

SIRCOMM

Joint Powers Board Meeting

February 15th, 2017

Twin Falls-Co. West

630 Addison Ave. W

Those in attendance:

Commissioner Bolduc-Gooding County

Commissioner McConnell-Lincoln County

Commissioner Johnson-Twin Falls

Director Moore-Director SIRCOMM

Mariann Schiewe-Admin. SIRCOMM

Diane Barclay-EIS

Capt. Tim Miller-Twin Falls County Sheriff's Office

Sheriff Renee Rodriguez-Lincoln Co. Sheriff's Office

Commissioner Bolduc called the meeting to order at 0936 hours

Commissioner Johnson made a motion to amend the agenda to add the review & signing of the bank signature cards. Commissioner McConnell second. All in favor, motion carried.

- **1. Public Comment-None**
- **2. Correspondence-None**
- **3. Approval of the minutes from December 13th Joint Powers Board Meeting:**

After reviewing the minutes a motion was made to accept the minutes with corrections by Commissioner McConnell and seconded by Commissioner Johnson. All in favor, motion carries.

- **4. EIS CAD Discussion and Update:**

Ms. Barclay from EIS stated that she had meet with Tami and had went over outstanding support tickets and issues that were reoccurring with the CAD and

noted that she had been at SIRCOMM to train the two new hires on the CAD System and go over service request from Director Moore. She also noted that the issue of the Fire/EMS Text's would be addressed within the next few days.

Commissioner Bolduc agreed that the text was a courtesy used when depending on volunteers as many no longer carry radios and when the text doesn't work they do not get called out. Commissioner McConnell agreed that the use of radios was not feasible now that many depend on I-Phones as their source of communication. The text issue of some responders receiving up to twenty texts for one event has only been a problem since the last EIS update. Ms. Barclay shared that a resolution for the issue has been found and that going back is not an option. It was a SIRCOMM program change and the paging was not taken into consideration when the upgrade was installed. A discussion entailed on the issue and repercussions that were occurring and agency responses. The commissioners were in agreement that EIS needs to find a fix and work through the issues to find a resolution that will satisfy the needs of the first responders that SIRCOMM serves. Several other issues were discussed and Ms. Barclay stated that they were being addressed and that she was working with Tami and felt they had a good working relationship and progress was being made on both sides.

Captain Miller stated that he felt Tami was doing a very good job of staying on top of the issues discovered with the CAD system working through some of the resolutions.

- **5. Personnel Manual Discussion/Update:**

Director Moore asked that this item be tabled until the next meeting as they are still working to complete it.

Commissioner McConnell made a motion to table the issue of the new personnel manual until the next meeting. Commissioner Johnson second. All in favor, motion carried.

- **6. Donation of SIRCOMM Pickup:**

Director Moore made a suggestion that with the board's approval that the 2002 Chevy pickup be donated at this point in time. The pickup has 120K miles on it; it is drivable and is in need of a new gas gauge. Attorney's Naylor & Hale

will draw up a disclaimer stating such. It was suggested that either the Jerome Recreation Center or the Jerome County Fair be considered as recipients' as both had a need for the vehicle. Commissioner Howell (a member of the fair board) and Director Moore (a member of the rec. center board) refrained from participating in the discussion. Commissioner McConnell inquired which entity was in most need. He also noted that the Recreation District was a taxing entity with a rate and with membership fees year around and that the Fair had major income one a year yet was in use year around.

After a short discussion **Commissioner McConnell made a motion for SIRCOMM to surplus out the 2002 Chevy pickup to the Fair Grounds. Commissioner Johnson second, all in favor, motion carried.**

- **7. Conference Room Remodel Update:**

Director Moore asked if the board wanted to move forward with the remodel project or put in on hold for the time being. To bring Commissioner Johnson up to speed it was shared that plans for the remodel of the conference room had been drawn up to increase the space by moving it 30 to 40 feet out and update the room with new equipment/furniture and technology necessary for future trainings and meetings hosted at SIRCOMM. It was noted that the cost for the remodel was extremely high and that there was only one bid when originally sent out and the project was put on hold until construction prices came down. Commissioner Bolduc suggested that more bids should be entertained as the lone bid on the project was extremely high. Commissioner McConnell felt that with \$18k to \$25k already into the project that putting it out for bids to find a reasonable contractor was feasible at this time. The board agreed that the director should move forward with the construction project.

- **8. GIS Services Sole Source Resolution:**

SIRCOMM has received a Grant for the GIS mapping/addressing update project from the IPSCC. Director asked that GeoComm be contracted for the project as the Sole Source. Commissioner Bolduc suggested contacting the attorneys to confirm the proper procedure with the sole source of GeoComm and then move forward. Director Moore stated that he had met with several local and county agencies including the City of Twin Falls to share the GIS data and

develop a plan to update the data on a monthly basis. Commissioner Johnson shared his concern with the timing and the advertising the resolution for a sole source agreement. He suggested following all the proper procedures with publication and advertising before entering into an agreement with GeoComm. Director Moore advised that he had met with legal counsel and was following their recommendations pertaining to sole source procurement.

Commissioner McConnell made a motion to adopt SIRCOMM Resolution 2017-001, GEOCOMM sole source for the mapping/addressing project. Commissioner Johnson second. Roll call vote taken, all in favor, motion passed.

- **9. Microwave Equipment Sole Source Resolution:**

Director Moore shared that he had been in contact with the firm that manufactured much of microwave equipment used at SIRCOMM and the tower locations. SIRCOMM can purchase the equipment directly from Microwave Networks and pay Teton Communications to install and maintain the system. Further conversation has taken place between Teton and Microwave Networks and a decision has been made to stay with Microwave Networks. Commissioner Johnson asked if Teton Communications would warrant their work and Director Moore confirmed that they do. Commissioner Johnson inquired if this was another sole source project and if it was felt that many of the radio issues could be fixed. Sheriff Rodriguez from Lincoln County also shared that his officers had issues with static and out of range contact and it was becoming a safety issue. Director Moore shared that these issues along with some issues with the CAD system were being addressed and that Mr. Tajkowski had been working on different approaches to repair the system. Progress is being made, money saved and keeping the system as simple as possible.

- **10. Lincoln County Addressing Grant:**

Director Moore stated that he had received a letter from Mary Davidson requesting grant monies from SIRCOMM to assist Lincoln County on readdressing all of the residences recorded in their county on the 2010 census report. It was advised that doing so would cost approximately \$2 per address for the 2933 residents in the county. It was note that SIRCOMM had assisted

Gooding County in 2014 with their readdressing project and Lincoln County was requesting the same assistance as it was felt there is a great need for all first responders in the county.

Commissioner Bolduc from Gooding County brought to light that even after Gooding County received the readdressing money, problems entailed in getting the project completed. It was shared that groups in the area took on the project as a community service project involving volunteers and it appears the project is still unfinished. Gooding County is now going to pay to have it finished. He also shared that once the utility line was found, it only takes 10 minutes to install the marker and pound it in.

Commissioner McConnell agreed it may be a good idea to pay for the installation to guarantee that the markers were put up correctly and with common sense as to be visible and readable in an emergency situation.

Commissioner Johnson noted that when a building permit is granted by the county that an address plaque is issued at that time. His concern was at what point is it SIRCOMM's responsibility to put correct addresses at locations and is there any legal ramifications? Director responded by sharing that 911 fees collected by SIRCOMM may be used in assisting first responders in finding correct locations in a timely manner. However, it is not a part of SIRCOMM's address verification process.

Commissioner Bolduc stated that in Gooding County's readdressing process inconsistency with the new plaques occurred. Some were not readable or placed in an area that was visible from the road or street. Some property owners wanted placement in odd areas.

Commissioner Johnson asked if State/Federal Monies were available for such projects and why the use of SIRCOMM funds? Commissioner McConnell stated that Lincoln County had received grant monies for a cross roads project. Commissioner Johnson expressed concern with other counties such as Twin Falls wanting fair equity and is SIRCOMM responsible for these projects. Director Moore shared that the addressing issue in Lincoln County had been seen as a safety issue, and therefore he felt that was assisting the County was in the best interest of all first responders. Commissioner Johnson once again asked the Director, "Where does SIRCOMM draw the line on this type of

assistance?” Commissioner Bolduc responded by stating that the offer was made to all counties and that Lincoln County, being in a different tax bracket, was in need of assistance. A discussion entailed and the Board agreed to assist Lincoln County with their project with the stipulations that the county pay for the installation and SIRCOMM grant them \$2 per residence per the 2010 census and a time line for the project to be completed. Commissioner McConnell shared that the County had set aside funds to move forward with the project for 2093 residences.

Commissioner Johnson made a motion to grant Lincoln County \$5866.00 from SIRCOMM for their readdressing project. Commissioner Bolduc second, Commissioner McConnell abstained from the vote. All in favor, motion carried.

- **11. Filer Mutual Telephone Request:**

Director Moore stated that Filer Mutual had submitted a request to replace their 3ft microwave dishes with 4ft microwave dishes and he felt there were no issues in the replacements. Studies were in the works to confirm this and he requested permission to amend the lease with Filer Mutual and allow them to move forward. The board was in agreement that they should be allowed to move forward.

- Director Moore shared that he & Sheriff Rodriguez will be working together to plan a Law Enforcement Advisory Board meeting in the near future to draw a larger participation from all surrounding agencies.

A short recess was taken at 10:56 AM

Meeting resumed at 11:15 AM

- **12. Discussion on Donation of CPR Training Items:**

A suggestion was made by Director Moore to donate the CPR Training Equipment belonging to SIRCOMM to the Jerome City Fire Department with the understanding that they will certify SIRCOMM employees indefinitely at no charge to SIRCOMM. A discussion entailed regarding certified CPR trainers in the Jerome City Fire Department and the availability of trainings.

A motion was made by Commissioner McConnell to surplus out the SIRCOMM CPR Training Equipment to the Jerome City Fire Department. Commissioner Johnson second, all in favor, motion carried.

- **13. Deputy Director Position Discussed:**

The Board was presented with the draft for the deputy director application. The board reviewed the application and suggested some minor corrections and wording changes regarding requirements to apply. The question was asked if a Human Resource person would be a better fit to assist with the high employee turnover at SIRCOMM and employee issues. Director Moore suggested this be discussed in the Executive Session of today's meeting. Commissioner McConnell added that Human Resource personnel are highly paid and would probably have no dispatch background. The budget would then have to be looked at. Commissioner Bolduc asked if the Deputy Director had duties on the dispatch floor and Capt. Miller shared that there were times when it was necessary for them to assist the dispatchers and it would be a benefit to have some background in the area of dispatching. Commissioner McConnell also suggested knowledge in the area of communications, personnel and administration would be a plus as that they could serve as a back up to the director. Commissioner Johnson then asked Capt. Miller if he felt a that SIRCOMM needed a deputy director to which Capt. Miller replied "Yes" as they assist on the floor 50% of the time and have administrative duties 50% of the time. It was also noted that anyone brought in will have to go through the SIRCOMM training process. The salary range was discussed and agreed upon and an April 1st cutoff date for applications was set. All agreed that applicants could be interviewed via Skype rather than in person if applying from a distance. The board then directed that the job opening be posted as soon as possible after.

- **Staff Report:**

Capt. Miller reported that there are 10 Full Time, 3 Part Time and 5 New Hires. He stated that he would like to see 16 full time dispatchers. One new hire has moved to training on fire, two new hires training on call taking, one new full time transferred from Twin Falls Dispatch; and two new hires observing waiting for a trainer to open up. He shared that by having new hires observe, they may decide this was not for them, therefore saving time

and money by cutting our losses early. They are set to observe an eight hour shift both days & graveyard and not the twelve hour shifts of the dispatchers. The trainers are with their trainees for eight weeks and then the trainer is given a break before resuming their training duties. Another change that has been implemented in the training program is not to push the candidate to a new position until they are fully comfortable with each phase of training. This could be from eight to sixteen weeks, however it will give each new hire the confidence they need to move on. Captain Miller also shared that he felt it would take 18 dispatchers to be able to cover vacations and requested time off. The overtime is not only killing the budget it is killing the morale of the staff. The staff is in hopes of going to the Panama schedule, where they will have every other weekend off once staffing is complete. However the loss of overtime may become an issue, however, they need to see that we care about their mental health.

- **10. Signature Cards:**

Director Moore asked that the commissioners sign the signature cards for the banks adding Commissioner Johnson and removing Commissioner Mills as signers on the accounts. Director Moore also asked the board's permission to close the Columbia Bank account and move the remaining funds to SIRCOMM's First Federal Bank Account.

Commissioner McConnell made a motion to close the SIRCOMM account at Columbia Bank and move the funds to the SIRCOMM account at First Federal Bank. Commissioner Johnson second, all in favor, motion carried.

- **13. Executive Session:**

Commissioner McConnell made a motion that the board move into executive session to discuss issues pertaining to Idaho Code 74-026 a & b. Commissioner Johnson second. Roll call taken, vote was unanimous. The board moved into executive session at 1132 hrs.

The Board came out of executive session at 1215 hrs.

- 14. Next Meeting: To be determined at a later date.

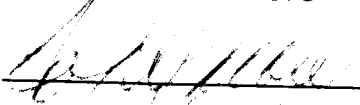
Meeting adjourned at 1225 hrs.

Chairman Mark Bolduc



Date 7/21

Director John Moore



Date 2/21/17