

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
April 4, 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 Mark Werner – Spokane Valley Police Department (via Phone)
Chief Cody Rohrbach – Spokane County Fire District 3
Chief Randy Johnson – Spokane County Fire District 4
Chief Brian Schaeffer – Spokane Fire Department (via phone)
Chief Craig Meidl – Spokane Police Department
Theresa Sanders – City of Spokane
Gerry Gemmill – Spokane County

Staff

Steve Reinke, SREC Executive Director
Jeff Tower, SREC Human Resources Manager
Bob Schwent, SREC Technical Services Manager

Auxiliary Partners/Guests

Lt. Shawn Kendall, Spokane Police Dispatch
Ariane Schmidt, Regional Project Manager
Dave Heglin, SCSO Dispatch
Amy McCormick, Spokane County 911
Kirstin Davis, Spokane County 911
Brad Kane, Spokane Fire Dispatch
Shawna Ernst, Spokane County IT
Tonya Wallace, Spokane County CFO
Tessa Anderson, Spokane County Budget Office
Laura McAloon, McAloon Law Offices

2. Action Items

A. Review and Approve Minutes from the March 21, 2019 Meeting.

Theresa Sanders reiterated the statement during the last Board meeting regarding the necessity of an operational level review of position descriptions, reminding the Board of the importance of having current incumbents review the position descriptions of the positions they hold. Jeff Tower explained Lori Markham is organizing a meeting of the management team to review the position descriptions and feedback received. Randy Johnson motioned to approve the minutes from the March 21, 2019 regular meeting. Gerry Gemmill seconded. All were in favor. Motion carried.

B. Resolution 2019-2 Authorize Spokane County Investment Pool Investments

Steve Reinke asked the Board to approve Resolution 2019-2, authorizing SREC to enter into the pooling agreement and invest in the Spokane County Invest Pool, and also authorizing him to execute the investment pool agreement on behalf of SREC. Gerry Gemmill motioned to approve Resolution 2019-2. Theresa Sanders seconded. All were in favor. Motion carried.

C. Charter for LexisNexis On-line Reporting Software (DORS)

Shawna Ernst explained the draft charter was complete and includes a three-phase process; identify a vendor, develop work flows and policies, and implementing software. Anticipated costs include a \$32,000 upfront fee for the New World interface, \$37,500 annually for the LexisNexis piece and \$6,300 for New World annually. Theresa Sanders asked which operations groups reviewed and recommended this investment. Shawna Ernst explained the Core Team has been involved, and will continue to be, but it is just the project charter to get the project moving. Shawna Ernst said the project team has representatives from all the LE partner agencies and dispatch center. Arianne Schmidt stated that Shawna Ernst is taking a new position with SPD as the IT Director. Chief Meidl stated there needs to be a transition phase, as Shawna will not be available to continue in her current duties after beginning her new position. Shawna Ernst was asked to make a recommendation for a successor. Theresa Sanders motioned to approve the Charter. Craig Meidl seconded. All were in favor. Motion carried.

3. Closed Meeting to Discuss Matters Related to Collective Bargaining

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

Moved to closed session at 7:40 a.m., estimated 30 minutes until reconvene.

At 8:10 a.m. Steve Reinke announced the session would be extended 15 minutes.

At 8:25 a.m. Steve Reinke announced the session would be extended 10 minutes.

At 8:35 a.m. Steve Reinke announced the session would be extended 5 minutes.

At 8:40 a.m. Steve Reinke announced the session would be extended 10 minutes.

The regular meeting reconvened at 8:52 a.m.

4. Employee Compensation

Steve Reinke asked the Board to approve the SREC personnel summary 2019 proposed positions and pay ranges discussed during the closed meeting. Theresa Sanders motioned approval. Randy Johnson seconded. All were in favor. Motion carried.

5. Staff Reports

A. Administration

i. City of Spokane Participation Decision

Steve Reinke asked the Board for their approach to get a participation decision from the City of Spokane. Theresa Sanders explained there is a six-week deadline, so a final answer will be made by end of May. Theresa Sanders said study sessions with City Council, labor management discussions, union meetings, etc. are continuing and the City is preparing for both eventualities. Bryan Collins said the Board should do the same as the timeline is getting shorter and decisions need to be made. Theresa Sanders said she will share with the Board what the City is preparing for the upcoming meetings. Arianne Schmidt said there were some technical impacts resulting in financial impacts discovered during the Fire CAD build to be added and she will advise Lori Markham of the details.

B. Operations

i. Service Level Agreements (SLAs)

Steve Reinke said SLAs are still under development with customer agencies and Lori Markham is developing the fire dispatch transition plan.

iii. Rapid SOS and Text to 911

Amy McCormick stated Rapid SOS was launched on March 11. The software is an additional resource to gather location information when a citizen calls 911, increasing location frequency and accuracy. Amy McCormick said the service is inhibited if individual cell phone users turn off location services.

Amy McCormick said 911 is in the process of implementing text to 911 so it is integrated with the 911 phone system now that the State's conversion to the new network is complete.

C. Technical

i. IT and Facility Projects

Bob Schwent explained the infrastructure projects are proceeding well, the next steps are the logistics for payment. Bob Schwent stated how impressed he is with the great participation from both City and County IT regarding the development of the project charter for the SREC domain and a project charter should be ready for Board consideration next month.

ii. Radio System

Bob Schwent explained partial replacement of older microwave equipment has begun. Bob Schwent said he will be sitting with dispatch next week to see how they use technology and their work flow processes.

D. Finance

i. Financial Software System Deployment

Ariane Schmidt said the BoCC authorized the Tyler contract and funding. The annual Tyler Conference is next week which includes sessions on Incode. Ariane Schmidt explained critical tasks are being established in order to be accomplished by July 2019, but the complete project will continue throughout the year and she reminded the Board SREC is starting as a brand-new entity with no data conversion from the City or County, saving time and money.

Valerie Keegan explained an interim payroll solution is needed and a proposal from ADP has been received. 911 data can be downloaded from their current scheduling software directly into ADP instead of having to build a whole new install. She was impressed with the customized services they can offer as well as the price point. Tonya Wallace and Arianne Schmidt are reviewing the proposal and noted there will be more financial decisions as the go-live date approaches.

ii. Financial Policy Deployment

Valerie Keegan explained policies are being developed.

E. Human Resources

i. Hiring Planned for July 1st

Jeff Tower said go-live is still scheduled for July 1, 2019 and reiterated current employees will not have to go through a formal application process. When ready, packets will be given to employees including benefits, pay and offers of employment. Traditional paperwork such as I-9s, W-4s, etc., will need to be completed.

ii. Position Descriptions

Jeff Tower reiterated the plan for operational review. Bryan Collins clarified the review will include employees doing the job. Operational groups such as Fire and

Law Enforcement are welcome to review the documents. Steve Reinke explained the SLAs outline the service to be provided to customer agencies by SREC SMEs.

6. Open/Public Comment

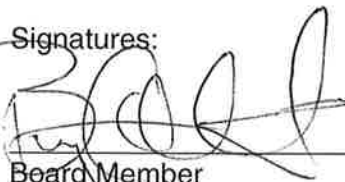
Steve Reinke thanked Tonya Wallace and Tessa Anderson for all their work in putting the budget and financials together. Gerry Gemmill reiterated Steve's sentiments.

7. Adjourn


Adjourned at 9:07 a.m.

The next regular Governing Board meeting is scheduled for April 18, 2019 at 0730 hours.

Signatures:



Board Member
Governing Board



Board Member
Governing Board