

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
November 24, 2014**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, November 24, 2014 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Rich Tyler, Clark Robinson, Mike Liberty, Chris Steffen and Tom Jarvie. Board members absent were: Rich Haskell, Rick Hawkins and Mike Lowell. Also in attendance were: Robin Etienne, executive director, David Halter, IT director, George Lemich, attorney, Cheryl Johnson, Kimberly Blackwell, Wauneta Lutes, Heather Marsh and Drew Varley, accountant.

**Call to Order**

Tom Jarvie called the meeting to order at 2:40 p.m.

**Agenda for 11/24/2014 Meeting**

The agenda was reviewed by board members. Jarvie entertained a motion to accept the agenda. A motion was made by Steffen and seconded by Tyler. Motion carried unanimously by board members.

**Minutes from Regular Meeting 10/27/2014**

Minutes from the regular meeting on October 27, 2014 were reviewed by the board. A motion was made by Steffen to accept the minutes which was seconded by Robinson. Motion carried unanimously by board members.

**Financial Report**

The October 2014 financial report was reviewed by the board. Varley recommended doing a budget amendment in January. He said the land owners of the Aspen Mountain site have requested the rental fee be directed deposited on the first of each month. He presented the board with a document to allow monies to be directly deposited. It was noted the agreement would also allow authorization to pay other bills electronically. Jarvie entertained a motion to accept the financial report. A motion was made by Tyler and seconded by Steffen. Motion carried unanimously by board members. Steffen made a motion to accept the bill pay account contract to allow automatic payment of the Aspen site along with other bills electronically. The motion was seconded by Tyler and carried unanimously by board members.

**Comments from the Floor**

None

### **Executive Director Report**

Etienne reported the stats continue to count inaccurately. He continues to work with InterAct on the issue. The last data conversion has not been completed and he had heard it has been moved to the end of December. Monies are still being withheld from InterAct until items are resolved. There were 10,606 calls with 1,223 being 911. 85.1.% of calls were wireless. 99.6% of 911 calls were answered within 10 seconds or less and 99.3% of admin lines were answered within 10 seconds or less. He said he had attended the Solvay Kids Safety Day on November 15, 2014 where he handed out public relation items and gave 10-15 minute presentations. He was also able to speak with some of the parents and informed them of Code Red and Smart911. Kimberly Blackwell and Wendy Johnson had attended the recent NENA conference. Three new communications personnel will be attending the academy December 1-12, 2014. He said there has been a lot of discussion lately on wireless call accuracy. He has been asked for feedback on accuracy issues. There are several good solutions out there with no solutions being put forth at this time.

### **IT Director Report**

Halter said the microwave sites should be ready by the second week of December. Lemich asked if any there were any issues during the recent power outage with Rocky Mountain Power. Halter noted there were no issues.

### **Committee Reports**

#### **Personnel Committee**

No report.

### **Bills & Claims**

Jarvie entertained a motion to accept the bills and claims. A motion was made by Liberty and seconded by Steffen. Motion carried unanimously by board members.

### **Correspondence**

None.

### **New Business**

#### **a. Personnel Policy Additions and Change**

The weapons policy was reviewed by board members. Steffen asked about employees carrying a weapon for protection if a company vehicle is purchased for travel to and from other sites and training. Lemich noted the language for dangerous weapons has multiple definitions and suggested the policy specify which weapons are included. There was also discussion as to if the policy would cover the entire

premises including parking lots. Therefore, employees would not be able to have weapons in vehicles for personal safety. Jarvie asked the board if they wanted to act on the policy or table it for further discussion. Robinson made a motion to table the policy for further discussion which was seconded by Steffen. Motion carried unanimously by board members. Lutes asked the board to take in to consideration employees who travel to and from Rock Springs, WY for work. Johnson noted she would like to be able to have the option to have a weapon in her vehicle when traveling to and from Rock Springs, WY for work.

The absence and tardiness policy was reviewed by the board. The notification would change from the immediate supervisor to the on-duty supervisor. A motion was made by Tyler to accept the change to the policy as presented which was seconded by Robinson. Motion carried unanimously by board members.

The administration leave policy was reviewed by the board. A motion was made to accept the policy by Steffen which was seconded by Tyler. Motion carried unanimously by board members.

### **Comments from the Chairman**

Absent no report.

### **Old Business**

#### **a. Press Release – Smart 911**

Etienne said he and Wamsley needed to get together to complete the press release. He noted they are working with a Smart 911 representative on the press release.

#### **b. WyoLink Low Level Sites**

Etienne handed out a letter to pitch to the PSCC and WyoLink the coverage challenges and items they would like to see changed for the Sweetwater County area. It was recommended to get letters of support from the Wyoming Highway Patrol and DCI. Etienne said there would be Motorola coverage maps included with the letter. He said the PSCC and the Governor need to see funding has to be provided and just how much WyoLink is used by the county. Steffen said maybe someone from the board could go to a meeting to answer any questions they may have. It was suggested the letter be completed and sent out as soon as possible for the upcoming legislative session.

#### **c. EAP**

Etienne said Dr. Post had sent an agreement which he would forward to Lemich to review prior to approval. The agreement will be ready for review by the board at the next scheduled meeting.

**Next Meeting**

The next meeting of the board was scheduled for December 22, 2014 at 2:30 p.m. at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Jarvie entertained a motion for adjournment. A motion was made by Steffen and seconded by Robinson. Motion carried unanimously by board members. Meeting was adjourned at 3:35 p.m.

Attest:

\_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_