

Special Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
September 13, 2019

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

Chief Bryan Collins called the meeting to order at 7:31a.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  
Randy Johnson – Spokane County Fire District 4  
Sheriff Ozzie Knezovich – Spokane County Sheriff's Department  
Chief Mark Werner – Spokane Valley Police Department  
Gerry Gemmill – Spokane County

Staff

Lori Markham, Executive Director  
Jeff Tower, Human Resources Manager  
Bob Schwent, Technical Services Manager  
Tim Henry, Finance Manager  
Cherell Yates, Office Manager

Auxiliary Partners / Guests

Assistant Chief Howard Johnson, SCFD 4  
Undersheriff Dave Ellis, Spokane County Sheriff's Department  
Tonya Wallace, Spokane County  
Tessa Anderson, Spokane County  
Laura McAloon, McAloon Law Offices

**2. 2020 Budget Discussion**

Tonya Wallace presented the updated handouts. The first page is a summary utilizing the 13.5% Vacancy rate and the second page shows the breakdown by department. The next two pages show the user fees utilizing the 45/55 split in two different scenarios. Tonya Wallace explained the 55/45 split came from Steve Reinke's recommendation, but regardless of the split, the bottom line doesn't change. The first scenario is based on a projection of incidents just for 2020. The second scenario is based on a rolling 5-year average, with only 2-years of data blended. The second scenario still doesn't change the totals, just who pays. This information will all be included in the business plan.

Bryan Collins explained the 55/45 split calculation, recommended by Steve Reinke was inaccurate because it was based on unit of work plus volume. The calculation should be based on a base rate unit of work without volume being added in. If Fire calls take three times as long per call, then the calculation should be the base rate multiplied by three. The base rate would be determined by a unit of work study. Bryan Collins recommended a unit of work study be done, in order to be prepared for next year's budget.

Randy Johnson agreed with Bryan Collins and asked if the budget numbers could be achieved by using the user fees agencies were paying last year. Ozzie Knezovich reiterated that the premise was that it will be more expensive for the first five years and therefore should not be taking any savings until base lines have been established. Randy Johnson stated, if there are additional funds generated, then the Board will have options for what is to be done for those funds. Gerry Gemmill explained this process is similar to a start-up business and we will know more in six months and even more in a year, of what it takes to run this business.

Randy Johnson stated one of the reasoning behind a regional partnership is to work together and it is important to get the formula correct. Mark Werner supported Randy Johnson's idea of keeping the user fees the same as 2019 which will also speak to credibility moving forward. Bryan Collins explained that initial assumptions were not correct and now is when we need to take the time and get the right assumptions. Even moving forward those correct assumptions will change as personnel and technology changes. Randy Johnson reminded the Board the importance of protecting the surplus and not utilizing them as available funds. There was consensus among the Board to keep the user fees in the 2020 budget the same as the user fees in 2019 and put any excess funds into the operating reserves. The budget will be brought back to the Board for approval at the next regular meeting scheduled for Thursday, September 19, 2019.

Howard Johnson asked if this would be the time then to lower the vacancy rate and keep proposed positions funded. Bryan Collins reminded the Board that moving of funds requires action by the Board, and the numbers should reflect a realistic budget from the outset. The Board agreed to use the 13.5% vacancy rate.

**3. Action Items**


a. 2020 Budget

No action taken.

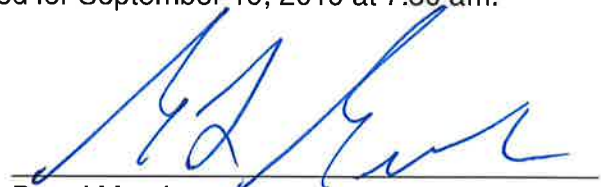
**4. Adjourn**

The meeting adjourned at 8:02 a.m.

The next Regular Governing Board meeting scheduled for September 19, 2019 at 7:30 am.



Board Member  
Governing Board



Board Member  
Governing Board