

SIRCOMM Joint Powers Board Meeting Minutes July 15th, 2013

Those in attendance; Commissioner Faulkner, Commissioner McConnell, Commissioner Mills, Commissioner Howell, Director Moore, Barbra Shaffer, Jerome County Chief Deputy Jack Johnson.

Meeting called to order at 1400 hours on July 15th2013.

There was no public comment.

SIRCOMM received a letter from Twin Falls Police Department giving SIRCOMM access to the City of Twin Falls 911 records for the SIRCOMM C.A.N. system. Director Moore read the letter and mentioned that the emergency notification system is being very well received by the community.

Commissioner Faulkner moved to approve the minutes of the March 2013 meeting. Commissioner McConnell 2nd, all in favor. Motion carried.

Commissioner Faulkner moved to approve the financial report. Commissioner McConnell 2nd, all in favor. Motion carried. Director Moore mentioned that SIRCOMM has received information from ILETS for the 2014/2015 fiscal year and that SIRCOMM will see a 154% increase in costs from ISP.

Discussion was held on the 2013/2014 budgets. The "A" budget will be the same as last years and that the "B" budget was \$200,000 less than last year. This would be due to projects completed and a reduction in grant funds received. Director Moore explained that he had spoken with the attorneys and was advised that SIRCOMM did not need to publish a budget nor hold a hearing on the budget. This is because SIRCOMM is not a tax-collecting agency. However, Commissioner Faulkner stated it would be good for SIRCOMM to adopt a budget each fiscal year and continue the process we have been following minus the publication and hearing.

SIRCOMM is currently at full staff on the dispatch floor with the recent hiring of three employees.

Director Moore informed the board that the Law Enforcement Committee recently met and Jerome County Sheriff brought up a couple of items. Chief Deputy Johnson stated that the radio traffic is so high at times that an officer cannot check out on a call. He said he thought this could be corrected internally at the agency levels. Commissioner Howell thought this was a good idea and questioned if protocols should be addressed. Deputy Johnson stated that SIRCOMM should not be the ones to tell officers to change channels. It was also mentioned by Deputy Johnson that there were infrastructure issues, as the deputies could not get out at times on the east end. Director Moore stated that he and White Cloud Communications along with Tait North America were still working on some of the coverage areas and discussing Tait coming on SIRCOMM at a cost of \$2500.00 a day. Deputy Johnson stated that there were complaints on the radio issues from the other counties as well. Commissioner Howell stated we need to address problems with the radio system, not being able to access a channel when needed and location of bad coverage area. Problems cannot be addressed if they are not known and information provided. Director Moore will get with Deputy Johnson and prepare a letter to be sent to all agencies asking for information on radio issues that they are experiencing.

Banking of comp time hours was discussed. Due to some issues with the comp time hours and the liability of having comp hours banked it was decided to change the personnel manual to reflect that the employees will be paid for all hours worked whether regular or overtime hours. Dispatch staff will have until September 15th, 2013 to use any banked comp hours or they will receive a check for the hours still on the books. Commissioner Faulkner moved to approve SIRCOMM resolution 2013-03. Section 5.3 of the personnel manual will be updated to reflect the comp time change. Commissioner Howell 2nd the motion and all were in favor. Motion carried. This will become effective on August 1st, 2013. Discussion was also held on the amount of overtime each pay period and the hours worked. Director Moore has been tasked to work on this and find a way to reduce overtime hours and report his findings back to the board.

A discussion on Twin Falls Tower was held. Commissioner Mills is concerned that the movement on the tower is taking too long and that is not moving forward as it should and this cannot go on forever. He stated that Twin Falls County would hold SIRCOMM responsible if the tower falls and damages property or injures someone. Commissioner Mills was asked by the board if Twin Falls County would assist in removing the tower. He stated no, they did not approve for it to be there and could not find any documentation as to who did. Commissioner Howell asked Director Moore what would be lost if the tower were to be removed now. Director Moore informed the board that all of Southern Twin Falls County would be without radio coverage and parts of the Snake River Canyon. Commissioner McConnell asked about an engineering study. Director Moore informed the board that there had not been one done on the tower at the courthouse. Commissioner Faulkner suggested using some temporary supports on the tower until it is relocated. Director Moore will find out if this is possible and further information on the tower from an engineer. Director Moore reported that the radio coverage area study had been completed and there was little to no change and was awaiting a report on the stability of the silos. Commissioner Howell asked how long until the completion of a new tower and location. Director Moore stated approximately six months. There is also funding available for this. Commissioner Mills was asked if Twin Falls County had a time frame on when they wanted this completed, by Commissioner Howell. Commissioner Mills responded not really, but that it cannot drag on and on. Commissioner Howell requested that the engineering status be emailed and Commissioner Faulkner requested status be emailed to everyone once a month.

Director Moore asked Commissioner Mills if he could send him a copy of the Twin Falls County Employee survey in word format so that changes could be made to fit SIRCOMM. Commissioner Mills will have it emailed. Director Moore then will get this survey out to staff with a self-addressed envelope to Commissioner Faulkner so that staff can fill out survey and the mail them.

Syringa Wireless has asked to add more antenna's to the Jerome Tower. Director Moore will work with them on this and the lease amendment.

A request from CenturyLink to assist Valley County with their 911 system. Valley County is having problems with their 911 system which happens to be the system we just replaced. Valley County needs a desktop workstation and some other parts that we have declared surplus. This surplus equipment is still at SIRCOMM awaiting disposal. Commissioner Howell made the motion to donate this surplus equipment to Valley County at no cost. Commissioner McConnell 2nd the motion. All in favor. Motion

Carried. Director Moore will contact CenturyLink informing them of this and work with them on getting the equipment to Valley County.

Air St. Luke's has requested to be auto launched from SIRCOMM for certain incidents. Director Moore has some concerns over this and stated that they should pay to be dispatched like the other agencies. Commissioner Faulkner asked if this would be by phone or radio? This is unknown at this time. He also asked if it would pose an additional burden to SIRCOMM. This is also unknown. There will have to be certain criteria for dispatching them and that St. Luke's would provide that criteria. Commissioner Faulkner said that a responsibility agreement should be made in writing and should include fees. Commissioner Mills agreed that St. Luke's should pay fees if they wanted SIRCOMM to dispatch them. Director Moore will contact them and discuss this further and if necessary invite them to meet with the board.

Next meeting will be on August 19th at 2 pm

Meeting adjourned at 1520hrs.

Charles M Howell

Chairman Charles Howell

8/16/13

Date

John Moore

Director John Moore

9/16/2013

Date



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June 20, 2013

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John Moore, Director
Southern Idaho Regional Communication Center
911 E Avenue H
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Dear Mr. Moore:

On Monday, June 17, 2013, the Twin Falls City Council approved our request to allow Everbridge access to City of Twin Falls' Master Street Address Guide (MSAG) data for the purposes of utilizing their emergency notification services. Please consider this letter to be our formal notice of authorization granting this access.

We are excited to be a partner in utilizing this important service and we are grateful that the Southern Idaho Regional Communication Center (SIRCOMM) has asked the City of Twin Falls to participate. Like SIRCOMM, we will use Everbridge's mass notification system to enhance our current communication capabilities during crises and imminent threats to health and safety, as well as providing information to our citizens regarding severe weather, flooding, police activity, and more.

If I can be of further assistance in this project, please do not hesitate to contact me.

Sincerely,

BRIAN T. PIKE
Chief of Police

MATTHEW HICKS, Captain
Administrative Services Division

MH:aed