

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

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

Chief Brian Asmus called the meeting to order at 7:30 a.m. The following Board members were in attendance:

Board Members – via Zoom

Chief Brian Asmus – Liberty Lake Police Department (Vice Chair)
Sheriff Ozzie Knezovich – Spokane County Sheriff's Office
Chief Cody Rohrbach – Spokane County Fire District 3
Chief Randy Johnson – Spokane County Fire District 4
Chief Dave Ellis – Spokane Valley Police Department

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
Megan Schneider, HR Analyst

Auxiliary Partners / Guests – via Zoom

Todd Mielke, Spokane County Sheriff's Office
Lt. Al Arnzen, Spokane Police Department
Laura McAloon, McAloon Law Offices
Ariane Schmidt, Spokane Regional Project Manager
Wes Crago, City of Spokane

2. Consent Agenda

a. Minutes from the June 18, 2020 Regular Meeting

There were not enough Board Members in attendance at the beginning of the meeting to reach a quorum. The approval of minutes is tabled until the August 20, 2020 Governing Board Meeting.

3. Old Business

a. Financial Sub-Committee Update

Tim Henry stated the Finance Committee met last week, the financial narrative and quarterly report were included in the Board packet. Tim Henry explained expenses are on track and there is a 1% variance for salaries and benefits. Revenue is where they expected to be and variances are expected for the next quarter revenue.

Tim Henry explained the Finance Committee has been working on the 6 year CIP, the budget, and reserve policies. The Finance Committee reviewed the reserve policies and asks for the Board to review and provide feedback at the next scheduled Board meeting. Brian Asmus asked how close SREC would be in funding the reserve balances if the policies were put into place today. Tim Henry replied, meeting those balances would happen over time, this is in anticipation of reserve funds being transferred from the County and then moving forward. Lori Markham explained the operations reserve was based on a lower vacancy rate and did not take into account the costs incurred for EMD training. Chief Asmus stated he did not anticipate those reserves balances being fully

funded from day one, and asked if there was a priority applied to funding the various reserve buckets. Tim Henry explained there was not a lot of discussion surrounding prioritizing the buckets, but will take that back to the Finance Committee.

b. Priority Dispatch

Lori Markham stated EMD training is still on track to go live on August 12, 2020. The staff has been working extremely hard and technology is being brought up to date. This will allow the call receiver to take the call and manage the call from start to finish, resulting in a faster response time. The employees are looking forward to utilizing the training they have been working so hard on. We are extremely proud of the staff and how hard they have worked at learning this new skill set and the many hours they have put in to get to this point.

c. Tyler New World Update

No update.

4. Staff Reports

a. Operations

Kim Arredondo stated SREC is still in a holding pattern for cross training as hiring was put on hold for a few months due to COVID19. A new academy will be starting in August with a class following in September which should hopefully bring eight new trainees on board.

Lori Markham explained she received a request from Chief Brian Schaeffer, asking for an extension of the ILA due to staffing shortages in Spokane Fire Dispatch. Lori Markham stated due to operational changes it would not be an extension of that specific ILA, but a new ILA going forward. Brian Asmus and Cody Rohrbach agreed it should be a new ILA and fully support assisting SFD as long as it does not interfere with SREC's service mission as the go live date gets closer. Randy Johnson stated it would be a good time to include anything that was overlooked, learned through experience, in the drafting of the previous ILA. Ozzie Knezovich stated a firm date needs to be set within the ILA so as not to set an expectation of a continued ILA. Brian Asmus agreed. Lori Markham stated she will discuss operational abilities Kim Arredondo and SFD needs with Brian Schaeffer, and then work with Laura McAloon to draft the new ILA.

b. Technical

Bob Schwent stated work continues on the NICE logging/recording upgrade and are beginning to receive equipment for the SRMA upgrade and GeoPrime site projects. The radio shop is continuing fire programming; City fire has requested changes that need to be approved by the Fire Ops Board.

Lori Markham explained she received the notes and feedback from the last 1/10th meeting with BDS and is working with Bob Schwent on definitions and funding to draft the 1/10th priority policy. Lori will bring to the Board as soon as it is ready.

c. Human Resources

Jeff Tower stated SREC will begin mediation with the two union groups next week.

Congratulations to SREC's HR Analyst Megan Schneider, who is now certified from SHRM.

5. Open/Public Comment

No public comments.

6. Closed Meeting to Discuss Matters Related to Collective Bargaining

As allowed by RCW 42.30.140 (4)(a)

Moved to closed session at 7:48 a.m., estimated 5 minutes, will reconvene at 7:53 a.m.
The regular meeting reconvened at 7:53 a.m.

No action was taken.

7. Adjourn

The meeting adjourned at 7:54 a.m.

The next Regular Governing Board meeting is scheduled for August 20, 2020 at 7:30 a.m.

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Chief Bryan Collins
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Board Member
Governing Board

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Board Member
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