

## SIRCOMM JOINT POWERS BOARD

February 14, 2024 1330 hrs. Jerome Co. Sheriff 's Office

2151 S. Tiger Dr. Jerome, ID 83338

### In Attendance:

Commissioner Mark Bolduc

Shaun Gough, GCSO

Angel Hunsaker, SIRCOMM

Missy Shurtz, GC OEM

Scott Bishop, TWFCSO

Gary Taylor, JCSO

Mitchel Brooks, TFFD

Tyler Williams, Sircomm Legal (Phone)

Commissioner Jack Johnson

Kristy Churchman, SIRCOMM

Mariann Schiewe, SIRCOMM

Stan Flint, MVP

Aaron Zent, RCFD

Jackie Frey, TFCO OEM

Commissioner Rebecca Wood (Phone)

**1. Meeting called to order 143 hrs. by Vice Chairman, Commissioner Johnson, in the absence of Board Chair Charlie Howell/ Pledge of Allegiance**

**2. Public Comment/Correspondence: None**

**3. Action Item: Approval of current Fiscal Statements/Invoices:** After reviewing/discussing the items presented for payment;

**Commissioner Bolduc made a motion to approve payment of invoices as presented for payment in the amount of \$192,880.29 for the "B" Budget and \$12,214.64 for the "A" Budget. Second by Sheriff Gough. All in favor, motion passed.**

**4. Action Item: Approval of the minutes from January 23, 2024:**

**After a review by the Board, Sheriff Gough made a motion to accept the minutes as presented from January 23, 2024, second by Commissioner Bolduc. All in favor, motion passed.**

**5. Staff Report: Deputy Director Hunsaker:** Dispatch: 12 full-time, (two part-timers went to full-time) 4 part-time dispatchers. Three (3) candidates in background and 5 applications on hold.

**6. Directors Report:** Director Churchman

**a. Roof Repair:** Heck Roofing repaired the roof over the walk-through room; new flashings were installed to re-route the water around the skylights and off the back of the building.

**b. HSA System Audit:** Upon review it was found that some HSA contributions were not correct between June 2022 - April 2023, with some employees' payroll deductions not being transferred to their HSA accounts, or some deductions not equaling the amount that was added to their HSA balance. The Director shared that she and the accountant have it sorted out and she shared with the JPB the corrections necessary to balance the accounts. A short discussion entailed and the Board asked that the Director and accountant follow up on the placement of the funds deducted from the employee that required the highest reimbursement.

**c. Misplaced ILETS/NCIC Box:** A file box of NCIC records for TFSO & Wendell PD 2020/2021 has been misplaced, possibly destroyed with other boxes of documents that were destroyed. BCI was notified; the Director shared that the missing box's retention date was actually

past, so even if the box was accidentally destroyed with others, it was actually supposed to be.

**d. QA/Motivations:** Calls are still being answered well within PSAP Standards. Director Churchman shared that she had been notified by our QA lead evaluator that she manages 18 accounts, and no agency has ever received 100% on law calls evaluations. SIRCOMM had 14 random law calls evaluated and received 100% on every call. Included in the evaluation is officer safety, scene safety, address/phone number double verification and customer service. 100% was also earned by the SIRCOMM ECO's for all fire calls in December 2023, and again all law calls in November 2023. The Director stated that there were funds in the "B" Budget Quality Assurance line item that she would be using to award each ECO as a small bonus for a job well done. The Board agreed that she could do so and sent kudos to all of the ECOs

**7. Action Item: First Federal Dormant Account:** A letter received from First Federal on an account at their bank that has been dormant (this was also addressed last year) since 2017. The balance in the account is \$2179.79. After a short discussion:

**Commissioner Bolduc made a motion to move the remaining balance to the active First Federal account and close the dormant account. Second by Commissioner Wood. All in favor, motion passed.**

**8. Action Item: Old Business-** Director Churchman reached out to the companies previously involved in bids on the new training building. Two companies were still interested; they shared that some material costs were up 25-30%; one company believed the project could be done between 250-300k, while another estimated in the area of 475k.

**9. Next Meeting Date: March 20, 2024 1330 hrs. at the JCSO Training Room**

**10. Executive Session: NONE**

**Meeting adjourned at 1447 hrs.**

Co-Chair: Commissioner Johnson

Charles M Howard

Date 3/20/2024

Director: Kristy Churchman

Kristy Churchman

Date 3/20/24