

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
May 20, 2021

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

Chief Bryan Collins called the meeting to order at 7:33 a.m. The following Board members were in attendance:

Board Members – via Zoom

Chief Bryan Collins – Spokane Valley Fire Department (Chair)  
Sheriff Ozzie Knezovich – Spokane County Sheriff's Office (Vice Chair)  
Chief Randy Johnson – Spokane County Fire District 4  
Chief Cody Rohrbach – Spokane County Fire District 3  
Chief Brad Richmond – Airway Heights Police Department  
Chief Dave Ellis – Spokane Valley Police Department  
Scott Simmons – Spokane County  
Gayne Sears – Citizen Representative

Staff – via Zoom

Lori Markham, Executive Director  
Kim Arredondo, Deputy Director  
Tim Henry, Finance Manager  
Bob Schwent, Technical Services Manager  
Heather Wood, 911 Operations Manager  
Jeff Tower, HR Manager  
Patrick Erickson, Communication and Media Manager  
Cherell Yates, Office Manager  
Jenni Folden, Finance Analyst  
Megan Schneider, HR Analyst

Auxiliary Partners / Guests – via Zoom

Assistant Chief Howard Johnson, SCFD4  
Lt. Alan Arnzen, SPD  
Laura McAloon, McAloon Law Offices  
Chief Brian Schaeffer, City of Spokane  
Chief Tom Williams, City of Spokane  
Brian Scott, BDS Planning and Urban Design  
Ishmael Nunez, BDS Planning and Urban Design  
Dori Krupanics, BDS Planning and Urban Design

**2. Consent Agenda**

Dave Ellis motioned to approve the minutes from the April 15, 2021 regular meeting. Brad Richmond seconded. All were in favor. Motion carried.

**3. Action Items**

a. Resolution 2021-04 Reserve Funding Designation

Tim Henry explained the resolution was included in the Board packet and discussed at last month's Board meeting, and there are no changes to what was discussed. The Resolution was presented to the Finance Committee with their recommendation to adopt as written. Scott Simmons motioned to approve Resolution 2021-04. Randy Johnson seconded. All were in favor. Motion carried.

b. BARS Report Submission

Tim Henry stated the report was included in the Board packet and is ready for submission to the State Auditor's Office. The net pension liability number of \$727,000 was received from the City of Spokane retirement system and updated in the report, and some updates to the notes, otherwise there were no other changes made to the report since the Board saw it last month. Tim added the next filing will be in two years since SREC is on a two-year audit cycle. Scott Simmons motioned to approve the filing of the BARS report. Cody Rohrbach seconded. All were in favor. Motion carried.

**4. New Business**

a. SREC Policy 104-1 POL Membership

Lori Markham stated the draft policy was included in the Board packet and is a first look at the policy based on the work done in the small workgroup with BDS. Gayne Sears suggested the statement 'seat on the Governing Board' be changed to 'voting member on the Governing Board'. Lori asked the Board members to send any feedback and suggestions to her before the next Board meeting. Ozzie Knezovich asked if the document should be reviewed with the language in HB 1155, as there could be implications with the passing of HB1155. Bryan Collins stated there needs to be further discussions with legal counsel to determine those potential implications. Ozzie added HB1155 will impact discussions with the City of Spokane and suggested legal provide advice before moving forward. Laura McAloon stated she did not think HB 1155 would have an impact on this general policy, as the impacts would be seen during the potential cost analysis that is done when a potential agency requests to join SREC. Ozzie asked, if it is okay then to move forward with finalizing the policy in preparation for the implications of HB 1155. Laura answered yes, and the finalizing of the policy is very timely with the passing of HB 1155.

**5. Old Business**

a. Tyler CAD Upgrade

Kim Arredondo stated the upgrade was done on April 20, 2021 and went better than past experiences. The Core group did a great job and Tyler did have representatives on site. There were network issues with the City and County networks. Trouble tickets have been submitted with Tyler to address some latency issues, mobile issues, and the way we retrieve statistical data.

b. CopLogic Update

Heather Wood stated the site went live with the unincorporated areas of the County on May 10, 2021. There have been a total of eight reports so far and were processed smoothly. Spokane Valley Police Department is scheduled next, and work will begin in June.

c. HB 1155 Update

Lori Markham explained HB 1155 was signed by the Governor last week. There was an article in the Spokesman Review which was sent to the Board members.

d. Draft Strategic Plan – BDS

Brian Scott presented the draft plan and a final document will be presented to the Board next month for consideration. Brian reiterated the process review, mission, vision and values statements, and goals and objectives, and walked through the changes made to actions and measures. Brian explained there was language added to the vision statement. Gayne Sears stated the new language does not address being integrated. Brian explained integration is implied throughout the whole plan. Scott Simmons stated he likes the addition of 'innovation' as it highlights the desire to improve and provide a great and cost-effective service to our citizens. Brian described the additions to the

actions and measures associated each goals and objective. Next steps will include approval of the strategic plan document at the next Board meeting and an implementation workbook to help staff track progress on the objectives and actions going forward. Bryan Collins thanked Lori, her staff, the workgroups, Board members and BDS for all their work, stating it is an ambitious plan, but there is a lot of clarity to it and will help get SREC off to a good start in this first five-year cycle.

## 6. Staff Reports

### a. Operations

Kim Arredondo stated a new 911 academy will start on June 22, 2021, looking for four people to start this academy. The applicant pool has reached a slump, in particular applicants are not passing the testing phase, Patrick Erickson is creating a one-sheet hiring flyer to put out to the public, local colleges, etc., to keep the momentum going. On June 7<sup>th</sup>, a 911 employee will transition to Fire, and on August 16<sup>th</sup> two 911 employees will transition to Law. The transition dates from one discipline to the next are being determined while being mindful of staffing in 911. The transition of Fire calls to 911 happened on May 1<sup>st</sup> and went smoothly. The Fire Supervisors did a great job creating and implementing the training. Unfortunately, the data cannot be pulled at this time due to the issue with Tyler during the CAD upgrade. Bryan Collins stated that while attending a training session yesterday a battalion Chief took the time to compliment SREC, the new voices, the attentiveness and responsiveness to the Fire operations. Bryan asked Kim to pass that along to staff.

### b. Technical

Bob Schwent stated the IT group is busy with the CAD transition and IT refresh. The radio shop is finalizing Fire programming for the City of Spokane. Bob explained he received a request to have Bluetooth enables on their SCBA's. Bob explained the current units do not have Bluetooth in them, but the new radios being purchased will. Bob stated he is meeting with contractors out at SCFD9 today to discuss communication issues inside a long-term high rise facility that is being built.

### c. Finance

Tim Henry stated with the Board action taken today 2020 is now done. The Finance Committee is taking a deeper dive into 2021 and refining the budget to action reports for the Board. During the last Finance Committee meeting work on the 2022 budget cycle began.

### d. Human Resources

Jeff Tower thanked Megan Schneider and Jenni Folden for all their hard work for the additional payroll cycles this month and calculating retroactive pay and benefits due to the finalization of the base unit contract.

### e. Administration

Lori Markham stated the 2020 annual report is done and posted on the SREC website. Hard copies were sent to the Board members and County Commissioners last week. Being the first annual report it was a lot of work, but a good reflection on what has been accomplished and Lori is very proud of the staff. Lori explained schematics are being collected to remodel the law dispatch side of the house. Lori explained the City of Spokane was not supportive of the original plan for reconfiguration so we are moving forward with plan B to remodel current spaces. Additionally, the current consoles in law dispatch is original to the building, no longer supportive and falling apart. The employees deserve comfortable and functioning equipment for their long shifts, and she would like to have this completed by the end of the year.

**7. Open/Public Comment**

No public comments.

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

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

**Closed Meeting to Discuss Matters with Legal Counsel Related to Potential Litigation**

a. As allowed by RCW 42.30.110 (1)(i)

Moved to closed session at 8:25 am, estimated 20 minutes, will reconvene at 8:45 and extend if needed.

At 8:45 am the Board estimated an additional 10 minutes.

At 8:54 am the Board estimated an additional 3 minutes.

At 8:57 am the Board estimated an additional 3 minutes.

The regular meeting reconvened at 9:03 am.

No action was taken.

**9. Adjourn**

The meeting adjourned at 9:03 a.m.

The next Regular Governing Board meeting is scheduled for June 17, 2021 at 7:30 a.m.

DocuSigned by:

**Bryan Collins**

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Board Member  
Governing Board

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*Bozije Knezovich*

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