

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
April 18, 2019

1. Call to Order and Roll Call

Chief Bryan Collins called the meeting to order at 7:30 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 Randy Johnson – Spokane County Fire District 4
Chief Brian Schaeffer – Spokane Fire Department (via phone)
Undersheriff Dave Ellis – Spokane Sheriff's Department
Assistant Chief Justin Lundgren – Spokane Police Department
Theresa Sanders – City of Spokane
Gerry Gemmill – Spokane County

Staff

Lori Markham, SREC Deputy Director
Jeff Tower, SREC Human Resources Manager
Bob Schwent, SREC Technical Services Manager

Auxiliary Partners/Guests

Jay Atwood, Spokane Fire Department
Lt. Shawn Kendall, Spokane Police Dispatch
Ariane Schmidt, Regional Project Manager (via phone)
Dave Heglin, SCSO Dispatch
Amy McCormick, Spokane County 911 (via phone)
Valerie Keegan, SRECS
Kirstin Davis, Spokane County 911
Cherell Yates, 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 (via phone)
Assistant Chief Howard Johnson, SCFD 4

2. Action Items

A. Review and Approve Minutes from the April 4, 2019 Meeting.

Brian Asmus motioned to approve the minutes from the April 4, 2019 regular meeting.
Randy Johnson seconded. All were in favor. Motion carried.

B. ADP Contract and Resolution 2019-3

Valerie Keegan said the ADP contract and resolution was included in the Board packet. The contract is for an interim solution for payroll and services will be provided on an as need basis. Valerie Keegan reiterated that ADP already has an existing platform with schedule express, so next step is to get all employees entered into schedule express. Theresa Sanders stated that the Finance Committee reviewed the contract and supported it. Brian Asmus motioned to approve the ADP Contract and Resolution 2019-3. Theresa Sanders 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 7:33 a.m., estimated 20 minutes until reconvene.

At 7:56 a.m. Bryan Collins announced the session would be extended 10 minutes.

The regular meeting reconvened at 8:04 a.m.

4. Employee Compensation

Bryan Collins asked the Board to take action on the amended pay tables discussed during the closed meeting. Randy Johnson motioned to approve the amended pay tables specific to the inclusion of employees in probation or trainee status. Gerry Gemmill seconded. All were in favor. Motion carried.

5. Staff Reports

A. Administration

No updates.

B. Operations

i. Service Level Agreements (SLAs)

Lori Markham said Spokane Police Department completed their SLA's and Steve Reinke is now reviewing. Lori Markham explained Spokane Fire Department is still editing, but will be finalized and ready to present at the CCC Board meeting on Monday, April 22, 2019. Randy Johnson said the SLA is on the agenda for that meeting and will be articulated as an action item. The Sheriff's Department SLA is still being worked on. Lori Markham asked that a timeline be created to get the Police and Sheriff's SLA's completed.

ii. Fire Dispatch Transition

Lori Markham said she and Jay Atwood would begin the logistics on how transition will take place. If the City decides not to join the Regional partnership, then Fire Dispatch will have to be split and the task will become that much greater.

Randy Johnson asked if there was any movement on when the City would make their decision. Theresa Sanders explained their final study session with City Council is on May 16th and that City Council has until May 31st to decide. Randy Johnson asked that the Board articulate to City Council a final date to decide and a last chance to opt in date. There was discussion surrounding the operational impacts the longer the City takes to decide as well as the negative impacts on the employees themselves without definitive answers to many questions. Gerry Gemmill asked if City Council truly understands the impacts of opting-out of the Regional partnership, including representation on the Board. Theresa Sanders stated that the City Council's questions have been answered and the models explained to them.

The Board decided that a letter will be drafted and given to City Council at the conclusion of the next study session. Brian Schaeffer explained he has been talking with City Council members and trying to explain the consequences of opting out of the Regional partnership, i.e., having a stake in the organization versus just being a user if they choose to opt in later. He doesn't believe they truly understand the risks and operational consequences. The letter the Board will draft will include a summary of the consequences and a week deadline to make a decision. The decision will then be

presented to the BoCC, if the decision is made to opt out, since the make-up of the SREC Governing Board will need to be restructured. Bryan Collins, Lori Markham, Steve Reinke and Jeff Tower will draft the letter to present at the next Board meeting for approval and signatures. The earliest the City would have the opportunity to opt in, if they chose not to join the Regional partnership now, would be 2021.

C. Technical

i. IT and Facility Projects

Bob Schwent said the Fire Suppression project is almost complete. The UPS project is still pending completion due to payment logistics.

a. Domain Project Charter

Bob Schwent explained the draft charter was included in the Board packet for the Board's review only, no action to take on it today. Bob Schwent said it would be beneficial if the IT person who will be working on the domain could be hired sooner rather than later, so they are a part of the development process.

ii. Radio System

Bob Schwent explained replacement of 5 microwave paths have begun. He is working with Shawna Ernst on the push-to-talk piece for Tyler and bridge the gap with Motorola. The microwave path changes will impact end-users with more capability, reliability and capacity. There is also a request from Fire for reprogramming. Bob Schwent said he has been able to sit in with 911 call receivers, Sheriff and Fire dispatchers to see and better understand work flow processes, still needs to sit in with Police dispatch.

D. Finance

i. Financial Software System Deployment

Valerie Keegan said she is beginning to complete the work Tyler needs to get the deployment started.

ii. Financial Policy Deployment

a. Draft Travel Policy

Valerie handed out high-level concepts for the draft travel policy which include a travel coordinator and approval processes. The intent is to have a per diem policy.

b. Draft Budgetary Control and Management Policy

Valerie Keegan handed out high-level concepts for the draft policy. She reiterated the Finance Committee established that reporting is an important element, so it will be imperative to get input from everyone on what types of reports will be needed for each Department and what the Board would want for budget review processes. There are currently five different operations, so it will be important to capture all budgetary sections.

E. Human Resources

i. Position Descriptions

Jeff Tower stated that the operation managers met with their teams, came together and have completed the updated position descriptions.

6. **Open/Public Comment**

Dave Heglin stated that Sheriff's Dispatch is struggling. Employees are frustrated with the pay-scales that were released last week, and some even thinking about leaving. Dave stated the employees are concerned medical benefits will become more expensive which will also affect

pay. There is too much waiting on the City's decision to opt in or out, and would leave only 30 days to move forward operationally and split Fire dispatch. Theresa Sanders said it is good that Council 2 meetings have begun to start addressing some employee concerns.


Randy Johnson introduced Assistant Chief Howard Johnson from Spokane County Fire District 4 and said that he would be his proxy when Chief Johnson was not available.

7. Adjourn


Adjourned at 8:43 a.m.

The next regular Governing Board meeting is scheduled for May 2, 2019 at 0730 hours.

Signatures:



Board Member
Governing Board



Board Member
Governing Board