

SIRCOMM

Emergency Joint Powers Board Meeting

December 19, 2017

SIRCOMM Conf. Room

911 E Ave. H, Jerome, ID 83338

Those in attendance:

Commissioner Bolduc-Gooding County
Commissioner Cresley McConnell-Lincoln County
Commissioner Charlie Howell-Jerome County
Commissioner Jack Johnson-Twin Falls County
Director Hope Lindsey
Chief Casey Kelley-Shoshone Fire
Rene Rodriguez-Lincoln County Sheriff
Chief Jason Keller-Rock Creek Fire
Susan Tenney-CPA
Steve Phillips-Under Sheriff, Lincoln County
Jackie Frey-TFCO Emer. Services
Mariann Schiewe-Admin. SIRCOMM

Commissioner Bolduc called the meeting to order at 1400 hours

- 1. None.**
- 2. Correspondence:** A thank you card was sent from Salmon Trac Rural Fire on a job well done by dispatchers regarding the RV Fire in Hollister on December 4th.
- 3. Current Fiscal Statement/Invoices Presented for Payment: It is noted that** Susan Tenney, the CPA for SIRCOMM was present. The invoice for ES Chat was addressed and the Director stated that each agency was being internally invoiced by SIRCOMM and she will be putting the MOU into place next year. A question was asked by Commissioner McConnell regarding the Invoice for POST Academy Instructor fees & the Director stated that the invoice is for a class she will be taking in the spring to become a POST

Certified instructor for our area for dispatchers. The board asked Ms. Tenney what % of the budget year the report was reflecting and Ms. Tenney add that feature into the budget format report each month. The board also requested information on overtime and holiday pay line items. It was also stated that when SIRCOMM is fully staffed the schedule will go back to the four on three off and the overtime should drop drastically. Commissioner Johnson asked if the overtime, holiday and separate areas to be able to track for future budgets. Ms. Tenney asked that now that Ms. Lindsey had been appointed as director should her fees now come out of the "B" budget. As Deputy Director it was in the "A" budget was used under the 911 fee structure.

The issue of part time dispatchers receiving holiday pay was brought up by the Director to which the board instructed that they would receive holiday pay only if they did work on said holiday.

The issue of the PTO payout and carry over was addressed and it was noted that each dispatcher will be paid out their accumulated PTO less 48 hours allowed to be carried forward (or extra hours petitioned for in advance) on each dispatchers anniversary date. The Director stated that the vacation bid schedule was out and a new format was being used to allow those with less seniority to receive dates they may want to request and hopefully by this time next year we will be able to see everyone receive dates requested when available.

The issue of the monies received from the TRAC Phone Lawsuit payout was brought up by Ms. Tenney as to the 50% going back to the City of Twin Falls. Commissioner Johnson did contact the County Clerk to confirm that Twin Falls was not a part of that lawsuit however we may want to call and confirm that with the state.

Commissioner Johnson moved to approve the current fiscal statement s presented. Second by Commissioner McConnell, all in favor, motion carried.

Approval of the Minutes from December 5th:

**Commissioner McConnell moved to accept the minutes as presented.
Second by Commissioner Johnson, all in favor, motion carried.**

4. Third Party Assessment Update-Conference call with Robert Hugi:

Mr. Hugi stated that he had visited Hansen Butte, the Twin Falls Silo and Salmon Butte and so far things were looking better than expected, with the Twin Falls Silo being in the best condition. There were issues with AT&T equipment and pieces being left behind however that is just a matter of cleanup. All sites appear to be an improvement from the Hagerman Tower Site. He is currently working on a quote for repairs for the Hagerman Sire and will have it available by the ends of the week. Commissioner McConnell asked if the Silo was the Twin Falls Tower Site to which Mr. Hugi confirmed that it was. The Director shared that there was a radio issue last week and she was on the phone with both Sean and Robert and before she got back to SIRCOMM the issue had been resolved and for that she is very grateful to have both of them available for SIRCOMM. Chief Kelley asked if any progress had been made on the frequency issues to which Mr. Hugi stated that he and Mr. Tajkowski would be working on in the coming week.

5. Update on the AVTEC- the Director stated that she had a conference call scheduled with the people at AVTEC, Capt. Miller and Sean felt that clarifications regarding charges and updates were needed. SIRCOMM is four updates behind and it was clear that each update must be done in order to do the next update; however Teton has not performed any of the updates. It was also noted that training for maintenance of the AVTEC System was available on line for tech support with the next class being in February. Commissioner Johnson asked if it could be a compatibility issue with the current system to which the Director stated that she felt it was not. Commissioner McConnell stated that he would like the clarification & if we do owe Teton for the service, we do need to take care of it. It was suggested that Mr. Hafla be on a conference call regarding the AVTEC System at the next meeting and that the discussion be tabled until that time.

Commissioner Howell joined the meeting a 1454 and Ms. Tenney excused herself at this time.

- 6. New CAD System Contract:** Commissioner McConnell stated that his only concern or question regarding the Zuercher **CAD** System was that the new system could handle the operation load that SIRCOMM handles. The Director stated that she had been in touch with the previous Zuercher rep, Norton Lovell and Tiffany and felt she had received the clarification she needed to move forward comfortably. Commissioner Bolduc asked if all was in order to move forward as did the other Commissioners. The Director stated that once the contract was signed they will design the product for SIRCOMM.

The addressing issue with EIS was on the front burner and she had been in contact with GEO Comm. Their project is 98% complete; however the information cannot be used with EIS as the data appears to be two to three miles off. This was a \$240k grant project that cannot be utilized because of EIS. When the update was applied it caused mass confusion and SIRCOMM had to have EIS go back to the previous version. Addresses could not be verified and jurisdiction was way off. Chief Keller asked if this was the update they had been working on for three months to which she stated that yes it was. It still does not work. That EIS still does not send out the alerts/texts to Rock Creek Fire as requested and all calls must be entered individually.

Commissioner Johnson stated that he felt the EIS System was deteriorating and with installation of a new system being nine months out that it was time to move forward with the new system. Director Lindsey stated that she had sent the Zuercher contract to Naylor/Hales for approval.

Commissioner Johnson made a motion to proceed with the purchase and installation of the CAD System from Zuercher as soon as the contract is acceptable by legal, giving the Chairman permission to sign said contract and move forward with the project. Second by Commissioner McConnell, Commissioner Howell asked for a discussion stating that the price stay within the \$328k quote and monies budgeted that had been set aside for the new system. All in favor, motion carried.

- 7. Deputy Director Position/Administration Make Up:** Commissioner Johnson shared that in the past SIRCOMM had operated with not only a director and deputy director, a mapping person, but also a radio technician. It was noted

that going over the monies paid to Teton Communications over the past year it may be feasible for SIRCOMM to look into finding a local radio technician to service the day to day upkeep rather than having to pay for someone to travel the long distance and extra cost incurred to do so to maintain the equipment. This may be the time to move forward with this a reconstruction of administration is taking place. Chief Kelly stated that finding someone qualified is the issue. The Director stated that she had spoken with both Mr. Hugi and Mr. Tajkowski regarding this issue and that they both felt that this was a great idea with suggestions of several in the area that would be a good fit. They also felt that if there were any IT issues. Ben from Stephenson's was the best we could ask for and that they would always be available for consultation. The SCADA system that Teton Monitors monthly can be hooked up to email both a technician and the director and also the staff on the floor as to an alarm at one of the sites. She also stated that she had been in contact with All Wireless and that in the past they could not fully service all of SIRCOMM's needs; however they may be interested in working on the system in a lesser capacity. Commissioner Johnson shared that All Wireless was an exceptional company to work with. The Director shared information she had gathered on past two years of Teton Communication invoices, and that possibly working with a local radio technician would cut down tremendously on charges for travel, overtime, use of equipment overnight stays when working on SIRCOMM equipment. It may also be of value to share the tasks at hand with other vendors. Having several consultants, such as Mr. Hugi, Teton, Sean and All Wireless may be the best solution. Commissioner Bolduc agreed that in many cases we would only pay for what was needed and cut down on expenditures. Commissioner Johnson stated that the project manager role could be fulfilled by a deputy director, taking some of the tasks off the Director, who will be overseeing the installation of the new CAD System, remodeling on the dispatch floor as well as overseeing training. Commissioner McConnell asked if GEO Com may be interested in overseeing our mapping/addressing needs to which the Director stated that the grant project will be ongoing for three years and the maintenance side is what we will be responsible for and she had already approached them and yes they were interested. He also asked if she felt she needed more staff than just the addition of a deputy director and technician to which she

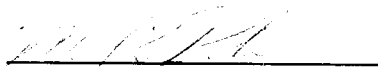
replied she will get a better feel of the center's needs after we are back up to full staff. Commissioner McConnell asked if the Director felt she needed more staff than just adding a deputy director. She stated that starting with the deputy director would be great and what she felt would be to the centers advantage would be more floor supervisors. The commissioners asked what was needed for that to happen and if this was already in the budget. She stated she would check into the qualifications required and move forward with that noting that Julie Haycock was the only supervisor and having one on each shift would be the goal.

- 8. Center Report: Director Lindsey:** The Director shared that she sent the form to legal regarding the reimbursement for training cost, such as POST Academy, if a dispatcher quits within a short time frame. Commissioner Johnson shared that he felt POST had these forms in place and that we could possibly request a copy. The Director stated that the Sunset Legal issue had come through and Commissioner Howell came by to sign the check and it had been sent off. The Director also shared that she had been working with the South Central Public Health to provide portable radios in the case of an emergency if available along with training on radio use and they will provide SIRCOMM employees with vaccinations in the event of a disease outbreak.
- 9. Executive Session:** A motion was made by Commissioner McConnell to move into executive session, Commissioner Johnson second, the board went into executive session at 1551 hrs.

The Board came out of executive session at 1620 hrs. Meeting adjourned.

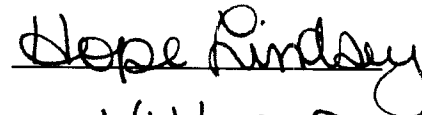
- 10. Next Meeting: January 2, 2018 1400hrs.**

Chairman Mark Bolduc



Date _____

Director Hope Lindsey



Date 1/4/2018

SIRCOMM

Emergency Joint Powers Board Meeting

January 4, 2018

SIRCOMM Conf. Room

911 E Ave. H, Jerome, ID 83338

Those in attendance:

Commissioner Bolduc-Gooding County
Commissioner Charlie Howell-Jerome County
Director Hope Lindsey-SIRCOMM
Sean Tajkowski-Tech. Advisor-SIRCOMM
Chief Casey Kelley-Shoshone Fire
Rene Rodriguez-Lincoln County Sheriff
Chief Jason Keller-Rock Creek Fire
Chief Jeremy Presnell-Jerome Fire
Dep. Chief-Mike Harrison- Jerome Fire
Steve Phillips-Under Sheriff, Lincoln County
James Pennington-Magic Valley Paramedics
Capt. Tim Miller-TWF County Sheriff
Jackie Frey-TFCO Emer. Services
Mariann Schiewe-Admin. SIRCOMM

Commissioner Bolduc called the meeting to order at 1400 hours

Commissioner Howell made a motion to amend the agenda, moving item five (5) to number one (1), CAD System Update- Replacement & Purchase. Commissioner Bolduc second, all in favor. Motion carried.

5. CAD System Update- Replacement & Purchase: Naylor/Hales Law office joined the meeting via conference line to discuss the issue of the replacement of the current CAD System at SIRCOMM. Mr. Hale stated that it was necessary to look at the state statutes for bidding such items of a governmental entity. It was shared that an item over \$100K should be sent out for bidding proposals. The exception is that if another state agency had previously bid the product, that

information may be used by SIRCOMM. If there were a real and proven emergency which must be proven, then sole sourcing may be permitted. However that must be proven. Other than that, Mr. Hale felt the CAD System should be sent out for bid proposals. Exceptions would be for dysfunctional functional equipment that must be replaced by stated vendor; however SIRCOMM's plan is to replace the whole system, therefore equipment is not an issue. Each party's CAD system will be unique to that company, possibly trademarked; however, it is necessary that the said feature requested is a necessary/critical and that there is no functional equivalent available from other systems. It appears that there are two major vendors pursuing SIRCOMM. One player's system is used by the majority of the state 911 Centers, the second has a few systems throughout the state & the current system is not completely unacceptable. The issue of the sole sourcing because of a few extra bells and whistles is not acceptable. One must show the functionality requested is of the utmost importance to carry out day to day operations and SIRCOMM will need to take a hard look at what is being requested. From a legal standpoint, he would suggest going the conservative route by sending it out for bid proposal, then evaluate each entity's proposal. If using the sole source, the board will have to take that position and publish and advertise our approach in the newspaper for fourteen (14) days, notifying the public of their intentions knowing that there is always the possibility of an objection. In the past SIRCOMM has sole sourced equipment (Microwave Networks) and there were no issues.

Commissioner Bolduc inquired; with the new statutes would SIRCOMM be required to go with the lowest bidder or the bid we would like if the CAD System was sent out for bids, to which Mr. Hale replied that with the statutes recognizes that a sealed bid would be for lowest bid, however the RFP request cost effective literature, price may not be the only point of acceptance. The provider's financial stability, the functions available and beneficial, functional solutions and innovation along with vendor experience and reputation may all come into the selection process. Price may not be the reason for selection. If going to the RFP you open it up to many choices. Commissioner Howell asked if SIRCOMM did choose to sole source the CAD System, what the process would be. Mr. Hales explained that to sole source, the SIRCOMM board must justify the reason in a meeting, publish and advertise this for the fourteen (14) days and people may object. Commissioner Howell asked what would happen if there was an objection

to which Mr. Hale stated that SIRCOMM may be the object to a lawsuit and even if there were no objections and SIRCOMM moved forward with the sole sourcing, objections could come later down the road leaving the chance of a lawsuit on the table, thus taking even longer to get a new system in place. Mr. Tajkowski stated that if any of the state entities had bid this item, their RFP could be used. Mr. Hale agreed with Mr. Tajkowski and stated that the board could review any 911 Center that had bid for this system RFP that would already be in place. Mr. Hale stated that in the past RFP's had been drafted for SIRCOMM and maybe the Board would know who this person was and could get in touch with them regarding this RFP.

Commissioner Bolduc asked if there were any questions from the floor to which Chief Kelley asked what an emergency situation entailed as to the requirements for sole sourcing the system. Mr. Hale once again stated that the governing board must declare an emergency situation and meet the criteria, which he was not sure would be considered an emergency under the guidelines. The Director stated that the current CAD System has failed on a regular basis and that it has become an emergency situation with emergency calls being greatly delayed. Mr. Hale stated that he understood the situation; however, he was not sure it still met the criteria and still was not a slam dunk as the system has been failing for quite a while and now it is being declared an emergency.

Ms. Frey, from the TWF County Emergency Services, asked that with the States recent emergency declarations, could this make a difference in possibly sole sourcing the system. Mr. Hale stated that he did not believe it would.

Chief Presnell stated that the current system has been problematic for the last 6 months; it appears that a new system will not be in place for an extended period of time even though the process has begun. A short discussion entailed once again on the process of declaring it an emergency with those present stating that they felt it was an emergency. When there was a problem with address verification and time delays it does become a community emergency. Mr. Hale stated that if a lawsuit entails that could make it two to three years down the road. Commissioner Bolduc asked for direction in obtaining information needed for the RFP to which Mr. Hale stated that they should reach out to anyone within the state using the preferred system for assistance. The Board thanked Mr. Hales for his assistance and the call was ended.

Commissioner Howell made a motion to amend the agenda, moving item six (6) to number two (2), Avtec System Update: Commissioner Bolduc second, all in favor. Motion carried.

6. Update on the AVTEC: The Director stated that the Avtec Representatives, Darrell Shalimar, John Risotti, and Tony Hafla from Teton Communications joined the meeting on the conference line.

The Director stated that Mr. Hafla had requested a conference call so as to get everyone on the same page regarding the Avtec. She then turned it over to Mr. Hafla.

Mr. Hafla stated that there were concerns regarding the Avtec software support contract and whether it was needed or mandatory. He stated that the support contract included 24 hour technical support, software, bug fixes, rollouts, and new versions; without it, upgrades and revisions would have to be paid by SIRCOMM at a significant price. He mentioned that upgrading versions of the software with the contract would be an expensive endeavor outside of hardware. It was confirmed through Avtec that he was providing a reasonable price for the support, and the cost would be less than what Avtec would charge direct. Mr. Hafla stated that they were interfaced in order to troubleshoot problems and to determine whether they were radio or console problems before involving Avtec. He also stated that this was a typical dealer interface scenario that Avtec likes to work through. Avtec confirmed that they prefer to work through dealer channels whenever possible, but there were other options available.

The director stated that we did receive clarification on the pricing issues, but still had concerns regarding the software updates. It was Avtec's recommendation to stay up to date on software releases. They stated that they enter the "red zone", in which they test the update prior to releasing it to ensure it will not fail. The director stated that from speaking with Avtec previously, Sircomm was four updates behind and that at least two updates are released a year. Avtec also stated that they do not provide support past two versions. The director questioned why the updates weren't getting done if that is what SIRCOMM is paying for.

Mr. Hafla stated that it was a possibility that some of the software, firmware upgrades fix things that Sircomm does not utilize. He stated that it didn't make sense to take the system down and offline in order to have a more current version or release. He stated that they don't recommend to any of their customers to install the new software until it has been in service for several months stating that many times patches come out to fix issues with releases. He stated that no matter how much testing has been done, it is their job to determine what's important and reasonable to do or not do in an effort to not take the system down.

Avtec stated that their software releases, have to be commercially operational due to the mission critical environment of public safety, and the 100% up-time requirement. At times, they may need to go back with a minor release and repair, but they are not going to release something that will take down a system.

Mr. Hafla stated that this process started three years with John Moore, and it was on the list to get done. Mr. Hafla said we were at that point where we were far enough behind to get it upgraded and that was when the quotes were provided. Mr. Hafla stated that Sircomm was not only behind in software, but the version of hardware we are running is not applicable for the new version of software. He then stated that we need a hardware and software upgrade, clarifying that the software is covered under the contract. He stated that the software has been brought up to the newest revision practical for the hardware platform we have. Without the approval to upgrade the hardware, Mr. Hafla stated that we can't do the revisions. Commissioner Bolduc stated that there were only two Commissioners present and there would be further discussion at the next meeting. He thanked all parties for supplying the information needed to move forward on this issue and the call was ended.

A question was asked by Chief Kelley that if the hardware can no longer support the software, who should have brought this to SIRCOMM's attention when the upgrade was needed? Mr. Tajkowski stated that without the outside audit, many of these issues would have become problems when the equipment failed. It was shared by the Director and Mr. Tajkowski that the new procedures/standards

being put into play would insure the future operations will be up to national mission critical standards.

Moving back to item one on the agenda:

1. Public Comment: None

2. Correspondence: A thank you note was received from the cub scouts that visited the center that were working on a “Hero’s in our community” project. It was shared that Tami spent time showing them and explaining how and what we did here at SIRCOMM and they were fascinated by what goes on behind the scenes.

3. Current Fiscal Statement/Invoices Presented for Payment/Questions from the Accountant: It was noted that the current fiscal statement will be available at the January 16th meeting.

4. Approval of Minutes from 12/19/2017:

After a short review of the minutes from December 19, 2017,

Commissioner Howell moved to accept the minutes as presented. Second by Commissioner Bolduc, all in favor, motion carried.

Items 5 and 6 have been covered.

7. New CAD System Contract:

The Director stated that the question had been raised regarding record recordings system with quotes for both with and without the system. Capt. Miller shared the information he had gathered regarding the requested RFP. It was noted that Zuercher can provide a one data base system where other agencies could piggy back off of the SIRCOMM system and would be very cost effective for the outside agencies. It would be an all-inclusive system and could be utilized by all four counties. Capt. Miller stated that the board would have to determine that if the system was housed here at SIRCOMM, what the outside agencies responsibility would be in converting the records and information.

The Director shared the quotes she had received from Zuercher regarding the other counties and she stated that the maintenance agreement (hardware, software, upgrades etc.) are all inclusive and extremely reasonable.

Commissioner Bolduc stated this because SIRCOMM had been contacted by another CAD vendor wanting to bid, thus, the reason for following the proper procedure in purchasing a new system.

8. Center Report: Director Lindsey: The Director shared that she would like the board to make a motion that any future repairs or maintenance or improvements be required to follow the national telecommunications (TIA) standards and codes so that there is accountability with all equipment installations and programs being held to a higher standard. It was noted that at his time there all no standards in place to be adhered to.

Commissioner Bolduc asked that issue be added to the next meeting agenda and a short memo sent to the other commissioners in advance so that a resolution can be put in place.

Chief Kelly asked if there was a set of similar standards for fire entity's in place to which Mr. Tajkowski shared that these standards were all inclusive.

The Director reported that all three new trainees were moving forward beginning with a good foundation with classroom training and the fourth moving forward onto fire training. There has been some positive feedback and suggestions for improvement. It was also shared that Dory had received his Level 1 certification and Brian had received his Level 3 certification with Capt. Miller's assistance.

Mr. Tajkowski shared that he had just received a call from Avtec and they were not aware of any outage in Bonneville County that was not dealt with a timely manner and that they understood the situation here at SIRCOMM.

Commissioner Bolduc stated that he had met with Mr. Hugi, Mr. Tajkowski and the Director last weekend when they were here working on the sites. It was shared by Mr. Hugi & Mr. Tajkowski that they had discovered excess equipment pieces and parts at all of the towers sites and it would serve SIRCOMM's best interest to gather up all of the extra parts and pieces and store them here at the SIRCOMM shop where an inventory can be set up.

Chief Kelley asked where they were on the channel frequency updates and Mr. Tajkowski stated the update will be ready in approximately forty five days and anyone that would like to stay after the board meeting he would bring them up to date.

Capt. Miller stated the Hwy 93 So. Project was moving forward and Mr. Tajkowski stated that he could get that back up and running.

The meeting was adjourned at 1515hrs.

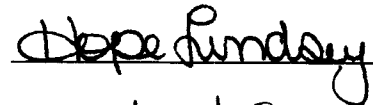
Next Meeting: January 16, 2018 1400hrs.

Chairman Mark Bolduc



Date 1/16/18

Director Hope Lindsey



Date 1/16/18