

Regular Meeting Minutes
Spokane Regional Emergency Communications Governing Board
June 18, 2020

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

Chief Bryan Collins called the meeting to order at 7:31 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)
Sheriff Ozzie Knezovich – Spokane County Sheriff's Office
Chief Cody Rohrbach – Spokane County Fire District 3
Assistant Chief Howard Johnson – Spokane County Fire District 4
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

Auxiliary Partners / Guests – via Zoom

Todd Mielke, Spokane County Sheriff's Office
Lt. Al Arnzen, Spokane Police Department
Laura McAloon, McAloon Law Offices
Ariane Schmidt, Spokane Regional Project Manager

2. Consent Agenda

- a. Minutes from the May 21, 2020 Regular Meeting and SREC Funding Model
Gerry Gemmill motioned to approve the consent agenda. Brian Asmus seconded. All were in favor. Motion carried.

3. Action Items

- a. Resolution 2020-5 Microwave Replacement
Bob Schwent explained the resolution is to purchase the remainder of the equipment needed to replace the microwave system. The first half was purchased last year and this half was planned for this year and going to cost less than originally budgeted. This will move everything onto the new modern microwave platform and will allow SREC to manage it with its own in-house manuscript system. Gerry Gemmill motioned to approve Resolution 2020-5. Cody Rohrbach seconded. All were in favor. Motion carried. Bryan Collins congratulated Bob Schwent on getting the project done.
- b. Resolution 2020-6 Genesis Essential Service Agreement
Bob Schwent explained the agreement is a maintenance renewal for the GenWatch system. This renewal will be for six years, rather than the previous two to three year terms, this will allow for easier budgeting and capital investment planning. Howard

Johnson motioned to approve Resolution 2020-6. Brian Asmus seconded. All were in favor. Motion carried.

- c. Resolution 2020-7 NICE Service Agreement
Bob Schwent explained this is a maintenance renewal agreement for the NICE recording system. The agreement is also for a six-year term instead of the previous two to three year terms. Dave Ellis motioned to approve Resolution 2020-7. Brian Asmus seconded. All were in favor. Motion carried.
- d. ILA with Spokane County and SREC for Administrative Services
Lori Markham explained the next two ILA's were agreements that were begun in 2019 and are now ready to bring to the Spokane County Commissioners (BoCC) and the SREC Board. The first ILA is an amendment to the Administrative Services ILA, in reference to insurance and responsibilities of SREC to maintain and manage certain items. The ILA was approved at Tuesday's BoCC meeting and is now awaiting signatures. There are no term limits, will be in place until SREC takes full responsibility for the items. Gerry Gemmill motioned to approve the ILA for the amendment to the Administrative Services ILA. Brian Asmus seconded. All were in favor. Motion carried.
- e. ILA with Spokane County and SREC for Tower Management
Lori Markham explained this ILA gives SREC the ability to engage in lease agreements and maintain tower management. The ILA was approved at Tuesday's BoCC meeting and is now awaiting signatures. There are no term limits, will be in place until SREC takes full responsibility of the tower sites. Gerry Gemmill motioned to approve the ILA for tower management. Dave Ellis seconded. All were in favor. Motion carried.

4. Old Business

- a. Financial Sub-Committee Update
Tim Henry stated the Finance Committee met last week, Bob Schwent was in attendance to update the Capital Improvement Plan (CIP). Second quarter expenditures are matching the operating budget. Tim Henry explained the County should be providing tax revenue updates by next month. There was a lot of discussion around reserves during the Finance Committee meeting which will be discussed further during the meeting with BDS Planning and Urban Design later today. Operating revenue and operating expenses are aligning well with current projections. A whole picture of the budget development should be available for the next Finance Committee meeting. Bryan Collins stated Spokane County should have updated revenue projections by July. Bryan Collins commended the work Bob Schwent completed on the CIP. The CIP is a six- year plan and the items included would be the needs/wants under ideal circumstances, leaving room for scaling back as needed based on revenue and cost variations, and changing circumstances.
- b. Priority Dispatch
Lori Markham stated EMD training has begun and the feedback has been positive and employees are eager to start taking those calls. The Executive Core Team was briefed on the need to install Tyler CAD onto the Fire consoles in order to provide a chat function between fire dispatchers, law dispatchers and call receivers. The Core Team raised concerns regarding the vetting of the Fire dispatchers. Lori Markham explained to them, the Fire dispatchers went through the same background checks as the previous Spokane Sheriff's Office dispatchers, and no NIBRS information will be shred or given access to through the chat function. There has been no feedback from the Core Team.

Lori Markham explained there will be a change in operations for the Fire dispatchers. Calls will now be handled by the 911 call receiver and not transferred into Fire dispatch. This will allow the Fire dispatchers to focus on radio traffic and responders. This will be a phased approach over a few months once the call receivers are all EMD certified and confident. This change in SREC operations will have an impact on the City of Spokane Fire Department (SFD) and the ability to take their calls. Lori Markham and Kim Arredondo met with Chief Brain Schaeffer and Chief Jay Atwood regarding the impact. Lori Markham will send a letter to the Chiefs outlining the impacts and services SREC will no longer be able to provide to SFD come August 2020, and terminating the ILA with SFD that was signed back in November of 2019. If a major event occurs, then mutual aid will go into effect. Lori Markham asked the SREC Board if there were any questions or concerns surrounding this. Bryan Collins stated this is a key feature of an integrated center and the biggest step to date for SREC. Bryan Collins fully supports the transition and emphasized the ability it will give the Fire dispatchers to focus on radio traffic, working the units and responder safety. Additionally, Bryan Collins stated he fully supports moving forward with the chat feature between Fire dispatchers, Law dispatchers and 911 call receivers. Reiterating it is important for responders in the field to have the same and as much information as possible.

c. Tyler New World Update

Lori Markham stated during the last Executive Core Team meeting, the County further explained and outlined the County's struggle to continue to staff the Tyler CAD project team. Discussion at the meeting continued on whether Tyler CAD is the system to remain on. Earlier, SPD was asked to come up with a plan to move forward with a new CAD project, which was presented at the meeting. In the presentation, the project was broken into four separate parts; CAD, mobile, records and analytical tools. The proposal would split up responsibilities between the different user agencies; SREC being responsible for the CAD portion, having oversight and governance responsibilities. Lori Markham stated she explained her concerns to the Core Team, including a significant cost component to the cost share function and SREC's need to hire additional staff.

Additionally, Lori Markham voiced to the Core Team, the need to include City and County Fire entities on the conversation if looking to move to another system. Once a document is available on the status of New World Tyler and the direction to take, Lori Markham will share that with the Board. Currently, the system remains status quo and will remain with the County unless something changes. The goal remains focused on stability and the Core Team decided not to move forward with the upgrade in the Fall. Bryan Collins agreed that if the discussion continues to become about acquiring a new CAD system, all Fire agencies need to be represented and have a voice at the table to ensure all vested parties needs are met.

5. Staff Reports

a. Operations

Kim Arredondo stated staffing is a little low, but a new academy is slotted for July. Employees were a little fearful to start EMD training, but as it begins and they have completed a couple classes, they are getting excited. Currently a call flow is being established in order to create a solid procedure. The Tyler chat function is a big part of that and keeping communication flowing between the call receivers and dispatchers, including documenting critical call narrative.

b. Technical

Bob Schwent stated focus remains on radio reprogramming for Fire agencies. The radio shop is working on repairing damage sustained at Scoop Mountain during the lightning storm a couple weeks ago. Keeping caches ready and programmed to deploy if needed

during the protests. They are also in the process of finishing up SPD radio reprogramming and starting the approval process for new code plug requests for SFD. The SRMA and Geo Prime projects are moving forward.

c. Human Resources

Jeff Tower stated the last, best offer was sent to the Union yesterday and there are only two items under contention, hopeful there will be a contract soon.

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 8:01 a.m.

The next Regular Governing Board meeting is scheduled for July 16, 2020 at 7:30 a.m.

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Chief Bryan Collins
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Board Member
Governing Board

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