

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
January 19, 2023

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

Cody Rohrbach called the meeting to order at 7:30 a.m. The following Board members were in attendance:

Board Members

Cody Rohrbach – Spokane County Fire District 3 (Chair)
Chief Brad Richmond – Airway Heights Police Department (Vice Chair)
Undersheriff Michael Kittilstved – Spokane County Sheriff's Office
Assistant Chief Howard Johnson – Spokane County Fire District 4
Chief Frank Soto, Jr. – Spokane Valley Fire Department
Chief Dave Ellis – Spokane Valley Police Department
Scott Simmons – Spokane County
Gayne Sears – Citizen Representative

Staff

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Dusty Patrick, Technical Services Director
Jeff Tower, Human Resources Manager
Tim Henry, Finance Manager
Brad Kane, Dispatch Operations Manager
Heather Thompson, 911 Operations Manager
Cherell Yates, Office Manager
Kelly Conley, Communication and Media Manager
Megan Schneider, HR Analyst
John Grey, Communications Officer

Auxiliary Partners / Guests

Brian Werst, WBM
Chief Brian Schaeffer, SFD
Chief Lonnie Rash, SCFD8
Major Mike McNab, SPD
Morgan Koudelka, Spokane Valley

2. Consent Agenda

Dave Ellis motioned to approve the minutes from the November 17, 2022 regular meeting. Michael Kittilstved seconded. All were in favor. Motion carried.

3. Action Items

a. Asset Disposal/Surplus Request

Dusty Patrick explained the two test equipment items are at end of life and irreparable and being returned to the vendor for credit which is being applied to the purchase of the new test equipment. Additionally, there are thirteen portable radios that are at end of life and irreparable and would like surplus to auction. These items were discussed at the finance sub-committee meeting and recommend to the Board for approval. Howard Johnson motioned to approve the return of the test equipment items, and surplus the portable radios to auction. Michael Kittilstved seconded. All were in favor. Motion carried.

b. SREC Facility Letter

Lori Markham explained there has been significant discussion on building a new facility where the Sheriff's new training facility is being built. The next step is to make a formal request to the Board of County Commissioners (BoCC) to allow SREC to collocate at that location. Scott Simmons recommended Lori and Cody Rohrbach attend the next BoCC briefing to make that request and give the Commissioners an update and some background. Scott explained the project is on the BoCC's legislative agenda and they have requested funding from the State Legislature for the project. Scott stated he believed the item was also on the GSI's (Greater Spokane Incorporated) agenda as well. Lori added she would coordinate so that Dave Ellis could also attend the briefing and talk to the feasibility of collocating as he is heading the Sheriff's training facility project. Lori explained a letter to the BoCC was included in the Board packet that she would like to have the Chair sign and send to the BoCC along with the ADCOMM study. Cody explained it is merely a letter of interest and does not obligate SREC in any way. Dave reminded the Board the location is being built to Air Force security standards, and there is a cost savings as the infrastructure is already in place, fencing, utilities, etc. Dave also noted the increased security for employees with the added personnel on site 24/7. Scott suggested adding to the letter, the points Dave made, as well as statements on resiliency and sustainability. Lori stated she would include the ADCOMM study with the letter. Dave Ellis motioned to approve Lori and the Chair signing the letter, with the edits suggested, and making the formal request to the BoCC. Brad Richmond seconded. All were in favor. Motion carried.

4. New Business

a. Radio Subcommittee Membership

Dusty Patrick stated Brad Richmond is now the Vice Chair of the SREC Board and there is a need to fill his spot on the radio sub-committee. Currently, Howard Johnson is on the committee representing fire users and it would be beneficial to have a law representative. Lori reminded the Board that it is not required, but beneficial to have representatives from both law on fire on the subcommittee. Brad Richmond nominated Dave Ellis. Howard Johnson seconded. Dave Ellis accepted. All were in favor. Motion carried.

5. Old Business

a. City Update

Lori Markham stated the official transition of Spokane Fire Department (SFD) dispatch to SREC and the transition of the Spokane Police Department (SPD) dispatch triaging their calls completely, occurred on January 1, 2023 and there were no issues or concerns. Lori explained SREC was doing the dispatching for SFD since October 31st under an MOU and an SLA (service level agreement) was supposed to be signed by the City of Spokane on January 1, 2023. SREC is still waiting for the City of Spokane to sign the SLA.

b. New Facility Update

Lori Markham stated Dusty Patrick and herself will be meeting Dave Ellis at the site on Monday to get a better understanding of the layout.

b. HB1155 Update

Scott Simmons reminded the Board an Interlocal Agreement (ILA) draft was sent to Johnnie Perkins, City Administrator, for review last October. Scott touched base with Johnnie a couple weeks ago to make sure this was still on the City's radar to get finalized. The ILA outlines the apportionment as 45% to the City and 55% to the County, and is a prospective look, so as to keep things clean and not get into a back-billing situation.

c. CAD Update

Dusty Patrick stated four pre-RFP (request for proposals) demonstrations were completed in order to finalize the RFP. There is a meeting this afternoon with the National Public Safety Group to finalize the writing of the RFP. The RFP will be advertised at the end of the month and close at the end of March for review. Additionally, the job descriptions for the two new CAD Administrator positions, approved in this year's budget, are being finalized and will be posted so that those selected for the positions will be on board in time for the RFP selection/award process. Dusty added there has been great participation and engagement from both the Law and Fire groups throughout this process. Lori Markham added that SREC will be meeting with the County finance office to get an understanding of how the CAD billing for all the different agencies has worked.

6. Staff Reports

a. Operations

Kim Arredondo reminded the Board, SREC provided a 'soft landing' for SPD dispatch from October through December and as of January 2, 2023 SPD dispatch is operating as a true secondary PSAP. There were several meetings with SPD dispatch staff leading up to January 2nd, and the transition went well. Additionally, on October 31, 2022, SREC began full dispatching services for SFD, which created a significant increase in call volume for Fire dispatch. Four positions were approved in the 2023 budget in anticipation of this increase and SREC is working to fill those positions. Currently there are 70% of positions hired with 64% of those on the floor. The 70% hired includes the five new positions approved for this year. One employee transitioned from 911 to fire dispatch this week and another will move to law dispatch next week. The hope is to have two more move to each discipline in March, but that is dependent on staffing in 911. A new academy of seven, potentially eight, starts on January 31st.

Kim added SREC hosted its first Open House Hiring event. It was a good test run to see how to run and host future events. This one was advertised on general social media, and will probably target colleges and specific areas in the future. Lori added staffing is low and the SREC staff has continued to work hard and show up every day in the midst of low staffing and the holiday season. Lori explained she is extremely grateful for the hard work and dedication the staff shows every day and the sacrifices they make. Lori stated she knows a lot has been asked of them, they've given a lot and a lot will still need to be asked of them, but hopefully this new academy of eight will be an upswing in the right direction. Cody Rohrbach asked if there was any action the Board can take, a letter of appreciation, to let them know.

b. Technical

Dusty Patrick explained the radio system is preparing for an upgrade. This upgrade happens every two years under the contract with Motorola, occurring from February 27 – March 10, 2023. There may be potential interruptions planned and unplanned, those will be communicated as best as they can. There was a kick-off meeting yesterday and equipment is beginning to be staged. City IT upgraded their Fire CAD system Tuesday, there were no outages to services, but there were some issues with the interfaces that have since been resolved. The New World upgrade is scheduled for January 24th, there are planned outages and everyone is preparing the best they can. Support staff from each agency will be on location. Lori Markham reminded the Board the hope is this will be the last upgrade with Tyler New World. Dusty explained there was a firewall issue on the SREC system at the CCB, that effects the CAD system, so at 0500 this morning mitigating efforts were made, and failed over to the firewall at the BUC which has remained stable. If there are any changes Dusty will send updates.

c. Finance

Tim Henry explained focus is on closing out 2022 and getting W2's out to employees. The year-end budget report will be presented to the Board next month. Work will then begin on the annual BARS report to have the final draft ready in April.

d. Human Resources

Jeff Tower stated focus remains on hiring and getting the new academy into the system. There is a meeting tomorrow with SREC's insurance authority to discuss the increase in liability, how that will look in 2024, and some changes to cybersecurity insurance.

e. Administration

Lori Markham explained there have been some discussions with the Kalispel Tribe over the last month, as they will no longer be receiving services from Airway Heights. SREC has provided them with a few options, most of which require a formal request to the SREC Board. Lori has also begun discussions with legal counsel. There has been no response from the Kalispel Tribe in the last couple weeks.

Lori reminded the Board that the SREC Governing Board retreat is scheduled for Friday, January 27, 2023 from 10:00am to 3:00pm at the Mirabeau Convention Center. More information and the agenda will be sent at the beginning of next week. Dr. De Hicks with SCGI will be facilitating the event.

Michael Kittilstved stated the Kalispel Tribe is lumped into the Sheriff's Office contract with SREC and should be considered as we start the new year and are reviewing contracts, maybe this should be a direct contract with SREC instead.

7. Open/Public Comment

Scott Simmons asked if the Board was recognizing the City members to the SREC Board. Lori stated that since the SLA has not been signed, they are not an official member of SREC, therefore; they are welcome to attend the Board meetings but have no voting rights until an agreement is in place. Brian Werst added that Johnnie Perkins and Lynden Smithson are aware and recognize this.

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

As allowed by RCW 42.30.110 (1)(i)

Cody Rohrbach closed the meeting at 8:00a.m., and estimated the Board would open the meeting in 10 minutes.

At 8:10a.m. Lori Markham announced the session would be extended 5 minutes.

The meeting moved to open session at 8:18a.m.

Brian Werst stated that coming out of executive session he would ask the Board to approve a motion to the extent that the Spokane City Council has not authorized the execution of an SLA with SREC on or before January 31, 2023, then SREC will extend the existing MOU with the City of Spokane for an additional thirty days, with the addition of what would otherwise be charged as overhead to the consideration. Howard Johnson motioned to approve the extension and addition of the MOU. Brad Richmond seconded. Lori Markham clarified the original MOU was signed under a good faith agreement that an SLA would be signed by January 1, 2023 and the price reflected member rates, on that good faith assumption. The overhead is to reflect the additional work of SREC administrative staff as well as legal since the SLA was not signed. Brian reminded the Board this fee would be charged to any non-member agency.

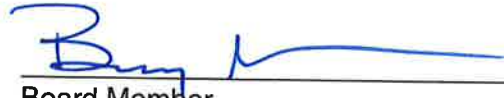
9. Adjourn

The meeting adjourned at 8:21 a.m.

The next Regular Governing Board meeting is scheduled for February 16, 2023 at 7:30 a.m.



Board Member
Governing Board



Board Member
Governing Board