

SIRCOMM Joint Powers Board Meeting Minutes March 17, 2015

Those in attendance: Commissioner McConnell, Commissioner Mills, Commissioner Howell, Commissioner Bolduc, Brandon Redmond (Consultant), Mariann Schiewe, (Admin. Assistant), Kris Churchman

Commissioner Mills called the meeting to order at 1400 hours.

Commissioner McConnell moved that the Joint Powers Board move into an executive meeting pursuant Idaho Code 67-2345 (1) (a) and (b) Commissioner Howell second, all in favor, motion carried.

Brandon Redmond, Mariann Schiewe, and Kris Churchman left the room.

Executive session adjourned at 1525 hours

Commissioner Mills called the regular meeting back into to order at 1530 hours.

No Public Comment

Kris shared that she had received a letter from ILETS regarding rate increase, however, it was noted that the increase was still below what was budgeted for ILETS.

Commissioner McConnell moved to approve the Minutes from January 20th and February 17. Commissioner Mills second, all in favor, motion carried.

Commissioner McConnell questioned if the Thank You to Idaho Power. It was noted by Mr. Redmond that it had not. **Commissioner Mills moved to follow through with a press release & formal thank you from SIRCOMM. Commissioner McConnell second, all in favor, motion carried.**

No open comments.

The financial report still shows a lot of overtime. Commissioner McConnell noted that at this point in time we are 42% of the way through the fiscal year. Overtime should go down as new hires come on and salaries will go up. We are still under budget on salaries. Commissioner Mills stated, it should start to even out. It was also noted from line item 004.10.01, that \$58,000.00 had been budgeted for ILETS, & Kris stated that the increase would be under \$38,000.

Commissioner Howell moved to accept the financial report. Commissioner Mills second, all in favor, motion carried.

Mr. Redmond reported he had been communicating with Director Moore to keep everything running smooth. It was presented to the board to allow dispatchers to have laptops and e-readers on the dispatch floor. A discussion ensued. Commissioner Howell suggesting that there be no internet access and no cell phones. Kris stated she felt it would be a great moral booster for the staff. Commissioner

Mills felt they would be no problem if staff could use responsibly. It was shared that several of the dispatchers are taking classes & do homework during down time. The Commissioners shared concern with texting while working, referencing the case back east when a 911 dispatch center was held liable for a death/missed call due to texting. Commissioner Mills requested that Kris monitor usage.

Commissioner Howell made a motion to allow laptops and e-readers on the dispatch floor.

Commissioner Bolduc second. Commissioner Mills, Howell, Bolduc in favor. Commissioner McConnell opposed. Motion carried.

Mr. Redmond stated that Teton Communications are now working on the system and will do so as they move forward to replace necessary items before sites go down. They will be working with Kris during the process as there will be 10-15 minutes of down time at each tower sync, will attempt to do it early morning/night when calls are low. Kris will coordinate with all agencies ahead of time.

Commissioner Howell stated that Mr. Redmond was acting as Assistant Deputy Director and that it would possibly be two weeks before anything would change & he felt that Mr. Redmond should be compensated by the board. Mr. Redmond added that he had been keeping track of his mileage and time while covering Sircomm duties. Commissioner McConnell asked Mr. Redmond if 15-20 hrs a week would suffice what he needed to cover his time for SIRCOMM. Mr. Redmond stated that it would. **A motion was made by Commissioner Howell to compensate Mr. Redmond \$25/hr for 15-20 hours a week and then the motion was amended by Commissioner Howell to include .50 a mile reimbursement for travel. Commissioner McConnell second, all in favor, motion carried.**

Commissioner Mills suggested that the SIRCOMM vehicles be used when traveling to meetings and fuel may be purchased by Sircomm for the vehicles.

A SIRCOMM key card was given to Commissioner Bolduc.

Commissioner Howell suggested that Mr. Redmond have the authorization to take care of the director's duties/radio system and Kris the day to day operations of SIRCOMM and staff.

Mr. Redmond suggested holding a staff meeting to acknowledge to the staff, that while Director Moore is on administrative leave, he & Kris will be filling in during under the direction of the Joint Powers Board and operations will continue as before.

Kris requested permission to send dispatchers to training to become trainers as they are much needed as new hires come on staff. Discussion was held concerning cost, location, compensation. Kris was given permission to make arrangements to send 2 dispatchers at a time for training and that a \$30/day per diem will be paid, or they may charge and turn in their receipts for reimbursement. Just keep the board updated.

Kris shared with the Board that April-12-18 is National 911 Dispatchers Week & that she would like to do a catered luncheon/dinner and present staff with some type of gift in acknowledgement and appreciation.

All Board members were in agreement that it would be a good gesture. Discussion regarding type of food (BBQ, Catered Mexican, or Italian) were suggested along with certificate for years served. Commissioner Mills suggested plaques for 5, 10, 15 years with SIRCOMM, stating that "Galaxy" in Twin Falls does a great job and we may want to check into it. Commissioner McConnell asked that the Board

Be made aware of date & time, as Commissioners would like to attend if available. All were in agreement and the price limit will be left to Kris' discretion.

Kris reported that staff was now at 10 full time dispatchers, 8 part time, with one of those part-timers returning to full time April 15th. One began training on Monday and another has passed the background & will be coming in to begin training possibly next week. Discussion regarding a full time employee going to part time (for maternity leave) and then coming back onto full time status. What is SIRCOMM policy on seniority and benefits? Commissioner McConnell stated that if the military rule was followed, that they would keep rank & benefits. However, time off should not exceed 12 weeks.

Mr. Redmond inquired on procedure to follow when signatures are needed for POST, ILETS ect. requiring Director Moore's to signature?

It is the Boards suggestion, that for the time being, paperwork will be gathered and taken to Director Moore's residence to be signed.

Mr. Redmond requested permission from the Board from the GIS department to order ink for the GIS map printer. Permission was unanimously granted.

Commissioner Mills brought up for discussion the repair of the damaged SIRCOMM Chevrolet pick up. A short discussion entailed. Commissioner Howell volunteered to get two bids on repairs and get the information back to the Board, before getting repairs.

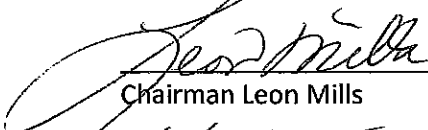
Mr. Redmond shared that the Deputy Director Position had been posted internally and that Kris Churchman and Jon Frisbey submitted applications, and there were 3 applications from the outside. Commissioner Mills inquired as to when the posting for the position closed? Mr. Redmond stated that posting was now closed. Commissioner Mills asked that all applications be emailed to all members of the Joint Powers Board and Mr. Redmond for review as soon as possible, moving forward in the hiring process.

Commissioner Mills moved to have the Board meet in an executive session March 31st. Commissioner Bolduc second, all favor, motion carried.

Next meeting: April 14, 2015 at 1400 hrs In SIRCOMM conference room.
Meeting adjourned at 1635 hrs.

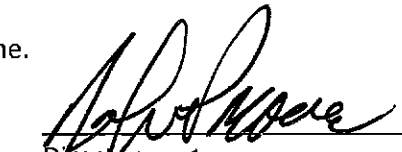
Commissioner McConnell moved that the Joint Powers Board move into an executive meeting pursuant Idaho Code 67-2345 (1) (a) and (b) conference call with attorneys. Commissioner Howell second, all in favor, motion carried.

Mr. Redmond, Kris, and Mariann left the meeting at that time.



Chairman Leon Mills
4/14/15

Date



Director
4/14/15

Date