

**Spokane County Emergency Services Communications Policy Board
Minutes – February 22, 2018
These minutes are unofficial until approved.**

- Members Present:** Chief Brian Asmus, Inland NW LE Leadership Group – **Chair**
Chief Bryan Collins, SVFD
Sheriff Ozzie Knezovich, SCSO
Major Eric Olsen, SPD
Chief Brian Schaeffer, SFD
Chief Cody Rohrbach, EMS
Mary Kuney, Spokane County Commissioner
Kent Harrison, Citizen Representative
Donald Dover, Citizen Representative
Erv Williams, Citizen Representative
Councilmember Brandi Peetz, Spokane Valley
Theresa Sanders, City of Spokane
- Absent:** Chief Randy Johnson, Inland Empire Fire Chief's Association–**Vice Chair**
Mayor Kevin Freeman, Millwood
- Staff:** Division Chief Jay Atwood, SRECS Interim Director
Lorlee Mizell, Emergency Services Communications Director
Amy McCormick, 911 Operations Manager
Melissa Polomis, 911 Public Records Technician
Kirstin Davis, 911 Community Outreach Coordinator
David Affeldt, 911 Supervisor
- Guests:** Gerry Gemmill, Spokane County CEO
Undersheriff Jeff Tower, SCSO
Dave Heglin, SCSO Communications Manager
Lori Markham, SFD Dispatch
Arianne Schmidt, Regional Project Manager
Ian Von Essen, GIS
Ron Spencer, Motorola
Shawna Ernst, Spokane County ITD
Captain Rick Campbell, Cheney PD
Dr. De Hicks, SCGI
Donnie Quitugua, SCGI

I. CALL TO ORDER

Chief Brian Asmus called the meeting to order at 7:30 a.m.

II. INTRODUCTION OF GUESTS

Chief Asmus introduced Councilmember Brandi Peetz as the representative for the City of Spokane Valley. The Board members and guests introduced themselves.

III. APPROVAL OF MINUTES

Mr. Erv Williams moved to approve the January 25, 2018 minutes. Ms. Theresa Sanders seconded. All were in favor. Motion carried.

IV. UNFINISHED BUSINESS

A. Regionalization/Integration Update

Chief Asmus stated that the draft Resolution and Charter were included in the Policy Board packet. Ms. Lorlee Mizell explained that an updated Charter with track changes, an updated County ordinance with track changes, an updated Charter with additional track changes and an updated Resolution with track changes were being handed out. Chief Asmus added that additional suggestions for changes were received by Major Eric Olsen. Chief Asmus furthered that he also had suggestions for change. Major Olsen stated that SPD would like the verbiage 'may use' in the Charter, Exhibit A, Section VII.06, last sentence, in regards to weighted voting, be changed to 'shall use'. Major Olsen furthered that they would like to include in the Charter, the definition of weighted voting and how it is distributed, as well as defining consensus as total agreement of the group, not just the majority. Chief Bryan Collins asked if the weighted voting document included in the Policy Board Packet sufficed or if the definitions needed to be included in the Charter. Dr. De Hicks summarized the weighted voting document for the group. Ms. Theresa Sanders suggested replacing consensus with unanimity. Ms. Arianne Schmidt furthered that the definitions can be added to the definition section of the Charter, for Mr. Jim Emacio (County legal) to review, which would then also apply to the subgroup committees.

Chief Asmus explained that there was no mention of tribal entities (under the 2nd Whereas) within the Resolution and asked if that was necessary. Sheriff Ozzie Knezovich stated that the tribes have a contract, but no voting rights, but should be included in verbiage. Chief Asmus furthered that, under the 5th Whereas, it states, '...Crime Check services for Spokane County and the City of Spokane;...', but does not mention Liberty Lake opting in to Crime Check report writing services or that Airway Heights has opted out, etc. There was consensus that the verbiage, '...Spokane County and the City of Spokane;' be left out of that sentence. Chief Asmus explained that under Section No. 3 General Powers, of the Resolution, item 8 (ii), there is a grammatical error, and the second 'from' needed to be removed. Chief Asmus added that there was also a grammatical error in Section No. 5 Limitation of Powers, of the Resolution, item 2, and the word 'have' needed to be added to, 'SPOCOM shall no....' Chief Asmus continued that Section No. 8 of the Resolution, item 4, needs to be consistent in the title for the Executive Director of the Integrated Center position. There was consensus that the title would be SPOCOM Executive Director and the position would be a member on the Law/Fire Operations as well as the Infrastructure and Radio Operations Committees. There was also consensus to make the title of the IT Director be the SPOCOM IT Director. Division Chief Jay Atwood suggested that the SPOCOM Operations Manager be added to the Law/Fire and Infrastructure and Radio Operations Committees. The consensus was to change the verbiage to the SPOCOM Executive Director and/or designee for both committees.

Mr. Donald Dover explained that Article VII of the Charter is entitled Administrative Board, whereas in the rest of the document it is referenced as the Governing Board. There was consensus to change the title of Article VII to Governing Board. Ms. Schmidt summarized all the approved track changes.

Undersheriff Jeff Tower asked if it was necessary to include the State as one of the entities included under services provided within the Resolution. Ms. Schmidt explained that due to New World contractual obligations we are limited by geographical areas, so the catchall term State would not be a viable option. Ms.

Schmidt furthered that she can include the verbiage, 'and any other contracting agencies operating within the boundaries of Spokane County.'

Ms. Amy McCormick asked if it was necessary to keep the SRECS title since it is part of integration. Division Chief Atwood added that due to FCC regulations there were licensing questions. Mr. Dover explained that the FCC only needs to be notified in writing if there is a licensing change. There was consensus to change the title to SPOCOM Radio Director. Division Chief Atwood added that there should be an overreaching technology branch that would include radio. Sheriff Knezovich furthered that there are so many technology changes, upgrades, advances, etc. coming that it would be beneficial to have a technology branch with an IT Director that includes the radio group. Ms. Schmidt summarized that any reference to SRECS and radio will be stricken, references to the IT Director will remain and the by-laws will define what the IT Director oversees.

Chief Asmus asked the Policy Board if they would like time to review the final documents before putting to a vote. The Policy Board agreed to vote on the documents once County legal had time to review, make the changes and the Policy Board to review those final drafts. Mr. Dover asked that once the Charter and Resolution were voted on and approved if that meant the Emergency Services Communications Policy Board would be dissolved. Ms. Schmidt explained that part of the Resolution states that the new Board will have thirty days to meet and establish the by-laws, which includes the transition of leadership groups into the new Board.

Chief Brian Schaeffer asked if the name SPOCOM was voted on and is to be the final name. Dr. De Hicks explained that SPOCOM can be used as a place holder and once the new Board is established they can vote on a new name.

B. BUC Update

No updates.

C. Joint Operations Group Update

Division Chief Atwood stated that the group has not met, but the radio shop is working on the task order, reference capacity issues. Chief Collins clarified that the Joint Operations Group is intended to make sure we didn't fall behind in keeping the system upgraded and current. Chief Collins furthered that the group should be looking larger than single issues and planning for the future. Chief Collins added that the group is defined in the by-laws. Sheriff Knezovich stated that he will get the group together before the next Policy Board meeting.

V. NEW BUISNESS

A. 1/10th Funding Requests

Chief Asmus stated that there were three requests for 1/10th funding in the Policy Board packet. Chief Asmus explained that the Executive Committee met and reviewed the requests. Chief Asmus furthered that the first request was for New World CAD recommendations, specifically storage area network servers.

i. NW CAD Request

Ms. Shawna Ernst explained that the original estimate from New World on how to size the hardware, and that estimate was doubled by IT at time of conversion, but there have been unanticipated burdens on that storage, including the import of all the OnBase documents, which has left only 7% free space on the backup network and 27% left on the live network, which causes performance and storage problems moving forward since we are continually adding police reports to the storage area networks. Ms. Ernst added that this request is to right-size the SANS including capacity if FIRE comes on board as well as foreseeable future needs. Ms. Ernst furthered that there is a five year plan in place which will be evaluated annually. Ms. Ernst clarified that the quote is just over \$63,000. Chief Collins explained that the Policy Board supports the request and understands the need but is concerned about the accumulation of more and more data and ensuring compliance with record retention policies. Ms. Ernst stated that the Core Team has adopted two strategic plan objectives for 2018; one is a records retention policy and purging for the case reports and the other for the CAD system and that both projects are being spearheaded by Ms. Schmidt. Sheriff Knezovich explained that technology runs in five year cycles, so this will be a continual drain on the 1/10th funds. Sheriff Knezovich reminded the Policy Board that First Net and the BUC are still not funded.

Mr. Dover asked Ms. Ernst if there was a current methodology for offline or archival storage. Ms. Ernst explained that there is the live system, which is backed up for disaster recovery and then backed up to tape. Ms. Ernst added that the request is for the SANS on the online servers. Ms. Sanders asked Ms. Schmidt if there was a purge done when the conversion took place. Ms. Schmidt explained that there was a purge, about 40 years' worth, and brought it to the current retention policy of 15 years. Ms. Schmidt added that there was a lot of duplicate data which was placed under a rule based review and is ready for deletion beginning last month. Ms. Schmidt furthered that there will be some space drop but that is independent from the request. Undersheriff Tower asked if the request qualifies under the 1/10th fund. Ms. Ernst explained that the storage is in support of CAD and records and is a global New World need, not just a records one. Ms. Ernst added that the request was originally taken to the Governance Committee who advised it be taken to the Policy Board for 1/10th funding. Division Chief Atwood explained that the same issue arose with Fire Sequel CAD and that storage space is critical to speed, performance and overall function. Mr. Atwood furthered that Fire Dispatch had to expand storage space on the SANS and desktop environments. Ms. Schmidt explained that they are not separate CAD and RMS SANS, that they are integrated and share the same hardware.

Ms. Sanders moved to approve the purchase. Chief Schaeffer seconded. All were in favor. Motion carried.

ii. Cheney Request

Chief Asmus stated that there were two requests from Cheney PD. Chief Asmus explained that the first request was for \$70,000 for furniture for their dispatch center. Chief Asmus continued that the Executive Committee does not recommend approving the request as it is a furniture, not equipment purchase. Chief Asmus added that past practice has been for agencies to purchase their own furniture/consols. Mr. Erv Williams motioned to not approve the purchase. Chief Collins Seconded. All were in favor. Motion carried.

Chief Asmus stated that the second request is for approximately \$66,000 for the purchase of CAD/RMS server equipment. Chief Asmus explained that the Executive Committee had some legal questions about using 1/10th funds for the purchase and has sent those questions to legal. Chief Asmus furthered that the question surrounds how the term Regional is defined and how Cheney's 1/10th contributions fit within that. Mr. Dover asked if the concern was that the Policy Board does not actually have the authority to authorize the request since Cheney is not a part of the Regional system. Ms. Sanders motioned to table the request until questions for legal are answered. Sheriff Knezovich seconded. Mr. Dover asked if the Policy Board was acting in contradiction to itself, denying the furniture request and then tabling the equipment purchase. Sheriff Knezovich stated that when the new radio system was created, funding was given to Cheney to upgrade their system, so a precedent has been set for the Policy Board to take such action.

Chief Asmus asked if all were in favor. All were in favor. Motion carried.

VI. DIRECTOR'S REPORTS

A. Regional Emergency Communications Systems Director

Division Chief Atwood stated that Mr. Ron Spencer is present and is the new regional representative for Motorola. Division Chief Atwood explained that they are in the process of the biennial upgrade and Motorola is on site. Division Chief Atwood added that it is a significant upgrade including equipment and software updates, so in the following week there will be a day where there will be brief, intermittent outages lasting 30-45 seconds for quick reboots, a total of 4 in one day. Chief Atwood furthered that no other outages are anticipated but he will send out more information as it becomes available. Mr. Kent Harrison asked if SRECS utilizes a MOPS (method of procedure), back out plans, etc. Division Chief Atwood replied yes and that the teams are going through hands on training, going through plans and a great deal of prep work along with support from the Motorola team.

B. Emergency Communications Services Director

Ms. Mizell stated that since Crime Check is now funded 100% by the 1/10th, she has met with the jurisdictions that were not part of Crime Check prior to January 1, 2018 and offered Crime Check services. Ms. Mizell explained that Liberty Lake has opted in, but Airway Heights City Council has voted to keep with their philosophy of having officers respond to each CFS.

Ms. Mizell stated that current upgrade projects are underway. Ms. Mizell explained that one is a phone system software upgrade scheduled for April which will solve some problems arising with Analytics. Ms. Mizell added that plans are being made with the State and Comtech in preparation for the conversion to the new 911 network which will position Spokane County for Next Gen 911, and will be compliant with NENA Next Gen. Ms. Mizell furthered that Spokane County is part of the pilot project and is set to be the third County in the State to cut over, which will allow Spokane County to drive the level of service and quality. Ms. Mizell added that in the past Spokane County has had more requirements than expected, not just a generic cut over, and will have test and cut plans in place.

Ms. Mizell introduced Ms. Kirstin Davis as the new Community Outreach Coordinator. Ms. Mizell explained that Ms. Davis will be addressing marketing

opportunities, social media areas, and working with Ms. Carly Cortright and the City's 311 system. Ms. Mizell added that Ms. Davis will be expanding the Outreach Program to include programs for adults in the community and still maintain the school programs.

VII. COMMITTEE REPORTS

A. GIS Subcommittee

No updates.

VIII. PUBLIC COMMENT

Sheriff Knezovich explained that there is a First Net presentation scheduled for 12:30 today at the FTC in classroom C. Sheriff Knezovich strongly recommend that leadership personnel begin attending these presentations. Sheriff Knezovich reminded the Policy Board that First Net has a global governmental reach that will benefit everyone and will end up piggy-backing on the radio system. Ms. Mizell explained that it also has significant impacts to 911 and not just the public safety personnel on the street. Sheriff Knezovich stated his concerns that AT&T does not have adequate coverage for Eastern Washington. Mr. Spencer explained that Motorola is a partner with FirstNet, built by AT&T and encouraged the Policy Board to attend future meetings/presentations. Mr. Spencer furthered that the system is designed by Public Safety for Public Safety only. Mr. Spencer added that when Governor Inslee opted in AT&T committed to 40 new sites in the State of Washington. Mr. Spencer continued that anyone within the agencies using cell phones should be looking at FirstNet, the public will not be on FirstNet, only Public Safety. Sheriff Knezovich encouraged SRECS to begin meeting with Motorola and AT&T to ensure proper coverage. Chief Collins stated that the build-out is supposed to happen within five years.

Ms. Sanders thanked SPD and SCSO Dispatch for allowing her and Mr. Gerry Gemmill to visit the dispatch center last week and see how they operated and ask questions.

IX. INFORMATION ONLY

A. Budget Summary – 911 and Crime Check

The meeting adjourned at 8:40a.m.

Next Meeting: Thursday, March 29, 2018 at 7:30 a.m.

ACTION ITEMS from the February 22, 2018 meeting:

The Spokane County Emergency Services Communications Policy Board approved the February 22, 2018 meeting minutes on: 3-29-18.

Brian Asmus 3-29-2018
Chief Brian Asmus, Chair Date

Cherell Yates 4-2-18
Cherell Yates, Staff Assistant Date