

## **SIRCOMM JOINT POWERS BOARD**

**November 7, 2019  
Room 2151 Tiger Dr.**

**JCSO Training  
Jerome, ID 83338**

Those in attendance:

Commissioner Jack Johnson, Twin Falls County  
Commissioner Charlie Howell, Jerome County  
Commissioner Rebecca Wood, Lincoln County  
Lori Capps, TWCO EOM  
Mariann Schiewe, SIRCOMM  
Susan Tenney, CPA  
Kristy Churchman, Interim Director, SIRCOMM  
Payson Reese, Lincoln OEM  
Chief Casey Kelly, Shoshone Fire  
Kristen Howard, JCSO  
James Pennington, Magic Valley Paramedics  
Tanya Stitt, Jerome County OEM  
Don Newman, Twin Falls Co. Sheriff's Office  
Scott Bishop, Twin Falls Co. Sheriff's Office  
Aaron Zent, Rock Creek Fire Dept  
Tracy Koyle, SIRCOMM Dispatch  
Jackie Frey, TWCO OEM  
Gary Taylor, Jerome Co Sheriff's Office  
Greg Vawser, Rock Creek Fire  
Angel Hunsaker, SIRCOMM Dispatch  
Jeff Troumbley, Filer PD  
Scott Vawser

**Meeting called to order 0904 hrs.**

- 1. Public Comment: None**
- 2. Correspondence:** Information was shared regarding information received from Teton Communications, Christie Ritchie and Dispatcher Stephanie Bowman.
- 3. Introduction of SIRCOMM Deputy Director:** Tabled pending his arrival.
- 4. Current Fiscal Statement/Invoices Presented for Payment:**

**A motion was made by Commissioner Wood to approve payment of invoices as presented for the B Budget in the amount of \$48,777.74. Commissioner Howell, all in favor, motion carried.**

**A motion was made by Commissioner Wood to approve payment of invoices as presented for the A Budget in the amount of \$1224.63. Commissioner Howell, all in favor, motion carried.**

**5. Approval of the Minutes from October 24, 2019:**

**Commissioner Howell made a motion to accept the minutes as presented from October 24, 2019. Second by Commissioner Wood, all in favor, motion carried.**

**6. Movement of funds to First Fed Operating Account:** Ms. Tenny shared that the County contributions were not yet in to SIRCOMM and asked that funds be moved to the operating account at First Federal Bank. Discussion entailed as to why the situation arose and how to prevent it from reoccurring.

**A motion was made by Commissioner Howell to move not to exceed \$200K from DL Evans Bank to the First Federal Payroll Account. Second by Commissioner Wood, all in favor, motion carried.**

**7. Intermountain Communications Update: Capt. Taylor:** Capt. Taylor stated that he has been speaking with Jeff Berger and they were working on an MOU as to the scope of work ahead at SIRCOMM.

Commissioner Johnson asked if there was any type of contract or written agreement from Intermountain pertaining to what has been done or is being planned to do as of yet, to which Capt. Taylor stated no.

Commissioner Wood stated that she was extremely frustrated as was Commissioner Bolduc in regards of the lack of communication with Mr. Berger. He has not returned numerous phone calls or emails upon request for information. The entire Board is extremely uneasy as there have been multiple requests for contracts, pricing, radio channels, extensions on radio frequency and this was weeks ago and there has been absolutely no response to the Board. Is there an explanation as to why he is not here today? It is the Boards opinion that this needs to be addressed ASAP!

Capt. Taylor stated he did not have an answer for the Board.

Commissioner Howell asked if it was possible for Capt. Taylor to follow up with Mr. Berger on this with Commissioner Johnson adding that the Board requests a formal agreement with Intermountain Communications regarding projects, cost, MOU, scope of work and information on the frequencies as requested. It is imminent at this point in time for Mr. Berger to address the Board's concerns.

Chief Kelley stated that the frequency channel issue needs to be addressed immediately, as all applications for the new channels may have expired with extensions and could be lost if the process is not completed. A short discussion entailed on the history of projects at SIRCOMM with several sharing their opinions as to why there are issues and acknowledged the fact that a real concern exists with the current vendors involvement at SIRCOMM.

Sheriff Oppedyk confirmed that he will personally ask Mr. Berger to be present with information requested at the next JPB meeting.

**8. Surplus Radio Equipment at SIRCOMM:** Capt. Taylor stated that he had received a copy of the email from the Canadian Company that had been working with Sgt. Benefiel for surplus radio

equipment and had surveyed some of the equipment labeled for release with Mr. Berger. It was suggested by Mr. Berger to hold the release until further investigation could be made on what should be kept as back up equipment for the SIRCOMM Tower Sites.

The Board was in agreement with this suggestion and asked Capt. Taylor to please make contact with the Canadian Company and update them on the project, however; it was stated that the old consoles had been declared as surplus previously and donated to CSI. They can be contacted to make arrangements to pick them up.

**9. LEA/Fire/EMS/OEM Role on SIRCOMM Board:** Commissioner Wood stated that this item has been sent over to legal as to the voting/ex-officio status and had not heard back from them.

Sheriff Oppedyk added that he felt that the Operations Board needs to be put back in to the day-to-day operations at SIRCOMM. A general discussion entailed noting that it should be the LEA that would appoint those members JPB Board. Chief Hall stated that the LEA's chairman/vice chair are a Sheriff and a Chief, and they could possibly be the appointed representatives. The Operations Board may take more time and research; however, the Board would like to move forward on this item. Chief Hall stated that he also felt that Fire and EMS also need full representation with the running of/decisions made at SIRCOMM. The feeling was mutual that getting representation from LEA as soon as possible to get the input and direction in the day-to-day operations at SIRCOMM.

Who is to represent each entity must come from within that group and not from the Board members appointing them. It was noted that those showing interest and attending the meetings, should be of first consideration. The Board asked that the recommendations be made at the next meeting as the first action item on the agenda and they will join the Board at that time in front.

**Item 3 Revisited: Introduction of SIRCOMM Deputy Director:** Commissioner Johnson welcomed Mr. Scott Vawser announcing that he was offered and accepted the position of Deputy Director of SIRCOMM. The Board welcomes him and shared that they are working on a start date and completing the necessary paperwork in order and move forward.

**10. Incentive Update:** Mrs. Churchman shared the responses she had received from the dispatchers on the presented incentive suggestions and shared other options. A bonus for longevity was high on the list. Reimbursement for continued education and training, a 401K match, an opt in/out on the insurance & child care when it doesn't pertain to the employee, a mental health day (not PTO) when recovering from a bad call once a month, and treating an employee's birthday like a holiday (regular time if not worked, time and a half if worked).

The Commissioners agreed that suggestions were very creative and many doable that could support many, such as the continuing education incentive with guidelines/dynamics in place. They asked for the list in writing to be evaluated for budget purposes.

Chief Hall asked what the current incentives were in place and Mrs. Churchman shared that each dispatcher receives two (2) PTO days a month (24 hours) and can be used when coverage is available for vacation/time off, and on the employees' anniversary date, an accumulated hours

over forty eight (48) can be paid out. Everyone receives regular pay on holidays and if worked, they receive time and one half. No pay incentives have been put into place.

Information was also shared regarding a program the counties have where PTO hours can be pooled for future use. More information on this type of program will be investigated if of interest. The Board asked for a written list and dollar amounts anticipated for each incentive so they can investigate and what is available in this budget year and a plan will be set into motion.

**11. Zuercher Field Ops Update: Quote/Installation:** CAD Coordinator Hunsaker presented the updated quote from Zuercher for the requested services for the Field OPs program, including installation, licensing and the maintenance program with ongoing fees. Information was shared that SIRCOMM was prepared to cover the installation fees and the first year's maintenance with each user being responsible for those fees in the future. These are just for agencies without MDT's

**A motion was made by Commissioner Wood to approve the Zuercher Field OP's Program to include the installation, licensing and the first year's maintenance in updated amount up to \$20,140.00 after researching the requested changes. Second by Commissioner Howell, all in favor, motion carried.**

**12. Center Report:** Commissioner Johnson and all present congratulated Angel Hunsaker on being awarded the PSAP "Telecommunicator of The Year".

Chief Harrison introduced his new Chief Deputy Lane Sickle.

(a) Mrs. Churchman shared that there are eleven full time dispatchers and six part time and two new trainees on the floor with one still in back ground. The CSI class was successful with seven graduates and with three students putting in applications at SIRCOMM – it will be offered again in the spring as it already has a waiting list of seven students.

(b) The second issue addressed was that information on the Endigit Monitoring System installed recently to monitor the operating systems at all towers and the dispatch center were not operating, so she contacted Ben Stephenson to assist in making this service operational as to receive alerts when issues occurred at the sites. The scada monitoring system had originally been set up that the dispatch floor would receive the alerts and contact the appropriate vendor for service. It was suggested that the information be sent to the cell phone on the dispatch floor until further research could be done.

Chief Kelley shared that he had been with Sean several times when he would receive an alert with information from the system to his phone when he was working up in the Lincoln Co. area. An alarm would go off at one of the tower site making him aware of an issue at another tower site and he was able to address it as soon as possible. It appeared to be a great asset as the radio systems were failing at the different towers.

Capt. Taylor stated that Mr. Berger was aware of the monitoring system and stated he planned on looking into the system and the Board asked that he do so in a timely manner and report back to them on the stat us.

(c) An update on the Intercom System between Twin Falls City & SIRCOMM was shared. Mrs. Churchman discovered that an MOU still needed to be in place, so she contacted Mr. Pike and received a suggested MOU via email. It was forwarded to SIRCOMM legal to add/change what she felt necessary and will be sent to Twin Falls City for signatures.

(d) Administrative Rights into the Zuercher System has been an issue recently. Please note, only Angel Hunsaker, Tami Mulliner, and Kristy Churchman will have the administrative rights to the System. Recently, changes were made to the system affected the dispatch center and that needs to be prevented.

Chief Troumbley stated that he may have caused the issues unintentionally and he apologized for the inconvenience. Mrs. Churchman acknowledged that yes, it was his department and that she & Angel will work with him on the procedures to retrieve the information without administrative rights.

(e) The issue of seniority has been sent to legal for review regarding a dispatcher's seniority since according to current policy it is affecting vacation bids. The current policy uses the most recent "Full Time" hire date for status; however, several dispatchers have gone from full time to part time and back to full time status, thus losing their seniority. The general consensus is that the hire date should be the day they were hired at SIRCOMM, never being totally unemployed by SIRCOMM. A recent change has caused some issues and is now at legal for review.

(f) AT&T has notified SIRCOMM recently regarding equipment changes at our tower sites that they are on and all information was forwarded to Tower Legal.

CAD Supervisor Hunsaker gave an update the mapping with Zuercher. Issues with the Castleford/Buhl are being addressed before the change. Configuration and installation is scheduled for the end of the month with training & webinars to follow. It was also brought to light that not all AVL's will have GPS & SIRCOMM had not purchased the GPS devices and may be necessary in the future.

Mrs. Churchman stated that legal had sent an email regarding the RFP for the new EMD System, and stated that she was not aware of such an RFP since the EMD system was already purchased by previous Director Rebecca Simpson. The board stated that the dollar amount was below the amount where an RFP is required.

Legal also stated that an MOU was drafted for the HAM Radio group for use out at the Hansen Tower Site had been sent to the former director; however, the Board stated they had not seen or been informed of or signed any such document. They asked that legal resend the information to Mrs. Churchman and the Board for review.

**Next Meeting Date: November 21, 2019 @ JCSO 0900hrs**

**The Board went into the Executive Meeting at 1054hrs**

**A motion was made by Commissioner Wood to move into Executive Session: Idaho Code 74-206 (1) (a) & (b)-Consider Personnel. Second by Commissioner Howell, all in favor, Motion passed.**

The Board came out of executive session at 1107hrs.

A motion was made by Commissioner Howell to authorize Kristy Churchman to resolve personnel issues as discussed in the executive session. Second by Commissioner Wood, all in favor, Motion passed.

Vice Chairman Jack Johnson

Int Director Kristy Churchman



Date 11-21-2019

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