

**Spokane County Emergency Services Communications Policy Board
Minutes – April 26, 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 Craig Meidl, SPD
Chief Cody Rohrbach, EMS
Undersheriff Jeff Tower,
Kent Harrison, Citizen Representative
Donald Dover, Citizen Representative
Erv Williams, Citizen Representative

Absent: Theresa Sanders, City of Spokane
Councilmember Brandi Peetz, Spokane Valley
Mayor Kevin Freeman, Millwood

Staff: Division Chief Jay Atwood, SRECS Interim Director
Lorlee Mizell, Emergency Services Communications Director
Cherell Yates, 911
Valerie Keegan, SRECS

Guests: Lt. Shawn Kendall, SPD Dispatch
Lori Markham, SFD Dispatch
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 7:31a.m.

II. INTRODUCTION OF GUESTS

Captain Rick Campbell
Ms. Cathy Munoz

III. APPROVAL OF MINUTES

Mr. Kent Harrison moved to approve the March 29, 2018 minutes. Undersheriff Jeff Tower seconded. All were in favor. Motion carried.

IV. UNFINISHED BUSINESS

A. Integrated Center Policy Board Update

Chief Asmus stated that there was an initial meeting of the new Policy Board last month and a draft of the by-laws were distributed to the Policy Board members for review. Chief Asmus continued that the second meeting will be held on Friday, April 27, 2018 to further discuss the by-laws and levels of service for the integrated center. Chief Asmus added that the next step is to begin the search for an Executive Director for the integrated center.

Undersheriff Tower asked how long both Policy Boards will have to continue to meet. Chief Asmus responded that Dr. De Hicks suggested the Emergency Services Communications Policy Board continue meeting for a few more months

and conduct business as usual. Chief Randy Johnson asked if there were any updates from County legal in regards to the transfer of authority to the new Policy Board. Chief Collins stated that it was still under review by County legal.

Ms. Lorlee Mizell asked if representatives from the various agencies should be present at Friday's meeting since the discussion will surround levels of service. Chief Collins stated that it would not be necessary since they were going to be high level discussions and conceptual in nature for the Policy Board.

B. BUC Update

No updates.

C. Joint Operations Group Update

Undersheriff Tower stated that Sheriff Ozzie Knezovich was satisfied with the capacity findings provided by Division Chief Jay Atwood at last month's Policy Board meeting. Division Chief Atwood stated that SRECS was moving forward with the updates for LE radios.

V. NEW BUISNESS

Chief Craig Meidl stated that Gonzaga asked if they could be granted access to LE radio channels. Ms. Valerie Keegan stated that Eastern Washington University and Spokane Public Schools have been granted access in the past during critical incidents. Division Chief Atwood asked if it would be for day-to-day communications or in the case of a critical incident. Chief Meidl responded that Gonzaga has their own Dispatchers so it would only be if there was a critical incident. Ms. Keegan explained that SRECS would initiate the interlocal. Chief Meidl will connect Gonzaga with Division Chief Atwood.

VI. DIRECTOR'S REPORTS

A. Regional Emergency Communications Systems Director

Division Chief Jay Atwood stated that SRECS is compiling an order for Motorola to purchase subscriber units and Motorola is honoring the prior contract price for those units.

Chief Johnson stated that he appreciated the information Division Chief Atwood sent out outlining how much time it would take to reprogram all the LE radios with site-preferencing and the fact that each radio has to be touched. Division Chief Atwood will forward the document to the Policy Board for distribution. Division Chief Atwood summarized that under optimal conditions it would take about a month and a half to complete the reprogramming.

B. Emergency Communications Services Director

Ms. Mizell stated that the 911 training program is accredited through APCO and the Department is currently submitting for recertification which should be completed by June. Ms. Mizell explained that the phone system software upgrade went well. Ms. Mizell furthered that the BUC was done first and the CCB was able to be done live with no interruptions to service.

Ms. Mizell stated that the cut to the new ESInet for NextGen 911 is scheduled for May. Ms. Mizell continued that the BUC will be done first on the night of May 7th into the morning of May 8th and the CCB will be done on the night of May 14th into the morning of May 15th. Ms. Mizell furthered that during the cut at the CCB, calls

will be taken at the BUC. Ms. Mizell added that she is working on the cut plan with the State and Comtech (network provider). Ms. Mizell furthered that Spokane County is requiring a more robust cut-plan than has been asked for by other Counties. Ms. Mizell stated that the new ESInet will allow for native texting which means the Department will no longer have to rely on the over the top application being utilized now. Ms. Mizell furthered that she anticipates this feature being introduced late 3rd or 4th quarter which will give the new network a chance to settle before adding new technology.

Ms. Mizell stated that another software upgrade for the phone system is coming, but will wait until October to install, as to not introduce too many things to the system at one time.

VII. COMMITTEE REPORTS

A. GIS Subcommittee

No updates.

VIII. PUBLIC COMMENT

Ms. Keegan stated that she and Ms. Mizell met yesterday to review the quarterly budget. Ms. Keegan explained that they went through the 911 and SRECS budgets and did not see any need to change or update the forecasted numbers.

IX. INFORMATION ONLY

A. Budget Summary – 911 and Crime Check

B. 2017 Annual Report – 911 Communications

The meeting adjourned at 7:51a.m.

Next Meeting: Thursday, May 31, 2018 at 7:30 a.m.

ACTION ITEMS from the March 29, 2018 meeting:

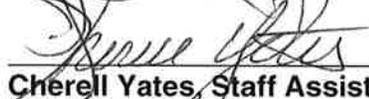
Division Chief Atwood will forward the document regarding the reprogramming of LE radios to the Policy Board.

The Spokane County Emergency Services Communications Policy Board approved the April 26, 2018 meeting minutes on: 6/28/18.



Chief Brian Asmus, Chair

6/28/18 FOR Brian Asmus
Date



Cherell Yates, Staff Assistant

6-28-18
Date