



## **SIRCOMM Joint Powers Board Meeting**

**Minutes February 16, 2016**

**SIRCOMM Conference Room**

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

Those in attendance:

Commissioner Mills-Twin Falls County  
Commissioner McConnell-Lincoln County  
Commissioner Howell-Jerome County  
Commissioner Bolduc-Gooding County  
Director Moore-Director SIRCOMM  
Kristy Churchman, Deputy Director-SIRCOMM  
Mariann Schiewe-Admin. SIRCOMM

**Commissioner Mills called the meeting to order at 1400 hours.**

**Commissioner McConnell moved to amend the agenda adding board elections after item 16 on the agenda, Commissioner Howell second. All in favor, motion passed.**

- **Public Comment:** None

- **Correspondence:** ILETS Report will be shared as item 11
- **Approval of Minutes:**

**Commissioner McConnell moved to approve the minutes from the January 19<sup>th</sup> meeting as presented, Commissioner Howell second. All in favor, motion passed.**

- **Financial Report:**

Director Moore noted that he had moved \$100,000 from Columbia Bank to the payroll account at First Federal and would like to transfer remaining funds out of Columbia Bank into First Federal Bank and close out all accounts at Columbia Bank over the next two months. The commissioners' discussed possibly moving the remaining funds to a credit union that is collateralized rather than all into First Federal.

Director Moore stated that he would check into the local Credit Unions and present to the board his findings and suggestions at the next meeting.

Director Moore shared that in going over the B Budget he discovered that his numbers did not match with the accounts numbers for line item 004.03.09 (New Equipment) and discovered that Teton Communications had been double paid on three invoices. The issue is being reconciled with both their and our accountants today. The board stated that they appreciated Director Moore's scrutiny with such matters and bringing it to the boards attention.

Director Moore stated that the yearly audit was in progress and the results should be available for the JPB meeting in March and that SIRCOMM was at the 25% (1/4) mark of the fiscal years financials.

**Commissioner Howell moved to accept the financial report as stands. Commissioner Bolduc second, all in favor, motion carried.**

- **Discussion on EIS & possible decision on Regional RMS:**

Deputy Director Churchman stated that EIS Staff had been on site the week of February 3<sup>rd</sup> to work with the SIRCOMM to demonstrate unused CAD capabilities and work on issues being encountered by the dispatchers with the CAD System. She stated that there are still 18 issues to be addressed and that a final report was issued on Monday the 15<sup>th</sup>. Deputy Director Churchman felt the report was well written in its description and status of the issues; however, there is still no set date for all repairs to be completed. In the report that June 2016 appears to be the estimated time of completion.

Commissioner Bolduc stated that EIS must feel confident if they gave completion dates, to which Commissioner Mills asked the Deputy Director if she felt it was just talk and promises or if she felt EIS could fulfill the SIRCOMM repair requests in a timely fashion. It was then asked how many of the issues at hand were original issues that had not been resolved to which Deputy Director Churchman stated that there were two that had been long standing issues. Commissioner McConnell asked if the new RMS would slow down the CAD's operating speed to which both Director Moore & the Deputy Director responded that EIS was working with them to make it run effectively and that it was still six months down the road along with the MDC program. Deputy Director Churchman stated that she would be willing to stay with EIS if they can and will do all that they say they can do. It is on them to now show us what the system is capable of.

It was shared that at least three agencies were ready to move forward with the RMS at this time and Commissioner Howell asked if it was possible, he would like to ask the agencies to hold off until SIRCOMM has their RMS/MDC up and running.

The Commissioners asked the Deputy Director if she felt comfortable staying with EIS if they addressed all of the SIRCOMM requests by a given date and if she felt the EIS CAD system was a good fit for SIRCOMM. She acknowledged that this system compares well with the other systems out there if the issues can be fixed.

Commissioner Howell then suggested that the Board send EIS a reference letter giving them a drop dead date of July 1<sup>st</sup>, 2016 to correct all issues or SIRCOMM will be changing CAD systems. The board unanimously agreed to follow this avenue and asked Director Moore to draft a letter noting the repair requests and completion deadline date from the board to be sent with the maintenance agreement putting it on EIS to perform.

Deputy Director Churchman shared her interest in purchasing a training module that would greatly aid in training of new employees on the CAD before actually going live on the dispatch floor. The estimated cost for the CAD module is \$5000. The commissioners asked if she felt it was a good training tool and she and Director Moore both stated that they felt it was. The board agreed she should move forward with the training module.

- **Approval of maintenance agreement with EIS:**

Director Moore presented agreements for approval that cover maintenance only for future issues and problems for the EIS System already in place. Commissioner Howell asked if by signing these agreements, SIRCOMM would be locked into a lifetime agreement with EIS for support. Director Moore assured the board that the support agreement was the same as the in place from last year and it was on a year to year basis to which Commissioner McConnell asked if this agreement covered the RMS or CAD system. Director Moore stated that it was for the EIS CAD system maintenance only and will be sent with the letter drafted by Director Moore and signed by the Commissioners.

**Commissioner Howell moved to sign the maintenance agreement and send a letter to EIS giving them a deadline of July 31<sup>st</sup>, 2016 to address and repair the list of 18 requests submitted by SIRCOMM. The letter will be signed by all of the Commissioners and Director Moore. Commissioner McConnell second. All in favor, motion passed.**

- **Syringa Network lease agreement and The AT &T Amendment:**

Director Moore informed the group that legal is working on both of these items and asked that they be tabled until the March meeting. A short discussion ensued and a motion was made to table items 7&8.

**Commissioner McConnell moved to table items 7 and 8 until the March meeting. Commissioner Bolduc second, all in favor, motion carried.**

- **Text 2-911 Update/Discussion:**

Director Moore stated that March 1<sup>st</sup> has been set as the “go live” date for the Text 2-911 program and that a video was going to be aired on how and when to text 911. The catch line to be used is “Call when you can, Text when you can’t”. It appears that Camas County is about three months behind and that Cassia County is preparing to start also. Deputy Director Churchman stated that they will be testing and training with the dispatchers on the floor all next week on the Text 2-911. If a text is sent to 911 before we go live a response “Not Available” is being received. She noted that a text is not as accurate as a call for location especially when on the border of counties being moved through. The system is not sure if it keeps the message or transfers it forward. This is being worked out. There was some confusion on the Text-2911. When using this system the user will text the numbers 911 only.

- **Radio System Update:**

Director Moore indicated that the backup for the Super Bowl went off without any problems. Pictures of the computers used at the actual site were passed around showing the SIRCOMM logo on the screen. He also noted that a press release will be sent out at a later date noting SIRCOMMS involvement. Commissioner McConnell felt it was good to be a part of the whole process and good for SIRCOMM.

It was noted that Teton Communications is still working on the System & Director Moore indicated that he had met with White Cloud and shared with them that it was the board's decision to move forward with Teton Communications and they stated that SIRCOMM could always contact them if their assistance was needed.

- **ILETS Audit:**

Deputy Director Churchman shared that their audit with ILETS was complete and that they had received a letter confirming complete compliance. Audits are to be conducted every three years; however ILETS will come back in 90 days for a light review. There was a lot of training required and SOP's rewritten and approved files and so on. Director Moore complimented Deputy Director Churchman on the hard work and diligence on bringing SIRCOMM into compliance with ILETS and it was much appreciated. The Commissioners also complimented the Deputy Director and shared their appreciation on a job well done along with compliments to the staff.

- **Remodel/Addition for EOC/Training/Conference Room**

Commissioner McConnell introduced the planned extension of the conference room to the east and to enclose the patio and use that area for storage. The plan is to have state of the art audio/visual equipment for the training facility & the E.O.C. (Emergency Operations Center). The commissioners reviewed the plans, discussing the secure areas and restroom facility. It was agreed to move forward with RFP's (Request for Proposals) being accepted with Mr. Craig be assigned as the project manager. It was suggested that the furniture and carpet not be included in the RFP and the audio/visual equipment be a separate RFP for tax exempt purposes. Director Moore stated that he would work with the attorneys on the RFP's. The commissioners agreed to move forward with the project.

- **Agency Updates: None**
- **Staff Reports:**

Deputy Director Churchman noted that there are 11 full time dispatchers and that Dory Alleman has been signed off on law and there was one in training, just finishing the first stage. The second trainee had resigned as the stress was too much. There is a new trainee beginning on the 29<sup>th</sup> with testing for new applicants next week.

Deputy Director Churchman stated that she is a certified CPR instructor and would be offering free CPR training to responders and the public and that classes were already full.

A call volume report was shared with the commissioners showing that 85% of 911 calls come from a cell phone. Director Moore shared that on March 8<sup>th</sup> he would be working with Jackie Frey from the Department of Emergency Service's on a Table Top exercise with 101<sup>st</sup> National Guard, Twin Falls Fire and Filer Fire ability to patch local agencies together in an emergency.

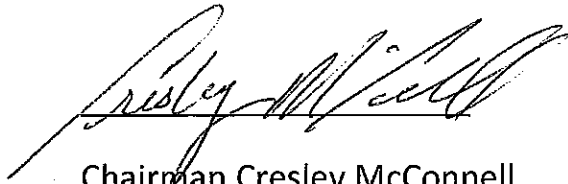
Commissioner McConnell asked Director Moore if someone had been located to assist with the GIS tasks, to which Director Moore shared that he had been in contact with the other counties and feels that it would possibly be best for SIRCOMM to contract with an individual for the amount of work that was needed. He will be meeting with the individual on the 26<sup>th</sup> to discuss the costs of monthly updates and overseeing the system.

- **Executive Session: None**
- **Open Comment:** Director Moore shared that he had been in contact with Levi Diehl from Bliss Fire regarding an increase in coverage for the Bliss area. The commissioners stated that they would like a map showing coverage in all counties along with information on cost of a tower and radio upgrade for the area and if any sites had been suggested. Director Moore stated that a site was being explored and further findings will be shared as the information becomes available.
- **Joint Power Board Elections:**

Commissioner Bolduc nominated Commissioner McConnell for the position of Chairman and Commissioner Mills as Vice Chair. Commissioner Howell moved to close nominations. A unanimous ballot was cast. All in favor, motion carried.

Next Meeting: March 15<sup>th</sup>, 2016 1400hrs at SIRCOMM

Meeting adjourned at 1522hrs.



Chairman Cresley McConnell

3/15/2016

Date



Director John Moore

3/15/16

Date