

SIRCOMM Joint Powers Board Meeting

Minutes July 21, 2015

Those in attendance: Commissioner McConnell, Commissioner Mills, Commissioner Bolduc, Commissioner Howell, Director Moore, Deputy Director Kristy Churchman, Brandon Redmond, Mariann Schiewe-SIRCOMM, Ben Lyda-KMVT, Tony Hafla-Teton Communications, Susan Tenny-Accountant, Keleigh Godfrey-1st Federal Bank, Shawn Broadbent-1st Federal Bank

Commissioner Mills called the meeting to order at 1400 hours.

- **First Federal Bank Presentation:** Shawn Broadbent, 1st Federal Banking officer and Keleigh Godfrey, 1st Federal Business Service Specialist presented what First Federal Bank had to offer SIRCOMM as new banking customers. As a public funds account there would be no monthly account charges, tier interest rates would apply, an offer of 3% on a business savings account, the first order of checks would be free along with the deposit stamps.

SIRCOMM accountant, Susan Tenny, stated that she was very comfortable with First Federal and appreciated a real contact person to work with one on one. Director Moore shared that he and Susan had been in contact with Mr. Broadbent and Ms. Godfrey for approximately one month and felt that First Federal would be a good fit for SIRCOMM and that with assistance from bank officials, it would be a smooth transition from Columbia to First Federal. A small balance will be left in accounts, not completely closed, until the end of the year. A bank credit card with a \$2000 dollar limit will be issued to SIRCOMM with Director Moore being the authorized user with no monthly fees was also a service First Federal could offer.

It was also suggested that accounts be opened with local banks, DL Evans and Farmers Banks, with \$250 thousand to each. Commissioner Bolduc shared that he felt doing so was a good community support gesture.

Commissioner Bolduc moved that SIRCOMM open an account with First Federal Bank and move accounts over from Columbia Bank, Commissioner McConnell second, all in favor, motion carried.

Commissioner McConnell moved that a credit card be issued for the SIRCOMM account with Director Moore as the authorized user on the First Federal account, Commissioner Bolduc second, all in favor, motion carried.

Commissioner McConnell moved that accounts be opened with DL Evans Bank and Farmers Bank in the amounts of \$250 thousand each, Commissioner Bolduc second, all in favor, motion carried.

Commissioner McConnell moved to amend the agenda, moving item 11 (Radio System Update) to item number two on the agenda, Commissioner Bolduc second, all in favor, motion carried.

- **Radio System Update:** Teton Communications have been evaluating the communication system and working with Director Moore in correcting some problems identified. Tony Hafla of Teton Communications reported that amps had been ordered and will be installed shortly. All agencies should be experiencing better coverage. There is a microwave issue at the Dietrich Tower Site, however it is still under warranty with White Cloud, and they have been called in to repair and honor the warranty. Law Enforcement was happy with the upgrades Tony was able to acquire and they should see more improvement and corrections.

Commissioner McConnell made a motion to move into Executive Session 74-206(1F) at 1415 hrs, Commissioner Bolduc second, all in favor. Motion carried

Susan Tenney, Ben Lyda, Tony Hafla, Keleigh Godfrey, Shawn Broadbent, and Mariann Schiewe were excused at this time.

- **Executive Session adjourned at 1522 hrs.**
- Mariann Schiewe joined the regular meeting at 1525 hrs
- Public Comment-None
- Correspondence-None
- **Commissioner Howell moved to approve the Minutes of June 15th, 2015. Commissioner McConnell second, all in favor. Motion carried.**
- Open comments-None
- Financial Report: Director Moore will move forward in moving monies to new banks as approved.
- Syringa Wireless and AT&T amendments to lease agreements: A discussion ensued on renewal of the lease that is in place with Syringa. It was noted by Director Moore that current lease ends in 2017 and could be renewed for 5 years or go to a month to month. Commissioners McConnell and Mills both asked if there was a problem with a release from the lease and Director Moore stated there was not.
Commissioner Bolduc made a motion to move into a month to month lease and SIRCOMM pay the legal fees. Commissioner Howell second, all in favor. Motion carried.

Director Moore also noted that AT & T wants to upgrade at Dietrich and lease from two other sites. A five year lease is currently in place with AT&T. The board agreed to continue as is with their lease.

- **"B" Budget discussion:** Director stated that the "B" Budget has been finalized and that it should be noted that income from cell/wireless lines. Wireless income is down \$200,000 and with expenses up, it was suggested to sit tight with EIS and the CAD system for now. It was also noted that maintenance cost will be increased on the Twin Falls Silo and Hagerman Tower Site.

Commissioner Mills and McConnell inquired if the numbers in the budget were actual numbers? Director Moore stated that the numbers were projected cost; however he felt they were realistic. The commissioners requested a report with actual numbers from last year to date for comparison with the projected budget.

Director Moore stated that he would meet with the accountant and redo the budget with the actual numbers. When report is completed, it will be forwarded to the board for review.

- Wage Structure discussion: The board went over the handout of the new employee classification/pay schedule

\$15.36 – New Hire/ 6mo successful probationary/.50cent raise \$15.86 ~ Level 1 = \$16.98 ~ Level 2 \$17.37 ~ Level 3 \$17.76 ~ Level 4 \$18.17 ~ Floor Supervisor \$18.53 ~ Senior Supervisor \$19.02

Effective Date will be 8/2/2015

If necessary, go back and update those that need to be changed and brought up to proper level.

A motion was made by Commissioner Bolduc to begin using the revised pay scale policy beginning the August 2, 2015, Commissioner Howell second, all in favor. Motion carried.

- Citizen Alert Notification (CAN System): Director Moore shared that they had been working with Twin Falls on redesigning the CAN System. A new banner and information boards had been ordered to use at community events. The system and reader boards can be utilized for phone outages, heat relief, as well as local emergencies. Actual use of the system received good response from the local areas. It was noted that last year's fees for the system were covered by a grant and that this year he was working with Jackie Frey from Twin Falls for grant coverage or assistance once again.
- Staff Report; Kristy stated that SIRCOMM has 11 dispatchers currently on staff, 5 part time, 1 in training and 1 new hire that has begun the new training procedure of two weeks classroom training before going onto the floor.

Interviews are scheduled for August 20th, with six new applicants to be interviewed. She would like to move forward on three if possible. Scheduling has changed from four days on- two off, to four days on and three off with good coverage.

Director Moore suggested that the spare generator here at the Jerome tower site be moved to the Hagerman Tower Site as backup in case of power failure. Idaho Power will be contacted if the lease needs to be amended and get it set up.

Director Moore shared that the backdoor to the dispatch center was in need of repair. It was noted that it was a bullet proof door and replacement was approximately ten weeks out.

Discussion entailed on the issue of the overheating incident at the Gooding Tower site and it was recommended that all fire chiefs be issued keys to tower sites in their jurisdictions.

- **Commissioner McConnell moved that the JPB go into executive session, Idaho Code 74-206(1B) at 1557 hrs, Commissioner Bolduc second, all in favor, motion carried.**

Non members of the board were excused and the board went into the executive session.

- JPB came out of the Executive Session at 1630 and regular session resumed.

Commissioner McConnell moved to adjourn, Commissioner Mills second, all in favor, meeting adjourned.

Next Meeting Date: August 18th 1400 hrs. SIRCOMM Conf. Room It was Noted that Deputy Director Churchman may not be present for the entire meeting on the 18th.

Meeting adjourned at 1645



Chairman Leon Mills

8-18-15

Date



Director

8/18/15

Date