

Special Meeting Minutes
Spokane Regional Emergency Communications Governing Board
June 13, 2019

1. Call to Order and Roll Call 7:30 a.m.

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 Office
Assistant Chief Justin Lundgren – Spokane Police Department
Cody Rohrbach – Spokane County Fire District 3
Howard Johnson – Spokane County Fire District 4
Chief Mark Werner – Spokane Valley Police Department
Theresa Sanders – City of Spokane
Gerry Gemmill – Spokane County

Staff

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

Auxiliary Partners / Guests

Lt. Shawn Kendall, SPD Dispatch
Amy McCormick, Spokane County 911
Tonya Wallace, Spokane County
Tessa Anderson, Spokane County
Kirstin Davis, Spokane County 911
Heather Wood, Spokane County 911
Cherell Yates, Spokane County 911
Dave Heglin, SCSO Dispatch
Brad Kane, Spokane Fire Dispatch
Chris Cavanaugh, City of Spokane
Laura McAloon, McAloon Law Offices
Erin Jacobson, Archbright (via phone)
Donnie Quitugua, SCGI (via phone)
Dee Hicks, SCGI (via phone)

2. Closed Meeting to Discuss Matters Related to Collective Bargaining

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

Chair Collins closed the meeting at 7:32 a.m. for 10 minutes.

At 7:42 a.m. Steve Reinke announced the session would be extended 10 minutes.
At 7:52 a.m. Steve Reinke announced the session would be extended 10 minutes.
At 7:52 a.m. Steve Reinke announced the session would be extended 5 minutes.
At 7:57 a.m. Steve Reinke announced the session would be extended 5 minutes.
At 8:02 a.m. Steve Reinke announced the session would be extended 5 minutes.
At 8:07 a.m. Steve Reinke announced the session would be extended 5 minutes.
At 8:12 a.m. Steve Reinke announced the session would be extended 10 minutes.

At 8:22 a.m. Steve Reinke announced the session would be extended 10 minutes.
At 8:32 a.m. Steve Reinke announced the session would be extended 10 minutes.
At 8:42 a.m. Steve Reinke announced the session would be extended 5 minutes.
At 8:47 a.m. Steve Reinke announced the session would be extended 10 minutes.
At 8:57 a.m. Steve Reinke announced the session would be extended 10 minutes.

The meeting returned to open session at 9:07 a.m.

3. Action Items

A. Actions related to closed meeting

No action related to the close meeting was taken.

B. Resolution 2019-5 Adopting a July through December 2019 Budget

Tonya Wallace explained the updated resolution included a change in the partner agency contributions to account for the partial year and did not change the contribution total for the whole year. Also included is a break out of operating costs plus capital expenditures. The budget management and appropriations policy will be provided at the next Board meeting. Gerry Gemmill motioned to approve Resolution 2019-5. Theresa Sanders seconded. All were in favor. Motion carried.

4. Discussion and Possible Action Items

A. Considerations related to the City of Spokane participation in SREC

Cody Rohrbach explained that he, another Board Member and staff met with two of the City Council members last Monday and a second meeting is scheduled for Monday, June 17th.

5. Staff Reports

A. Operations

Lori Markham stated engagement work groups will begin over the next few weeks. The groups will be employee driven and will establish SREC's mission and value statements, which will be brought to the Board for a yes or no vote. She also noted fire dispatch is still evolving.

B. Technical

Bob Schwent explained updates to the CCB 48-volt power system is almost complete. The rewriting of code plugs for fire radios is in progress. He also said work on the capital budget and leases is continuing. Cody Rohrbach asked if the updates regarding code plugs from Whitman County had been received. Bob Schwent said he would check.

C. Finance

Valerie Keegan explained the general ledger implementation and work on the public dashboard for the Board has begun. The budget is being loaded and accounts payable will be the next phase. A meeting with ADP is scheduled to put the final pieces in place for payroll. Agreements with labor are being developed to provide employee's options for vacation payouts.

Theresa Sanders asked if the issue regarding lag pay had been addressed. Steve Reinke said employees were given an option for a one-time, no interest pay advance to cover the gap.

D. Human Resources

Jeff Tower explained internal applications were provided to call receivers for those interested in transitioning to dispatch. The goal is to hire two dispatchers from 911 to begin soon after July 4th depending on schedules. He also noted NeoGov would be live the following week and jobs would be posted for Communications Officer I, GIS Manager, HR Analyst, and a Payroll and Accounting Technician. Kirstin Davis will work on a media release. A second meeting with AFSCME Council 2 is scheduled for the afternoon to continue development of a SREC CBA..

E. Administration

Steve Reinke announced that he is slated for Federal jury duty next week. Administrative policies will be forthcoming over the next few weeks. Theresa Sanders asked for a broad staff review before coming to the Board. Lori Markham explained staff has been meeting weekly to draft the policies and they will be distributed to the Board via SharePoint.

Law Enforcement SLAs are being executed by partner agencies.

Gerry Gemmill announced that Lorlee Mizell is retiring on June 27th and thanked her for her contributions and service.

6. Adjourn

The meeting adjourned at 9:33 a.m.

The next regular Governing Board meeting is scheduled for June 20, 2019 at 0730 hours.



Board Member
Governing Board



Board Member
Governing Board