



Official Meeting Minutes

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1. An IPSCC meeting was held on 14 September 2023 at 1662 W. Wyoming, Kootenai County EM EOC, Hayden, ID 83835.
2. **Attendance Roster;** (includes both in person and virtual attendance)

Members PRESENT	Members ABSENT	Others Present
Garret Nancolas, <i>Chair</i> Michele Carreras, <i>Vice</i> Brad Richy, <i>IOEM</i> Andy Creech, <i>ISA</i> Dave Taylor, <i>DIGB 2</i> Adam McKinney, <i>DIGB 5</i> Sam Hulse, <i>DIGB 6</i> John Wheaton, <i>Tribal</i> Len Humphries, <i>ISA</i> Kent Searle, <i>IDAC</i> Alberto Gonzalez, <i>ITS</i> Stephanie Johnson, <i>DIGB 3</i>	DIGB 4, Vacant DIGB 1, Vacant Legislative, Vacant Chiefs/Police, Vacant Jens Pattis, <i>ISP</i> Adam Warr, <i>AG</i> Paul Roberts, <i>IFCA</i>	Dave Moore, <i>911 grants PM</i> Brian Shields, <i>IOEM, SWIC</i> Louis Hougaard, <i>IMD</i> Lisa Kelley, unknown Marcus Robbins, Bonner co Todd Allais, Lumen Robert Hugi, <i>CISA</i> Daryl Wheeler, <i>DIGB 1 Chair</i> Lynn Parker, <i>PSAP</i> Bill R, unknown Dan A, unknown Tom Calton, <i>ITS</i> Tyler Gross, unknown Wilma Robertson, <i>ITS</i> Eddie Goldsmith (retired 911 PM) Ali Scott, <i>ITS/GIS Representative</i>

3. **Commencement;** Formal meeting brought to order at 1300 PDT by Chair, online roll taken, introductions made. Quorum achieved.
 - a. Motion carried to add agenda item to discuss succession of committee chair.
4. **Consent Updated Agenda;**
 - a. Agenda as amended approved in para 3 (above).
 - b. July 13, 2023 minutes approved.
 - c. July/August/September financial reports are not available due to LUMA transition. Raw data is available upon request. Contact Brian Shields directly for ledger.
5. **Action Agenda;**
 - a. **Unfinished Business**
 - i. **Budgets;**
 1. Motion carried to approve as read by the *Vice Chair, the FY 2024 Admin budget.*
 2. Motion carried to approve as read by the *Vice Chair, the FY 2024 Grant budget.*
 - b. **Election of Chair and Key Position Discussion;** Vice Chair Michele Carreras is acting chairman after today's meeting until a new chairman is installed. More details will be discussed with (added) Succession of Committee Chair agenda item.
 - c. **New Business**

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- i. FY2024 Grant Requests; All members of the Grant Request committee met on August 16, 2023. There were no changes to the rules on grants. There were several multi-agency consolidated grants. The total award is \$3,287,059.02 for FY 2024. Motion approved to award Grant Committee recommendations. This brings the total grant award to nearly \$27 million dollars over the life of the program (20 years.) The \$27M was noted as the “Single largest flagship accomplishment” of the IPSCC.
- ii. Future meetings;
 1. Commissioner Richy initiated discussion and proposal to cancel the November 2, 2023 meeting in Ada County. Reasons cited included lack of full-time program manager, competing priorities and multiple vacancies in IPSCC. Chairman Nancolas voiced concern over allowing legislative issues to become dormant and suggested IPSCC retain option to call meetings with adequate notice. The legislative subcommittee has the ability to call a meeting with 48 hours’ notice.
 2. Motion passed to cancel the meeting on Nov. 2, 2023 and resume scheduled meetings in January 2024.
- iii. 911 Program Manager Update;
 1. Commissioner Richy provided additional details on the timeline of the hiring process within IMD Human Resources. The 911 program manager hiring announcement closed on 30 AUG 23. The 911 PM position has been vacant since April of 2023. Brian Shields (IOEM/SWIC) as filled this position in an interim status since that time. It may require an additional 60-90 days for the full time 911 PM to be selected and on-boarded based on historical precedence.
 2. The number of applicants is not officially available. Commissioner Richy described the fact that program manager position is organized within the Idaho Military Division and subject to their rules. Each position is subject to current scrutiny when it comes to starting grade level and step level. Several commissioners inquired as to why he thought the position had been downgraded. He further explained possible explanations for why HR evaluated a starting salary at a Grade 11 versus previously rated Grade 12. He emphasized that IOEM does not control starting position grades and that HR dictates that. Of the last four program managers hired, all were graded at NG-11.
 3. Several commissioners expressed a desire to have on record the need to recruit and consult with the commission on salary levels and selection in the future.

6. Information Agenda;

a. **Unfinished Business**

- i. Ali Scott (ITS) gave a GIS Update; for the northern region. Contact Brian Shields if you desire a copy of her slides. GIS Priority Project for each county using five (5) core data sets is;
 1. Filling in holes in data

2. Providing personal assistance
 3. Completing a 35-point checklist evaluation for each
 4. Dashboard tracker
<https://idaho.maps.arcgis.com/apps/dashboards/033b6c7ce05545afafb666709a23bcb4>
 5. Boundary issues
 - a. Road centerline crossing county boundary
 - b. Geographic Isolation
 - c. Location in one county but access in another
 6. 911 GIS technician funded in a county if state funding is available.
- b. New Business – Program Manager Reports**
- i. Grants PM Update:
 1. FY 24 grants closed 7/31/23. Funding is not projected to keep pace with increasing equipment costs. This unbalance between revenue and necessary projects may cause future initiatives such as the transition to NG911 to be delayed. Several \$45K - \$55K grants are covering recurring costs. An example is DIGB 1/northern tier counties who requested \$1.9M (of \$3M) and had revise figures down to the final award of \$1M.
 2. Previous grant status:
 - a. 2020 grant is closed out with a return of \$44K
 - b. 2021 grant is closed out and returned \$330,053.02 (mainly from Lewis county).
 3. ACTION ITEM: Dave requests commissioners signature sheets back as soon as possible. He will, in turn, distribute FY 2024 funds NLT November 1, 2023.
 - c. SWIC Update: Brian Shields gave an update on the SCIP revision process. He noted that the 2020 plan is still valid. The new plan is not ready for review yet and requires additional collaboration in a few areas. He mentioned that the national CISA Interoperability Markers have changed, the Idaho NG911 plan is out of date, and further more comprehensive vetting is necessary with state entities. He plans to conduct additional one on one interviews. Additionally, he believes the plan needs to be re-socialized the IPSCC due to high vacancy and turnover. He welcomed one-on-one input from appropriate sources going forward. The SCIP is one of the IPSCCs 18 responsibilities and will contain the following broad functional areas going forward; relational/technical interoperability, funding/sustainment, governance/policy, technology trends/needs, alerts/warnings, plans/training/exercises, cybersecurity related to communications systems, and auxiliary communications services.
- d. New Business – Committee Reports – Everyone reporting thanked chair Nancolas for his leadership and accomplishments.**
- i. Strategic Planning Committee; Has not met – no report.
 - ii. Funding Committee; has not met – no report.
 - iii. Grants Committee; As reported above.

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- iv. Legislative Committee; Potential for a subcommittee meeting during the next session would need 48 hours' notice.
 - v. PSAP Committee; Andy Creech Noted the 10th annual PSAP Conference will be October 3-4, 2023 at the Riverside Hotel in Boise. The \$50 participant fee and increased vendor fees were discussed.
 - vi. Alerts / Warnings; Michele gave an update the October 4, 2023 FEMA / WEA national alert test at 2:20 p.m. (11:20 a.m. PDT)
 - vii. TECH Committee; Dave Taylor informed group to expect a late October-early November presentation on the purpose of tech in DIGB process and a plan delivered regarding encryption of radio channels.
 - viii. DIGB 1 – Sheriff Daryl Wheeler (DIGB 1 Chairman) initiated discussion regarding the re-establishment of DIGB 1 with subsequent recognition by the IPSCC. The commission determined that there was no formal requirement to have each county commissioner in the region sign off on the charters/by-laws. Louis Hougaard, IMD Executive Officer, announced that if DIGB 1 has an appropriate charter and by-laws and two nominated names to serve on the IPSCC that they DIGB can be recognized as functional by the IPSCC. Brian Shields will retain a copy of the DIGB 1 charter/bylaws and initiate the nomination process thru Teresa Luna (IOEM) for formal recognition by the Governor's Boards/Appointments Office.
 - ix. DIGB 2 – Dave Taylor reported that previous meeting minutes described at July meeting were still valid. Next meeting is September 22, 2023 in Lewiston.
 - x. DIGB 3 – Stephanie Johnson reported that DIGB 3 held a meeting on August 17, 2023. She described how she had gained constituent feedback on how to improve the process and has a list of action items including visits to other DIGB meetings.
 - xi. DIGB 4 – Vacant, no report.
 - xii. DIGB 5 – Adam McKinney reported that last meeting was September 13, 2023. Focus is on the new TICP plan, realignment with by-laws, identify ad hoc issues, help a few counties with 911 & CAD, 4 of 7 PSAPs networking are going to state sponsored communication nodes/lines utilizing both Fiber optics and LTE. Waiting on INL input.
 - xiii. DIGB 6 – Sam Hulse reported the next meeting is delayed to September 28, 2023.
 - xiv. TRIBAL – No report.
- e. **Succession of Committee Chair**; Today was Chair Nancolas' last meeting. The former Mayor has been with the commission since its founding in 2004. Michele Carreras, by default, becomes the chairman until a new chairman is selected. It was noted that Pocatello Mayor Brian Blad was recommended to replace the association of Idaho cities representative on the IPSCC that Chairman Nancolas held. Chairman Nancolas noted the position has been rewarding and gave a short rendering of highlights accomplished in his time on the IPSCC.
- i. Winning a Lawsuit regarding unpaid 911 fees by a pre-paid phone carrier
 - ii. Mediated a dispute between a city (Moscow) and SIRCOMM
 - iii. Many supportive conversations with Adam Warr and other commissioners

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- iv. Support to NENA & NASNA
- v. Many highly appreciated relationships with other commissioners over the years.
- f. **Open Forum;** Attendees provided praise, accolades and anecdotes surrounding outgoing chairman Garret Nancolas. Vice Chairman, Michele Carreras gave a brief summary of accomplishments from the historical legislative reports:
 - i. 2004 Creation of the SIECC and election as chair, development of the committee including a needs assessment to meet phase two E-911 compliance within 10 years
 - ii. 2006 Development of a Strategic Plan
 - iii. 2007 PSAP committee created
 - iv. 2008 Fourteen counties became E911 qualified
 - v. 2009 Grants awarded to 35 counties
 - vi. 2011 PUC sued and won a pre-paid carrier for not paying 911 fees
 - vii. 2012 Established FirstNet and initial outreach efforts
 - viii. 2013 45 of 46 are Phase Two E911 qualified or working towards it
 - ix. 2015 IPSCC expanded to 18 members
 - x. 2016 All PSAPS Phase Two E911 qualified
 - xi. 2017 Forty counties awarded grants
 - xii. 2018 State E911 plan completed
 - xiii. 2019 First time \$3 Million awarded
 - xiv. 2020 Forty-two counties have text to 911 capability
 - xv. 2021 Every county has text to 911 capability
 - xvi. 2022-2023 Close to \$28 million distributed to help Idaho communities
- 7. In closing, a commemorative plaque was presented to Chairman Nancolas. Commissioner Richy informed the group that an additional award will be presented to the outgoing Chairman at a future date in Boise so that his family can be present.
- 8. Motion passed to adjourn at approximately 3:22 PM local time.