

Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
September 10, 2012

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, September 10, 2012 at 212 D Street, in Rock Springs, Wyoming. Board members present included: Mike Lowell, Lisa Tarufelli, Clark Robinson, Chris Steffen, Mike Kennedy, Jim Wamsley, Rich Haskell, and Tom Jarvie. Also in attendance were: Charlie Van Over, architect; Brad Radakovich, accountant; David Halter, IT director; Robin Etienne, executive director, George Lemich, attorney, Kimberly Blackwell, dispatcher, Heather Marsh, RSPD administrative assistant, and Carrie Davis, CCJPB administrative assistant.

Call to Order

Chair Mike Lowell called the meeting to order at 2:31 p.m.

Minutes from Last Meeting

Minutes from the regular meeting on August 13, 2012 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Steffen and seconded by Wamsley. Motion carried unanimously by board members.

Financial Report

The August financial report was reviewed by the board. Brad Radakovich noted that funding has been received by both cities and 25% of the funding from the county has been received thus far. It was also noted that architectural fees are not in the budget this year; subsequently, they have been placed under professional/technical consulting. Lowell entertained a motion to accept the financial report. A motion was made by Haskell and seconded by Jarvie. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Hiring Committee

Etienne reported that he received the CritiCall testing results and that he hopes to interview next week for five positions. Of these positions, one will be replacing an employee who resigned and the other four will be new positions. Background checks of those interviewed will commence after oral interviews are complete to eliminate the need for extra work between the three agencies completing the background checks. Etienne hopes to have the five positions on board by the middle to end of October. It was noted that in the future, background check packets should be given with the written application to ensure that various deadlines are met.

Executive Director

Etienne reported that follow-up training with Interact has been scheduled to address problem areas in dispatching. It was also reported that Wyo Link system upgrades are currently taking place, which include updating the operating system of the computers from Windows XP to Vista. The Wyoming APCO conference for dispatchers is scheduled from November 13-15, 2012 in Casper, Wyoming. Two questions were presented to

the board regarding tuition reimbursement and COLA. Lowell asked that a written proposal to be presented to the board regarding the tuition reimbursement and COLA will be considered at a later date.

Benefits

None.

Building

Charlie Van Over reported that he has received all necessary documentation from CK Construction and this was given to Brad Radakovich so that final payment can be dispersed. It was reported that the final cost was \$26,580.00 under budget.

IT

David Halter reported that everything is running smoothly at this time. He has been working with Cassidian and SimpleSignal to get the SIP trunks working. He is working on writing up documentation to show network drops and other critical information in the event that any issues arise in his absence.

Bills & Claims

Lowell entertained a motion to accept the bills and claims. A motion was made by Wamsley and seconded by Haskell. Motion carried unanimously by board members.

United States Treasury	Payroll Liabilities	\$24,368.89
Wyoming Retirement System	Payroll Liabilities	\$15,371.80
Heyborne, Radakovich, & Co., PC	Accounting Services	\$1,425.00
Tegeler and Associates	Insurance	\$12,564.00
Sweetwater Television Company	Utilities	\$2000.00
Copier and Supply Company	Office Supplies	\$84.14
Rocket Miner	Advertising	\$10.70
Paetec	911 Telephone Service	\$544.87
Kimberly A. Blackwell	Employee Reimbursement	\$45.00
Biddle Consulting Group	Personnel Recruitment	\$429.84
Global Gov/Ed Solutions, Inc.	Office Supplies/Equipment	\$414.06
Joint Powers Telecom Board	Internet Lease	\$660.00
Quill Corporation	Office Supplies	\$1362.98
Lemich Law Center	Legal Services	\$1169.29
Wild West Weed Control	Building/Grounds Maintenance	\$100.00
Simple Signal, Inc.	911 Telephone System	\$821.68
Verizon Wireless	Utilities	\$176.32
Plan One Architects	Architectural Fees	\$9422.19
Rocky Mountain Power	Utilities	\$1,822.40
F.B. McFadden Wholesale Co.	Janitorial Costs	\$191.50
Green River Cable Television Co.	Utilities	\$16.30
Century Link	Utilities	\$5,145.52
Blue Cross Blue Shield of Wyoming	Payroll Liabilities	\$26,798.34
Aflac	Payroll Liabilities	\$589.76

Old Business

- a. Meeting Dates

Brad Radakovich addressed concerns regarding the present meeting date. As of today, 80% of the Century Link bills have not been received. He suggested a mid-month meeting date instead to ensure that bills are paid in a timely manner. With that in mind, future board meetings were moved to the third Monday of each month. Wamsley entertained a motion to approve the immediate payment of Century Link bills between today and the next board meeting in October, which was seconded by Jarvie. The motion carried unanimously by board members.

New Business

a. Credit card application

Tarufelli reported that she received an application for a card issued from US Bank. It will, however, require board members to sign and authorize the names issued on each individual card. Lowell mentioned the use of prepaid cards instead and this will be looked into further by Brad Radakovich.

b. Records Management System

George Lemich gave a summary of the ongoing issue with Interact. Interact representatives met at the center last week and another solution to the issue was presented, which is a "cloud" based application where data will be accessed by the Internet. There is no hardware investment required and it will save money in the long run as the previously proposed server will not need to be purchased. The main downfall is getting Wyoming DCI to permit a cloud-based system.

Miscellaneous

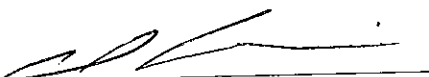
a. Next Meeting

The next meeting was scheduled for Monday, October 15 at 2:30 p.m. in the Green River City Council Chambers.

Adjournment

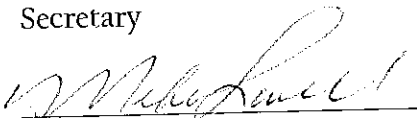
Lowell entertained a motion to adjourn the meeting. A motion was made by Haskell which was seconded by Wamsley. Motion carried unanimously by board members present. Meeting was adjourned at 3:18 p.m.

Attest:



Secretary

Date: 10/24/12



Chair

Date: 10/23/12

APPROVED

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Special Meeting Minutes
September 27, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held a special meeting on Thursday, September 27, 2012 at 221 C Street, Rock Springs, WY. Board members present included Mike Lowell, Lisa Tarufelli, Clark Robinson, Rick Hawkins, Jim Wamsley, Chris Steffen and Tom Jarvie. Also in attendance was Charlie Van Over, architect; George Lemich, attorney; Robin Etienne, executive director and Heather Marsh, Rock Springs Police Department.

Call to Order

Chair Mike Lowell called the meeting to order at 2:30 p.m.

Bills & Claims

George Lemich reviewed with the board the final CK Construction payment which was reviewed by Charlie Van Over and Brad Radakovich prior to being presented for payment. Wamsley entertained a motion to pay the final CK Construction payment which was seconded by Steffen. Motion carried unanimously by board members.

CK Construction	Building Construction	\$162,653.85
Century Link	Utilities	\$2,865.37

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Jarvie which was seconded by Wamsley. Motion carried unanimously by board members present. Meeting was adjourned at 2:32 p.m.

Attest:



Secretary

Date: 10/24/12



Chair

Date: 10/23/11

APPROVED