EMERGENCY COMMUNICATIONS
Joint Powers Board Meeting
Wednesday, May 24, 2023
1225 Idaho Street
Lewiston, ID 83501

Present: Bill Reynolds, Travis Myklebust, Kerry Reagan, Ryan Bender, Dave Taylor, Doug Zenner, Jason Lee, Greg Rightmier, Hannah Liedkie, Dan Johnson, and DeeAnn Wittman

CALL TO ORDER

Introductions – Reynolds introduced Greg Rightmier, who has been appointed to the Board by the city and Tori Brown, who is Jeff Klone's proxy.

Reynolds presented a golf club to Myklebust for thanks for his service on the Board.

REVIEW OF MINUTES

Taylor suggested correcting 'lEOM' to 'IOEM'. Zenner moved to accept the minutes as amended. Seconded by Bender and carried unanimously.

REPORTS AND INFORMATION

911 Coordinator Report – There was discussion on moving to the new communications tower on the Lewiston hill. Taylor said that they are tracing some communications issues at LPD and NPCSO have many disconnected cables at the old tower sites that were not removed by former providers that are creating high noise and interference. The solution is to move to the new tower site. It will be a clean install with all new equipment. They did everything they could at LPD in the building itself. He met with Motorola Solutions yesterday and discovered that we may be asking for the wrong types of components. We should be asking for control stations because they basically do the same job. He will be taking a look at this with the agencies.

Discussion on DIGB2 Fiber Project – Taylor said that the IBAB grant closes on June 20th. The applications are then graded and awards will be made in August. If we aren't awarded the grant, we will be turning the ARPA funds back to the county.

Avtech Radio System Upgrade – Taylor said that the upgrade has been completed but an issue keeps coming up at the county. He is working on this.

IPSCC – Taylor said that there was only push back on making the 25 cent fee mandatory from two sheriffs. The letter from the IPSCC speaks for what they are asking for. Craig Logan was hired to work specifically on the legislative pieces.

Employee Incentive Program – steward – Reynolds said that we cannot purchase gifts for dispatchers. We are trying to help both agencies with gift cards for coffee or McDonalds when a dispatcher has had a difficult shift. Myklebust suggested sending something out to fire fighters and law enforcement to see if they want to contribute to this.

DISCUSSION

2022- 23 Expenditures and Revenues – this was reviewed by Board members. Taylor said that he met with Representative Fulcher and discussed how the cell phone doesn't necessarily follow

the phone user when paying their bill for cell phone service. There are two providers that offer a method that allows the cellphone user to update the state their fee goes to.

NPCSO 4TH Dispatch Position – Reagan said that she is asking for this for backup purposes. There have been talks between the city and the county, but she doesn't know if they have specifically talked about the 4th position. Reynolds said that there are 11 full positions Vesta positions being funded by the ECJPB and 4 laptops for potential backup. Each full system costs over $20,000. From a financial standpoint it makes sense to condense the number of positions we fund. He discussed the police training center being difficult to maintain and sits idle most of the time. It doesn't get used enough and there are always issues. The beauty of having a live center to a backup center, is that you know when things are running and being tested. Reagan said that it would be helpful to have four to actually work. If they have to leave their station, the calls go to LPD. Taylor said that the recommendation would be to purchase a console and then use equipment that is already at the police training center. This would provide a better back-up solution for both agencies. Just the vesta console is around $20,000 a new, console desk would need to be purchased. Reynolds noted that we might have to purchase new monitors because the ones at the police training center are hand me downs. He would like Chief Rigney and Klone to talk about this and then we can have it as an action item on the next agenda.

Redundancy and Resilience – Internet Failure – Reynolds said that this happened a couple weeks ago. We have been moving on PSN so we're on our own independent network, which worked well for the dispatchers. On city and county side of it, the vendor certificate expired for the firewall. It took IT tie to set up the new firewall, once everything was set up, it was up and running in 15 minutes. Taylor added that everything on PSN was functioning, it just couldn't get out via the internet. Reynolds said that, on the county side, there will be a fail over so we can still operate with 2 internet providers. Power outages: LPD is working on a bigger generator and on the both sides, large backup batteries were purchased for the server racks.

ACTION ITEMS

Consideration and Decision – 911 Coordinator – GIS / Data Support shared funding. Reynolds said that this was proposed at the last meeting about hiring a shared position with county, Latah and Lewis counties. The position will be shared with Benewah when they come on. We would bill on the same cycle that we bill the Vesta system. He added that those counties are always calling Taylor for assistance. We can reevaluate the percentages on the end of year. Reagan asked how much time Taylor is spending with these other agencies. Taylor replied that it depends on what is happening. If it is an outage, he spends more time. Overall he's spending approximately 10% of his time with them. Reagan said that she is concerned that they are taking more time away from things that need to be fixed here. Reynolds noted that they are already doing that, but aren't paying for it adding that it is a concern. Taylor said that as we move forward on legislation and we get more money, we should look at adding another tech position. Reynolds said that Angel Barnett has been working under a state grant that expires in October. She would continue working on mapping issues and Spillman and Vesta. Latah and Lewis are billed based on population. Lewis will be billed 7% and Latah will be billed is 21%. This will include benefits. Zenner moved to make the GIS data position a permanent position. Rightmier seconded the motion, which carried unanimously.

Consideration and Decision – Approval of 2023 – 2024 Budget – Reynolds said that salaries and benefits won't be set until late June. Also, Lumen forgot to bill us, so we have to pay them twice. Liedkie asked if adding a console is included in this budget. Reynolds replied that we will use capital improvement funds and can do it this year. The capital fund will pay for a firewall upgrade, Vesta Hardware Upgrade, Rapid SOS, NG911 GIS state grant request, and PL

Tones, which will activate a button beside each repeater. We need to program the controllers to activate the lights in the dispatch centers. This is a public safety issue because it lets dispatchers know what equipment is being used and where the officers are. PL tones are already being transmitted. The cost for this will be close to $15,000. Zenner moved to approve the budget. Reagan seconded the motion, which carried unanimously.

Consideration and Decision – Rapid Notification Software - $8,280. Reynolds said that we currently use HipLink, which is tied into the 911 system and 911 CAD system. Rightmier noted that Rapid Notification Software is actually Motorola's solution. This will make things work faster. Reagan said that it is her understanding that this will allow them to send live updates. Rightmier said that we are finally seeing technology freeing up dispatchers' time. Reagan added that this will allow them to send information to patrol deputies' cell phones. Reynolds noted that the dispatch centers want to get moving on this right away. Zenner moved to approve this purchase. Liedkie seconded the motion, which carried unanimously.

Consideration and Decision – Disposition of Surplus Items – Taylor said that he has a large amount of items and suggests postponing this until the next meeting.

PUBLIC HEARING

Reynolds opened the public hearing at 5:04 p.m.

Consideration and Decision – establishment of emergency communications fee for 2023 – 24. Reynolds said that if we don't send the $.25 to the state, we won't be eligible for grants. Zenner moved to set the fee at $1.25. Bender seconded the motion, which carried unanimously.

ELECTION OF OFFICERS

Nomination and Election – Chair, Vice-Chair. Reynolds said that he has been chair the last 2 years and Myklebust has served as vice chair. Bender moved to keep Reynolds as chair. The motion was seconded by Rightmier and carried unanimously. Discussion on the duties of the Vice-Chair. In the absence of the Chair, this person may need to sign for expenditures forms and approve Taylor's timecard. Zenner moved to nominate Liedkie as Vice-Chair. The motion was seconded by Reagan and carried unanimously.

COMMENTS

Member Comments – Liedkie asked about the incentive. Reynolds said that this last month was dispatch week and they received some items of appreciation. It was discussed to ask the rank and file of fire and law enforcement if they wanted to contribute. Liedkie said that OUI people would love to provide a meal or something. There was discussion on recruitment and retainment.

Citizen Comments – there were none.

ADJOURNMENT

Having nothing further to come before the Board, the meeting was adjourned at 5:15 p.m.

Nez Perce County - City of Lewiston Emergency Communications Joint Powers Board

PROPOSED ECJPB BUDGET 2023-24

Dept	Cat	Ln	Account_name	2022-23	2023-24	% CHG	COMMENT
53-0	404	0	Salaries - Extra Help	$21,200.00	$21,200.00	0.00	
53-0	408	0	Salaries - Coordinator	$81,412.00	$121,067.00	48.71	confirm with McKenzie - new hire
53-0	411	0	Severance	$10,000.00	$12,000.00	20.00	confirm with McKenzie
			"A" - Salaries :	$112,612.00	$154,267.00	36.99	
53-0	600	1	Emp Ben - Regence Medical Insurance	$12,440.00	$33,255.00	167.32	confirm with McKenzie
53-0	600	2	Emp Ben - Lifemap Assurance	$70.00	$110.00	57.14	confirm with McKenzie
53-0	600	3	Emp Ben - Colonial Life Ins	$140.00	$210.00	50.00	confirm with McKenzie
53-0	600	4	Emp Ben - Workers Compensation	$310.00	$440.00	41.94	confirm with McKenzie
53-0	600	5	Emp Ben - VEBA	$1,360.00	$1,600.00	17.65	confirm with McKenzie
53-0	600	15	Emp Ben - Insurance Buydowns	$1,300.00	$1,910.00	46.92	confirm with McKenzie
53-0	600	20	Emp Ben - Broker Fees	$102.00	$102.00		confirm with McKenzie
53-0	600	96	Emp Ben - Cafeteria Savings	$0.00	$0.00	0.00	confirm with McKenzie
53-0	600	97	Emp Ben - Social Security	$9,410.00	$13,290.00	41.23	confirm with McKenzie
53-0	600	98	Emp Ben - Retirement	$14,680.00	$19,550.00	33.17	confirm with McKenzie
53-0	600	99	Emp Ben - Unemployment	$0.00	$0.00		confirm with McKenzie
			"D" - Benefits:	$39,812.00	$70,467.00	77.00	
				$152,424.00	$224,734.00	47.44	
53-0	420	0	Travel				
53-0	420	1	Travel - Car Allowance	$1,000.00	$1,000.00	0.00	
53-0	420	2	Travel - Bd/Lodge/Travel	$15,000.00	$15,000.00	0.00	
53-0	422	1	Auto Expense - Fuel & Oil	$1,200.00	$1,500.00	25.00	
53-0	422	2	Auto Expense Repairs/Supplies	$1,200.00	$1,200.00	0.00	
53-0	423	0	Education and Training	$38,000.00	$45,000.00	18.42	training new position
			"B" - Travel & Training:	$56,400.00	$63,700.00	12.94	
53-0	430	1	Ads & Printing	$3,500.00	$3,500.00	0.00	
53-0	430	2	Office Supplies	$2,000.00	$2,000.00	0.00	
53-0	431	1	Communications - Phone	$5,000.00	$5,000.00	0.00	cell phone charges/ Stipend
53-0	432	1	General Equipment Maintenance	$10,000.00	$10,000.00	0.00	repair General Equipment, etc
53-0	433	0	Dues & Subscriptions	$2,100.00	$2,100.00	0.00	
53-0	435	0	Employee Programs	$2,000.00	$2,000.00	0.00	
53-0	447	0	Grants	$50,000.00	$1,000,000.00	1,900.00	NG9-1-1 GIS Statewide Grant
53-0	460	0	Professional Services	$50,000.00	$50,000.00	0.00	
			"B" - Professional Services & Programs:	$124,600.00	$1,074,600.00	762.44	
53-0	501	0	Miscellaneous	$100.00	$100.00	0.00	
53-0	508	1	Liability Insurance - Premiums	$2,465.00	$2,913.00	18.17	2
			"B" - Miscellaneous:	$2,565.00	$3,013.00	17.47	
53-0	510	0	Contracts				
53-0	510	1	Contracts - Audit	$900.00	$930.00	3.33	
53-0	510	4	Contracts - Software Maint	$75,000.00	$75,000.00	0.00	Alertsense, Priority Dispatch,
53-0	510	7	Contracts - Spillman	$24,500.00	$24,500.00	0.00	Day Wireless, Compunet, ESRI
		a	E-911 CAD Interface: $974.38				Spillman Maintenance / ProQA
		b	Geobase: $0.00 - (upgrade $17,369.95)				HipLink, AvTec, Rapid Response
		c	PRO-QA: $3,112.81				
		d	Spillman CAD: $974.38				
		e	Summit CAD Mapping: $14,219.50 - Total: $19,281.07				
		f	HipLink Paging Interface $4,084.05				
		g	Learning Management System $2358.00 Total: $23,365.12				
53-0	510	8	Contracts - Digital Logging Recorder	$29,000.00	$30,000.00	3.45	Stancil Recording
53-0	510	17	Contracts - 911 Service Provider Maint	$80,000.00	$80,000.00	0.00	Vesta / Lumen
			"B" - Contracts / Maintenance:	$209,400.00	$210,430.00	0.49	

53-0	751	1	1% State Fund Remit	$150,000.00	$150,000.00	0.00	
53-0	753	0	Provider Services				
53-0	753	1	CL 509-455-5145 LPD MB Lines	$2,450.00	$2,450.00	0.00	
53-0	753	2	CL 206-T81-6670 LPD MB Circuit	$2,450.00	$2,450.00	0.00	
53-0	753	3	CL 208-743-9145 DSL LPD	$1,100.00	$1,100.00	0.00	
53-0	753	4	CL 208-746-7751 System Acct	$70,000.00	$70,000.00	0.00	
53-0	753	5	CL 509-455-4248 NPC MB Circuit	$500.00	$500.00	0.00	
53-0	753	6	CL 509-455-3752/3774 FrmWrk	$1,900.00	$1,900.00	0.00	
53-0	753	7	CL 206-T71-3399 NPC MB Lines	$2,400.00	$2,450.00	2.08	
53-0	753	9	CL Acct: 84452078 LPD Trunks	$450.00	$450.00	0.00	
53-0	753	10	INLAND TELEPHONE	$6,000.00	$6,000.00	0.00	
53-0	753	20	FRONTIER	$5,000.00	$5,000.00	0.00	
53-0	753	40	TDS- Potlatch Telephone	$4,000.00	$4,000.00	0.00	
			"B" - Landline & EC Expenditures:	$246,250.00	$246,300.00	0.02	
53-0	754	0	Provider Set-up Fees	$25,000.00	$25,000.00	0.00	
53-0	755	0	Provider Fees - Recurring	$25,000.00	$25,000.00	0.00	texting, VOIP, Cell, IRON
			"B" OTHER - Wireless Expenditures	$50,000.00	$50,000.00	0.00	
			Total "B" Other Expenses	$689,215.00	$1,648,043.00	139.12	
53-0	800	1	Equipment - Office	$1,000.00	$1,000.00	0.00	
53-0	800	3	Equipment - Computers	$40,000.00	$40,000.00	0.00	
53-0	800	7	Equipment - EOC	$5,000.00	$5,000.00	0.00	
53-0	800	10	Equipment - Headsets	$6,000.00	$6,000.00	0.00	
53-0	801	0	Capital Improvements	$150,000.00	$150,000.00	0.00	Computer/monitor updates
53-0	801	1	Capital Improvements - Interoperability	$180,000.00	$180,000.00	0.00	
53-0	801	2	Building Fund	$175,000.00	$180,000.00	2.86	Server Room, Backup EOC/Dispatch
			C' Expenses - Capital Expenditures:	$557,000.00	$562,000.00	0.90	
			Total Budget:	$1,398,639.00	$2,434,777.00	74.08	
			Budget approved in ECJPB meeting May 24, 2023 - Agenda item V.B. passed unanimously				
			REVENUE				
			2023 - 24 Approved Revenues:				
			Fund Balance		$1,447,196.46		
			Anticipated Fees:		$678,694.99		
			Grants:		$1,000,000.00		
			TOTAL:		$3,125,891.45		