

**SPECIAL MEETING
SPOCOM BOARD
JULY 18, 2018**

Meeting Minutes

1. Call to Order and Roll Call

Bryan Collins called the meeting to order at 1:00 p.m. The following individuals were in attendance:

Bryan Collins, SVFD
Valerie Keegan, SRECS
Gerry Gemmill, Spokane County
Randy Johnson SCFD 4
Donnie Quitugua, SCGI
Dr. De Hicks, SCGI
Jeff Tower, SCSO
Mark Werner, SVPD
Mel Polomis, 911
David Heglin, SCSO
Brian Asmus, LLPD
Kirstin Davis, SPOCOM Communications
Trish Andersen, SVFD
Craig Meidl (by phone)
Theresa Sanders, City of Spokane (by phone)
Brian Schaeffer, SFD (by phone)

- a. Review and Approve Minutes from July 2, 2018, meeting

Brian Asmus made a motion to approve the minutes from the July 2, 2018, meeting. Gerry Gemmill seconded, and the motion carried.

Gerry Gemmill made a motion to approve the minutes from the July 13, 2018, meeting. Brian Asmus seconded, and the motion carried.

2. Review applications for public employment

Bryan Collins adjourned the meeting to Executive Session at 1:03 p.m. for approximately 20 minutes. The Executive Session was extended for 5 minutes at 1:23 p.m. The Executive Session was extended for an additional 5 minutes at 1:28 p.m. The Executive Session was extended for an additional 2 minutes at 1:33 p.m. Bryan Collins called the meeting back into regular session at 1:35 p.m.

3. Board Action – Executive Director Recommendation

No action taken.

4. Transition Team Update

a. Logo/Branding Options

Two logo options, designed by DH, were presented for consideration. It was noted that Spokane County 911 has not been established as the official name, but the name on the logo could be changed in the future once an official name is chosen. The first logo option was favored, but attendees agreed that staff should be asked for input. This item was tabled to the next meeting.

b. HR Discovery Meeting Recap

A meeting was held with Archbright July 17, 2018. They will review current positions, salary ranges, etc., to build the future structure. Bryan Collins stressed the importance of assuring existing employees that they will have their jobs without reapplying. He will work with Kirsten Davis to draft a letter for current employees providing assurance regarding positions, salaries, and benefits, while carefully avoiding any promises that may not be able to be met in the future. The letter will be sent to the Board for review, and a plan for distribution will then be determined.

c. Upcoming Financials Overview

Valerie Keegan has been working on an asset analysis. This is a huge task and may take longer than the initial plan to have it done by late July. Contracts are also being reviewed, I.T. will present information to Bryan Collins. A request was made for information regarding what each entity paid for dispatch in 2017 or 2018. This will help in planning for 2019. This will be a standing item on future agendas.

5. Strategic positioning project

De Hicks requested names of suggested participants for the upcoming strategic positioning. Names are to be emailed to Donnie Quitugua by close of business July 19, 2018. He stressed that participants should be subject matter experts with an eye toward the future. He explained that strategic positioning will be a three-step process yielding initiatives for the next 18 months. The Executive Director will turn these initiatives into a work plan. He also encouraged Board members to be involved in the process any or all days if possible.

6. Adjourn

Theresa Sanders made a motion to adjourn the meeting. Randy Johnson seconded the motion. The meeting was adjourned at 2:16 p.m.