

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
July 18, 2011**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, July 18, 2011 at 205 C Street, Rock Springs, WY. Board members present included Mike Lowell, Chris Steffen, Rick Hawkins, Rich Haskell, Peg Leininger, Lisa Tarufelli and David Halter. Also in attendance was Charlie Van Over, architect; George Lemich, attorney; Brad Radakovich, CPA; Kimberly Blackwell, Wauneta Lutes, Heather Marsh & Clark Robinson with the Rock Springs Police Department; Robin Etienne, and Burke Morin, Tom Jarvie, Robin Kizzire and Krista Springer with the Green River Police Department.

Call to Order

Treasurer Lisa Tarufelli called the meeting to order at 1:05 p.m.

Motorola Conference Call

The meeting began with the conference call with Motorola to cover outstanding actions items. Ron Thomas with Motorola; Andy Bellendir with Wireless Advanced Communications and Rex Welsh and Jason Crandall from Technology Plus attended via conference call.

- **#10 – Interconnect Diagrams** – Thomas asked if this action item could be closed. Lemich inquired about if they would be able to provide the model for the firewall gateway and if the ID logging was part of NICE. Thomas confirmed he would add the firewall gateway model and the ID logging was part of NICE. It was agreed the action item could be closed.
- **#5 – Contract Design Review Completion** – Thomas said the change order had been submitted and it was his understanding it was under review. It was noted the change order should be signed and completed today.
- **#1 – R56 Audit of Building Plans** – Thomas informed they would address anything else that comes up with this action item.
- **#3 – Convert all Required Equipment to 4-Wire Tone Control & #4 – Convert all Required 2-Wire Links to 4-Wire and terminate all required 4-Wire Links in the Equipment Room of New Dispatch Center** – Bellendir noted the drawing had been updated as Hawkins had outlined some things he would like to see on the network side and they are waiting on a quote. Engineering will review the quote then meet with the entities to see if they are comfortable with it. Hawkins noted he would take the diagrams down to Sterling for verification.

It was noted during the inventory an encryption card was missing and Thomas noted it had since been shipped and he would check with the shop to verify it had been received. He also noted the audio cards are standard pc express consumer cards and would be purchased from a local store. The next conference call was schedule for August 8, 2011 at 1 p.m.

Conference call ended at 1:20 p.m.

Chief introduce the new executive director, Robin Etienne.

Minutes from Last Meeting

Minutes from the regular meeting on June 13, 2011 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by David Halter and seconded by Peg Leininger. Motion carried unanimously by board members.

Financial Report

The financial report for June 2011 was reviewed by the board. Radakovich noted they were bringing \$128,068.08 forward to the new budget year. Lowell entertained a motion to accept the report. A motion was made by Rich Haskell which was seconded by David Halter. Motion carried unanimously by board members.

2011-2012 Fiscal Year Budget

Lowell read the resolution 11-02 for the 2011-2012 Fiscal Year Budget. Lowell entertained a motion to accept the resolution. A motion was made by Haskell and seconded by Hawkins. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Executive Director

It was noted this committee should possibly stay intact in order to begin hiring of an IT Director as it was recommended by Interact to have one available beginning in November. Lowell noted it was not in the budget until January. It was agreed the committee should begin working on the job description and salary for the IT position.

Benefits

Radakovich noted he has not yet seen anything from the Wyoming Retirement System from the application he had submitted over a month ago. He said the qualification period set for Blue Cross Blue Shield of Wyoming would be the beginning of each month so employees would have overlapping coverage during the transition. He noted there was a package of four forms which needed to be signed for Blue Cross Blue Shield. Lowell entertained a motion to accept the application for Blue Cross Blue Shield of Wyoming. A motion was made by Taruffelli and seconded by Haskell. Motion carried unanimously by board members.

Building

Van Over said the progress of the building had been stepped up, the new interior walls should be in by the end of the week and the fire sprinkler is roughed in. He noted they are still on track to be completed by October 20, 2011. He said he had attended a workshop for the City of Green River and was asked what was being done with the exterior of the building as they would like to see something different for the sides facing Shoshone and Uinta. He noted to the board for an additional cost of about \$55,000.00 synthetic stucco could be done. Lowell noted the City of Green River is still the owner of the building. The board agreed they would not make changes to the outside of the building. Lowell noted Karen French asked to have the consoles rebid, however, if it was invoiced separately by CK Construction it would not need to be rebid as the bidding process had already been completed. Van Over reviewed the color board of colors chosen for the new center.

911/IT

Hawkins said Interact would be here the week of August 8-12, 2011 to install the jail tracker and would like to look at the CAD Room and network infrastructure on the 9th. Then on the 10th they would like to do GIS overview and obtain historic data which needs to be converted. They also requested to have points of contact, NCIC terminal ids, ORIs. Lowell noted the single point of contact should be Etienne. Hawkins asked where they stood with Technology Plus and Van Over noted they would see them through implementation. Lowell asked if there was any construction schedule on fiber. Van Over noted he heard it would be later this summer they would begin work. Lowell then asked about an agreement with the Telecomm Board and Halter noted they cannot provide an agreement yet as they are doing the RFP right now.

Bills & Claims

Radakovich noted a bills and claims sheet would now be provided which would require approval signatures. The board reviewed the disbursement list for approval. The disbursement list included the following:

Homewood Suites	Personnel Recruitment	\$872.00
Lemich Law Center	Legal Services	\$1,926.69
Heyborne, Radakovich & Co.	Accounting Services	\$695.00
Rocket Miner	Advertising	\$11.89
CK Construction	Building Costs	\$46,697.28
Sweetwater County Clerk	Personnel Recruitment	\$256.80
Robin F. Etienne	Payroll	\$5,512.75

Lowell entertained a motion to accept the disbursement list. A motion was made by Hawkins which was seconded by Halter. Motion carried unanimously by board members.

Old Business

None

New Business

Appoint Secretary for Board

Haskell made a nomination for Peg Leininger to be board Secretary. Lowell entertained a motion to appoint Peg Leininger as Secretary for the board. A motion was made by Haskell which was seconded by Hawkins. Motion carried unanimously by board members.

Resolution for 457 Deferred Comp Participation

Lowell entertained a motion to participate in the 457 deferred comp plan. A motion was made by Hawkins which was seconded by Leininger. Motion carried unanimously by board members.

Miscellaneous

Next Meeting

The next conference call and regular meeting was scheduled for August 8, 2011 at 1 p.m. at the Green River Council Chambers, 50 E. 2nd North, Green River, WY.

Office Equipment

Lowell authorized a cell phone and office equipment for Etienne. Haskell asked if there were any plans to reimburse him for mileage. Lemich noted there was not yet a policy for mileage reimbursement.

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Haskell which was seconded by Hawkins. Motion carried unanimously by board members. Meeting was adjourned at 2:45 p.m.

Attest:

Margaret Leininger
Secretary

Date: 10/25/11

Mark Lowell
Chair

Date: 10/18/11

APPROVED