

**Sweetwater Combined Communications Center**  
**Meeting Minutes**  
**April 5, 2010**

The Joint Powers Board for the Sweetwater Combined Communications Center held its regular meeting on Monday, April 5, 2010 at 5 Shoshone Avenue, Green River, WY. Board members present included Mike Lowell, Lisa Tarufelli, John Love, Cezanne Brennan, Peg Leininger, Rick Hawkins, and Jim Wamsley. Also in attendance were Charlie Van Over, architect; Chris Meats, City of Green River; Jim Pobanz, Motorola; George Lemich, lawyer; Dwane Pacheco, Heather Marsh, and Clark Robinson.

**Call to Order**

Chair Mike Lowell called the meeting to order at 3:08 p.m.

**Minutes from Last Meeting**

Minutes from the March 22, 2010 meeting were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Jim Wamsley to approve the minutes and seconded by Lisa Tarufelli. Motion carried unanimously by all board members.

**Committee Reports**

**Executive Director**

Jim Wamsley notified the board he and Rich Haskell had sat down and went through the job description he had emailed to all board members and compared it to the original draft. He noted a couple of changes had been made from the emailed copy. The board discussed having the executive director identified by the first of September and on board by the end of October. Jim Wamsley noted the next thing which should take place is to decide when and where to advertise for the position. It was agreed the position should be posted internally first.

**Benefits**

Lisa Tarufelli said the certificate of organization was back from the Secretary of State's office and had been forwarded to Brad Radakovich. The board can now begin the process of obtaining a tax i.d. number, and setting up worker's compensation and Wyoming Retirement. Jim Wamsley asked if we could get copy of each entities deductibles and co pays. The position would also be under the public safety portion of the Wyoming retirement system. Since this is the case it was noted the ability to obtain and maintain POST certification should be included in the job description.

**By-Laws**

George Lemich noted the By-Laws had been presented to all board members at the last meeting. He said one change was being made to change the fiscal year to match the entities' fiscal year of June 30 to July 1. Lowell entertained a motion to accept the By-Laws with the one revision. A motion was made by Rick Hawkins and seconded by Cezanne Brennan. Motion carried unanimously by all board members.

## **Building**

Charlie Van Over noted he had emailed a copy of the scope of work to the board members. He asked for any feedback the board may have. He noted it will cost \$57,500.00 to bring the building up to IBC standards. He noted this is less than he had budgeted for as he originally thought it would be about \$100,000.00 to \$150,000.00.

## **Old Business**

### **Permission to Sign Sub-Agreement from County**

Lowell entertained a motion to allow the signing of the sub-agreement with the County which was presented at the last meeting. A motion was made by Jim Wamsley and seconded by John Love. Motion carried unanimously by all board members.

### **Letters for Seed Money**

Two letters for seed money, one for the remainder of fiscal year 2010 and one for the upcoming fiscal year 2011 were handed out for review. George Lemich recommended a couple of revisions to the letters. Lowell entertained a motion to accept the fiscal year 2011 letter with revisions. A motion was made by John Love and seconded by Cezanne Brennan. Motion carried unanimously by all board members. Lowell entertained a motion to accept the fiscal year 2010 letter. A motion was made by Cezanne Brennan and seconded by Peg Leininger. Motion carried unanimously by all board members.

## **New Business**

### **911 Issues**

Lowell noted he had made some preliminary inquiries to the county on the moving of the 911 equipment and funding to the joint powers board. The joint powers board agreement requires the board to form a telecommunications center. In order to meet the requirement Lowell said the board should make the suggestion to move the 911 equipment and funding. It was discussed whether or not the equipment would fit in the allotted space on the plans. Charlie said the width cannot be changed but the length can be as long as needed.

The City Watch program was discussed by the board as to whether or not it should remain with Emergency Management. Dwane Pacheco said the Rock Springs Police Department already does the city watch and Rick Hawkins noted the County also does to a certain extent. The update for the 911 database and functions related to 911 were discussed by the board. It was agreed either a technical or 911/City Watch Committee should be formed. Lowell entertained a motion to explore the incorporation of 911 and City Watch under the scope of operation of the joint powers board. A motion was made by Jim Wamsley and seconded by Peg Leinginger. Motion carried unanimously by all board members.

### **Motorola Sub-Contractor for Installation of Radio**

Lowell noted Motorola had expressed the desire to have a sub-contractor named for installation of the radio. Jim Pobanz said he had provided a proposal last July for the combined

communications center. He said Com-Tech and Wireless Advanced Communications are the two vendors who provide installation. He wanted input from the board on which provider they would prefer to complete the installation. Lowell entertained a motion to go into Executive Session to discuss a legal matter. Motion was made by Lisa Taruffelli and seconded by Cezanne Brennan. Motion carried unanimously by all board Members.

Following the executive session Lowell entertained a motion with Jim Wamsley making the motion that the installation and maintenance of the dispatch consoles and related equipment be conducted by a premier Motorola service partner, an entity that has that service rating, motion was seconded by John Love.

Jim Pobanz asked for clarification of the motion which was made.

Jim Wamsley said we understand Wireless Advanced Communications is a premier Motorola service partner and that is who we would prefer. Motion carried unanimously by all board members.

#### **Executive Session**

The executive session began at 4:01 p.m. and ended at 4:15 p.m.

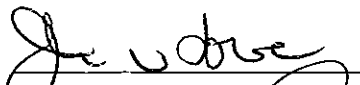
#### **Next Meeting**

The next meeting will be held on Monday, April 19, 2010, at 3:00 p.m. at 5 Shoshone Avenue in Green River.

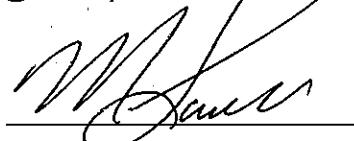
#### **Adjournment**

Mike Lowell entertained a motion to adjourn the meeting. A motion was made by Jim Wamsley, seconded by Rick Hawkins and approved unanimously by the board. Meeting was adjourned at 4:35 p.m.

Attest:

  
Secretary

Date: 4/19/10

  
Chair

Date: 4/20/10

**Sweetwater Combined Communications Center**  
**Meeting Minutes**  
**April 19, 2010**

The Joint Powers Board for the Sweetwater Combined Communications Center held its regular meeting on Monday, April 19, 2010 at 5 Shoshone Avenue, Green River, WY. Board members present included Mike Lowell, Lisa Taruffelli, John Love, Cezanne Brennan, Peg Leininger, Rick Hawkins, and Rich Haskell. Also in attendance were Charlie Van Over, architect; George Lemich, lawyer; Dwane Pacheco, Heather Marsh, and Clark Robinson.

**Call to Order**

Chair Mike Lowell called the meeting to order at 3:05 p.m.

**Minutes from Last Meeting**

Minutes from the April 19, 2010 meeting were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Rich Haskell to approve the minutes and seconded by John Love. Motion carried unanimously by all board members.

**Committee Reports**

**Executive Director**

No report was given.

**Benefits**

No report was given.

**By-Laws**

George Lemich noted the final signatures had been obtained for the By-Laws so there is a fully signed set and they are official. The original will be given to Lisa Taruffelli for maintenance with the records.

**Building**

John Love informed the board the appraisal had been completed of the building and came in at \$475,000.00. A proposal has not yet been prepared on the building from the City of Green River.

Charlie Van Over noted they are in the process of putting together an estimate of construction cost so the board can decide which direction to travel once they receive a proposal from the City of Green River.

Homeland Security standards were discussed by the board. Charlie Van Over noted that everything they had researched so far was recommended standards. George Lemich noted it should be pursued further to see if the failure to use the recommended standards would inhibit applying for grant monies. Charlie Van Over noted they could look into it further.

**Executive Session**

Mike Lowell entertained a motion to go into executive session. Motion was made by Craig Nelson and seconded by Cezanne Brennan. Motion carried unanimously by all board members. The executive session began at 3:15 p.m. and ended at 3:20 p.m.

**Old Business**

**911/IT Committee**

Mike Lowell appointed Rick Hawkins and Clark Robinson to the committee which is designed to make the preliminary inquiries into 911 and City Watch to see if the combined communications center should be the primary source for the services.

**New Business**

**SLIB Monies**

Lowell noted the \$1,000,000.00 SLIB board funds sub-recipient grant had been completed and is on file. Vouchers from the board will be forwarded to Krisena Marshall. The commission will reimburse the joint powers board at 100% and the county will bill the entities for the additional 25%.

**Seed Money Letters**

Lowell noted all three entities had received the seed money letters for the remainder of fiscal year 2010 and the upcoming fiscal year 2011.

**Tax I.D. Number & Bank Accounts**

Lisa Tarufelli noted the board's tax I.D. number had been received. Once payment from the entities has been received bank accounts can be setup. She said the bank will need to get information from the members of the board for signature purposes. A resolution was reviewed to go ahead and begin setting up the bank accounts. Lisa Tarufelli noted on the resolution the Commerce Bank of Wyoming could be added.

George Lemich suggested making a motion to enact a banking relationship with chosen bank, authorize use to contract the bank, establish the account and bring to the next meeting all of the cursory enactments for signature. Motion was made by Craig Nelson and seconded by Rich Haskell. Motion carried unanimously by all board members.

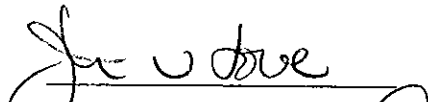
**Next Meeting**

The next meeting will be held on Monday, May 17, 2010, at 3:00 p.m. at 5 Shoshone Avenue in Green River.

**Adjournment**

Mike Lowell entertained a motion to adjourn the meeting. A motion was made by John Love, seconded by Rick Hawkins and approved unanimously by the board. Meeting was adjourned at 3:35 p.m.

Attest:

  
Secretary

Date: 5/17/10

  
Chair

Date: 5/17/10