

SIRCOMM JOINT POWERS BOARD

**July 10, 2018
2151 S Tiger Dr.**

**Jerome Co. Sheriff's Office
Jerome, ID 83338**

Those in attendance:

Commissioner Charles Howell, Jerome County
Commissioner Mark Bolduc, Gooding County
Commissioner Rebecca Wood, Lincoln County
Commissioner Jack Johnson, Twin Falls County
Hope Lindsey, Director SIRCOMM
Payson Reese, Lincoln County OEM
Tanya Stitt, Jerome Co Emergency Coordinator
Mariann Schiewe, Admin. SIRCOMM
Stephen Phillips, Lincoln Co. Sheriff's Office
Matthew Dorsey, Deputy Director SIRCOMM
Chief Jeremy Presnell, Jerome City Fire
Susan Tenney, CPA
Deputy Chief Mike Harrison, Jerome City Fire
Chief Dan Hall, Jerome PD
Ivan McCracken, J-U-B City of Jerome
Chief Casey Kelley, Shoshone Fire
Perry Barnhill, Twin Falls Co. Sheriff's Office
Paul Smith, Pres. TWF Preservation Society
James Pennington, MVP
Angel Hunsaker, Sircomm Dispatch
Tamra Mulliner. Sircomm Dispatch

Meeting called to order 14:02 hrs.

- 1. Public Comment: Tabled for Item 13**
- 2. Correspondence: Tabled for Item 13**
- 3. Invoices presented for payment:**

**Commissioner Johnson made a motion to approve the invoices for payment.
Commissioner Wood second, all in favor, motion carried.**

- 4. Approval of the Minutes from June 5th & June 19th:**

A motion was made by Commissioner Johnson to approve the minutes as presented. Second by Commissioner Wood, all in favor, motion carried.

5. Twin Falls Silo: Mr. Paul Johnson from the Twin Falls Preservation Society shared with those present the history of the Twin Falls Tower and how SIRCOMM came to lease the Grain Elevators with a height of eighty four feet and with the antenna, it gets up to one hundred forty feet. The purpose of housing antennas and communications equipment was to enable SIRCOMM with the ability to provide radio coverage for first responders in the Magic Valley. The lease to Sircomm from the preservation society, which is a nonprofit organization, was a no charge lease for a thirty year term. Sircomm had asked for an additional thirty; however, the society felt thirty was appropriate. He also noted that White Cloud Communications also has a contract for twenty nine antennas on the silo with the idea of sharing income from those antennas.

Commissioner Johnson asked if the two contracts were intertwined, to which Mr. Smith said they were not and the issues with White Cloud had nothing to do with Sircomm. He stated that the contracts were entered into with the idea that each entity would assist in finding tenants wanting to rent antenna space, therefore generating some income for the non-profit Society funds to help maintain the facility.

He went on to state that the Twin Falls Preservation Society had purchased six grain elevators for ten dollars in hopes of sharing with the future generations some of the history of the past. This elevator was built in the 1900's and in 1916 and was the largest grain elevator in the northwest between Seattle and Salt Lake City, making Twin Falls a major stop in the shipping of grains throughout the county. There was also a milling company where a farmer could take three sacks of wheat in and receive back one sack of flour. This is the type of information they want to pass on and as a non-profit, sometimes repairs to maintain the facilities are expensive. He shared that the Silo is in desperate need of a new roof and by sharing the information they may find the assistance necessary for the repairs; however SIRCOMM was under no obligation for the needed repairs.

Commissioner Johnson asked Mr. Smith if he had any appraisals on the roof repairs to which he stated that the only bid he had received was one for forty-two thousand dollars which included the removal of the layer of asbestos up on top. He shared that he was looking into other options, one of which would encapsulate the asbestos with

a sixteen inch concrete capsule. The problem is in getting the concrete piped up there or just the hot mopping was an issue. The discussion continued with ideas and interest from both sides. Commissioner Bolduc asked that the dialogue on the roof remain ongoing and that he keep the board informed on what role he needed SIRCOMM to play. Commissioner Johnson asked how many spots Sircomm still had open for possible future tenants, to which Mr. Smith stated that he thought approximately fifteen.

Mr. Smith agreed to do so and thanked those present for their support and for the service they provide to the community.

6. Approval to share GeoComm Data with DIGB-4 Grant Project: Director Lindsey explained that Sircomm has just completed a GeoComm mapping/address validation project with GeoComm and has accumulated data that would be valuable for the upcoming DIGB-4 GeoComm Grant Project. She handed out the entire agreement on the project and asked Chief Hall, Chairman of the DIGB-4 group to share more on the topic.

Chief Hall stated that the DIGB-4 (District Interoperability Governance Board) has received a grant to validate all mapping and addressing in the DIGB-4 region and that SIRCOMM has just completed the same type of project and by sharing the information the time frame necessary to get the project completed will be greatly reduced. The questions was asked if there was any conflict of interest to which the Director stated that the same GeoComm rep she had worked with, John Joseph, is the same rep that will be working with the DIGB 4 Group.

Commissioner Howell made a motion that the Director may share the GeoComm data base information with the DIGB-4 group in validating mapping and addressing in the area. Commissioner Johnson second, all in favor, motion passed.

7. SIRCOMM Easement-Road Widening: J-U-B/Ivan McCracken.

Mr. McCracken presented a map to show the City of Jerome's plan to widen Ave H and rebuild Tiger Ave. with an explanation of what it would involve. It was noted that Sircomm has ownership of property on both streets. He stated that the city is working on Tiger Ave at this time and Ave H widening has not been determined; however, they would like to address both issues at this time. He went on to explain that the request for the property on Tiger Ave is for the easement of the bicycle/walking path that sits upon the property owned by Sircomm. He stated that the City is asking Sircomm to dedicate that property to city.

Commissioner Howell asked if the Sircomm sign on Ave H was within the five feet and the Director stated that SIRCOMM has fiber optic cables coming in from the street also. Mr. McCracken stated that these issues would need to be addressed by their surveyor but the city would be responsible for any changes to property along with all of the legal fees necessary in the change. The discussion continued regarding the easement and the current right away, ownership and legal owner of said properties with many more questions. The easement is on top of Sircomm property on Tiger Drive and the easement on H.

Commissioner Johnson questioned what the fair market value of the property was worth and stated that he was not prepared to make a motion at this time. He felt some inquiries need to be made to which Mr. McCracken stated that his reason for addressing the board was just to get the information out and begin a dialogue on the subject.

Commissioner Bolduc stated that the topic will be tabled pending further investigation by all parties involved.

8. County Contribution Formula/Increase: Commissioner Bolduc stated that the board had addressed this item last year and with the increase in the "A" budget had asked to increase each county's contributions based on their percentage of "Calls for Service"; however Kristin Glascock from Twin Falls City shared that there was a formula in place for any increase and the increase was just split four ways and not on the CFS for each county. Commissioner Johnson stated that he felt that each county should be assigned fees according to their number of calls to which Commissioner Howell agreed. A discussion ensued on how fees were established in the past and how to find a formula for the future. Commissioner Howell stated that the increase is based on the increase in the number of calls for each county.

The board agreed to leave the formula currently in place as the formula to be used for the upcoming budget year.

9. 2018/2019 Budget:

a. Budget A-Personnel Wages & Benefits:

The Director shared a hand out of the current rates and the information on data used to formulate the numbers for the staffing level for 18 dispatchers specific for the SIRCOMM Center as recommended per national standards.

Commissioner Johnson questioned the use of demographic numbers that included Twin Falls City as to why they were singled out, to which the Director replied that last

year it was broken down into population size and the EMS calls. Commissioner Howell asked if the numbers were based on population and not the number of calls. The Director shared the formula she used with the board and there was still some confusion on the conclusion of the report. The discussion continued on the current numbers for sixteen positions and then on to the report for the requested increase of two additional positions for a total of eighteen dispatchers for full staffing needs. The Board questioned the report and the numbers and still had some confusion. They asked the Director to revisit the formula and send out the results on her findings before the next meeting in order to make an informed decision on the "A" budget.

Commissioner Johnson questioned the request for the two dollar an hour pay increase for trainers to which the Director stated that the trainers currently receive fifty cents an hour for training and for the amount of time, effort and stress that goes into being a trainer the fifty cents an hour is not an appropriate bonus. The discussion went on to entail what was required to be a trainer and if they were paid only when training or an ongoing pay rate for those designated as trainers. The Director stated that there were specific criteria and training required and that in the past the rate of pay had been done both as a pay level and also adding the fifty cents an hour while training. She also stated that the stress level was higher and there is not a lot of incentive to be a trainer. Dispatcher Tamra Mulliner shared that as a current trainer, she receives approximately twenty dollars extra per month to train and at times questions if it is really worth the extra stress. So fifty cents an hour for a twelve hour shift is not a reason to want to train. The Board agreed that it was clear that the increase requested was not out of line. The question was asked by Commissioner Howell if the trainers felt the two dollar an hour increase was fair to which they replied, more is always better. Ms. Mulliner shared how the pay was distributed in the past and how it has changed. Her concern is that a dispatcher with advanced training, and at an advanced pay rate, will have to take a cut in pay to train. It is not feasible to expect supervisors and advanced dispatchers to train for the training wage when they are the more qualified to do so. The question was asked as to what was necessary to become a qualified trainer to which the Director stated that the CTO (Certified Training Officer) class must be passed and four years as a dispatcher on the floor. The board agreed that it was a management issue, and asked if there was a cap on the number of trainers that would be listed on the payroll as trainers? He shared that if twelve were qualified trainers; would they be paid as trainers when all twelve would not be technically training? The Director stated this is one of the issues where guidelines need to be established.

Deputy Director Dorsey stated that he has a scheduled meeting for trainers following this meeting and the issue he is facing is the lack of motivation right now. With three in training and three new hires due to start on the 29th, those who will commit to train is a hurdle we are struggling to get over. Commissioner Johnson stated that this issue is everywhere. Commissioner Woods asked what the maximum number of trainers needed was and stated that they would have to see the data with several formulas with the budget before a decision could be made. The Director was asked to come up with a reliable formula and with supporting data for the two dollar increase for training, and revisit the issue at the next board meeting.

Commissioner Johnson stated that some agencies may not understand the increase asked for by the dispatchers and Sheriff Oppedyk shared that he understood that they were molding people who looked after peoples safety and that when Sircomm is fully staffed there will be no need for the trainers pay to which Commissioner Howell agreed that eventually that would go away. He also asked the Director to resubmit proposals for the budget for them to review.

The Director stated that she would get the numbers and the data out by email later this week to be reviewed before the next meeting.

b. Budget Line for Deputy Director: The Director stated that she was not clear on which line item and budget (A or B) that the Deputy Director's salary was to come out of and she would like some direction from the Board.

Commissioner Johnson stated that he recalled this issue from the past Deputy Director, as she served not only as Deputy Director, but would also serve as a dispatcher on the floor. What seems to be this issue is what the state allows because of the 911 fees, what is acceptable. Ms. Tenney, the CPA for Sircomm shared what had been done in the past. Commissioner Johnson asked that the Director or Ms. Tenney to research the guidelines to be followed and a decision can be made upon that at a later date.

The Director also asked for clarification on holiday pay as it is not clear in the personnel manual.

Commissioner Woods stated that she did not understand the issue of PTO for a salaried employee. It was to her understanding that salaried employees were not eligible for PTO.

Commissioner Johnson stated that it depends on if they are exempt or a non-exempt employee. Commissioner Howell requested that Commissioner Johnson to research this and bring his findings back to the board at the next meeting. Commissioner Johnson stated that he would attempt to do so.

Commissioner Wood asked the discussion be tabled until an overall picture of the "A" budget was available.

10. Radio/Frequency Updates: The Director stated she will give the layman's update.

The first item was that SIRCOMM had hired the Tower Legal Firm to represent Sircomm on the legal side of the tower issues that as contracts/equipment and fees are being amended, changes are being reviewed with Naylor/Hales, SIRCOMM's legal advisors, to check Idaho Law statutes as issues are resolved. She also shared Tower Site Legal also is advising that the space rent on the tower sites adjusted to the current going rates, a four hundred percent increase in tower fees can be expected.

Director Lindsey shared that she had been contacted by Chief Perry from Kimberly to report they have been having issues with primary law channels. She stated that she & the Deputy Director went out there with hand held radios to try and duplicate the issues. Sean was notified and he spent several hours out there on the 4th only to discover another issue with Quasi Sync. According to the manufacturer, it is not compatible with the microwave that was purchased and installed recently. Typically Tait will manufacture and install their product and that was not done.

Commissioner Howell asked if it was possible to bring Tait in to correct the issue that even though a large amount of money was paid for the current system only to find out it was not installed correctly. The Director stated that she would forward the email she had received after asking the same question and shared that quite possibly Tait will come in and correct the issue that will be ongoing if not installed properly. Mr. Hugi and Mr. Tajkowski can work on the issue; however; Tait is willing to come in due to the issues SIRCOMM has discovered recently.

The Director also reported that she had been in contact with Chief Perry, and he was extremely happy with the care and concern from Mr. Tajkowski and wanted to share that he feels that he is doing a great job.

The Director also noted that the Avtec and servers are built and ready to be merged onto dispatch floor fairly soon.

It was reported that an Operations Board Meeting is set for Monday the 16th at 1800 hours with notice being sent out to all department heads. A tabletop exercise will be set up before the Director meets with each agency individual and address their concerns as well as work through a scenario using old and new systems and hearing the difference with old recordings so they can adjust to the transitions.

Commissioner Johnson asked if a schedule had been worked out on the training and radio programming as well as the switch over.

The Director stated that this will be discussed at the operations board meeting and that Mr. Hugi and Sean will teach each agency how to program their radios. SIRCOMM will meet with each to them at their locations ahead of time.

11. PTO Employee Payout:

a. Salaried Employees- The Director shared that over the last year she had not had a chance to take time off due to all of the changes and issues at SIRCOMM and the question she had for the Board was if she would be paid for the PTO she had accumulated?

Commissioner Wood stated that she was under the assumption that salaried employees were not granted PTO and asked if SIRCOMM had a policy that differed. She shared her understanding of salaried personnel be paid for fifty two weeks of service and anything added to that is above and beyond. Commissioner Johnson asked what SIRCOMM policy allowed to which the Director stated she was not sure as the PTO carryover was for dispatchers only, or included the salaried personnel.

Commissioner Wood and Johnson both were not familiar with salaried personnel receiving PTO. Commissioner Bolduc stated that he felt the personal policy manual needed to be looked at. Commissioner Wood also stated that salaried personnel get their salary if they are work or not as long as they get their work load completed. A discussion entailed on exempt employees regarding sick leave, PTO and vacation days off. Commissioner Bolduc noted that he understood Commissioner Woods point that paying PTO would be paying the employee twice. By setting their own schedule they will get their daily pay regardless of if she is in the office or not. Commissioner Howell felt that the Director was putting in her hours and has not been allowed to take vacation time and would like to be paid out for time not being taken. Commissioner Johnson stated that this topic will need to be visited annually and have the discretion of the board as to the guidelines for a payout.

Commissioner Howell asked the Director what she preferred what her accumulated time was. She stated she would like the payout, however in the future she would like the time off, and stated that her PTO was 194.25 hours. Once again, Commissioner Johnson shared his concern regarding paying out the PTO versus taking the time off as this could easily be abused and asked for it to be discussed in the executive session.

The board agreed that the situation over the past year had not allowed for time off and asked if the CPA could come up with some numbers for the board to review.

b. Anniversary Payouts: Deputy Director Dorsey shared that four employees have anniversary dates this month. They are allowed to carry forty eight hours forward and may request extra, otherwise PTO will be paid out. PTO payout request are as follows- Angel Hunsaker asked to carry forward her forty eight and an extra thirty six as she has a vacation request coming up. Shannon Malone asked to carry forward forty eight hours to be used on her upcoming vacation. Brian Murphy asked to carry over all accumulated PTO for upcoming scheduled vacation.

Commissioner Johnson asked as to why the PTO hours have accumulated to such large numbers as this becomes an unfunded liability for SIRCOMM. The Director stated that due to short staffing, vacations were not allowed for over the past year and they were working to allow all staff requested time off. The Board members asked the Director to be aware of the numbers and work at reducing the carry over.

Commissioner Johnson made a motion to honor the four PTO request as presented, Commissioner Howell second, all in favor, motion passed.

12. Directors Report: The Director shared that she was in the process of clearing up the issues with POST since the change in state legislation. Many of the dispatchers will have to go back through POST even though they should be grandfathered in POST is not accepting the fact that they have their Level I, II, & III grade levels, they are requiring them to go back to the basic. The budget will reflect the necessary increase in funding for the required additional training. The Board asked for clarifications and asked what options were available. The Director stated that she & the Deputy Director are working on a proposal to modify the training levels and that even Mr. Dorsey will be required to go back and attend the POST Academy before January 2019. The exemptions are those employees that were hired before July 1, 2012. So there will be quite an increase in the training budget for the new fiscal year.

SIRCOMM has two currently at POST. Ms. Mulliner added that POST will no longer accept on line training and sending everyone to the next and only POST in December is not feasible as the staffing level will not allow it.

The Director stated that there are several issues concerning POST and accreditation. One being that she went to the basic instructor development training, not only time and money she is now being told, due to the recent legislation, she must go back and go through Idaho's Basic POST Training. And it cannot be challenged. She also noted that Sheriff Gough had been working with her to appeal, but as of now nothing has changed.

GeoComm Update: The Director also noted that the GIS Mapping Project should be completed August 1; however, it will be on the floor with in the next two weeks. A big shout out and thank you to Brian Murphy for working so hard in getting all of the changes and the updates in so this project could be completed. He has worked on it from day one and has done an outstanding job in changing and keeping up with new addressing data for the SIRCOMM region. The MSAG (Master Street Address Grid) project was taken on by Sue and she is working with Intrado and Clint from the city who has worked with MSAG in the past to learn how to maintain the MSAG for SIRCOMM.

The Director stated that the CAD project is under way and that they are building the servers, working with Ben Stephenson to get what they need to keep moving forward. She shared that she and the Deputy Director had met with the Twin Falls Fire Chief, MVP and the city to work on the issue of the delay when calls are transferred over.

Center Update-Deputy Director Dorsey: The Deputy Director stated that they had just hired three more that have moved forward into training. The backgrounds have been complete and they are scheduled to begin on the 30th. They will start with class room training at that time. Two of the fulltime dispatchers are currently at POST and will graduate on the 20th.

Mr. Dorsey shared that following the interview process for the position of floor supervisors that he was happy to introduce the news floor Supervisors, Angel Hunsaker and Tamra Mulliner. He went on to share that Tami has been at SIRCOMM for 11 years and brings a positive attitude. She has taken on the EIS project handling all complaints and communications with EIS and done a great job. Angel has been at

SIRCOMM since 2002 and has a lot of knowledge accrued over the years and has taken on the training program and is instrumental in the new program being introduced at this time. They received a warm round of applause at this time and congratulations from all.

The Deputy Director stated that he had personally received correspondence from Gooding County and other first responders regarding the outstanding job by dispatch on June 22 rafting incident where two lives were lost. The crew on staff handled the call efficiently and effectively to get all resources available for those on site which included Gooding Co. Sheriff, Gooding Co. EMS, Bliss Fire, Bliss QRU, Air St. Luke's TWF Co. Search & Rescue and Army Reserve. TWF S&R and The Army Reserves were cancelled, however; dispatch was aware of the possible resources. On site counseling was offered at Sircomm that night for all of those involved. The second incident was the night of the 4th of July. There was a three person crew on after ten o'clock and they fielded 436 calls that were entered into the CAD, and due to issues with Century link the total number of calls was not available. From midnight to 0700hrs another 60 calls were received for the total number of calls for service was 504. Sue volunteered to stay until ten and then the Deputy Director came in at 2330 until 0330 to alleviate some of the pressure. The crew done an outstanding job and the dispatcher on fire is one of our new hires, Emily, who is at POST this week. She received three different recognitions for a job well done from Jerome City Fire, Bliss Fire and Wendell Fire. To say the lease it was a hard day and to get the recognition for a job well done was a welcome change. It was call after call after call and the Sircomm crew rocked it. It was also noted that a message was sent over from Air St. Luke's commending Dory on the amazing job he did in handling the rescue at the Hansen Bridge yesterday. So a thumbs up to Dory on the Fire/EMS channel and crew for that one.

Commissioner Bolduc added that he had received a call from Sheriff Gough that the Sircomm crew did an outstanding job on the June 22 incident. He appreciated quick response and ability to get the resources available on scene in such a timely manner. He was also thankful that counseling was set up so quickly after the incident.

The next item he touched on was SIRCOMM's involvement in community Service. The Freedom Fest in the Jerome Park last Saturday was a huge success with color books, handouts and other swag in English and Spanish being handed regarding safety and calling 911 along with information on the C.A.N. System. The plan is to have a booth at all four county fairs as well as any upcoming events in our area. The impact appears

to be well worth the effort. The crew appears to want to be involved and cooperate. Due to their cooperation we have three major vacations for senior employees covered and that is with two dispatchers away at POST. The crew came together as a team to make all of this possible and morale is coming up in the center.

The Board discussed getting back on the regular meeting schedule and agreed to meet next week on the 17th at SIRCOMM.

14. Executive Session: 1624 hrs.

Meeting Adjourned 1655hrs

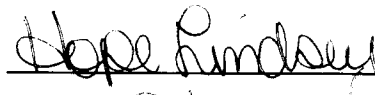
Next Meeting: July 17th 2018 1400hrs

Chairman Mark Bolduc

Director Hope Lindsey



Date 7/16



Date 8/16/18