

Special Meeting Minutes
Spokane Regional Emergency Communications Governing Board
August 29, 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

Chief Bryan Collins (Chair) – Spokane Valley Fire Department
Chief Brian Asmus (Vice Chair) – Liberty Lake Police Department (via phone)
Randy Johnson – Spokane County Fire District 4
Cody Rohrbach – Spokane County Fire District 3 (via phone)
Sheriff Ozzie Knezovich – Spokane County Sheriff's Department
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
Bob Schwent, Technical Services Manager
Amy McCormick, Operations Manager
Brad Kane, Operations Manager
Cherell Yates, Office Manager

Auxiliary Partners / Guests

Assistant Chief Howard Johnson, SCFD 4
Tonya Wallace, Spokane County
Tessa Anderson, Spokane County
Laura McAloon, McAloon Law Offices

2. 2020 Budget Discussion

Tonya Wallace presented the 2020 budget. She stated the focus today is the 2020 budget, a 10-year capital improvement plan and 3-5-year projection will come at a later date. The foundation of the budget is the organizational chart which includes actual personnel data and y-rating costs. The 2019 full year projection, County and SREC costs and revenues, were explained. The beginning reserve balances include three balances (general operating reserve, 1/10th and 911) and are actual ending balances as of December 31st. Capital expenses go up significantly for 2020, using \$3.2M in reserves for capital expenses. The 2020 projection begins building a general operating reserve of 3%.

The comparison of 2019 to 2020 reflects a decrease in accounting costs as those services are transferred from Spokane County to SREC. There was discussion surrounding the significant decrease in 911 wireless tax revenue; historical data will be looked at to ascertain a correct trend. Significant discussion followed regarding user fees. Fees are based on 2019 incidents and what is proposed for 2020, resulting in a decrease of roughly 9% overall in user fees. Medical Lake Fire is now part of Spokane County Fire District #3, resulting in a significant increase for that District. Sheriff Knezovich voiced concern over the amount of negatives and the continued decrease of 1/10th reserves. He expressed the immediate need for portable radio replacement and MDT's (mobile data terminals) that will be a significant cost. Bob Schwent stated he included a 5-year replacement plan for all first-tier radios in the capital expenditures and is currently conducting an audit of all portable radios. Gerry Gemmill reiterated, start-up costs for new agencies especially capital expenses are higher, but will decline over time.

Sheriff Knezovich suggested keeping the user fees at their current rates in order to keep savings in reserves. Randy Johnson asked why there was such a significant change in user fees from those proposed in the past. Though there was a decrease overall, there is still an increase for individual agencies, and does not match past projections. User fees are funding 100 % of dispatch, some administrative costs and operational reserve. Gerry Gemmill asked whether there were false assumptions made with the City not being a part of the regional partnership or wrong calculations made in the prior projections. Randy Johnson stated if the calculations were wrong, then that needs to be articulated so it can be explained to the users. Tonya Wallace reminded the Board that these are all projections and she and her team will go back and validate the calculations and compare with previous projections. The Board agreed to use the next SREC Governing Board regular meeting scheduled for Thursday, September 5, 2019 at 7:30am, as a budget work session.

Gerry Gemmill reminded the Board that the labor costs are being front loaded now and over time through multitasking and training of the employees, the savings will begin to be realized. Randy Johnson reiterated the necessity to be able to understand and articulate why the numbers changed. One of the significant cost increases in 2020 is \$1M for CAD maintenance, most significantly in user lead cost sharing. The Board asked for a more detailed breakdown from County IT showing the user lead cost sharing amounts. Bryan Collins asked if there was an estimate for SREC's portion of the current Fire CAD system. Lori Markham will research and bring back to the Board. The Board will gather questions for the work session scheduled for September 5, 2019.

3. Action Items

a. Governing Document Revisions

Steve Reinke went through the draft Resolution and Charter explaining the revisions and updates. A significant change to the Resolution is on page 8, section 15, giving the SREC Governing Board the authority to take certain actions and allowing money to be transferred from Spokane County to SREC on a case by case basis without action by the Board of County Commissioners (BoCC). County legal and the County auditor have approved the updated language. Steve Reinke stated the by-laws will be adjusted once the BoCC acts on the Resolution and Charter. Steve Reinke asked the Board if there were any concerns or suggestions for the updated documents.

b. Purchasing Policy

Steve Reinke explained there were a few updates from the draft included in the Board packet. References to \$3,000 purchasing limits are changed to \$5,000 and the Technical Services Manager and Deputy Director are given \$50,000 purchasing limits. Randy Johnson motioned to approve Resolution 2019-8 authorizing the SREC Governing Board to adopt and implement the amended procurement policy, attached as exhibit A. Gerry Gemmill seconded. All were in favor. Motion carried.

c. ILA with Spokane County for Services

Steve Reinke explained the ILA was included in the Board packet. The ILA has been reviewed and accepted by Laura McAloon, Spokane County Auditor and Tonya Wallace. Ozzie Knezovich motioned to authorize the Chair to sign the ILA with Spokane County for Administrative Services. Mark Werner seconded. All were in favor. Motion carried.

d. Professional Services Agreements with SCGI

Lori Markham explained there were three contracts included in the Board packet. One of the contracts is for a Supervisory School of Leadership that will extend into 2020. The professional service agreements include a balance of \$16,000 in 2019 and \$36,000 in

2020. Randy Johnson motioned to authorize the Director to sign the professional service agreements with SCGI. Ozzie Knezovich seconded. All were in favor. Motion carried.

4. Vision Statement Presentation

The vision statement was included in the Board packet. Lori Markham presented the vision statement to the Board. The Board did not have any additional feedback. Lori Markham stated the vision statement will be brought back to the Board for approval.

5. Staff Reports

a. Operations

Lori Markham stated the focus remains on hiring and training. Jon Adams was selected as the SREC Training Manager and will begin those duties as he transitions from his current role as a Fire Dispatch Supervisor. A new 911 academy will start on September 9, 2019 and all Report Technicians have been hired. A trainee in Law Dispatch has chosen to go back to 911. Lori Markham explained there is currently mutual help between SREC and Spokane City Fire Dispatch. Final discussions regarding the ILA between SREC and Spokane City for Fire Dispatch services are being held. Steve Reinke provided a draft version of the ILA to the Board for review and feedback.

b. Technical

Bob Schwent stated preventative maintenance is getting wrapped up before winter. In-house training has been scheduled for the radio technicians. Battery bids have been coming in and the selection will be made next week. Recruitments for the radio and IT positions have closed and interviews will be scheduled. Bob Schwent explained Fire code plug updates will take place in the Fall and Law Enforcement updates have been scheduled to be done at their training sites, which is much more efficient and effective. The fire suppression project is complete and the inspection with the Fire Marshall is scheduled for tomorrow.

c. Finance

Lori Markham stated the Finance Manager, Tim Henry starts next week and will immediately begin with Incode training. Tim Henry has already been a part of some conference calls and helped answer some budget policy questions with Incode. Bob Schwent explained he has already begun uploading assets into Incode. Steve Reinke reminded the Board it is imperative that during asset conveyance conversations with the BoCC, to remind the BoCC the importance of SREC owning the assets and the current revenue stream to the County for some of those assets is not a significant one.

d. Human Resources

Jeff Tower stated conditional job offers have been made for the Administrative Services Assistant and Human Resources Analyst. Scott Jenkins, the previous Spokane County 911 Training Supervisor, has been hired as extra help to assist in the process of incorporating suggestions from Archbright regarding SREC policies and converting those policies into Power DMS.

e. Administration

Steve Reinke explained the Resolution for the SREC claims agent needs to be updated and will be brought to the Board for signature at a later date. The draft agreement for the Back-up Center (BUC) is in the review process. The agreement outlines what SREC's portion of the maintenance and operations costs are, as well as Spokane City's portion, but Spokane City will have their own agreement with Fire District #9 for that portion. The ILA between Spokane City and SREC for facility use and maintenance for the Combined Communications Building are still being finalized.

Laura McAloon explained the edits by Spokane City to the draft ILA for Fire Dispatch Services was largely based on an unfair labor practice charge (ULP) that was filed against them. The intent is to provide the back-up resource they need to be fully staffed, which takes roughly eighteen months. The ILA language has been updated to state 'mutual aid' and has been presented to their union in hopes of resolving the ULP charge. Steve Reinke explained section 4 needs to be clarified to state payment will be remitted to SREC, attention accounts receivable, at 1620 N. Rebecca St., Spokane, WA 99217. The Board will review and provide feedback to Lori Markham.

6. Open/Public Comment

Amy McCormick attended the APCO National Conference in Baltimore and accepted the Project-33 re-certification plaque on behalf of SREC.

7. Executive Session to Evaluate the Qualifications of an Applicant for Public Employment

A. As allowed by RCW 42.30.110(1)(g)

Chair Collins moved the meeting to Executive Session at 9:35 a.m. for 5 minutes.

At 9:40 a.m. Chair Collins announced the session would be extended 5 minutes.

The meeting returned to open session at 9:45 a.m. There was no action from the Executive Session.

8. Adjourn

The meeting adjourned at 9:45 a.m.

The next Regular Governing Board meeting scheduled for September 5, 2019 at 7:30 am will be used as a budget work session.

The next Special Governing Board meeting is scheduled for September 13, 2019 at 7:30 am.



Board Member
Governing Board



Board Member
Governing Board