

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
December 21, 2023

1. Call to Order and Roll Call

Chief Cody Rohrbach called the meeting to order at 8:00 a.m. The following Board members were in attendance:

Board Members

Cody Rohrbach (Chair) – Spokane County Fire District 3
John Nowels – Spokane County Sheriff's Office
Chief Dave Ellis – Spokane Valley Police Department
Chief Brian Schaeffer – Spokane Fire Department
Chief Frank Soto, Jr. – Spokane Valley Fire Department
Assistant Chief Howard Johnson – Spokane County Fire District 4
Scott Simmons – Spokane County
Garrett Jones – City of Spokane
Gayne Sears – Citizen Representative

Staff

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Dusty Patrick, Technical Services Director
Jeff Tower, HR Manager
Heather Thompson, 911 Operations Manager
Brandon Childs, Technical Projects Manager
Kelly Conley, Communication and Media Manager
Kari Kostelecky, Training Coordinator
Jenni Folden, Finance Analyst
Megan Schneider, HR Analyst
Bradley Dilg, CAD Administrator
Bre Kostelecky, Public Records Specialist

Auxiliary Partners/Guests

Lonnie Rash, SCFD8
Nathan Jeffries, SCFD9
Ken Johnson, SCFD 10
Brian Werst, WBM
Patrick Burch, Fire Commissioner
M. Andrews

2. Consent Agenda

Brian Schaeffer motioned to approve the minutes from the November 16, 2023, regular meeting. Dave Ellis seconded. All were in favor. Motion carried.

3. Action Items

a. County Asset Management ILA

Lori Markham read, "The County desires to authorize SREC to coordinate, conduct and facilitate the operation, maintenance and management of the County's public-safety communications infrastructure, licenses and agreements, including, but not limited to, County assets presently used for the operation and maintenance of the County's PSAP, emergency communications dispatch center and the radio communications system in conjunction with the operation of SREC." Lori added the agreement was

originally put in place when SREC went live, but it has since lapsed. Brian Werst explained the new agreement is the same as the other but the term has changed and now includes an evergreen clause so SREC is not put in the same situation with the ILA expiring. Lori added the agreement essentially gives SREC the authority to continue managing the system. Brian Schaeffer motioned to approve the ILA. Howard Johnson seconded. All were in favor. Motion carried.

b. Broadlinc Contract

Dusty Patrick stated the Broadlinc contract was included in the Board packet and discussed and reviewed at length between the three parties' legal teams: Spokane County, Broadlinc and SREC. The topic has been briefed to the SREC Board several times. Contract language includes monitoring access to the site, maintenance, adding and removing of equipment and SREC's ability to power down the equipment if there is interference. The contract has been approved and signed by the Broadlinc Board and approved by the BoCC (Board of County Commissioners), who will sign once approved and signed by the SREC Board. Brian Schaeffer motioned to approve the Broadlinc contract. Scott Simmons seconded. All were in favor. Motion carried.

c. Hexagon Contract

Cody Rohrbach stated this will be discussed further during the closed session.

d. SCGI Contract

Lori Markham explained SCGI (Stuart Consulting Group) is the consultant group SREC has used over the past few years for employee development, leadership, training and consulting on larger projects in change management. The contract is for the upcoming year and includes consulting for some larger projects (CAD system, phone system, new facility) to ensure staff is prepared for these larger changes; the cost is \$104,000. Lori reminded the Board that Stuart Consulting is Dr. De Hicks. Brian Schaeffer motioned to approve the contract with SCGI. Scott Simmons seconded. All were in favor. Motion carried.

4. New Business

a. Spokane County Fire Commissioners Association

Cody Rohrbach introduced Fire Commissioner Patrick Burch. Patrick thanked the Board for the opportunity to speak. Patrick explained he is the Spokane County Fire Commissioners Association President and the Board Chair for the Spokane Valley Fire Department Board of Fire Commissioners. Patrick stated he is here to ask some questions and get more information as there are some concerns with the recent fee schedule that came out and the exclusion of the Spokane Police Department (SPD) as part of that fee schedule. It appears there is a potential of gifting of taxpayer funds to another agency that is not part of an agency's taxing district. Patrick furthered that there was some legal perspective was provided in an email yesterday but wanted to get more clarity and the perspective of the Board. Cody explained there was an email exchange late yesterday on this topic and Brian Werst provided some legal comments surrounding the topic related to gifting of public funds versus government to government and the equitability, or potential of subsidization based on the services provided to SPD and the user rate model for all the participating agencies of SREC. Cody explained it is a complicated topic and has been discussed previously with the SREC finance and legal teams, to include the different funding streams, in comparison to the services provided to SPD and what the equivalent would be if they were a member of SREC. Lori Markham added this is all in reference to the 1/10th sales tax and House Bill 1155. This was brought up a few months ago when there was concern if SPD would be paying their

portion of the new CAD system. Lori stated their response was that the 1/10th tax should be paying for that. Lori furthered that at that time her and the finance team reviewed what it would look like if SPD contracted with the County under HB1155 for their apportionment of the 1/10th and determined they would fall short of funding for the services they are receiving. Lori furthered that the intent of the 1/10th was for the regional effort for communications of Spokane County. Regardless of the funding source all the money is put towards the regional effort. HB1155 changed that by bifurcating dollars out, but at this time there is no agreement between the County and the City of Spokane for apportionment of those funds. Lori believes there is no desire on the part of the BoCC to push for that bifurcation, as the goal of the County is a regional system. The savings agencies were supposed to see as a Regional system are not as great due to the fact SPD has chosen not to join the regional effort and therefore the rate model and funding sources had to be reevaluated and the SREC Board will need to decide how to move forward. Brian Schaeffer asked why he was not looped into the conversation regarding the possibility of gifting funds. Cody explained it happened late yesterday afternoon and after discussing with legal, it was not an issue of gifting of funds, but rather a question of equitability. Brian Werst explained that in his evaluation there is not a legal prohibition in this instance, but rather a policy issue. Patrick stated he believed it does apply as a gifting issue since Spokane Valley Fire Department's payments, which funds come from Spokane Valley taxpayers, are subsidizing services being provided to SPD, who's tax payers lie within the City of Spokane, not Spokane Valley. Brian Werst clarified it is still not a violation of the State Constitution, but there is certainly a policy consideration for all the agencies involved; the case law is clear regarding gifting of funds, and government agencies can subsidize each other.

Patrick referenced the 2024 Budgeted Cost of Services analysis done and asked why the SFD radio portion was taken out twice. Lori stated she did not have that paper in front of her but would gladly talk with him and the finance team more after this meeting. Patrick asked then if the difference of \$2.8M listed at the bottom of that page was what SPD would still owe after getting the 1/10th money. Lori explained the intent of that analysis was to represent what it would look like if SPD took the 1/10th apportionment, based on population, against what their portion (usage) of the radio and crime check services are, as well as administrative fees because they do not participate in the regional system, so there is overhead that needs to be included; the difference is the \$2.8M that SPD would owe SREC. The intent in that analysis was to make sure it was clear that the CAD system could not be paid for by the 1/10th monies. At this point there is no contract in place between the City and the County for the City to take the apportionment, so they are continuing with the regional effort in that regard and the decision lies with the BoCC.

Scott Simmons explained there are two separate threads; one is the agencies who are a member of SREC and have realized the more cost-effective model, i.e., SFD has realized it is much more financially feasible to be a part of SREC rather than stand alone, individually it is more expensive because you are not getting the economy to scale the regional system has. The other element is HB1155 which considers the apportionment of the 1/10th dollars based on jurisdictions who want to opt into that and to date, SPD has not opted in. This goes back to the cost analysis that was done, to demonstrate that if SPD did take the apportionment they would end up in an upside-down position. The amount of the 1/10th taxes they would receive would not be equivalent to the cost of services they are receiving from SREC. Scott added he agreed with Brian that it is not a gifting of funds, but a policy determination of equitability and how costs are shared in the system itself. Patrick asked if SPD was charged for any services in 2023 and if SREC was providing any services at all. Lori explained their dispatch is done on their own and the only services SREC is providing are the ones the tax dollars

are meant to pay for; initial 911 call taking (911 excise tax), radio and crime check services (1/10th of 1% sales tax). Patrick stated that helped clarify that piece and in reference to the policy discussion what is the plan moving forward to help make the picture for the whole County look better and bring everyone together. Scott reiterated there are the two elements here; one being the City and if they want to take the apportionment dollars out, or keep those in the system and enjoy the benefits of being part of the system; and the second is whether SPD, now or in the future, choses to join SREC and the dispatch area of the system. Scott furthered there is not a policy decision that lies with the SREC Board as HB1155 places the choice with the City of Spokane as the eligible jurisdiction. Patrick thanked the Board for the explanation.

5. Old Business

a. New Facility Update

Lori Markham explained the County passed a resolution to agree to go into lease with SREC for the site next to the Sheriff's Training Facility. This means SREC can move forward with the new facility process. In January Lori will begin putting the building committee together and looking at different methods of project management and construction. Lori thanked Brian Werst for his help and guidance in getting this started. Lori asked again for volunteers for the building committee and reiterated that it didn't have to be a Board member, but possibly someone in their agency with knowledge or expertise in the area. Scott clarified the resolution sets forth intent on the part of the BoCC. Scott wanted the SREC Board to have some clarity that the BoCC did intend to lease the site to SREC. This resolution is not the lease agreement itself, that will be forthcoming.

b. CAD Update

Cody Rohrbach stated this will be discussed during closed session.

c. Cheney Update

Lori Markham explained she has heard nothing further from Cheney but is under the impression they are working on some internal agency negotiations. The intent still seems to join SREC, but not sure exactly when.

d. HB1155 Update

No new updates. Scott reminded the Board there was a draft ILA presented to the City, but it might be held off until the new administration takes office. Cody Rohrbach reiterated HB1155 was what facilitated pulling numbers out and the cost analysis which has created current conversations.

6. Staff Reports

a. Operations

Kim Arredondo introduced Kari Kostelecky, the new Training Coordinator who comes with 30 plus years of training and accreditation experience. Erin Lowe, the new Training Administrator, will be filling that role at the beginning of the year. The Operational package reflects average hold times are going down, mainly due to lesser calls in November than October and trainees becoming more proficient. There are training oversight boards scheduled this week and we expect to see a handful of the trainees from the September academy hit the floor. The law sheet reflects a high overview and if there are any agencies that would like a dashboard created specifically for them, please contact Kim or the two CAD Administrators, John Collins and Bradley Dilg. The 911 time reflects from the time of call creation in 911 until ready to dispatch, in seconds. The dispatch time reflects time from ready for dispatch until first unit dispatched, in seconds. Kim reminded the Board that SREC does not have a lot of control over the second one as there are a lot of variables to it, so there may not be much value in it. The priority 1

and priority 2 data now reflects the top ten call types that are closed out as priority 1 or a priority 2. The top ten call types represent 67% of all priority 1 and priority 2 calls. Dave Ellis agreed with Kim regarding the dispatch time and that it is not necessarily valuable information since SREC does not have full control over it and shouldn't necessarily be held accountable for it.

Kim added SREC will be putting out a member survey to all the member agencies in January. This will be one of two surveys that will be sent out to get a better idea of how SREC can serve the agencies; what is working and what is not working. The survey should be distributed through each agency all the way to line staff and boots on the ground. The Fire dispatch statistics are pulled directly from Priority Dispatch and can not be adjusted to the 90th percentile. The next academy for Report Technicians will be on January 8, 2024, not January 14th as noted in the packet. As of right now there are three new hires for that academy, would like to have had four to finalize the last piece of the live report taking to begin at the beginning of the year; so it may not be until the end of February. The next academy for Communication Officers is scheduled for January 29, 2024.

b. Technical

Dusty Patrick stated the repairs to the Booth Tower have been completed and the tower is now functioning at 100%. Dusty thanked the partners at County purchasing in helping get this complete. A cybersecurity tabletop exercise was completed last month. Consultants were brought in and presented three scenarios that could happen to the agency. There was great regional participation as the SREC network is directly connected to Spokane County and the City of Spokane, so there were IT representatives from both jurisdictions participating. Dusty explained SREC passed with very high scores in every area, and showed to be prepared technically in prevention, had a plan in place to identify and mitigate attacks, and have the right people in the room at the right times to make critical decisions. Dusty stated IT Manager, Bryce Leming was invited to be a panelist at the second annual Inland Empire Cybersecurity conference as a subject matter expert. This speaks to the caliber and resources SREC has in its IT, CAD and GIS teams as they are not only recognized as experts internally, but regionally as well. Cody Rohrbach added that the GIS team was recognized in the County Wildland after action review for the Oregon and Grey Fires for the work done on the evacuation mapping, the technical expertise, and dispatch in general, including the work of SPD dispatch. Dusty added the County after action review was well attended by SREC and the Technical Services teams where they not only received accolades, but also constructive feedback. Dusty explained the feedback will be used to put together some subgroups on the radio and GIS sides of the house to improve upon the systems in place, determine ways to utilize the system better in these events, and using this time of year to accomplish this work and gather the feedback and needs from the end users. Dusty would like to have some decisions made by March on what we want to see the system look like, so that testing and implementation can be completed prior to fire season. Interviews for the IT Applications Manager were held this week, and hopefully making a conditional job offer by the end of the week with onboarding being done mid-January.

c. Finance

Jenni Folden stated that all anticipated revenue has been received for 2023 and work continues on year-end items. Finance is beginning preparations for next year's audit.

d. Human Resources

Jeff Tower stated the last month was spent processing the seven new hires for January and HR is working on their year end work; W-2's for employees, last bill for WCIA, etc.

e. Administration

Lori Markham reminded the Board that the SREC Board retreat is scheduled for Friday, January 12, 2024 at 0900 and will begin with some training from the legal team and then training from De Hicks, SCGI. Lori added that the Strategic Planning workshop is scheduled in February which will be over three days. Lori explained this is exciting and important as we look back at the previous Strategic Plan, and look forward towards SREC's future and the major projects that are coming up. Lori thanked the Board in advance for any time they are able to attend over those three days.

Lori reminded the Board that a removable wall is planned for the dispatch room between SREC dispatch and SPD dispatch. The wall has been purchased and the contract is out for bid and will hopefully be completed in the beginning of January. Cody Rohrbach stated he had discussed with Lori that SPD had reached out in regard to the wall and offered to move their dispatching into SFD's old dispatch room, but that would be cost prohibitive. Cody asked if the Board or Lori had any other input. Lori explained that option was brought forward to SPD a couple years ago when SREC was needing to expand its space, but SPD did not want to do that. Since then, SREC has invested a considerable amount of money outfitting that room to fit its needs, moving dispatch consoles cost roughly \$150,000 when it was done a couple years ago due to the amount of equipment associated with them and the vendor has to tear the console down completely and then rebuild it in the new space; the wall will cost less than \$30,000. Additionally, that room has also provided more office space for SREC staff.

Cody welcomed Lonnie Rash back and is excited to have him back. Cody explained that Lonnie served as Howard Johnson's proxy on the SREC Board and Ken Johnson filled that role in Lonnie's absence. Cody thanked them both for their participation and continued engagement.

Scott Simmons explained he has been in a couple of State legislative meetings over the last couple weeks and Representative Timm Ormsby has mentioned both times he is considering a bill, similar to HB1155 which apportions the 1/10th dollars, this one will apportion the 911 excise tax. Scott wanted this on the Board's radar and from his understanding there is a misconception on the side of Representative Ormsby about what the 911 excise tax is used for, so some clarification and education would be helpful. Lori furthered SREC is the primary PSAP and as the primary PSAP for Spokane County all 911 calls are routed to SREC first. Additionally, that tax has been pretty stagnant the last couple years and not anticipated to increase, but possibly decrease going forward. The 911 excise tax is strictly to cover 911 call receiving and the 911 phone system. Currently the tax is not completely covering those items and a new phone system will be needed in the next five to six years. The previous phone system cost roughly \$8M. SPD does receive the services from SREC provided by the 911 excise tax. SREC takes the initial call and then transfers them to SPD if within their jurisdiction. SPD does triage their own calls once the calls are transferred to them as they are not a part of the regional system. SPD does not pay for any portion of the phone system, including maintenance or upkeep. Lori stated that if this happens it will create a lot of frustration throughout the State. Adam Wasserman with the State 911 Office has offered his time for conversations to help bring clarity to the issue.

7. Open/Public Comment

No open/public comment.

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

As allowed by RCW 42.30.110 (1)(i), it is anticipated the Board will take action. Chair Rohrbach closed the meeting at 8:53 a.m. and estimated the Board would open the meeting in 20 minutes.

At 9:13 a.m. the Board announced the session would be extended 10 minutes.

At 9:20 a.m. the Board announced the session would be extended 5 minutes.

The meeting moved to open session at 9:26 a.m.

Brandon Childs explained SREC has been in contract negotiations with Hexagon for a new CAD system and have now reached an agreement. Some of the negotiated items SREC brought forth included a reliability period. The reliability item ensures the system is stable after go-live and includes the stipulation that for thirty consecutive days the system remains uncorrupted. If there is an issue Hexagon is there to address it and the counter restarts at day one. The negotiations also included milestone payments, so the final payment will be due after the system has been stable for those thirty consecutive days. Also included, is the allowance of internal interface production which will assist as the real time crime center matures and the ability to internally build those and other fire interfaces. Section 5 includes supporting troubleshooting over five to seven years as the system matures and grows. The current build time is eighteen to twenty months, but due to fire season go-live will mostly be the Fall of 2025. The build schedule, dates and milestones will be firmed up during the kickoff meetings in January or February. The contract period is sixty months at which time there will be an annual option for maintenance contracts. The initial software cost which includes, licensing, building and initial annual maintenance is \$3.3M and roughly \$500K annually after that. On the server side and required network components side, those are still being finalized, but should be between \$1 and \$1.5M. There are continued conversations with SPD through Shawna Ernst and she has been provided these numbers as well as SPD's average call history of the last five years and their percentage used of the entire system, which is roughly 47%. SREC has requested allocation of funds from SPD based on that percentage. This is not an upfront cost, Hexagon has provided a milestone payment schedule that includes nine milestone payments. The initial 10% will be due at project kickoff with several steps following and then the final 5% due at the completion of the thirty-day reliability period. Brian Schaeffer motioned to approve the Hexagon contract. Howard Johnson seconded. All were in favor. Motion carried.

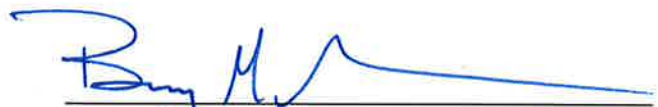
9. Adjourn

Adjourned at 9:30 a.m.

The next Regular Governing Board meeting is scheduled for January 18, 2024, at 8:00 a.m.



Board Member
Governing Board



Board Member
Governing Board