

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
June 20, 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

Chief Cody Rohrbach – Spokane County Fire District 3 (Chair)  
Chief Brad Richmond – Airway Heights Police Department (Vice Chair)  
Undersheriff Michael Kittilstved – 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  
Gayne Sears – Citizen Representative

Staff

Lori Markham, Executive Director  
Brad Kane, Dispatch Operations Manager  
Tim Henry, Finance Manager  
Jeff tower, HR Manager  
Brandon Childs, Technical Projects Manager  
Kelly Conley, Communication and Media Manager  
Jenni Folden, Finance Analyst  
Megan Schneider, HR Analyst  
Bradley Dilg, CAD Administrator  
Eric Olson, Fire Dispatch Supervisor  
Breann Kostelecky, Public Records Specialist

Auxiliary Partners/Guests

Jeff Galloway, WBM  
Don Malone, SCFD10  
Nathan Jeffries, SCFD9  
Lonnie Rash, SCFD8  
Morgan Koudelka, Spokane Valley  
Damon Gardella, Klosh Group

**2. Consent Agenda**

Howard Johnson motioned to approve the minutes from the May 16, 2024, regular meeting and the minutes from the May 24, 2024, special meeting. Brad Richmond seconded. All were in favor. Motion carried.

**3. Action Items**

a. New Facility RFQ Recommendation

Lori Markham explained the RFQ (request for quotes) closed on June 4, 2024, and two proposals were submitted. The building committee (Lori, Brandon Childs, Frank Soto, Jr., Dave Ellis, Lonnie Rash) met to review and score the proposals. Lori and Brandon interviewed the top candidate on Monday to ensure it would be a good fit and have a deeper conversation on the project itself. Brandon explained the two submittals were the Klosh Group and Turner & Townsend Heery. The committee gave Turner & Townsend Heery 91 out of 100 and the Klosh Group 64 out of 100. The interview with Turner &

Townsend Heery went very well and they were able to address all the questions Lori and Brandon had. Brandon added that if the Board approves hiring Turner & Townsend Heery as the owner's representative then they will immediately begin the State application process for the alternative delivery method. Lori explained the ideal timeline would have SREC moving into the new facility during the fourth quarter of 2026. Lori did not receive the financial piece until late last night which is why it was not included in the Board packet, but she would like to enter into contract with Turner & Townsend Heery as soon as possible in order to meet the August deadline for the State application for the alternative delivery method. The total cost is \$769,000, which has not been negotiated or reviewed by legal yet, but Lori asked the Board for approval to enter into contract with them and reminded the group there is \$500,000 earmarked in the 2024 budget for items associated with the new facility. Dave Ellis stated that after reviewing the proposals, there was a clear number one and he felt very comfortable moving forward with Turner & Townsend Heery. Frank Soto, Jr. and Lonnie Rash both agreed with Dave. Scott Simmons explained he was very familiar with the firm and would be a good choice. Scott asked what was included in the \$769,000. Lori explained that it was for the full three years and included all the project and construction management throughout. Brad Richmond motioned to approve entering into contract with Turner & Townsend Heery. Tom Williams stated he was concerned moving forward without legal having reviewed it yet. Lori added that nothing will be signed until finance and legal have had a chance to review it. Scott Simmons seconded and clarified the motion is to allow the Executive Director to enter into contract negotiations with Turner & Townsend Heery subject to financial and legal review and then enter into contract. All were in favor. Motion carried.

#### **4. New Business**

No new business.

#### **5. Old Business**

##### **a. New Facility Update**

Lori Markham stated there are some wastewater management concerns at the site and has had discussions with Scott Simmons and other people at the County, as well as an engineering firm and will be talking with legal later today to discuss options.

##### **b. CAD Update**

Brandon Childs stated there was a workshop a few weeks ago that was very successful and there is another one scheduled for next week that will include the CAD Core Team, dispatch team and mobile unit. Brandon explained that participation has been good and the conversations productive. Brandon will also be inviting people from the Axon team to ensure a successful interface between CAD and the record management system (RMS).

##### **c. Cheney Update**

Lori Markham stated an SLA (service level agreement) has been signed with Cheney with a date of July 1, 2024, but that date could change depending on when Cheney is ready. Lori explained SREC is working on the operational side to prepare as well as moving radios over so SREC is ready. Brad Richmond stated this is very exciting especially for the West Plains to have that connectivity and have everyone on the same system, better for all the agencies and citizens of the West Plains. Cody Rohrbach stated he agreed and a press release from Fire District 3 went out. Scott Simmons explained the Board of County Commissioners (BoCC) was briefed as they have to have an interlocal agreement with Cheney for the IT oversight and RMS side of things. The BoCC should be approving the ILA next Tuesday.

## 6. Staff Reports

### a. Operations

Brad Kane explained dispatch is preparing for and excited for Cheney to join. Brad presented the operational report. 911 and Crime Check calls are down from last year, but up from last month. Average hold times continue to decrease and crime check and online reports continue to increase. Crime check surveys are still trending positively. The next steps portion continues to trend low and SREC will work with its law enforcement partners to help address that issue and get citizens answers to understand that process. Lori added one of the difficulties is educating the citizens on crimes that are unsolvable. Kelly added that the survey shows that citizens are more aware of what their next steps are and reminded the group an email is sent out to everyone that makes a report and includes their incident number, phone number to the agency handling the report as well as a link to request a copy of the report. Brad continued the dispatch statistics continue to increase. The nurse navigation with SFD (Spokane Fire Department) went live on Tuesday. Scott Simmons asked what the qualifications were and if the caller is asked if they want to be transferred to the nurse line. Lori explained there is a predetermined list of codes and the caller can be transferred if the call qualifies. Brad added the caller is given the option to be transferred to the nurse line, they are told that they are eligible for an alternative response type rather than going to an ER, they can be transferred and the nurse line goes through their triage process and either provides help and assistance or transfers them back to SREC if it is determined to be an emergency; at any point in the process the caller can ask to be transferred back to SREC for an emergency response. Scott asked what third party the nurse line was. Brad explained it is provided by AMR, who has a nurse call center in Texas 24/7 to take those calls. Scott asked what the costs were. Lori explained it is part of the City of Spokane's contract with AMR, no cost to SREC. Scott reiterated that SREC employees have gone through a significant amount of training and this service is specifically done for the City of Spokane, no other agency is using it. Brad continued that EMD statistics show that time to queue for echo calls is significantly down from last year and hands to chest times also continue to decrease. Staffing vacancy is at 6% currently and there is a lot of movement into Dispatch for training.

### b. Technical

Lori Markham stated the evacuation application is live and can be utilized for wildfire hazmat evacuation. It is functioning with Code Red, though there were some issues during the District #3 fire with some coding problems, but those have been fixed. There is a new portal for the area fire coordinators to use, showing how many square miles or acres are in an evacuation area, how many structures and how many people are impacted. This was presented to the area coordinators on June 13, 2024.

The radio shop provided training to the Sheriff's leadership team on May 30, 2024, and Lori encouraged the group to reach out to SREC to provide refresher training on the radio system; the system went live in 2012 and there has not been a lot of training since. The radio shop continues to work on training videos so those can be sent out to agencies as well.

### c. Finance

Tim Henry stated the team continues to monitor the 2024 budget and a 2<sup>nd</sup> quarter report will go to the Board for the next meeting. Continuing internal budget work on the 2025 budget and on standby for 2023 until they hear from the State Auditor's Office later in the summer.

d. Human Resources

Jeff Tower explained he had the quarterly meeting with WCIA last month and there will not be a double digit increase in rates, probably 2% to 5%; the final number will come out in December. Negotiations have started, due to Communication Officers being reclassified as Public Safety, as of June 6, 2024, they will now be part of binding arbitration. Jeff explained this adds a layer of complexity as we rely on comparables, which is in flux depending on the City of Spokane. Lori added there are still some office staff and radio technicians who do not meet the qualifications for binding arbitration, so they may be forming a third union. The first negotiations meeting is this afternoon with the supervisor group. Cody Rohrbach asked what the criteria for the comparables are. Jeff stated jurisdictions use assessed property values, population, geographic proximity, etc., Jeff explained he looked at four factors; the population the integrated center serves, tax revenue, incoming calls and size of the agency and came up with five or six comparables he will present to the union today.

e. Administration

Lori Markham explained Kelly Conley continues work on the new SREC application to go live on July 1, 2024. The application will be free to citizens and give them access to evacuation maps, fireworks reporting, etc.

Lori and Cody Rohrbach met with Spokane County Commissioner Mary Kuney, Representative Mike Volz, Maggie Yates and Matt Boston from the City of Spokane last month to discuss finances and concerns from the Mayor's letter. It was an introductory meeting, there is another one scheduled for tomorrow and looking at having meetings every two weeks until the August 24, 2024, deadline. Cody added it was a productive meeting and summarizing concerns from the Mayor's letter, service levels, finances and governance. There are different opinions on reserves and how to fund the future facility.

July 1, 2024, is SREC's five-year anniversary and the team is working on putting together an overview of accomplishments and celebrating the incredible staff and their dedication to the community. Lori stated she is looking forward to celebrating this milestone, and SREC is no longer a new regionalized center, but a regionalized center.

**7. Open/Public Comment**

No open/public comment.

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

No closed session.

**9. Adjourn**

Adjourned at 8:30 a.m.

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



Board Member  
Governing Board



Board Member  
Governing Board