

**Spokane County Emergency Services Communications Policy Board
Minutes – March 29, 2018**

These minutes are unofficial until approved.

Members Present: Chief Brian Asmus, Inland NW LE Leadership Group – **Chair**
Chief Randy Johnson, Inland Empire Fire Chief's Association–**Vice Chair**
Chief Bryan Collins, SVFD
Chief Brian Schaeffer, SFD
Chief Cody Rohrbach, EMS
Undersheriff Jeff Tower,
Gerry Gemmill, Spokane County CEO
Tim Dunivant, City of Spokane
Kent Harrison, Citizen Representative
Councilmember Brandi Peetz, Spokane Valley

Absent: Chief Craig Meidl, SPD
Mayor Kevin Freeman, Millwood
Donald Dover, Citizen Representative
Erv Williams, Citizen Representative

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
Valerie Keegan, SRECS

Guests: Dave Heglin, SCSO Communications Manager
Lori Markham, SFD Dispatch
Arianne Schmidt, Regional Project Manager
Ian Von Essen, GIS
Captain Rick Campbell, Cheney PD
Cathy Munoz, Cheney PD Director of Communications

I. CALL TO ORDER

Chief Brian Asmus called the meeting to order at 7:32 a.m.

II. INTRODUCTION OF GUESTS

No guests were introduced.

III. APPROVAL OF MINUTES

Undersheriff Jeff Tower moved to approve the February 22, 2018 and the March 14, 2018 minutes. Mr. Kent Harrison seconded. All were in favor. Motion carried.

IV. UNFINISHED BUSINESS

A. Regionalization/Integration Update

Mr. Gerry Gemmill stated that the BoCC voted to create the integrated system. Mr. Gemmill furthered that there is still a lot of work to be done. Mr. Gemmill added that a lot of good work had already been done in a short amount of time. Ms. Arianne Schmidt explained that an email will be sent out to those that are named in the resolution as filling the Board positions and then those that are to be voted at large will be appointed by the appropriate Councils. Ms. Schmidt furthered that there will be a hand-off meeting to the new Board. Ms. Schmidt

added that one of the first communications to be sent out will be to the users reiterating their value and integral role in the process. Mr. Kent Harrison stated that the Spokane Business Journal had already run a piece on the creation of the new entity. Ms. Schmidt added that there was one correction to the documents that will be coming, the term district was used when it should state, a public development authority.

B. BUC Update

Mr. Gemmill stated that he had received some historical information and that he is working on scheduling a follow up visit with Chief Jack Cates at the BUC.

C. Joint Operations Group Update

No updates.

V. NEW BUISNESS

A. 1/10th Funding Requests

Chief Asmus stated that Cheney's request for the use of 1/10th funds to purchase CAD/RMS server equipment was tabled during February's Policy Board meeting to get clarification from County legal if the purchase was an appropriate use of 1/10th funds. Chief Asmus furthered that Mr. Jim Emacio, County legal, sent an email stating that Cheney's request for CAD/RMS server equipment was an appropriate use of 1/10th funds from a legal standpoint. Ms. Cathy Munoz reminded the Policy Board that the current lease for the hardware is coming to an end and CAD/RMS cannot function without it. Chief Asmus added that the request is for \$66,000. Chief Asmus furthered that the Policy Board needed to decide whether to vote on Cheney's request or leave that decision to the new Board. Chief Bryan Collins asked if the letter from Mr. Emacio contained any caveats for using the funds for this request. Chief Asmus read through the letter and there were no stated caveats. Mr. Gemmill asked when the lease would run out. Ms. Munoz answered that it expired at the end of the year but there was a possibility for an extension of one year. Ms. Munoz added that there was also an option to lease to own the equipment over a five-year period.

Mr. Harrison asked if Cheney had any future plans to join the integrated system. Ms. Munoz stated that there were no plans at this time to integrate and that there were many reasons why that decision was being made. Chief Randy Johnson stated that from a Law Enforcement perspective it seems more practical to have everyone on the same system. Ms. Munoz explained that Cheney contributes to CopLink which allows the other agencies to see Cheney's law enforcement records and vise-versa.

Chief Asmus commented that since there is still time to make the decision before the lease expires that the request be tabled for the new Policy Board as it will be a financial decision affecting that Policy Board. Chief Johnson agreed with Chief Asmus and expressed his concerns from an emergency response standpoint, with Cheney not wanting to join the integrated system and remain an island. Chief Collins moved to table the request for the new Policy Board. Chief Johnson seconded. All were in favor. Motion carried.

VI. DIRECTOR'S REPORTS

A. Regional Emergency Communications Systems Director

Division Chief Jay Atwood stated that the system capacity task order report was included in the Policy Board packet. Division Chief Atwood explained that the capacity questions surrounded the events from the Freeman High School shooting and the 2015 Windstorm. Division Chief Atwood furthered that SRECS did not have GenWatch at the time of the Windstorm so sufficient data was not available. Division Chief Atwood explained that data from December 15, 2017 was used instead as Spokane had significant snowfall that day resulting in substantial incident volume and radio usage. Division Chief Atwood added that based on the data, the system busied out one time during the Freeman incident for 2.1 seconds. Division Chief Atwood continued that Scoop was the site being utilized, which is a multi-cast site. Division Chief Atwood furthered that roughly a year ago the Fire radios were reprogrammed with site preferencing but the law enforcement radios have not received that function yet. Division Chief Atwood explained that the site preferencing function forces radios to affiliate with a simulcast site (15 resources) whenever available, leaving the multi cast sites (5 resources) free for the traffic that demands their use due to geographical challenges. Division Chief Atwood added that the snowstorm on December 15, 2017 showed similar data at the Upper Mica site, which is also a multi-cast site. Division Chief Atwood stated that adding the site preferencing function to the Law Enforcement radios will help alleviate the issue in the future.

Division Chief Atwood stated that another component to help alleviate the system is education. Division Chief Atwood explained that when a user wants to monitor the traffic, they are tying up a resource from a nearby site. Division Chief Atwood continued that there is an effort within the Fire agencies to educate the users. Division Chief Atwood added that he has asked Motorola if tones can be differentiated depending on the reason why the system is busy.

Division Chief Atwood concluded that Upper Mica and Scoop are the two most problematic sites geographically. Division Chief Atwood furthered that after discussions with the SRECS team and Motorola, the best solution would be to add an additional resource to both power sites. Division Chief Atwood explained that the Motorola representative gave him a very rough estimate of \$1M and he will update the Policy Board as more information is available. Division Chief Atwood furthered that changing all the sites to simulcast sites would not be cost effective. Division Chief Atwood recommended that adding the additional resources to the sites, equipping the Law Enforcement radios with site preferencing and continuing education to users would be the best course of action. Division Chief Atwood added that the system itself is working very well overall.

Chief Collins asked if the radios would be reprogrammed with OTAP. Division Chief Atwood stated that they would not be reprogrammed as each radio would have to be touched and would take well over a year to accomplish. Division Chief Atwood explained that the latest system upgrade includes the ability to perform Wi-Fi updates and to activate the module would have a cost associated with it. Division Chief Atwood added that if the module was activated then as the new generation radios are phased in, the updates would be available and happen automatically.

Chief Collins stated there was discussion a few years ago regarding code plug updates for Fire and getting away from geographical dispatching but were unable to do so, due to simulcast capacity issues. Division Chief Atwood replied that he didn't believe it was a system issue but rather operational and work flow issues. Division Chief Atwood furthered that with the addition of site preferencing it may be a feasible option now.

Chief Cody Rohrbach asked for clarification on the multi cast sites and what it looks like when being utilized. Division Chief Atwood stated that a user would not know how many resources are being utilized at a given time. Division Chief Atwood furthered that just with the separation of Law Enforcement and Fire one or two resources at any given site is tied up already. Division Chief Atwood continued that monitoring ties up resources but when users are talking and utilizing the system then the resources are actually being utilized rather than losing a resource. Division Chief Atwood clarified that during the Freeman incident the site was bombarded because the users were all in the same area and affiliating with the same site. Chief Rohrbach asked if site preferencing had been available would the radio traffic have been spread out and not all traffic would have been affiliated with the Scoop site. Division Chief Atwood replied that yes, site preferencing would have alleviated some of the load. Division Chief Atwood stated that there is no 100% fail safe that a user will not get bumped if all the resources are tied up, but with trunking, education, site preferencing and some additional resources the system will work to its full potential causing those instances to go down.

Mr. Harrison asked if there was a way to address the scan versus monitoring issue. Division Chief Atwood explained that it was an educational component and that there was not a system feature to address the issue. Division Chief Atwood furthered that there is a way to manually de-affiliate a radio if needed. Division Chief Atwood added that the system went live in 2014 and much of the education was done in 2012 and 2013, and it is time to bring the education piece back to the forefront.

B. Emergency Communications Services Director

Ms. Lorlee Mizell stated that a major software upgrade is scheduled for April 9th and 10th which will be done during the graveyard shift and users should not be impacted. Ms. Mizell explained that Spokane will be the second County to move to the new ESInet for NextGen 911. Ms. Mizell furthered that the first switch will be done at the BUC on May 8th and then the CCB on May 15th. Ms. Mizell stated that plans are in place to activate the BUC while the switchover is happening at the CCB on May 15th. Ms. Mizell added that the new network will allow text messaging, natively, into the Vesta phone system, unlike the over the top application being used now. Ms. Mizell explained that this will not likely happen until late summer, early fall to ensure the stability of the network before adding new technology. Ms. Mizell added that the next step would then lead to integrated photo and video which will be a major undertaking especially in regards to policies and procedures. Ms. Mizell furthered that the process needs to be methodical in the way it is rolled out to ensure users are not overwhelmed.

Ms. Mizell explained that Spokane Fire is assisting Alert Spokane by facilitating a beta test for intragovernmental use. Ms. Mizell furthered that the second beta test will be facilitated by Spokane County Risk Management. Ms. Mizell added that CodeRed is prepping to rollout their desktop alerting, but no time frame has been established yet. Ms. Mizell explained that preparations are being made for beta testing for use of CodeRed in the field. Ms. Mizell furthered that the field use app is not very user friendly with smartphones and therefore the devices in the field need to be tablets or mobile computers. Ms. Mizell added that hopefully the field app will be ready for use in time for fire season.

VII. COMMITTEE REPORTS

A. GIS Subcommittee

Mr. Ian Von Essen stated that Friday is his last day before retirement. Chief Asmus thanked Mr. Von Essen for all his work. Mr. Von Essen explained that he has been working with Councilmember Peetz to get the addressing standard approved in Spokane Valley. Mr. Von Essen suggested that Chief Collins, Division Chief Atwood, or Ms. Shawna Ernst make a presentation to the Spokane Valley Council as a whole and stress the importance of implementing the addressing standard. Councilmember Peetz explained that she had discussed the issue with various City Officials, Chief Mark Werner, etc. and there is still hesitation to move forward with the addressing standard. Councilmember Peetz agrees with Mr. Von Essen on the importance of implementing the standard and will continue to raise the issue.

Mr. Gemmill thanked Mr. Von Essen on behalf of the County and himself for all his years of hard work. Mr. Gemmill added that it is due to Mr. Von Essen's hard work and tenacity that has brought Spokane County as far as it has in the realm of GIS and addressing standards.

VIII. PUBLIC COMMENT

Chief Asmus stated that the next Policy Board meeting is scheduled for April 26, 2018 and the Policy Board should still plan to meet even with the creation of the new entity. Chief Asmus furthered that if that were to change, the Board members would be notified. Chief Johnson stated that the current Policy Board would probably still need to meet for the next few months as the transition to the new Policy Board occurs and County codes and ordinances are worked out. Chief Collins suggested that County council be consulted during the transition. Ms. Schmidt explained that Mr. Emacio had already suggested that a legal entity with this specific expertise be retained.

Ms. Schmidt explained that the BoCC was planning to reinstate the Citizen's Advisory Committee for the 1/10th renewal, once the new Policy Board was established.

IX. INFORMATION ONLY

A. Budget Summary – 911 and Crime Check

The meeting adjourned at 8:21 a.m.

Next Meeting: Thursday, April 26, 2018 at 7:30 a.m.

ACTION ITEMS from the March 29, 2018 meeting:

The Spokane County Emergency Services Communications Policy Board approved the March 29, 2018 meeting minutes on: 4/26/18.



Chief Brian Asmus, Chair

4/26/18

Date



Cherell Yates, Staff Assistant

4-26-18

Date