**SIRCOMM**

 **Joint Powers Board Meeting**

**January 4, 2018 SIRCOMM Conf. Room**

**911 E Ave. H, Jerome, ID 83338**

Those in attendance: Commissioner Bolduc-Gooding County Commissioner Charlie Howell-Jerome County Director Hope Lindsey-SIRCOMM Sean Tajkowski-Tech. Advisor-SIRCOMM Chief Casey Kelley-Shoshone Fire Rene Rodriguez-Lincoln County Sheriff Chief Jason Keller-Rock Creek Fire Chief Jeremy Presnell-Jerome Fire Dep. Chief-Mike Harrison- Jerome Fire Steve Phillips-Under Sheriff, Lincoln County James Pennington-Magic Valley Paramedics Capt. Tim Miller-TWF County Sheriff Jackie Frey-TFCO Emer. Services Mariann Schiewe-Admin. SIRCOMM

**Commissioner Bolduc called the meeting to order at 1400 hours**

**Commissioner Howell made a motion to amend the agenda, moving item five (5) to number one (1), CAD System Update- Replacement & Purchase. Commissioner Bolduc second, all in favor. Motion carried.**

 **5.** **CAD System Update- Replacement & Purchase:** Naylor/Hales Law office joined the meeting via conference lineto discuss the issue of the replacement of the current CAD System at SIRCOMM. Mr. Hale stated that it was necessary to look at the state statutes for bidding such items of a governmental entity. It was shared that an item over $100K should be sent out for bidding proposals. The exception is that if another state agency had previously bid the product, that information may be used by SIRCOMM. If there were a real and proven emergency which must be proven, then sole sourcing may be permitted. However that must be proven. Other than that, Mr. Hale felt the CAD System should be sent out for bid proposals. Exceptions would be for dysfunctional functional equipment that must be replaced by stated vendor; however SIRCOMM’s plan is to replace the whole system, therefore equipment is not an issue. Each party’s CAD system will be unique to that company, possibly trademarked; however, it is necessary that the said feature requested is a necessary/critical and that there is no functional equivalent available from other systems. It appears that there are two major vendors pursuing SIRCOMM. One players system is used by the majority of the state 911 Centers, the second has a few systems throughout the state & the current system not is completely unacceptable. The issue of the sole sourcing because of a few extra bells and whistles is not acceptable. One must show is the functionality requested is of the upmost importance to carry out day to day operations and SIRCOMM will need to take a hard look at what is being requested. From a legal standpoint, he would suggest going the conservative route by sending it out for bid proposal, then evaluate each entity’s proposal. If using the sole source, the board will have to take that position and publish and advertise our approach in the newspaper for fourteen (14) days, notifying the public of their intentions knowing that there is always the possibility of an objection. In the past SIRCOMM has sole sourced equipment (Microwave Networks) and there were no issues.

Commissioner Bolduc inquired; with the new statues would SIRCOMM be required to go with the lowest bidder or the bid we would like if the CAD System was sent out for bids, to which Mr. Hale replied that with the statues recognizes that a sealed bid would be for lowest bid, however the RFP request cost effective literature, price may not be the only point of acceptance. The provider’s financial stability, the functions available and beneficial, functional solutions and innovation along with vendor experience and reputation may all come into the selection process. Price may not be the reason for selection. If going to the RFP you open it up to many choices. Commissioner Howell asked if SIRCOMM did choose to sole source the CAD System, what the process would be. Mr. Hales explained that to sole source, the SIRCOMM board must justify the reason in a meeting, publish and advertise this for the fourteen (14) days and people may object. Commissioner Howell asked what would happen if there was an objection to which Mr. Hale stated that SIRCOMM may be the object to a lawsuit and even if there were no objections and SIRCOMM moved forward with the sole sourcing, objections could come later down the road leaving the chance of a lawsuit on the table, thus taking even longer to get a new system in place. Mr. Tajkowski stated that if any of the state entities had bid this item, their RFP could be used. Mr. Hale agreed with Mr. Tajkowski and stated that the board could review any 911 Center that had bid for this system RFP that would already be in place. Mr. Hale stated that in the past RFP’s had been drafted for SIRCOMM and maybe the Board would know who this person was and could get in touch with them regarding this RFP.

Commissioner Bolduc asked if there were any questions from the floor to which Chief Kelley asked what an emergency situation entailed as to the requirements for sole sourcing the system. Mr. Hale once again stated that the governing board

must declare an emergency situation and meet the criteria, which he was not sure would be considered an emergency under the guidelines. The Director stated that the current CAD System has failed on a regular basis and that it has become an emergency situation with emergency calls being greatly delayed. Mr. Hale stated that he understood the situation; however, he was not sure it still met the criteria and still was not a slam dunk as the system has been failing for quite a while and now it is being declared an emergency.

Ms. Frey, from the TWF County Emergency Services, asked that with the States recent emergency declarations, could this make a difference in possibly sole sourcing the system. Mr. Hale stated that he did not believe it would.

Chief Presnell stated that the current system has been problematic for the last 6 months; it appears that a new system will not be in place for an extended period of time even though the process has begun. A short discussion entailed once again on the process of declaring it an emergency with those present stating that they felt it was an emergency. When there was a problem with address verification and time delays it does become a community emergency. Mr. Hale stated that if a lawsuit entails that could make it two to three years down the road. Commissioner Bolduc asked for direction in obtaining information needed for the RFP to which Mr. Hale stated that they should reach out to anyone within the state using the preferred system for assistance. The Board thanked Mr. Hales for his assistance and the call was ended.

**Commissioner Howell made a motion to amend the agenda, moving item six (6) to number two (2), Avtec System Update: Commissioner Bolduc second, all in favor. Motion carried.**

**6. Update on the AVTEC:** The Director stated that the Avtec Representatives, Darrell Shalimar, John Risotti, and Tony Hafla from Teton Communications joined the meeting on the conference line.

The Director stated that Mr. Hafla had requested a conference call so as to get everyone on the same page regarding the Avtec. She then turned it over to Mr. Hafla.

Mr. Hafla stated that there were concerns regarding the Avtec software support contract and whether it was needed or mandatory. He stated that the support contract included 24 hour technical support, software, bug fixes, rollouts, and new versions; without it, upgrades and revisions would have to paid by SIRCOMM at a significant price. He mentioned that upgrading versions of the software with the contract would be an expensive endeavor outside of hardware. It was confirmed through Avtec that he was providing a reasonable price for the support, and the cost would be less than what Avtec would charge direct. Mr. Hafla stated that they were interfaced in order to troubleshoot problems and to determine whether they were radio or console problems before involving Avtec. He also stated that this was a typical dealer interface scenario that Avtec likes to work through. Avtec confirmed that they prefer to work through dealer channels whenever possible, but there were other options available.

The director stated that we did receive clarification on the pricing issues, but still had concerns regarding the software updates. It was Avtec’s recommendation to stay up to date on software releases. They stated that they enter the “red zone”, in which they text the update prior to releasing it to ensure it will not fail. The director stated that from speaking with Avtec previously, Sircomm was four updates behind and that at least two updates are released a year. Avtec also stated that they do not provide support past two versions. The director questioned why the updates weren’t getting done if that is what SIRCOMM is paying for.

Mr. Hafla stated that it was a possibility that some of the software, firmware upgrades fix things that Sircomm does not utilize. He stated that it didn’t make sense to take the system down and offline in order to have a more current version or release. He stated that they don’t recommend to any of their customers to install the new software until it has been in service for several months stating that many times patches come out to fix issues with releases. He stated that no matter how much testing has been done, it is their job to determine what’s important and reasonable to do or not do in an effort to not take the system down.

Avtec stated that their software releases, have to be commercially operational due to the mission critical environment of public safety, and the 100% up-time requirement. At times, they may need to go back with a minor release and repair, but they are not going to release something that will take down a system.

Mr. Hafla stated that this process started three years with John Moore, and it was on the list to get done. Mr. Hafla said we were at that point where we were far enough behind to get it upgraded and that was when the quotes were provided. Mr. Hafla stated that Sircomm was not only behind in software, but the version of hardware we are running is not applicable for the new version of software. He then stated that we need a hardware and software upgrade, clarifying that the software is covered under the contract. He stated that the software has been brought up to the newest revision practical for the hardware platform we have. Without the approval to upgrade the hardware, Mr. Hafla stated that we can’t do the revisions. Commissioner Bolduc stated that there were only two Commissioners present and there would be further discussion at the next meeting. He thanked all parties for supplying the information needed to move forward on this issue and the call was ended.

A question was asked by Chief Kelley that if the hardware can no longer support the software, who should have brought this to SIRCOMM’s attention when the upgrade was needed? Mr. Tajkowski stated that without the outside audit, many of these issues would have become problems when the equipment failed. It was shared by the Director and Mr. Tajkowski that the new procedures/standards being put into play would insure the future operations will be up to national mission critical standards.

**Moving back to item one on the agenda:**

**1. Public Comment: None**

**2. Correspondence:** A thank you note was received from the cub scouts that visited the center that were working on a “Hero’s in our community” project. It was shared that Tami spent time showing them and explaining how and what we did here at SIRCOMM and they were fascinated by what goes on behind the scenes.

**3. Current Fiscal Statement/Invoices Presented for Payment/Questions from the Accountant:** It was noted that the current fiscal statement will be available at the January 16th meeting.

**4. Approval of Minutes from 12/19/2017:**

After a short review of the minutes from December 19, 2017,

**Commissioner Howell moved to accept the minutes as presented. Second by Commissioner Bolduc, all in favor, motion carried.**

**Items 5 and 6 have been covered.**

**7. New CAD System Contract:**

The Director stated that the question had been raised regarding record recordings system with quotes for both with and without the system. Capt. Miller shared the information he had gathered regarding the requested RFP. It was noted that Zuercher can provide a one data base system where other agencies could piggy back off of the SIRCOMM system and would be very cost effective for the outside agencies. It would be an all-inclusive system and could be utilized by all four counties. Capt. Miller stated that the board would have to determine that if the system was housed here at SIRCOMM, what the outside agencies responsibility would be in converting the records and information.

The Director shared the quotes she had received from Zuercher regarding the other counties and she stated that the maintenance agreement (hardware, software, upgrades etc.) are all inclusive and extremely reasonable.

Commissioner Bolduc stated this because SIRCOMM had been contacted by another CAD vendor wanting to bid, thus, the reason for following the proper procedure in purchasing a new system.

**8. Center Report: Director Lindsey:** The Director shared that she would like the board to make a motion that any future repairs or maintance or improvements be required to follow the national telecommunications (TIA) standards and codes so that there is accountability with all equipment installations and programs being held to a higher standard. It was noted that at his time there all no standards in place to be adhered to.

Commissioner Bolduc asked that issue be added to the next meeting agenda and a short memo sent to the other commissioners in advance so that a resolution can be put in place.

Chief Kelly asked if there was a set of similar standards for fire entity’s in place to which Mr. Tajkowski shared that these standards were all inclusive.

The Director reported that all three new trainees were moving forward beginning with a good foundation with classroom training and the fourth moving forward onto fire training. There has been some positive feedback and suggestions for improvement. It was also shared that Dory had received his Level 1 certification and Brian had received his Level 3 certification with Capt. Miller’s assistance.

Mr. Tajkowski shared that he had just received a call from Avtec and they were not aware of any outage in Bonneville County that was not dealt with a timely manner and that they understood the situation here at SIRCOMM.

Commissioner Bolduc stated that he had met with Mr. Hugi, Mr. Tajkowski and the Director last weekend when they were here working on the sites. It was shared by Mr. Hugi & Mr. Tajkowski that they had discovered excess equipment pieces and parts at all of the towers sites and it would serve SIRCOMM’s best interest to gather up all of the extra parts and pieces and store them here at the SIRCOMM shop where an inventory can be set up.

Chief Kelley asked where they were on the channel frequency updates and Mr. Tajkowski stated the update will be ready in approximately forty five days and anyone that would like to stay after the board meeting he would bring them up to date.

Capt. Miller stated the Hwy 93 So. Project was moving forward and Mr. Tajkowski stated that he could get that back up and running.

**The meeting was adjourned at 1515hrs.**

 **Next Meeting: January 16, 2018 1400hrs.**

Chairman Mark Bolduc Director Hope Lindsey

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_