

Special Meeting Minutes
Spokane Integrated Communications Center Public Authority (SPOCOM)
October 4, 2018

1. Call to Order and Roll Call

Chief Brian Asmus called the meeting to order at 1:35 p.m. The following Board members were in attendance:

Board Members

Chief Brian Asmus (Vice Chair) – Liberty Lake Police Department
Sheriff Ozzie Knezovich – Spokane County Sheriff's Department
Chief Craig Meidl – Spokane Police Department
Chief Brian Schaffer – Spokane Fire Department
Chief Mark Werner – Spokane Valley Police Department
Chief Cody Rohrbach – Spokane County Fire District 3
Theresa Sanders – City of Spokane

Board Alternate

Undersheriff Jeff Tower, SCSO

Staff

Steve Reinke, SREC Executive Director

Auxiliary Partners/Guests

Ariane Schmidt, Regional Project Manager
De Hicks, SCGI
Donnie Quitugua, SCGI
Lt. Shawn Kendall, Spokane Police Dispatch
Amy McCormick, Spokane County 911
Valerie Keegan, SRECS
David Heglin, SCSO Dispatch
Kirstin Davis, Spokane County 911
Cherell Yates, Spokane County 911
Brad Kane, Spokane Fire Dispatch

- A. Review and Approve Minutes from September 20, 2018 Special Meeting.
Jeff Tower motioned to approve the minutes from the September 20, 2018 Special Meeting. Mark Werner seconded. All were in favor. Motion carried.

2. Action Items

- A. Retain Anastasi, Moore and Martin, PLLC for Accounting Purposes
Valerie Keegan said at the direction of Tonya Wallace (Spokane County, CFO) SPOCOM needed to hire an accounting firm for minor accounting items until the agency could establish its own system. The PPLC already provides the same service for the West Plains PDA. Steve Reinke said he anticipated roughly 10 hours a month, maybe a little more in the beginning. Steve Reinke said the engagement letter was reviewed and approved by legal counsel, and asked the Board for their approval. Theresa Sanders motioned to retain Anastasi, Moore and Martin, PLLC. Jeff Tower seconded. All were in favor. Motion carried.

B. Resolution 2018-4 Ratifying Board Actions

Steve Reinke said the Resolution and Charter that formed the PDA calls for resolutions for certain actions that are not the same in both documents. Steve Reinke provided excerpts from the documents for the Board to review. Further discussion on those items will be addressed under agenda item #3. Approval of Resolution 2018-4 will confirm several previous Board actions including retaining Anastasi, Moore and Martin, PLLC. Theresa Sanders motioned to approve Resolution 2018-4. Mark Werner seconded. All were in favor. Motion carried.

C. Revise Board Meeting Dates and Times

Steve Reinke said the special meetings scheduled for the first Thursday of the month at 1:30 pm conflict with another meeting some of the Board members need to attend. Steve Reinke asked if the meeting time could be changed from 1:30 pm to 7:30 am and the Board agreed. Kirstin Davis will send new calendar invites to reflect the time change.

3. **Discussion/Possible Action Items**

A. Resolution and Charter Revisions

a. **Actions which require resolutions:**

Steve Reinke explained the BoCC needs to open the Resolution to change the agency name from SPOCOM to SREC. Steve Reinke said with the Resolution opened other items can be addressed as well, including aligning the Charter and Resolution. Excerpts were included in the Board packet. Steve Reinke asked the Board to approve him working with legal counsel to align the documents and make edits to the sections regarding actions which require resolution. Theresa Sanders cautioned the Board to make sure any potential changes that may be needed be included so the Resolution is only opened one time. The Board agreed.

B. Cheney Police Department Equipment Request Response

Steve Reinke provided a proposed letter to respond to Cheney's request. Theresa Sanders cautioned against referring individual agencies to the BoCC. Steve Reinke proposed asking the BoCC to empower the Board to make these financial decisions. Theresa Sanders conveyed the original intent was for the Board to make such decisions, as was the ability of the previous 911 Policy Board. Cody Rohrbach also concurred that there was historical precedent for those types of financial decisions. Steve Reinke suggested making that change to the Resolution while it is open. Brian Asmus will convey the Board's viewpoint to Cheney while the question of authority is resolved. Ariane Schmidt said the BoCC depends on the Board's expertise and the intent was not to have the BoCC involved with financial decisions outside the annual budget approval. Steve Reinke asked the Board to authorize sending the letter to Cheney with a cc to the BoCC, and move forward with changing the Resolution with the BoCC. Theresa Sanders motioned to approve. Mark Werner seconded. All were in favor. Motion carried.

C. Spokane City Council Representation Request Response

Steve Reinke provided a letter of response to Spokane City Council's request. Theresa Sanders suggested referring the City Council to the BoCC for any further inquiries with a cc to the Board. Brian Asmus asked for a motion to approve the letter with stated corrections. Ozzie Knezovich motioned to approve. Cody Rohrbach seconded. Craig Meidl cautioned there may be some political ramifications. Theresa

Sanders said this Board decided to comprise the Board of operational professionals. Ozzie Knezovich reiterated that it took many months to come to a decision on the makeup of the Board and the Board needs to stand behind that decision. The Board decided to have both Steve Reinke and the Vice Chair sign the letter. All were in favor. Motion carried.

D. Deputy Director of Technical Services Recruitment

Steve Reinke asked the Board to approve moving forward with the recruitment and hiring of a Deputy Director of Technical Services for the new agency. Steve Reinke explained ideally the candidate would be a high-level engineer and comparable compensation is in the \$120,000-\$150,000 range. Steve Reinke asked for the Board's authorization to continue the process, write the job specifications and then make the hire. The Board agreed. Steve Reinke explained that the interview panel will be comprised of engineering professionals, a couple Board members and will include De Hicks in the process as well as other subject matter experts.

4. Executive Director Update

A. Task List and Timeline

Steve Reinke said a task list and timeline was included in the Board packet. The document was reviewed in the leadership meeting held on Tuesday. He noted the July 1, 2019 date is an estimate and many sub-tasks that need to be completed prior to go-live. He plans to distribute the task list to all personnel this week.

B. EMS/Fire Call Taking Protocols

Steve Reinke explained a goal of the new agency is to be compliant with best practices and train 911 call takers on EMS and fire protocols for call taking. He said it will take many months to accomplish and will not necessarily happen by go live. Fire protocols are not currently in use, only medical and before starting he will communicate further with fire service leaders.

Steve Reinke explained that as part of the fire protocol discussion, law enforcement call taking protocols was suggested. A goal for the new agency is to be protocol based which means everyone does it the same and will follow nationally and internationally recognized principles, standards and best practices. Steve Reinke said there will be a lot more customization needed on the law enforcement side and would like to invite medical priority teams and operation personnel to meet. There will be a lot of training involved but could also have unintended benefits, i.e., IBRs, etc. Steve Reinke would like to have the company here by the end of the year to make an initial presentation and to develop a timeline from there.

C. Budget and Financial

Steve Reinke said he and Ariane Schmidt had a productive meeting yesterday with two City Council Members and Gavin Cooley. The Finance committee has a meeting in a week and will evaluate what the initial raise in costs and subsequent decrease will look like. Steve Reinke said more information should be available at the next Board meeting. Valerie Keegan said a long-term plan, staffing model, etc. is important and the priorities identified need to be funded.

5. Open/Public Comment

None.

6. Next Meeting

The next Special Board meeting is scheduled for October 18, 2018 at 7:30 am.

7. Closed Meeting to Discuss Matters Related to Collective Bargaining

A. As allowed by RCW 42.30.140(4)(a)

8. Adjourn


The Special Meeting adjourned at 2:21 pm.

The Closed Meeting adjourned at 2:35 pm.

Signatures:



Board Member
Governing Board



Board Member
Governing Board