

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
August 15, 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 (Chair) – Spokane Valley Fire Department (via phone)
Chief Brian Asmus (Vice Chair) – Liberty Lake Police Department
Undersheriff Dave Ellis – Spokane County Sheriff's Office (via phone)
Cody Rohrbach – Spokane County Fire District 3
Randy Johnson – Spokane County Fire District 4
Chief Mark Werner – Spokane Valley Police Department
Gerry Gemmill – Spokane County

Staff

Steve Reinke, Executive Director
Lori Markham, Deputy Director
Jeff Tower, Human Resources Manager
Brad Kane, Operations Manager
Dave Heglin, Operations Manager
Cherell Yates, Office Manager
Jon Adams, Operations Supervisor

Auxiliary Partners / Guests

Lt. Al Arnzen, SPD Dispatch
Tonya Wallace, Spokane County
Tessa Anderson, Spokane County
Laura McAloon, McAloon Law Offices (via phone)

2. Closed Meeting to Discuss Matters Related to Collective Bargaining

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

Vice Chair Asmus closed the meeting at 7:31 a.m. for 3 minutes.
The meeting returned to open session at 7:34 a.m.

3. Action Items

A. Minutes from the August 1, 2019 Regular Meeting

Randy Johnson motioned to approve the minutes from the August 1, 2019 regular meeting. Mark Werner seconded. All were in favor. Motion carried.

B. Governing Resolution Revisions

Steve Reinke said a revised draft was included in the Board packet. Laura McAloon stated when most jurisdictions create PDAs they are put in County Code. Since the County is not codifying SREC, Laura recommended using the Resolution to create SREC and attaching the Charter as an exhibit, thus the Charter would be par of the governing Resolution and could also serve as Articles of Incorporation. Spokane County Counsel Jim Emacio also supported retaining a Charter for the same reason.

Reinke said a primary goal for the proposed revisions will be to align the Resolution, the Charter and the bylaws as much as possible to avoid duplication. He then explained the proposed changes including several minor changes plus; the removal of references to the City of Spokane and a Charter; that a quorum is five of seven Board members; that specific

financial procedures are pending; and a revised executive committee. Bryan Collins stated he was comfortable with the changes as long as it is signed off by legal counsel.

C. Resolution 2019-8 Adopting Updated Bylaws

The Board agreed to table the item.

D. Mission, Values and Code of Conduct Update

Lori Markham explained the group took the Board's feedback and revised the statements. Jon Adams presented them and said the group is still working on a vision statement to present at the next Board meeting. He then asked the Board to consider adopting the updated mission, values and code of ethics. Cory Rohrbach motioned to adopt them as written. Gerry Gemmill seconded. All were in favor. Motion carried.

4. 2020 Preliminary Budget

Tonya Wallace presented PowerPoint slides detailing economic and revenue forecasts, which showed a slow-down, but not a recession for Spokane County. She noted there is strong commercial construction in Spokane County and residential construction usually follows. Growth in net migration to Spokane has been strong. New housing permits slowed from 2016 but should be increasing. The labor force is still adding jobs, but at a slower pace since 2016 and per capita income is growing with income levels growing stronger than inflation.

She also showed projected Emergency Communications Tax revenue as a three-year rolling average, explaining a projected increase in 2020 revenue and that much of the growth is contingent on construction activity. Brian Asmus asked if there is 3% growth rate, how does the organization keep with increases in operating expenses, assuming those would increase at least 3% as well. Tonya explained a few cost containment strategies. Bryan Collins said collective bargaining agreements are an area to keep in mind when evaluating expenses.

A current organizational chart and SREC personnel summary were handed out. A 2020 business plan and budget is forthcoming and a consultant is working to produce SREC's 10-year capital improvement plan.

5. Staff Reports

A. Operations

Lori Markham said hiring remains the focus. One of the candidates selected to promote from 911 to Sheriff Dispatch decided not to make the transition, so interviews for that opening will be held next week. Recruitment is continuing for Communication Officer I and Report Technician positions and interviews are scheduled for the Training Manager position.

There was a power outage yesterday and staff worked together well and did a great job.

B. Technical

Bryce Leming explained the power outages appear to stem from out of frequency power from one of the two generators, which causes the Uninterruptible Power Supply (UPS) to reject the generator's out of sync power transfer. Bryce Leming asked for an audit from Vertiv and Western State on the status of the systems. Lori Markham explained each generator is tested every two weeks on Wednesdays at noon, which is why the test the week before was successful. Steve Reinke stated this was an example of why testing is important in order to discover, identify and correct problems.

Bryce explained the domain project, Stantec Engineering and Fire Suppression projects are moving along. The fire main in the equipment room was moved yesterday so the switch gear to support the UPS can be installed.

C. Human Resources

Jeff Tower explained Tim Henry accepted the Finance Manager position and will start on September 3rd. Another HR Analyst interview is scheduled for next week and then a candidate will be selected with a tentative start date in mid-September. A conditional job offer was made yesterday to an Administrative Services Assistant candidate.

All of the administrative policies have been reviewed by staff and Archbright, and is currently being reviewed by legal counsel. Once legal review is complete, they will be forwarded to the Board for review and adoption.

D. Administration

Steve Reinke said he is focusing on working with Laura McAloon, Jim Emacio and Gerry Gemmill to finalize a purchasing policy and agreements, with Spokane County. He hopes to have those ready for the special meeting on August 29, 2019.

Lori Markham explained the ILA between Spokane City Fire and SREC is at the City office awaiting review by the union, who will determine if it will be brought to City Counsel. Lori said there has been no personnel help provided to Spokane City Fire at this point. Steve Reinke stated he is continuing to work on the back-up center agreement with Fire District 9.

6. **Open/Public Comment**

No public comment.

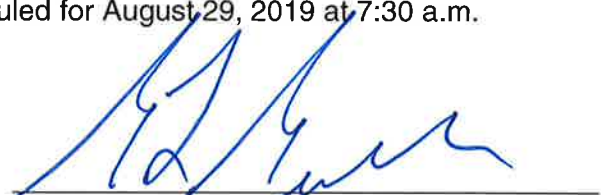
7. **Adjourn**

The meeting adjourned at 8:23 a.m.

The next Special Governing Board meeting is scheduled for August 29, 2019 at 7:30 a.m.



Board Member
Governing Board



Board Member
Governing Board