

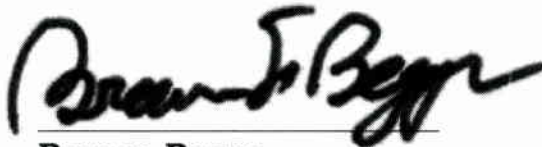
**SPECIAL MEETING NOTICE OF THE  
PUBLIC SAFETY & COMMUNITY HEALTH COMMITTEE**

**The regularly scheduled April 5, 2021, meeting of the Public Safety & Community Health (PSCH) Committee has been canceled. A special meeting of the PSCH Committee will be held remotely on March 29, 2021 at 1:15 p.m.**

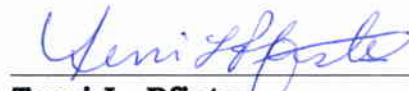
The Spokane City Council's PSCH Committee meeting will be held virtually via WebEx at **1:15 p.m. on Monday, March 29, 2021.**

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a meeting of the whole City Council. The PSCH Committee meeting is regularly held every 1<sup>st</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

The public will be able to tune into the meeting by viewing the meeting live at Channel 5, or at <https://my.spokanecity.org/citycable5/live>, or by calling 1-408-418-9388 and entering the access code #146 213 7305.



**Breean Beggs  
Council President**



**Terri L. Pfister  
Spokane City Clerk**

**PUBLIC SAFETY & COMMUNITY HEALTH COMMITTEE MEETING  
AGENDA FOR MONDAY, MARCH 29, 2021  
1:15 p.m. – Streaming Live Online & Airing on City Cable 5**

The Spokane City Council's Public Safety & Community Health Committee meeting will be held at **1:15 p.m. on March 29, 2021** – Streaming Live Online & Airing on City Cable 5. Council members and presenters will be attending virtually, and the meeting will be streamed live at <https://my.spokanecity.org/citycable5/live> and will also air on City Cable 5.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council.

The physical meeting will not be open to the public and no public testimony will be taken. Discussion will be limited to appropriate officials, presenters, and staff. The public is encouraged to tune in live at the address above, or by calling 1-408-418-9388 and entering the access code #146 213 7305; meeting password 0320.

**AGENDA**

**I. Call to Order at 1:15 p.m.**

**II. Approval of Minutes**

- [March 1, 2021 PSCHC Meeting](#)

**III. Reports/Updates – Briefing Papers Only, No Discussion**

1. [OPO Monthly Update – February 2021](#)
2. [Photo Red Update \(SPD\)](#)
3. [April Strategic Initiatives Report \(SPD\)](#)

**IV. Consent Agenda – Briefing Papers Only, No Discussion**

1. [Police Commissioned Computers Replacement \(SPD\)](#)
2. [WTSC – FY21-FY23 Pedestrian & Bicycle Safety ILA \(SPD\)](#)
3. [Sexual Assault Kit Grant Amendment SBO \(SPD\)](#)
4. [Contract with Summit Law Group for SPD ULP Matters \(Legal\)](#)
5. [Amendment of Contract with Summit Law Group for Labor Negotiations \(Legal\)](#)
6. [Customer Relationship Management \(CRM\) Contract Renewal \(IT\)](#)
7. [Purchase of 12,000 96-gallon Single Stream Recycling Carts w/ Assembly, Delivery & Removal Services \(Public Works\)](#)
8. [Request to Install Security Camera \(IT\)](#)
9. [WA Auto Theft Prevention Program FY2021-2023 Grant Application \(SPD\)](#)
10. [Sole Source Declaration with Infor Public Sector for Their CAD \(Computer Aided Dispatch\) System \(SFD\)](#)

**V. Strategic Plan Session – Safe & Healthy**

- Strategic Priority: Integrated 911/Dispatch
  - NONE
- Strategic Priority: Integrated Response
  - NONE
- Strategic Priority: Criminal Justice Reform
  - Sgt. Spiering K-9 Update (5 minutes)
- Strategic Priority: City-Wide Clean & Safe
  - NONE

**VI. Discussion Items**

**1. Staff Requests**

- [Ambulance Transport Agreement Discussion – Chief Schaeffer \(5 minutes\)](#)
- Cold Case Unit Presentation – Major McNab (10 minutes)
- E-Bike SBO Discussion – Sergeant Hamilton (10 minutes)

**2. Council Requests**

- Community School Presentation on Goat Vegetative Management Pilot Project – Ryan Campanella & Community School Students (15 minutes)
- Update on SFD COVID-19 Vaccination Outreach – CM Mumm (10 minutes)
- Status of Percentage of Vaccinated Uniformed First Responders – CM Mumm (5 minutes)
- [Discussion about Increasing Value Blanket for SPD Handguns – CM Kinnear \(5 minutes\)](#)
- [Discussion about SPD Mental Health Position – CP Beggs \(5 minutes\)](#)
- [Discussion about Fleet Vehicle Leases – CP Beggs \(5 minutes\)](#)
- [Discussion about Purchase of SFD Response Vehicles – CM Kinnear \(5 minutes\)](#)

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**VII. State Legislative Update (as needed)**

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**VIII. Adjournment**

**Next Committee meeting will be held on May 3, 2021**

# **Public Safety & Community Health Committee**

## ***Meeting Minutes – March 1, 2021***

**Call to Order:** 1:17 PM

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### **Attendance:**

**PSCHC Members Present:** CM Kinnear; CP Beggs; CM Stratton; CM Wilkerson; CM Cathcart; CM Mumm; and CM Burke.

**Staff/Others Present:** Mike Ormsby, Chief Craig Meidl, Sargent Nathan Spiering, Assistant Chief Justin Lundgren, Dave Singley, Eric Olsen, Michael McNab, Jacqui MacConnell, Mike Lopez, Julie Humphreys, Maggie Yates, Paul Ingiosi, Michelle Hughes, Tonya Wallace, Nathan Groh, David Paine, Tim Sigler, Tija Danzig, Jamie McIntyre, Thomas Williams, Brian McClatchey, Tim Dunivant, Shauna Harshman, Giacobbe Byrd, and Hannahlee Allers.

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**Approval of February 1, 2021 minutes:** Motion to approve by CM Stratton; M/S by CM Burke. The committee approved the minutes from the February 1, 2021 PSCHC meeting unanimously.

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### **CONSENT AGENDA ITEMS**

#### **Monthly Reports:**

1. OPO Monthly Update – January 2020
2. Photo Red Update (SPD)
3. March Strategic Initiatives Report (SPD)

#### **Consent Agenda Portion:**

1. Contract for Diverse Fiber Route from City Hall to New CCB Datacenter (IT)
2. Purchase of Caterpillar H120 Hammer (Public Works)
3. HP-CMV FMCSA-DOT 20.237 FY21 Safety Grant (SPD)
4. Grant Application for Fire Prevention (SFD)
5. Department of Ecology SBO/Grant Amendment (SFD)
6. SBO 2021 DOE Grant Amendment (SFD)
7. Approval of a 1-Year Renewal for Aluminum Sign Blanks, from National Barricade and Sign Co. (Streets)
8. Requests from Various Departments for Vehicle Purchases/Leases (Fleet Services)
9. Amending Washington Association of Sheriffs and Police Chiefs Sexual Assault Kit Initiative Grant Program (SPD)
10. Approval of Value Blanket with LN Curtis for 5 Years to Provide PPE to the Fire Department (SFD)

Council Member Kinnear announced that consent item #8 will be removed from this agenda and added to the next Urban Experience meeting.

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### **STRATEGIC PLANNING SESSION**

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#### **Strategic Priority: Integrated 911/Dispatch**

NONE

**Strategic Priority: Integrated Response**

NONE

**Strategic Priority: Criminal Justice Reform**

**Sgt. Spiering Update (5 minutes)**

Sgt. Spiering gave Council an update on how K-9s were deployed last month. In the month of February, there were 73 deployments and 1 contact. Sgt. Spiering highlighted a capture where a K-9 assisted in an arrest.

**Strategic Priority: City-Wide Clean & Safe**

NONE

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**DISCUSSION ITEMS**

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**Staff Requests:**

**SPD 2020 Stats Overview – Chief Meidl (15 minutes)**

Chief Meidl gave Council an overview of crime statistics from 2020. Chief Meidl's presentation focused on a comparison of 2019 and 2020 statistics. He highlighted the challenges and trends in 2020 – a unique year because of COVID-19. Chief Meidl also noted that when looking at this data, it is important to keep long-term context in mind. Short-term comparisons, while sometimes useful, can also give a skewed perspective on long-term crime trends. Chief Meidl talked about some internal variables, including proactive efforts and innovative programs. Chief Meidl presented on homicide rates in Spokane and provided some national context for our local increase in homicides. He also highlighted statistics related to drive-by shootings, other shootings, sexual violence, commercial robbery, person robbery, aggravated assault, domestic violence, and property crime. CM Mumm talked about the supervision bill that passed over a year ago and asked Chief Meidl if he is seeing any positive effects from it. Chief Meidl said it is not really a tool that is being utilized by the prosecutors right now and said he would get some more info to Council about why that is. CM Kinnear said that Council Members worked for over three years on that and would hope that it is being used. CM Mumm pointed out that Spokane is supposed to be a pilot in this effort and it's important that we actually use the tools from the bill in order to get the data necessary to understand if it works. Chief Meidl highlighted some notable strategies SPD has implemented around domestic violence. Chief Meidl then talked about additional COVID-19 related impacts including early jail and prison releases. CM Cathcart asked about the state of pod camping enforcement. Chief Meidl said the number one hurdle is having enough shelter space in the daytime, which makes enforcement problematic. Chief Meidl said that officers have still been going out with code enforcement to clean up camping sites that have been vacated. Major Eric Olsen confirmed that this is the case. CM Wilkerson asked if there will be follow-up on the early release numbers to understand if there was an impact on crime. Chief Meidl said that about half of those who were released were contacted by SPD at some level. CM Kinnear asked if those perpetrating gang

violence are from outside our community. Chief Meidl said that the biggest issue with drive-by shooting investigations is that SPD has trouble getting information out of survivors and others close to the incident. Major Michael McNab said they do not have any indication that there are people coming from out of town to commit these crimes. Major McNab said the most troubling aspect of these crimes is how young the perpetrators and victims are. CM Wilkerson asked how SPD is changing its approach based on the age of those involved. Major McNab talked about how SPD is trying to engage with families and other ways of community engagement. CM Cathcart asked if SPD has had conversations about a way to replace campus resource officers. Chief Meidl said these positions will still exist but will take on more of a counseling roll. CM Mumm highlighted the importance of creating partnerships with transportation portals (e.g. airports). CM Mumm also highlighted gang activities involvement with human trafficking.

#### **Update on Grant Received from MacArthur Foundation's Safety & Justice Challenge – Maggie Yates (10 minutes)**

Maggie Yates provided a brief overview of this recent grant award. This is a two-year grant award for \$700,000. Ms. Yates talked about how this current round of funding is primarily for sustainability planning in order to safely reduce the jail population, address racial and ethnic disparities, and increase community engagement long-term. Ms. Yates provided an overview of continued and new strategies that will be funded through this grant over the next two years. CM Wilkerson asked about providing free cell phones since the State of Washington already has a program that does this. Ms. Yates mentioned that this is meant to be for those who are court involved to have a cell phone available to them on site. CM Kinnear asked about caseloads for supportive release. Ms. Yates said they will issue an RFP to select a provider for supportive release and will establish case loads then.

#### **SBO to Temporarily Reclassify Some Positions from Fire/EMS to Fire Dispatch – Paul Ingiosi (10 minutes)**

Paul Ingiosi said that this temporary reclassification is a solution for the City's ILA with SREC expiring. Mr. Ingiosi provided additional financial context for this temporary change. He mentioned that all the dispatch costs will be centralized with this move. CM Stratton asked if this is for three or four positions. Mr. Ingiosi six positions total, three of which are current and three are the temporary reclassification positions. The SBO brings them all under one centralized fund.

#### **Police Fleet Analysis and Financial Projections – Tonya Wallace (10 minutes)**

Tonya Wallace presented on SPD's police fleet. She reviewed passenger vehicle type and make, how vehicles are used, vehicle replacement scenarios, and presented conclusions. Ms. Wallace walked Council through the numbers and uses of SPD's fleet. Ms. Wallace said where they would like to direct attention toward decisions around vehicle type and model is in the 405 vehicles that are more frequently used. CP asked if a K8 patrol vehicle would be considered a "utility" vehicle. Ms. Wallace confirmed this. She then talked about police vehicle costs. Prompted by CM Mumm, Ms. Wallace highlighted that SPD's "bearcat" is listed under the "pickup" section and skews the cost of that vehicle cost higher. CP Beggs asked if investigations and admin will use SUVs. Major Michael McNab said they are looking to stick with one or two vehicle platforms for admin going forward. Major McNab said admin don't necessary need SUVs but highlighted some specific examples where it is useful. Chief Meidl said

traditionally admin will drive vehicles for a couple of years and then transfer them over to investigations. Major McNabb said that the commissioning bill for hybrid vehicles are substantially higher. Ms. Wallace concluded that City funding is insufficient to keep pace with the need to replace vehicles. CM Kinnear expressed hesitancy with using SIP loan funding to purchase the vehicles needed. CM Mumm agreed that there need to be continued discussions about this. CM Wilkerson asked if Ms. Wallace could pull out the bearcat cost in an earlier table she presented. Ms. Wallace said she would get CM Wilkerson that cost. Ms. Wallace said that assuming City funding replaces 15 to 20 gasoline vehicles per year, the police fleet will be fully replaced in 20 to 27 years for those 405 vehicles. Ms. Wallace said this points to electric vehicles, right now, being more expensive. She also concluded that electric infrastructure and indoor storage is going to be required as the City moves to an electric fleet. CM Mumm asked about the indoor storage requirement and mentioned that European cities use covered outdoor storage. Ms. Wallace said that might be a great option. CM Kinnear said that she thinks this needs to be a study session topic going forward. CP Beggs asked for future data about the increased rate of funding needed for this fleet replacement strategy. CM Cathcart asked if the City has any cost-benefit analysis for take home vehicles. Ms. Wallace said there is a lot of anecdotal information about this. David Paine said he has been working on a take home vehicle analysis over the last six months and he can circle back to that work. CM Wilkerson asked if there has been any chatter about electric bikes in the downtown area. CM Kinnear asked if we could take all that was discussed today and give it more time in a study session.

#### **DERA Grant Update – Nathan Groh (10 minutes)**

Nathan Groh updated Council on the DERA Grant that the City applied for last year but did not receive. Mr. Groh said the City is applying again this year. This funding would be awarded in order to make a significant reduction in diesel emissions. Mr. Groh said they are applying for \$1M in funding to replace around 6 diesel vehicles. These vehicles were already slated to be replaced. These vehicles are not vehicles that can be replaced with electrified version, but they would be replaced with vehicles with CARB certified engines. David Paine asked a procedural question about the consent item that was moved off today's agenda. CP Beggs clarified.

#### **Treasury Rental Assistance Program Discussion – Tim Sigler (5 minutes)**

Tim Sigler briefed Council on COVID-19 related rental assistance efforts. Mr. Sigler talked about additional rental assistance funding coming down the pike. CM Mumm suggested that the City communicate clearly where community members can go to get these funds.

#### **Council Requests:**

##### **Discussion about SPD Community Service Opportunities within Juvenile Probation's Diversion Program – CM Burke (5 minutes)**

CM Burke asked SPD about the policy behind opportunities for community service with SPD, highlighting a specific case that was in the news. Jacqui MacConnell spoke to the specifics of the case that CM Burke wanted more information on. CM Burke asked why these opportunities aren't more standardized in order to make sure there is equity in these decisions. Ms. MacConnell said there is not specific policy to make these determinations but are working on bringing more equity in these decision-making processes.

**Cold Case Action Plan Discussion – CM Stratton (5 minutes)**

CM Stratton highlighted the public engagement Council has received on this topic and asked SPD if there is an action plan in the works to handle the backlog of cases. Chief Meidl spoke to SPD's interest in exploring a cold case unit. He mentioned the commission requirements involved and other investigative experienced required. He said they will have more information for Council on this in the coming weeks.

**COVID Immunization Outreach Plan Discussion – CM Mumm (10 minutes)**

CM Mumm mentioned how important it is for the City to lead the way on immunization outreach and implementation efforts. Mike Lopez from SFD provided some context for the current program that is a partnership with the Spokane Regional Health District (SRHD). Mr. Lopez said that SRHD is an outstanding partner and is the lead agency in this effort. He mentioned that future vaccination efforts are dependent on continued partnership with SRHD, vaccine availability, staffing, cost of staffing, and locations suitable for vaccine distribution. Mr. Lopez said that the vaccination clinic model that we developed with SRHD has been highly successful. He said the model is replicable, scalable, and the delivery model can be applied to large clinics, or small, pop-up clinics – at a neighborhood center for example. Mr. Lopez highlighted the success of the First Responder Vaccination Clinic that was active during January and February 2021. Mr. Lopez spoke about the future vision for collaboration with SRHD in vaccine distribution. CM Mumm asked what Council can do to help SFD scale up operations. She said that in order to get more vaccinations, we need to wait for the next federal shipment. She asked how Council can help prepare for the next shipment. CM Kinnear mentioned how this is all new information to her and she has not heard any of this information from SRHD. Mr. Lopez said he is not fully prepared to answer CM Mumm's question about what Council can do to help prepare but reiterated that this model can be scaled up and that will have a cost associated with it. CM Wilkerson commented that there is a lot of activity happening at SRHD and highlighted some of the partnerships in the vaccine roll out.

**State Legislative Update:**

CM Mumm mentioned that a key piece of state legislation, HB 1155, passed the House and will go onto the Senate.

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**ADMINISTRATION REQUESTS:**

NONE

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**Action Items:** NONE

**Executive Session:** NONE

**Adjournment:** CM Kinnear adjourned the meeting at 3:04 PM. The next PSCHC meeting will be held Monday, March 29, 2021.



**Attachments/Briefing Papers:** Contract for Diverse Fiber Route from City Hall to New CCB Datacenter; Purchase of Caterpillar H120 Hammer; HP-CMV FMCSA-DOT 20.237 FY21 Safety Grant; Grant Application for Fire Prevention; Department of Ecology SBO/Grant Amendment; SBO 2021 DOE Grant Amendment; 1-Year Renewal for Aluminum Sign Blanks, from National Barricade and Sign Co.; Requests from Various Departments for Vehicle Purchases/Leases; Amending Washington Association of Sheriffs and Police Chiefs Sexual Assault Kit Initiative Grant Program; Value Blanket with LN Curtis for 5 Years to Provide PPE to the Fire Department; SPD 2020 Stats Overview; Presentation on Grant Received from MacArthur Foundation's Safety & Justice Challenge; SBO to Temporarily Reclassify Some Positions from Fire/EMS to Fire Dispatch; and Police Fleet Analysis and Financial Projections.

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**Respectfully submitted by:**

Giacobbe Byrd, Legislative Aide to Council Member Lori Kinnear (PSCHC Chair)

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**Committee Chair Approval**

**Lori Kinnear**

**Spokane City Council – District 2**

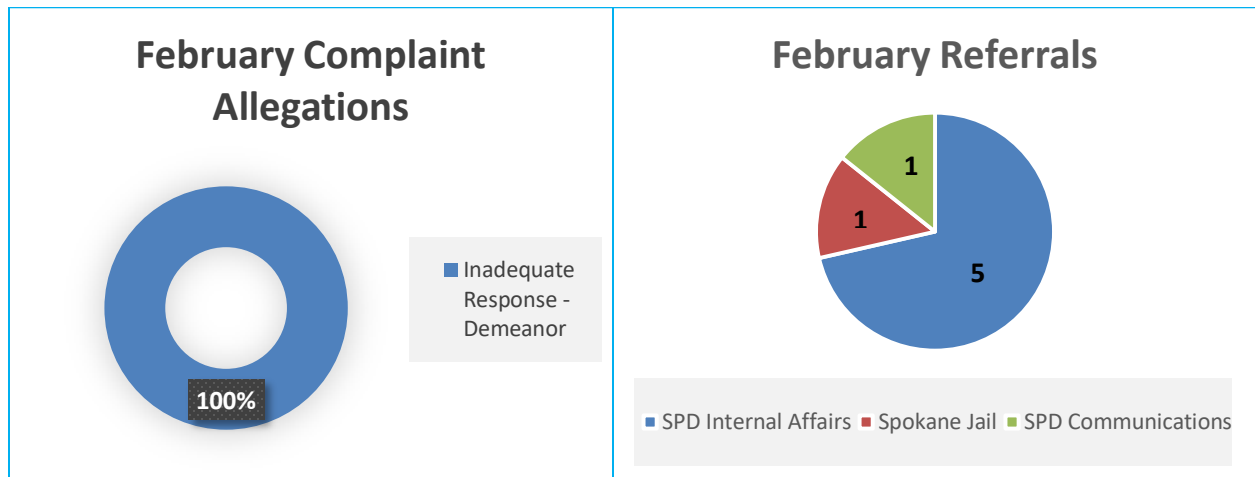


# Office of the Police Ombudsman

## Public Safety & Community Health Committee Report

Reporting Period: February 1-28, 2021

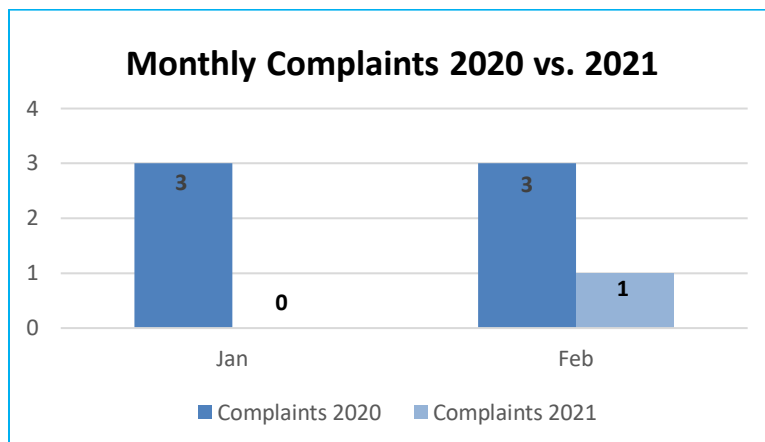
### Complaints/Referrals/Contacts



#### Highlights:

In February the OPO received 1 complaint and made 7 referrals for various agencies, examples include:

- Community member had concerns about a relative not receiving medical attention at the Jail – Spokane Jail
- Community member had questions about how to carry a weapon without a Conceal Carry Permit – SPD Communications
- Community member had a use of force question during an arrest that occurred outside of the 1 year – SPD Internal Affairs



#### Complaint Comparison

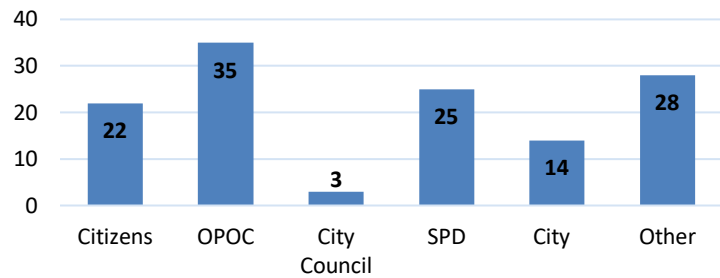
The OPO saw a decline in complaints in February 2021 (1) compared to February 2020 (3).

Overall complaints are down YTD (1) compared to 2020 (6).

### February Contacts

- 136 total contacts
- 5 community member interviews were conducted
- City contacts emphasis on Deputy Police Ombudsman Position

### **February Contacts**

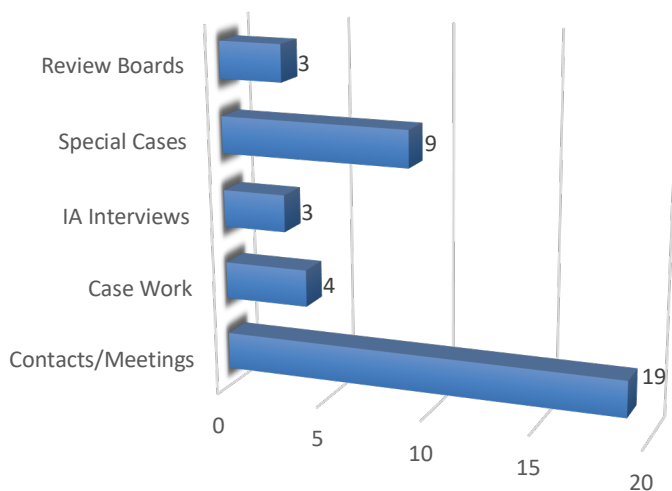


## **Oversight Activities**

### **Highlights:**

- The OPO attended 3 Internal Affairs interviews
- The OPO attended 3 review boards during the month of February – Deadly Force Review Board, Use of Force Review Board and Collision and Pursuit Review Board
- The OPO attended the Internal Affairs Bi-Weekly meeting
- The Ombudsman had several discussions with Chief Meidl regarding the annual report
- The OPO began discussion with IA on TA changes to current practices
- The Ombudsman identified 7 cases for closing reports and recommendations

### **February SPD Engagement**



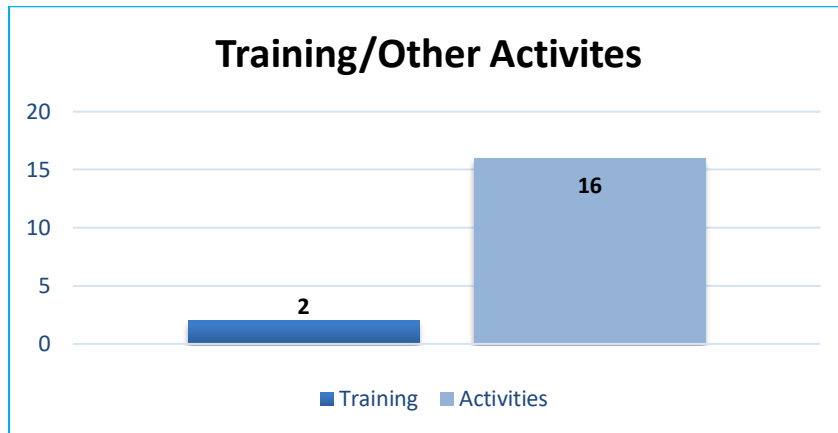
### **Case Work**

- 3 cases certified
- 1 case returned for further investigation
- 1 case recommended for mediation

### **Special Cases**

- Use of Force - 5
- Collision - 2
- Pursuit - 2

## Training/Other Activities



### Training:

**Daigle Law Group:** Use of Force Summit Webinar Series

**WSBA:** Due Process and Administrative Hearings during the time of Covid19

### Highlights:

- Outreach – PSCHC Meeting, Quarterly Department Head meeting, C.O.P.S. board meeting, Spokane Human Rights Commission
- Oversight – OPOC monthly meeting, NACOLE Use of Force Working Group, NACOLE Strategic Planning Committee, NACOLE Member Development and Support Committee, Task force 2.0 Policing and Alternatives to Policing subcommittee
- Other – Leadership Spokane Executive Board meeting, Leadership 2021 meetings, Leadership Spokane Social Committee, Transformational Leadership Round Table

## Upcoming

OPO/OPOC Annual Report Presentations to City Council Scheduled for April 12th

### Office of the Police Ombudsman Commission Meeting:

Held virtually, the 3<sup>rd</sup> Tuesday of every month at 5:30pm

Agendas and meeting recordings can be found at:

<https://my.spokanecity.org/bcc/commissions/ombudsman-commission/>

## Briefing Paper (Committee Name)

<b>Division &amp; Department:</b>	Police Department / Traffic Unit
<b>Subject:</b>	Photo Red / Speed
<b>Date:</b>	March 10th, 2021
<b>Contact (email &amp; phone):</b>	Jim Christensen 509-822-8151
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Safety
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	

Background/History: Report for Public Safety meeting March 29<sup>th</sup>, 2021.

Statistic for Photo Red for the time frame of **February 1<sup>st</sup> 2021, thru February 28<sup>th</sup>, 2021.**

There were 1216 violations on the photo red system from February 1<sup>st</sup>, 2021 thru **February 28<sup>th</sup>**, 2021. During the same time frame in 2020 there were 1396 violations, which is a decrease of 180 violations. Last year was Leap Year and February had 29 days.

Statistic for Photo Speed for the time frame of February 1<sup>st</sup>, 2021, thru February 28<sup>th</sup>, 2021.

There were 1748 violations on the photo speed system from **February 1<sup>st</sup>**, 2021 thru **February 28<sup>th</sup>**, 2021. During the same time frame in 2020 there were 1075 violations, which is an increase of 673 violations. The increase is due to only grade schools being back in session for some grades and all other schools are still out, so people are disregarding the school zones/signs. Also a lot of people are off work do to COVID 19 and don't normally drive these hours and there kids are at home so they don't think school is in session. This is what most of my phone calls and emails indicate.

Executive Summary: Photo RED

**February 1<sup>st</sup>, 2021, thru February 28<sup>th</sup>, 2021**

- Browne and Sprague was the highest with 199 violations.
- Freya and Third was the second highest with 162 violations.
- Division and Sprague was the third highest with 131 violations.
- NB Division and Francis was the fourth highest with 116 violations.

Executive Summary: Photo SPEED

February 1<sup>st</sup>, 2021, thru February 28<sup>th</sup>, 2021

- SB Nevada St @ Longfellow Elementary was the highest with 602 violations.
- SB Ash @ Ridgeview ELEMENTAR was the second highest with 380.
- SB Monroe St @ Willard Elementary was the third highest with 324 violations.
- EB W Northwest BLVD St @ Finch Elementary was the fourth highest with 315 violations.

Budget Impact:

Approved in current year budget? ☐ Yes ☐ No ☐ N/A

Annual/Reoccurring expenditure? ☐ Yes ☐ No ☐ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☐ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☐ Yes ☐ No ☐ N/A

Specify changes required:

Known challenges/barriers:



**SPOKANE POLICE DIVISION**  
**CHIEF OF POLICE**  
**CRAIG N. MEIDL**

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**Strategic Initiatives**  
**April 2021 Report**

**Public Safety and Community Health Committee Briefing**  
**March 29, 2021**

Public Safety Building • 1100 W. Mallon Avenue • Spokane, Washington 99260-0001





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

#### Selected Excerpts of Officer Commendations

##### **[Officers Spring, Ussery, C. Lesser, Tangeman, Fisher and K. Richardson]**

Thank you for the group of fellows. I was in an auto accident yesterday. Those men are absolutely amazing. I want to thank you and thank them for me. I am grateful. They were so kind and gentle. It made me feel so good. You guys get such lousy advertising and I appreciate the time and care they took with me. It was my first car accident. I was shook, but they took excellent care of me.

Chief Meidl, We send our support for your efforts to find and bring to justice the perpetrators of the reprehensible vandalism of Temple Beth Shalom. This action was a disgraceful incidence, and it is frightening and discouraging to know that this hatred remains in our community and region; it reminds us that we must stand united and continue to educate work, and struggle for improvement for all of us. As an organization that is dedicated to supporting diversity, equity, and inclusion, we appreciate that this offense is being pursued as a hate crime, and hope that the prosecution of the criminal(s) will be a deterrent to the racists and bigots who we know skulk in this region. We appreciate your continued diligence in this regard and look forward to hearing of your success in resolving this crime.

On behalf of the entire Gonzaga community, I thank you and your officers for their commitment to keeping our students and the Logan neighborhood community safe. We are truly grateful for the diligent efforts and countless hours that SPD and the PACT investigators dedicated to apprehending the suspects who burglarized several homes over winter break. The fact that the officer could link the three suspects with 9 of the 11 burglaries was genuinely commendable. Our sincerest thanks to you for the work you do every day to keep the residents of Spokane safe. The ways in which you work in collaboration with Gonzaga, and in particular our Campus Security and Public Safety officers, is deeply appreciated.

I was at home when a worker in my apartment complex advised me that three people just opened a box which had been on my porch. They fled when he confronted them. At that point, I followed on foot and called 911. Once they realized I was following they split up into three directions. I kept dispatch updated as much as possible while attempting to keep tabs on the suspects, two males and a female. **Officers Rhine and Barker** responded and were able to detain one of the suspects. One officer went and spoke with the witness who advised that it was the female who actually opened the box. The officers checked the area for her but were unable to locate her. Despite not catching the prime suspect, the officers did an excellent job and I would like you to commend them for me.







# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

CRAIG N. MEIDL

### Internal Affairs Unit Update

#### January 1 through February 28, 2021 Commendations and Complaints

Commendations Received:    **Total: 35**

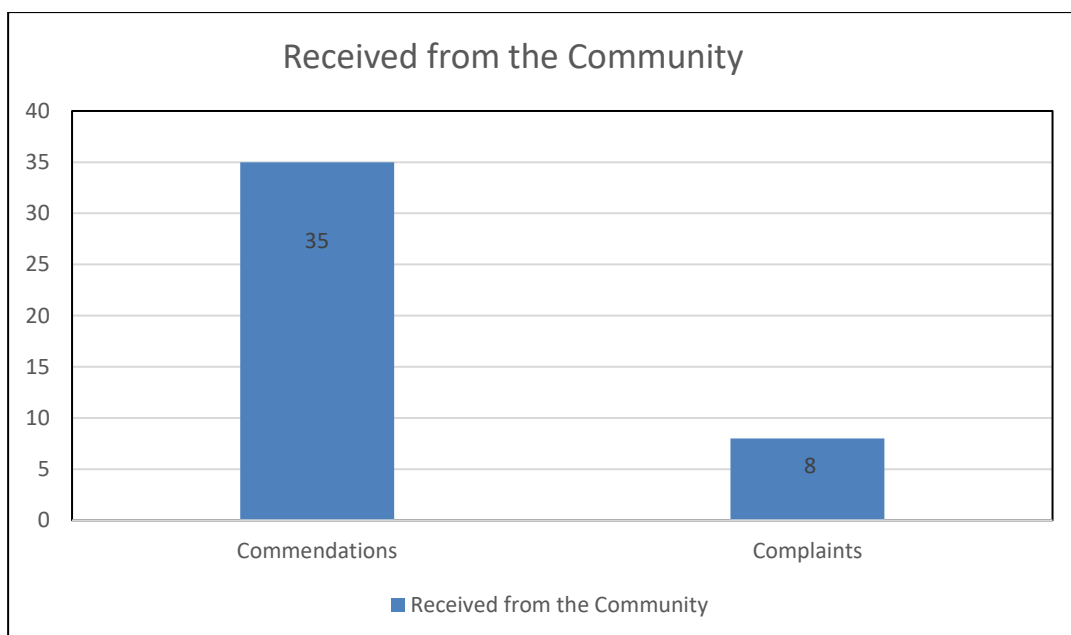
Complaints Received:        **Total: 11 (8 from community)**

**Closed Out as Inquiries: 0** (As of February 28, 2021)

*An inquiry is an initial complaint about employee conduct which, even if true, would not qualify as a personnel complaint and may be handled informally by a department supervisor and shall not be considered complaints.*

#### Source of Complaints—January 1 through February 28, 2021

Received by the Office of Police Ombudsman	<b>Total: 0</b>
Received by the Spokane Police Department	<b>Total: 11</b>
Internally Generated by the SPD	<b>Total: 3</b>
Generated by the Community	<b>Total: 11</b>





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

#### Use of Force Update

##### 2021 Non-Deadly Reportable Use of Force Incidents

From January 1-February 28, 2021, there were 9 non-deadly use of force incidents- 0 K9 contacts and 9 other (e.g., TASER, Level I Lateral Neck Restraint).

##### 2021 Deadly Force Incidents (Officer-Involved Shootings)

From January 1-January 31, 2021, there was one deadly force incident.

##### **Incident 2021-20002320 (Under Investigation)**

Incident 2021-20002320 took place on January 5, 2021 in the area of 5100 N Ash. The Spokane Independent Investigative Response (SIIR) is conducting the criminal investigation.

##### 2020 Deadly Force Incidents (Officer-Involved Shootings)

From January 1-December 31, 2020, there were three deadly force incidents.

##### **Incident 2020-20136616 (Under SPD Internal Investigation)**

Incident 2020-20136616 took place on August 7, 2020 in the area of Courtland/Crestline. The criminal investigation is by the Spokane Independent Investigative Response (SIIR) team is complete. The Prosecutor ruled the use of deadly force justified. SPD will commence an administrative investigation.

##### **Incident 2020-20160038 (Under Investigation)**

Incident 2020-20160038 took place on September 11, 2020 in the 6300 block of East Broadway. The criminal investigation is being conducted by the Spokane Independent Investigative Response (SIIR).

##### **Incident 2020-20168741 (Under Investigation)**

Incident 2020-20168741 took place on September 24, 2020 in the 9000 block of Highway 2. The criminal investigation is being conducted by the Spokane Independent Investigative Response (SIIR).

#### 2019 Officer-Involved Shooting Incidents Update (through December 31, 2020)

These incidents took place in 2019 but are still pending the Deadly Force Review Board- delayed by COVID-19 protocols.





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

#### **Incident 2019-20124831 (Pending Deadly Force Review Board- delayed by COVID-19 protocols)**

Incident 2019-20124831 occurred on July 6, 2019, in the 1400 block of West 9<sup>th</sup>. The Spokane Independent Investigative Response (SIIR) team criminal investigation is complete. The County Prosecutor ruled the use of deadly force as justified. Internal Affairs completed the administrative investigation. The case will be reviewed by a Deadly Force Review Board.

#### **Incident 2019-20201879 (Pending Deadly Force Review Board- delayed by COVID-19 protocols)**

Incident 2019-20201879 occurred on October 23, 2019, in the 3400 block of East Garnet. The Spokane Independent Investigative Response (SIIR) team criminal investigation is complete. The County Prosecutor ruled the use of deadly force as justified. Internal Affairs completed the administrative investigation. The case will be reviewed by a Deadly Force Review Board.

#### **Items of Interest**

##### Police Strategies LLC Report on SPD Police Interaction

The Spokane Police Department commissions a data driven report on SPD interactions with community members looking at demographics such as sex, age, and race.

##### General Conclusions:

While the report focused on police data regarding demographics of sex, age, and race, the authors' contend a number of other factors greatly influence criminal behavior including poverty, unemployment, education, health care and housing.

The authors' conclude no significant racial disparities are observed in police stops or arrests when applying the activity-based research methodology.

The findings show it is unlikely that Spokane Police officers are engaged in systemic biased practices against any particular demographic group. The data also suggests that the racial groups that are typically viewed as the targets of police racial bias (Blacks, Hispanic/Latinx, and Native Americans) are not more likely to have enforcement actions taken against them where officers have a high level of discretion in making law enforcement decisions. The analysis shows that in those cases where officers have the highest levels of discretion, Black, Native American, and juvenile subjects have the lowest risk of being subjected to enforcement actions.

See the details at this link:

<https://my.spokanecity.org/police/news/2021/03/03/police-strategies-llc-report-on-spd-police-interaction/>





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

#### SPOKANE POLICE DEPARTMENT

## DEMOGRAPHICS OF POLICE INTERACTIONS

AN IN-DEPTH ANALYSIS OF POLICE ACTIVITY  
BY POLICE STRATEGIES LLC

### REPORTED CRIME SUSPECTS

#### DISPARITIES EXIST IN CRIMES REPORTED TO POLICE



Crimes reported to police identify a Black suspect nearly 3 times more often than expected based on population. Native Americans were 68% more likely to be identified as a suspect, and Asians were 65% less likely to be identified as a suspect than expected based on city population demographics.

### POLICE STOPS

#### ALL RACES EQUALLY LIKELY TO BE CONTACTED

When Spokane police contact individuals either during traffic stops or when investigating suspects in a crime, there are no racial disparities observed. The proportion of stops by race closely resembles the proportion of reported crimes by race.



### ARRESTS

#### NO RACIAL DISPARITY FOUND IN ARRESTS



When compared to police stops, persons of all races are equally likely to be arrested. In incidents with more officer discretion (ex: minor traffic violations), Black individuals are 46% less likely and Native American individuals are 76% less likely to be issued a citation or infraction.

### USE OF FORCE

#### DISPARITY FOUND IN USE OF FORCE

Black arrestees are 22% more likely to have force used against them. Native American arrestees are 49% more likely to have force used against them.



### ENFORCEMENT ACTION

#### NO SIGNIFICANT RACIAL DISPARITIES



Data suggests the racial groups that are typically viewed as the targets of police racial bias (Blacks, Hispanic/Latinx, and Native Americans) have the lowest risk of enforcement action being taken against them when officers have the highest level of discretion in making law enforcement decisions.

### OUR MISSION

The Spokane Police Department is committed to providing excellence in policing, enhancing the safety and security of individuals, and building partnerships to better the lives of our community members as a whole.





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

#### New Hires

On February 15, 2021, SPD welcomed seven new entry-level officers, who are in the Basic Law Enforcement Academy (BLEA).



#### Behavioral Health Unit

The Spokane Regional Behavioral Health Unit, which is part of a WASPC grant, recently published their 2020 data. The unit made contact with 3760 individuals.

- 1,473 of contacts resulted in a referral.
- 78% of those contacts had an outcome other than jail or the hospital.
- 46 individuals were arrested, which is 1.2% of contacts.
- 590 individuals were emergently detained, which is 15.7% of contacts.
- 331 individuals were diverted from an arrestable offense and were diverted from the hospital.
- 4,272 calls were relieved from patrol (160,273 minutes or 2,671 hours of time saved from the patrol load).
- The BHU responded to 434 suicidal calls, followed up with 520 individuals, 1,044 welfare calls, and assisted Designated Crisis Responders in 772 calls.

#### Recent Commendation for the Domestic Violence Unit

*It came to my attention this morning that a defendant was arrested on two counts of a Domestic Violence No Contact Order violation. Upon review of his recent DV criminal history against his victim, it was determined that his pattern of violence was escalating, and the victim could be in further danger if he was given a lower bond. It had been reported that he strangled his victim on two separate occasions and stomped on her chest with his foot. I felt that it was most beneficial if a member of the DV Unit came along and spoke to the facts surrounding the very recent and escalating behavior of the defendant. I asked **Officers Aaron Ames and Erick Specht** to join me in court.*







# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL



*Both Officer Ames and Officer Specht immediately obliged and without hesitation appeared in court with me. I had alerted the court coordinator that the DV Unit would be present in court and would like the opportunity to speak to the pending criminal case and the reported strangulations. When Officer Specht was called to testify, he was extremely professional, well-spoken and commanded presence in his testimony. His information was perfectly delivered and in my opinion, without it, the defendant would have been released today. Instead, the Commissioner increased his bond*

*to \$10,000.00 and sternly instructed the defendant to follow the terms of the No Contact Order or there would be a higher bond and more criminal charges. I am confident that without Officer Ames being present to represent the DV Unit, and the powerful testimony of Officer Specht, this hearing would have had a much different outcome. Their genuine concern and efforts have kept our victim and community safe.*

#### Spokane Police Department's Community Crisis Assistance Program

The program kicked off in March 2021, and is made possible thanks to the Spokane Police Foundation. The intended purpose of the Community Crisis Assistance Program is for officers to have access to funds to assist those they contact during the course of their duties for emergency situations such as the following:

- Officers could use the funds to purchase food for a family/individual who have experienced extreme loss or are experiencing extreme hardship, like a family who experiences a fire.
- Officers enter a home on a call and see that the cupboards are bare, with no food for the children, the program can help.
- The funds can be used to purchase appropriate clothing for weather conditions, such as if officers come across a family in the middle of winter who have no coats or no blankets for their beds.

The funds are not to be used to secure temporary shelter. The assistance provided is temporary and not a long-term solution. Community Outreach will follow-up with those assisted through this program when possible to see if there are longer-term solutions. Officers who desire to use funds from the Spokane Police Community Crisis Assistance Program will contact someone in their chain of command to request approval to use the funds.





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

#### Precinct Highlights

##### **North Precinct**

##### North Precinct Crime Analyst is the Employee of the Quarter, 4<sup>th</sup> Quarter 2020

Lieutenant Shawn Kendall nominated Jamie Lamanna for the Employee of the Quarter Award. Employee of the Quarter nominations are based on either a specific act of unusual meritorious service, a specific project of significance to the community, City, or Department, or sustained superior performance of assigned duties.

In his nomination, Lieutenant Kendall wrote:



*Jaime has been assigned to the Crime Analysis unit since October of 2015. Prior to that, she worked as an intern for the unit. During her internship, the Crime Analysis unit learned, first hand, how skilled she is in this field. She met every challenge and routinely produced superior product. Her success during her internship definitely created her current full time employment in the unit.*

*Upon my assignment as the North Spokane Crime Prevention Lieutenant in August of 2019, I quickly learned that crime analysis is a key component in developing strategies to lower criminal behavior. I was lucky enough to have Jaime assigned as our north side crime analyst. Her ability to locate, analyze and interpret data is amazing. She utilized this skill with her common sense approach to help me develop plans, strategies, responses and reports on criminal behavior in Spokane.*

*Jaime was a key component as North Precinct leadership and NRO Kaurin developed a plan to impact the Safeway at Mission and Hamilton. Historically, this location has been a hot bed for criminal activity including, theft, assaults and robbery to name a few. The calls for service at this location had been a continual drain of patrol resources. After deploying several tactics and strategies over the course of several months, the calls for service at this location dropped approximately 80%. Again, Jaime's contributions to this project were critical for our success.*

*Overall crime in north Spokane dropped in 2019. Jaime's involvement and contributions were critical in achieving this. I have described Jaime's skill and common sense approach as her pivotal strengths which we rely on but after getting to know her, I have learned that her passion for crime prevention is by far her greatest strength. She genuinely wants to improve the quality of life for our Spokane citizens. She will take on numerous tasks and assignments beyond her daily workload. She will routinely work on her days off and outside her work hours ensuring that critical projects are completed. SPD is very lucky to have Jaime and*





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

*other members of the Crime Analysis Unit. I am confident that without them, SPD would not be celebrating a city-wide drop in crime.*

#### Collaboration with Neighborhood Residents Addressing Quality of Life Issues

- The Neighborhood Resource Officer recently started a nuisance case on a residence with harassment, drugs, and behavioral health issues. The tenant would harass the other tenants in the building. The NRO mailed the tenant a ticket for fail to enter into an abatement agreement. Recently, patrol units served her with an Anti-harassment order from one of the other tenants. The landlord served her with eviction papers. The tenant did not respond to any of the court paperwork to fight eviction and she continued to be cited for subsequent nuisance issues in February 2021.
- Another location involved a resident trafficking in stolen property and drug activity occurring at the location. The NRO researched the history of the location and contacted neighbors. He recently confirmed that the resident has moved out of the location.
- One Northside nuisance location involved an Adult Protective Services (APS) investigation into a situation where an elderly person was abused by people who moved in to "help." The NRO worked with the owner and APS. The people taking advantage of the renter have all moved out. Seven dumpsters of trash have been removed from the property, along with multiple vehicles.
- At one location, neighbors have complained of the drug dealing and prostitution happening at the residence. The NRO has issued a chronic nuisance citation and there is now a signed abatement agreement in place.

#### Recent Commendation for North Precinct Neighborhood Resource Officer

Wow! When you say you are going to help, you mean it! I called Crime Check today because a trespasser would not leave. The response time was less than 5 minutes. Everyone was helpful, courteous, and very competent. **Officer Dale Wells** had suggestions for me to make the building less friendly to trespassers, and we will implement them. He also had the man served as a habitual trespasser, and removed. The businesses and I are so happy and thankful. Please convey our appreciation to all the officers that helped. We are so lucky to have such an outstanding police force!

#### **Downtown Precinct**

#### Crime Prevention Missions

- Officers are focusing on the area of Browne-Pine and Pacific-2<sup>nd</sup> Ave with foot patrols and bike patrols. The goal is to reduce calls for service (127 calls for service in the area recently) and Part 1 crimes.
- Officers are focusing on the Post Street viaducts at night. The area has had issues with lots of hypodermic needles, human waste, and other garbage. A Neighborhood Resource Officer is conducting a Crime Prevention through Environmental Design (CPTED) of the area.







# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

#### Precinct Outreach

The Downtown Precinct recently took a tour of the Lumen school. Lumen High School is a charter school that services only teen parents who wish to obtain their high school diplomas. Lumen is next door to the DT precinct and they are interested in meeting their neighbors. Community Outreach is also organizing chat a question and answer session/pizza party where some of the Downtown officers could meet face to face (with masks) with students.

When restrictions lift, Downtown Precinct staff will hold a Youth & Police Initiative (YPI) at the location.

#### **South Precinct**

#### Collaboration with Neighborhood Residents Addressing Quality of Life Issues

- Neighborhood Resource Officers have been arresting several suspects while building an abatement case with a particular residence. Neighbors have complained of guns, drugs, trafficking stolen property, and stolen vehicles.
- NROs are working with Code Enforcement and the Civil Enforcement Unit (CEU) with one nuisance location with continuous criminal enterprise and squatters. They are moving toward a full abatement with CEU.
- Another location has been a long-term problem with the neighbors due to stolen property. An NRO has assisted with two search warrants for this location, for Trafficking Stolen Property and Possession of Stolen Property.
- NROs are dealing with one location with domestic violence incidents, drug dealing, and a shooting. They are working with an individual who is a power of attorney and are attempting to resolve the problem. NROs have moved forward with the chronic nuisance and abatement plan.
- The three NROs for the South Precinct were very busy with neighborhood requests. During the month of February, the three NROs handed 129 referrals from patrol over 28 days.

South Precinct NRO Kelly Mongan, pictured below





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

#### Outreach Update

##### New Program - Bigs in Blue

SPD officers have a new opportunity to reach youth in Spokane. The Spokane Police Department has collaborated with Big Brothers Big Sisters (BBBS) of the Inland Northwest on a program entitled "Bigs in Blue." This is an opportunity for officers, of any rank, to improve the life of a child.

Bigs in Blue is a one-to-one mentoring program that connects youth with police in communities throughout our nation, building strong, trusting, lasting relationships. These relationships can help children develop into confident adults and help build stronger bonds between law enforcement and the families they serve.

Community-Based mentoring relationships involve one-to-one outings and activities, doing things the Big and Little enjoy together (like getting a meal or going to the park). Bigs and Littles spend 2-4 hours, 2-4 times a month with each other for at least 18 months. The Spokane Police Foundation will also sponsor special activities for the program.

##### 2021 COMMUNITY OUTREACH PLAN FOR EVENTS

(Events with dates are confirmed)

- |         |  |
|---------|--|
| March-  | Junior League Book Fair (March 6, 2021)  |
| April-  | Autism Walk (April 18th, 2021)<br>National Drug Takeback day (April 24, 2021)  |
| May-    | Riverfront Park Family Fun Fair  |
| June-   | World Refugee Day<br>Spokane Pride Parade<br>Junior Police Academy<br>Spokane Police Community Appreciation Day<br>Skyfest (Fairchild Air Force Base) (June 11/12, 2021)   |
| July-   | Police Activities League (PAL) (July 6 <sup>th</sup> – August 12 <sup>th</sup> ) 6 weeks   |
| August- | PAL (July 6 <sup>th</sup> – August 12 <sup>th</sup> )<br>PAL Graduation (August 12, 2021)<br>PAL Boxing Sanctioned Event at Brick West Brewing (August 14 <sup>th</sup> , 2021)<br>Unity in the Community (August 21, 2021)<br>Cops and Kids (August 21, 2021) |





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL

Salvation Army Back to School Shopping  
Gathering at the Falls Pow Wow  
National Night Out – Spokane Police Foundation

September- Spokane Interstate Fair (Sept 10-20)  
Pig Out in the Park booth (Sept 1-6)  
Hoopfest (Sept 11-12)  
Touch a Truck  
JDRF Diabetes Walk for Kids

October- YPI

November- YPI

December- YPI  
Shop with a Cop (Follow up with Holiday and Heroes event)  
Christmas Giving Program

#### **Ongoing Events Throughout the Year**

- Big Brothers/Big Sisters meetings
- Day In the Life: New partnership with Juvenile Probation, Lutheran Family Services Refugee Group and Explorers to learn about aspect of police work
- Coordination of Services (COS) Juvenile Probation monthly presentation (1 night a month for 2.5 hours)
- YPI/PAL sustainability events (Hiking, Chiefs, Indians games)
- PAL Boxing
- Community Forums (Faith Alliance, Refugee Youth etc.)
- Monthly Refugee Provider Meeting
- Refugee orientations (Quarterly- World Relief)
- Youth Leadership Spokane
- Native Project Wellness Nights (Wednesday nights Sept-June)
- East Central Community Center Family Nights (New)
- Various speaking engagements for Rotary Clubs, Cub Scout Groups and other organizations
- Excelsior Outreach (Phase 3)
- Success through Academic Connections (SAC) School Outreach for youth under the jurisdiction of the court (Phase 3)
- Detention School Outreach (Phase 3)
- Frontier Behavioral Health Evergreen Club Lunches and meetings (Phase 3. Will meet on Zoom)
- NAACP Meetings (monthly)

Public Safety Building • 1100 W. Mallon Avenue • Spokane, Washington 99260-0001





# SPOKANE POLICE DIVISION

## CHIEF OF POLICE

### CRAIG N. MEIDL



#### Notable News

##### **Three men arrested in connection to Gonzaga winter break burglaries**

Spokane Police have arrested three men connected to nearly a dozen burglaries of Gonzaga University student housing over winter break. 57-year-old Bobby Holt, 49-year-old Bruce Erickson and 38-year-old David Good were arrested and charged with a combined 41 crimes, which include residential burglary, third- and second-degree malicious mischief, possession of a controlled substance, second- and first-degree trafficking stolen property and criminal conspiracy.

<https://www.kxly.com/three-men-arrested-in-connection-to-gonzaga-winter-break-burglaries/>

# Briefing Paper

## Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Public Safety, Police Department
<b>Subject:</b>	Replacement of Police Commissioned Computers
<b>Date:</b>	
<b>Author (email &amp; phone):</b>	Shawna Ernst <a href="mailto:sernst@spokanepolice.org">sernst@spokanepolice.org</a> 625-4106
<b>City Council Sponsor:</b>	Councilmember Kinnear
<b>Executive Sponsor:</b>	Chief Craig Meidl
<b>Committee(s) Impacted:</b>	Public Safety & Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of purchase contract with Dell to acquire 385 ruggedized laptops, 250 in-car docks, and 119 desktop docks to be used by commissioned officers.
<p><u>Background/History:</u> Patrol officers are currently using Panasonic CF-31s which are no longer being produced. Detectives are using a mix of equipment including business laptops and desktops. By the end of the year, over 300 of these computers will be out of warranty.</p> <p>This purchase will outfit all commissioned officers with Dell 5420s. This will provide us with several key benefits:</p> <ul style="list-style-type: none"> <li>By moving to an all-laptop approach, SPD IT staff will be able to reduce time spent in updating officer equipment due to promotions/transfers</li> <li>By moving to an all-laptop approach, SPD will have increased flexibility if a need arises to ask Detectives to work from home or from the field (in case of another pandemic)</li> <li>All officers will have a computer that is under warranty through mid-2026</li> <li>Dell 5420s have improved security, enabling us to implement two-factor authentication which is required by the FBI and is a goal of City IT's Security team</li> <li>Dell 5420s have improved performance and will support modern software platforms</li> <li>Dell 5420s have a thinner build, which improves ergonomics and reduces strain on wrists</li> <li>Dell 5420s are significantly less expensive than other models</li> </ul>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <li>Estimated total w/ sales tax of \$1,192,794.93</li> <li>Approximately \$1 million funded with SPD SIP Loan Capital funds from 2019/2020</li> <li>Remaining \$200,000 funded with IT Desktop Replacement Funds</li> <li>Purchase will be made using the Dell NASPO Cooperative Purchasing contract #108/05815-003</li> </ul>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	

The CFO, CITO, and SPD staff have been meeting to discuss the need to fund laptop replacements again in 2026 when this purchase goes out of warrant. We will continue to work on a plan and will present at a later time.

Operations Impact:

Consistent with current operations/policy?

☐ X Yes

☐ No

Requires change in current operations/policy?

☐ Yes

☐ X No

Specify changes required:

Known challenges/barriers:



## A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

**Quote No.** 3000080539306.1  
**Total** **\$1,192,794.93**  
Customer # 47488252  
Quoted On Mar. 09, 2021  
Expires by Apr. 08, 2021  
Deal ID 20345009

Sales Rep Charles Anglin  
Phone (800) 456-3355, 6180469  
Email Charles\_Anglin@Dell.com  
**Billing To** ACCOUNTS PAYABLE  
SPOKANE POLICE DEPT  
1100 W MALLON AVE  
SPOKANE, WA 99260-2043

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Charles Anglin

Product	Unit Price	Quantity	Subtotal
Dell Latitude 5420 Rugged	\$2,233.00	385	\$859,705.00
VEHICLE DOCK; ADVANCED ELECTRONICS; NO PASS-THROUGH RF; DC POWER SUPPLY WITH 36	\$835.00	250	\$208,750.00
Dell Thunderbolt Dock- WD19TBS	\$225.69	119	\$26,857.11
Subtotal:			\$1,095,312.11
Shipping:			\$0.00
Estimated Tax:			\$97,482.82
Total:			\$1,192,794.93

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.



	Quantity	Subtotal
<b>Dell Latitude 5420 Rugged</b>	<b>385</b>	<b>\$859,705.00</b>
Estimated delivery if purchased today:		
Apr. 14, 2021		
Contract # C000000010849		
Customer Agreement # NASPO MNWNC-108/05815-003		

Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 5420 Rugged, CTO	210-AQPT	-	385	-
8th Gen Intel Core i7-8650U Processor (Quad Core, 8M Cache, 1.9GHz, 15W, vPro)	379-BDHD	-	385	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	385	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	385	-
Dell Data Protection Encryption Personal Digital Delivery	421-9984	-	385	-
Dell ProSupport for Software, Dell Data Protection Encryption Personal, 1 Year	954-3455	-	385	-
Intel Core i7-8650U Processor Base with AMD Radeon RX540 Graphics 128 Bit	338-BPTH	-	385	-
Intel vPro Technology Advanced Management Features	631-ABWJ	-	385	-
32GB, 2x16GB, 2400MHz DDR4 Non-ECC	370-AEVD	-	385	-
M.2 512GB PCIe NVMe Class 40 Solid State Drive	400-BBUB	-	385	-
14" FHD WVA (1920 x 1080) Embedded Touch, Outdoor-Readable Screen	391-BDVP	-	385	-
Full Security - Fingerprint Reader, Contacted Smartcard Reader, Contactless Smartcard Reader	346-BEVD	-	385	-
RFID Module Label	389-DOOP	-	385	-
RFID Module Label	389-DOQY	-	385	-
Dell USB,USB,AUDIO,Smart Card left I/O module	590-TEXZ	-	385	-
SYSTEM RATING LABEL	389-DOPP	-	385	-
Sealed Internal RGB Backlit English Keyboard	580-ABYR	-	385	-
Intel Dual Band Wireless AC 8265 (802.11ac) 2x2 + Bluetooth 4.2 Driver	555-BEPE	-	385	-
Intel Dual Band Wireless AC 8265 (802.11ac) 2x2	555-BDGD	-	385	-
WLAN Bracket	575-BBYW	-	385	-
Qualcomm Snapdragon X20 (DW5821e) Vr2	556-BBZJ	-	385	-
WWAN Bracket	575-BBYX	-	385	-
3 Cell 51Whr 3-Year Limited Hardware Warranty ExpressCharge Capable Primary Battery	451-BCOQ	-	385	-
90 Watt AC Adapter	492-BCNQ	-	385	-
No Anti-Virus Software	650-AAAM	-	385	-
OS-Windows Media Not Included	620-AALW	-	385	-
E5 US Power Cord	537-BBBD	-	385	-
Quick Referene Guide	340-CHGB	-	385	-
Factory Installed Rigid handle tied sku	540-BCIH	-	385	-
3 Cell 51Whr 3-Year Limited Hardware Warranty ExpressCharge Capable Secondary Battery	451-BCOR	-	385	-
SERI Guide (English/Spanish)	340-AGIN	-	385	-



Regulatory Label included	389-BEYY	-	385	-
TPM Enabled	340-AJPV	-	385	-
System Driver, Dell Latitude 5420	640-BBRG	-	385	-
Dell Developed Recovery Environment	658-BCUV	-	385	-
Shuttle SHIP Material	328-BCXL	-	385	-
Directship Info Mod	340-CKTD	-	385	-
No Option Included	340-ACQQ	-	385	-
No Resource USB Media	430-XXYG	-	385	-
ENERGY STAR Qualified	387-BBNJ	-	385	-
BTO Standard shipment Air	800-BBGF	-	385	-
No Additional IO Ports	590-TEYC	-	385	-
No Option Included	340-ACQQ	-	385	-
RGB Camera	319-BBFN	-	385	-
ProSupport Plus: Next Business Day Onsite, 2 Years Extended	808-6796	-	385	-
ProSupport Plus: Next Business Day Onsite, 3 Years	808-6797	-	385	-
Dell Limited Hardware Warranty Initial Year	808-6805	-	385	-
ProSupport Plus: Accidental Damage Service, 5 Years	808-6826	-	385	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	808-6827	-	385	-
ProSupport Plus: 7X24 Technical Support, 5 Years	808-6845	-	385	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	385	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	385	-
Basic Deployment for Client, Configuration Services	366-0493	-	385	-
ProDeploy Client Suite Imaging Services, Configuration Services	366-0496	-	385	-
Basic Deployment for Client Basic Information, Configuration Services	380-6311	-	385	-
ProDeploy Client Suite Imaging Services, Information, Configuration Services	380-6314	-	385	-
Basic Deployment Dell Client PC	810-1356	-	385	-

Quantity

Subtotal

## VEHICLE DOCK; ADVANCED ELECTRONICS; NO PASS-THROUGH RF; DC POWER SUPPLY WITH 36

\$835.00

250

\$208,750.00

Estimated delivery if purchased today:

Apr. 26, 2021

Contract # C000000010849

Customer Agreement # NASPO MNWNC-108/05815-003

Description	SKU	Unit Price	Quantity	Subtotal
VEHICLE DOCK; ADVANCED ELECTRONICS; NO PASS-THROUGH RF; DC POWER SUPPLY WITH 36	A8818424	-	250	-

Quantity

Subtotal

## Dell Thunderbolt Dock- WD19TBS

\$225.69

119

\$26,857.11

Estimated delivery if purchased today:

Mar. 18, 2021

Contract # C000000010849

Customer Agreement # NASPO MNWNC-108/05815-003

Description	SKU	Unit Price	Quantity	Subtotal
Advanced Exchange Service, 3 Years	824-3984	-	119	-
Dell Limited Hardware Warranty	824-3993	-	119	-

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Subtotal:	\$1,095,312.11
Shipping:	\$0.00
Estimated Tax:	\$97,482.82
<hr/>	
Total:	\$1,192,794.93

## Important Notes

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### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions :** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm)

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

## Briefing Paper

### PSCH Committee Meeting 3/29/21

<b>Division &amp; Department:</b>	Spokane Police Department
<b>Subject:</b>	WTSC – FY21-FY23 Pedestrian & Bicycle Safety
<b>Date:</b>	3/15/21
<b>Contact (email &amp; phone):</b>	Sgt. Teresa Fuller 835-4587
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	Chief Craig Meidl
<b>Committee(s) Impacted:</b>	Public Safety
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	3/19/21
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	<p><u><b>Action</b></u></p> <p>Interagency agreement between SPD &amp; WTSC. The performance period is for a two-year period from 10/1/21 to 9/30/23.</p> <p><u><b>Funding</b></u></p> <p>Projected funding amount unknown at this time.</p>
<b><u>Background/History:</u></b>	
<p>The previous pedestrian safety zone projected-focused patrols use precise locations that have been identified pedestrian fatal and serious injury crashes, selecting locations with the highest number of incidents in recent years. The past funding in FY19-20 was \$20,000.00 for employee salaries &amp; benefits for a one-year period 10/1/19-9/30/20.</p>	
<b><u>Executive Summary:</u></b>	
<p>Interagency agreement between Spokane Police Department and Washington Traffic Safety Commission (WTSC) for SPD to submit proposal for funding for Pedestrian and Bicycle Safety for RFP 2021—1 with the walker and/or roller safety enhancement projects. To include an education or enforcement component or both for a two-year period 10/1/21-9/30/23.</p>	
<b><u>Budget Impact:</u></b>	
<p>Approved in current year budget?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>If new, specify funding source: Federal Funding – Department of Justice</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<b><u>Operations Impact:</u></b>	

Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☐ Yes ☒ No ☐ N/A

Specify changes required:

Known challenges/barriers:

## Briefing Paper

### Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Spokane Police Department
<b>Subject:</b>	SBO for Sexual Assault Kit grant amendment
<b>Date:</b>	03/29/2021
<b>Contact (email &amp; phone):</b>	Mike McNab– <a href="mailto:mmcnab@spokanepolice.org">mmcnab@spokanepolice.org</a> 509-835-4514
<b>City Council Sponsor:</b>	Councilmember Kinnear
<b>Executive Sponsor:</b>	Chief Craig Meidl
<b>Committee(s) Impacted:</b>	Public Safety Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of SBO to adjust budget to reflect additional grant award along with corresponding costs.
<b>Background/History:</b> SPD was previously awarded and accepted grant funding from the Washington Association of Sheriffs and Police Chiefs(WASPC) to be used for the investigation of backlogged sexual assault kits. Due to the workload, an additional \$44,515 in funding was requested for reimbursement of overtime costs and subsequently awarded by WASPC.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Additional grant award of \$44,515 was accepted and approved under OPR 2021-0025</li> <li>SBO needed to adjust budget so that it accurately reflects total grant revenue/expenditures of \$90,133</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Federal Funding – Department of Justice Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

# Briefing Paper Study Session

<b>Division &amp; Department:</b>	Legal and Human Resources
<b>Subject:</b>	Contract with Summit Law Group for SPD ULP matters
<b>Date:</b>	March 16, 2021
<b>Author (email &amp; phone):</b>	Mike Ormsby
<b>City Council Sponsor:</b>	Councilwoman Kinnear
<b>Executive Sponsor:</b>	Mike Ormsby
<b>Committee(s) Impacted:</b>	Public Safety and Community Health
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
<b>Strategic Initiative:</b>	Continued City Operations
<b>Deadline:</b>	March 29, 2021
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Representation of SPD/City in ULP matters which require specialty labor expertise.
<b><u>Executive Summary:</u></b> On occasion SPD/HR/Legal need specialty expertise on either a filed or threatened ULP (one pending now) and specialty expertise would be beneficial to either resolution or representation in arbitration on the matter, if necessary.	
<b><u>Budget Impact:</u></b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b><u>Operations Impact:</u></b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	



City Clerk's No. \_\_\_\_\_

**City of Spokane**  
**OUTSIDE COUNSEL CONTRACT**

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **BETH KENNAR** of the law firm **SUMMIT LAW GROUP**, whose address is 315 5th Avenue South, Suite #1000, Seattle, Washington 98104, as ("Firm"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE**. The Firm shall act as Outside Special Counsel providing legal services and advice to the City regarding Spokane Police Department Unfair Labor Practice Matters, consistent with applicable laws and this Contract. The Firm shall comply with the attached "General Terms and Conditions for Outside Counsel".
2. **CONTRACT TERM**. The Contract shall begin on January 1, 2021 and shall run until terminated or completion of services, whichever is earlier. The City reserves the right to terminate this Contract, with or without cause, as determined in the sole discretion of the City Attorney.
3. **COMPENSATION**. The City shall pay the hourly fees and other charges as stated in the attached exhibit, up to a maximum amount of **TWENTY THOUSAND DOLLARS AND NO/100 (\$20,000.00)**, as full compensation for everything furnished and done under this contract.
4. **COMPLIANCE WITH LAWS**. Each party shall comply with all applicable federal, state, and local laws and regulations.
5. **ANTI-KICKBACK**. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Contract.
6. **NONDISCRIMINATION**. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Firm agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Firm.



7. INSURANCE. During the term of the Contract, the Firm shall maintain in force at its own expense, the following insurance coverages:

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers; and
- B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate, for bodily injury and property damage. It shall provide that the City, its officers and employees are additional insureds, but only with respect to the Firm's services to be provided under this Contract; and
- C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
- D. Professional Liability (E&O) Insurance with a combined single limit of not less than \$5,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Contract. If coverage is to be provided on a claims-made basis, the Firm shall warrant that any policy retroactive date precedes the effective date of the Contract. The coverage must remain in effect for at least two (2) years after the Contract is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without forty five (45) days written notice from the Firm or its insurer(s) to the City. As evidence of the insurance coverages required by the Contract, the Firm shall furnish acceptable insurance certificates to the City at the time it returns the signed Contract. The certificate shall specify all of the parties who are additional insured, and include applicable policy endorsements and the deductible or retention level, as well as policy limits. Insuring companies or entities are subject to City acceptance and shall have a rating of A- or higher by A.M. Best. The Firm shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance. Any self-insured retentions must be declared to, and approved by the City. If not approved, the City may require that the insurer reduce or eliminate the self-insured retentions with respect to the City, its officers, agents, employees and volunteers. Any modification or variation from these insurance requirements shall be made by the Office of the City Attorney and/or the City's Risk Manager in the City's sole discretion.

8. INDEMNIFICATION. The Firm shall indemnify the City, its officers and employees, from and against all direct damages, liability, cost and expense proximately caused by the negligent performance of the Firm's professional obligations under this Contract, subject to such defenses as the Firm may have under applicable law to a claim for negligence in the performance of its obligations. The Firm shall have no liability hereunder for punitive, consequential, special or other indirect damages. This indemnification is solely for the benefit of the City and no third party beneficiary or other rights shall be created under this section.

9. DEBARMENT AND SUSPENSION.

The Firm has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

10. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Firm shall be responsible for contacting the State of Washington Business License Services at [www.dor.wa.gov](http://www.dor.wa.gov) or 360-705-6741 to obtain a business registration. If the Firm does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

11. MISCELLANEOUS PROVISIONS.

- A. ASSIGNMENTS. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent. In the event of an assignment or transfer, the terms of this Contract shall continue to be in full force and effect.
- B. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.
- C. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.
- D. AMENDMENTS. This Contract may be amended at any time by mutual written agreement.

**SUMMIT LAW GROUP**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature Date

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

Attachments that are part of this Contract:  
General Terms and Conditions for Outside Counsel and Fee Schedule  
Certificate Regarding Debarment

21-044

## GENERAL TERMS AND CONDITIONS FOR OUTSIDE COUNSEL

### I. SCOPE OF REPRESENTATION

- A. The Firm will be engaged on a case-by-case basis to represent the City, and if applicable, its employees and elected officials in lawsuits which are filed in superior court or federal district court. Specific assignments may include investigation of claims, all aspects of litigation, appeals, and additional legal representation or consultation tasks as assigned by the City Attorney. If a conflict of interest arises between the City and any department employee, it will be resolved in accordance with the Rules of Professional Conduct.
- B. Interaction with the City.  
Unless prohibited by the Rules of Professional Conduct, the Firm's interaction with the City will comply with the following guidelines:
  - 1. The City Attorney must be given advance notice of any significant decisions in order to be able to participate fully in making the decisions.
  - 2. The City Attorney must be provided with advance drafts of all significant documents (policy statements, pleadings, memoranda) in sufficient time to be able to participate fully in decisions regarding such documents.
  - 3. The City Attorney must routinely receive copies of all other documents, including correspondence and internal legal memoranda.
  - 4. The City Attorney must fully participate in all deliberations and decisions regarding possible settlement of a case.
  - 5. The City Attorney must participate in the selection of all consultants or experts. No subcontracting is permitted under the Contract without the specific authorization of the City Attorney.
  - 6. Any extensive legal research proposed by the Firm must be discussed in advance with the City Attorney.
  - 7. The City Attorney must be advised as soon as reasonably possible of any potential conflicts in representation.
- C. The City reserves the right to designate a specific attorney(s) in the Firm to work on specific matters as lead counsel or associate lead counsel for the services rendered pursuant to any referral contract. The City further reserves the right to approve any attorney offered to provide services.

- D. Conflicts of Interest.  
The Firm or attorney who is selected to represent the City must disclose any actual or potential conflict of interest, and will be prohibited from engaging in or carrying on, any legal work on behalf of any client that is directly adverse to the City or its interests without the specific written consent and waiver of the Office of the City Attorney. Waivers will be evaluated on a case-by-case basis. The Firm or attorney engaged to represent the City shall have a continuing duty to disclose such information. The Office of the City Attorney will NOT sign "blanket" waivers.
- E. Confidential Information.  
All confidential communications between the City, its officers, employees or agents, and the Firm, whether oral or written, and all documentation whether prepared by the Firm or the City shall be considered privileged and shall not be disclosed, except by the written consent of the City Attorney.
- F. Subcontracting.  
No portion of the work will be subcontracted without prior written approval of the Office of the City Attorney.
- G. Advertising.  
The name of the City shall not be included in any promotional or advertising materials by the Firm without the prior written approval of the City's Attorney's Office.

## II. BILLING PROCEDURES

- A. Billing Procedures.
1. Billings by the Firm shall be submitted on a monthly basis.
  2. Unless otherwise agreed upon in advance in writing, the City will be charged for services rendered on an hourly basis and billings will be reflected in increments of one-quarter of an hour or less.
  3. Each billing statement shall be set forth for each date services were performed:
    - A brief summary of the services provided.
    - The number of hours, or fractions of hours, spent by each provider.
  4. Expenses and disbursements shall be shown in detail:
    - Air travel shall be approved by the City in advance and is reimbursable at coach rates;
    - The City must not be charged for courier service or other expedited mail delivery, unless the urgency was caused by the City or the City requests the service.
    - Billings for experts or consultants retained by the Firm shall be provided in a substantially similar format as outlined above.

5. Any changes in outside counsel's fee schedule shall be discussed with the City Attorney prior to implementation.
6. The Firm has been retained because of its expertise. The City shall not be billed for basic general legal or technical research necessary to educate staff or less experienced attorneys in the Firm without advanced City approval.
7. The City shall not be billed for any time spent in preparing or reviewing the Firm's billings to the City or for internal quality control procedures.
8. Unless approved in advance, the City will not reimburse for time spent by more than one (1) attorney attending meetings, witness interviews, depositions, hearings and the like.

B. Payment.

The Firm shall send its applications for payment to the City Attorney's Office, Fifth Floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. Payment will be made within thirty (30) days after receipt of the Firm's applications, except as provided by state law.

C. Audit.

The Firm shall keep adequate and accurate records supporting all amounts invoiced to the City, and must maintain the records for at least six (6) years following completion of any work. The Firm shall allow authorized City representatives to review and audit all records relating to services provided under any contract with the City.

## FEE SCHEDULE

### HOURLY RATES

Beth Kennar – Partner	\$335.00 per hour
Partner	\$335.00 per hour
Attorney	\$260.00 per hour
Paralegal	\$205.00 per hour

### CITY SHALL PAY FOR:

- Reimbursing Costs
- Litigation Expenses
- Disbursements and Out-Of-Pocket Expenses
  - Computerized Legal Research
  - Court Reporter Appearance Fees
  - Deposition (Transcription and/or Video) Fees
  - Fees for Retrieval of Records
  - Mediation or Arbitration Fees
  - Court Costs and Filing Fees
  - Payments to Outside Investigators
  - Expert Witnesses and/or Expert Consultants
  - Court Transcripts
  - Demonstrative Aids
  - Witness Fees
  - Mileage (See General Conditions)
- All Other Items for which the Firm may advance or incur costs for the City's benefit

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

<hr/> Name of Subrecipient / Contractor / Consultant (Type or Print)	<hr/> Program Title (Type or Print)
<hr/> Name of Certifying Official (Type or Print)	<hr/> Signature
<hr/> Title of Certifying Official (Type or Print)	<hr/> Date (Type or Print)

# Briefing Paper Study Session

<b>Division &amp; Department:</b>	Legal and Human Resources
<b>Subject:</b>	Amendment of Contract with Summit Law Group for Labor Negotiations
<b>Date:</b>	March 16, 2021
<b>Author (email &amp; phone):</b>	Mike Ormsby
<b>City Council Sponsor:</b>	Councilwoman Kinnear
<b>Executive Sponsor:</b>	Mike Ormsby
<b>Committee(s) Impacted:</b>	Public Safety and Community Health
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
<b>Strategic Initiative:</b>	Continued City Operations
<b>Deadline:</b>	March 29, 2021
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Assist the City in in labor negotiations with Spokane Fire Department, SAFO and SPD on new contracts.
<b><u>Executive Summary:</u></b> The City has an outstanding contract for these services with this law firm. The contract maximum in the existing contract has been utilized and this Contract Amendment is required in order to continue the City's access to these services.	
<b><u>Budget Impact:</u></b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b><u>Operations Impact:</u></b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	





**City of Spokane**

**CONTRACT AMENDMENT**

Title: **LABOR NEGOTIATIONS FOR CITY OF SPOKANE POLICE AND FIRE DEPARTMENTS**

THIS CONTRACT AMENDMENT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **BETH KENNAR** of the Law Firm **SUMMIT LAW GROUP**, whose address is 315 5th Avenue South, Suite #1000, Seattle, Washington 98104, as ("Firm"), individually a "party", and together referenced as the "parties".

WHEREAS, the parties entered into a Contract wherein the Firm agreed to act as Outside Special Counsel providing legal services and advice to the City and employees regarding all aspects of a Labor Negotiations for the Spokane Police Department and Spokane Fire Department; and

WHEREAS, additional funds are necessary, thus the original Contract needs to be formally Amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

**1. CONTRACT DOCUMENTS.**

The Contract dated October 1, 2018 and October 2, 2018, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE DATE.**

This Contract Amendment shall become effective on January 1, 2021.

**3. COMPENSATION.**

The City shall pay an additional amount not to exceed **FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00)**, for everything furnished and done under this Contract Amendment. The total amount under the original contract, all previous amendments and this Amendment is **ONE HUNDRED SEVENTY FIVE THOUSAND AND NO/100 DOLLARS (\$175,000.00)**.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

**SUMMIT LAW GROUP**

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
City Clerk

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney

21-043

# Briefing Paper

## Public Safety and Community Health Committee

<b>Division &amp; Department:</b>	Innovation and Technology Services Division
<b>Subject:</b>	Customer Relationship Management (CRM)
<b>Date:</b>	March 29, 2021
<b>Author (email &amp; phone):</b>	Michael Sloon, <a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a> , 625-6468
<b>City Council Sponsor:</b>	CM Kate Burke
<b>Executive Sponsor:</b>	Eric Finch and Carly Cortright
<b>Committee(s) Impacted:</b>	Public Safety and Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	My Spokane – CRM  Utilizing Budget Account 5300-73300-18850-54820
<b>Strategic Initiative:</b>	Sustainable Resources
<b>Deadline:</b>	April 30, 2021
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Continuation for Salesforce Licenses Ongoing annual maintenance and support of the City's CRM system.
<b>Background/History:</b>  The Customer Relationship Management (CRM) system is the application used to track citizen engagement, through multiple city entities, including My Spokane-311, Utility Billing, Mayor's Office, Solid Waste Management, City Council and Streets Departments. Carahsoft supplies the Salesforce licensing in support of the City's Customer Relationship Management (CRM). Salesforce was selected and implemented in 2019. 2020 contracted amount was \$114,025.68 including tax. The difference from 2020 to 2021 is the addition of one new Salesforce license.	
<b>Executive Summary:</b>  <ul style="list-style-type: none"> <li>Contract with Carahsoft for Salesforce licenses &amp; ongoing annual maintenance and support.</li> <li>Requesting \$115,870.58 including tax for the renewal of this contract.</li> <li>Term is May 1, 2021 through April 30, 2022</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

## Briefing Paper

### Public Infrastructure, Environment, and Sustainability

<b>Division &amp; Department:</b>	Public Works / Solid Waste Collection 4500
<b>Subject:</b>	Purchase of 12,000 96-gallon Single Stream Recycling Carts w/ Assembly, Delivery & Removal Services
<b>Date:</b>	March 29, 2021
<b>Author (email &amp; phone):</b>	Dustin Bender / <a href="mailto:ddbender@spokanecity.org">ddbender@spokanecity.org</a> / 509.625.7806
<b>City Council Sponsor:</b>	Council President Breean Beggs
<b>Executive Sponsor:</b>	Marlene Feist
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment, and Sustainability
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	Solid Waste Collection's Operating Budget
<b>Strategic Initiative:</b>	Affordable Utility Services & Sustainable Resources
<b>Deadline:</b>	April 15, 2021
<b>Outcome:</b>	Seeking approval by City Council for funding of a contract with Cascade Engineering, Inc. to purchase 12,000 96-gallon carts and provide delivery services – total of \$995,781.60 (including freight and sales tax).
<p><u>Background/History:</u></p> <p>In 1990, the Solid Waste Department, in compliance with WA State law and the Spokane Comprehensive Solid Waste Management Plan, started a weekly curbside residential recycling program. In 2012, that program was upgraded to Single Stream Recycling, with the completion of the SMaRT center, a material recovery facility owned and operated by Waste Management. At implementation of Single Stream Recycling, residential customers were upgraded from 18-gallon bins to 64-gallon carts. Customers were able to request a 32 or 96-gallon cart to meet their needs.</p> <p>Between the implementation of the Single Stream Recycling and 2020, the cost to manage recycling increased from \$14,000 to \$1.4 million dollars annually. The decision was made in fall of 2020 to change the recycling program to Every Other Week collection for residential customers. This change will help manage the escalating costs of recycling without charging customers more. Every Other Week Recycling collection begins the first week of May 2021.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <li>• This purchase will utilize Sourcewell Cooperative Purchasing Contract #041217-CEI.</li> <li>• Purchasing 96-gallon carts will allow Solid Waste to have an increased inventory of larger carts available for customers who recycle more than 64-gallons biweekly. Information available to customers requested that they wait until the new program starts to determine their recycling service needs.</li> <li>• This purchase will allow an inventory available for size changes, cart replacement and account growth.</li> <li>• Vendor will provide additional services that include assembling, labeling and delivering new carts, and removing old carts from customers requesting an increase in cart size.</li> <li>• Carts from the implementation of Single Stream Recycling are now ten years old; the useful life of a high density polyethylene (HDPE) cart is ten years due to wear and tear, and environmental factors such as UV rays and inclement weather.</li> <li>• Solid Waste will continue its outreach and education efforts to reduce contamination.</li> <li>• Funding for this contract will come from Solid Waste's recycling program budget.</li> </ul>	

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☐ Yes ☒ No

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required:

Known challenges/barriers:



# QUOTE

## Cooperative Agreements

- ☐ H-GAC Contract #RC01-18
- ☐ MassDEP Contract #FAC87
- ☒ Sourcwell Contract #041217-CEI  
formerly NJPA

4950 37th Street SE, Grand Rapids, MI 49512

Date: March 18, 2021

QUOTE PREPARED FOR:	SHIP TO:
City of Spokane Solid Waste Collection Spokane Central Service Center Ms. Rachel Schoonover 915 North Nelson Street Spokane, WA 99202-3769	Bill to: MU53390 Ship to: MU53391

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
<b>Carts</b>			
96-Gallon Sterling Series Carts Standard Color; 10" Wheels; Cart Body Hot Stamp 10-year Warranty; RFID Tag PN: 9695384-10STK	12,000	\$48.70	\$584,400.00
<b>Tape Services</b>			
Apply custom-printed packaging tape to the lids informing residents of their new collection day. Est. End of April for project - 53 routes	53	\$1,500.00	\$79,500.00
<b>Assembly and Delivery</b>			
Subscription Assembly and Delivery to 12,000 Homes Assemble, Deliver, Assign to Address Est. Start First Week of June	12,000	\$4.95	\$59,400.00
<b>Cart Recovery</b>			
Subscription recovery of 64-gallon carts from 12,000 homes Est. first two weeks of June One pass of routes; must be recovered on collection day **90% Minimum Bill Rate**	12,000	\$6.25	\$75,000.00
<b>Ticket Work</b>			
Crew to run tickets for first two weeks of June 12-Working Days	12	\$750.00	\$9,000.00
Subtotal			\$807,300.00
Freight	21	\$5,100.00	\$107,100.00
Sales Tax (if applicable)	1	\$81,381.60	\$81,381.60
<b>Total</b>			<b>\$995,781.60</b>

### ADDITIONAL INFORMATION

Freight Info: 21-loads quoted to Spokane, WA.

Wheel Size: 32/35-gallon = 8"; 64-gallon = 10"; 96-gallon = 10"

Leadtime: Per project timeline of June 2021

Payment Terms: Net 45-days. Minimum 90% Bill rate on Recovery project.

Warranty: 10 year non-prorated

Quote Valid Until: 04-30-21

Taxes: Taxes are not shown. All applicable taxes to be paid by buyer unless tax exemption certificate is provided

### PRESENTED BY:

Matt Maes, National Municipal Sales Manager  
Cascade Engineering, Inc.  
4950 37th Street SE  
Grand Rapids, MI 49512  
Phone: 507-514-1499  
Fax: 616-975-4902  
Email: matt.maes@cascadeng.com

### ACCEPTED BY:

Sign and Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_ Phone \_\_\_\_\_

Please return signed acceptance to Matt Maes at the email or fax number above.

[Cascade Engineering Terms & Conditions of Sale](#)

## Briefing Paper

<b>Division &amp; Department:</b>	Innovation and Technology Services Division
<b>Subject:</b>	Request to Install Security Camera
<b>Date:</b>	March 29, 2021
<b>Author (email &amp; phone):</b>	Theresa Pellham, <a href="mailto:tpellham@spokanecity.org">tpellham@spokanecity.org</a> , 509-625-6948
<b>City Council Sponsor:</b>	CM Lori Kinnear
<b>Executive Sponsor:</b>	Eric Finch and Michael Sloon
<b>Committee(s) Impacted:</b>	Public Safety and Community Health
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Request to Install Security Camera in Compliance with Spokane Municipal Code 18.04.040 and 18.04.060. (Memo included with briefing paper.)
<b>Strategic Initiative:</b>	Sustainable Resources
<b>Deadline:</b>	May 1, 2021
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Install security camera inside the old mail center in the basement of City Hall to secure City network hardware assets now being stored in that location
<b>Background/History:</b>  <p>The Network team is using the old mail center in the basement to store new network equipment as it is delivered. They are also using the area for building and testing the equipment. The inventory fluctuates and can be as much as \$500,000 and more. Access to the room will be restricted to the Network team, the Datacenter team, Facilities and the security guards; and the camera surveillance would be restricted to these staff members and ITSD management.</p>	
<b>Executive Summary:</b>  <p>Per Spokane Municipal Code 18.04.040 and 18.04.060 we are respectfully requesting Council approval to acquire and mount a security camera within the old mail center. Because of the close proximity to the public meetings in Council Chambers as well as other factors, we want to take multiple measures to ensure the security of these assets. Monitoring the camera feed would be restricted to the above mentioned staff personnel and would only be reviewed as needed in the event that an incident occurs. Security camera footage will only be retained for 10 days and the system will be managed by Datacenter staff.</p>	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	



**INNOVATION AND TECHNOLOGY  
SERVICES DIVISION**  
808 W. SPOKANE FALLS BLVD.  
SPOKANE, WA 99201-3344  
(509) 625-6948  
FAX (509) 625-6550  
  
**THERESA A. PELLHAM**  
IT INFRASTRUCTURE MANAGER

TO: Spokane City Council Members

FROM: Theresa Pellham, IT Infrastructure Manager

DATE: February 23, 2021

SUBJECT: Request to Install Security Camera in Compliance with Spokane Municipal Code 18.04.040 and 18.04.060

**SUMMARY:** The Network team is using the old mail center in the basement to store new network equipment as it is delivered. They are also using the area for building and testing the equipment. The inventory fluctuates and can be as much as \$500,000 and more. Access to the room will be restricted to the Network team, the Datacenter team, Facilities and the security guards; and the camera surveillance would be restricted to these staff members and ITSD management.

We are respectfully requesting Council approval to acquire and mount a security camera within that room. Because of the close proximity to the public meetings in Council Chambers as well as other factors, we want to take multiple measures to ensure the security of these assets. Monitoring the camera feed would be restricted to the above mentioned staff personnel and would only be reviewed as needed in the event that an incident occurs. Security camera footage will only be retained for 10 days and the system will be managed by Datacenter staff.

Thank you for your consideration.

DETAILED RESPONSE:

#### **Chapter 18.04 Safeguards on the Use of Surveillance Equipment**

##### **Section 18.04.010 City Council Approval for Acquisition and Use of Surveillance Equipment; Operational and Data Management Protocols**

1. A clear statement of the purpose and use of the proposed surveillance equipment;

The original mail center in the basement has been repurposed for use by the Network team. A security camera will be mounted inside the room to monitor access to network assets.

2. A simple and non-technical description of the type of surveillance equipment proposed to be acquired and used;



The security camera will be City standard equipment for interior use.

3. The intended specific location(s) of the proposed surveillance equipment if it is to be affixed to a building or other structure;

The camera will be mounted in the interior of the room and aimed directly at the equipment storage area within the room. Because it is mounted in the interior of the room, it will not be able to monitor anyone outside the old mail center such as in the outer hallways or entryway.

4. A narrative description of how and when the proposing department would use the surveillance equipment, such as whether the surveillance equipment will be operated continuously or used only under specific circumstances, and whether the surveillance equipment will be installed permanently or temporarily;

The camera will continuously record while there is movement detected but the footage will only be reviewed as needed in the event that an incident occurs.

5. A clear description of the actual or potential privacy and anonymity rights affected (if any) and a plan to minimize and mitigate the risk that the use of the surveillance equipment will infringe on personal privacy and anonymity, and to limit the risk of potential abuse;

Monitoring the camera feed would be restricted and accessible to the personnel being recorded. The camera feed will not be monitored real time.

6. A clear description of how and when data will be collected and retained and who will have access to any data captured by the surveillance equipment;

The camera will record on detection of movement until movement ceases. The recordings are retained on a 10-day cyclical rotation and automatically deleted. The Datacenter team, the Network team, ITSD management and the building security guards will have the ability to review the footage.

7. A clear description of the extent to which activity will be monitored in real time as data is being captured and the extent to which monitoring of historically recorded information will occur;

Real time activity will not be actively monitored by staff except when troubleshooting camera performance or technical issues. Historical recordings will only be reviewed when an incident occurs in order to determine the cause of the incident.

#### **Section 18.04.020 Data Management Protocols for Surveillance Equipment**

1. The retention period for which any data collected by surveillance equipment;

Recordings are deleted/overwritten within 10 days.

2. The methods for storing recorded information, including how the data is to be labeled or

indexed, so as to allow department personnel to readily search and locate specific data that is collected and determine with certainty that data was properly deleted, consistent with applicable law;

The data is stored per camera on the server's internal storage for a period of 10 days after which it is cyclically overwritten. The data is marked chronologically and can be reviewed chronologically via the system software.

3. How the data may be accessed, including who will be responsible for authorizing access, who will be allowed to request access, and acceptable reasons for requesting access;

The recorded data will be viewed from the system console or client software. ITSD will be responsible for authorizing access to the recorded data. Only ITSD management, the Network team and the Datacenter team will be allowed to request access and that access will be limited to adding new staff members of the Datacenter, Network, and security guards teams.

4. A viewer's log or other comparable method to track viewings of any data captured or collected by the surveillance equipment, including the date, time, the individuals involved, and the reason(s) for viewing the records;

The system audit log records and retains all user activity within the system for 30 days including who accessed the footage, what footage was accessed, time accessed, etc.

5. A description of the individuals who have authority to obtain copies of the records and how the existence and location of copies will be tracked;

ITSD management, the Network team and the Datacenter team will have authority to obtain copies. The copies will be stored on the system's internal storage that can only be accessed by same.

6. A general description of the system that will be used to store the data; and

The cameras will record footage to the central server that controls the City's security cameras.

7. A description of the unit or individuals responsible for ensuring compliance with SMC 18.04.020 and when and how compliance audits will be conducted.

ITSD management, the Network team and the Datacenter team will be responsible for compliance with audits conducted by either asset management or the security team.

# Briefing Paper

## Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Spokane Police Department
<b>Subject:</b>	WA Auto Theft Prevention Program FY2021-2023
<b>Date:</b>	03/29/2021
<b>Contact (email &amp; phone):</b>	Mike McNab– <a href="mailto:mmcnab@spokanepolice.org">mmcnab@spokanepolice.org</a> 509-835-4514
<b>City Council Sponsor:</b>	Lorie Kinnear
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Safety Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Application for the Washington Auto Theft Prevention (WATPA) FY2021-2023 Grant. Expected grant funds of up to \$530,000.00.
<b>Background/History:</b> Spokane Police Department (SPD) in collaboration with the Spokane County Sheriff's office (SCSO) and Washington State Patrol (WSP) receives funding from WATPA (Washington Auto Theft Prevention) administered by the Washington State Association of Sheriffs and Police Chiefs. Funding is awarded to grantees on a biennial period. SPD has continued to apply for the grant together with SCSO as a sub recipient.	
<b>Executive Summary:</b>  SPD uses the funding from WATPA to pay for a detective's position and for public awareness. The detective position has a direct impact on auto theft in our community and region. Currently this detective works closely with his counterparts in both the Sheriff's Office and the Washington State Patrol.  The detective works closely with other SPD investigative members while extending SPD's capability to impact vehicle theft and related crimes in the region. Intelligence, training, support and alignment with other SPD efforts have led to a reduction in auto theft and related crimes and resulted in identification, arrest and conviction of auto theft suspects.	
<b>Budget Impact:</b> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Federal Funding – Department of Justice Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

# Briefing Paper

## Public Safety and Community Health

<b>Division &amp; Department:</b>	Fire/Dispatch
<b>Subject:</b>	Sole Source Declaration with Infor Public Sector for their CAD (Computer Aided Dispatch) system.
<b>Date:</b>	03/1/2021
<b>Contact (email &amp; phone):</b>	Jay Atwood x7005 jatwood@spokanecity.org
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Safety and Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	FD Strategic Plan Goal #7 <i>Provide a high state of readiness of apparatus and equipment to ensure response to the needs of our customers in a safe and efficient manner.</i>
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	04/30/21
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval by 04/30/21
<u>Background/History:</u>  <p>In 2003, the Spokane Fire Department purchased the CAD system from Infor and they've been providing the annual maintenance of this system ever since. This is to declare Infor as the sole source provider of this annual maintenance service as they're the sole provider of the CAD system.</p>	
<u>Budget Impact:</u> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<u>Operations Impact:</u> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

## AMBULANCE SERVICE RATE COMPARISONS- March 2021

The table below provides information on ambulance rates for a number of Fire and Government-based transport agencies in Washington, and Idaho.

	ALS I Base	ALS II Base	BLS Base	Per Mile	O2 Fee	Treat/No Transp.-BLS	Treat/No Transport-ALS
City of Tacoma Fire	\$1,220.00	\$1,220.00	\$980.00	\$20.00	N/A	N/A	N/A
East Pierce Fire	\$1,050.00	\$1,150.00	\$850.00	\$22.00	N/A	N/A	N/A
Spokane-Current	<b>\$975.00</b>	<b>N/A</b>	<b>\$975.00</b>	<b>\$23.45</b>	<b>\$58.64</b>	<b>N/A</b>	<b>N/A</b>
Spokane Co.-2020	\$857.39	N/A	\$857.39	\$20.99	\$57.21	N/A	N/A
So. Snohomish Fire & Rescue	\$975.00	\$1,075.00	\$650.00	\$18.00	N/A	N/A	N/A
Kootenai Co. ID	\$903.00	\$1,009.00	\$717.00	\$16.50	N/A	\$319.00	N/A
Ada Co., ID	\$978.15	\$1,087.42	\$660.94	\$14.32	\$64.71	\$136.86	\$317.21
Kittitas Valley Fire	\$903.00	\$990.00	\$693.00	\$18.00	N/A	N/A	N/A

### Notes:

1. N/A is used to denote that there is no charge for this item
2. City of Tacoma FD does not distinct between ALS I and ALS II. They do not charge for ancillaries (e.g., bandaging, medications, O2, etc.)
3. Kittitas Valley Fire & Rescue has a County resident fee and a Non-Resident fee. County residents are charged a tax for EMS that augments the transport revenue. The charges in the table are for residents of Kittitas County. Non Resident fees are: ALS I- \$1,181; ALS II - \$1,315; BLS- \$913. KVF&R also charges a non-emergent BLS fee for interfacility transports.
4. Kootenai Co. EMS and Ada Co. EMS in Idaho charge a "Treat and No Transport" Fee.
5. Ada County, Idaho charges all non-residents and additional \$119.88 in addition to the charges listed in the table above.
6. Kootenai Co. EMS charges based on resident vs. non-resident as Kootenai County is considered a legal "Ambulance District" under Idaho state law and receives a county tax subsidy through the ambulance district tax. The rates reflect non-resident charges.



**BRIAN SCHAEFFER**  
FIRE CHIEF

## **Ambulance Transport Agreement (2021) Briefing Paper**

### **Background and Introduction**

The City of Spokane and American Medical Response (AMR) agreed to a one-year interim contract extension in May of 2020. The extension expires on May 31, 2021. This analysis provides documentation that supports the recommendation to offer an additional four years on the contract that started in 2015. The contract is a five-year contract with an automatic renewal for five years, which was approved by the City Council on June 1, 2015, at the discretion of the City and based upon the contractor's clinical, customer service and operational performance. The initial five-year period concluded in June of 2020, the interim one-year agreement transitions the relationship to May 31, 2021 at which time, a decision is required that either extends the 2015 contract for an additional four years or identifies the next step in the provision of ambulance service in the City of Spokane. The one-year extension was agreed upon in order to address the impacts of the COVID-19 pandemic on the operations of ambulance service and allowed a closer review of how ambulance service is provided in Spokane. Exercising the remain four years as authorized in the contract puts the agreement back in line with the initial terms after the one-year step to assess and accommodate COVID-19 impacts.

The agreed upon modifications to the one-year contract extension include:

1. During the COVID-19 outbreak, the City waives liquidated damages and response time penalties due to extended out-of-service times for decontamination procedures.
2. Permits AMR to use EMT-staffed ambulance to compensate for reduced numbers of Paramedics due to exposure and predicted surge in number of COVID-19 related EMS incidents.
3. To conserve essential Fire Department resources, AMR will respond without Fire Department resources to all Alpha and Bravo (low acuity) EMS incidents; and
4. Authorizes an increase in the ambulance service rates outside of the contractually allowed inflationary adjustments based on the All-Urban Consumer Price Index.

Only options 1 and 4 above were implemented because the engineering and protocols that were implemented in response to the pandemic allowed us to adequately manage EMS provider exposure and quarantine.

During the past five years, AMR has consistently met or exceeded the contract's performance standards. This includes response time compliance that on a month-to-month basis met the 90% criteria. The following observations support the fact that AMR is a valued partner in the provision of emergency care in Spokane.

1. AMR Paramedics and EMT's regularly attended clinical education sessions along with Fire Department personnel in order to promote and sustain continuity of care.
2. The Spokane Fire Department recently completed an inspection of AMR equipment and vehicles. A review of AMR's WA State-approved Ongoing Training and Evaluation Program (OTEP) was a part of this inspection. All vehicles and equipment were found to be in excellent



**BRIAN SCHAEFFER**  
FIRE CHIEF

- working order, clean and met all Washington Administrative Code (WAC) requirements for trauma verified ambulances. Additionally, the Company's OTEP program was found to meet standards and coincides with the Fire Department's OTEP program;
3. Customer service surveys demonstrate that the public is appreciative of the service that AMR delivers. There is a consistent appreciation, by the Public, for AMR's employees' compassion and professional expertise. Concerns that were expressed are focused on the cost of transport service.
  4. Despite emergency department overcrowding caused by the COVID-19 pandemic, and the resulting delay in handing off patients, AMR continue to perform at a high level. AMR's leadership communicated frequently with hospital leaders to assure that they could speed up patient transfers to the E.D. and return their units in service and ready to respond to the next EMS response; and
  5. AMR's Leadership Team communicates regularly with the Fire Department's EMS Team throughout the course of the Pandemic. This communication allows us to collaboratively monitor developments and proactively address operational issues that are directly attributed to the COVID-19 pandemic.

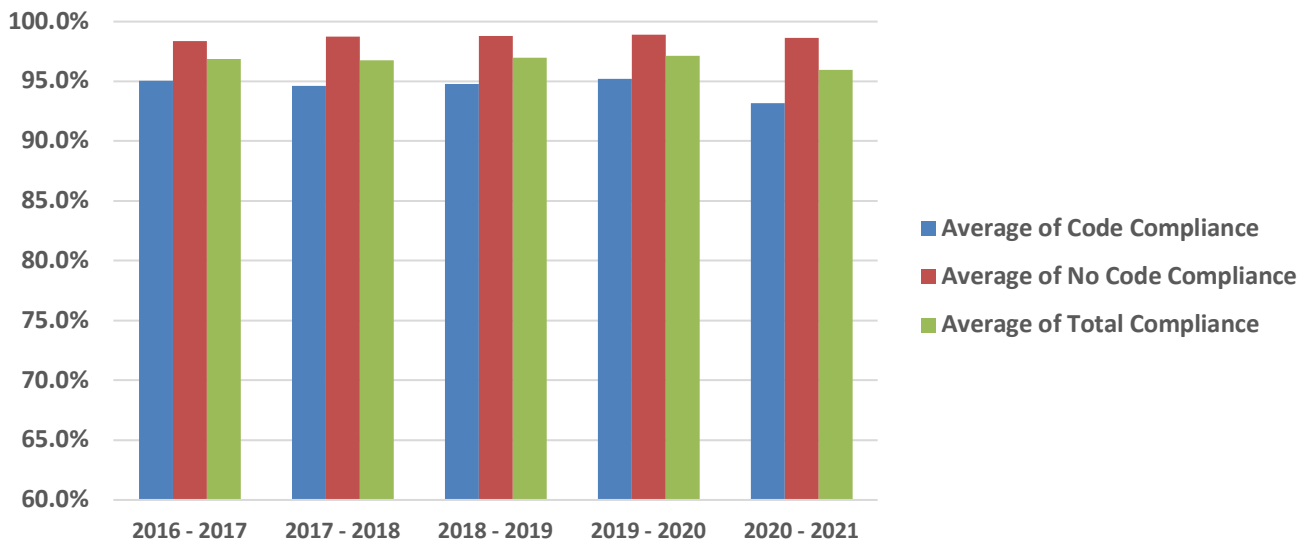
AMR continues to be a strong partner in the provision of Emergency Medical Services in the community. Responding in the face of a world-wide pandemic requires cooperation, attention to detail, and continued commitment to the provision of quality service to the citizens. Additionally, operating during the pandemic required frequent and effective communications to assure continuity of service continues. AMR met all those expectations throughout the year and has actively participated in community response activities relating to the Pandemic. During the Phase IA/B vaccination clinics that were held at the Fire Training Center, AMR committed dedicated resources in support of the effort at no cost to the community. AMR supplied a dedicated ambulance and three personnel throughout each day of the vaccination clinics.

The graphs below illustrate AMR's consistent compliance with response time requirements during the contract period. AMR's performance has consistently exceeded the 90% contractual requirements for response times. Their performance, as well as their demonstrated commitment to a partnership highlighted above, demonstrate that the current system functions well.

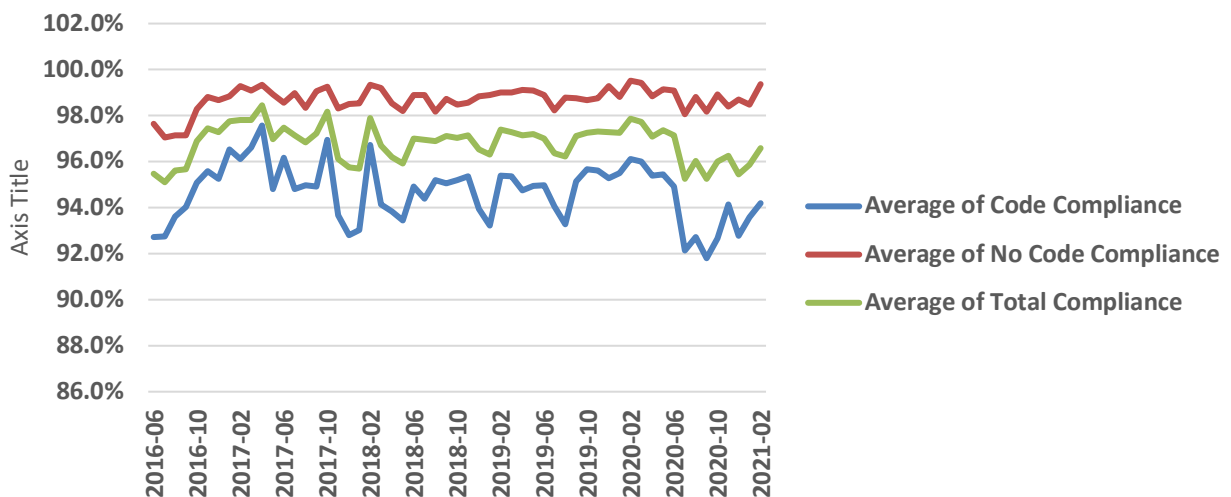


**BRIAN SCHAEFFER**  
FIRE CHIEF

### City of Spokane Yearly Contract Compliance 2016 - 2021



### City of Spokane Monthly Contract Compliance June 2016 - February 2021







**BRIAN SCHAEFFER**  
FIRE CHIEF

### **Current Situation Options**

At question is what the next action is to take as the interim, 1-year contract approaches the May 31, 2021 expiration. The following options are presented for discussion purposes and will be followed by the Fire Department's recommendation.

**Option 1- Enact the current contract's full, five-year extension provision.** Recognizing that the first of year of that extension is nearing conclusion, this will, in fact, be a four-year extension to complete the full five-year extension.

**Option 1 Benefits:** Adopting a four-year extension:

- Maintains continuity of operations and service to the community;
- Avoids a compressed RFP/Ambulance Bid process that could result in higher patient transport costs and potential loss of continuity of service in the event the incumbent provider is not the successful bidding party; and
- Maintains the effective working relationship that has been forged from both an operational (daily EMS response activities) and administrative perspective.

**Option 1 Disadvantages:** A four-year extension:

- Eliminates the chance that a lower patient transport cost is realized during a re-bid. The likelihood of rates being lower than existing rates is very minimal. All ambulance service providers are experiencing higher labor costs, higher equipment and supply costs and reduced net revenue. Spokane continues to enjoy some of the lowest ambulance rates in the Pacific Northwest.
- Obligates the City to continue the current ambulance service model for another four years.

The Fire Department also considered entering into a bid process for ambulance services. Ultimately, that option was ruled out due to:

1. Performance of the current contractor that exceeds contractual obligations
2. The significant risk of increased cost for service based on industry trends
3. The potential for disruption to the service because of the extensive investment required to establish service and the short time in which to do it

### **Recommendation**

The Fire Department recommends approving Option 1- Extend the current contract for an additional four years which fulfills the current contract's option of a five-year extension upon the concurrence of the City of Spokane. This option:

- Maintains the excellent continuity of care that the citizens are receiving under the current model.
- Stabilizes an essential part of the City's Emergency Care System.
- Continues to control ambulance transport costs in accordance with the current contract's provisions; and
- Leverages the collective expertise of the Fire Department's First Response capabilities and AMR's expertise in providing patient transportation.



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**BRIAN SCHAEFFER**  
FIRE CHIEF

Further, it is recommended that the City re-establish the liquidated damages and strict adherence to the contract's response time parameters. This is possible now that COVID-19 appears to be on a steady decline in the community and its impact on ambulance operations is not as significant in comparison to March of 2020.

## Briefing Paper

### Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Spokane Police Department
<b>Subject:</b>	Increase Value Blanket for department handguns
<b>Date:</b>	03/29/2021
<b>Contact (email &amp; phone):</b>	Mike McNab– <a href="mailto:mmcnab@spokanepolice.org">mmcnab@spokanepolice.org</a> 509-835-4514
<b>City Council Sponsor:</b>	Councilmember Kinnear
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Safety Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval to add additional funds to VB 300935 for the procurement of department issued handguns.
<b>Background/History:</b> In 2017, SPD submitted RFQ #740-17 for the annual supply and trade-in of handguns. Gunarama was the low bidder and awarded an annual value blanket not to exceed \$49,000 annually; documented under VB 300935. Value blanket is currently in year 4 of a 5 year contract.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>SPD has nearly exhausted the annual approved amount and seeks to add additional spending capacity in the event more purchases are needed.</li> <li>Request approval to add an additional \$15,000/per year to the value blanket for the remainder of the contract.</li> <li>There was an increase in gun purchases this year due to new hires, weapon replacements, and new technology relating to optic sights.</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Federal Funding – Department of Justice Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

## Briefing Paper

### (Public Safety & Community Health Committee)

<b>Division &amp; Department:</b>	Spokane Police Department
<b>Subject:</b>	Mental Health Coordinator Position
<b>Date:</b>	3/17/2021
<b>Contact (email &amp; phone):</b>	Jennifer Hammond – 625-4056
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	Craig Meidl
<b>Committee(s) Impacted:</b>	Public Safety & Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan and Budget
<b>Strategic Initiative:</b>	Safe & Healthy
<b>Deadline:</b>	ASAP
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Funding for the classified Mental Health Coordinator position for SPD's Behavioral Health Unit

Background/History:

SPD created a Project Position of Mental Health Coordinator for the Behavioral Health Unit in March 2020. SPD worked with Civil Service to create a classified position (job description attached). Due to the importance of the position for the BHU, SPD prioritized the funding of this position over a Records Specialist position that was earmarked in the Public Safety Levy Funds (justification memo attached). Civil Service has approved the reclassification of the position from Records Specialist to Mental Health Coordinator.

Executive Summary:

- SPD originally earmarked two Records Specialist positions for the Public Safety Levy.
- After reprioritization of needs, one of the Levy Records Specialist positions was reclassified to the Mental Health Coordinator position.
- Original salary budget in the Levy request was \$38,527 for the Records Specialist position.
- Salary for the Mental Health Coordinator position is \$56,856 (additional \$18,329 Levy funds needed)

Budget Impact:

Approved in current year budget?    ☐ Yes    ☒ No    ☐ N/A

Annual/Reoccurring expenditure?    ☒ Yes    ☐ No    ☐ N/A

If new, specify funding source: Public Safety Levy funding

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy?    ☒ Yes    ☐ No    ☐ N/A

Requires change in current operations/policy?    ☐ Yes    ☒ No    ☐ N/A

Specify changes required:

Known challenges/barriers:



# SPOKANE POLICE DEPARTMENT

## CHIEF OF POLICE

**CRAIG N. MEIDL**

**- MEMORANDUM -**

**TO: Chief Meidl**  
**FROM: BHU Chain of Command**  
**DATE: 1/21/21**  
**RE: Mental Health Coordinator Position under SPD**

With a full time Mental Health Coordinator as an SPD employee we are able to have direct control over time management, and projects of that position. The chain of command is directly under SPD guidance. Crime Check and 911 often receive a high number of calls from individuals who are mentally ill and off their medication. Not only are they high utilizers of the telephonic system, they often say the right things to dispatchers/911 to induce a patrol response. They also frequently make threats regarding weapons, placing officers at risk in their response. On a daily basis, the Mental Health Coordinator is triaging these calls for service and the high utilizers. As an SPD employee, the department is able to mitigate its call response, oftentimes entering alerts in our CAD system identifying the triggers and symptoms of these individuals. This results in a safer and more informed response by patrol officers and also an overall reduction in patrol calls for service. The Mental Health Coordinator is able to access previous calls, officers' reports and work with BHU officers on a reasonable response. To ensure that individuals are not neglected, the Mental Health Coordinator identifies their symptoms and puts them in connection with behavioral health services needed to resolve ongoing recidivism. Without this position, SPD loses that direct line of communication and accountability and a valuable resource to de-escalate calls. It's also worth noting that the majority of the Behavioral Health Unit's work falls within the City of Spokane. In fact, in December of 2020 alone BHU responded to 145 calls for service in the City of Spokane compared to 99 throughout Spokane County and Spokane Valley.

Additionally, ground breaking projects such as COP TALK and Safe Hand Off are two examples of why the Mental Health Coordinator is a valued position to SPD. This position allows SPD to initiate and stay up to date with "BEST PRACTICES" within the Behavioral Health arena. This position also continually works with building partnerships within the community. It is not only ground breaking, but is utilized by all 16 patrol teams and investigative units.

The Mental Health Coordinator's duties include the following:

- Conducts mental health needs assessments, individually and as part of a team.





# SPOKANE POLICE DEPARTMENT

## CHIEF OF POLICE

CRAIG N. MEIDL

### - MEMORANDUM -

- Identifies mental health consumers who require repeat law enforcement interventions, and independently develops and facilitates follow-up plans and actions.
- Coordinates with family members and mental health community partners to facilitate delivery of services to reduce future law enforcement interventions.
- Develops and maintains relationships with community partners to facilitate the delivery of mental health services.
- Assists in coordinating the department mental health initiative.
- Develops processes for and communicates with all law enforcement personnel regarding appropriate strategies for responding to mental health crisis calls for service.
- Enters ALERTS for officers/deputies to be aware of the behavioral health needs.

As a result of having the Mental Health Coordinator position under SPD the position directly assists in the following:

- Reduces the recidivism for high utilizers of 911 and, in return, reduces the frequency of police responses.
- Keeps SPD connected to community partners.
- Allows SPD to collaborate with agencies within the community to resolve ongoing issues with high utilizers of police services.
- Maintains communication with businesses within the core of the city to collaborate on City of Spokane initiatives, such as homelessness, trespassing, and chronic nuisances.
- Focusing on the mission of SPD and relating it to mental health initiatives.
- The position needs ACCESS or CJIS certification and having access to SPD records and intelligence is extremely helpful to collaborate with SPD patrol teams and specialty units.

As a recent example, patrol officers responded to a female in her twenties who suffers from schizophrenia. She lives with her dad who is a retired corrections officer. The female has an infant child. Within the last year the female started calling patrol several times a shift, and up to eleven times on a particular day, wanting to report sexual assaults and suspicious circumstances that were ultimately determined to be false. At one point the female drove to the Tri Cities with the infant and nearly created an Amber Alert. Patrol officers spent countless hours investigating these incidents before identifying that the female was suffering from behavioral health issues. Once the behavioral health problem was identified, the Mental Health Coordinator was able to work with the female's father on a safety plan for the child. Also an alert was entered for the female prompting supervisors to evaluate the call prior to sending patrol officers due to the numerous prior false complaints. The infant is now with a family member and is safe. And Patrol now has alerts entered that provide officers knowledge of the female's condition prior to even responding, if at all.





# Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

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## MENTAL HEALTH COORDINATOR

SPN: 355

Bargaining Unit: M&P-B

Pay Range: 38

Effective Date: 08/2020

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### CLASS SUMMARY

Performs responsible professional work for the Spokane Police Department, coordinating the delivery of mental health crisis services, in collaboration with community partners. Educates law enforcement professionals to recognize signs of mental illness, and intervenes preemptively where possible to connect individuals with needed social services.

### CLASS CHARACTERISTICS

This is a professional classification responsible for independently performing diverse, specialized, and complex work requiring consistent exercise of discretion and independent judgment. Employee supports the work of management, administrative, and uniformed staff by serving as a professional-level resource. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work involves frequent contact with various outside contacts and the public. This is a stand-alone job classification.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned unit management personnel. Exercises no direct supervision over staff.

### EXAMPLES OF JOB FUNCTIONS

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Reviews all reports and referrals involving mental health crisis calls for service to determine required follow-up by law enforcement teams and/or the mental health crisis team.
- Conducts mental health needs assessments, individually and as part of a team. Identifies mental health consumers who require repeat law enforcement interventions, and independently develops and facilitates follow-up plans and actions.
- Coordinates with family members and mental health community partners to facilitate delivery of services to reduce future law enforcement interventions.
- Develops and maintains relationships with community partners to facilitate the delivery of mental health services.
- Assists in coordinating the department mental health initiative.
- Develops processes for and communicates with all law enforcement personnel regarding appropriate strategies for responding to mental health crisis calls for service.
- Creates and maintains accurate directory of community partners and the services provided.
- Communicates up-to-date resource information to all department personnel.
- Collects and maintains statistical data on department responses to mental health related calls for service.
- Conducts data analysis and trend monitoring to make recommendations to leadership and community partners for service level improvements.

- Prepares written reports, records, and other written communications.
- Develops curriculum based on research, and provides training to law enforcement personnel related to recognizing and intervening with mental health crisis consumers. Coordinates training through the Behavioral Health Unit Sergeant and the training division.
- Conducts presentations for community partners regarding mental health issues.
- Monitors legislative actions related to mental health issues, and ensures department compliance with all applicable laws regarding records retention and information sharing.
- Assists with development and revision of department policies and procedures related to response and intervention with mental crisis.
- Performs related work as required.

**COMPETENCIES**Knowledge of:

- Behavioral health and medical services systems.
- Federal, state, and county statutes, codes, and regulations regarding mental health emergency detentions, program administration, records retention, and protection or disclosure of personal information.
- The criminal justice system, including law enforcement operations, policy, and procedure.
- Mental health issues common to law enforcement interactions.
- Mental health and social service agencies in the local area and the scope of their services.
- Public health practices, policy, and administration.
- Database management systems and related software.

Skill at:

- Facilitating mental health follow-up plans.
- Interpretation of codes, regulations, and laws applicable to mental health program administration.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using computers, software applications, databases, and automated systems.
- Partnering with others to develop networks and achieve common goals.

Ability to:

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Conduct mental health needs assessments.
- Exercise critical thinking and good judgment in providing professional opinions and recommendations.
- Lead others in the areas of public health practice, policy, and administration.
- Develop and coordinate mental health follow-up plans.
- Establish and maintain effective working relationships.
- Display an attitude of cooperation.
- Coordinate with other organizations or stakeholders to accomplish goals.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and in interactions with individuals.
- Independently organize own work, set priorities, meet critical time deadlines, and follow up on assignments.



- Conduct research and appropriate data gathering.
- Conduct data analysis.
- Design new methods, apply innovative solutions to problems, and adapt behavior or work methods in response to new information.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Tolerate stress by working calmly and effectively.
- Complete assignments in a timely fashion.
- Understand and comply with all rules, policies and regulations.
- Maintain accountability, including prompt and regular attendance.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Operate a motor vehicle and maintain an acceptable driving record.

**TYPICAL EQUIPMENT USED**

General office equipment, personal computer and associated software, applicable field equipment, personal protective equipment.

**PHYSICAL DEMANDS**

While performing the essential functions of the job, the incumbent is regularly required to use close vision, distance vision and peripheral vision; walk, stand, bend and sit; use hands to operate a keyboard, grasp, handle, or feel objects; reach with hands and arms, above the shoulders and below the waist; speak and hear normal speech in person and on the telephone; and lift, carry, push or pull materials and objects up to 10 pounds.

**WORK ENVIRONMENT**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also travel to multiple work locations including outdoor areas with exposure to weather conditions. Employees may interact with upset staff and/or public and private representatives or citizens in the course of duties. Field work includes protected exposure to bodily fluids. Work is performed during normal business hours.

**MINIMUM QUALIFICATIONS**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:**

- Education: Master of Social Work, Psychology, Nursing, or a closely related field.
- Experience: Five years professional work experience facilitating the delivery of mental health-related programs or related clinical services in coordination with behavioral health partners.
- Substitution: A Bachelor's Degree may substitute for the Master's degree requirement if combined with five years of professional work experience as described above, plus two additional years of experience in mental health crisis management.

**Licenses and Certifications:**

- Must possess and maintain a valid driver's license.

**Additional Requirements:**

Applicants must be able to pass a City of Spokane background check which includes:

- Education Verification
- Reference Checks
- Criminal History
- Driving Record Check
- Police Background Investigation and Polygraph

New: 08/20

Revised:

Reviewed:

EEO: 2

# Briefing Paper

## Urban Experience Committee

<b>Division &amp; Department:</b>	Finance, Fleet Services
<b>Subject:</b>	Lease of 3 F150s
<b>Date:</b>	March 29, 2021
<b>Author (email &amp; phone):</b>	Micaela Martinez mmartinez@spokanecity.org 625-7823
<b>City Council Sponsor:</b>	Lori Kinnear
<b>Executive Sponsor:</b>	Tonya Wallace
<b>Committee(s) Impacted:</b>	Urban Experience Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
<b>Strategic Initiative:</b>	Innovative Infrastructure: Maintaining our fleet of support equipment
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	
<b>Background/History:</b> The Engineering Department would like to lease three Ford F150s for \$520.65 a month. The leases are from Enterprise Fleet Management, Spokane, WA using Sourcwell Contract #060618-EFM. The leases are for 36 months, for a total of \$18,743.40. The residual value at the end of the 36 month term is \$14,519.12.	
<b>Executive Summary:</b>  <u>Impact</u> <ul style="list-style-type: none"> <li>The Ford F150s will be new purchases. There are three staff members that recently retired that elected to use their personal vehicles for City duties. These vehicles will replace those. Electric or hybrid units are not available in this model.</li> </ul> <u>Action</u> <ul style="list-style-type: none"> <li>We recommend approval for the lease of three F150s for the Engineering Department.</li> </ul> <u>Funding</u> <ul style="list-style-type: none"> <li>Funding for this is included in the Engineering Department budget.</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

## Briefing Paper

### (Public Safety and Community Health)

<b>Division &amp; Department:</b>	Fire
<b>Subject:</b>	Purchase of (3) Ford 4x4 SUV/Explorer response vehicles
<b>Date:</b>	March 17, 2021
<b>Author (email &amp; phone):</b>	<a href="mailto:dstockdill@spokanecity.org">dstockdill@spokanecity.org</a> 435-7080
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	Schaeffer
<b>Committee(s) Impacted:</b>	Public Safety and Community Health
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Capital Improvement Plan, FD Strategic Plan Goal #7 <i>Provide a high state of readiness of apparatus and equipment to ensure response to the needs of our customers in a safe and efficient manner</i>
<b>Strategic Initiative:</b>	Public Safety and Community Health
<b>Deadline:</b>	As soon as practical due to CV-19 order delays.
<b>Outcome:</b> (deliverables, delivery duties, milestones)	Incorporating these new vehicles will allow SFD to surplus exhausted and repair-plagued vehicles.
<b>Background/History:</b> SFD is systematically purchasing new vehicles to provide reliable emergency response to urban and wildland all-risk incidents. SFD is able to repurpose the some vehicles into non-response roles to take advantage of any remaining service life.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li><b>Fleet standardization</b> – SFD is currently using large 4x4 units as emergency response vehicles.</li> <li><b>Fuel Savings</b> — Transitioning from full-size pickup trucks to mid-size SUV's will help reduce SFD annual fuel expenditures and capture savings in standardization of repair/maintenance without sacrificing safety and off-road agility</li> <li><b>Purchase Savings</b>—SFD will utilize the Washington State Contract (online CARS app.) for this purchase. SFD has used CARS pricing in the past for vehicle purchases. CARS pricing is competitively bid/pre-negotiated.</li> <li><b>Cost</b> – Cost per unit is estimated \$40,000. Total commissioning cost, including WA State sales tax, for (3) Ford units is estimated \$150,000.00.</li> <li><b>Delivery</b> – Estimated wildland season (August 2021).</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If new, specify funding source: <b>SIP</b> Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: None Known challenges/barriers: None	