

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
November 17, 2022

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

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

Board Members

Chief Lonnie Rash – Spokane County Fire District 8
Chief Brad Richmond – Airway Heights Police Department
Assistant Chief Howard Johnson – Spokane County Fire District 4
Scott Simmons – Spokane County
Deputy Chief Zach Bond – Spokane Valley Fire Department
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
Trish Weitz, Communications Officer

Auxiliary Partners / Guests

Jeff Galloway, WBM
Chief Brian Schaeffer, SFD
Assistant Chief Tom Williams, SFD
Major Eric Olsen, SPD

2. Consent Agenda

Howard Johnson motioned to approve the minutes from the October 20, 2022 regular meeting. Brad Richmond seconded. All were in favor. Motion carried.

3. Action Items

a: 2023 Budget and Resolution

Tim Henry stated the draft budget was presented to the Board at the last two regular meetings and discussed at length over the last four months by the finance committee. Included in the Board packet is the resolution to adopt the 2023 budget summary and capital improvement plan. Lori Markham explained the budget was brought to the Inland Empire Fire Chiefs Association (IEFCA) who decided to forgo user fee discounts for 2023 and asked the extra funding be applied toward SREC's capital projects going forward, which is why there is a capital reserve project contribution listed in the 2023 budget. Howard Johnson added the IEFCA did want a clear plan in place moving forward for use of those funds. Lori stated the decision also included Spokane Fire Department's (SFD) user fees which is why that went from \$1.2M to \$1.8M. Scott Simmons explained the 2023 budget allocates \$1.75M of capital reserves towards CAD replacement costs and costs for preliminary designs for the new facility. The remaining \$2M will be allocated to the capital reserves, specifically the new facility through Board

action at the beginning of the year. Tim added that billings will go out to the agencies this week. Brad Richmond motioned to approve Resolution 2022-02, SREC 2023 Budget and Capital Improvement Plan. Howard Johnson seconded. All were in favor. Motion carried.

b. SLA between SREC and the City of Spokane

Lori Markham explained the Service Level Agreement (SLA) is the same as the other SLA's for member fire agencies with the exception of the radio portion. The City of Spokane has opted to take their 1/10th apportionment so that part has been removed from their user fees and will be billed separately to both SFD and Spokane Police Department (SPD). A portion was added, part 13, regarding auditing and records requests, which is part of SREC's best practices, but is now stated in writing. The SLA will begin on January 1, 2023 once the City of Spokane approves it. They are currently under an emergency Memorandum of Understanding (MOU) with SREC for services. Brad Richmond motioned to approve the SLA between SREC and the City of Spokane. Howard Johnson seconded. All were in favor. Motion carried.

c. SHI Quote – Microsoft Licensing Renewal Contract

Dusty Patrick stated the quote was included in the Board packet and is for the renewal of the current Microsoft licensing. It is roughly \$60,000 annually going forward and was budgeted for. Howard Johnson motioned to approve the SHI purchase. Brad Richmond seconded. All were in favor. Motion carried.

d. Viavi Quote – Radio Test and Measurement Equipment

Dusty Patrick explained the quote was included in the Board packet and is for two pieces of radio test equipment, one for in the field and one for in the shop. The test equipment is to repair and tune subscribers' portables and mobiles and will gain some efficiencies with the new pieces. This will replace the current, end-of-life pieces of equipment and SREC will receive a trade-in value of \$7,000 a piece for the new ones, if purchased this year. The funding for this is available in the supplies and services portion of the budget. Brad Richmond applauded the team for being able to realize funds and bring them back to SREC. Brad Richmond motioned to approve the Viavi quote. Lonnie Rash seconded. All were in favor. Motion carried.

e. Ednetics – Critical Insight Incidents Response Preparedness

Dusty Patrick stated the Ednetics quote was included in the Board packet. Ednetics is the company SREC currently uses for networking gear and the quote is to provide cyber security protection. Analysts will review where SREC is today, determine gaps in the environment and practices for cybersecurity within the network and infrastructure, and develop an incident management program, and conduct a table top exercise using that program once it is in place. The initial cost is roughly \$22,000 then \$57,000 annually for three years to provide cybersecurity monitoring 24/7, 365 days a year, to determine any breaches and notify SREC within 30 minutes when that occurs; SREC will then utilize the incident response plan that is being developed to respond. The contract will also provide monthly reporting, statistics, quarantining playbooks, scheduled vulnerability testing and mitigation steps if vulnerabilities are discovered. The project was budgeted for and the IT team reviewed five different vendors for the project, and recommended Ednetics, as it has been vetted and a company SREC is already utilizing. Lonnie Rash asked if Ednetics helps navigate insurance if there is an issue to mitigate. Dusty stated he will verify that with Ednetics. Scott Simmons commended the team for addressing this topic as these attacks and threats are becoming more frequent. Scott asked if this included any cybersecurity awareness training for employees. Dusty stated he will confirm that as well and will ensure that is included. Howard Johnson motioned to approve the Ednetics quote. Brad Richmond seconded. All were in favor. Motion carried.

f. Property Surplus Disposal Request

Dusty Patrick explained this is a request to surplus the two pieces of end-of-life radio testing equipment back to the vendor as mentioned earlier, so that SREC may receive the \$7,000 rebate for each piece. Brad Richmond motioned to approve the surplus disposal. Lonnie Rash seconded. All were in favor. Motion carried.

g. Board Chair Position

Lori Markham reminded the Board that Sheriff Ozzie Knezovich is retiring at the end of the year and a new chairman will need to be elected. This is something SREC would like to do on an annual basis, elect Chair and Vice Chair positions for the upcoming year, in November so that there is an overlap in December. The SREC bylaws do not put a term limit on the positions and does not presume the Vice Chair will automatically take the Chair position if vacated. Scott Simmons reminded the Board the Chair and Vice Chair serve on the finance committee which is a great insight into the finance and operations of SREC and good way to expand that knowledge. Scott encouraged other Board members to serve and participate in that capacity. Howard Johnson stated he had a previous conversation with Cody Rohrbach who enjoyed his time as Vice Chair and would accept the Chair position if needed. Howard nominated Cody Rohrbach to the Chair the position. Brad Richmond seconded the nomination. Brad Richmond motioned to approve Cody Rohrbach as Chairman of the SREC Governing Board. Lonnie Rash seconded. All were in favor. Motion carried.

Scott stated that with Cody moving to the Chair position, that leaves the Vice Chair position open. Howard explained it serves the Board well to have representatives from both the Fire and Law agencies serving and recommended a Law member be appointed to the Vice Chair position. Brad Richmond stated he is happy to serve in any capacity that is needed on the Board. Scott stated he understands that to be a self-nomination by Brad to serve as the Vice Chair. The group was in agreement. Howard Johnson motioned to approve Brad Richmond as the Vice Chair of the SREC Governing Board. Lonnie Rash seconded. All were in favor. Motion carried.

4. New Business

No new business.

5. Old Business

a. City Update

Lori Markham stated the changeover with SFD and SPD started on October 31, 2022 and she tried to keep the Board updated as best she could as the transition went along. Lori explained Kelly Conley provided a summary of the transition and the media coverage and she is grateful for all her hard work.

b. New Facility Update

Lori Markham reminded the Board the decision will need to be made by the Spokane Board of County Commissioners (BoCC) on whether to allow SREC to build on the property where the new Sheriff facility is being built. Lori explained that the architect and contractor are supposed to be on site over the next few weeks to meet with Dave Ellis and the team working on the Sheriff Training facility and she is hoping to meet with them while they are here. Scott Simmons stated the discussion will need to be had with the BoCC and then included on their agenda.

b. HB1155 Update

Scott Simmons stated a draft ILA has been presented to the City of Spokane addressing the sharing of the 1/10th of 1% sales tax, outlining what percentage of funds will be provided to the City and retained by the County, and then provided to SREC for operations. The ILA also addresses the County's responsibilities surrounding the site leases for the towers and the City's responsibilities in utilizing the 1/10th funds, the RCW's surrounding the use of those funds and the intent behind the voters passing the 1/10th sales tax renewal. Additionally, there is language surrounding the obligation to pay SREC on a prospective basis, going forward. Scott stated the County has not received any feedback from the City as of yet. The 2023 SREC budget reflects the reduction in the 1/10th revenue if the ILA between the City and County is signed.

c. CAD Update

Lori Markham stated there was a meeting with the National Public Safety Group (NPSG) yesterday and they are just finishing up compiling all the notes and should have a draft request for proposal (RFP) for SREC's attorneys to review soon. There will be some pre demos in December and hopefully have the RFP out in mid-January and be open roughly two months. After that there will be some post RFP demos and award the RFP mid-June, time to ensure SREC is doing its due diligence and meeting the needs of both Law and Fire.

6. Staff Reports

a. Operations

Kim Arredondo stated the transition of Spokane City Fire dispatch to SREC has doubled the workload in fire dispatch but there has been no negative impacts, so cross training opportunities will begin soon in order to begin filling the four positions approved in the 2023 budget in fire dispatch. SREC provided SPD with a soft landing through their transition, keeping some of the secondary PSAP responsibilities and have met with the SPD Lieutenant and Project Manager through the process. There is a December 1st date to pull some of those responsibilities back and a hard date of January 2, 2023 to pull back all of the responsibilities and SPD will be a true secondary PSAP at that point. There has been a decrease in workload on the 911 side with the SPD transition and there should be an additional decrease after the January 2nd date.

Staffing continues to be a focus. There was a resignation in law dispatch, but there are two trainees on the floor and will be working with the union to reconfigure the schedule in law dispatch at the beginning of the year. There is one supervisor still cross training but splitting his time between law and 911. There were three still interested in cross training and one more will be brought over in December. There were two trainees in 911 that decided the job was not for them, leaving seven trainees on the floor, four slated to start the new academy at the end of November, leaving twenty-one vacancies overall. These numbers are still low, but they are improving. There is a labor management meeting later today to hopefully tie up a few key issues that have been in the works.

b. Technical

Dusty explained he is still trying to get to know the operation and teams. There are a few staff out for various reasons so trying to stress the importance of cross training staff and allowing for those training opportunities in order to continue to still operate at 100%. Looking ahead to the new CAD system the team is beginning to prepare to recruit for the new positions that will be needed and were included in the 2023 budget. Dusty explained there is a meeting with Motorola later today so he will get to meet those representatives and become acquainted with that group. There seems to be a communication gap out to end users with the group, Dusty is looking to rectify that. There was a law user group (LUG) and fire user group (FUG) that Dusty would like

reinstate. This would hopefully allow for better communication between the radio shop and end users, going through these user groups. Dusty added the radio subcommittee has already met and includes Brad Richmond and Howard Johnson from the Board, and that is working well. Lonnie Rash stated it would be helpful to communicate out what deliverables are needed from the LUG and FUG groups.

c. Finance

Tim Henry stated the exit interview for the State audit was completed and was included in the Board packet. SREC received a successful and clean audit. The audit will be posted on the WA State Auditor's website later today. Tim thanked Jenni Folden for her hard work and the continued input and work from the finance committee. Lori Markham echoed Tim's comments and thanked Tim for his hard work as well, putting policies and procedures in place to ensure SREC is being a good steward. Lori stressed the importance of a clean audit and that this audit was a complete two years of SREC on its own. Scott Simmons echoed both Lori and Tim and reminded the group a clean audit is no small feat and reflects the quality of work the team does on behalf of tax payer dollars.

d. Human Resources

Jeff Tower reiterated there is a new academy beginning at the end of the month with four new trainees. Jeff explained HR met with Alliant, SREC's insurance broker, and because there is good utilization rate the percentage will remain at 5% for 2023. Employees have been asking for a group discount for a gym membership and Megan Schneider found that the YMCA is beginning a pilot program for organizations. The program includes contributions from SREC and the YMCA towards the members' monthly fees.

e. Administration

Lori Markham stated there is no further update.

7. Open/Public Comment

Brian Schaeffer expressed his appreciation for the collaboration on the floor, in the field and with SREC leadership through the transition. The benefits are being seen and the merger has been positive. Brian added SREC should be very proud of the staff and the job they do.

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 8:17 a.m.

The next Regular Governing Board meeting is scheduled for December 15, 2022 at 7:30 a.m.



Board Member
Governing Board



Board Member
Governing Board