

## SIRCOMM Joint Powers Board

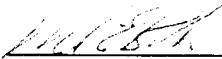
### Special Meeting Minutes October 13<sup>th</sup>, 2017

Those in attendance:

Commissioner Howell (Jerome County)  
Commissioner Bolduc (Gooding County)  
Commissioner McConnell (Lincoln County)  
Capt. Tim Miller  
Chief Tim Peterson-Hagerman Fire District

The group met in Hagerman at 0920hrs and traveled to the Hagerman Tower Site for an inspection of equipment. It was noted that maintenance needs completed on the site and this matter will be added to the agenda for the next Joint Powers Board Meeting.

The group returned to Hagerman at 1150hrs



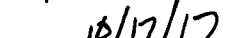
Chairman Mark Bolduc



Date



Capt. Tim Miller



Date

**SIRCOMM**

**Emergency Joint Powers Board Meeting**

**October 3, 2017**

**SIRCOMM Conf. Room**

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

Those in attendance:

Commissioner Bolduc-Gooding County

Commissioner Cresley McConnell-Lincoln County

Commissioner Charlie Howell-Jerome County

Deputy Director Hope Lindsey

Capt. Tim Miller

Mariann Schiewe-Admin. SIRCOMM

Chief Casey Kelley-Shoshone Fire

Sean Tajkowski-United Communications Network

**Commissioner Bolduc called the meeting to order at 1408 hours**

**1. Public Comment: None**

**2. Correspondence: None**

**3. Fire Frequency Meeting:** Mr. Tajkowski shared that the meeting with the Fire Chiefs was well attended and went exceptionally well. Solutions were presented and it was acknowledged that it will take a tremendous amount of co-ordination, but a plan has been put into place. It should be up and working in two to three months.

Commissioner McConnell asked exactly what issues were being addressed to which Chief Kelley shared that they have tac channel and bleed over radio issues that have been occurring for twenty years. It has become evident that it is a matter of coordination and not equipment. It may take time to gather all of the information and get all of the radio's programed, but a two to three month preparation was acceptable to all of the Fire

Chiefs now that a solution is in front of them. Mr. Tajkowski did reiterate that gathering the information and setting the time to reprogram everyone's equipment would be the challenge; however a plan has been put into motion.

Commissioner Howell asked if there was a buy in with all of the Fire Chiefs and if they understood the plan to which Chief Kelley replied that Mr. Tajkowski broke everything down and explained in simple terms what was going on, what was needed to fix the problem, and what was required of everyone to make it happen. Cost and time were also discussed and it was noted that this issue will need to be addressed in the near future, but group as a whole, was enthused with the possibilities with the changes. The cost of equipment and responsibility for the cost of the repairs was discussed with both Mr. Tajkowski and Chief Kelley volunteering to keep the board informed as the project progresses.

**DIGB4/First Net:** Commissioner McConnell and Commissioner Bolduc shared that they were at a meeting where DIGB and First Net were discussed last week and brought it to those present that it was announced that AT & T had been awarded all of the contracts for the upcoming projects. A discussion entailed on both groups and it was noted that representation from all four counties was necessary for future growth of interoperability in the region. Mr. Tajkowski did share that ESChat is similar to First Net and in an emergency situation when towers are down this will be our first line of communication. It was also brought to everyone's attention that SIRCOMM had just received requests for tower site amendments on all towers with AT&T equipment already in place and the question of it being just a coincident with the DIGB rollout & AT&T new contracts. They board agreed that the 90 day moratorium on all tower leases would stay in place.

4. **"B" Budget:** Captain Miller presented the lay out for the "B" Budget for the fiscal year 2017-2018 and stated that the numbers had come from the accountant and were rounded up or down to the nearest real number.

Commissioner Howell noted that the income from landlines was down and Captain Miller once again stated that this was the accountant's anticipation

as they have gone down in the previous two years. He also asked about the increase in the line item for dues and subscriptions? The Deputy Director stated that the previous director was the only member of APCO which sets the national standards and enrolling all dispatchers they would have the opportunity for on line classes and training. The other fee is for individual membership to International Public Safety Association. It also offers training with literature and magazines that keep the dispatchers up to date on what is new in the 911 world and what is available to them. She assured the board it was well worth the cost.

The board held a lengthy discussion regarding several line items, capital improvements, current pay scale, the 3% COLA raise, PERSI and part time guide lines, insurance, the possibility of three shifts instead of two, current overtime, dispatch floor improvements and a new cad system.

Captain Miller stated that he felt comfortable with the numbers presented on the both the A and B budgets to move forward.

Captain Miller suggested allowing part time personnel 30hrs per pay period and paying the appropriate wage for their level of training (Level 1, 2 or 3) rather than minimum that is being paid at this time and paying PERSI for part time personnel being added to changes in the employee personnel manual. This may become a recruiting tool and a retaining tool.

Captain Miller shared that he was also updating the current classification pay schedule and that a few of the dispatchers were due to move up and some that will be frozen.

**A motion was made by Commissioner McConnell to accept the "A" & "B" budgets for the fiscal year 2017-2018. Second by Commissioner Howell all in favor, motion passed.**

**A motion was made by Commissioner McConnell to amend the personnel policy to change the number of hours a part time employee may work from nineteen hours per pay period to thirty two and pay their PERSI benefit and change their wage to reflect their level of certification with changes to be reflected in the personnel manual. Commissioner Howell**

**Staff Report:** The Deputy Director shared that there were she had three resignations on the 30th. One of the new trainees chose not to move forward, one is moving across country and the third resigned.

There are still two in current training and applicants being scheduled for the Criti Call testing. The Deputy Director stated that she would like to advertise on the APCO website and possibly do an open house to attract possible new candidates bringing them in possibly on a Saturday to let them see what it is actually like. Commissioner McConnell suggested going to local job fairs and talking to CSI about doing an 8 to 12 week class in Dispatching. Commissioner Howell stated that this had been discussed and has the name of the woman who was interested in offering the class.

**Project Reports/Updates:** Captain Miller stated that the Hwy 93 project at mp-3 came to an end when the watercraft check point closed; however, he and Mr. Tajkowski are working on a project to get the radio reception in that area repaired permanently.

Mr. Hugi via conference line asked how the board would like the reports and details and how involved they want to be.

The consensus of the board was that a bullet point reports and pictures would be appreciated along with an anticipated cost to upgrade each site.

Mr. Hugi confirmed that upon inspection, with Mr. Tajkowski, at the Hagerman Tower Site both gentlemen were very concerned with the issues and possible chance of failure at that site. It was highly suggested that rather than waiting for the complete inspection of all towers to be complete, it may be in SIRCOMM's best interest to begin repair/clean up and normal maintenance work begin at the Hagerman sight immediately for safety sake.

Commissioner Bolduc shared that he was of the opinion that with the assessment still ongoing, that they would wait until it was completed before moving into the fix and repair stage prioritizing the projects. At this point, hearing Mr. Hugi's concern, it may be necessary to evaluate the situation and not wait for the evaluation to be complete.

Mr. Hugi and Tajkowski stated that three other sites had been evaluated and Hagerman is a special situation. It was suggested that the members of the board may want to take the time to go to the site themselves to confirm the seriousness of the situation. Details on antenna's, electrical issues, filth were shared at this time.

Chief Kelley added that in his opinion, this was a critical site as the Tower covers the Hagerman and all of the Gooding Valley.

Commissioner McConnell asked if this was a SIRCOMM Tower, to which the answer was, that it is not. The Tower is owned by Idaho Power, however all radio equipment and the building for the radio equipment belongs to SIRCOMM and is only available to SIRCOMM vendors and it is those vendors that have not maintained and cared for the equipment and tower site itself.

Commissioner Bolduc stated that if this is an emergency situation, it should be addressed as soon as possible. He asked if the gentlemen could draw up a quote and rather than wait until the next board meeting to move forward. Mr. Hugi suggested that a ballpark figure would be \$2000.

**The Board moved into executive session, Idaho Code 74-206 (b) at 1552 hrs.  
The Board came out of executive session at 1607hrs.**

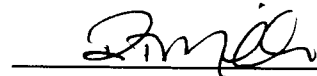
**Next Meeting Date: October 17, 2017 1400hr-1600hrs.**

Chairman Mark Bolduc

  
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Date 10/17/17

Captain Tim Miller

  
\_\_\_\_\_

Date 10/17/17

**SIRCOMM**

**Emergency Joint Powers Board Meeting**

**September 20th, 2017**

**SIRCOMM Conf. Room**

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

Those in attendance:

Commissioner Bolduc-Gooding County

Commissioner Johnson-Twin Falls County

Commissioner Cresley McConnell-Lincoln County

Commissioner Charlie Howell-Jerome County

Deputy Director Hope Lindsey

Capt. Tim Miller

Mariann Schiewe-Admin. SIRCOMM

Jeff Webster, Magic Valley Paramedics

Jeremy Presnell-Deputy Fire Chief, Jerome City

Chief Rod Davis-Salmon Trac Fire

Chief Casey Kelley-Shoshone Fire

Jackie Frey-TWFCO Emergency Coordinator

Tanya Stitt-Jerome County Emergency Coordinator

Sean Tajkowski-United Communications Network

Sheriff Rene Rodriguez-Lincoln County

Chief Deputy Steve Phillips-Lincoln County

Shawna Tew-Local Resident

**Commissioner Bolduc called the meeting to order at 1335 hours**

- 1. Public Comment:** None
- 2. Correspondence:** Several letter/calls regarding the water line break near the walking path. Not SIRCOMM property. Property manager for subdivision was contacted & line was repaired.

**3. A Motion to amend the agenda by Commissioner McConnell the agenda by moving item number three down to item number 10 on the agenda. Commissioner Johnson second, all in favor. Motion Carried.**

**4. SIRCOMM Assessment Update:** Mr. Robert Hugi joined the meeting via conference phone. He stated that he and Mr. Tajkowski have been inspecting the Towers and the radio system and feel it is a good system. It was a shared opinion that there are many repairs needed, however it appears to be a good system. The Microwave is in great shape and Teton Communications has done a great job on the installation and upkeep. Both gentlemen agreed that a time frame of six months for most needed repairs was hopefully realistic. Commissioner Johnson asked if they were at a point where changes and repairs could begin and Mr. Tajkowski stated that they had already started to address several issues such as law and fire being separated and each its own entity.

The board inquired about Mr. Hugi's background and current employment. Mr. Hugi shared that he worked for the State of Idaho and the Communications Division of the Military. He also noted he had been cleared by his employer to perform the assessment for SIRCOMM. Mr. Hugi went on to report that he felt much of the SIRCOMM Radio System was in good shape. The equipment is good, towers were great and that there is an overall good foundation. The system does need some TLC and upgrades; however, he feels with all of the fixes and repairs transition will go on without much disruption. His opinion is that the first priority should be to get the frequency channels coordinated and move forward from there. He shared that in three weeks if he could get through all of the available paperwork and information along with the onsite visits he may be able to give a timeline on completion of the assessment possibly three months would be feasible.

Commissioner Johnson inquired once again as to Mr. Hugi's background. Mr. Hugi shared that he had been employed by the state for the past twenty years, and was active duty military for four years and then into the guard. He went to work for the state as a radio technician installing all types of equipment on vehicles and towers. He worked on the states



interoperability programs and is currently an engineer for the state in radio communications. He stated that he does not work with city or counties on a personal basis however; he was granted permission from the Attorney General to assist public safety entities/first responders to improve their interoperability communications. He noted that what he does on day to day bases is similar to what he was hired to do for SIRCOMM.

Jackie Frey the TWF Co. Emergency Coordinator asked Mr. Hugi about his background and involvement with the Idaho office of emergency management and Brian Shields. Mr. Hugi stated that he is not involved with that at this time or the DIGB-4 group. Mr. Hugi shared his office's involvement and interest in the emergency response systems in the state as well as the whole region. He is just in the state communications not the political side of the communications issues.

**5. Approval of JPB Minutes from August Meeting:**

Commissioner Johnson stated that he had sent a text regarding Hwy 93 project and had heard nothing back. He asked if there was power at the site yet. Captain Miller & Mr. Tajkowski stated there was not, however a solution was available and being put into action.

**After reviewing the minutes a motion was made by Commissioner McConnell to accept the minutes from the August 15<sup>th</sup>, 2017 as presented. Commissioner Johnson second, all in favor, motion carried.**

**6. Current Fiscal Report/Budget:**

The board reviewed invoices presented for payment, with Capt. Miller sharing that it was brought to his attention that the invoice for ICRIMP is actually for the next fiscal year and the account will move it forward. He also noted that there is still income due in this fiscal year, so at this point in time, the true numbers for the fiscal year ending on September 30<sup>th</sup> are not yet available. The board members went over the current budget noting items over budget and discussing with Captain Miller explanations for the overages. Commissioner McConnell inquired into the over budget amount for software and maintenance, to which the Deputy Director stated that could possibly be due to the renewal of the Viper Software Anti-Virus

protection being renewed at \$1700. She stated that SIRCOMM also had to purchase a server when the old one crashed at around \$10,000.00.

The Board asked that the two line items be researched (004.03.01 and 004.04.01) as to the discrepancies noted.

**A motion was made by Commissioner Johnson to accept the current fiscal report. Commissioner McConnell second, all in favor, motion carried.**

**7. Insurance Carrier Update:**

It was noted that at the last board meeting there was a presentation from a representative at Balanced Rock Insurance. She was asked to do a comparison with other options and our current policy. All though there were many options she felt the current policy was still the best for SIRCOMM after she completed the comparison. The Deputy Director stated that SIRCOMM's insurance representative from HUB had explained that SIRCOMM had been grandfathered for life into their current policy and were locked in forever; therefore we would not see the increases that will occur with other agencies at first of the year. The representative from Balance Rock stated our ICRIMP Policy was good also. It was also noted that the rep from Balanced Rock Insurance was previously the rep for SIRCOMM before being replaced by the current rep from HUB International.

**8. Document Destruction Request:**

Following the SIRCOMM Records Retention Policy a document destruction request was presented to the board for approval and signatures for said items to be turned over for destruction to the contracted company "Tore Up" on October 4<sup>th</sup>.

**After reviewing the form Commissioner McConnell made a motion to approve the destruction of items listed as (1) Payroll Records 1996-2007, (2) Employee Personnel Records 1996-2004, (3) Time Sheet Records 2010-2011, (4) Fee Fund Deposits Records 1996-2009, (5) Bank Statements 2008-2009 (6) Accounts Receivable Invoices 2004-2010 (7) Payroll Fund Deposits 1996-2009 . Commissioner Johnson second, all in favor, motion carried.**

## 9. Radio Update:

- a. Century Link: Mr. Tajkowski shared information regarding the massive power outage in Jerome and the 911 Switch over during that emergency and how catastrophic an incident such as this is handled. It was very unusual and that is why the 911 switch over is available at SIRCOMM and the use of it worked the past month.
- b. Hwy 93 Project: Capt. Miller and Mr. Tajkowski noted that it has been found that with a little maintenance, reception in that area can be improved after the temporary site at the boat check station is closed. Fire Chief Davis is working with them to upgrade what is currently available for a more permanent fix for reception/communication for Fire, EMS and Law Enforcement Agencies. They feel this can be completed within a three month time frame and it appears the funds are available for them to move forward on this project.

Commissioner Johnson asked if there was power available at the check point yet, to which Captain Miller stated that there was not due to an issue with the BLM. He did state that the proposed upgrade could lead to a permanent solution.

- c. AVTEC: It was noted that the dispatchers have reoccurring issues with the AVTEC system and they are being sorted through. More of a housekeeping issue.
- d. Fiber Optics: There are three carries here at Sircomm and fiber optics was installed by Project Mutual and need to be utilized for situations such as the Century Link Breech. The Deputy Director inserted that when that breech occurred, due to the current status of our communication back up, the only phone available on the dispatch floor was her cell phone. She had to get on that phone and contact all 44 agencies to inform them that they would not be able to get through and all 911 calls had to be re-routed through Twin Falls dispatch. She state that it is of the utmost importance to address this issue immediately.

The new microwave system is in & Tony from Teton Communications has been pleased with the install and the invoice for the system has been presented for payment.

- e. Technical Advisor/DIGB-4: Mr. Tajkowski explained what the purpose of DIGB-4 group was and the purpose of that group. Ms. Frey shared her perspective on those involved and importance of the interoperability communications group. She stated that each County Commissioner appoints two representatives to the group for this area and they work as a team taking their ideas and issues to the state level building a network of emergency communications in the case of a disaster. Mr. Tajkowski offered his time and knowledge to work with the group as technical advisor as he also sees the need for this level of communications service in the case of a catastrophic event. National Standards and practices must be followed. Ms. Frey shared with the group that she felt that our local DIGB needed to be strong enough to hold the accountable on issues that will occur in the event of an emergency. Commissioner Johnson acknowledge that Ms. Frey was correct in that the DIGB group was in much need of improvement and that the state has not stepped up to assist in the field of emergency communications and it is time for a change.

**Commissioner McConnell motion was made to move into Executive Session at 1435 hrs. Idaho Code 74-206(1)(c). All in favor, motion carried**

#### **10. Hansen AT & T/ Sunset Tower Lease Amendments:**

The lease amendment from AT & T for the Hansen Tower sight was presented signatures. It was noted that this issue had been approved and sent to the Naylor/Hale for approval and was being presented for signatures.

Letters of request were presented to the board from AT &T for new leases at all towers for future rent fees. All present agreed that the request should be put on hold until more research could be conducted.

**Commissioner McConnell made a motion to place a 90 day moratorium on all request for tower site lease changes. Commissioner Johnson second, all in favor, motion carried.**

**A second motion was made by Commissioner Johnson to appoint Sean Tajkowski as the volunteer technical advisor for SIRCOMM. Commissioner Howell second, all in favor, motion carried.**

**Commissioner McConnell made the motion to sign the amended lease with AT & T for the repairs and maintenance at the Hansen Tower Site. Commissioner Johnson second, all in favor, motion carried.**

#### **11. Staff & Center Update:**

The Deputy Director reported that there were three new hires in training. One is close to coming out of training and will be able to work at any station. One of the new hires come from Minidoka County and has previous dispatch training. The second new hire has requested part time training as she is also attending school at CSI. A schedule was prepared for her to do so; however, this brought up the issue of training cost. The Deputy Director presented a proposal form that would require new hires to pay back the cost of training and classes they are sent to if training is completed and the trainee abandons their position shortly after completing the process.

The board suggested sending the form to legal along with caveats regarding actual cost and time frame requirements. Commissioner Howell stated that he would make a motion to accept this proposal once it is approved by legal, Commissioner Johnson second. All in favor, motion carried.

The Deputy Director brought up the issue of PTO roll over that was discussed at the last meeting and the amount of PTO being accumulated.

Capt. Miller stated that as we come to the end of the year and the “use it or lose it policy” cannot be honored here, as the short staffing issue has prevented many of the dispatchers the opportunity for vacations and requested time off. He noted that at the last meeting a request from Shannon Malone had been honored to carry over her 326 hours of PTO due to the fact that time off is granted by seniority and she was not able to get

her time requested off along with the short staffing issue. It has now become an issue and suggestions of small amounts of payouts may be necessary on the dispatcher's anniversary date rather than a carry over as it could become an unfunded liability issue as there is no catastrophic fund set aside.

The board suggested that Captain Miller and the deputy director research the issue further and work on a formula or options that would be feasible to all parties involved. However the use it or lose it is not an option. There may be a possibility of partial carry over, however a payout would be necessary. Commissioner McConnell stated that he appreciated the dispatchers working all of the overtime and giving up their time off due to the short staffing issue.

It was noted that the amount of PTO on the books at this time is 1630 hours. Commissioner Bolduc suggested it may be best to do the partial payout in this fiscal year as it was not in the budget for the next fiscal year. The board asked that this issue be investigated a little more and suggestions be brought to the next meeting.

Commissioner Johnson suggested drafting a new policy in the near future on the PTO issue by the Deputy Director.

Captain Miller went over the current budget and reports from the accountant. It appears most line items are on track. He handed out the proposed budget for the new fiscal year and a short discussion entailed.

Captain Miller also noted that one of the dispatchers will be eligible for his next two levels of certification after board approval in December (Level 1 and Level 2) and that two other dispatchers were applying for their next levels. The state is now asking if a dispatcher applies we must send them to the POST academy, however there is now a waiting period to go to the academy for training as the state was not prepared for this move. Everyone on the floor at this time are not required to go unless they want to apply for the highest level available.

Two new specialized chairs have been ordered for the dispatch floor and a pest control company came in to help get the ant and wasp issue under control. The broken pipe at the gate was repaired.

It was noted by those present that atmosphere on the dispatch floor has been very pleasant and the staff support has been great through all of the issues being dealt with. Chief Kelly stated that radio contact had been great also. Mr. Tajkowski shared that when he was here working in the evening that he was very pleased with their interaction.

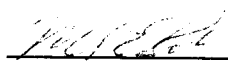
The Deputy Director shared that a check for the Stancil had been issued for the recorder/software and maintenance. She also brought up the issue of an AVTEC bill we paid an invoice for \$9995 for software development kit. No one at SIRCOMM was qualified for use of this feature. David Heeb from EIS had signed off on it and it was then given to EIS who can use it for other entities they work with even though it was paid for by SIRCOMM. SIRCOMM can never use it. With our current contract we can send dispatchers for training every year and handle all of our AVTEC issues in house. SIRCOMM appears to be five updates behind at this point in time. More research will be conducted to get questions answered.

Captain Miller stated that he had been in touch with several dispatch centers that use the Zurcher CAD System. The Sheriff up in Orofino could not praise it enough. The text system had nothing but good reports from them.

Commissioner Bolduc suggested that with so many issues arising, he would like to suggest that the board meet twice a month with a time limit on each meeting. Commissioner Howell agreed. Commissioner Johnson stated this may take some of the pressure off of Commissioner Bolduc when meeting once a month. It was suggested that Tuesday may be the best day and the first and the third would work tentatively. The Commissioners thanked everyone for extra effort and time being put in.

**Next Meeting Date: October 3, 2017 1400hr-1600hrs.**

Chairman Mark Bolduc

  
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Date 10/17/17

Captain Tim Miller

  
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Date 10/17/17