback on items they would like to see included or removed for future reports. Dave Ellis motioned to accept the Financial Sub-Committee Report. Brian Asmus seconded. All were in favor. Motion carried.

5. Old Business

a. Tyler New World Update

Lori Markham explained with the departure of Brad Hudson and COVID19, there has not been a lot of new developments with Tyler New World. The Core team did meet to discuss the current state. The goal is to ensure the system is stable and can function without including any additions as decisions are being made for a path going forward. Ariane Schmidt explained there has been realignment of Tyler staff on the support side, helping to shore up and complete outstanding issues and items. A better understanding has been reached on some ongoing issues, i.e., push to talk. There are currently no outstanding items that have been paid for. Ariane Schmidt furthered tasks have been portioned out, so there is no immediate hurry to fill the project manager position. The Board members are welcome to contact her or Lori Markham for any of the notes from the Core team meeting.

6. COVID19 Response Update

Lori Markham explained staff is healthy overall and staffing has remained between 86%-100%. SREC is working closely with the ECC to provide sanitizing and disinfecting supplies for employees. Thank you, Randy Johnson and Howard Johnson, for helping to facilitate those supplies. SREC employees are required to wear masks and undergo temperature checks before beginning a shift. SREC was able to work collaboratively with the City of Spokane to require temperature checks building wide and obtain thermometers to be utilized throughout the building. Many of SREC's administrative staff has been able to work remotely. Bryan Collins asked if the

City of Spokane agencies within the building were following the same procedures as SREC employees. Lori Markham explained all employees are performing temperature checks, SFD and SREC employees are wearing masks, but SPD is not requiring their dispatchers to wear masks.

7. Open/Public Comment

Lori Markham explained it is National Telecommunicator Week, and asked the Board if they had a moment to reach out to any of the dispatchers or call receivers. Patrick Erickson is posting on Facebook and social media and the employees can be recognized there as well. Howard Johnson congratulated Patrick on a job well done, and stated he was impressed with the work being done.

8. Adjourn

The meeting adjourned at 7:54 a.m.

The next Regular Governing Board meeting is scheduled for May 21, 2020 at 7:30 a.m.

DocuSigned by:
Chief Bryan Collins
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Board Member
Governing Board

DocuSigned by:
Chief Brian Asmus
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Board Member
Governing Board