

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
October 3, 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

Undersheriff Dave Ellis – Spokane County Sheriff's Office (via phone)  
Chief Bryan Collins – Spokane Valley Fire Department (Chair)  
Acting Chief Darin Morgan – Liberty Lake Police Department  
Chief Cody Rohrbach – Spokane County Fire District 3  
Chief Randy Johnson – Spokane County Fire District 4  
Chief Mark Werner – Spokane Valley Police Department  
Gerry Gemmill – Spokane County (via phone)

Staff

Lori Markham, Executive Director  
Tim Henry, Finance Manager  
Bob Schwent, Technical Services Manager  
Brad Kane, Fire Operations Manager  
Dave Heglin, Law Dispatch Manager  
Cherell Yates, Office Manager  
Heather Wood, QA Administrator

Auxiliary Partners / Guests

Assistant Chief Howard Johnson, Spokane County Fire District 4  
Lt. Al Arnzen, Spokane Police Dispatch  
Brad Hudson, Spokane County - New World Support Team Manager  
Ariane Schmidt, New World Project Manager  
Laura McAloon, McAloon Law Offices (via phone)

**2. Consent Agenda**

a. Minutes from the September 19, 2019 Regular Meeting

Randy Johnson motioned to approve the minutes from the September 19, 2019 regular meeting. Mark Werner seconded. All were in favor. Motion carried.

**3. December 2018 Tyler NW Amendment Update**

Lori Markham introduced Spokane County IT Systems Manager, Brad Hudson, who is assigned to the New World Systems management. Ariane Schmidt explained overviews and quotes were included in the Board packet. The 2018-25673-5 document is the original proposal from December 2018 including the joint Fire and Law CAD, totaling, \$553,025. The decision was made to hold off on the Fire project and items were selected not to purchase. The highlighted items have already been installed and/or will be installed.

The highlighted items still need to be paid for. Ariane Schmidt explained some of those items include interfaces for ProQA, Twitter and a Fire records management system allowing New World to have access to pre-incident plans. The New World mobility server allows Law Enforcement users to begin vetting the tablet environment, Shield Force. Brad Hudson stated the Android version should be available around December, with a potential role out during the next version upgrade in the 2020 second quarter. The last line item allows a 2<sup>nd</sup> GIS instance, not connected to the live environment. Additionally, some items included in the original proposal, that are no longer

needed, have been removed. The \$553,025 has already been encumbered (using 1/10<sup>th</sup> funds) by the Board of County Commissioners (BoCC). Two quotes (2018-25673-6 and 2018-25673-7) were created from the 2018-25673-5 invoice have been created to encompass; the items that will be purchased now (2018-25673-6) and the items to be deferred (2018-25673-7). One of the additions to the original proposal is Shield Force licensing for Law Enforcement entities on iOS and Android, costing \$75,000. Spokane City Police and Spokane County Sheriff's Department are looking to move forward with Shield Force. Additionally, moving forward with Shield Force will result in the maturing of Scene Doc and no longer paying for the current mobile client in the future. Invoice 2018-25673-7 will be deferred for three years upon contract signing. The Board agreed to review the documents and provide feedback. Arianne Schmidt added, the 2018-25673-7 won't be applied to the annual maintenance costs until the items begin to be used.

Bryan Collins asked with all the various Fire pre-incident plans and platforms used, would all of those be available to Law Enforcement with the interface being purchased. Arianne Schmidt replied that it would, and is one of the factors in wanting to purchase the interface. Cody Rohrbach stated during the Fire Communications Advisory Board meeting there was discussion surrounding desired outcomes, including realizing time savings and is Tyler CAD the correct path to continue down. Lori Markham explained the interface for the pre-arrivals should be able to push the information over. Direction from the Board is to present a final draft at the next Board meeting for approval.

#### **4. Action Items**

##### **a. Public Safety Senior Specialists (IT)**

Bob Schwent explained the new job descriptions were included in the Board packet. The new positions will accurately staff the agency to provide the appropriate level of service. The current GIS Technician position will be reclassified as a GIS Analyst and be equivalent to a Spokane City salary. The GIS Analyst job description better aligns with the IT support needed with CAD, NG911, etc. The position will not be filled for at least six months until the SREC domain is in place.

The two Public Safety Systems Specialists will be reclassified to Senior Public Safety Systems Administrator and Senior Public Safety Network Administrator. The job descriptions have been update to more accurately align with the tasks and duties the incumbents will be required to perform, which will help to reach the appropriate applicant pool. The cost savings of reclassifying the GIS Technician to an Analyst and not filling the position for at least six months will be transferred to the cost of reclassifying the Public Safety Systems Specialists. The annual cost difference will be \$2500.00 with all three positions at top step and including benefits. Additionally, cost savings will be realized as those positions will begin doing work in-house that is currently contracted with Spokane City and Spokane County IT departments.

Cody Rohrbach motioned to approve the reclassifications of all three positions. Randy Johnson seconded. All were in favor. Motion carried.

##### **b. SREC/SFD ILA**

Lori Markham explained the ILA was included in the Board packet. Mike Ormsby, Spokane City attorney, would like the Board's signature to present the ILA to the Spokane City Council. Lori Markham added, Spokane City has not had to utilize anything that is stated in the ILA up to this point, most specifically the use of SREC personnel for shift coverage. The ILA outlines the cost for using personnel, break coverage, and a thirty-day notification of stopping the use of the ILA. Laura McAloon explained Spokane City Fire Dispatch is anticipating at least 18 months to operate on their own. Randy Johnson asked that Brian Snure review the ILA to ensure it does not change anything with the dissolution of the Combined Communications Center (CCC)

due to a breach of contract and that the ILA does not affect those assets. The ILA will be brought back to the Board after Brian Snure has time to provide feedback.

## 5. Staff Reports

### a. Operations

Lori Markham explained 911 is currently staffed at fifty-one out of fifty-two positions, but only thirty-nine of those positions are fully operational on the floor. Personnel from 911 are being transitioned to Law and Fire as staffing allows to fill those vacancies as well. The new salary range for Communication Officer I's is attracting a better candidate pool. Heather Wood has been training the report technicians the past three weeks and they will be on the floor this week, which should alleviate some of the workload from 911. Five out of the six report technician positions have been filled. Training in Fire and Law continues and Jon Adams has begun his role as the new training manager.

### b. Technical

Bob Schwent explained the focus remains on asset management with Incode. Testing has begun to fix the SRMA3 problem. SPD site programming started yesterday at their training sites, which should help resolve site preferencing issues. Bob Schwent added the radio shop has completed some optimizing in the paging systems and replacement work on Hoodoo mountain has begun. The site batteries are due next week and will be installed. The radio shop is moving forward with the domain project and code plug development. Lori Markham added a generator test will be conducted next Tuesday at 0800, temporary UPS is in place. Bryan Collins asked if the fiber connection for the BUC discussed at the last meeting, is connecting from the street to the building and asked that an agreement with Fire District 9 is in place before the project is started. Lori Markham stated she will check the status of the agreement and update the Board at the next meeting.

### c. Finance

Tim Henry explained the team is making progress implementing Incode. Transactions are now caught up from July 1, 2019. Arianne Schmidt gave kudos to Tim Henry for his work with Incode. Arianne Schmidt explained the work SREC has done on the cost allocation matrix is now being utilized as a base line template by another entity.

### d. Human Resources

Jeff Tower explained the first batch of policies and procedures are ready and will be sent to the Board for review and feedback. They have all been reviewed internally and by Archbrite. The policies and procedures will be sent to the Board members in increments to assist in the approval process.

### e. Administration

No further updates.

## 6. Open/Public Comment

No public comment.

## 7. Closed Meeting to Discuss Matters Related to Collective Bargaining

As allowed by RCW 42.30.140 (4)(a)

Moved to closed session at 8:22 a.m., estimated 10 minutes until reconvene.

At 8:32 a.m. Chief Collins announced the session would be extended 2 minutes.

The regular meeting reconvened at 8:34 a.m.

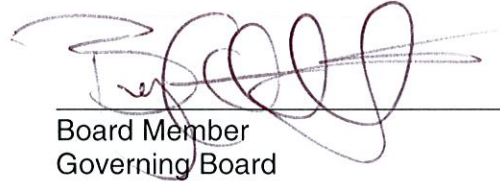
**8. Adjourn**

The meeting adjourned at 8:36 a.m.

The next Regular Governing Board meeting is scheduled for October 17, 2019 at 7:30 a.m.



Board Member  
Governing Board



Board Member  
Governing Board