

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
May 21, 2020

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

Chief Bryan Collins called the meeting to order at 7:30 a.m. The following Board members were in attendance:

Board Members – via Zoom

Chief Bryan Collins – Spokane Valley Fire Department (Chair)
Chief Brian Asmus – Liberty Lake Police Department (Vice Chair)
Chief Mark Werner – Spokane Valley Police Department
Chief Cody Rohrbach – Spokane County Fire District 3
Undersheriff Dave Ellis – Spokane County Sheriff's Office
Gerry Gemmill – Spokane County

Staff – via Zoom

Lori Markham, Executive Director
Kim Arredondo, Deputy Director
Jeff Tower, Human Resources Manager
Tim Henry, Finance Manager
Bob Schwent, Technical Services Manager
Patrick Erickson, Communication and Media Manager
Cherell Yates, Office Manager
Heather Wood, 911 Operations Manager
Megan Schneider, HR Analyst
Jon Adams, Training Manager

Auxiliary Partners / Guests – via Zoom

Laura McAloon, McAloon Law Offices
Ariane Schmidt, Spokane Regional Project Manager

2. Consent Agenda

- a. Minutes from the April 16, 2020 Regular Meeting
Brian Asmus motioned to approve the minutes from the April 16, 2020 regular meeting.
Gerry Gemmill seconded. All were in favor. Motion carried.

3. Action Items

- a. User Fee Model
Lori Markham explained the BDS Planning and Urban Design funding model presentation was included in the Board packet and asked the Board to adopt the funding model. Brian Asmus motioned to adopt the funding model. Mark Werner seconded. All were in favor. Motion carried.

Cody Rohrbach suggested the funding model be presented to the Inland Empire Fire Chief's for their input before formally adopting the model. Bryan Collins stated it is time sensitive with regards to preparing and adopting the 2021 budget, but could wait until the June Board meeting for adoption. Lori Markham stated she would work on getting a Fire Chief's Advisory Board meeting scheduled before the June SREC Board Meeting. The Board agreed to table the motion until the June 18, 2020 SREC Board Meeting.

4. Old Business

a. Financial Sub-Committee Update

Tim Henry stated the Finance Committee has been meeting monthly. The focus has been the development of the 2021 budget. Tim Henry explained the committee is using the presented funding model to create structures and cost centers that fit the model. Work continues on the Capital Improvement Plan and initial drafts will begin in June. The following months will be used to present the draft to user agencies and committees for input with the final product to be presented to the SREC Board in November for adoption.

b. Strategic Projects Manager

Lori Markham stated there was an Executive Core team meeting last Thursday. Lori Markham explained the original intent in proposing the Strategic Project Manager position to the Board was due to the understanding that Spokane County IT could no longer support New World and to see if it was something the SREC Board would be willing to have SREC house. Lori Markham furthered that after the meeting last Thursday it is clear the County needs to clarify and explain why they can no longer support New World and those reasons need to be brought to the participants of the current New World ILA for input and discussion. Lori Markham is tabling the item until further clarity and consensus is reached regarding the New World project. Dave Ellis and Gerry Gemmill stated they agreed with Lori's suggestion. Brian Asmus suggested the Executive Core Team be informed that SREC will not be presenting a proposal for the position at this time. Lori Markham stated she would inform the Team today.

c. Priority Dispatch

Lori Markham stated the original go live date was slated for June/July but has been delayed slightly due to the COVID response. The new go live date is slated for August 12, 2020. Lori Markham explained there is extensive training required of the employees and she wants to ensure they have ample time to feel confident in the training and the new requirements. Priority Dispatch is scheduled to be onsite next week and is available to schedule some discussion times for anyone that would like to meet with them.

d. Tyler New World Update

Lori Markham explained Tyler remains status quo and the goal remains focused on stability. There is a possibility of an upgrade to the next version taking place next Fall, but Lori wants to make sure it is approached slowly and with caution.

Lori Markham stated work continues on the Cop Logic and Priority Dispatch interfaces. New World has been fairly responsive to SREC's needs and on top of technical issues when they arise.

e. COVID19 Response Update

Lori Markham explained as the County enters phase 2, a plan is being established to bring the Administrative staff back to the office in a tiered schedule. Lori Markham stated SREC staff has remained healthy and we are very grateful to our employees.

5. Staff Reports

a. Operations

Kim Arredondo stated work continues on cross-training, but there is some delay due to Union negotiations. Kim Arredondo explained they are currently utilizing a previous MOU signed in July 2019 that is helping move the training forward. There are two open Supervisor positions which will be looked at for cross training, allowing the tone to be set moving forward. There will be a lot of staffing issues and training surrounding EMD

certification; SREC has six employees who are cross trained that can help fill the gaps in 911. Employees are starting to see the benefit of being cross trained.

Kim Arredondo explained SREC is approaching the one year mark and is taking a look back on what has happened in the last year and what are the goals moving forward. A major success has been staffing; previously Sheriff Dispatch hired 79 dispatchers in the past 15 years with only 5 being successful. Since April of 2019 to April 2020 staffing has increased by 4 in Law Dispatch and they are being successful. The Fire side is almost fully staffed and a new academy in 911 is scheduled to begin in June. Bryan Collins suggested to push those success stories and have Patrick Erickson post those types of items on social media; what are the improvements, success over the last year. Lori Markham stated the Board members may be asked for some comments to add to those stories and posts.

b. Technical

Bob Schwent stated the IT projects are going well and SREC is now operating on its own domain. Most items have been moved off the County domain. The final challenge is to get the radio shop moved off the County and onto the SREC domain.

Bob Schwent stated the radio core system upgrade is complete and went very smoothly. The radio shop has been operating at full staff through COVID, taking internal and external contact precautions. Bob Schwent explained reprogramming was paused for a little while but the radio shop is looking to begin Fire reprogramming. Initial work on the replacement project for mutual aid one has started and is in the planning and design phase with Motorola. Bob Schwent added work has started for the upgrade of the NICE recording system. The radio side of the upgrade is done, but now begins the telephony side, which will require equipment replacement. Bryan Collins asked if the NICE upgrade will lead to an end user functionality. Bob Schwent explained he does not have all the details, but there will be phased internal training for the changes; the upgrade will also fix some security issues arising from running on old Windows servers.

c. Human Resources

Lori Markham stated work continues on the bargaining unit contract and language surrounding cross training and grandfathered positions. Jeff Tower has been working with the union to come to an agreement on the language.

6. Open/Public Comment

No public comments.

7. Closed Meeting to Discuss Matters Related to Collective Bargaining

No closed meeting was held.

8. Adjourn

The meeting adjourned at 7:52 a.m.

The next Regular Governing Board meeting is scheduled for June 18, 2020 at 7:30 a.m.

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Chief Bryan Collins

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Board Member
Governing Board

DocuSigned by:

Chief Brian Asmus

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Board Member
Governing Board