

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
November 19, 2020

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

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

Board Members – via Zoom

Chief Bryan Collins – Spokane Valley Fire Department (Chair)
Ozzie Knezovich – Spokane County Sheriff's Office (Vice Chair)
Randy Johnson – Spokane County Fire District 4
Cody Rohrbach – Spokane County Fire District 3
Chief Brad Richmond – Airway Heights Police Department
Chief Dave Ellis – Spokane Valley Police Department
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
Brad Kane, Dispatch Operations Manager
Patrick Erickson, Communication and Media Manager
Jon Adams, Training Manager
Cherell Yates, Office Manager
Megan Schneider, HR Analyst
Jenni Folden, Finance Analyst

Auxiliary Partners / Guests – via Zoom

Howard Johnson, SCFD 4
Todd Mielke, SCSO
Laura McAloon, McAloon Law Offices
Ariane Schmidt, Spokane Regional Project Manager
Nadine Woodward, City of Spokane
Mike Ormsby, City of Spokane
Brian Scott, BDS Planning and Urban Design
Lt. Arnzen, SPD

2. Consent Agenda

Gerry Gemmill motioned to approve the minutes from the October 15, 2020 regular meeting. Brad Richmond seconded. All were in favor. Motion carried.

3. Action Items

a. Motorola Radio Purchase

Lori Markham stated the below purchases were included in the 2020 budget and are being done now that the revenue numbers are in and were better than expected.

Bob Schwent explained the purchase agreement included in the packet was preliminary and he has been able to negotiate a better price and more equipment, closer to \$400,000. The purchase is to replace the fire station alerting radios that are no longer supported, replenish the mobile radio supply, and first line APX portables for law enforcement. Dave Ellis asked why there is a need to replenish the mobile radio supply,

and was under the impression that if an agency added a new fleet, needed a large number of radios, etc., they were to purchase those. Bob Schwent explained the supply was not just the City of Spokane additions but other agencies who needed some replacements, and to also start the replacement phase already included in the budget. Bob Schwent added it was his understanding SREC provides the radios. Dave Ellis asked the question again, if an agency makes the decision to expand their fleet, aren't they supposed to bear the cost. Randy Johnson explained that has been an outstanding conversation and based on past practice as agencies add or replace vehicles, SREC is to provide those radios. Additionally, it does need to be determined what the course of action is when an agency decides to expand their fleet and ask for a significant number of radios which could have a large impact on SREC's budget. Ozzie Knezovich explained past practice is for the radio shop to provide new equipment for agencies, the precedent has already been set. At some point all the agencies have had some sort of expansion and this way it keeps the lines clear as to who owns the equipment. Lori Markham stated her and Bob Schwent will update the radio request policy to include a threshold and process for making large radio requests and bring to the Board at the next meeting. Bryan Collins added the policy should include that large purchases need to be requested through the budgeting process and align with the budget cycle.

Ozzie Knezovich motioned to approve the radio purchase. Randy Johnson seconded. All were in favor. Motion carried.

b. CAD Server and Storage Purchase and Workstation Purchase

Bob Schwent explained the purchase agreement was included in the Board packet. The purchase is part of the domain plan to build out SREC's virtual network and added security. The workstations are for the planned PC refresh. Bob Schwent reiterated the purchases were included in the budget and are being brought forward now that revenue numbers have been received. Ozzie Knezovich motioned to approve the CAD server and Storage purchase, and the workstation purchase. Brad Richmond seconded. All were in favor. Motion carried.

4. New Business

a. Asset Policy

Tim Henry stated the policy was included in the Board packet. Tim Henry explained it is a high level, macro level policy to ensure good stewardship and safe guarding, and at a level where it will not need to be changed with updated technology, processes, etc. The policy is coupled with a micro level, asset management plan outlining specific processes and definitions. Bryan Collins stated the Finance Committee has already reviewed the policy. Tim Henry asked the Board to provide any feedback to him and Lori Markham, and the policy will be an action item at the next SREC Governing Board meeting.

5. Old Business

a. Financial Subcommittee Update – Audit Update

Tim Henry explained links to the Washington State Auditor site and reports were sent to the Board. Additionally, the reports were included in the Board packet. He thanked Jenni Folden for all her hard work during the audit process. Tim Henry explained the Financial Statements Audit Report only covered 2019 because there was not enough data to go back further. The SREC Accountability Report included 2019 and part of 2018. There were no issues or findings of concern. The audit itself is a challenging process on top of the fact it was all conducted remotely. Lori Markham clarified the accountability report included part of 2018 since it includes the inception and startup of SREC. She thanked Tim Henry and Jenni Folden for their hard work and a successful audit. Tim Henry read the following from the letter attached to the report, 'Independent audits provide essential accountability and transparency for Authority operations. Attached is our independent

accountability report on the Authority's compliance with applicable requirements and safeguarding of public resources for the areas we examined'. Tim Henry furthered that it was a tremendous amount of work and as the first audit, establishes baselines for future audits. Bryan Collins thanked the whole team for a job well done.

b. Citizen Representative Update

Lori Markham explained the position is still open. SREC has received one application so far and will keep the posting open a little longer. Lori Markham encouraged the Board to reach out to individuals who might be interested in this non-voting position on the Governing Board.

c. City of Spokane Update

Mayor Nadine Woodward updated the Board with a slide presentation and explained she continues to build relationships with the City Council and conduct fresh conversations to find the pathway in joining SREC. She explained the distribution of CCC funds has been finalized and checks are going out soon. The Combined Communications Building ILA is being finalized later this month, including a cost sharing formula and will hopefully be brought to the SREC Board for consideration next month.

Nadine Woodward stated the next step is to establish a dispatch model discussion to take to the City Council. This would include establishing an information sharing format that is easily digestible for the City Council and community. It is important to make a business case for joining SREC, showing cost savings, time savings, etc., that will compel the City Council to join SREC once the community is on board. The slides presented outlined what the dispatch model would show; a format that is responsive to City Council's questions, tells a story to the public, continue compiling information for ongoing questions and requests from the City Council, and then outlining the next steps. The model will show what the City is doing now, what it will look like to join SREC, and what it would look like to remain a stand-alone agency. City Council has submitted question the Administration needs help from SREC to provide. The items include; 2020 budget details, projected reserves over the lifetime of the CIP, 5-year operating budget that includes use of 1/10th funds, current call time improvement data and explanation, and continued plan for improvement to achieve a 60 second time savings. Nadine Woodward furthered next steps include working with SREC to obtain the aforementioned data, finalizing an initial business plan draft for joining SREC, present draft to City Council and Local 29 leadership for review, and then present to SREC for discussion and feedback. Bryan Collins explained SREC is willing to have the conversation and provide any available data, and asked if she would send the requested information to Lori Markham who will then disseminate to the appropriate people for response. Nadine Woodward stated she would send it out later today and once the information was compiled it could be sent back to her as the point of contact. Bryan Collins thanked her for the update.

6. Staff Reports

a. Operations

Kim Arredondo stated staffing is improving with a number of employees out on FMLA have returned. There are seven trainees on the floor and an academy with hopefully six new employees scheduled in December. The new academy will begin at the BUC, but with the improvement in numbers SREC is still in need of at least 6 more employees.

Kim Arredondo explained the plan to transition fire calls to 911 is scheduled to go live on May 1, 2021, in preparation for fire season. The announcement has been made to staff that training for the fire calls will take place in house over the next several months and they are responsible to have their training completed by April. Statistical data is not

available for this month. The plan is to be able to provide statistics next month including BLS and ALS call data. Kim Arredondo stated the center is dealing with COVID currently; administrative staff is working from home and operational staff is remaining separated as much as they can. Lori Markham added there are currently three employees who have tested positive for COVID.

b. Technical

Bob Schwent stated work continues on transitioning the radio shop off the County network and onto the SREC network. The new public safety GIS backbone is being implemented. The radio shop has replaced all the end of life radios at the Geiger facility and work continues on the infrastructure projects as weather permits. There have been two employees exposed to COVID, but no positive tests.

c. Human Resources

Lori Markham explained the supervisors contract has been signed, but the line staff contract did not pass. The union sent a survey to its membership asking what the remaining concerns are; the results were presented to SREC yesterday. Lori Markham stated it was disappointing as they thought it was a solid contract and will review the concerns and put together a response over the next week. Ozzie Knezovich asked what the sticking points were. Lori Markham replied they include use of comp and holiday time, and cross training. Gerry Gemmill reminded the group that a major goal of SREC was to have employees cross trained.

7. Open/Public Comment

No public comments.

8. Closed Meeting to Discuss Matters with Legal Counsel Related to Potential Litigation

As allowed by RCW 42.30.110 (1)(i)

Moved to closed session at 8:06, estimated 10 minutes, will reconvene at 8:20 am.

At 8:20 am the Board estimated 5 more minutes.

The regular meeting reconvened at 8:27 am.

No action was taken.

9. Adjourn

The meeting adjourned at 8:28 a.m.

The next Regular Governing Board meeting is scheduled for December 17, 2020 at 7:30 a.m.

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Chief Bryan Collins

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Board Member
Governing Board

DocuSigned by:

Sheriff Ozzie Knezovich

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Board Member
Governing Board