

SIRCOMM Joint Powers Board Meeting

Minutes May 19, 2015

Those in attendance: Commissioner McConnell, Commissioner Mills, Commissioner Bolduc, Commissioner Howell, Director Moore, Deputy Director Kristy Churchman, Brandon Redmond, Mariann Schiewe

Commissioner Mills called the meeting to order at 1400 hours.

- Public Comment-None
- Correspondence-None

- **Commissioner McConnell moved to approve the Minutes of April 14th, 2015 with corrections and April 28, 2015 as stands. Commissioner Bolduc second, all in favor, motion carried.**

- Open comments-None

- **Financial Report: Director Moore went over the financial report. Commissioners' requested reports in the future to include budget vs. expenditures line item. Commissioner Howell moved to accept the financial report as stands. Commissioner Bolduc second, all in favor, motion carried.**

Director Moore shared that, with Commissioner Bolduc's assistance, he is close to completing the new budget.

- **Fire/EMS Agency Update: Chief Fawcett not present, Kristy will speak for the committee regarding the meeting held 5/12/15 at 1000 hrs;**

Kristy reported that the meeting went well and that all agencies present were pleased that Teton Communications are back on the scene. It was decided that the agencies would meet quarterly and to meet with LE every other meeting. Commissioner Mills thanked Mr. Redmond for putting on and cooking for the staff BBQ during dispatcher appreciation week. He attended and shared that the response was good and it was well attended.

Commissioner McConnell shared that in honor of EMS appreciation week, EMS would be BBQ'ing on May 21st at 6pm at the Lincoln County Courthouse, and everyone is invited.

- **Consultant Presentation: Mr. Redmond shared that he was conducting more interviews. He has interviewed several dispatchers, LE and Fire Chiefs. He is compiling previous interviews with current and will have the final report in June.**

- **Medical Insurance Renewal: Director Moore stated that our current Blue Cross Policy was up for renewal June 1st and that there would be a significant increase. HUB International conducted a comparison with Select Health. Information packets with a comparison were presented.**

budget; however he felt it did not justify a 5% increase to each county. Information was shared on improvements and upcoming expenditures and money on hand; the board came to an agreement of an increase to of 3% to the counties.

- Idaho Power Lease Agreement: Lease for the Hagerman-Lower Salmon site has been revised and is ready for approval

Commissioner McConnell made a motion, to accept the lease & Chairman Mills to sign, Commissioner Howell Second, all in favor, motion carries'.

Idaho Power lease agreement signed by Commissioner Mills.

- Personnel Policy Update: Kristy passed out copies of the revised dress code policy and it will be left up to the floor supervisor to enforce the policy.

Commissioner Bolduc made a motion to accept the changes in the updated dress code policy and have Chairman Mills sign, Commissioner McConnell second. Discussion entailed. All in Favor, motion carried.

- Magic Valley Bank Signature Card: Signature card is ready to go to the bank, however Director Moore shared a concern with Columbia Bank. There have been many changes at Columbia Bank and with the accountants concerns; he feels it is time to look into switching to a new bank. Both DL Evans and First Federal are being researched. The board discussed the advantages of moving to a new bank, possibly leaving partial monies with Columbia Bank and what it would entail in switching. Commissioner McConnell felt it would be a good idea to consider switching and Commissioner Bolduc suggested spreading accounts out to more than one bank with the operating balance in one bank. Director Moore will research the matter and the matter was tabled for later discussion.
- Staffing; Kristy stated that SIRCOMM has 11 dispatchers currently on staff. 5 short of being fully staffed. They lost 1 person during their training period. Of the four that passed the last board interviews, none moved forward. The next board interviews will be conducted on Thursday the 21st. with six applicants. She would like to move forward on three if possible. With another whole group to bring forward after these.

The service plaques were handed out and that went well. Commissioner Mills stated that the board really does appreciate the dispatchers and that they do a great job.

Call volume for the last month: 2024 911 calls received and of those calls 83% were from cell phones. Total calls taken 11,838.

Commissioner McConnell inquired about the employee coming back from Twin Falls, and it was noted that she is back on staff. Commissioner Howell asked about part time staff and it was noted that there are currently 6 part time staff. Mr. Redmond shared that he had interviewed the staff member returning and felt that the availability for overtime was a big part of coming back. Wages may have been a little higher, but no overtime pay is shocking.

Premiums, deductibles, out of pocket expenses and prescriptions coverage were compared. It appears costs have gone up along with the deductibles. In network verses out of network were compared with both Blue Cross and Select. One concern was losing current deductibles already paid may be lost. By waiting until Jan. 1 and then switching, everyone would begin over with no loss. Commission Bolduc shared Select Health in Idaho and Northern Utah. Commissioner Mills and Kristy shared the concern of when an out of the area coverage need arose when traveling or on vacations. Both felt Blue Cross has a larger coverage area than Select Health. The board felt that more research on the matter was necessary and requested that Director Moore look further into both companies and report his findings to them via email. The issue was tabled.

- Wage Structure discussion: Director Moore went over the current structure in place. Discussion entailed on written policy requirements necessary for wage increase. Time employed, merit, scheduled raises. Employees understanding of structure are based on the old schedule. Commissioner McConnell noted he had not seen SIRCOMM policy in writing. Kristy shared the different levels of training and requirements for advancement from probation to senior dispatcher level were considered in the wage structure in the past. To reinstate the policy performance evaluations, advanced training and time employed would come into play. However, it would take time and research to bring new hires (probationary period), level 1, level 2, floor supervisors and senior supervisors on the proper wage scale with all requirements being met for wage increase. Training, documentation, annual evaluations, and additions to personnel policy manual will become policy beginning June 6, 2015. Future cost of living increase be added to the wage structure, and the wage structure should be updated each time to reflect the increase.

\$15.36 – New Hire/ 6mo successful probationary/.50cent raise \$15.86 ~ Level 1 = \$16.98 ~ Level 2 \$17.37 ~ Level 3 \$17.76 ~ Level 4 \$18.17 ~ Floor Supervisor \$18.53~ Senior Supervisor \$19.02

Effective Date: June 6, 2015

After a lengthy discussion, it was suggested by Commissioner Bolduc that the current wage structure remain in place with the \$2 increase reflected. **A motion was made by Commissioner Howell to begin using the revised pay scale policy beginning the first of June, with Commissioner Howell revising the motion to read, beginning the first pay period after June 1st with back pay being, awarded to employee in question. Commissioner McConnell 2nd, all in favor, motion carried.**

Back pay discussed will be taken care of and performance evaluations will begin when revised pay policy comes into play.

Director Moore will clean up wage structure layout and email the JPB.

- Budget: Director Moore stated that he and Commissioner Bolduc had worked on the budget. He would like to ask all counties for a 3-5% increase for improvements and upcoming purchases.

The commissioners stated that with the funds already in the bank that they could not justify a raise of 3-5% to their constituents.

Commissioner Howell shared that with the addition of one staff member and Kristy as Deputy Director, insurance and wage adjustments, that he understood the need to increase wages in the

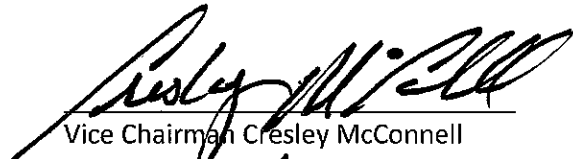
- **Commissioner McConnell moved that the JPB go into executive session, Idaho Code 67-23451 (b) at 1557 hrs, Commissioner Bolduc second, all in favor, motion carried.**

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

- JPB came out of the Executive Session at 1630 and regular session resumed.


Commissioner Howell moved to adjourn, Commissioner Bolduc second, all in favor, meeting adjourned.

Next Meeting Date: June 16th 1400 hrs SIRCOMM Conf. Room
Meeting adjourned at 1645



Vice Chairman Cresley McConnell

6/16/2015
Date



Director John Moore

6/16/2015
Date