**SIRCOMM JOINT POWERS BOARD April 3, 2018 911 E. Ave H Jerome, ID 83338**

Those in attendance: Commissioner Charles Howell-Jerome County Commissioner Jack Johnson-Twin Falls County Hope Lindsey- Director SIRCOMM Sean Tajkowski-SIRCOMM Tech Advisor Tanya Stitt, Jerome Co. Emergency Coordinator Mariann Schiewe-Admin. SIRCOMM Susan Tenney-CPA Mahlke Hunsaker-CPA Chief Jeremy Presnell-Jerome City Fire Jackie Frey-TFCO Emergency Coordinator

**12:30-1400 hrs.**

1. **Executive Session- Idaho Code 74-206 (1) (a) & (b): Consider Personnel Matters: Interviews for the position of Deputy Director**

**Commissioner Johnson called the meeting to order at 1530 hours, apologizing for the delay due to interviews taking longer than expected.**

1. **Public Comment: None**
2. **Correspondence: None**
3. **Financial Statement and report from the auditor:** Mr. Scott Hunsaker from Hunsaker, Mahlke & Co. presented the findings of the annual SIRCOMM audit. He stated that it was of his opinion that having an offsite CPA, Ms. Susan Tenney was much to the benefit of SIRCOMM and with the standard internal controls and the board’s involvement is a plus in the finances of SIRCOMM.

Mr. Hunsaker shared that SIRCOMM showed a strong financial statement noting changes in legal fees due to land purchase, vacation payouts, changes in Persi and wage increases. Nothing appears out of the norm. The capital expenditures were noted and discussed with Mr. Hunsaker asking that a separate file be set up for tracking purposes and notations on each item to assist with the audit next year. It appears that nothing has dramatically changed. Over all, the entire audit went fairly well. Mr. Hunsaker replied to questions from the board regarding the FDIC standing on monies in the bank being insured.

Mr. Hunsaker shared that he had been in a discussion with Mr. Tajkowski and felt that labeling and tracking any major assets from equipment or improvement expenditures from this point forwards would be in SIRCOMM’s best interest when it comes to future audits. Going back and searching through files becomes an issue.

The board thanked Mr. Hunsaker for the report and once again apologized for the delay hoping to see him next year at this time.

Mr. Hunsaker and Ms. Tenney excused themselves from the meeting at this time.

**Commissioner Bolduc asked to move the approval of the minutes and invoices for payment down on the agenda.**

**CAD System Update:** Director Lindsey stated that the RFP was in the final stage and will be launched at 1:00 at the next meeting. She shared that there appears to be possibly three companies showing an interest in bidding.

**Wireless Legal Counsel:** The technical advisor shared that with SIRCOMM receiving so many requests from outside entities to rent space on the SIRCOMM towers that the issue of fair value of fees had previously been addressed by current legal counsel. It has been brought to the Directors attention that the need for specialized counsel-attorneys that specialize in tower site leasing/fees, may need to be sought out as the number of requests were increasing and current legal were not able to address many of the issues that have come up. Sean (Mr. Tajkowski) was asked by the director to research the issue in finding someone with expertise in this area to assist SIRCOMM at being competitive and receiving a fair rate for requested privileges from the cell companies.

Mr. Tajkowski handed out a packet to the board members and shared his findings and a discussion entailed regarding the needs, cost and contracts involved in consulting with a firm that specializes in this service. The Director interceded, stating that when these issues arose she had called our legal team seeking guidance and was told that this was not their specialty and could not guide her on what path to follow.

Mr. Tajkowski then went on to explain that after a visit to the SIRCOMM Tower out on the Hansen Butte, he had discovered many antennas, dishes and equipment not belonging to SIRCOMM at the site. On his arrival back to SIRCOMM he began to research the current leases and leaser’s information at that tower site to find that there was nothing in place that had SIRCOMM’s best interest in place for equipment or fees at any of the SIRCOMM tower sites. After sharing this with the Director, it was suggested that it may be necessary to conduct a research to find a firm that specializes in this type of negotiations and contracts.

The Director handed out a factsheet that the Tech Advisor had received from a consulting firm, “Cell Site Support Services, LLC” that he had researched and made contact with. Mr. Tajkowski shared that the firm understands the policies and procedures on cell tower issues and currently works with the BLM on their tower sites. A retainer fee for services was requested; however other fees were to be collected from the responding parties with two free hours of service to set a plan into motion.

The Director guided the board through the information and questions presented. The board was not comfortable with the retainer fee and asked if that was negotiable. She stated she would reach out to the firm for clarification and a possible change in the contract. She then requested permission to move forward with this firm as AT&T has been in constant contact for months requesting equipment changes at the tower sites and she wants SIRCOMM to be a good but informed landlord.

The board asked the director to reach out to Naylor & Hales regarding this move with Commissioner Bolduc stating that he felt there is no obvious risk and possibly what was necessary to move forward in a timely manner as it has been an issue for some time.

**A motion was made by Commissioner Johnson, for Director Lindsey to move forward with Cell Site Support Services, LLC as cell tower consultant’s contingent with current legal counsels’ approval and resolve of the issue of the retainer fee issue**. **Second by Commissioner Howell, all in favor, motion passed.**  **Center Report:** The Director shared that April 8th through April 14th is National Telecommunicator’s Week and she requested that each Commissioner do a proclamation in their county in honor of the dispatchers. The Commissioners asked the Director to get that over to them or their clerks and they will work on it. She also suggested that they stop by and visit with the dispatchers next week. She also shared that she would be doing an awards ceremony; however, she may keep that for the staff meeting on the 18th.

**Radio & Tower System Updates:** Mr. Tajkowski stated that the new additional frequency channels were now in the final stages. He shared that it had been a very extensive procedure for Mr. Hugi and quite time consuming, however; going from two frequencies to fifty five and will be a great asset for SIRCOMM. He stated that he had met with Chief Kelly, the chairman of the Fire/EMS Committee, regarding the next phase of moving the radios to the new channels, the new protocol for all fire departments. He expects the move to be within the next thirty days and will be working hand in hand with first the fire departments and then law enforcement. It was noted that the core channels will not change for law enforcement; they will just be adding extra channels for their use. Mr. Tajkowski went on to explain the system and features available and the advantages being gained. It was also noted that all of the upgrades are in line with the National Standards set in place for public safety.

Mr. Tajkowski reported that the work on the SCADA System was going as planned and moved into the report on the AVTEC System. He shared the cost of the software update, training and the Disaster Recovery Plan.

The Director added that the training would be for the Technical Advisor, Ben for IP Support and herself. She also shared that this is where White Cloud had asked to be considered for services to which she shared the interactions that had occurred between herself, the AVTEC Staff, and White Cloud representatives.

Commissioner Johnson asked what had occurred and the Director shared what had taken place and firmly stated that AVTEC was dealing directly with SIRCOMM not going through a vendor.

Mr. Tajkowski went on to the next planned project at SIRCOMM being the UPS replacement as the batteries are at the end of life usage. He shared he had been working with the EATON Corporation in replacing the UPS as they have provided excellent service and their equipment is of excellent quality. A brief explanation entailed and monies requested for the project entailed with permission to move forward.

Com**missioner Howell made a motion for the Technical Advisor to move forward with the UPS replacement System with the EATON Corporation releasing funds of thirty thousand not to exceed thirty five thousand. Commissioner Johnson second, all in favor, motion carried.**

**Approval of the Minutes** **from March 20, 2018:** The Commissioners asked for this to be tabled until the next session allowing for more time for reviewe.t.

**Next Meeting: March 17, 2018 1400hrs**

Chairman Mark Bolduc Director Hope Lindsey

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