

SIRCOMM Joint Powers Board Meeting Minutes April 14, 2015

Those in attendance: Commissioner McConnell, Commissioner Mills, Commissioner Bolduc, Nathan Brown, (Times News) Director Moore, Brandon Redmond (Consultant), Mariann Schiewe, (Admin. Assistant), Nathan Fawcett, (Buhl Fire), Kristy Churchman, Int. Deputy Director, Kimberly Police Chief Perry, Chief Deputy Johnson, Jerome Co.

Commissioner Mills called the meeting to order at 1400 hours.

- Public Comment-None
- Correspondence-None

- **Commissioner Bolduc moved to approve the Minutes of 9 March, 17 March, 31 March, and 3 April with corrections. Commissioner McConnell second, all in favor, motion carried.**

Corrections to March 17 minutes to read Commissioners shared their concerns regarding texting on the dispatch floor.

Commissioner Bolduc moved to approve the Minutes, Commissioner McConnell second, all in favor, motion carried.

- Open comments-None

- **Financial Report:** Director Moore stated that the B Budget review is with the 5 month income/revenue/remittance fees even though we are at the 6 month mark. Commissioner McConnell inquired about the overtime and Kristy shared that the overtime expense will be going down as the trainees are released to work a position over the coming year. Director Moore stated that payroll was down. Commissioner Bolduc asked if the overtime expense reported is at the 6 month point. Director Moore stated it was. Commissioner McConnell and Commissioner Bolduc asked if those in training looked as if they would make it and Director Moore stated yes. Commissioner Bolduc commented that overtime was 11-12 thousand over budget. Discussion was tabled.

Commissioner Mills shared that it may be time to replace the older SIRCOMM pick up. There is funds in the budget for replacement. Discussion tabled.

Commissioner McConnell moved to accept the financial report as stands. Commissioner Bolduc second, all in favor, motion carried.

- **Law Enforcement Agency Update:** Meeting today at 1300 hrs; Director Moore gave an updated the Crime Stoppers Line. The line currently in use is for Twin Falls County only. The whole system is being revamped; however calls are still being processed. Chief Perry stated that Kimberly also had monies donated for their Crime Stopper program. Chief Deputy Johnson shared that a group of citizens in Jerome along with the Chamber were organizing a tip program

also. Commissioner Mills inquired as to why all agencies did not work as one group sharing the same procedure, phone number, and monies paid out? A suggestion was made to look into. Chief Perry inquired as to what the procedure was if a tip should have been a 911 call/a crime in progress and the liability involved? Director Moore shared that he felt dispatchers would handle the call as such; however, he would look into it.

Asst. Fire Chief Nathan Fawcett shared that it had been 6 months since the Fire/EMS Advisory Committee had met and that they would like to meet every quarter. Chief Deputy Johnson suggested that the LE and Fire/EMS committees meet at the same time, possibly in June. Asst. Fire Chief Fawcett stated he would like to meet sooner. Director Moore agreed and will put it on the calendar for next month.

- Radio System Update: Director Moore stated that Teton Communications have begun working on the system; it was clarified that they would not have anyone in the immediate area if a problem should arise. However they will be available to assist via phone and internet. They still have lots of repairs to take care of and will begin installing the new system at the end of the month. After installation is complete they will begin to fine tune the dispatch floor. They are going through all the equipment and communications sites. Mr. Redmond shared that he was very impressed with Teton Communications.

The question was asked if White Cloud knew they were being phased out and Commissioner Mills stated that he had received a call from White Cloud offering any needed assistance during the upgrade.

- Idaho Power Lease Agreement: Discussion on the lease was tabled until next month as it was noted that the lawyers had the incorrect copy of the lease. It is currently being corrected and we should receive it before the next meeting.
- Personnel Policy Update: Director Moore stated that an updated version of the manual was needed and he will be working on this over the next several months.

Commissioner Mills suggested that a representative from the dispatch floor assist in updating the manual. Possibly form a committee. Listen and address concerns regarding current Personnel Policy.

Director shared attorneys Naylor & Hale had been contacted in February regarding the dress code for personnel.

Commissioner Mills asked if there was currently a relaxed dress code for the weekend staff. Kristy noted the relaxed dress code was from Friday through Sunday; however, the current dress code policy is three pages long. She would like to revisit this issue.

Commissioners Mills and McConnell agreed with this suggestion. Director Moore stated any change in policy must go to Naylor & Hale for approval. Mr. Redmond suggested visiting other dispatch centers regarding dress code policy.

Commissioner McConnell suggested business casual.

It was shared that if a staff member arrived for a shift inappropriately dressed it would be the floor shift supervisor's duty to send them home.

Commissioner Mills asked why this was even a question. The issue had been beaten to death. Kristy shared that the whole policy was viewed as being very negative.

Commissioner Mills asked to table the discussion until further review by Director Moore and Interim Deputy Director Churchman. Commissioner McConnell suggested looking at the men vs. women issue and research what business casual is for 2015.

- **Magic Valley Bank Signature Card: A Motion was made by Commissioner McConnell to remove former Commissioner Faulkner from the Joint Powers Board and add newly elected Commissioner Bolduc to the board. Commissioner Mills second, all in favor. Motion passed.**

Director Moore will draft a letter to the bank adding Commissioner Bolduc as a signer on the JPB accounts.

- **MOU with the City of Twin Falls: Director Moore informed the board on the Everbridge contract, noting that Twin Falls still has access to all of the information and will split the cost with SIRCOMM of the reader boards.**

Commissioner McConnell made a motion to sign the MOU with Everbridge and Twin Falls. Commissioner Bolduc second, all in favor, motion carried.

- **Deputy Director Position; Director Moore asked to move this topic to the executive session. The Board agreed unanimously.**
- **Staffing; Kristy stated that SIRCOMM has 11 dispatchers currently on staff. They lost 1 person during their training period. Board interviews will be conducted on the 23rd of April, with six applicants. She would like to move forward on three if possible. For National 911 dispatchers week SIRCOMM held a staff BBQ on Monday, with Mr. Redmond grilling the Tri Tip. It was well attended with gifts from SIRCOMM and items donated from Magic Valley Paramedics/Air St. Luke's, Buhl Fire Dept, and Jerome Rural Fire given to every dispatcher. Subway sandwiches were delivered by Sgt. Scott Bishop, Twin Falls County Sheriff's Office on Tuesday and they received cookies from Life Flight out of Burley. Very much appreciated by the dispatchers.**

Mr. Redmond stated that he had interviewed 10 employees and there were some shared concerns. Director Moore agreed to go through this information with Mr. Redmond and report back to the board next month.

- **Commissioner McConnell moved that the JPB go into executive session 67-23451 (b) at 1441 hrs, Commissioner Bolduc second, all in favor, motion carried.**

Non members of the board were excused and the board went into the executive session.

- JPB came out of the Executive Session at 1545hrs and regular session resumed.

Director Moore stated he was working on the new budget and hoped to have a preliminary draft for the next meeting. Commissioner Bolduc was invited to assist Director Moore in drafting the new budget if time permitted.

Director Moore asked for stipends for 5 cell phones used by staff.

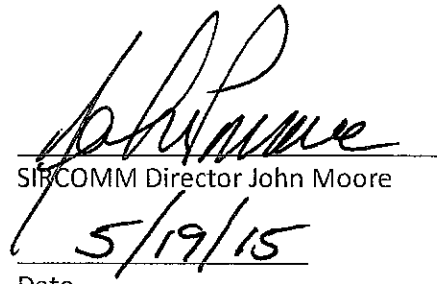
Commissioner McConnell moved to allow a stipend for 5 cell phones at \$30.00 per month. Commissioner Bolduc second, all in favor, motion carried.

Next Meeting Date: May 19th 1400 hrs SIRCOMM Conf. Room
Meeting adjourned at 1555



Chairman Leon Mills

Date



SIRCOMM Director John Moore

Date