

SIRCOMM

Emergency Joint Powers Board Meeting

August 15, 2017

SIRCOMM Conf. Room

911 E Ave. H, Jerome, ID 83338

Those in attendance:

Commissioner Bolduc-Gooding County
Commissioner McConnell-Lincoln County
Commissioner Howell-Jerome County
Chief Rod Davis-Salmon Trac Fire District
Hope Lindsey-Deputy Director-SIRCOMM
Capt. Tim Miller
Mariann Schiewe-Admin. SIRCOMM
Lori Bergsma, Balanced Rock Insurance
Kristin Roeloffs, Balanced Rock Insurance

Commissioner Bolduc called the meeting to order at 1400 hours

- **Public Comment:**

Deputy Director Lindsey shared that she had received a call from Fire Chief Casey Kelly expressing his gratitude for the outstanding job the SIRCOMM dispatchers had done during the fires in Shoshone.

- **Correspondence: None**
- **Approval of Minutes:**

After reviewing the minutes and asking for motion on page two be in bold letters, **a motion was made to accept the minutes from July 25, 2017, by Commissioner McConnell, second by Commissioner Bolduc, all in favor, motion carries.**

- **Current Fiscal Report:**

(a) Invoices presented for payment:

The board reviewed presented invoices, and **a motion was made to approve them for payment and accept the current fiscal report by Commissioner McConnell, second by Commissioner Bolduc, all in favor, motion passed.**

(b) **“B” Budget:** Captain Miller handed the budget work sheet to those present and line items were discussed with upcoming projects and issues being addressed. Captain Miller stated he would be meeting with the accountant before finalizing the 2017-2018 budgets for approval.

(c) Insurance Comparison and Numbers:

Lori Bergsma from Balanced Rock Insurance Agency shared handouts she had prepared with several options including Blue Cross/Blue Shield/Select Health amongst others to be compared with the current policy. She answered questions from the board; explained the differences, positive and negatives of each option.

Commissioner Bolduc noted that the present policy was due for renewal in January and that the grandfather clause which SIRCOMM falls under will expire.

Ms. Bergsma stated that she had also reviewed SIRCOMM’s Policy with ICRMP and felt that it was a good policy.

The board thanked Ms. Bergsma for the requested information and stated that the board will continue to review the material presented and let her know of any decisions or changes they wish to make.

- **Decision on Ketchum City Request:**

The Deputy Director stated that she had not received a proposal or request regarding the issue at hand and therefore, a decision was not necessary. She did share that the SIRCOMM dispatchers are opposed to the idea at this point in time.

The issue was tabled until further correspondence is received.

- **Hwy. 93 EMS/Fire Communication:**

The Deputy Director shared that it had been brought to her attention that the Hwy. 93 project installed for Law Enforcement near the Idaho/Nevada Boarder was not available for Fire and EMS usage. Chief Davis from Salmon Tract Fire District shared that fire and EMS share the same frequency and have constant interference from Blaine County and he asked if it was possible to add a new channel just for Fire/EMS usage? Commissioner Howell asked what needed to be done to which the Deputy Director noted that she had brought it up to Mr. Tajkowski and he had stated that it was an easy fix.

After a brief discussion **Commissioner Howell made a motion to move forward to install the necessary equipment for communication for EMS/FIRE on the Hwy 93 Project. Commissioner McConnell second, all in favor, motion carried.**

- **Sunset Butte T-Mobile Lease Amendment:**

The Deputy Director presented the lease from the attorneys regarding the new lease agreement between SIRCOMM & T-Mobile at the Sunset Butte Tower Site.

After reviewing the lease a motion was made by Commissioner McConnell to accept the lease as written, a second by Commissioner Howell, all in favor motion carried. The lease was signed.

- **Lower Salmon Dam Generator Update:**

The generator has arrived, the pad has been poured and Mr. Judge from Intermountain Power Source is awaiting approval from Idaho Power to move forward. All drawings, generator specs, tanks and locations have been forwarded to Mr. Ron Ritchie at Idaho Power for approval.

- **Teton Communications-Microwave Update:**

The Deputy Director shared that the new Microwave had been installed and parts replaced were being returned to Microwave Networks for possible refunds/buy backs. Ms. Lindsey also stated that the gentleman doing the outside assessment of the SIRCOMM System had been contacted by Mr. Hafla, to which the board asked the Deputy Director so issue a memorandum to all vendors to not attempt contact with Mr. Robert Hugi; however he will be provided with all contact information if he deems it necessary to contact them with questions pertaining to the audit.

Mr. Hafila was also notified of the bleed over issues and requests for repair. The Deputy Director stated that this has become a real issue and would like to ask Mr. Tajkowski for input or possible solutions. Permission was granted.

The Board asked if there was a time frame on completion of the assessment, to which Ms. Lindsey stated that there was not at this time, however she would ask Mr. Hugi.

- **Deputy Director's Maternity Leave:**

- (a) Chain of Command**

The issue of the Deputy Director's upcoming maternity leave and filling her position during the eight week time frame was opened up for discussion.

Commissioner Howell stated that the logical choices would be to bring in one of the past employees such as Christi Richie, Kristy Churchman or Capt. Miller as they were familiar with the operation. He noted that Sheriff Carter had not given SIRCOMM a deadline as to how long Capt. Miller would be available to assist with the transition at SIRCOMM.

Commissioner McConnell asked the Deputy Director if she felt Capt. Miller may be interested in continuing on during her absence. The Deputy Director shared that she had approached the possibility of his becoming a consultant during her absence to which he shared that his availability was limited; however, most of what he had done in the past had not required a lot of time and much could be done via email and telephone conversations. Ms. Lindsey stated that as a consultant he could work on his own time, odd hours, but could make himself available to the staff. It would be necessary to clarify his position as to his responsibilities and authority at SIRCOMM and an agreed compensation would need to be negotiated ahead of time. It was noted that he had the respect of the staff and knowledge of the day to day functions of the center.

The Commissioners agreed this may be the best option, however it would be necessary for the board to make the recommendation and make a motion, thus granting him the authority to act on the Deputy Directors behalf in her absence. Commissioner McConnell agreed this is the best option in his opinion and asked if Capt. Miller would be interested and how could this be done without interfering with his position at the sheriff's office.

The Commissioners suggested it may be feasible to hire him as a consultant or contract his services temporarily and allow negotiation of a fair rate for services rendered.

(b) Notification to accountant re: Maternity Leave:

The Deputy Director asked that the accountant be notified of the terms that were agreed to in an executive session for eight weeks of paid maternity leave as she was unaware of the agreement.

After a brief discussion the board directed the Admin Assistant to do so.

• **Staff Report:**

The Deputy Director stated that she was attempting to be open and transparent with the staff, listening to their concerns and issues. One concern shared was the absence of a supervisor on each shift. They felt their concerns were not being heard or addressed due to personal conflicts that may exist with a senior dispatcher in charge and not a supervisor (chain of command).

The Deputy Director also noted that when Sean was on site he had brought to light several features that were available for use on the current CAD/radio system that they were not aware of.

Other issues' of concern are the CAD system, furniture, carpet, short staffing, chain of command and seniority, to which the Deputy Director assured them, that most, if not all were being addressed at this time. Progress may take a while; however, most of these items have been addressed with changes planned for the near future.

The board was informed that there are three new hires scheduled to begin training within the next month and that the trainees will be scheduled for four ten hour shifts giving the trainers hours each day to review, revamp and have a break from training. This will also eliminate overtime hours for trainees.

Ms. Lindsey informed the board that the question of employee PTO hours being accumulated and carried forward. A formal request from S. Malone was presented to the board to carry unused PTO forward due to the short staffing making it very difficult to take vacations at this time. A discussion entailed on current policy and the amount of hours that are allowed to accrue and at what

point they will be considered forfeit. It was noted that current policy will be reviewed and the Deputy Director will research the issue and confer with Mr. Naylor to assist with a decision and possible policy changes for the next Joint Powers Board Meeting. The board had no objection to Ms. Malone's request at this time.

The Deputy Director shared that she had signed SIRCOMM up with the "GETS" program before the eclipse event and had received the special cell phone usage cards and had them available upon request. She also noted that the GIS Server needed to be replaced and that she had a quote of \$2300.00 from Stephenson's Computers for a new one. Ms. Lindsey also shared that she had been in contact with David Heeb at EIS regarding the issue of inability to verify addresses through the CAD System. Not only is it a danger it has now become an issue with several planning and zoning commissions in the counties. She noted that she gave him a seven day deadline to get the function up and running or SIRCOMM would seek legal action. It is up and running. Brian can now go in and verify addresses.

A motion was made by Commissioner Howell to move forward with the replacement of the GIS Server. The motion was seconded by Commissioner McConnell, all in favor, motion passed.

***The Deputy Director reached Captain Miller for a conference call with the board:**

Commissioner Bolduc shared with Captain Miller the boards concern to have someone in place to assist at SIRCOMM before the Deputy Director went on maternity leave to assist with decisions at the center, personnel issues and to assist the Admin Assistant with issues that may arise. He noted that both the Deputy Director and the Admin Assistant along with the board would like to offer that position to him either as a consultant or an assistant if he would be open to the suggestion. Capt. Miller shared that he truly cared about SIRCOMM and had a vested interest in the success of the center & though his time would be limited, he would consider the position. Commissioner Howell suggested a title/fee to be added giving him the authority necessary in making decisions on behalf of the board in the Deputy Director's absence. Those present agreed and agreed to

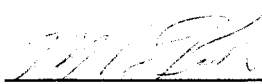
move forward with a proposal. They thanked the Captain for the call and the call was completed.

A short discussion entailed and Commissioner Howell made a motion to appoint Tim Miller as the temporary Deputy Director in the absence of Ms. Lindsey during her maternity leave. Commissioner McConnell second, all in favor, motion carried.

Next Meeting Date: September 19th

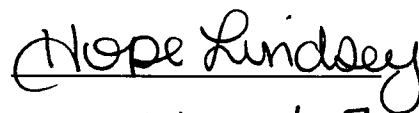
Meeting adjourned 1630 hrs.

Chairman Mark Bolduc



Date 9/20/17

Deputy Director Hope Lindsey



Date 9/20/17