

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
February 15, 2024

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
Chief Brad Richmond – Airway Heights Police Department (Vice Chair)
Sheriff John Nowels – Spokane County Sheriff's Department
Chief Dave Ellis – Spokane Valley Police Department
Assistant Chief Tom Williams – Spokane Fire Department
Chief Frank Soto, Jr. – Spokane Valley Fire Department
Assistant Chief Howard Johnson – Spokane County Fire District 4
Scott Simmons – Spokane County
Maggie Yates – 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
Tim Henry, Finance Manager
Heather Thompson, 911 Operations Manager
Brad Kane, Dispatch Operations Manager
Brandon Childs, Technical Projects Manager
Kelly Conley, Communication and Media Manager
Michelle Coker, IT Applications Manager
Kari Kostelecky, Training Coordinator
Jenni Folden, Finance Analyst
Megan Schneider, HR Analyst
Bradley Dilg, CAD Administrator
John Grey, Fire Dispatch Supervisor

Auxiliary Partners/Guests

Lonnie Rash, SCFD8
Nathan Jeffries, SCFD9
Ken Johnson, SCFD 10
Brian Werst, WBM
Erik Lamb, Spokane Valley
Adam Wasserman, State E911
Jim Walkowski, SCFD9

2. Consent Agenda

Brad Richmond motioned to approve the minutes from the January 18, 2024, regular meeting. Howard Johnson seconded. All were in favor. Motion carried.

3. Action Items

a. Bidirectional Amplifier Test and Monitoring Equipment

Dusty Patrick explained the equipment is due to NFPA codes requiring new and existing facilities to have adequate radio coverage inside the building. The equipment will allow

the radio shop to test the bandwidth for the radio equipment. The solution for the business is to purchase a bidirectional amplifier on their own and have it configured to the specifications the radio shop has given the County that meet the specifications of the radio network. The radio shop will then test to ensure it meets the specifications and will not cause interference on the network. The equipment is not only to test the bandwidth but equipment will also be placed on three of the tower sites and monitor the traffic so if there are any changes the radio shop is immediately notified and changes can be made or turned off as not to cause system instability. The quote is included in the packet and the cost is roughly \$154,000 for the hardware and \$76,000 for four years of support and maintenance. The funds will come out of the systems and supplies budget. Howard Johnson motioned to approve the purchase of the bidirectional amplifier test and monitoring equipment. Tom Williams seconded. All were in favor. Motion carried.

b. RAVE AppArmor Mobile App

Dusty Patrick explained this would be for a SREC application for smartphones and give the public easy access to everything that is SREC; branding, evacuation mapping, online reporting, reporting fireworks, important notifications, etc. SREC leadership has seen examples of apps other centers around the Country are using and who Have seen a decrease in call volume because information was easily accessible via the app. This is the direction technology is going and the future SREC needs to keep up with. The County has seen over 300,000 third party downloads daily. The quote is included in the packet and is roughly \$57,000 annually, for three years. Lori Markham reiterated the County continues to grow and SREC staff can only grow as fast as it can, this gets more information to the public and is the direction the public and users are moving, one stop shopping. This provides opportunities for SREC to connect with the community and provide accurate up to date information they can rely on. SREC will manage the content, RAVE manages hosting, updating, compatibility with new phones, etc. Brad Richmond motioned to approve the purchase of the mobile app. Howard Johnson seconded. All were in favor. Motion carried.

4. New Business

There was no new business.

5. Old Business

a. HB2258

Lori Markham explained the bill did not make it off the house floor for a vote, so it is dead for 2024. The bill could be reintroduced for 2025. Lori introduced Adam Wasserman from the State 911 Office.

b. New Facility Update

Lori Markham stated her and Brandon Childs met with the project manager at the Spokane International Airport where they are using the alternative build project and will be providing some documentation. The RFQ (request for quotes) should be going out soon for a contract manager. Lori added there has been communication with the County and legal to start the framework for the land lease for the new facility. Scott Simmons reminded the Board the County has used the progressive design build and has resources available to SREC regarding the process.

c. CAD Update

Brandon Childs explained work continues on the kick-off meeting agenda and once that is finalized invites will be sent out. The kick-off is scheduled for March 19, 2024, and save -a-dates will be sent out next week. Everyone is welcome, the morning will start off with a general session and then break off into technical sessions. More details to come.

Brandon stated there is a demo day scheduled for February 29, 2024, for MDCs (Mobile Digital Communicator) for Fire users. There will be three vendors, Streetwise, Hexagon and Tablet Command. Invites were circulated throughout the Fire agencies. Now that there is a contract in place with Hexagon, their roadmap can be seen so there will be more information available for their product versus the demo day last year.

Brandon asked the Chair of the SREC Board for permission to form a new subcommittee for the purpose of leadership discussions regarding the new CAD system, i.e., duplicate unit identifiers, and as the project moves forward more instances will present themselves. The term of the subcommittee will be the duration of the project. The subcommittee will be similar to the CAD Executive team but will include both law and fire agencies. After go-live of the new CAD system, the subcommittee can be re-envisioned to be more of an advisory group like the CAD Core team now. Cody Rohrbach stated the intent would be specific to CAD, composed of law and fire users and act as a technical advisory committee. Lori Markham added that they need to be decision makers for both Law and Fire groups. Per SREC's bylaws, it is the Chair who authorizes subcommittees, once authorized SREC can put out the guidelines to the Law and Fire groups as to what/who they are looking for to be on the subcommittee. Cody stated he overall supports the concept and would like to get information out on intent to the user groups. Brandon added they would like to see three to four representatives from each discipline. Cody asked if there were any concerns from the Board moving this forward. There were no concerns. Lori and Brandon will begin the process of getting information out and forming the subcommittee. Cody reminded the Board to have as much representation as possible from the member agencies at the February 29th demo day and March 19th kick-off.

d. Cheney Update
No further update.

d. HB1155 Update
Scott Simmons stated he met with Garrett Jones a couple weeks ago and reminded him that the draft ILA (interlocal agreement) was sent by the County back in October 2022, and there still has been no response. Scott resent the ILA to Garrett and the City attorney reminding them that there is a need to have it executed no matter what direction they decide to go. There is a new administration at the City of Spokane and they need to get brought up to speed.

6. Staff Reports

a. Operations

Kim Arredondo explained the new crime check process starts on February 20th. Kelly Conley has created some surveys to send out to the community, so those will be sent out with crime check reports for the report technicians and also coplogic reports. Kim added they would really like some feedback on the coplogic side as there have been technical difficulties in the past and this can help determine if there may be another path for online reporting with the new CAD system. Kelly will also be doing a large media push for the new process on social media but will wait to do a press release until a little time has passed and any issues can be worked out, maybe about three weeks. This process will be a shift in workload for the report technicians as they will be learning how to multi-call process. Additionally, the QA Supervisor is leaving to pursue a career in nursing, so a recruitment was held and selection made, so she will mentor with the current QA Supervisor for a couple months before she leaves.

Kim explained there was a little dip in 911 and crime check calls, but an increase in crime check and online reports. Kim went through the operations report and dispatch stats. Kim celebrated the CTO's (certified training officers). In 911 there were eighteen new hires trained and retained in 2023 as well as four in the January 2024 academy and four more expected in February. Currently there is a trainee in Fire and one in Law with a second going to Law next week and possibly another. The vacancy rate shifted a bit from last month as the FTE number was updated to reflect what the Board approved for 2024.

b. Technical

Dusty Patrick stated the new IT Applications Manager has been onboarded and is working on the new scheduling software. Joe Sacco, GIS Manager, has scheduled a meeting with subject matter experts next Wednesday in fire and law regarding the wildfires last year to get feedback. This should allow enough time to implement changes and conduct testing before fire season. Dusty thanked the participating agencies for their engagement, support and work on evacuation mapping. Work continues with Broadline and the project at Coe Road. They are in the final clean up stages. The radio shop continues with radio reprogramming.

c. Finance

Tim Henry stated work continues on closing out 2023 and will submit that data to the State Auditor's Office as well as the County Auditor. A draft of the annual report will be presented to the Board before submitted to the State Auditor's Office. The finance team is also beginning set up for the 2024 budget.

d. Human Resources

Megan Scheider stated that Human Resources conducted sixty-three background interviews in 2023. Megan added she is finishing total compensation sheets for each employee for 2023. HB1055 amended eligibility requirements PSERS (Public Safety Employment Retirement System) for telecommunicators, those who answer emergency and nonemergency calls, will now be eligible to join that retirement system. There will be an open enrollment for employees June 1st to September 2024 where current employees will have the option of switching retirement systems; employees hired after June 1, 2024, will automatically be placed in the PSERS system. The main difference is the retirement age; in PESRS employees with ten years of service can retire at sixty instead of sixty-five and receive 100% of benefits. Service credits paid into PERS count towards eligibility in both. Employees must be vested in both systems to receive a benefit from both systems. Lori Markham explained this is what the State has been pushing for, for many years to get telecommunicators reclassified from secretarial to public safety. This is a huge benefit for the telecommunicators.

e. Administration

Lori Markham thanked all those that were able to participate in the Strategic Planning process last week and anticipates the report being complete in the next couple of weeks. Kelly Conley will be sending out a type of report card from the last Strategic Planning document and reflect on what SREC has accomplished. Lori reminded the group the Board Retreat is next Friday, February 23, 2025. Cody Rohrbach thanked the work that was done and appreciated the opportunity to engage. Gayne Sears also thanked the group for the engagement and opportunity.

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 unknown if the Board will take action.
Chair Rohrbach closed the meeting at 8:44 a.m. and estimated the Board would open the meeting in 20 minutes.

At 9:04 a.m. the Board announced the session would be extended 15 minutes.

At 9:21 a.m. the Board announced the session would be extended 15 minutes.

At 9:36 a.m. the Board announced the session would be extended 10 minutes.

At 9:46 a.m. the Board announced the session would be extended 10 minutes.

At 9:56 a.m. the Board announced the session would be extended 5 minutes.


The meeting moved to open session at 10:01 a.m. No action was taken.

9. Adjourn

Adjourned at 10:01 a.m.

The next Regular Governing Board meeting is scheduled for March 21, 2024, at 8:00 a.m.

Board Member
Governing Board



Board Member
Governing Board