

Regular Meeting Minutes  
Spokane Regional Emergency Communications Governing Board  
February 6, 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

Chief Bryan Collins - Spokane Valley Fire Department (Chair)  
Chief Brian Asmus - Liberty Lake Police Department (Vice Chair)  
Chief Cody Rohrbach - Spokane County Fire District 3  
Chief Mark Werner - Spokane Valley Police Department  
Gerry Gemmill - Spokane County (via phone)  
Assistant Chief Howard Johnson - Spokane County Fire District 4  
Undersheriff Dave Ellis - Spokane County Sheriff's Office

Staff

Lori Markham, Executive Director  
Kim Arredondo, Deputy Director  
Jeff Tower, Human Resources Manager  
Tim Henry, Finance Manager  
Bob Schwent, Technical Services Manager  
Brad Kane, Fire Operations Manager  
Dave Heglin, Law Dispatch Manager  
Jon Adams, Training Manager  
Mel Polomis, Records Specialist  
Heather Wood, QA Administrator  
Jenni Folden, Financial Analyst

Auxiliary Partners / Guests

Undersheriff Dave Ellis, Spokane County Sheriff's Office  
Lt. Alan Arnzen, Spokane Police Department  
Laura McAloon, McAloon Law Offices  
Brad Hudson, Spokane County, New World Support Team Manager  
Ariane Schmidt, Spokane Regional Project Manager  
Chief Tim Walters, EWU Police Department  
Deputy Chief Jay Day, EWU Police Department

**2. Consent Agenda**

- a. Minutes from the February 6, 2020 Regular Meeting  
Brian Asmus motioned to approve the minutes from the January 16, 2020 regular meeting. Mark Werner seconded. All were in favor. Motion carried.

**3. Action Items**

- a. Transfer of Personal Property from Spokane County to SREC (Bill of Sale)  
Spokane County legal is finalizing the bill of sale and the item will be added to the agenda for the next regular meeting.
- b. Priority Dispatch Resolution and Sole Source  
Lori Markham reminded the Board the goal of a consolidated center is to gain efficiencies for responders and citizens, and accomplishing that end state. Currently 911 calls are received by call takers who determine if it is a fire/medical or law enforcement issue. If it is a fire/medical issue, the call is transferred to fire dispatch, creating a new

call for that dispatcher and requiring many of the same questions already asked by the 911 call taker to then be asked again by the dispatcher. Priority Dispatch is the current EMO software used in fire dispatch and the goal is to have priority dispatch put on the 911 CAD system and provide the 911 call takers EMO training so they can take the call from start to finish; allowing the dispatchers to focus on dispatching units and creating a more efficient process while reducing call processing times. Having Priority Dispatch on both CAD systems will then allow fire dispatch to pull the call, information and notes without having to take the actual phone call. The end goal is to eventually be on one CAD system, this will help gain those efficiencies and get 911 call takers trained in the interim.

There is no known push back from fire dispatchers, mostly due to the gained ability to focus on fire responders rather than processing the original call and splitting their attention. Discussions with the City of Spokane **Fire** Department have begun, but there are union issues to work through. Lori Markham explained the resolution, sole source and quote were included in the Board packet. Justification for the sole source is that this is currently the software being used in Spokane County and has been for the past twenty years; it is an industry best and there are few options to choose from. The quote includes the software, licenses, training and continued maintenance. The initial purchase is \$257,201 and then \$32,075 annually for the next five years for continuing maintenance and licenses.

Brian Asmus motioned to approve Resolution 2020-2 and the procurement of Priority Dispatch. Mark Werner seconded. All were in favor. Motion carried.

#### **4. New Business**

##### **a. Continuing Service of Regional Project Manager**

Lori Markham explained SREC has utilized Ariane Schmidt during the integration process and Tyler New World contracts. Lori Markham asked for the Board's approval to continuing utilizing Ariane Schmidt's services for the continued Tyler Incode launch and implementation, Tyler New World amendments, and as an asset conveyance resource. Ariane Schmidt's hours are currently billed on a quarterly cycle. The Board agreed to the continuing service of the Regional Project Manager, Ariane Schmidt.

#### **5. Old Business**

##### **a. Tyler Update**

Brad Hudson explained Tyler was on site yesterday for the project closure of the letter of intent and a presentation of the newest upgrade. The upgrade is scheduled for February 19, 2020 in the test environment, a go-live date of May 5, 2020 with a fallback date in June. The team is currently working with stakeholders to ensure the test environment is in place for the upgrade as well as other projects.

Brad Hudson stated the push to talk license was presented a couple weeks ago for testing purposes. The CAD chat link issues will take priority and hopefully get started within the next couple weeks.

#### **6. Staff Reports**

##### **a. Operations**

Kim Arredondo explained a 911 employee has transitioned into Law Dispatch and another 911 employee will be transitioning to Fire Dispatch next week. There are two new trainees in 911 and the March class for 911 is already full. Additional promotions will be on hold while EMO training is taking place.

Crime Check will now be taking reports for Airway Heights.

b. Technical

Bob Schwent stated the new Senior Public Safety Systems Administrator started Monday. The domain project is moving forward and looking at March 6, 2020 for cutover. The Motorola system upgrade is scheduled for the end of April. Fire programming will begin next week with Fire District #10. Bob Schwent explained he identified there is a single point of failure on the simulcast. He is working with Motorola to add a second prime site and will bring those cost figures to the Board once they are available. The radio shop is also working with jail personnel on replacing old, outdated radios.

Lori Markham explained they are working on drafting a radio replacement policy as discussed in the last Board meeting. Old Board minutes are being reviewed for any policies or agreements that were stated. Bob Schwent added they are also drafting a section to address agencies that want to utilize/join the radio system.

c. Finance

Tim Henry stated work continues with Incode implementation and they have been assigned a new project manager. The first debt service payment was processed to the County last week.

The Finance Committee meeting was held on Tuesday and schedules for future ones will be forthcoming. Tim Henry explained the finance team is beginning the process to be able to print checks in house, which will alleviate some lag time having the County process and print them. Tim Henry handed out a final 2019 income statement and balance sheet that will be used to complete BARS filing with the State Auditor.

d. Human Resources

Jeff Tower explained the recruitments for the Communications and Media Manger as well as the Radio Public Safety System Specialist opened last week.

e. Administration

No updates.

**7. Open/Public Comment**

None.

**8. Closed Meeting to Discuss Matters Related to Collective Bargaining**

As allowed by RCW 42.30.140 (4)(a)

Moved to closed session at 7:49 a.m., estimated 10 minutes, will reconvene at 8:00 a.m.

The regular meeting reconvened at 8:01 a.m.

No action was taken.

**9. Adjourn**

The meeting adjourned at 8:01 a.m.

The next Regular Governing Board meeting is scheduled for February 20, 2020 at 7:30 a.m.

DocuSigned by:  
*Curt Dryden Collins*  
8FC8D028D1AD4E9...

DocuSigned by:  
*[Signature]*  
E0DD9321299143D

Board Member  
Governing Board

Board Member  
Governing Board