

SPECIAL MEETING
SPOCOM BOARD
SEPTEMBER 6, 2018

Meeting Minutes

1. Call to Order and Roll Call

Bryan Collins called the meeting to order at 1:30 p.m. The following Board members were in attendance:

Board Members:

Bryan Collins, Spokane Valley Fire Department & SPOCOM Chair
Brian Schaffer, Spokane Fire Department
Theresa Sanders, City of Spokane
Craig Meidl, Spokane Police Department
Gerry Gemmill, Spokane County
Mark Werner, Spokane Valley Police Department
Cody Rohrbach Spokane County Fire District 3
Randy Johnson, Spokane County Fire District 4

Board Alternate

Jeff Tower, Spokane County Sheriff's Office

Staff:

Steve Reinke, Executive Director

Auxiliary Partners:

Kirstin Davis, Spokane County 911
Ariane Schmidt, Regional Project Manager
Valerie Keegan, Spokane Regional Emergency Communications Systems
Laura McAloon, McAloon Law

a. Review and Approve Minutes from August 20, 2018 Special Meeting

Craig Meidl motioned to approve the minutes from the August 20, 2018 Special Meeting. Gerry Gemmill seconded, and the motion carried.

2. Action Item

a. Resolution 2018-1 Appoint a Claims Agent

Executive Director Steve Reinke informed the Board that a claims agent must be appointed and recorded with the auditor's office by statute. A Board

Secretary or Clerk is not required as the Chair can sign, but the Board could choose to appoint one. Theresa Sanders moved to approve Executive Director Reinke as the claims agent. Randy Johnson seconded, and the motion carried.

3. Executive Director Update

a. Public Education

Kirstin Davis reported that the SPOCOM video had been launched through City of Spokane's Facebook page as well as Spokane County's Facebook page. This resulted in a minimum of 100,000 followers receiving the video. City of Spokane has received 5,200 views, and there have been a total of 50 shares. City of Spokane also put this out on Twitter twice, and they have 18,000 followers there. A draft website was then presented. SharePoint items are being moved onto this page so individuals with questions can be referred to it. Agendas and minutes will be linked here, and the website is close to going live.

b. Entity Naming and Logo

Kirstin Davis presented name submissions ranked according to Board preferences. The top six choices will be sent out to all employees for feedback and ranked according to votes.

c. Liability Insurance

Executive Director Reinke has contacted Washington Cities Insurance Authority and Enduris. Enduris indicated WCIA could better serve SPOCOM's needs. Premiums will be prorated for the remainder of the year, and additional coverages can be added when needed. He was directed to move forward with requesting an agreement for review.

d. Review the Three Action Items Developed in the Strategic Positioning process

- **Human Resources** – Executive Director Reinke stressed the need to define what HR means. He noted that there is no unit to bargain with for the new entity. He will be reviewing existing contracts with Jeff Tower. He hopes to have meetings approximately once weekly, and he is asking that overtime be approved for these meetings. He also wants to review medical benefit options, and he wants to look at finding a company to package a healthcare option. He needs to understand the current medical plans, determine what is reasonable, and then shop that plan.
- **Change Management** – Executive Director Reinke noted upcoming changes with the CAD interface. He is not inclined to take on any new projects unless directed by the Board. He emphasized that he didn't feel it was in the best interest to pick a hard date for the new center to "go live" rather it should be when we are ready. The roadmap created by

SCGI was referenced as it identified some things that need to happen in order to set a go live date.

- **Technology Challenges** –Executive Director Reinke will be meeting with City I.T. as well as County I.T. to discuss technology challenges.

e. Social Security

Executive Director Reinke discussed the option to opt in or out of Social Security. If the Board does not opt in before joining PERS it will be up to the employees to choose whether or not they wish to participate by a majority vote. He wants to put an email out to employees seeking feedback that includes links to IRS information.

f. Transition Leadership Team

Executive Director Reinke is speaking with various managers. Jeff Tower has been assisting. He doesn't have anyone else specifically identified, and he needs more time to choose a team.

g. Financial Overview

Executive Director Reinke expressed the need to identify costs and structure for the new entity. He stated that revenue streams would first need to be identified. Structure, capital costs, and all identifiable costs would need to be recognized as if this were a brand new organization. He encouraged individuals to assess whether or not they were happy with the current structure and, if not, identify what they want it to look like and identify their service level goal. A staffing model would then be designed around that. Concerns were expressed, and some preferences were to identify what we can afford and work back from there. Executive Director Reinke is concerned that if a service model isn't identified then needs won't be identifiable. These needs could be recognized as the goal moving forward while making the structure work within the existing budget. The Board can assess what fits into the current budget as well as identify long term goals and variables moving forward with an attempt to minimize overtime costs and vacant positions. A promise has already been made that service will be "as good or better." Executive Director Reinke anticipates this process taking a couple of months.

4. Open/Public Comment

None.

5. Review applications for Public Employment

a. Executive Session Announcement

Bryan Collins adjourned the meeting to Executive Session at 2:19 p.m. for approximately 10 min. The Executive Session was extended for 6 minutes at 2:29 p.m. The Executive Session was extended for an additional 10 minutes at 2:35 p.m. The Executive Session was then extended for an additional 5 minutes at 2:45 p.m. The meeting was called back into regular session at 2:50 p.m.


6. Next Meeting

The next Special Board meeting is scheduled for September 20, 2018.


7. Adjourn

Theresa Sanders made a motion to adjourn the meeting. Gerry Gemmill seconded the motion. The meeting was adjourned at 2:50 p.m.

Signatures:



Bryan Collins, Chair
"SPOCOM" Governing Board



Member
"SPOCOM" Governing Board

9/20/2018
Date

Approved

9/20/18
Date

Corrected and Approved