

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
February 21, 2019

1. Call to Order and Roll Call

Chief Bryan Collins called the meeting to order at 7:32 a.m. The following Board members were in attendance:

Board Members

Chief Bryan Collins (Chair) – Spokane Valley Fire Department
Chief Brian Asmus (Vice Chair) – Liberty Lake Police Department
Chief Brian Schaeffer – Spokane Fire Department
Sheriff Ozzie Knezovich – Spokane County Sheriff's Department (via phone)
Assistant Chief Justin Lundgren – Spokane Police Department
Chief Mark Werner – Spokane Valley Police Department (via phone)
Chief Randy Johnson – Spokane County Fire District 4
Chief Cody Rohrbach – Spokane County Fire District 3
Theresa Sanders – City of Spokane
Gerry Gemmill – Spokane County

Staff

Steve Reinke, SREC Executive Director
Jeff Tower, SREC Human Resources Manager

Auxiliary Partners/Guests

Ariane Schmidt, Regional Project Manager
Valerie Keegan, SRECS
Dave Heglin, Spokane County Sheriff Dispatch
Jay Atwood, Spokane Fire Department
Lori Markham, Spokane Fire Dispatch
Bryce Leming, Spokane Fire Dispatch
Amy McCormick, Spokane County 911
Kirstin Davis, Spokane County 911
Cherell Yates, Spokane County 911
Tonya Wallace, Spokane County CFO
Shawna Ernst, Spokane County IT
Brad Kane, Spokane Fire Dispatch
Laura McAloon, McAloon Law (via phone)
Councilmember Brandi Peetz, Spokane Valley

2. Action Items

A. Review and Approve Minutes from the February 7, 2019 Meeting.

Brian Asmus motioned to approve the minutes from the February 7, 2019 regular meeting. Theresa Sanders seconded. All were in favor. Motion carried.

B. Resolution 2019-1 Authorizing Contract Novation

Steve Reinke asked the Board to approve Resolution 2019-1, authorizing him to execute novation agreements on behalf of SREC, and take action as necessary to accept novation from Spokane County for the contracts listed in the Resolution. Brian Asmus motioned to approve Resolution 2019-1. Randy Johnson seconded. All were in favor. Motion carried.

C. Tyler Fire CAD Project Charter

Steve Reinke said the Board packet included an updated charter. Ariane Schmidt explained the CCC Board and Inland Empire Fire Chiefs were briefed on the Charter and the updated

version includes a few requests from those Boards; including the BUC, explanation of the project milestones and an updated timeline. Ariane Schmidt said the go-live date is now scheduled for February 2020 to conduct parallel testing. Ariane will relay the Board's recommendation to the CCC Chairman, Chief Nielsen of District 8. Cody Rohrbach stated he had received feedback that was addressed in the Fire Chief's meeting regarding retaining the right to make changes as the SMEs during implementation. Chief Collins asked for a motion and Cody Rohrbach motioned to approve the Charter. Randy Johnson seconded. All were in favor. Motion carried.

D. Affirm Support for Cost Mitigation by Affected Agencies

Bryan Collins asked the Board to pass a motion to use the financial model which includes City of Spokane participation without impacting 911 reserve funds. Randy Johnson moved to approve the motion. Theresa Sanders seconded. All were in favor. Motion carried. Bryan Collins asked the Board to pass a second motion establishing that each participating entity would be responsible to address any current employees financially impacted by integration. Gerry Gemmill moved to approve the motion. Randy Johnson seconded. All were in favor. Motion carried. The Board also approved sending a letter to the City of Spokane and Spokane County to inform them of the Board's actions.

3. Discussion Items

A. Budget and Financial Forecast

Steve Reinke thanked Tonya Wallace and Tessa Anderson for their work in preparing several of the documents included in the Board packet. Steve Reinke explained a salary and benefits study was included which included a compensation philosophy concept for the Board's consideration. The Board will discuss the pay scales and job summaries during the closed meeting. Steve Reinke said the benefits and paid time off portions are still being worked on and may include a couple options. Steve Reinke said the financial policy summary was included in the packet and the items highlighted in yellow are existing policies at ValleyCom. Those policies had been reviewed by Valerie Keegan and Tonya Wallace and will be further refined as needed. Steve Reinke said the full policies will be presented to the Board for the next meeting. Theresa Sanders clarified that each piece is an independent action by the Board.

B. Draft Service Level Agreement (SLA) for Fire

Steve Reinke said the fire and law enforcement agreements are similar, but he focused on the fire portion first and gave the Board time to share it with colleagues to get their feedback. Steve Reinke explained there was verbiage for an option to have 911 eventually take fire and EMS calls and it would be optimal to wait until all agencies were on the same CAD system and then to allow for a training curve before that happens.

Lori Markham explained the SLAs were based on drafts started last year were only rough drafts until Fire Chiefs and operations staff members provide input. Brian Schaeffer said the SLA included the current CCC agreement with additions regarding regional impact. Ariane Schmidt asked that the LE SLA be sent to the Board for review and time to distribute to colleagues for input. Ariane Schmidt explained the LE agencies agreed to have each agency come up to the highest level of service to remain consistent, which is why it looks uniform across the agencies.

C. Go-live Organizational Chart

Steve Reinke said an updated organizational chart was included in the Board packet and the descriptions and salary ranges will be discussed during the closed meeting.

D. Administrative Policies

Steve Reinke said the table of contents for the Administrative Policies was included in the Board packet and the policies are still being developed.

E. Technical and Facility Project Update

Bryce Leming said a project kick off meeting had been held with Stantec for engineering back-up power and there would be more specifics and a timeline within the next month. Regarding the SREC domain, there is a meeting with Ednetics and Microsoft next week to discuss the software requirements, etc., and to develop an enterprise agreement. Bryce Leming said the fire suppression project is moving forward, parts are being ordered and is still on track for a March 4th start date. There was a CopLogic project charter meeting yesterday and Shawna Ernest will be leading the project.

- F. Steve Reinke presented the Board with a letter to Senator Billig in support of other Washington Counties who are asking the State Legislature to increase the threshold for the emergency communications tax to 2/10ths of 1% as discussed in the last Board meeting. Steve Reinke asked the Board's authorization to sign and send the letter. Theresa Sanders motioned to authorize the letter. Brian Asmus seconded. All were in favor. Motion carried.

4. Executive Director Update

A. Task List and Timeline

Steve Reinke presented the Board with a revised task list which reflected the critical tasks as the go live date gets closer. Bryan Collins asked if the back-up center meeting had been rescheduled. Steve Reinke said it had not, but Chief Cates was provided a draft of that agreement and the intent is to meet the following week.

5. Open/Public Comment

There was no public comment.

6. Adjourn

No further Board action was planned so the meeting adjourned at 7:53 a.m.

7. Closed Meeting to Discuss Matters Related to Collective Bargaining

As allowed by RCW 42.30.140(4)(a)

The next regular Governing Board meeting is scheduled for March 7, 2019 at 0730 hours.

Signatures:



Board Member
Governing Board



Board Member
Governing Board