

CORONAVIRUS FINANCIAL ADVISORY SUB-COMMITTEE

AGENDA – August 10th, 2020 – 4:00p.m. MST

State Controller's Office

4th Floor, Syringa Conference Room

Available through WebEx

Meeting number: 133 244 9573 Password: bMBW3nbCd62

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The regular meeting of the Subcommittee to the Coronavirus Financial Committee was called to order at 700 W State Street, 4th floor, Syringa Conference Room, Boise, Idaho, at 3:31p.m. pursuant to Idaho Code §67-2002 and by order of the chair.

The following members were present: Chairman Joshua Whitworth, David Fulkerson, Division of Financial Management by phone; Kelley Packer, Association of Cities by phone; Mr. Grigg, Association of Counties by phone.

Also present were Annette Valenzuela, John Iasonides, Meg Byram, State Controller's Office; Duane Nelson, Josh Roos, City of Idaho Falls by phone; Carol Mitchell, Brent Orton, Mark Wendelsdorf, Rachele Castleberry, City of Caldwell by phone; Alan Nygaard, Jacqui Gilbert, Carol Valliant, City of Lewiston by phone; Susan Keck, Cassia County by phone; Rebecca Squires, Garn Herrick, Jefferson County by phone; Holly Powell, City of Blackfoot by phone; Doug Racine, City of Nampa by phone; Julie Crea, Lewis Clark State College, by phone.

CONSENT AGENDA

1. Minutes – ACTION ITEM

Approval of the official minutes for the meeting of the CFAC Subcommittee on July 27th.

Resolution: Mr. Fulkerson motioned to approve the minutes from the CFAC Subcommittee on July 27th. Mr. Griff seconded this. The motion carried on a unanimous voice vote.

Discussion: Joshua Whitworth (State Controller's Office) notified the subcommittee that item number 5 had been withdrawn by the agency and would not be discussed in today's meeting.

REGULAR AGENDA

2. Bonneville County – ACTION ITEM

- a. (CFAC-252) Request for pre-approval of expenses. For the total amount of \$152,110. Line items include: This system will allow for the implementation of an easily able to be sanitized surface. This will be used for in-person voting during the November election and reduce the risk of polling places to be a source of transmission of COVID 19. Currently, paper poll books are used and handled by workers and voters, increasing risk of contagions begin spread. This is viewed as necessary to prevent the spread of COVID 19 through polling places through contact with a common surface when the risk would otherwise be low following public health guidance.

Discussion: There was no representative present from Bonneville County so Mr. Whitworth asked the subcommittee if they would like to discuss or hold this item for a later date.

Resolution: David Fulkerson (Division of Financial Management) moved to hold the action for verification with the county until a later meeting. Kelly Packer (Idaho Association of Cities) seconded the motion. The motion carried on a unanimous voice vote.

3. City of Idaho Falls – ACTION ITEM

- a. (CFAC-259) Request for pre-approval of expenses. For the total amount of \$1,038,287.15. Line items include: Wildland Fire operations continue to occur during the COVID-19 pandemic. Purchase of these radios will keep in line with the best practices identified by the "Wildfire Response Plan COVID 19 Pandemic - Great Basin Geographic Area". This plan recommends and encourages agencies to provide each firefighter with separate radios to prevent cross contamination during use. Additionally, there is the need to be able to receive wildfire briefings remotely by radio, to allow for social distancing and prevent fire crews from across the country from coming in contact. This will reduce the risk of COVID 19 spreading from one fire camp to another that would greatly reducing the wildfire fighting capability. This radio is a multiband radio that allows a single radio to be used for both VHF (State and Federal Wildland) and P-25 Compliant (Local Operations) reducing the number of radios required to respond under both systems. In addition to the multiband radio capability, these radios will be encrypted. Encryption will allow for Fire/EMS personnel to communicate COVID risk

with each other and Law Enforcement without the risk of patient information being accessed by radio scanners. This purchase will take place as soon as it has been approved by the State.

Discussion: Duane Nelson (Fire Chief, Idaho Falls) explained how the extra radios would prevent cross contamination between personnel in different agencies. Mr. Fulkerson and Whitworth requested more information on the amount of radios needed. Mr. Nelson stated it was for 130 radios plus one base station. Mr. Whitworth pointed out the cost of the subscription for all the radios was \$26,000, and wanted to know the timeline of this request. Mr. Nelson stated it would be a one-time purchase and that ongoing expenses would be budgeted in the future.

Resolution: Ms. Packer motioned to approve item 3a. Mr. Whitworth seconded the motion. The motion carried on a unanimous voice vote.

- b. (CFAC-313) Request for preapproval of expenses. For the total amount of \$73,308.64. Line item includes: Due to COVID-19 the Zoo has had to make some significant changes to its operations. This pre-approval is for two outdoor payment kiosks. The City is trying to eliminate long of customers attempting to pay the zoo admission fees. This kiosk will allow customers to make credit card, cash and check payments at an outdoor location. This will help limit the amount of contact that staff will have with the general public and will reduce the line to help with social distancing. These kiosks will also have the ability to accept payments for the Ice Arena during the winter months.

Discussion: Josh Roos (City Treasurer, Idaho Falls) stated the reason for the kiosk was because admissions were in a very small space, as well as the gift shop. That they would like the kiosk for merchandise and to help accommodate admissions and customers to sign up for memberships. These would be a mobile kiosk and would be moved throughout the zoo and ice rink in the winter.

Resolution: Ms. Packer motioned to approve item 3b. Seth Grigg (Idaho Association of Counties) seconded this motion. The motion carried on a unanimous voice vote.

4. City of Nampa – ACTION ITEM

- a. (CFAC-269) Request for pre-approval of expenses. For the total amount of \$32,200. Line items include: Temp HR position dedicated to COVID 19 tracking, support, reporting and critical COVID-19 response coordination with Emergency Response Team.

Discussion: Mr. Racine stated the City of Nampa is at maximum capacity. They were trying to hire an individual to meet the various needs of the city and coordinate/share the critical information in managing COVID-19. Mr. Whitworth asked if they had funding for this individual in their current budget and asked what their plans were for their next

budget cycle. Mr. Racine stated they were hoping this position would not be needed come December of 2020 but they have budgeted for an additional HR position next fiscal year.

Resolution: *Mr. Whitworth motioned to approve item 4a. Ms. Packer seconded this motion. The motion carried on a unanimous voice vote.*

5. Idaho Department of Transportation – ACTION ITEM, *item withdrawn by agency.*

a. (CFAC-274) Request for reimbursement of expenses. For the total amount of \$5,746.60. Line item 8, ONLY. Line item includes: Flight to 5 districts pm state plane to deliver masks and sanitizer for employees' safety and to prevent the spread of coronavirus germs.

6. City of Caldwell – ACTION ITEM

a. Fiber Connection to Caldwell Fire Station #2 -The connection to Caldwell Fire Station #2 would, if funded, extend fiber in underground conduit from 621 Cleveland Boulevard (the City Development Services building adjacent to Station #1) where fiber already exists along Cleveland Boulevard to 10th Avenue to Ustick Road where existing conduit will be utilized to reach Fire Station #2 a quarter of a mile to the East. This route rivals any other route for shortest length, but also passes near six traffic signal cabinets, allowing networking and remote management of the signals, addition of equipment to support the fiber system, and remote configuration access to the emergency preemption system allowing management of those devices and critical infrastructure from home via secure virtual private network. With fiber connectivity, Station #2 acquires secure access on an internal network for the Computer-Aided Dispatch (CAD) system, protecting data and allowing transmission of critical, time sensitive data without the potential for intermittency or interruption on a crowded external network. The Station is able to function in a command center role to coordinate emergency response, disaster/emergency/pandemic management without needing contact between station personnel. Training of crews at this station can be completed remotely, allowing for distancing of crews as well as crews staying in their assigned districts for response.

Fiber Connection to Caldwell Fire Station #3 via Hubler Terminal Building- Fiber connectivity from I-84 at Linden Road Crossing has been negotiated with Canyon County in the past allowing for utilization of Dark Fiber to route to Canyon County and from there to utilize existing live fiber from Canyon County to Caldwell on which emergency response data management interfaces are already functioning between entities). The project includes bringing already installed conduit between I-84 and The Hubler Air Terminal to current standards and pulling fiber to that point. The fiber then carries on in newly installed conduit from the terminal to KCID and Linden where it heads North to Fire Station #3 half a mile north. The terminal building, equipped with numerous communication devices including

connections to civil aviation and amateur radio for emergency communication, is a contemplated emergency operation point with air interaction for emergency handling. Station #3 acquires secure access on an internal network for the Computer-Aided Dispatch (CAD) system, protecting data and allowing transmission of critical, time sensitive data without the potential for intermittency or interruption on a crowded external network. The Station is able to function in its important command center role to coordinate emergency response, disaster/emergency/pandemic management while minimizing needed contact between station personnel who are at varying times exposed to myriad people and community elements in the line of response duties. Training of crews at this station can be completed remotely, allowing for distancing of crews as well as crews staying in their assigned districts for response.

Discussion: Mark Wendelsdorf (Fire Chief, Caldwell) explained when COVID-19 broke out the bandwidth was greatly reduced in individuals' homes. He stated they hope to maintain on duty training for personnel and communications with a 911 center. Ms. Packer asked about the recent Broadband grant offered to the city and whether they have applied for this and if they have what was the outcome of that grant. Mr. Grant stated they were not qualified for that grant. Mr. Whitworth seeks clarification on the type of line they were wanting. Mr. Wendelsdorf stated they wanted a dedicated line. Mr. Whitworth stated he did not understand why this did not meet the qualifications and had concerns about whether this qualified according to the guidance by the treasury.

Resolution: Mr. Fulkerson motioned to hold item 6a until further clarification from treasury guidelines is released. Mr. Whitworth seconded this. The motion carried on a unanimous voice vote.

7. City of Lewiston – ACTION ITEM

- a. (CFAC-288) Request for reimbursement of personnel expenses. For the total amount of \$146,867.30
- b. (CFAC-289) Request for reimbursement of expenses. For the total amount of \$24,655.88. Line items include: It was deemed necessary to open one of our public pools for the health and safety of our citizens. We live on the confluence of two rivers Snake and Clearwater. It is important of offer the means to learn and continue swimming education. To enable use of the pool by members of public the heaters/air cooling HVAC system needed to be upgraded to increase air circulation. When staff got onto the roof it was apparent that to make the building safe the roof required immediate attention. All the interior works that were done or in the process of being completed were to protect the health and safety of users during COVID and thereafter, these were at risk if the roof was not secured and weatherproofed. Once you start down the road of modifying old equipment to increase air handling, the building then has to be brought up to current building regulations which was also a challenge. The other city pool, Bert Lipps, was closed due to the bath

house not being COVID adaptable. We mobilized our facilities staff to work through the required and necessary measures to provide the physical distancing requirements while keeping the basic floor plan of the bath house. Everything was rush-ordered and installed within a few weeks to open the pool by July 1st. This was seen to be of major importance to our citizens, children and adults, for their mental and emotional health needs going forward. We have swimming clubs before the pool opens at 10am that service between 15 - 35 people, teaching them to swim strongly. This is because Lewiston sits on the confluence of two rivers and it is important that adults and children learn to swim; the pool averages 115 people per day since opening.

Discussion: Jacqui Gilbert explained this was reimbursement for personnel. Mr. Whitworth requested clarification on work for two dollars on site. Mr. Alan Nygaard, City Manager responded that essential employees who had to put themselves at risk were offered a two-dollar premium pay to help with coming to work during COVID-19. Those employees who continued to work from home did not receive this pay. Mr. Whitworth ask for clarification on how many employees received the two-dollar benefit. Mr. Nygaard stated it was about 200 employees. Mr. Whitworth asked how many employees are hired for city employment and Mr. Nygaard stated "total about 350."

Resolution: Mr. Whitworth motioned to hold item 7a until further clarification from treasury guidelines is released. Mrs. Packer seconded this. The motion carried on a unanimous voice vote.

8. Cassia County – ACTION ITEM

a. (CFAC-293) Request for pre-approval of expenses. For the total amount of \$31,125.69. Line item includes: Enlarge Social Services director office to accommodate interviews while still allowing for social distancing. Build Entry way half walls with counters and protective glass to allow for safer face to face interactions. Updates will provide for Social Distancing, protective barriers, ADA accessible counters and pathways, to mitigate the pandemic. When enlarging the Social Services director's office, as well as partial walls with protective glass, it will be necessary to update the HVAC system, as the current system will not accommodate the space once reconfigured. The expenditure is necessary with respect to the impact of COVID-19. If the walls are reconfigured to accommodate these updates desks will need to be replaced, as the current desks are built in and will not fit in the reconfigured space. This project is not accounted for in the Cassia County Budget that stood approved as of March 27,2020. The work has not been done. If approved, the work will be accomplished on or before December 30, 2020.

Discussion: Susan Keck, Elections Director, for Cassia County explained there were no walls to fix plexiglass windows to. Ms. Packer asked if there were other areas that could be utilized. Ms. Keck stated if it was available they would use it however, limited

availability prohibited this. Mr. Whitworth explained that the guidelines state limit on capital expenditures including a remodel which would not be temporary in this case.

Resolution: Mr. Fulkerson motioned to hold item 8a until further clarification from treasury guidelines is released. Mr. Whitworth seconded this. The motion carried on a unanimous voice vote.

9. Jefferson County – ACTION ITEM

a. (CFAC-306) Request for pre-approval of expenses. For the total amount of \$26,845. Line item includes: ALBERT NETWORK MONITORING: Within our COVID-19 Response Plan, employees are allowed, encouraged, and in some cases, mandated to telework to allow isolation, create space for distancing in the courthouse, and reduce face-to-face contact. However, teleworking creates vulnerabilities in our computer network because we cannot monitor or prevent malware, viruses, or hacking attacks perpetrated on private home networks, which are then inadvertently uploaded into the county network. We plan to purchase a subscription for "ALBERT NETWORK MONITORING," which would monitor our county network for cyber incursions and notify the IT department of issues, even when they are working remotely. This system will allow employees, including law enforcement, to safely telework without creating additional vulnerabilities to cyber-attack on critical government systems.

REMOTE FILE DOWNLOAD: This project involves installation of wireless network connectivity between Jefferson County Sheriff's Office patrol car's dashcams and the server inside the complex that retrieves, stores and catalogs the audio & video data files.

This would eliminate the manual process of a patrolman:

- touching the data capture unit in his car (to power down)
- physically removing the memory card
- entering the facility (contacting ingress points)
- manually inserting the memory card into the designated AV server
- typing in the pertinent data information via keyboard & mouse
- waiting for the data transfer
- removing the memory card
- leaving facility to his vehicle (contacting egress points)
- inserting the memory card
- touching the data capture unit (to power on)

This wireless system would allow the driver to pull into the designated parking area, the system recognizes his car and wirelessly begins the data transfer, notifies the officer when it is complete and he can return back to normal duties.

Therefore, eliminating the potential cross contamination and indirect contact with surfaces and equipment outside of his patrol car.

Our objective in this project is to reduce the number of incidents with potentially contaminated surfaces and items and to limit the exposure risk of indirect contact to frequently used / touched electronics in the Law Enforcement complex utilized by front line first responders. Since Jefferson County has an attached jail, we are taking proactive measures to prevent the Covid-19 virus from entering the complete facility.

Discussion: Rebecca Squires (Project Manager, Jefferson County) stated employees telework when possible and may work at the facility when able too. This proposal was for a network monitoring device as well as a first-year subscription to remotely monitor network. Network vulnerabilities would be addressed during this period of telework.

Resolution: Mrs. Packer motioned to approve item 9a. Mr. Grigg seconded this. The motion carried on a unanimous voice vote.

10. Lewis Clark State College – ACTION ITEM

a. (CFAC-308) Request for preapproval of expenses. For the total amount of \$4,007.23. Line item includes: The masks will be handed out to all LC State student-athletes to wear while on campus attending classes, while in the activity center during practice and competitions, as well as while traveling for competitions. Logo version is due to representing LCSC while traveling. These items are not part of current budget plans.

Discussion: Julie Crea presented the request for 605 masks for approximately 210 athletes and 40 employees for athletic type activities and events. These are masks to wear during practices, competitions, while traveling and events. The request will provide approximately two masks for each employee so each could have a mask for washing and one for use. This was an un-budgeted expense.

Resolution: Mrs. Packer motioned to approve request for item 10a minus the logo printing cost. Mr. Fulkerson seconded this. The motion carried on a unanimous voice vote.

11. City of Blackfoot – ACTION ITEM

a. (CFAC-311) Request for preapproval of expenses. For the total amount of \$100,000. Line item includes: The City of Blackfoot, in conjunction with the Blackfoot Public Library and the Blackfoot Rural Library District, proposed the use of CARES funds for the construction of a drive-through window and quarantine facilities for patrons of the library and city hall.

Discussion: Holly Powell (Treasurer, Blackfoot) stated drive through windows would be more effective than kiosks as they are subjected to vandalism and a need for an individual to disinfect frequently.

Resolution: Mr. Whitworth motioned to hold item 11a until further clarification from treasury guidelines is released. Mr. Fulkerson seconded this. The motion carried on a unanimous voice vote.

Meeting was adjourned at 5:35 p.m.