

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Meeting Minutes  
January 24, 2011**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, January 24, 2011 at 212 D Street, Rock Springs, WY. Board members present included Mike Lowell, John Love, Rick Hawkins, Rich Haskell, Lisa Tarufelli, Peg Leininger, Cezanne Brennan, David Halter and Jim Wamsley. Also in attendance was Charlie Van Over, architect; George Lemich, attorney; Brad Radakovich, CPA; Jim Pobanz, Motorola; Rex Welsh, Technology Plus; Jason Crandall, Technology Plus; Lyle Armstrong, Robin Kizzire, Jackie Herwaldt, Wauneta Lutes, Heather Marsh, Clark Robinson and Dwane Pacheco.

**Call to Order**

Chair Mike Lowell called the meeting to order at 3:00 p.m.

**Minutes from Last Meeting**

Minutes from the request for qualifications review meeting and the regular meeting both held on December 6, 2010 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Rich Haskell and seconded by Rick Hawkins. Motion carried unanimously by board members.

**Financial Reports**

The financial report for December 2010 was reviewed by the board. Lowell entertained a motion to accept the reports. A motion was made by Cezanne Brennan which was seconded by Rich Haskell. Motion carried unanimously by board members.

**Committee Reports**

**Executive Director**

Rich Haskell noted the candidates are in the process of backgrounds and would have a good idea by the next meeting where they are in the process.

**Benefits**

George Lemich noted the Wyoming Retirement System had approved dispatchers to participate in the Wyoming Peace Officers retirement plan. In addition, insurance had been investigated through the Wyoming Association of Municipalities and dispatchers were able to join since the City of Green River continues to pay their dues. The insurance is through Blue Cross Blue Shield and has similar benefits to the three entities and has the best financial option. John Love asked if all benefits would be transferable. Lemich noted he understands they will transfer over.

**Building**

Charlie Van Over said the building is close to going out to bid. The building will be completed approximately seven months after the contract has been awarded. He also noted he had received the fire alarm approval from the DEQ so the fire sprinklers are ready to go.

911/IT

No Report Given.

**Bills & Claims**

Lisa Tarufelli presented a disbursement list for approval. The disbursement list included three bills as follows:

Lemich Law Center	Professional Services/ Legal	\$2,989.25
Heyborne, Radakovich & Company	Professional Services/Accountant	\$165.00
Plan One/Architects	Professional Services/Architect	\$16,533.75
Plan One/Architects	Professional Services/Architect	\$17,018.94

Lowell entertained a motion to accept the disbursement list. A motion was made by Jim Wamsley which was seconded by Cezanne Brennan. Motion carried unanimously by board members.

**Old Business**

**RFQs**

Van Over noted the RFQs had been opened today and Rex Welsh and Jason Crandell from Technology Plus would begin reviewing and advise which three should be invited for a live presentation. He asked if a short special meeting could be scheduled on Monday, January 31 to present the top three and take action as the timeline is critical. He noted it could be done as a telephone conference if needed. The meeting was scheduled for Monday, January 31, 2010 at 10:30 a.m. at George Lemich's office. Lemich asked those individuals who would like to call into the session to give him their phone numbers to be added into the meeting. Van Over noted he would email the board in advance based on the matrix submitted in the RFQ explaining the position and how each responded.

**Building Lease**

The lease executed by the City of Green River never had dates entered into the document. It was decided to begin occupying the building on February 2, 2011. Lemich noted the board will then become responsible for insurance and utilities on the building. Lisa Tarufelli noted she would notify Mr. Pivic of the change of insurance coverage. Van Over said the builders will carry risk insurance which can cover the building and utilities during the construction process.

**New Business**

**Motorola Change Order**

During the preliminary discussion the board discussed the number of positions that would be inside the work space and had decided on five with three additional. The original proposal was for five positions and the board had asked for the cost of three more. Motorola estimated the cost to cover the three additional positions which was presented to the board. It was noted there was no reason to start the center without whatever was needed. Love made a motion to accept the change order from Motorola which was seconded by Rich Haskell. Motion carried unanimously by board members.

**Wyoming Retirement System Registration**

Brad Radakovich informed the board he had the agreement for registration to the Wyoming Retirement System which needed to be executed by the board. He noted the board must define what a regular part-time position would be. He said he would give the agreement to Lemich to review and have it ready by the next meeting.

**Telecommunications Ordinance**

Lemich said Sweetwater County is considering adopting a uniform regulation on telecommunications. The primary emphasis of the regulation is to determine and regulate the placement of cell phone towers and similar communications infrastructure. He noted the proposed resolution is somewhat insufficient. George said he had pulled three model ordinances as examples which he would provide to Lowell. In addition he said he would provide them along with a letter to the county to ask them to consider revising the resolution.

**Miscellaneous**

**Next Meeting**

It was decided by the board members to schedule the next meeting on Monday, February 28, 2011 at 3:00 p.m., 5 Shoshone Avenue, Green River, WY.

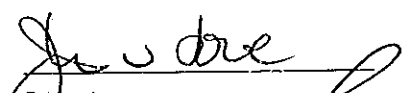
**Insurance**

Lisa Taruffelli noted a check would need to be issued for the insurance policy for the building since the board will make the lease effective February 2, 2011. Jim Wamsley made a motion to pre-approve the payment for insurance which was seconded by Peg Leininger. The motion carried unanimously by all board members.

**Adjournment**

Mike Lowell entertained a motion to adjourn the meeting. A motion was made by John Love which was seconded by Jim Wamsley. Motion carried unanimously by board members. Meeting was adjourned at 3:32 p.m.

Attest:

  
Secretary

Date: 2/28/11

Chair

Date: 3/4/11

**APPROVED**

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Final Approval of Top Three Firms  
Meeting Minutes  
January 31, 2011**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held a special meeting for RFQ approval Monday, January 31, 2011 at 205 C Street, Rock Springs, WY. Board members present included Mike Lowell, John Love, Rick Hawkins, Rich Haskell, Lisa Tarufelli, David Halter and Jim Wamsley (via conference call). Also in attendance was Charlie Van Over, architect; George Lemich, attorney; Rex Welsh, Technology Plus (via conference call); Jason Crandall, Technology Plus (via conference call); Heather Marsh, Clark Robinson and Dwane Pacheco.

**Attendance**

George Lemich had all those attending announce their presence at the meeting and noted there was a quorum.

**Purpose**

The purpose of the meeting was to discuss the final results for the three firms which will be invited to do live demos of their products based on the response of the RFQs.

**Live Demonstrations**

Rex recommended to the board to schedule the live demonstrations for March 1, 2, 3, 2011. Jason noted they could be scheduled in any order as the numbering of the top three vendors was not any inclination as to how they were awarded. After much discussion the board set the live demonstration dates for March 1, 2, 3, 2011 at Fire District #1. Demonstrations will be presented in the training room and the follow-up will be done in the conference room.

Jason said to set aside 8 hours for each demonstration. They are in the process of putting together a survey to hand out to everyone at the live demonstrations. After each vendor demonstration there will be an open discussion and those attending will be asked to fill out the surveys and hand them in.

It was decided to have dispatcher supervisors, lead dispatchers, IT personnel, executive staff, jail personnel, patrol supervisors and records supervisors attend the live demonstrations.

The board requested a formalized agenda for the demonstrations. Jason said the vendors would be notified of the agenda so they would have a heads up before the demonstration. He said the vendors would follow the RFQ which clearly defines the modules. Board members asked for the following specific calls to be included in the live demonstrations:

- Domestic violence call with report at end from beginning to end
- Fire call to include traffic with GIS mapping and preplan information such as explosive storage, instructions of type of call, notify of CPR, explain spill, contact info, etc.
- Two (2) traffic stops
- Multi-Jurisdictional call on interstate
- Robbery or assault
- Warrants
- Prioritizing – 4 calls at once
- Tactical Exercise

- Multi-Jurisdictional chase
- Live fire bank robbery
- Call taker relationship
- Communicator and call taker interface
- Someone to get arrested from one of the example calls
- Show number of calls for service, number of arrests versus number of charges
- Report taking
- How many calls come into the center
- Priority calls stacking by entity
- What an in car laptop looks like
- See how jail interfaces including bar scan, iris scanner, mug photos, fingerprints, etc.

A motion was made by Rick Hawkins to invite the top three (3) vendors in point rankings Interact 911, Motorola Solutions & New World. Haskell seconded the motion. Motion carried unanimously by board members.

Jason said he would send out an email by Friday, February 4 or at the latest, Monday, February 7 with the survey and agenda. He asked board members if they had more ideas to please email him before these dates if possible. He also said they would notify Spillman.

**Building Issues**

Lowell informed the board of three issues with the City of Green River regarding the building. The first issue was a new survey map needed to be completed at the cost of \$5,500.00 which the City of Green River is asking the board to pay. The second issue is the City of Green River is requesting a variance. The third issue is the architectural and design board is asking to view any changes to the front of the building. John Love said he would speak to the City of Green River regarding the building issues.

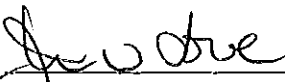

**Executive Director**

Rich Haskell asked the board if they were going to try and have an executive director on board prior to the live demonstrations. Lowell said they are still waiting on the completion of the backgrounds and would have an update at the next regular meeting. He said they would need to rely on the judgment of the board and dispatchers for the live demonstrations.

**Adjournment**

Mike Lowell entertained a motion to adjourn the meeting. A motion was made by Rich Haskell which was seconded by Rick Hawkins. Motion carried unanimously by board members. Meeting was adjourned at 11:30 a.m.

Attest:

  
 Secretary  
  
 Chair

Date: 2/28/11

Date: 6/10/11

**APPROVED**

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Request for Qualifications (RFQ) Opening  
Meeting Minutes  
January 24, 2011**

A meeting was held to open the Request for Qualifications (RFQ) for the Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board on Monday, January 24, 2011 in the City of Rock Springs Council Chambers, 212 D Street, Rock Springs, WY. Board members present included Mike Lowell, John Love, Rick Hawkins, Rich Haskell, Peg Leininger and Cezanne Brennan. Also in attendance were Jim Pobanz, Lyle Armstrong, Charlie Van Over, George Lemich, Heather Marsh, Clark Robinson and Dwane Pacheco.

**Purpose**

The purpose of the meeting was to open the Request for Qualifications which were due at 2 p.m. on Monday, January 24, 2011.

**Opening**

A few minutes after 2 p.m. George Lemich noted the receipt of Request for Qualifications for the combined communications joint powers board was closed and four (4) proposals were received. It was noted Charlie Van Over would be opening the RFQs and will review them for the initial requirement of the matrix. The proposals will then be given to Technology Plus to review and the three finalists will be returned to the joint powers board.

Charlie Van Over began the opening of the proposals.

**1. New World Technologies**

Van Over announced proposal did have matrix under tab #3

**2. Motorola**

Van Over announced proposal did have matrix which was complete

**3. Spillman**

Van Over announced proposal did have the matrix however they added their own matrix too. He said it appears they are explaining where they are not in compliance in parts two and three of the matrix.

**4. Interact 911**

Van Over announced proposal did have matrix

Van Over noted Rex Welsh and Jason Crandall with Technology Plus were on their way to sit down, take apart and review the proposals. They will then make a recommendation for the three vendors to invite for demonstration.

George Lemich noted the proposals were only being publicly opened to know what was received and checked for sufficiency. The proposals would not be evaluated until after the meeting.

The board convened until the 3 p.m. scheduled meeting.

Attest:

**APPROVED**

  
Secretary

Date: 2/28/11

  
Chair

Date: 6/10/11