AGENDA

***This meeting will be offered in person and online***

Meeting ID: 881 8066 3611
Passcode: 180186
(253) 215 8782

Any member of the public shall have the right to provide oral comment to the SREC Governing Board during the Open/Public Comment portion of the meeting. Those wishing to speak at that time need to sign up on the sheet posted outside the SREC Executive Conference Room, or in the chat session, once signed in remotely to the meeting. A maximum time not more than three (3) minutes shall be allowed for each speaker.

Agenda items may be added to the agenda or taken out of sequence.

1. Call to Order
2. Consent Agenda
   a. Minutes from the April 20, 2023 Regular Meeting
   b. Minutes from the May 2, 2023 Special Meeting
3. Action Items
   a. 104-1 POL SREC Membership Update
   b. Updated SREC Bylaws
   c. BARS Final Report
   d. Surplus Request for Disposal
4. New Business
   a. Discussion of Regional Authority for Homeless Response – Theresa Sanders
5. Old Business
   a. Kalispel Request Update
   b. Cheney Update
   c. New Facility Update
   d. HB1155 Update
   e. CAD Update
6. Staff Reports
   a. Operations
   b. Technical
   c. Finance
   d. Human Resources
   e. Administration
7. Open / Public Comment
   a. Speakers sign-in onsite and are allowed 3 minutes each to address the Board
8. Adjourn

Spokane Regional Emergency Communications gets the right resources to the right location with an uncompromising focus on responder and citizen safety.
1. Call to Order and Roll Call

Chief Cody Rohrbach called the meeting to order at 7:31 a.m. The following Board members were in attendance:

Board Members
Chief Cody Rohrbach (Chair) – Spokane County Fire District 3
Chief Brad Richmond (Vice Chair) – Airway Heights Police Department
Undersheriff Michael Kittilstved – Spokane County Sheriff’s Office
Chief Dave Ellis – Spokane Valley Police Department
Chief Frank Soto, Jr. – Spokane Valley Fire Department
Assistant Chief Howard Johnson – Spokane County Fire District 4
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
Brad Kane, Dispatch Operations Manager
Heather Thompson, 911 Operations Manager
Tim Henry, Finance Manager
Jenni Folden, Finance Analyst
Megan Schneider, HR Analyst
Breann Kostelecky, Public Records Specialist

Auxiliary Partners/Guests
Chief Lonnie Rash, SCFD 8
Major Mike McNab, SPD
Morgan Koudelka, Spokane Valley
Brian Werst, WBM

2. Consent Agenda

Dave Ellis motioned to approve the minutes from the March 16, 2023, regular meeting and the minutes from the March 29, 2023, special meeting. Scott Simmons seconded. All were in favor. Motion carried.

3. Action Items

a. 104-1 POL SREC Membership Update

Lori Markham stated the Board gave direction at the last meeting to update the membership policy. The updated version was included in the Board packet. Lori explained a line has been added to the first paragraph: All membership requests must be in place by June 30th for the upcoming budget year. Lori added this will allow SREC to adequately prepare each year’s budget in a timely manner. Last year SREC’s budget preparation was delayed due to the City of Spokane’s requests and affected SREC’s user agencies from completing their budgets in a timely manner.

Cody Rohrbach asked about section 3b, and if the governing representation portion is still the current intent. Lori explained this is the policy that was put together with the BDS group a few years ago and can be updated or clarified if needed. More
specifically, should it be outlined whether there is a direct representative, or through a representative such as Brad Richmond who represents the Northwest Leadership Small Towns/Cities, which is who Kalispel will have representation through if they join SREC. Scott Simmons suggested adding verbiage clarifying that it is the Board of County Commissioners (BoCC) who has the authority to change the make-up of the SREC Governing Board. Additionally, the different representations should be outlined/defined, i.e., the Northwest Leadership Small Towns/Cities represents smaller agencies. Lori will make the suggested edits and bring it back to the board for approval next month.

b. 200-4 POL Non-payment of Fees and Resolution
Tim Henry explained the policy establishes the authority of the Board to impose penalties and interest on unpaid user fees; it is a very broad policy to help address the issue of non-payment when it occurs. The Resolution sets the fees and penalties, the County has a policy in place for government-to-government services, so it is not unprecedented. Tim added this is just a first draft, legal will still need to review, and asked the Board for any comments and suggestions. Dave Ellis asked if there is a mediation requirement in any other contract that would preempt this policy. Lori Markham stated that can be discussed further with legal. Scott Simmons added this was discussed at the Finance Committee meeting and the committee wanted a policy that encourages prompt payment since the lack of payment does have an impact on SREC operations and its ability to conduct business. The policy is for non-member agencies and meant to have a mechanism in place to address non-payment by other government/jurisdictional agencies and enforce fines and penalties accordingly. Gayne Sears suggested adding verbiage to explain the impacts to SREC and the agencies they provide services to when non-payment occurs. Lori stated the suggestions will be added and brought to the Board next month for approval.

4. New Business
a. Q1 2023 Board Report
Scott Simmons presented the Q1 2023 Board report. Total revenue collected in the first quarter of 2023 was $6,063,889, exceeding the budgeted amount by 19% or about $962K. Mostly due to collections of sales tax exceeding budgeted amounts, which were over budget by 12%, early payment of User Fees (Cheney paid in full for 2023), and 2022 services from City of Spokane paid in 2023. Tim Henry clarified the charges for services/user fees are not budgeted until May. Revenue is trending positively and anticipate a continued rise in interest rates and sales tax revenue. Scott continued the 2023 year-to-date expenses total $4,808,380 under the budgeted amount by 19%, keeping in mind the technical services expenses usually take place later in the year. The 2023 year-to-date expenses by type are; salary and benefits under budget by 2%, supplies and services under budget by 31%, and capital outlay under budget by 97%. The adjusted Q1-2023 ending balance is $28,675,220 and the available fund balance is $2,942,309. Scott added the reserve balances continue to remain in good shape, planning for future projects and funding the operating reserve. Howard Johnson stated he appreciated the work and continued financial updates. Scott added the finance team does a great job and thanked Tim and Jenni Folden for their work.

b. 2022 Preliminary Annual Report
Tim Henry stated the report was included in the Board packet and is the annual report submitted to the State Auditor’s Office. This is the first look for the Board and will be brought back to the Board next month for approval before submitting to the State. Tim furthered the behind the scenes work is tightly tied to the County and the State Auditors Office, and the first year SREC had to complete this report it was disorganized and a bit of struggle, but each year the process has become easier, more confident, more efficient, and this latest process in getting the report ready went very smoothly with the
great work of Jenni Folden (SREC) and Jenny Stettler at the County Auditor’s Office. Scott added the financial stewardship the SREC Board is able to apply is reflective of the great work Tim and Jenni do and the interactions with the County and the State Auditor’s Office. It shows SREC has developed and maintains good accounting and budgetary processes, and created presentations to present that information accurately to the Board. Gayne Sears asked if commendation letters could be written for the Finance team. Tim stated they appreciate the acknowledgement, but a formal letter is not necessarily. Scott added that the Finance Committee gets to see these reports developed and asked if these, more visual reports work for the Board, or if there was something else they would prefer to see. There were no changes requested.

5. Old Business

a. Kalispel Request Update
   Lori Markham stated there has been communication with Kalispel and Dusty Patrick is working with them on radio specifications. Operationally, we are still trying to piece out the number of calls for Airway Heights versus Kalispel, etc., in order to know what to build on the Fire/Medical CAD and finalize billing for the agencies. Lori will bring updates to the Board as they come.

b. City Update
   Cody Rohrbach explained Spokane City Council voted 6 to 1 on Monday to approve the Interlocal Agreement (ILA) with SREC for fire dispatch services. It is anticipated there will be a request from City Council to the BoCC regarding SREC Board representation. Scott Simmons added that he had a conversation with the City Administrator, Johnnie Perkins, and thanked him for helping get the ILA signed, explaining this will now allow SREC to be paid for services they have been providing for well over three months, and sets a course for consistent payments moving forward; reiterating that SREC and the Board’s focus has always been on dispatching and emergency communications for the community, but there is some relief having that financial piece removed, which now allows SREC and the Board to focus solely on emergency communications for the community and the Board composition is now between City Council and the BoCC.

c. New Facility Update
   Lori Markham stated we are still waiting on a response from the Federal Aviation Administration (FAA) on whether SREC can build a tower on the new facility site. Howard Johnson explained the delay seemed to be due to the date on the application when SREC was looking to build, it has been clarified with the FAA that a response is needed sooner rather than later as the build will change if the request cannot be granted. Dusty Patrick added that the team is also following up weekly with the FAA.

b. HB1155 Update
   Scott Simmons stated there is no further update since the draft ILA was given to the City of Spokane back in October 2022.

c. CAD Update
   Dusty Patrick explained five complete RFP proposals were received: Hexagon, Central Square, Infor, ProPhoenix and PULSIAM. The National Public Safety group is reviewing and scoring those proposals, looking to narrow those down to the top three. Once the top three are identified, CAD demos will be scheduled for the weeks of May 15th and 22nd, based on availability. Subject matter experts from user agencies will be invited to participate in those demos, probably a full day for operations and a half-day for Technical, IT and GIS specifically. The two CAD Administrators started last week and come to SREC from the City of Spokane IT Department, with Infor CAD experience. They will learn the New World system and then migrate to the new CAD system when
chosen. Additionally, they are looking at ways to pull statistics from the two CAD systems currently being used to provide consistent, regional statistics across the board. Technical Project Manager interviews were held, and Dusty thanked the interview panel participants. A conditional job offer has been made and he will hopefully start May 8, 2023, in time to participate in the CAD demonstrations.

6. Staff Reports
   a. Operations
      Kim Arredondo stated the statistical one sheet was included in the Board packet. There was a 22.6% increase in call volume from February to March, tracking for a busy summer potentially. The seven employees from the March academy should be on the floor mid-May, just in time for summer. The current academy of eight should be on the floor mid to end of July, which will be a big help. A new academy is scheduled for June 6, 2023, there are four currently in process for that academy, so hopefully another class size of eight. The Supervisor interview process was completed, and five employees will be promoted to Supervisors between now and Fall. Kim thanked those that were able to participate in the panels.

      Kim reiterated the two new CAD Administrators are working on pulling statistics from the two systems, but SREC no longer has access to all the pieces, so they are working with SFD to get some vendor modifications. Kim stated they do not anticipate any significant changes in dispatch times until the new CAD system is in place but will continue to work on pulling the fire dispatch statistics if the Board would like.

      Last week was Telecommunicator week and Kim thanked all the agencies for all of their support and participation in highlighting the employees and work that SREC does. Brandi Stephens was nominated and selected for the EMS Excellence Award and will be recognized at the EMS Council awards ceremony on May 11, 2023. Additionally, Washington APCO does nominations for the state of Washington, for the entire year, and last year SREC submitted four nominations and two were selected: Amy Sullivan for trainer of the year for 2022 and John Heglin for Technician of the year for 2022.

      Kim reminded the Board that there has been work at the State level which reclassified Communication Officers from an administrative/secretarial classification to first responders, potentially giving staff access to benefits for PTSD, secondary trauma, early retirement, etc. HB1055 has been passed through the Senate and Rules and is now on the Governor’s desk for signing, which moves operational staff from the Public Employee’s Retirement System (PERS) to the Public Safety Employee’s Retirement System (PSERS) that allows for early retirement; the bill will go from the Governor’s desk to the Department of Retirement Services (DRS) for negotiations. This has been eighteen years in the works and though there is still work to do, it is very exciting for staff.

   b. Technical
      Dusty Patrick reiterated they will be reaching out weekly to the FAA for a response. During the water rescue at Riverfront Park on April 11, 2023, there was an overwhelming number of calls into the 911 center, creating some error logs which rebooted the interface to the phone system resulting in five to six seconds of downtime. During that downtime two calls were missed, those numbers were identified and immediately called back. Staff is currently working with the two vendors on each side of the interface to figure out what happened and why it happened and resolve it. The phone upgrade is an answer but that is being timed with the new facility.

   c. Finance
Tim Henry stated with the close out of last year and quarter one complete, focus will now be on next year's budget.

d. Human Resources
Megan Schneider reiterated that eight new hires started on April 4, 2023. There are currently four in the background process for the June 6, 2023, academy and one applicant in the process for the August academy who will be coming on as a lateral from LA County Fire. Two more applicants were interviewed last night and will begin the background process, and an applicant for the Report Technician position will also be starting the background process, all anticipating to start in the June academy. Jeff Tower and Megan will be attending a Labor Relations conference with a focus on collective bargaining in Yakima at the beginning of May.

e. Administration
Lori Markham explained there has been discussion regarding changing the Board meeting time and asked the Board for their input. Scott Simmons added there was discussion at the Finance Committee meeting regarding the finance meetings and changing that schedule a bit, which then led to asking about the Board meeting date/time, specifically the time. Scott motioned to keep the Board meetings on the third Thursday of each but move the time from 7:30am to 8:00am. Dave Ellis seconded. All were in favor. Motion carried.

7. Open/Public Comment
   No open/public comment.

8. Adjourn
   Adjourned at 8:24 a.m.
Special Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
May 2, 2023

1. **Call to Order and Roll Call**

Chief Cody Rohrbach called the meeting to order at 2:05 p.m. The following Board members were in attendance:

**Board Members**
- Chief Cody Rohrbach (Chair) – Spokane County Fire District 3
- Chief Brad Richmond (Vice Chair) – Airway Heights Police Department
- Undersheriff Michael Kittilstved – Spokane County Sheriff's Office
- Chief Dave Ellis – Spokane Valley Police Department
- Chief Frank Soto, Jr. – Spokane Valley Fire Department
- Chief Brian Schaeffer – Spokane Fire Department
- Assistant Chief Howard Johnson – Spokane County Fire District 8
- Gayne Sears – Citizen Representative

**Staff**
- Lori Markham, Executive Director
- Kim Arredondo, Deputy Director
- Dusty Patrick, Technical Services Director
- Brad Kane, Dispatch Operations Manager
- Heather Thompson, 911 Operations Manager
- Tim Henry, Finance Manager
- Kelly Conley, Communication and Media Manager
- Cherell Yates, Office Manager

**Auxiliary Partners/Guests**
- Brian Werst, WBM
- Chief Lonnie Rash, SCFD 8
- Chief Rick Beghtol, City of Cheney
- Mark Schuller, City of Cheney

2. **Discussion and Possible Action Item(s)**

**Cheney Request for Membership**

Lori Markham stated there was a request from the City of Cheney to have their police dispatch join SREC. Lori introduced Cheney Police Chief, Rick Beghtol and City Administrator, Mark Schuller. Rick explained the cost for maintaining their own dispatch center is becoming increasingly too high and because of the rising costs, they are also following behind technology wise, and positions are becoming more difficult to fill. Staffing is beyond critical, current staff are all working 12-hour shifts, and one or two more are anticipated to leave. Rick added that if Cheney PD joins SREC, Cheney will still have an office to maintain their 24-hour records center, and provide services to Airway Heights and Kalispel, support their Municipal Court with warrants and protection orders, and can process routine calls, i.e., utility calls. Mark Schuller reiterated the dispatch center is just not sustainable anymore. They have considered this over the last couple years, and it just makes sense to join the regional system. Cheney Fire, Eastern Washington University (EWU), and other partner agencies are on the system, which supports mutual aid and creates more clear and concise communication in emergency situations. Additionally, the labor union contract is expiring for the dispatchers and Cheney is already struggling with wage and benefits.
Lori explained that though SREC’s staffing is not ideal, it is getting better. The newest academy of seven will be on the floor by end of May and a new academy will be in June with hopefully four to eight new hires. This will put SREC in a better position to take on Cheney PD dispatch. Conversations have been had with SREC’s Law Dispatch Supervisors regarding the additional workload if Cheney were to join; they will be able to handle the additional work, and there should not be a need to make any changes to the radio channels. SREC is updating the member/non-member policy to include: All membership requests must be in place by June 30th for the upcoming budget year. Lori stated she is working with legal on drafting an ILA with the City of Cheney for dispatch services and recommends the Board extend the same ‘member rate’ to Cheney as was done with the Spokane Fire Department (SFD), for the remainder of 2023, with the presumption that Cheney will sign an SLA by June 2023 for services. Lori explained that based on past experience with the City of Spokane, verbiage has been added to the ILA that if Cheney decides to change their mind and not sign an SLA with SREC for 2024, they will be required to pay back fees at the non-member rate for the months services were provided.

Dave Ellis stated he fully supports having Cheney PD join SREC and the regional system but does have questions regarding the capacity of current radio channels, specifically channel 2. Dave asked if Cheney dispatchers will be coming over to SREC. Lori explained they will be given the same offers as SFD and will have to complete the background process. SREC would love to take on the four dispatchers Cheney currently has and have them join the June academy. Rick stated he has had those hard discussions with the dispatchers and there are mixed feelings, questions, fears, etc., so not sure if they will all come over, but the newest dispatcher will probably come. Mark explained that Lori had offered to come out to the center and speak with the dispatchers, which he feels could help answer some of their questions and ease their fears. Michael Kittilstved stated he is filling in for Sheriff Nowels and they both fully support the idea of Cheney PD joining SREC, but they also have questions about the capacity on channel 2, and how a major incident could impact that. Lori added that there is no opposition to adding an additional channel in the future but is currently looking to address the immediate request and how many channels current staffing can handle. There will be a need at some point to reexamine radio channels across the board. Dave suggested moving forward with Cheney PD’s request and have a study done in the next year or two to assess the capacity of the radio channels. Howard Johnson clarified that Cheney PD already has subscriber units on the radio system, so there would be no additional impact to radio talk group loads. Brad Richmond explained having Cheney PD join SREC and be on the regional system is the right thing to do, particularly regarding Cheney Public Schools and the safety of the kids, having everyone on one channel is vital. Capacity and channel issues can be dealt with along the way as we evolve and move forward.

Brian Schaeffer asked about the radio consoles in Cheney dispatch. Lori explained those consoles would come over to SREC which could also help with the request from Spokane International Airport (SIA) for two additional radio consoles. If Cheney joins SREC, two of their consoles could be given to SIA, which would save the city of Spokane roughly $200,000 that it would have cost SREC to provide SIA with new consoles.

Heather Thompson explained current 911 calls for the City of Cheney are relatively short because SREC answers the call, verifies the location and phone number and then the call is transferred to Cheney dispatch for processing, so Cheney joining SREC will add time to the SREC 911 call time processing. Now is not the ideal time to add that to the call receivers, but they can handle it and it will be better once the seven trainees are on the floor later this month. Lori asked if Cheney had a time frame for the transition to happen. Mark explained they would like it to happen as soon as possible, but also do not want to hinder SREC’s operations, so they do have a little flexibility. Rick clarified there is some
flexibility as long as no one else leaves Cheney PD dispatch before the transition happens. Lori stated that if Cheney joins SREC, which is what it looks like the consensus is at this point, SREC will do what needs to be done to keep the responders and citizens safe, even if that means transitioning sooner than anticipated. Brian stated regardless of what was happening with the City of Spokane, SREC and the SREC Board’s focus always remained on the community and responder and citizen safety.

Brian Werst explained there were lessons learned with the City of Spokane and the draft ILA for Cheney includes language regarding compensation if Cheney changes their mind or moves dates out further. The updated language encourages SREC membership. Lori added she is working with Tim Henry (SREC Finance Manager) on the financial piece and getting an updated budget to include Cheney, to the Board for approval. SREC will be working with Cheney to pull the data surrounding call volume and calls for service. Mark added there will need to be some community training for the citizens of Cheney on when to call 911 or Crime Check versus the Cheney business line for utility questions, etc. Lori reminded the Board that Cheney would fall under one of the smaller agencies and thus have Board representation through Brad Richmond who represents the Northwest Leadership Small Cities/Towns.

Dave Ellis motioned to grant the Cheney Police Department’s request to join SERC. Brad Richmond seconded. All were in favor. Motion carried. Lori wanted to clarify that the Board was approving that Cheney was joining at the membership rate until the SLA is signed. The Board unanimously agreed that it will be at the membership rate. Rick and Mark thanked SREC and the Board for their consideration.

3. Adjourn
   Adjourned at 2:26 p.m.

___________________________________  ______________________________________
Board Member                             Board Member
Governing Board                           Governing Board
GENERAL INFORMATION

The purpose of this policy is to outline membership tiers, establish a rate formula based on participation and location, and define governance representation. All membership requests must be in place by June 30th for the upcoming budget year.

1. Membership Tiers
   a. Full users: Like most of SREC’s current users, “full users” take advantage of all or most of SREC’s suite of services, including Crime Check call taking, 911 call taking, dispatch (law, fire, or both), and access to radios and related services such as maintenance, software upgrades, etc.
   b. Partial users: Some user agencies may choose to contract with SREC for just one or two services, such as just Crime Check and 911 call taking or just radios and related services.

2. Rate Formula
   a. Inside Spokane County: full or partial membership tier is based on use of services and overall impact to SREC, with the same rates for each type. SREC will conduct or retain the services to conduct a Cost Analysis of adding the new customer, Potential new customers shall pay for the analysis.
      i. Call taking is paid for by 911 taxes, so charges are just for dispatch or radios and related services.
      ii. Crime Check = cost recovery rate from the 1/10th of 1% sales tax to include equipment, FTE, and overhead
      iii. Dispatch = Board approved User Fee
      iv. Radios = cost recovery rate based on equipment, use, and overhead.
   b. Outside Spokane County: Customers will be entire dispatch systems (not individual public safety agencies). SREC determines fee based on a cost analysis. SREC will conduct or retain the services to conduct a Cost Analysis of adding the new customer, Potential new customers shall pay for the analysis. Rates may vary and will depend on the variables determined by the cost analysis.

3. Governance Representation
   a. Elected Officials: The only elected official with Governance representation is the elected Spokane County Sheriff who represents the citizens of the entire county and serves as the Chief Executive of the Sheriff’s department.
   b. Governing Board: Members Full users will have a voting position member on the Governing Board based on the Charter established by the Board of County Commissioners; partial users do not. The Board shall consist of ten (10) persons as follows:
      1. Spokane County Chief Executive Officer;
      2. Spokane Valley Fire Department Chief;
      3. One (1) Fire Chief representing other Fire Departments/Districts, appointed by the Inland Empire Chief’s Association;
      4. One (1) member representing the Inland EMS Council;
      5. Spokane County Sheriff;
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SREC Membership

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- 6. City of Spokane Valley Police Chief;
- 7. One (1) Police Chief representing smaller cities/towns, appointed by the Inland Northwest Law Enforcement Leadership group;
- 8. City of Spokane City Administrator;
- 9. City of Spokane Fire Chief;
- 10. Citizen at large appointed by the Governing board (non-voting member).

b. All changes to the Governing Body are dictated by Charter and established through the Board of County Commissioners.

c. Law Group & Fire Group: All users will have a member(s) on Operational advisory boards.

d. Outside Spokane County: If a new dispatch & communication system wishes to join SREC for full services, their County will have to be an established SREC member; agencies will not be granted membership as a sole entity. It would receive one governing board member for the system and one advisory board member for the system on the law and fire advisory groups.
4. Definitions

a. **Cost Analysis:**
   Analysis of impacts is based on: (Includes one-time and ongoing costs)
   i. Governance
   ii. Operations
   iii. Technology
   iv. Facility
   v. Overall impact to SREC
   vi. Other as may be necessary

b. **Governance:** Full or partial, with voting implications as well as cost and service level expectations.

c. **Operations:** Protect existing members services and costs; align new customer’s operating model with SREC’s; workload study; staffing & training needs.

d. **Technology:** Examine systems at SREC and new agency. Call-flow approach = impacts from call receiving to dispatching to incident reporting. Both primary center and backup center.

e. **Facilities:** Furniture and space utilization; primary & backup.

f. **Financial Models:** one-time and ongoing costs from governance, operations, technology, and facility impacts. Include costs for management, training (incl. overtime), and documentation, as well as incremental technology or facility changes and Capital improvements.

g. **Scaled Analysis:** Small (i.e., radio use only) might be fully in-house; modest (i.e., small agency within SREC’s existing structure) might be largely in-house with outside review; large (i.e., a neighboring county or complex agency) may require a fully structured independent analysis.
GENERAL INFORMATION

The purpose of this policy is to outline membership tiers, establish a rate formula based on participation and location, and define governance representation. All membership requests must be in place by June 30th for the upcoming budget year.

1. Membership Tiers
   a. **Full users**: Like most of SREC’s current users, “full users” take advantage of all or most of SREC’s suite of services, including Crime Check call taking, 911 call taking, dispatch (law, fire, or both), and access to radios and related services such as maintenance, software upgrades, etc.
   b. **Partial users**: Some user agencies may choose to contract with SREC for just one or two services, such as just Crime Check and 911 call taking or just radios and related services.

2. Rate Formula
   a. **Inside Spokane County**: full or partial membership tier is based on use of services and overall impact to SREC, with the same rates for each type. SREC will conduct or retain the services to conduct a Cost Analysis of adding the new customer. Potential new customers shall pay for the analysis.
      i. Call taking is paid for by 911 taxes, so charges are just for dispatch or radios and related services.
      ii. Crime Check = cost recovery rate from the 1/10th of 1% sales tax to include equipment, FTE, and overhead
      iii. Dispatch = Board approved User Fee
      iv. Radios = cost recovery rate based on equipment, use, and overhead.
   b. **Outside Spokane County**: Customers will be entire dispatch systems (not individual public safety agencies). SREC determines fee based on a cost analysis. SREC will conduct or retain the services to conduct a Cost Analysis of adding the new customer. Potential new customers shall pay for the analysis. Rates may vary and will depend on the variables determined by the cost analysis.

3. Governance Representation
   a. **Elected Officials**: The only elected official with Governance representation is the elected Spokane County Sheriff who represents the citizens of the entire county and serves as the Chief Executive of the Sheriff’s department.
   b. **Governing Board**: Members will have a voting position on the Governing Board based on the Charter established by the Board of County Commissioners; partial users do not. The Board shall consist of ten (10) persons as follows:
      i. Spokane County Chief Executive Officer;
      ii. Spokane Valley Fire Department Chief;
      iii. One (1) Fire Chief representing other Fire Departments/Districts, appointed by the Inland Empire Chief’s Association;
      iv. One (1) member representing the Inland EMS Council;
      v. Spokane County Sheriff;
vi. City of Spokane Valley Police Chief;

vii. One (1) Police Chief representing smaller cities/towns, appointed by the Inland Northwest Law Enforcement Leadership group;

viii. City of Spokane City Administrator;

ix. City of Spokane Fire Chief;

x. Citizen at large appointed by the Governing board (non-voting member).

All changes to the Governing Body are dictated by Charter and established through the Board of County Commissioners.

c. **Law Group & Fire Group:** All users will have a member(s) on Operational advisory boards.

**Outside Spokane County:** If a new dispatch & communication system wishes to join SREC for full services, their County will have to be an established SREC member; agencies will not be granted membership as a sole entity.

4. Definitions

   a. **Cost Analysis:**
      Analysis of impacts is based on: (Includes one-time and ongoing costs)
      
      i. Governance
      ii. Operations
      iii. Technology
      iv. Facility
      v. Overall impact to SREC
      vi. Other as may be necessary

   b. **Governance:** Full or partial, with voting implications as well as cost and service level expectations.

   c. **Operations:** Protect existing members services and costs; align new customer’s operating model with SREC’s; workload study; staffing & training needs.

   d. **Technology:** Examine systems at SREC and new agency. Call-flow approach = impacts from call receiving to dispatching to incident reporting. Both primary center and backup center.

   e. **Facilities:** Furniture and space utilization; primary & backup.

   f. **Financial Models:** one-time and ongoing costs from governance, operations, technology, and facility impacts. Include costs for management, training (incl. overtime), and documentation, as well as incremental technology or facility changes and Capital improvements.

   g. **Scaled Analysis:** Small (i.e., radio use only) might be fully in-house; modest (i.e., small agency within SREC’s existing structure) might be largely in-house with outside review; large (i.e., a neighboring county or complex agency) may require a fully structured independent analysis.
Spokane Regional Emergency Communications Public Authority (DBA “SREC”) Amended Bylaws

1. NAME

Spokane Regional Emergency Communications (“SREC”), a Public Development Authority, was established by Spokane County, Washington, pursuant to RCW 35.21.730 through 35.21.757 and Resolution/Ordinance No. 2018-0245 adopted by the Spokane Board of County Commissioners on March 27, 2018 and as subsequently amended. These Amended Bylaws are subject to any limitations herein and the Ordinance/Resolution and Charter of SREC.

2. DEFINITIONS

Unless a different meaning is plainly required by the context, words and phrases used in this agreement shall have the meanings attributed to them in R.C.W. 35.21, 38.52, 39.34 and 82.14, provided that in case of any conflict, Spokane County Ordinances shall control:

"9-1-1 Communications Services" means the regional organization for 9-1-1 call taking and radio dispatch for law enforcement, fire and EMS providers within Spokane County and other service areas as specified by contract.

"Charter" means the articles of organization of SREC County Resolution 2018-0245 and all subsequent amendments.

"Customer" means organizations that enter into a contract for specific services with SREC and may or may not have voting representation on the SREC Governing Board.

"Executive Head" and "Executive Heads" means the county executive in those charter counties with an elective office of county executive, however designated, and, in the case of other counties, the county legislative authority. In the case of cities and towns, it means the mayor in those cities and towns with mayor-council or commission forms of government, where the mayor is directly elected, and it means the city manager in those cities and towns with council manager forms of government. Cities and towns may also designate an executive head for the purposes of this chapter by ordinance.

"General purpose governmental jurisdiction" means the state, a city, county, or Fire Protection District.

"Radio System and Services" means a countywide radio communications infrastructure comprised of public safety systems.

"Service Fee Formula", also called a Cost Allocation Matrix, means the allocation of the cost of SREC services determined by the SREC Governing Board for the purposes of calculating the founding public agencies' or customers' obligations to contribute to the funding of such services for the year.

3. PARTICIPATION

As defined, Customers within the geographical boundaries of Spokane County may participate in the operation of SREC for the purpose of integrated 9-1-1 communications and the regional radio system and services.

Organizations who are neither general purpose governmental jurisdictions nor public service providers may join SREC as Customers for consolidated 9-1-1 dispatch and the regional
radio system and services upon approval of Customer status by the Board and execution of separate service level agreements.

4. GOVERNING BOARD COMPOSITION, AUTHORITY AND RESPONSIBILITIES

4.1. Composition

The Board shall consist of the individuals established in Article VII of the Charter.

4.2. Authority and Responsibilities

The Board shall have the authority and responsibilities as established in Article VII of the Charter.

4.3. Conditions

All members of the Board shall serve without compensation from SREC. Members may only serve for such time they are duly appointed to the Board and acting in the capacity they represent.

4.4. Modification and Replacement

Membership and structure of the Board may only be modified through an amendment to the Forming Resolution and Charter, recommended by \( \frac{7}{9} \) of the entire Board to the Board of County Commissioners. The Board may, in the event of a permanent vacancy on the Board, solicit the appointment of a replacement member from the appointing authority. In the event the appointing authority fails to appoint a replacement within sixty (60) days of the Board's request, the Board may select a person to fill that vacancy.

5. OFFICERS, ELECTIONS, TERMS AND DUTIES

5.1. Board Offices

Nomination and Election of Officers - The \( \frac{7}{9} \) majority of the Board shall select a Chair and Vice-Chair. The duties of the Chair are set forth in Article 6 of these Amended Bylaws.

Terms of Officers - The term of office for Chair and Vice-Chair shall be one year.

Removal of Officers - The Chair or Vice-Chair may be removed, with or without cause, by \( \frac{7}{9} \) vote of the Board, after providing thirty (30) days written notice to the person to be removed.

Vacancies in Offices - Vacancies for Chair shall be filled by the Vice-Chair and the resulting vacancy of the Vice-Chair shall be filled immediately by the regular election procedure in 3.2.1 for the unexpired portion of the term.

Executive Committee - The Executive Committee shall be comprised of any three of the following four Board members including the immediate Past Chair, the current Chair, the Vice-Chair of the Board and the Spokane County CEO, as appointed by vote of the Board.
5.2. Meetings and Meeting Notices

Regular Meetings - The Board shall meet not less than quarterly, ten (10) times per year. The time and place of regular meetings of the Board shall be established by the Board on or before January of each year.

Special Meetings - Special meetings may be called at any time by the Chair or by a 7/9th majority of the Board. Written notice of the special meeting shall be given based on the requirements established in RCW 42.30.080. The notice shall specify the time and place of the meeting and the business to be transacted.

Executive Sessions and Closed Meetings - The Board may convene a closed session pursuant to RCW 42.30.110 or a closed meeting pursuant to RCW 42.30.140 (4)(a).

5.3. Quorums

Seven (7) members of the Board constituting seven votes shall constitute a quorum for the transaction of business requiring a vote.

5.4. Voting

Every voting Board member, or board member designated proxy, shall be entitled to vote on all issues before SREC at duly convened meetings under Section 5.2. A majority is defined as 7/9th (five out of seven out of nine) and is required for passage or affirmation.

5.5. Parliamentary Procedure

Unless otherwise governed by the provisions of these Bylaws or the laws of the State of Washington, Roberts Rules of Parliamentary Procedure shall govern the conduct of all Board meetings. The Chair or his/her designee shall be the parliamentarian.

5.6. Board Acting As a Body

The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board except as otherwise provided for in these Amended Bylaws. At all times, the Board will strive to reach consensus on matters requiring a decision. Where consensus cannot be reached, and where customized solutions designed to meet the different needs of participating agencies cannot be created, the Board shall vote. All votes require a majority to pass as defined in Section 5.2 and in the Charter.

5.7. Record of Board Meetings

The proceedings of the Board meetings shall be recorded and maintained in accordance with RCW 42.32.035 and RCW 42.30.110(2). The minutes shall consist primarily of a record of the action(s) taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.
5.8. Advisory Committees

The Chair, from time to time, may appoint Board members and other interested private citizens and representatives of groups and organizations to serve on standing or special committees. At the time of the appointment of such members, the Chair shall state the objective of the Committee and the date upon which a report shall be issued to the Board. Recommendations of such committees shall be considered as advisory only.

5.8.1. Financial Subcommittee

The purpose of the Financial Subcommittee is to review and provide recommendations to the Board regarding operating budgets and funding, cost share distributions, funding of long-term capital debt and other financial matters deemed appropriate by the Board. SREC Membership of the Financial Subcommittee shall consist at a minimum of four (4) positions: Member of the Executive Committee of the Board, Finance Director of Spokane County or designee, SREC Finance Manager, SREC Executive Director. The Finance Subcommittee will review and approve a yearly budget before presenting and recommending it to the Governing Board for a vote. (See Section 5.8.1 and Section 9 below.)

5.8.2. Operations Subcommittees

Three Operations Subcommittees will convene for the purpose of providing subject matter expertise, clarifying user expectations, and formulating continual improvements in the center based on Strategic Planning initiatives. The Operations Subcommittees shall be:

5.8.2.1. **Law Operations Subcommittee**: All Police Chiefs, Sheriff, or Operations Designees, Executive Director or designee, SREC Operational staff as requested.

5.8.2.2. **Fire Service Operations Subcommittee**: All Fire Chiefs or Operational Designees, Executive Director or designee, SREC Operational staff as requested.

5.8.2.3. **Technical Operations Subcommittee**: One Fire Chief, one Police Chief, the Sheriff or Designee, Executive Director or designee, SREC Technical Services Manager or operational designee as requested.

6. DUTIES OF THE CHAIR

The Chair shall preside at all meetings of the Board. In the event of the Chair’s absence or inability to preside, the Vice-Chair shall assume the duties of presiding over the meetings of the Board.

The Chair shall act as a spokesperson for the Board and shall act as its representative at meetings with other organizations, committees and other such activities unless such representative shall otherwise be authorized by the Board; provided, however, the Chair may delegate to any Board member the duty of being a representative for the Board. The Chair or his/her designated Board member acting as a representative shall make no pronouncements that will obligate or commit SREC except as provided by these Amended Bylaws or pursuant to the authorization of the Board.
7. AUTHORITY AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director shall have the authority and responsibilities to administer the programs of SREC and policies adopted by the Board, and in particular shall:

- Prepare for consideration and adoption by the Board a proposed annual budget of revenues and expenditures for SREC for the next calendar year.
- Prepare for consideration and adoption by the Board a proposed annual work plan for SREC, called a Strategic Plan, and previous year’s work plan performance.
- Through service agreements, provide regional 9-1-1 communication, law and fire dispatch service, and regional radio system and other services using current service level agreements and interlocal agreements as a baseline starting point.
- Have the authority to hire, discipline, and discharge SREC personnel in accordance with personnel policies.
- Subject to approval of the Board, negotiate and execute any collective bargaining agreements with SREC employees.
- Negotiate and execute any contracts for services in support of the Budget and/or Strategic Plan and yearly work plans up to the limit set by the SREC Governing Board policy without Board approval.
- Approve budgeted expenditures up to the limit set by the SREC Governing Board policy without Board approval.
- Administer SREC day-to-day operations consistent with policies adopted by the Board.
- Ensure the effectiveness of operational subcommittees.

8. FINANCING

For 9-1-1 Communication Services and Radio System Services, so as to ensure appropriate funding of SREC facilities, equipment and property related to 9-1-1 Operations, Enhanced 9-1-1, Next Generation 9-1-1, Computer Aided Dispatch (CAD), Regional Radio Systems and Crime Check services, the Board shall consider recommendations from the SREC Financial Subcommittee. These financing recommendations shall include consideration of the options for funding of long-term capital debt, equipment replacement, and ongoing operations as established under appropriate agreements and resolutions. These financial options shall also include cost allocation formulas, rates, and appropriate charges for services provided to founding public agencies and customers.

9. BUDGETING

For regional 9-1-1 communication services, regional radio system and regional services the SREC Financial Subcommittee shall meet at least twice a year. The first meeting will be in the first quarter of the year to review the previous year’s revenues and expenses to determine if SREC is meeting the key principles and concepts established under appropriate financing agreements and resolutions. The second meeting will occur in the third quarter of...
the year to review preliminary baseline budget for the following year. Based on recommendations from the Financial Subcommittee, the Director of SREC shall recommend the preliminary budget to the Board on or before the end of July of each year. This budget shall include: proposed service levels, baseline operations budget, any proposed enhancements, recommended capital equipment acquisition, and proposed financing methodologies. The Board shall adopt the final SREC budget for the following year on or before November 1st of each year.

10. SERVICE AGREEMENTS

A service level agreement (SLA) with each Customer agency shall be entered into for the provision of SREC providing consolidated 9-1-1 communications and regional radio system and related services.

These agreements will establish: 1) the scope of SREC services; 2) the financing for SREC services is based on Section 8 of these Amended Bylaws; 3) provision of termination; Insurance; and Indemnification.

11. INSURANCE REVIEW

The Board shall annually review SREC's liability and other insurance coverage after providing parties to this Agreement an opportunity to comment on the adequacy of such coverage, including errors and omissions insurance for Board members.

12. AMENDMENT

These Amended Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the Board, except as otherwise provided in these Amended Bylaws; provided that copies of the proposed revisions or amendments shall have been available to each Board Member at least two (2) weeks prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

13. DISSOLUTION

The provisions of dissolution are established in Spokane County Resolution 2018-0245 and as subsequently amended.

14. SEVERABILITY

If any provision of these Amended Bylaws or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of these Amended Bylaws which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable laws and the fundamental purpose of this agreement, and to this end the provisions of these Amended Bylaws are declared to be severable.

ADOPTION

Adopted by SREC at a regular meeting of the SREC Governing Board on May 18, 2023, of which all Board members were notified and for which a quorum was present.

SREC Amended Bylaws Adopted May 18, 2023
1. NAME

Spokane Regional Emergency Communications ("SREC"), a Public Development Authority, was established by Spokane County, Washington, pursuant to RCW 35.21.730 through 35.21.757 and Resolution/Ordinance No. 2018-0245 adopted by the Spokane Board of County Commissioners on March 27, 2018 and as subsequently amended. These Amended Bylaws are subject to any limitations herein and the Ordinance/Resolution and Charter of SREC.

2. DEFINITIONS

Unless a different meaning is plainly required by the context, words and phrases used in this agreement shall have the meanings attributed to them in R.C.W. 35.21, 38.52, 39.34 and 82.14, provided that in case of any conflict, Spokane County Ordinances shall control:

"9-1-1 Communications Services" means the regional organization for 9-1-1 call taking and radio dispatch for law enforcement, fire and EMS providers within Spokane County and other service areas as specified by contract.

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"Customer" means organizations that enter into a contract for specific services with SREC and may or may not have voting representation on the SREC Governing Board.

"Executive Head" and "Executive Heads" means the county executive in those charter counties with an elective office of county executive, however designated, and, in the case of other counties, the county legislative authority. In the case of cities and towns, it means the mayor in those cities and towns with mayor-council or commission forms of government, where the mayor is directly elected, and it means the city manager in those cities and towns with council manager forms of government. Cities and towns may also designate an executive head for the purposes of this chapter by ordinance.

"General purpose governmental jurisdiction" means the state, a city, county, or Fire Protection District.

"Radio System and Services" means a countywide radio communications infrastructure comprised of public safety systems.

"Service Fee Formula", also called a Cost Allocation Matrix, means the allocation of the cost of SREC services determined by the SREC Governing Board for the purposes of calculating the founding public agencies' or customers' obligations to contribute to the funding of such services for the year.

3. PARTICIPATION

As defined, Customers within the geographical boundaries of Spokane County may participate in the operation of SREC for the purpose of integrated 9-1-1 communications and the regional radio system and services.

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The Board may, in the event of a permanent vacancy on the Board, solicit the appointment of a replacement member from the appointing authority. In the event the appointing authority fails to appoint a replacement within sixty (60) days of the Board's request, the Board may select a person to fill that vacancy.

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6. DUTIES OF THE CHAIR

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SREC Amended Bylaws Adopted May 18, 2023
Page 4
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- Have the authority to hire, discipline, and discharge SREC personnel in accordance with personnel policies.

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- Negotiate and execute any contracts for services in support of the Budget and/or Strategic Plan and yearly work plans up to the limit set by the SREC Governing Board policy without Board approval.

- Approve budgeted expenditures up to the limit set by the SREC Governing Board policy without Board approval.

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9. BUDGETING

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the year to review preliminary baseline budget for the following year. Based on recommendations from the Financial Subcommittee, the Director of SREC shall recommend the preliminary budget to the Board on or before the end of July of each year. This budget shall include: proposed service levels, baseline operations budget, any proposed enhancements, recommended capital equipment acquisition, and proposed financing methodologies. The Board shall adopt the final SREC budget for the following year on or before November 1st of each year.

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These agreements will establish: 1) the scope of SREC services; 2) the financing for SREC services is based on Section 8 of these Amended Bylaws; 3) provision of termination; Insurance; and Indemnification.

11. INSURANCE REVIEW

The Board shall annually review SREC’s liability and other insurance coverage after providing parties to this Agreement an opportunity to comment on the adequacy of such coverage, including errors and omissions insurance for Board members.

12. AMENDMENT

These Amended Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the Board, except as otherwise provided in these Amended Bylaws; provided that copies of the proposed revisions or amendments shall have been available to each Board Member at least two (2) weeks prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

13. DISSOLUTION

The provisions of dissolution are established in Spokane County Resolution 2018-0245 and as subsequently amended.

14. SEVERABILITY

If any provision of these Amended Bylaws or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of these Amended Bylaws which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable laws and the fundamental purpose of this agreement, and to this end the provisions of these Amended Bylaws are declared to be severable.

ADOPTION

Adopted by SREC at a regular meeting of the SREC Governing Board on May 18, 2023, of which all Board members were notified and for which a quorum was present.
Spokane Regional Emergency Communications
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Cash and Investments</td>
<td>22,434,473</td>
</tr>
<tr>
<td>-net adjustments</td>
<td>-</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
</tr>
<tr>
<td>taxes</td>
<td>-</td>
</tr>
<tr>
<td>licenses and permits</td>
<td>-</td>
</tr>
<tr>
<td>intergovernmental revenues</td>
<td>19,992,615</td>
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<tr>
<td>charges for goods and services</td>
<td>5,341,086</td>
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<tr>
<td>fines and penalties</td>
<td>-</td>
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<tr>
<td>miscellaneous revenues</td>
<td>315,423</td>
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<tr>
<td>total revenues</td>
<td>25,649,124</td>
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<tr>
<td>expenditures</td>
<td></td>
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<tr>
<td>general government</td>
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<td>public safety</td>
<td>17,401,797</td>
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<td>natural/economic environment</td>
<td>-</td>
</tr>
<tr>
<td>social services</td>
<td>-</td>
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<tr>
<td>culture and recreation</td>
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</tr>
<tr>
<td>total expenditures</td>
<td>17,401,797</td>
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<tr>
<td>excess (deficiency) revenues over expenditures</td>
<td>8,247,327</td>
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<tr>
<td>other increases in fund resources</td>
<td></td>
</tr>
<tr>
<td>debt proceeds</td>
<td>-</td>
</tr>
<tr>
<td>transfers-in</td>
<td>-</td>
</tr>
<tr>
<td>special or extraordinary items</td>
<td>-</td>
</tr>
<tr>
<td>other resources</td>
<td>-</td>
</tr>
<tr>
<td>total other increases in fund resources</td>
<td>-</td>
</tr>
<tr>
<td>other decreases in fund resources</td>
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<tr>
<td>capital expenditures</td>
<td>3,262,088</td>
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<tr>
<td>debt service</td>
<td>-</td>
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<td>transfers-out</td>
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<tr>
<td>special or extraordinary items</td>
<td>-</td>
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<tr>
<td>other uses</td>
<td>-</td>
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<td>total other decreases in fund resources</td>
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<tr>
<td>total ending cash and investments</td>
<td>27,419,711</td>
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</tbody>
</table>

The accompanying notes are an integral part of this statement.
Note 1 – Summary of Significant Accounting Policies

Spokane Regional Emergency Communications Public Authority (“SREC911” or the “Authority”) began providing services on July 1, 2019 and operates under the laws of the state of Washington applicable to a Public Development Authority. The Authority is a special purpose local government and provides Enhanced 911 operations and emergency dispatch services to local governments and citizens in Spokane County, Washington.

SREC is a component unit of Spokane County (the County), Washington, the primary government. SREC is fiscally dependent on the County as approval is required for debt issuance, and repayment of liabilities without County funding would be repaid almost entirely by the primary government. Therefore, financial statements are presented blended in the Spokane County annual financial report. The County’s financial statements can be obtained from the Spokane County, Financial & Management Services, 1116 W. Broadway Avenue, Spokane, WA 99260.

The Authority reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor’s Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from Generally Accepted Accounting Principles (GAAP) in the following manner:
Financial transactions are recognized on a cash basis of accounting as described below.

Component units are required to be disclosed but are not included in the financial statements (see note to the financial statements).

Government-wide statements, as defined in GAAP, are not presented.

All funds are presented, rather than a focus on major funds.

The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.

Supplementary information required by GAAP is not presented.

Ending balances are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government’s resources are allocated to and accounted for in individual funds depending on their intended purpose. The following fund types are used:

Governmental Fund Types:

General Fund
This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.
In accordance with state law the Authority also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 4 – **Deposits and Investments**.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than $5,000 and an estimated useful life in excess of three years. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Paid Time Off (PTO) may be accumulated up to 576 hours and is payable upon separation or retirement. Any PTO hour accumulated above this number are put into a Catastrophic Account. The Catastrophic Account can only be used after an employee has covered the first 24 hours of leave from the PTO or Personal Holiday. The account can grow a maximum of 800 hours. The account will only be paid out upon retirement under the following conditions:

- The employee is 55 years old or older.
- The employee has worked for SREC or in the building for at least 15 years.
- If the employee meets those conditions, then 25% of the hours in their Catastrophic Account will be paid in a VEBA account upon separation.

Payments are recognized as expenditures when paid. The estimated cost of unpaid annual leave accrued through 2022 was $1,059,408.

F. Restricted and Committed Portion of Ending Cash and Investments
Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by The Board. When expenditures that meet restrictions are incurred, the Authority intends to use the most restricted resources first.

Commitments of Ending Cash and Investments consist of $18,000,000 for the specific purpose of facility replacement.

**Note 2 – Deposits and Investments**

Investments are reported at fair value. Deposits and investments by type on December 31, 2022 are as follows:

A. Deposits
   a. Cash on hand, held by the Spokane County Treasurer, on December 31, 2022 was $27,419,711.

Investments

The Authority is a voluntary participant in the Spokane County Investment Pool, an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC, rather oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The Authority reports its investment in the pool at fair value, which is the same as the value of the pool per share. The pool does not impose liquidity fees or redemption gates on participant withdrawals.

Investment in Spokane County Investment Pool

In accordance with State law, the district’s governing body has a formal interlocal agreement with the district’s ex officio treasurer, Spokane County, to have all its
funds not required for immediate expenditure to be invested in the Spokane County Investment Pool (SCIP):

As of December 31, 2022, the district had the following investments:

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Fair Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spokane County Investment Pool</td>
<td>$27,262,956</td>
</tr>
</tbody>
</table>

**Interest Rate Risk.** As of December 31, 2022, the Pool’s effective duration was 1.49 years. As a means of limiting its exposure to rising interest rates, securities purchased in the Pool must have a weighted average maturity, no longer than two and one-half years. The weighted-average maturity of SCIP on 12/31/22 was 1.57 years. While the Pool’s market value is calculated monthly, unrealized gains and losses are not distributed to participants. The Pool distributes earnings monthly using an amortized cost methodology.

**Credit Risk.** As of December 31, 2022, the district’s investment in the Pool was not rated by a nationally-recognized statistical rating organization (NRSRO). In compliance with state statutes, the SCIP Investment Policy authorizes investments in U.S. Treasury securities, U.S. agency securities, supranational institution obligations, municipal securities, certificates of deposits or bank deposits of qualified public depositaries, repurchase agreements, corporate notes, commercial paper, Direct District Notes and the Local Government Investment Pool managed by the Washington State Treasurer’s office.

It is the Authority’s policy to invest all temporary cash surpluses.

**Note 3 – Related Parties**

SREC is a component unit of Spokane County (the County), Washington, the primary government. The Authority is a special purpose local government and provides Enhanced 911 operations and emergency dispatch services to local
governments and citizens in Spokane County, Washington. Employees of SREC participate in the Spokane Employees’ Retirement System (SERS), a single employer defined benefit pension plan covering employees of the City of Spokane, administered in accordance with Chapters 3.05 and 4.14 of the Spokane Municipal Code (SMC).

In 2022 SREC received $19,992,615 from the County in Intergovernmental revenue for Enhanced 911 operations and emergency dispatch services. SREC paid the County $664,866 for Information Technology Support services.

In 2022 SREC received $5,341,086 from local agencies for emergency dispatch services:

<table>
<thead>
<tr>
<th>Related Parties</th>
<th>Paid in 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spokane County Fire District 2</td>
<td>3,541.50</td>
</tr>
<tr>
<td>Spokane County Fire District 3</td>
<td>144,597.00</td>
</tr>
<tr>
<td>Spokane County Fire District 4</td>
<td>198,141.00</td>
</tr>
<tr>
<td>Spokane County Fire District 5</td>
<td>2,691.50</td>
</tr>
<tr>
<td>Spokane County Fire District 8</td>
<td>111,168.00</td>
</tr>
<tr>
<td>Spokane County Fire District 9</td>
<td>286,588.00</td>
</tr>
<tr>
<td>Spokane County Fire District 10</td>
<td>49,351.00</td>
</tr>
<tr>
<td>Spokane County Fire District 11</td>
<td>6,459.00</td>
</tr>
<tr>
<td>Spokane County Fire District 12</td>
<td>2,550.00</td>
</tr>
<tr>
<td>Spokane County Fire District 13</td>
<td>7,423.00</td>
</tr>
<tr>
<td>Airway Heights Fire District</td>
<td>132,019.00</td>
</tr>
<tr>
<td>Cheney Fire District</td>
<td>87,540.00</td>
</tr>
<tr>
<td>Spokane County Law User Fees</td>
<td>3,208,390.00</td>
</tr>
<tr>
<td>Spokane Valley Fire District</td>
<td>1,100,627.00</td>
</tr>
</tbody>
</table>

In 2022 SREC paid local agencies $21,461 for shared building and maintenance at the Back-up Center.

In 2022 SREC paid the City of Spokane $118,683 for SERS contributions, $258,838 for facility rent and maintenance, $420 for LPG permits, and $13,298 for CAD licensing.
Note 4 – Pension Plans

A. State Sponsored Pension Plans

Substantially all the Authority’s full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans Public Employees Retirement System 2 and 3.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS ACFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2022 (the measurement date of the plans), the Authority’s proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:
### Plan Employer Contributions Allocation % Liability (Asset)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Employer Contributions</th>
<th>Allocation %</th>
<th>Liability (Asset)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS 1</td>
<td>$294,507</td>
<td>0.048054%</td>
<td>1,338,000</td>
</tr>
<tr>
<td>PERS 2/3</td>
<td>$503,854</td>
<td>0.062717%</td>
<td>(2,326,036)</td>
</tr>
</tbody>
</table>

**B. Local Government Pension Plans**

**Plan Description**

Employees of SREC participate in the Spokane Employees’ Retirement System (SERS), a single employer defined benefit pension plan covering employees of the City of Spokane, administered in accordance with Chapters 3.05 and 4.14 of the Spokane Municipal Code (SMC).

Management of SERS is vested in the SERS Board, which consists of seven members—three members are elected by active employee plan members, three members are appointed by the Spokane City Council, and one member (who may not be an elected official or employee of the city) is appointed by the other six Board members.

SERS, a fiduciary fund of the City of Spokane (City), issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for the plan. The SERS Annual Comprehensive Financial Report may be obtained by writing to:

Spokane Employees’ Retirement System  
808 W. Spokane Falls Boulevard, Suite 604  
Spokane, WA 99201-3324

At the end of fiscal year 2022, SREC had 10 employees participating in the SERS plan, the 2022 contribution rate was 10.25%. During 2022, SREC911 contributed $118,683 to the SERS plan. At December 31, 2021 (the measurement date of the plan) SREC’s portion of the 2022 Net Pension Liability is as follows:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Employer Contributions</th>
<th>Allocation %</th>
<th>Liability (Asset)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERS</td>
<td>$118,683</td>
<td>1.025651%</td>
<td>1,593,208</td>
</tr>
</tbody>
</table>

**Note 5 – Risk Management**

SREC911 is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 166 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles [1]. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are $4 million per occurrence in the self-insured layer, and $16 million in limits above the self-insured layer is provided by reinsurance. Total limits are $20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.
All Members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security & privacy, event management, and cyber extortion, with limits up to $1 million and subject to member deductibles, sublimits, and a $5 million pool aggregate. Premises pollution liability provides Members with a $2 million incident limit and $10 million pool aggregate subject to a $100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members’ deductible to $750,000, for all perils other than flood and earthquake, and insured above that to $400 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA’s assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee
and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day-to-day operations of WCIA.

**Note 6 – Subsequent Event**

HB 1055: Concerning public safety employees’ retirement plan membership for public safety telecommunicators.

Individuals who are members of the PERS Plans 2 and 3, and whose primary responsibility is to respond and process 911 emergency calls for law enforcement, fire, medical, or other public safety services are added to employees eligible to participate in PSERS. Eligible employers are defined as those that participate in the PERS system, and some of whose employees’ primary responsibility is to receive, process, transmit, or dispatch 911 emergency and nonemergency calls. For eligible employees employed before June 1, 2024, a window of time between January 1, 2024, and March 1, 2024, is provided for the person to elect to remain a member of PERS 2 or 3, or transfer to PSERS for periods of future service. If a member does not choose to transfer to PSERS, they remain in PERS. Members hired on or after June 1, 2024, become members of PSERS.
<table>
<thead>
<tr>
<th>MCAG</th>
<th>Fund #</th>
<th>Fund Name</th>
<th>BARS Account</th>
<th>BARS Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>3083100</td>
<td>Restricted Cash and Investments - Beginning</td>
<td>$0</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>3084100</td>
<td>Committed Cash and Investments - Beginning</td>
<td>$14,000,000</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>3085100</td>
<td>Assigned Cash and Investments - Beginning</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>3089100</td>
<td>Unassigned Cash and Investments - Beginning</td>
<td>$5,934,473</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>3370000</td>
<td>Local Grants, Entitlements and Other Payments</td>
<td>$19,992,615</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>3428000</td>
<td>Dispatch Services</td>
<td>$5,341,086</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>3611000</td>
<td>Investment Earnings</td>
<td>$298,987</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>3699100</td>
<td>Miscellaneous Other Operating</td>
<td>$16,436</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>5280010</td>
<td>Dispatch Services</td>
<td>$9,779,017</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>5280020</td>
<td>Dispatch Services</td>
<td>$3,870,604</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>5280030</td>
<td>Dispatch Services</td>
<td>$261,316</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>5280040</td>
<td>Dispatch Services</td>
<td>$3,490,860</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>5083100</td>
<td>Restricted Cash and Investments - Ending</td>
<td>$0</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>5084100</td>
<td>Committed Cash and Investments - Ending</td>
<td>$18,000,000</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>5085100</td>
<td>Assigned Cash and Investments - Ending</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>5089100</td>
<td>Unassigned Cash and Investments - Ending</td>
<td>$6,919,711</td>
</tr>
<tr>
<td>3213</td>
<td>001</td>
<td>General</td>
<td>5942860</td>
<td>Capital Expenditures/Expenses - Dispatch Services</td>
<td>$3,262,088</td>
</tr>
</tbody>
</table>
### Spokane Regional Emergency Communications

**Schedule of Liabilities**  
For the Year Ended December 31, 2022

<table>
<thead>
<tr>
<th>ID. No.</th>
<th>Description</th>
<th>Due Date</th>
<th>Beginning Balance</th>
<th>Additions</th>
<th>Reductions</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>259.12</td>
<td>Compensated Absences</td>
<td></td>
<td>1,113,752</td>
<td></td>
<td>54,344</td>
<td>1,059,408</td>
</tr>
<tr>
<td>264.30</td>
<td>PERS Net Pension Liability</td>
<td></td>
<td>613,414</td>
<td>724,586</td>
<td></td>
<td>1,338,000</td>
</tr>
<tr>
<td>264.30</td>
<td>Spokane Employees’ Retirement System Liability</td>
<td></td>
<td>2,067,733</td>
<td></td>
<td>474,525</td>
<td>1,593,208</td>
</tr>
<tr>
<td></td>
<td><strong>Total Revenue and Other (non G.O.) Debt/Liabilities:</strong></td>
<td></td>
<td><strong>3,794,899</strong></td>
<td><strong>724,586</strong></td>
<td><strong>528,869</strong></td>
<td><strong>3,990,616</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Liabilities:</strong></td>
<td></td>
<td><strong>3,794,899</strong></td>
<td><strong>724,586</strong></td>
<td><strong>528,869</strong></td>
<td><strong>3,990,616</strong></td>
</tr>
</tbody>
</table>
Local Government Risk Assumption
For the Year Ended December 31, 2022


2. Manager Phone: (360) 902-9450

3. Manager Email: UIFTSupport@esd.wa.gov

4. How do you insure property and liability risks, if at all?
   a. Formal self-insurance program for some or all perils/risks
   b. Belong to a public entity risk pool
   c. Purchase private insurance
   d. Retain risk internally without a self-insurance program (i.e., risk assumption)

5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
   a. Self-insure some or all benefits
   b. Belong to a public entity risk pool
   c. All benefits provided by health insurance company or HMO
   d. Not applicable – no such benefits offered

6. How do you insure unemployment compensation benefits, if any?
   a. Self-insured (“Reimbursable”)
   b. Belong to a public entity risk pool
   c. Pay taxes to the Department of Employment Security (“Taxable”)
   d. Not applicable – no employees

7. How do you insure workers compensation benefits, if any?
   a. Self-insured (“Reimbursable”)
   b. Belong to a public entity risk pool
   c. Pay premiums to the Department of Labor and Industries
   d. Not applicable – no employees

8. How do you participate in the Washington Paid Family & Medical Leave Program?
   a. Self-insured (“Voluntary Plan”) for one or both program benefits
   b. Pay premiums to the State’s program for both benefits
   c. Not Applicable – No Employees

If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.

If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government’s self-insured risks
Please list the title of the self-insurance program or type of risk covered by self-insurance:

<table>
<thead>
<tr>
<th>Program/Risk 1</th>
<th>Program/Risk 2</th>
<th>Program/Risk 3</th>
<th>Program/Risk 4</th>
<th>Program/Risk 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Self-Insurance as a formal program?</strong></td>
<td><strong>No</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If yes, do other governments participate?</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If yes, please list participating governments.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Self-Insure as part of a joint program?</strong></td>
<td><strong>No</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Does a Third-Party Administer manage claims?</strong></td>
<td><strong>No</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If no, does an employee or official reconcile claims payments to the information in the claims management software or other records of approved claims? (Not applicable for self-insured unemployment compensation.)</strong></td>
<td></td>
<td></td>
<td><strong>N/A</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Has program had a claims audit in last three years?</strong></td>
<td><strong>No</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Are program resources sufficient to cover expenses?</strong></td>
<td><strong>N/A</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Does an actuary estimate program liability?</strong></td>
<td><strong>No</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Number of claims paid during the period?</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>Total amount of paid claims during the period?</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>7545.39</strong></td>
</tr>
<tr>
<td><strong>Total amount of recoveries during the period?</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Provide any other information necessary to explain answers to the Schedule 21 questions above.
### SECTION A
#### PROPERTY INFORMATION

The following property is (check type):  
- [ ] CAPITAL PROPERTY  
- [X] ATTRACTIVE PROPERTY  

- Itemization attached? [X] YES; [ ] NO

- Property Description: Miscellaneous outdated and incompatible console parts

- Quantity: 40

- Capital/Attractive Asset No.: N/A

- Model No.: N/A

- Serial No.: N/A

- Equipment No.: N/A

- Acquired With Restricted Funding?  
  - [ ] Yes; [X] No; (Specify Type):  
  - [ ] Federal Surplus; [ ] Grant; [ ] Other:

- Identify Grant Type:

- Original Cost Paid:

- Current Info: Fund:

- Describe Condition Of Property:

### SECTION B
#### JUSTIFICATION

I. DUSTY PATRICK  

- NAME (person & firm rendering opinion of value):  
- Phone No.:_____

- Check Appropriate Box & Attach Appraisal Or Estimate:
  - [ ] Appraiser/Consultant  
  - [ ] Manufacturer  
  - [ ] Dealer  
  - [ ] Blue Book / N.A.D.A.

- [X] Resident SREC Expert  
- Other (Specify):_____

II. AUTHORITATIVE REASONS FOR DISPOSITION (Initial next to all that apply and attach copies of supporting documentation — required):

- [ ] Property has no commercial value — monetary or utility (attach copy of estimates or opinions)

- [X] Cost of continued ownership exceeds net of disposition costs & proceeds (attach copy of cost comparisons & estimates)

- [ ] Property is obsolete, irreparable, or incompatible with existing property (circle one & attach written explanation)

- [ ] Property:  
  - [ ] is;  
  - [ ] is not; suitable for transfer & use by other entities (attach statement to explain why)

- [ ] Law, regulation, or directive mandates the disposition of said property (attach copy of said law, regulation or directive)

- [ ] Written instructions of a duly authorized official (attach copy of said instructions)

### SECTION C
#### METHOD OF DISPOSITION

If this disposition is in connection with another project, please indicate the associated Project No.:_____

I. [ ] TRANSFER TO (specify by checking one):  
- [ ] ANOTHER SPOKANE COUNTY AGENCY;  
- [ ] INTERGOVERNMENTAL DISPOSITION (Donation) Name the outside agency receiving the property and attach a letter of understanding between the agencies:

II. [ ] SALE (please specify):  
- [X] PUBLIC AUCTION;  
- [ ] INTERGOVERNMENTAL DISPOSITION (Sale);  
- [ ] SEALED BID AUCTION [For B) and C], Attach a letter of understanding between the two agencies if intergovernmental disposition or; attach a recommended list of bidders if sealed bid.

- Dept’s Min. Bid Price (optional) $_____

- Fixed Asset Custodian should understand that if there are no offers at the min. bid, property will be returned to the Department.

III. [ ] DESTRUCTION (Following approval by resolution, the Department must render property physically inoperative, in appearance & in effect, and dispose of it.)

IV. [ ] TRADE-IN & PURCHASE OF REPLACEMENT ITEM (Attach copy of P.O. which must indicate the trade-in value received in the transaction.)

- P.O. NUMBER:_____

- CAPITAL/ATTRACTIVE ASSET NO. OF REPLACEMENT ITEM:_____

By signing below I, hereby attest that I have examined the above named property and rendered the opinion contained herein concerning the property’s usefulness and estimate of fair market value. It is my opinion that the fair market value of said property is $_____. I, hereby, request that the above named property be disposed of in the manner described herein. I affirm that I have, and will retain stewardship of this property, including its physical storage, until the property is formally declared as surplus and the method of disposition is approved by Resolution of the SREC governing board, and I will complete the physical disposition as approved, and in accordance with all applicable laws and regulations.

NOTE: This form only documents a Department’s request to declare property as surplus. The request & disposal method must be approved by SREC Governing Board.

Gerald London  

PRINT NAME OF ASSET CUSTODIAN_____

X SIGNATURE OF ASSET CUSTODIAN_____

DATE_____

Lori Markham  

PRINT NAME OF EXECUTIVE DIRECTOR OR DESIGNEE_____

X SIGNATURE OF EXECUTIVE DIRECTOR OR DESIGNEE_____

DATE_____

ROUTE/EMAIL COMPLETED COPIES TO: Purchasing, SREC Finance and retain a copy for your own records.
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SREC Monthly Stats
Board Meeting | May 18, 2023

April Call Stats

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<th>Call Type</th>
<th>Number of Calls</th>
<th>Avg Hold Time</th>
<th>YTD Calls</th>
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<td>Emergency</td>
<td>27,897</td>
<td>:14</td>
<td>99,305</td>
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<tr>
<td>Non-Emergency</td>
<td>21,622</td>
<td>:24</td>
<td>81,178</td>
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Monthly Comparison
49,519 April 2023 Total
5.24% increase from April 2022

181,088 YTD Total
2.4% decrease from 2022

Dispatch Stats

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<th>Dispatched Calls</th>
<th>YTD Calls</th>
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<td>30,703</td>
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<td>Law</td>
<td>16,973</td>
<td>65,059</td>
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Crime Check Reports: 3,073 (11,744 YTD)
Online Reports (Cop Logic): 443 (1,921 YTD)

Staffing

SREC Staffing - as %

As of 5/15/23

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<th>On the Floor</th>
<th>With CTO</th>
<th>Academy</th>
<th>Open</th>
<th>Total Budget</th>
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<td>64*</td>
<td>13</td>
<td>8</td>
<td>24</td>
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*Includes Academy Instructor.

Hands on Chest

IAED standard: 120 secs or less
46 seconds
Time represented from call received to start of instructions for bystander compressions

Time to Queue
for ECHO calls
22 seconds
Recognition of medics call type code to completion of key questions

Next Academy: June 6

24 applicants hired in first 6 months of 2023 vs. 24 applicants hired in all of 2022.
So many awards!

SREC employees recognized for the outstanding work they do at SREC

Brandi Stephens was chosen by the Spokane County EMS Council for her excellent work with two specific incidents where she provided amazing service to our citizens with two CPR saves in 2022. These calls were recognized by those she served and by Dr. Edminster.

WA APCO NENA recognized John Heglin as the Technician of the Year for 2022 and Amy Sullivan as Trainer of the Year for 2022. John Heglin was recognized for his outstanding service to his team, his incredible attitude and willingness to always lend a hand, and his long-built career knowledge of our 911 systems. Amy was recognized for her commitment to leadership through service, her excellence as a CTO, and her contributions to SREC’s training program.

Brandi will be attended a ceremony earlier this month to celebrate her award, and John and Amy will be attending the APCO NENA Fall Conference to be recognized at their banquet.

Telecommunicators Week was a hit at SREC

National Public Safety Telecommunicators Week may be over, but we’ve still got all the feels from the well wishes, treats, and words of thanks our employees received between April 9-15. While we appreciate SREC employees all year long, this special week is a time to really celebrate them and this year did not disappoint.

Airway Heights Police Department, Spokane County Fire District 4, and Spokane Valley Fire Department stopped by with goodies for all, and Spokane Fire Department and numerous other agencies shared their thanks by email and on social media. It’s truly a privilege to work with so many fine agencies!

SREC featured in APCO International Mag

CO’s lived and work experience with autism shared as training

SREC and our very own Raegan Hays have been recognized in this quarter’s “Public Safety Communications: The Official Magazine of APCO International”. Not only does this article recognize the amazing work Raegan does as a mom AND a Communications Officer, but it also showcases our agency on the international level.

Additionally, the magazine aligned the article with an international Continuing Dispatch Education (CDE) Exam, providing credit for APCO recertifications. This is great exposure our agency and highlights our strength. We are so proud to have so much talent and expertise at SREC, and the ability to be able to shine the spotlight on that talent is amazing!

We appreciate Raegan’s willingness to share her story and her expertise. We are fortunate to have her on our team!