

**SIRCOMM JOINT POWERS BOARD**

**November 29, 2018**

**911 E Ave. H**

**SIRCOMM Conf. Room**

**Jerome, ID 83338**

Those in attendance:

Commissioner Jack Johnson, Twin Falls County

Commissioner Mark Bolduc, Gooding County –via Conference Line

Commissioner Charlie Howell, Jerome County-via Conference Line

Commissioner Rebecca Wood, Lincoln County

Matthew Dorsey, Deputy Director SIRCOMM

Hope Lindsey, Director SIRCOMM

Sean Tajkowski-Radio Tech SIRCOMM

Chief Stacey Thomas, Rock Creek Fire

Chief Jeremy Presnell, Jerome City Fire

Jackie Frey, TWC OEM

Susan Tenny-CPA SIRCOMM

Tanya Stitt-Jerome Co. OEM

Mariann Schiewe, SIRCOMM

**Meeting called to order 0903 hrs.**

**Commissioners Bolduc and Howell joined via conference line**

**A motion was made by Commissioner Johnson to amend the agenda to move items 6 and 7 to the top to allow Sean to assist the workmen with the modular here on site. Second by Commissioner Bolduc, all in favor, motion carried.**

**6. Radio & Tower Systems Update:** Sean shared that the temporary modular is on site and the crew from “Design Space” were on their way this morning to assemble the two the buildings and move them into place. He shared that as a used model that it was in great shape and would work well during the transition and possibly after if the board so chooses. Century Link has been on site and tagged all lines. Everything is labeled and ready to go. Once everything is set up and tested in the modular, the dispatch floor will slowly be moved over three stations at a time. We will take one week to adjust and prove stability, and then the next three will be moved, with no down time what so ever. This will also allow the dispatchers to continue on the

stations they are familiar with so as to not cause any more disruption than is necessary.

**It is noted that Commissioner Wood just joined the meeting.**

Sean went on to share the update on the Radio Sync System. It was noted that the issue was due to parts recalled that were not replaced at the time of the recall. The manufacturers are working with us by sending us loaners to use as we send our units in for the repairs and upgrades. These units are about \$20k a unit, and are being repaired for \$200 dollars and returned to us ready to go. It is very time consuming, yet well worth the savings involved thanks to excellent mediation with the vendors involved. He also noted that due to the upcoming price increases due to the projected 25% increase in tariffs, many purchase orders for parts and inventory are being submitted ahead of time in the hope of saving substantial amounts on future projects. It was noted that the system is in the beginning phase of the commissioning phase and that there will be a trial and error period as we move over. We are not rushing through it, but with CISCO expediting our request, we have set the 29<sup>th</sup> as the date to have everything configured. The radios are all ready to go; now it is getting the Sync and network up to full capacity. Mr. Tajkowski offered that if anyone had further questions, please feel free to call and come in for a more detailed update and walk through. He went on to explain that the Network is now 90% digital and all IP based. SIRCOMM has migrated away from all analog system, and has become very advanced as a "Mission Critical" facility.

Sean noted that the TAIT System is completely in and waiting for the switches to arrive. The engineers will be back on site January 15<sup>th</sup> for final commissioning of the system. The dispatch floor will be moved over the Holidays with the floor being open for 1-1 ½ months. He also shared that while in Seattle he had met with Joe Blaschka from ADCOMM Engineering, the original engineer for this facility, to go over changes and ideas for long term tuning of our system. He had some very good suggestions for both Lincoln and Hagerman areas that will be implemented when the new system is up and going. It was noted that AT&T had completed all repair requests and that Sean would be going to the tower sites for final inspections tomorrow.

Commissioner Bolduc stated that he felt moving forward with necessary purchases before the tariffs are put into place was a good idea, with the other commissioners agreeing, and it was noted that since approval for projects were already in place a motion would not be required for these purchases. Commissioner Bolduc thanked Sean for staying on top of money situations on SIRCOMM's behalf. Commissioner

Bolduc also inquired as to when the warranties on products ordered in advance would go into effect. Sean stated that he would request from each manufacturer that the warranty begin when inventory is officially commissioned by SIRCOMM.

Director Lindsey stated that she had been in contact with Ida at the county office and was told that a building permit was not necessary for the modular as it was temporary. Chief Presnell shared that he felt the Director should contact Mr. Dave Ritchey down at building and safety, as he felt reasonably sure a permit would be required, to which the Director stated that she would follow up on that today.

**7. Action Item: Approval of Data Network Purchases:** A PO for CompUnet for IP network equipment for all seven sites was presented to the board for approval.

**A motion was made by Commissioner Wood to approve the P.O. to CompUnet, Inc. in the amount of \$22,026.88. Second by Commissioner Bolduc, all in favor, motion carried.**

## **BACK TO THE ORIGINAL AGENDA ORDER**

**1. Public Comment: None**

**2. Correspondence:** Director Lindsey shared that she had received a call from Gooding County regarding the great job the dispatchers had done on a chaotic call where a woman had been found in the road stabbed. There had been a tremendous amount of confusion and Shannon, Ashlee and Sue had done a phenomenal job throughout the call.

The Deputy Director stated that he had also received a call from Rock Creek Fire thanking Kristy Churchman for an outstanding job the day that they were overwhelmed. She kept it together and kept them going for several hours. She was amazing.

Commissioner Bolduc stated that Commissioner Howell had to step out for another meeting.

**3. Current Fiscal Statement/Invoices Presented for Payment:** In reviewing the accounts payable Commissioner Johnson requested that the Director contact Verizon and have the previous director's name removed from the account. The Director stated that she was in the process of doing so.

Commissioner Wood asked if the issue on the Language Line was resolved from last month, to which the Director stated that it was a call transferred to the officer in the field explaining the high cost.

**A motion was made by Commissioner Wood to approve payment of invoices presented for payment in the amount of \$145,811.93 Second by Commissioner Bolduc, all in favor, motion carried.**

**A motion was made by Commissioner Wood to approve payment of the accounts from the "A" Budget invoice presented for LifeMap in the amount of \$312.78, second by Commissioner Bolduc, all in favor, motion carried.**

**4. Approval of the Minutes from November 8, 2018:** After reviewing the minutes with some discussion a motion was made to accept the minutes as presented.

**A motion was made by Commissioner Bolduc to approve the minutes from October 11, 2018. Second by Commissioner Wood, all in favor, motion carried.**

**5. Action Item: Approval of Legal Services Agreement with Naylor & Hales:** Commissioner Johnson shared the request from the firm of Naylor & Hales for the fiscal year 2018/2019 beginning October 21, 2018 in the amount of \$17,640, to be divided into 12 monthly increments. This will include 126 hours of legal service at the government rate of \$160.00 per hour.

Commissioner Bolduc asked if this was in alignment with our budget to which the Director replied it was. Commissioner Johnson stated that it appeared to be the same as the previous year's contract.

**A motion was made by Commissioner Wood to approve the contract from Naylor & Hales as presented. Second by Commissioner Bolduc, all in favor, motion carried with permission granted to the chairman to sign.**

**6. Center Report:** The Director reported that the CAD System is the same and Zuercher is going to schedule time with the Floor Supervisors to do some testing to approve the integration.

The Director shared that she has officially begun the accreditation process and also moved forward on the EMD software and scheduled demos for bringing the 911 protocols up to date. Spacing new items out is of importance, so as not to overwhelm the dispatchers with too much at once.

The Director also noted that she had attended a PIO workshop in Twin Falls and thanked Jackie Frey for hosting that, as it proved to be very beneficial.

The Director went on to state that the GeoLynx training was scheduled for this month. The mapping system was in place and they have been playing with the new system, however the official training is the 19<sup>th</sup> and then in January there would be training on the Everbridge Emergency alert system and once that has been scheduled an invitation will go out to all of the OEM coordinators to join us for the training.

Deputy Director Dorsey shared that two new hires were finishing up the call taking phase of their training and moving on to the next phase which is Fire/EMS, two other trainees who have been training here for a year due to training schedules and covering vacations are being completely signed off and are no longer in training, but full time dispatchers. He also noted that two dispatchers were being sent to POST December 2<sup>nd</sup> through the 14<sup>th</sup> and these were two of our seasoned dispatchers.

The Director shared at this point, that these two are the first two trainees to complete training in years. A short discussion entailed regarding training and retention at SIRCOMM.

Jackie Frey stated that she felt the accreditation was incredible and asked how long the accreditation was good for, to which the Director stated that it must be renewed every two years, updates and requirements to be met in between. She shared that this was a process she felt would keep SIRCOMM accountable to the agencies that they serve according to national standards.

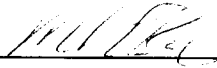
The Commissioners asked the name of the company doing the accreditation to which the Director shared was "CALEA". They also asked if this was the best time to be moving forward on this, to which the Director replied that it will take time to get everything in place and as we review and update our policy and procedures it will fall into line due to the lengthy time of setting the whole procedure. It is not something on the front burner; however, when the time comes it will be ready to go. The discussion continued on cost, timeframe, accountability and the importance of being accredited.

Commissioner Bolduc asked how soon the paperwork for Naylor & Hales needed to be signed to which Commissioner Johnson stated that it appeared he could sign it when he returned from Boise.

**Next Meeting: December 13, 2018 0900hrs**

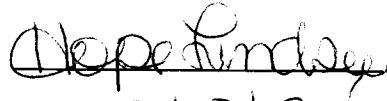
Meeting Adjourned 0955hrs.

Chairman Mark Bolduc

  
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Date 12/13/18

Director Hope Lindsey

  
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Date 12/13/18