

IDAHO PUBLIC SAFETY COMMUNICATIONS COMMISSION

4040 W. Guard St.
BOISE, ID 83705

OFFICIAL MINUTES

A meeting of the Idaho Public Safety Communications Commission was held on November 3, 2016, at Gowen Field, Boise, ID. Commission Chairman Garret Nancolas called the meeting to order at 1:02 p.m. A quorum was present.

Members Present:

- Garret Nancolas, City of Caldwell, Chairman
- Lan Smith, Idaho Association of Counties
- Dave Gates, Idaho Fire Chiefs Association
- Dan Goicoechea, Chairman ITA
- Michele Carreras, Idaho Bureau of Emergency Medical Services, Treasurer
- Ralph Powel – Colonel, Idaho State Police
- Craig Rowland – Idaho Sheriffs Association (via Phone Bridge)
- Len Humphries, Idaho Sheriff's Association
- Ben Wolfinger, DIGB 1
- Travis Myklebust, DIGB 2
- Carmen Boeger – DIGB 3
- John Moore, DIGB 4
- Lorin Nielsen, DIGB 5
- Bruce Bowler, DIGB 6
- Wes Jones – Tribal Rep to IPSCC
- Brady Richy, Director, Idaho Office of Emergency Management

Members Absent:

- Rich Wills, State Representative
- Scot Haug – Idaho Police Chiefs Association

Others Present:

- Craig Logan, 9-1-1 Program Manager
- Nathan Reed, IPSCC Administrative Assistant
- Kevin Haight – Lieutenant, Idaho State Police (via Phone Bridge)
- Clint Berry – NG 911 Contractor
- Jodi McCrosky – Boise Police Dept.
- Scott Draper – PMT

- DeLisa Orren – RCS/Idaho State Police
- Roxanne Wade – Dispatch Manager, Canyon Co. S.O.
- Susie Hardy – CenturyLink
- Staci Schneider – Intermountain Comm
- Jeff Berger – Intermountain Comm
- Todd Herrera – Canyon County S.O.
- Eric Olsen – Zetron
- Adam Warr – Attorney General’s Office
- Todd Quast – Cassia County 9-1-1
- Ben Ealey – FirstNet
- Traci Lefever – Elmore County E911
- Keith Cook – MSI
- Teresa Baker – IAC
- Sarah Bettinger – Lobbyist/Nokia
- Steve Olsen – Office of Attorney General
- Shasta Kilminster-Hadley (via Phone Bridge)
- Robin Stellers (via Phone Bridge)
- Ellen Rogers (via Phone Bridge)
- Dave Taylor (via Phone Bridge)
- Bill Reynolds (via Phone Bridge)

Call to Order

Chair Nancolas called the meeting to order at 1:02 p.m.

Shasta Kilminster-Hadley reported to the Commission that she had taken a job with the Idaho State Board of Medicine and is no longer the lawyer for the Commission. Ms. Kilminster-Hadley thanked the Commission for the opportunity to serve.

Executive Session – Legal Update Pursuant to Idaho Code 74-206(f)

MOTION: Commissioner Nielsen moved, Commissioner Moore seconded, that the Idaho Public Safety Communications Commission move into Executive Session, pursuant to Idaho Code 74-206(f) for the purposes of receiving a legal update.

There was a roll call vote:

Garret Nancolas – Yes

Lan Smith – Yes

Dave Gates – Yes

Dan Goicoechea – Yes

Michele Carreras – Yes

Ralph Powel – Yes

Len Humphries – Yes

Ben Wolfinger – Yes
Travis Myklebust – Yes
Carmen Boeger – Yes
John Moore – Yes
Lorin Nielsen – Yes
Bruce Bowler – Yes
Wes Jones – Yes
Brad Richy – Yes

The motion passed, and the Commission entered Executive Session.

Move to Open Session

MOTION: Commissioner Wolfinger moved, Commissioner Nielsen seconded, that the Commission enter back into Open Session. The motion passed.

The Commission entered Open Session at 1:35 p.m.

Commissioner Craig Rowland joined the meeting via Phone Bridge.

Chair Nancolas reported that during Executive Session, no decisions were made, and no votes were taken.

Chair Nancolas reported that there needed to be an agenda item added to the meeting because of some information that was made known during Executive Session.

MOTION: Commissioner Gates moved, Commissioner Powel seconded, that an agenda item to vote on sending an attorney to a deposition in Florida be added to the meeting. The motion passed.

Sending an Attorney to Deposition in Florida

MOTION: Commissioner Goicoechea moved, Commissioner Bowler seconded, that the Commission pay the expenses of attorney Steve Olsen to attend a deposition in Florida. The motion passed.

Approve Minutes October 6, 2016 Phone Conference

Commissioner Goicoechea commented that he was present via Phone Bride at the meeting, but his name wasn't included on the Members Present list.

MOTION: Commissioner Humphries moved, Commission Gates seconded, that the minutes of the October 6, 2016 Phone Conference meeting be accepted with correction of Commissioner Goicoechea being present. The motion passed.

Accept Financial Reports for August and September 2016

Commissioner Carreras reported the following information:

August 2016

Operating Expenses - \$18,602.15

1% Revenue Earned - \$13,595.66

Grant Revenue Earned - \$207,244.49

Interest Earned - \$2,810.61 (\$378.09 admin, \$2,432.52 grant)

Cash in Bank - \$5,850,430.87 (\$884,883.08 admin, \$4,965,547.79 grant)

MOTION: Commissioner Wolfinger moved, Commissioner Nielsen seconded, that the August 2016 financial report be accepted. The motion passed.

September 2016

Operating Expenses - \$24,982.68

1% Revenue Earned - \$6,535.56

Grant Revenue Earned - \$43,480.12

Interest Earned - \$3,487.30 (\$527.46 admin, \$2,959.84 grant)

Cash in Bank - \$5,520,345.93 (\$552,424.08 admin, \$4,967,921.85 grant)

Pre-Paid Fees Paid Out - \$452,898.68

MOTION: Commissioner Wolfinger moved, Commissioner Gates seconded, that the September 2016 financial report be accepted. The motion passed.

9-1-1 Program Manager Report

Craig Logan reported that he has received the final report from contractor Jason Jackson. An agenda item will be on the January meeting to review the report and have Mr. Jackson present to answer questions.

Mr. Logan reported that Clint Berry's contract will need to be set from year to year in accordance with the Military Division's contracting office. An agenda item will be included for every September meeting to vote on whether to continue Mr. Berry's contract.

Mr. Logan reported that a budgetary quote for GIS has been received. A vote and decision will need to be made in the future as to look at the issue as a statewide project, or a local jurisdiction project.

Mr. Logan reported on a Telephone Denial of Service (TDoS) attack on 9-1-1 that affected several PSAPs around the country. None were affected in Idaho, but Mr. Logan reported that he made Idaho PSAPs aware of the issue.

Grants Program Manager Report

Mr. Logan reported that Dave Moore sends his apologies for not being in attendance, he had some commitments with the Parole Board.

Mr. Logan reported that the FY15 grant cycle ended October 31. \$47,193.08 remains in the fund, and will be turned back in for future granting. Mr. Moore will be closing all grants and beginning the auditing process.

Mr. Logan reported that \$753,199.60 was paid out for FY16 grants, with \$354,898.18 remaining to be disbursed.

Mr. Logan reported that \$2,106,091.66 was released on November 1 for the FY17 grants.

PSAP Standards Committee Report

Kevin Haight, PSAP Committee Chairman, reported that the PSAP Seminar that concluded in October was a success. There were 135 attendees, with POST approved credit for those who attended.

Mr. Haight reported that there was some discussion of possible moving future PSAP Seminars to northern Idaho, but for now, the Seminar will stay in Boise.

Mr. Haight reported that the Idaho Sheriffs Association will be heading the Dispatch Standards Certification legislation as we move into the legislative season. So far, thirteen letters of support have been received to support Dispatch Standards Certification.

Mr. Haight reported that APCO and NENA is currently in the process of merging.

Legislative Subcommittee Updates/Discussion

Commissioner Smith reported that there is currently no legislation currently being worked on.

Commissioner Carreras brought up the issue of Commissioner Proxies, and if it was possible for Commissioners to send Proxies to meetings.

Adam Warr with the Attorney General's Office commented that it would need to be changed legislatively if the Commission were to be able to have Commissioner Proxies vote.

NG 9-1-1 Committee Report

Clint Berry reported that during the morning training session, Next Generation 9-1-1 was discussed. The State of Idaho has had a NG9-1-1 plan that was adopted by the ECC in 2013. There is now budgetary pricing for a statewide call handling plan.

The NG9-1-1 Committee will plan to meet in mid-December to look over contractor reports. The Committee is looking to add more expertise to the Committee.

Mr. Berry reported that in the report Mr. Jackson has submitted there will be different recommendations of funding that can be used to implement a NG9-1-1 system.

Mr. Logan presented a letter to the Military Division contracting office to re-contract with Mr. Berry for another year. Mr. Logan recommended the Commission approve a new contract for Mr. Berry's services for \$25,000.

MOTION: Commissioner Wolfinger moved, Commissioner Bowler seconded, that the Commission approve a new contract with Mr. Berry in the amount of \$25,000. The motion passed.

The Commission discussed putting together a centralized committee to ensure that carriers are paying consistently, and that this committee could have auditing authority.

FirstNet/Broadband Update

Commissioner Humphries reported that FirstNet has been progressing well. An RFP has been out for a while, and will be awarded soon.

Open Meeting Laws Training

Mr. Warr presented a training on Idaho's open meeting laws to the Commission.

State Travel Rules Review

Mr. Warr presented a training on the State of Idaho's travel policy to the Commission.

Commissioner Richy suggested that the Commission either come up with their own travel policy or adopt the state's travel policy.

Chair Nancolas suggested the Commission review the state travel policy, and there will be an agenda item at the next meeting to vote on adopting the policy for the Commission.

DIGB Reports

Commissioner Wolfinger reported that DIGB 1 used their last meeting as a training on FirstNet.

Commissioner Myklebust reported that DIGB 2 is working toward gaining new personnel to fill out the governance board.

Commissioner Boeger reported that DIGB 3 is working on governance issues such as revising their bylaws.

Commissioner Moore reported that DIGB 4 will be meeting next in Hailey, ID, and will be working on their bylaws.

Commissioner Nielsen reported that DIGB 5 has been regularly meeting, and is also working on their bylaws.

Commissioner Bowler reported that DIGB 6 has had a change in officers, and is also working on their bylaws.

Adhoc Committee Status Update

Commissioner Gates reported that the Adhoc Committee has met twice. After looking at which committees serve under the Commission, and which new committees should be added, the Adhoc Committee recommended that all committees be organized under two committees: the Internal Operations Committee, and External Operations Committee.

Committees serving under the Internal Operations Committee would include: the Strategic Planning Committee; Funding Committee; Grant Committee; and Legislative Committee.

Committees serving under the External Operations Committee would include: The PSAP Committee; NG911 Committee; FirstNet/Data Committee; and LMR/Interoperability Committee.

The Adhoc Committee hopes to have all recommendations completed for presentation at the January 5 IPSCC meeting.

New Business

Future Meetings:

December 2, 2016 – Phone Conference

January 4, 2017 Gowen Field

MOTION: Commissioner Moore moved, Commissioner Gates seconded, that the future meeting dates and locations be approved. The motion passed.

Open Discussion

Commissioner Richy congratulated Commissioner Powel for recognition that the Idaho State Police has received at the national level for helping employees out with their military leave.

Commissioner Nielsen asked that copies of all PowerPoint presentations be distributed to Commissioners.

Adjourn

MOTION: Commissioner Wolfinger moved, Commissioner Richy seconded, that the meeting adjourn. The motion passed.

The meeting adjourned at 4:10 p.m.

Garret Nancolas
City of Caldwell, Chairman

Nathan Reed
Administrative Assistant