

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
May 16, 2019

1. Call to Order and Roll Call

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 Cody Rohrbach – Spokane County Fire District 3
Chief Randy Johnson – Spokane County Fire District 4
Chief Jay Atwood – Spokane Fire Department
Undersheriff Dave Ellis – Spokane County Sheriff's Office
Assistant Chief Justin Lundgren – Spokane Police Department
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, Spokane Police Dispatch
Ariane Schmidt, Regional Project Manager
Dave Heglin, SCSO Dispatch
Valerie Keegan - SRECS
Amy McCormick, Spokane County 911
Kirstin Davis, Spokane County 911
Cherell Yates, Spokane County 911
Heather Wood, Spokane County 911
Brad Kane, Spokane Fire Dispatch
Laura McAloon, McAloon Law Offices
Assistant Chief Howard Johnson – SCFD 4
Chris Cavanaugh – City of Spokane
Meghann Steinolfson – City of Spokane
Shawna Ernst – Spokane Police Department

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 7:33 a.m., estimated 30 minutes until reconvene.
At 8:03 a.m. Steve Reinke announced the session would be extended 30 minutes.
At 8:33 a.m. Steve Reinke announced the session would be extended 5 minutes.

The meeting reconvened in open session at 8:38 a.m.
No action related to the closed meeting was taken.

3. Action Items

A. Review and Approve Minutes from the May 2, 2019 Meeting.

Brian Asmus motioned to approve the minutes from the May 2, 2019 regular meeting. Mark Werner seconded. All were in favor. Motion carried.

B. NeoGov Service Agreement

Steve Reinke said the agreement was included in the Board Packet and has been reviewed by counsel. The cost is roughly \$12,000 for start-up and is an annual subscription. Brian Asmus moved to approve the NeoGov service agreement. Theresa Sanders seconded. All were in favor. Motion carried.

C. SCGI Contract Extension

Steve Reinke said the extension was included in the Board Packet. It is strictly to extend the existing contract between SCGI and SREC through the end of the year and not to exceed \$60,000. Brian Asmus moved to approve the SCGI contract extension. Mark Werner seconded. All were in favor. Motion carried.

D. Service Level Agreements

Steve Reinke said the Fire SLA was approved by the CCC Policy Board for adoption. Two variables included were compensation specific to each individual agency and bi-annual payments to accommodate customer agency property tax collection timeframes. The Board directed staff to substitute the user formula mechanism and to remove the annual cost so SLAs do not have to be changed or renewed each year. Jay Atwood moved to approve the Fire SLA as amended. Randy Johnson seconded. All were in favor. Motion carried.

Steve Reinke said the SPD SLA was included in the Board packet for review. Discussions about SREC's hiring and promotional processes as well as 911 and Crime Check are still in progress. Steve Reinke said service levels enhancements for 911 and Crime Check are not included. Theresa Sanders reiterated the importance of the operations groups being the ones to define SLAs. Steve Reinke said the SCSO SLA is also being finalized.

4. Staff Reports

A. Operations

i. Fire Dispatch

Lori Markham explained shifts are being designed for the 10 employees that will be employed by SREC at start-up and has built in overtime in order to meet staffing needs.

B. Technical

i. IT, Facility and Radio Projects

Bob Schwent said he is coordinating with the County regarding radio sites and leases up for renewal. He also advised the microwave upgrade for this year has been completed and another one is scheduled for Spring of next year.

Bob Schwent explained the Fire Suppression project is waiting on a final change order and will then be complete and they are in the 2nd part of the Motorola LTE radio pilot project but Motorola is experiencing some challenges.

Bryan Collins asked if the leases up for renewal are commercial or private. Gerry Gemmill suggested an agreement between County and SREC for radio sites be drafted for SREC to manage the County's assets during transition. Bryan Collins stressed caution in dealing with private and commercial parties.

Randy Johnson asked the status of the code plug updates for Fire. Bob Schwent said the first priority is getting SPD done, as some radios have not been updated since go-live, but he realizes Fire radios are critical due to the approaching fire season. He explained one request to rename zones cannot be done, as every radio would have to be touched. Bob Schwent said he sent a letter to Assistant Chief Bleeker asking which items for Fire are most critical, so staff can appropriately prioritize the work. He also noted DOT programming is complete which should mitigate some issues.

C. Finance

i. Financial Software System Deployment

Valerie Keegan thanked Bob Schwent for taking over the lease projects and assisting in capital budgeting. She said a more complete capital budget is being prepared for the next Board meeting. Bryan Collins stated the Spokane City Council has been asking for this plan. Theresa Sanders explained the City Council has been provided a capital budget, but is looking for a multi-year capital plan.

Valerie Keegan explained Ariane Schmidt and an employee from the County Auditor's office have been meeting with Tyler on the account structure for Encode. She thanked Chief Collins and his financial staff for allowing them to use the Spokane Valley Fire Department's existing templates, saving a considerable amount of time. The next phases and modules are being planned. Valerie Keegan suggested staying with ADP through 2019 as to avoid two payroll conversions in a six-month period.

Theresa Sanders asked if the payroll gap during that first week after start-up had been worked out. Steve Reinke said Tonya Wallace (Spokane County CFO) suggested an optional pay advance option for employees and that option will be included in the transition packet received by transitioning employees. Additionally, there will be no gap in medical benefits during the transition.

Ariane Schmidt said the City of Spokane Valley, Spokane Valley Fire Department and Medical Lake are also Encode partners. She advised Tyler is offering a public dashboard showing utilization on emergency responses related to use of public funds. This will create citizen portals and positive public relations with the community.

Valerie Keegan said there is a meeting with ADP on June 2, 2019 to finalize items, how employees will be loaded into the system and ensure a funding mechanism is in place for start-up.

ii. Financial Policy Deployment

Valerie Keegan said she delegated some of the policies and processes to others so they can be further developed and finalized.

D. Human Resources

i. Employee Transition Update

Jeff Tower said he has a meeting with the County this afternoon on how the transition will work for County employees and the items to be included in transition packets.

E. Administration

i. Tasks and Timeline

Steve Reinke explained he is working on finalizing a tasks and timeline update.

Steve Reinke asked the Board to hold special meetings every Thursday between now and the end of June which can be canceled if not needed. The Board members agreed.

5. Open Discussion / Public Comment

Theresa Sanders reiterated that the Spokane City Council's last study session is this afternoon.


Valerie Keegan asked if a draft capital budget can be sent to the Board members for input, to create a more interactive process before the next Board meeting.

6. Adjourn

Adjourned at 9:05 a.m.

The next special Governing Board meeting is scheduled for May 23, 2019 at 0730 hours.

Signatures:



Board Member
Governing Board



Board Member
Governing Board