

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
December 19, 2019

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

Chief Bryan Collins called the meeting to order at 7:48 a.m. The following Board members were in attendance:

Board Members

Chief Bryan Collins – Spokane Valley Fire Department (Chair)  
Chief Brian Asmus – Liberty Lake Police Department (Vice Chair)  
Undersheriff Dave Ellis – Spokane County Sheriff's Office (via phone)  
Chief Randy Johnson – Spokane County Fire District 4  
Chief Cody Rohrbach – Spokane County Fire District 3  
Chief Mark Werner – Spokane Valley Police Department (via phone)  
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  
Cherell Yates, Office Manager  
Megan Schneider, HR Analyst  
Jenni Folden, Financial Analyst

Auxiliary Partners / Guests

Assistant Chief Howard Johnson, SCFD 4  
Laura McAloon, McAloon Law Offices  
Julie Happy, Spokane Valley Fire Department  
Brad Hudson, Spokane County, New World Support Team Manager  
Ariane Schmidt, Spokane Regional Project Manager

**2. Consent Agenda**

- a. Minutes from the December 5, 2019, 2019 Regular Meeting  
Randy Johnson motioned to approve the minutes from the December 5, 2019 regular meeting. Brian Asmus seconded. All were in favor. Motion carried.

**3. Action Items**

- a. Motorola Replacement Order  
Bob Schwent explained a Motorola replacement order for mobile and portable radios was included in the Board packet. It is a planned replacement and was included in the approved budget. The replacement amount is actually less than budgeted, but there will be a larger replacement order next year. The failure rate was lower than expected and there were less subscribers to issue out, than anticipated. Randy Johnson asked for confirmation it is an already budgeted item. Bob Schwent stated yes, and the budgeted amount was \$250,000. Cody Rohrbach motioned to approve the Motorola replacement order. Brian Asmus seconded. All were in favor. Motion carried.

#### 4. Old Business

##### a. Tyler Update

Lori Markham stated the Core Team met last week and decided to create a health card for Tyler. Brad Hudson explained the team would like to include the user base to provide input on workload, outstanding items, and the overall health of the public safety system. The health card would function as a matrix to provide clarity between Tyler and the users and serve as a road map moving forward which will help make a more informed decision in the next couple years when it comes time to upgrade the system, or select a new vendor. Ariane Schmidt added the matrix will show where we were, what were the achievements, do work processes need to be adjusted, were targets and expectations met, etc. The health/score card will help the users, Commissioners and Mayors see the work and progress and be able to make an informed decision when the time comes to either make the necessary upgrades with Tyler or choose to move to a new vendor. The Tyler amendment was signed by the BoCC last week. Brad Hudson clarified they will continue to push the maintenance issues.

Bryan Collins asked if there is a formal discussion about obtaining a new CAD platform. Brian Asmus stated he was under the impression the City of Spokane had begun informal discussions. Cody Rohrbach stated he had been a part of informal discussions when desired end states and goals are being defined and discussed in the Fire Operations groups. He stated the number one priority next to responder safety is response and call time, and is Tyler able to deliver. Ariane Schmidt stated the Fire CAD was vetted with Tyler when the EMD capabilities were purchased. Tyler is ready to begin testing on the interface once SREC has initiated ProQA seats and obtain licensing from priority dispatch. Brad Hudson stated resources are committed on the Tyler side. Lori Markham explained the current interface will be used, the unknown is what the interface looks like once the EMD capabilities are installed. The EMD portion is being worked on, and will require training once implemented. The health/score card is for an overall check of the system and see how Tyler and this CAD are performing. Bryan Collins stated the health card is a great accountability piece and asked that the Tyler interface be a standing agenda item for the SREC Governing Board.

#### 5. Staff Reports

##### a. Operations

Lori Markham explained a couple trainees were signed off on the 911 side, but one was lost as well. Continuing to promote into Law and Fire dispatch as staffing allows, two possibly in the next couple months. Deputy Director, Kim Arredondo starts on January 2, 2020.

##### b. Training Manager

Lori Markham stated work is progressing on implementing the training program and the EMD process.

##### c. Technical

Bob Schwent stated work continues on the domain project, the hardware has been received, and connectivity in place. Interviews were held last week for the Network Administrator position and one is scheduled for today for the Systems Administrator position. The radio shop is continuing radio audits and programming, only about 60% was done with SPD.

##### d. Finance

Tim Henry explained the finance team continues to update Incode and is working on a new personnel management module with the HR team. Finalizing a few more transactions and have one more payroll to run for this year then will have a report to

present to the Board against the 2019 budget. After the year-end report, Tim Henry will provide quarterly reports to the Board. The final process of separating from the County should take place at the beginning of the year. Bryan Collins asked that projections be a part of those reports. Lori Markham stated the asset conveyance was approved by the BoCC on Tuesday, so that project is being finalized. The request for asset conveyance from the City of Spokane has now been directed to Mike Ormsby and the topic is on the transition plan with the City's new Administrator.

e. Human Resources

Jeff Tower stated open enrollment closed on December 6, 2019 and went very smoothly.

f. Administration

No further updates.

**6. Open/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 8:17 a.m., estimated 15 minutes, will reconvene at 8:35.  
The regular meeting reconvened at 8:35 a.m.

No action was taken.

**8. Adjourn**

The meeting adjourned at 8:37 a.m.

The next Regular Governing Board meeting is scheduled for January 16, 2020 at 7:30 a.m.



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Board Member  
Governing Board



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Board Member  
Governing Board