

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
December 16, 2021

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 – via Zoom

Chief Bryan Collins – Spokane Valley Fire Department (Chair)
Sheriff Ozzie Knezovich – Spokane County Sheriff's Office (Vice Chair)
Chief Cody Rohrbach – Spokane County Fire District 3
Chief Brad Richmond – Airway Heights Police Department
Chief Randy Johnson – Spokane County Fire District 4
Assistant Chief Howard Johnson – Spokane County Fire District 4
Chief Dave Ellis – Spokane Valley Police Department
Scott Simmons – 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
Heather Thompson, 911 Operations Manager
Jon Adams, Training Manager
Patrick Erickson, Communication and Media Manager
Cherell Yates, Office Manager
Megan Schneider, HR Analyst
Jenni Folden, Finance Analyst

Auxiliary Partners / Guests – via Zoom

Lt. Alan Arnzen, SPD
Laura McAloon, McAloon Law Offices
Chief Brian Schaeffer, City of Spokane
Chief Lonnie Rash, SCFD 8
Deputy Chief Frank Soto, Spokane Valley Fire Department
Deputy Chief Shawn Arold, Spokane Valley Fire Department

2. Consent Agenda

Dave Ellis motioned to approve the minutes from the November 18, 2021 regular meeting. Cody Rohrbach seconded. All were in favor. Motion carried.

3. Action Items

a. Chair Position

Lori Markham reiterated from the last meeting that Bryan Collins will be retiring in March 2022 and a new Chairman will need to be voted in. Ideally the new Chairman will start in January to work alongside Bryan until his retirement. Having the new Chairman start in January will also get the schedule on track for reevaluation of the Chair and Vice Chair positions annually as directed in the bylaws. Lori thanked Bryan for the amazing job he has done in the position since the inception of SREC and his continued support. Ozzie Knezovich stated he was interested in the Chair position and made a motion. Brad

Richmond seconded the motioned to nominate Ozzie Knezovich for the Chair position. All were in favor. Motion carried. Bryan asked if there were any nominations for the Vice Chair position. Ozzie motioned to nominate Cody Rohrbach for the Vice Chair position. Brad seconded. All were in favor. Motion carried.

b. City of Spokane CAD ILA

Lori Markham explained the ILA has been in progress for the last couple years, encompassing the Fire CAD system. The City of Spokane purchased, owns and maintains the system; SREC is merely a user of it. The ILA is an agreement with Spokane Fire Department for SREC's portion of the maintenance and usage of the system based on call volume annually. The ILA has been approved by Spokane City Council and dates back to 2020 to include the time when the split in agencies occurred. Going forward it will be an annual cost of SREC's percentage of use based on call volume for the year. Ozzie Knezovich motioned to approve the CAD ILA. Brad Richmond seconded. All were in favor. Motion carried.

4. New Business

a. Radio Surplus Disposal

Bob Schwent explained there were 140 radios returned from the jail when the new ones were issued. The old radios are no longer supported or repairable. The request is to send these radios to auction. Ozzie Knezovich motioned to approve sending the radios to auction. Scott Simmons seconded. All were in favor. Motion carried.

5. Old Business

a. CCB Remodel

Lori Markham explained SREC is moving forward with the remodel, the timeline has not been confirmed, but looking to complete the project by the end of February. After further discussion with SPD dispatch and staff, in order to better facilitate interoperability, the temporary wall will not be put up between the two dispatch units. Lori furthered that options will continue to be explored to help with noise mitigation in the dispatch room.

b. FAFB Update

Lori Markham reiterated from last month's Board meeting, that Fairchild Airforce Base (FAFB) is requesting to be their own PSAP so that they can utilize the 911 number and ANI/ALI information. Lori stated she met with the BoCC and they had no concerns. Lori is now working with Laura McAloon to gather the appropriate documents and get out for signatures so that FAFB can begin using the 911 number.

c. CopLogic Update

Heather Thompson explained there is one piece of installation left to take place next week and testing is going well for Airway Heights to go live by the end of the year. Airway Heights is the last agency, so that will complete the project. Brad Richmond and Bryan Collins thanked Heather for her hard work on this large project.

6. Staff Reports

a. Operations

Kim Arredondo stated 911 staffing is still critical. A new academy is starting in January with three new hires. There are currently four employees in training and two should be released to the floor within the next week or two. There has been an increase in crime check report processing time due to two current report technician vacancies. Priority reports are still being processed, but the lower priority call backs to citizens are now taking longer than 24 hours. The report technician job has been posted. Hybrid shifts have been implemented for those employees that are cross-trained in 911 and call receivers have moved to 12-hour shifts. Kim added that though these were very

unpopular changes with staff, they are working well to spread the workload and utilize employees who are cross-trained.

b. Technical

Bob Schwent stated there is a national cyber software vulnerability and staff is working through the process to ensure the system is secure. Fire programming continues, FD3 and FD8 are complete. Radio shop staff is working to secure the radio sites for winter.

c. Finance

Tim Henry stated the Finance team is busy getting ready for 2022 and closing out 2021. There will be an audit in 2022 for the two years. Focus continues on asset and inventory control, and internal controls around payroll.

d. Human Resources

Jeff Tower thanked Megan Schneider and Jenni Folden on their work getting the new scheduling software, Executime, ready for implementation. Executime will interface with the current payroll and finance system and greatly improve those efficiencies. Jeff furthered that union negotiations continue. There was a meeting with the Supervisors group yesterday and one scheduled today with the base unit.

e. Administration

Lori Markham explained she had a meeting with ADCOMM to continue discussions surrounding a new facility and begin a list of hopes and dreams for the facility. The list is to begin to see what items are necessary for an agency of our size and incorporate room for growth, items such as, size, amenities, power usage, etc.

Lori explained space is being reallocated in the CCB to move SREC IT staff closer to administration and open up some shared space for all agencies within the building to use. Lori thanked SPD/SFD for their time and work in getting that accomplished.

7. Open/Public Comment

Randy Johnson announced he is retiring effective, January 1, 2022. He thanked the SREC Board for all their hard work and couldn't think of a better group and Chair (Bryan Collins) to shepherd SREC through the integration process. Randy reminded the group that SREC is a model for regional centers and setting the pace for other agencies around the State. Bryan thanked Randy for all the time, effort and energy he put into the creation of SREC. It was a long process with bumps along the way, but very rewarding to see it today. Bryan thanked Randy for all his years of service, not just as a Board member, but his many years in the Fire service and wished him a happy retirement.

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

As allowed by RCW 42.30.110 (1)(i)

No closed meeting.

Closed Meeting to Discuss Matters Related to Collective Bargaining

As allowed by RCW 42.30.140 (4)(a)

No closed meeting.

9. Adjourn

The meeting adjourned at 7:57 a.m.

The next Regular Governing Board meeting is scheduled for January 20, 2022 at 7:30 a.m.

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