

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
December 5, 2019

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

Chief Brian Asmus called the meeting to order at 7:31 a.m. The following Board members were in attendance:

Board Members

Chief Bryan Collins – Spokane Valley Fire Department (Chair) (via Phone)
Chief Brian Asmus – Liberty Lake Police Department (Vice Chair)
Sheriff Ozzie Knezovich – Spokane County Sheriff's Office
Chief Randy Johnson – Spokane County Fire District 4 (via phone)
Chief Cody Rohrbach – Spokane County Fire District 3
Chief Mark Werner – Spokane Valley Police Department
Gerry Gemmill – Spokane County (via phone)

Staff

Lori Markham, Executive Director
Jeff Tower, Human Resources Manager
Tim Henry, Finance Manager
Bob Schwent, Technical Services Manager
Brad Kane, Fire Operations Manager
Dave Heglin, Law Dispatch Manager
Jon Adams, Training Manager
Cherell Yates, Office Manager
Heather Wood, QA Administrator
Jenni Folden, Financial Analyst

Auxiliary Partners / Guests

Lt. Al Arnzen, Spokane Police Dispatch
Laura McAloon, McAloon Law Offices (via phone)
Theresa Sanders, City of Spokane

2. Consent Agenda

- a. Minutes from the November 7, 2019 Regular Meeting
Mark Werner motioned to approve the minutes from the November 7, 2019 regular meeting. Cody Rohrbach seconded. All were in favor. Motion carried.

3. Action Items

- a. Policies and Procedures
Lori Markham explained the third batch of policies and procedures were included in the Board packet. Mark Werner motioned to approve the third batch of policies and procedures. Randy Johnson seconded. All were in favor. Motion carried.
- b. Public Records Policy
Cherell Yates explained the public records policy is a combination of the policies currently used by the City of Spokane and Spokane County, and is in line with the Attorney General's model rules for public disclosure. Mark Werner motioned to adopt the Public Records Policy. Cody Rohrbach seconded. All were in favor. Motion carried.

4. Old Business

a. BUC Discussion

Lori Markham stated the contract is still being finalized by Chief Jack Cates. Lori Markham reminded the Board the intent of Fire District 9 is to remain status quo, but there is a need to have a formalized contract and she will continue working on getting the contract finalized.

5. New Business

a. 1/10th Funds Request Process

Lori Markham explained the previous 911 Policy Board had a system in place to request additional 1/10th funds. The same form will be used, but with the SREC name attached. The Board agreed to reinstate the process and the form for 1/10th budget increase requests. The previous process required agencies to submit their requests 10 days prior to the Board meeting.

b. BDS Proposal – User Fee Study

Lori Markham explained the proposal was included in the Board packet. The proposal outlines the process and the funding for the study. The process would require a few meetings with the Board to establish the Board's philosophy. BDS would then contract with IXP to understand the technical side of the business. The process would produce a model for establishing user fees. Lori stated she would move forward with the proposal unless there were any questions or objections from the Board. The Board agreed to move forward with the proposal.

Cody Rohrbach explained a request was made by Spokane City Council for information on user fees and the SREC capital budget. Lori Markham stated she replied to the request and informed them the information would be available when it was ready.

6. Staff Reports

a. Operations

Lori Markham stated Kim Arredondo has been selected as the SREC Deputy Director. Kim Arredondo is a Supervisor with Spokane City Police Dispatch and has 16 years of service. She will begin on January 2, 2020.

Lori Markham explained hiring continues in 911 and are currently at 51 out of 52 employees, with 43 of those employees on the floor. Report Technicians are fully staffed. Lori added as staffing allows, 911 employees will be promoted into Dispatch.

b. Training Manager

Jon Adams explained law dispatch is currently at 8 full time employees, with one in training. Fire dispatch is currently at 9 full time employees with 2 in training. Training continues for Supervisors and Certified Training Officers (CTOs) to align with the Adult Training Model. The 911 academy has been revamped to fit the adult training model and law dispatch training has been restructured to reduce time, now that most trainees will have back knowledge of the systems having come from 911. Jon Adams stated everything is on track to have the adult training model in place throughout the disciplines in January.

c. Technical

Bob Schwent provided a request to purchase additional mobile radios that are within the 2019 and 2020 budget. Bob Schwent explained they continue to get more requests for mobile radios.

Bob Schwent stated focus remains on filling the two senior IT positions and work on the domain project. The domain project is still on track to migrate over in January. In service programming for SPD is finishing up and site maintenance has been completed for the winter.

Lori Markham explained the Board will take action at the next meeting regarding the funding request for additional radios.

d. Finance

Tim Henry introduced Financial Analyst Jenni Folden. Tim Henry explained work continues on Incode implementation and tying in payroll and personnel management. Additionally, the department is learning the fixed asset module and standing up purchasing and accounts payable processes. Preparation has begun for implementing the 2020 budget and transacting against it. SREC will have its first BARS filing in early 2020, which will be a good confirmation for the processes being setup.

e. Human Resources

Jeff Tower explained employees have been given access to Power DMS, which will be how policies and procedures will be disseminated.

Lori Markham explained there was a meeting scheduled for today with the bargaining unit, but the Union asked to postpone the meeting for another week.

f. Administration

No further updates.

7. Open/Public Comment

Theresa Sanders congratulated SREC and the Board on their work and progress. The regional process has been years in the making and everyone has done great work.

Lori Markham stated there is a scheduled Board meeting for January 2, 2019, the day after New Year's and asked the Board if they would like to push that meeting out. The board agreed to push the meeting back.

8. Closed Meeting to Discuss Matters Related to Collective Bargaining

As allowed by RCW 42.30.140 (4)(a)

No closed meeting.


9. Adjourn

The meeting adjourned at 7:47 a.m.

The next Regular Governing Board meeting is scheduled for December 19, 2019 at 7:30 a.m.



Board Member
Governing Board



Board Member
Governing Board