

Sweetwater Combined Communications Center
Meeting Minutes
February 22, 2010

The Joint Powers Board for the Sweetwater Combined Communications Center held its first meeting on Monday, February 22, 2010 at 3:00 p.m. Board members present included Mike Lowell, Lisa Taruffelli, Craig Nelson, John Love, Cezanne Brennan, Peg Leininger, Richard Haskell, Rick Hawkins, and Jim Wamsley. Also in attendance were Charlie Van Over, architect; George Lemich, lawyer; Dwane Pacheco, Clark Robinson and Heather Marsh. Informational binders were given to each member of the board.

Board Members

Board members introduced themselves and the agency they were associated with. Members are as follows:

- City of Rock Springs – Mike Lowell, Lisa Taruffelli and Craig Nelson
- City of Green River – John Love, Cezanne Brennan and Peg Leininger
- Sweetwater County – Richard Haskell, Rick Hawkins and Jim Wamsley.

Introduction

Mike Lowell opened the meeting with an introduction of how the combined communications center project had arrived at this point. He said preliminarily this had been a four to four and a half year project. According to Lowell this is the third time it has been tried and the first time it had gotten this far.

Project Site

He said the best site for the center would probably be the new jail but it will not be the site. The second site which was considered was the abandoned jail beneath the court house in downtown Green River, however, the commissioners took it back for a new court. The third site, which is owned by the City of Green River, is the old fire station in Green River at 5 Shoshone Ave. This is where the meeting was being held. According to Lowell this site is actually a better site than the second because there is line of site to most antennas. He said the number one big issue would be the clarity for the City of Rock Springs. The site has been proposed and they are working on a commercial appraisal of the building before there will be a proposed lease agreement for the site.

History

Lowell told those attending in the binder there is a history and everything he thought the board members should know. He said there is \$60,000 tied into the process already, \$20,000 from each community and an additional \$2,000 from each for a subsequent site for the jail.

iXP Assessment

He said the entities had participated in a yearlong site study with iXP on the need for a combined communications center and the report was included in the binder. He said the study was also

for where it would be best to be consolidated or cohabited where all three individual organizations would work out of the same building versus one communications center that has almost everybody's business. The consensus of the study was one center that handles everybody's business. He said essentially the center would communicate with everyone in the county and include law enforcement, fire , EMS, public works, etc. The reason it was kept to a small working group is because law enforcement has 99.9% of the calls which is about 105,000 a year plus about 200,000 incoming phones calls between all three agencies. As it got closer they started asking questions and making sure they did not upset anybody. According to Lowell, Rock Springs would take 42% of the operations and maintenance cost with Green River and Sweetwater County sharing the remainder based on population and how grant procedures have been broken down in the past. He said other entities would not be responsible for the cost only the three agencies would take care of all the costs.

Lowell said since the iXP study said it would be much better to consolidate, Motorola was brought in to do a study and two studies were conducted. Lowell noted the results of the study along with the estimate of costs were included in the binders. He said the system selected some months ago, which is based on the board's approval now, is the MCC7500. It is the latest plug and play radio system from Motorola. He said plans are to have between five and seven consoles with 25 employees which is the combination of all present employees of all three agencies with the addition of an executive director and full-time IT support person. The only bad issues are some employees do not want to travel to Rock Springs. Nobody would get terminated but everyone would have to either come along or find other work. The plan is it would be the exact same retirement system but the board would decide on the wages. The joint powers agreement says the wages and the health benefits would be the best of all three organizations so it will be a good place to work.

Proposed Spending and Expenditures

Lowell said included in the binders was a breakdown of all monies. There are three sources of revenue on the table. There is a state loan investment board which is about \$750,000 plus the matches. Each of the three law enforcement organizations have the matches set aside in their budgets and this totals almost \$1,000,000.00. Lowell said these monies are for architecture and engineering which is why Charlie Van Over was present in case there was a question. The second round of funding is Wyoming's WyoLink grant program. There were two rounds with each agency receiving \$150,000 in the first round and an additional \$24,000 in the second round so each agency has about \$175,000. According to Lowell, this money has been committed, under a formal memorandum of understanding between all three entities, so the money is locked up. This money can be used for the purchase of the radio system which is approximately \$500,000.00 and includes all the updates and hooking up to the WyoLink system. Initial savings for the three entities would be to pay a onetime fee to hook up to WyoLink. WyoLink is a statewide interoperability communications system which would allow someone to talk to anyone in the state in their talking group and there would be up to four or five talking groups. Lowell said no matter how bad it got they would always be in touch with somebody who could help them or they could respond somewhere else. On a standalone basis this would cost more than \$200,000.00 and each agency does not have enough to cover it. Lowell said another requirement for WyoLink is two, T-1 lines. John Love said there is fiber in the old fire station. Lowell said the state will cover the cost of it so it will

not be an issue. The third source of revenue is the President Obama Stimulus funding which totals about \$354,000. These monies are tied up in a disparate joint agreement between all three entities for the purpose to buy all the equipment other than the radio i.e. consoles, voice loggers, phone system, furniture, etc. Lowell noted Chuck Radosevich, the county engineer is preparing a rough proposal for architecture and engineering as a freebie for board.

Lowell said this is approximately where they stand right now. He said the things the board should be concerned with are to elect officers, form committees and get the process going to get an executive director on board. According to Lowell an executive director should be in place as soon as possible to oversee the project and be there from the beginning. He said the second item is to have someone work on a lease agreement and the third is to make an arrangement with Motorola to purchase the radio system. According to Lowell, the shipment of the radio can be delayed for up to a year. This would allow them to have it when the site is ready and pay for it when they can and in addition there are free updates. He said if it is bought and shipped now any upgrades would have to be paid for. Motorola does not have an issue with this so Lowell thinks it would be a good option for the board to do and thinks it is something which would have to be ruled on in the next formal meeting. In addition, Haskell noted the money for the radio has a deadline to be encumbered or it will be lost. Jim Wamsley asked when the deadline to encumber the money was. Lowell and Haskell noted the deadline to encumber the funds is June of 2011. Lowell said they are under a lot more heat from the SLIB board as to why they have not spent the money for four and a half years because this is money that could be used somewhere else. He said he has had a couple of calls regarding the funds and he has assured them it is going to be spent on a quality project. Lowell said there is almost \$1,000,000.00 for A&E, almost \$700,000.00 for equipment and the budget for Motorola for equipment and consoles is almost \$799,000.00 so a good portion of everything is used up.

Lowell said the issue the communities have to be concerned with are the projected life cycle on the present radio systems of each entity as they are down to the end. According to Lowell, if they do not go together, they will have to replace their systems. The replacement for the systems would cost about \$350,000.00 to \$500,000.00 depending on how many seats and how big of a player you want to be in the communications system. Lowell said there is no short term cost savings for the cities, maybe long term you will save some, but no money will be saved in the beginning. The projections for the first year for the combined communications center are \$5,000,000.00 to build, operate and maintain the facility.

Lowell said they think they will be able to bill the entities at proportional percentages for operating and maintenance costs once it is started. The board will have to find how to set in employees wages and how to coordinate with the Wyoming Retirement System and how to chronologically put it out on a time step. Lowell said right off the bat notifications have to be made to include the Secretary of State that the board is legitimate. He said he believes they should go on the premise they are in fact going to lease the old fire station building and put Charlie Van Over to work doing some preliminary work for the board. He noted a joint powers board does not have to bid for professional services which is why he had contacted board members to ask if he could bring a lawyer and an architect to the meeting so time would not be wasted.

Haskell said one thing Lowell did not mention was Love, himself and Lowell has been after this thing since he had taken office about three and a half years ago. The reason they came to a joint powers board is because there is a lot of money the joint powers board has access to that the three entities do not. They figured it would be the best way to do it and all three of them have been on board with it from the get go. He said it does not take the responsibility away from them but it makes it a lot more uniform as far as being able to dispatch emergency services of Sweetwater County. He said it does not matter what city you are in it is all Sweetwater County which we are all members of. The only problem they have with WyoLink is it doesn't have paging capabilities so the county will still have to maintain two separate systems so they can page Farson, Wamsutter, Granger and wherever else they have to page so it does not eliminate this. He said so many times the cities will have a call or the county will have a call and nobody knows what each other is doing but with this type of system they can all work together from the same end and they know what each other is doing. In addition they will know what the Highway Patrol is doing. He said this is the main reason why they jumped on the project and thought it was a good idea.

Lowell said the 7500 does have paging and it is the only system on the market that has complete paging and command interruptions so at any one time a communicator can get in and interrupt the traffic to go to emergency notation. He said this allows them to deploy three times the resources as far as patrol officers and communicators in a big event. They would now be able to deploy 30 units as opposed to six or seven.

Love said he thinks the city will be agreeable to the lease but he thinks they will want to bargain for how much is thrown in the building which will reduce their cost of the initial remodeling. He said they figure if they throw in the building they should get a discount. He said it is not anything formal it is just what he has heard and it is something which they could maybe bargain for.

Lowell said there is enough in the SLIB board funds to pay for the architecture and engineering. He said this was the reason Lisa Taruffelli was there because one of the things the board will have to do is develop checking accounts and line item accounts. He said they have to hire an accountant as they cannot go inside individual cities and counties to use their own expertise as it is forbidden. He said a process is needed to be able to transfer money from the three entities into the board's own line items and accounts. He said a CPA is needed to keep it straight and legal.

He said they have budgeted up to \$90,000.00 for system integration. According to Lowell, Motorola has graciously volunteered to do it and the board has graciously turned them down because they would like someone who works for them and not for Motorola just to make sure everything is on the up and up. Lowell said there is a movement in the county to move all control of 911 over to the joint powers board. This means the system, operating funds and what little revenues they get from the phone companies could become part of the project. This would add on some additional requirements for the board but he thinks this is something everyone wants done.

Joint Powers Agreement and Legalities

George Lemich said he had not seen the joint powers agreement. He asked if under the joint powers agreement if the cities and the county had appointed board members and how many were appointed. The

board confirmed members had been appointed with nine total, three from each entity. He said you had to have a minimum of five and asked who they were. It was noted they were listed in the binder under tab 1.

Lowell noted the items seen in the binders are tied up in proprietary agreements and the iXP assessment and Motorola proposal are not free to be released as they do not want their competitors to see it. George said one other thing which falls into place with this is there is an exception under the public meetings and public records act to matters of security. He used the example of the blueprints of the building, if it does in fact become the headquarters facility, are going to be considered as non-public documents and they will all be stamped confidential and will be returned by all contractors because you do not want them out. Security vulnerabilities that affect the board or its operations have to be protected. He said this protection is allowed under the law.

He said in terms of the board members their duties in constituting the board are in terms of one, two and three years. He asked if the terms had been designated for each member. Lowell confirmed they had been designated by the entities and they all knew how many years they were serving. He asked if the chiefs and sheriff were appointed by the designation of their office or appointed by year. It was confirmed they were appointed by designation of office.

He said the next duty is to appoint a chair, vice chair, secretary and treasurer. Statutorily you have to have those offices, according to Lemich. Haskell asked if it is a nomination or just an appointment. Lemich said basically the joint powers board shall meet, organize and elect from its membership a chairman, vice chairman, secretary and treasurer. He said ordinarily you would apply the bona fide rules of Robert's Rules of Order for small groups by putting the motion on the table, nominate and then elect those officers per individual positions or by a slate of cabinets if you wish.

Election of Officers

Lowell said he had noted on the agenda a Chair, Vice Chair, Secretary and Treasurer. He said the City of Rock Springs would continue to provide the administrative assistant for as long as they can to do the note taking and to keep the files.

A motion was made to nominate Lowell for chairman by Haskell and was seconded by Love. Motion carried unanimously by all other board members.

A motion was made to nominate Cezanne Brennan for vice chairman by Love and was seconded by Leininger. Motion carried unanimously by all other board members.

A motion was made to nominate Love for secretary by Haskell and was seconded by Jim Wamsley. Motion carried unanimously by all other board members.

A motion was made to nominate Lisa Tarufelli for treasurer by Craig Nelson and was seconded by Rick Hawkins. Motion carried unanimously by all other board members.

Committees

Lowell asked if by Robert's Rules of Order he needed to make suggestions for committees or who would like to serve on committees. Lemich said, according to what the board's by-laws provide, ordinarily the chair can simply appoint members to the respective committees.

Executive Director Committee

Lowell asked board members what they thought was the most important issue to deal with first. Board members agreed the most important issue is to hire an executive director. Lemich asked if they intended to hire the director on a contract or as an at-will employee. Lowell said he believed by contract but would leave it up to the committee. He said wages suggested in the study were \$80,000.00 which may be too low. He thinks the committee should look at the wage, contract, benefit allowances and moving expenses.

Haskell, Wamsley and Leininger were appointed to serve on the Executive Director Committee.

By-Laws Committee

By-Laws were discussed by the board. Lemich suggested obtaining by-laws for existing joint powers groups as it would be very beneficial. He said if not, he would be able to provide the board with a template.

Hawkins, Brennan and Love were appointed to the By-Laws Committee.

Benefits Committee

Lowell said he needed to have some discussion on the benefits committee. He knows by the agreement the employees have to be in the Wyoming Retirement System and the safety system with the exception of the IT person. He said he was not sure about the director. He asked Lisa Tarufelli to look into it for the board.

Tarufuelli, Wamsley and Craig Nelson were appointed to serve on the Benefits Committee.

Building Committee

Lowell asked Wamsley if he was happy with the dispatch service he was getting. Wamsley said he was happy with the service and did not have much experience with dispatching. The board discussed radio channels and frequencies. Wamsley said it is their intent to move to WyoLink and use WyoLink equipment so they can also have communication throughout their area.

Hawkins, Pacheco and Love were appointed to serve on the Building Committee.

Architecture and Engineering

Lowell opened up discussion about architecture and engineering. Charlie Van Over said he would like to acquire the drawings of the building. He said it would be handy to have a design committee whether it be appointed or be the entire board. He would like to sit down and have a discussion on the parameters of the design including security, break rooms, offices, basically everything that will be going into the facility and how it intertwines from one space to the other. Lowell said some of it is in the iXP study.

Van Over said once he reviews everything he had received at the meeting he is sure he would have a lot of questions so he would like to sit down with some type of committee. From there he would begin preparing some consensual drawings which there may be two or three different ideas of how it may come together. He said they could then get together as a group and narrow it down to a consensus design and then move forward from there.

Love said he had been trying for months to obtain the blueprints for the building and have not been able to obtain them. Lowell said there had been some indication there had been some sinkage but had been told by the Mayor it had been repaired. Van Over said the building has had a lot of problems over its life. Van Over said he knew the original architect of the building and would check to see if he could maybe get a set.

Lemich asked about the status of fueling and having a generator there with auxiliary fueling. Van Over said there should be room in back.

Lowell said the plan shows 5,000 square feet as a workable area for the center which includes five consoles and a break room.

Lemich asked if there would be a backup center. Haskell said it would be in their building in Rock Springs.

Van Over said the equipment is taking up the first biggest expense but security would be the next biggest expense.

Lowell said iXP thought integration would be the next biggest issue. Not the integration of carpenters, plumbers and this sort of thing but the integration of systems in a timely manner and this is why the additional money was set aside. iXP felt it could go as high as a quarter million dollars depending on what happens. Van Over said the infrastructure in this kind of facility is a big deal. He said they had worked with an outfit out of Indiana on several projects, such as jails that had communications systems, and they had done a really good job working with it. He said they would get those guys involved in it. He said he thought it would be a much more minor thing in such a build. Lowell asked Dwane Pacheco to work with Charlie on the technical issues of integration and Love also said he would help. Lowell said two of the three entities have the same system, Rock Springs and Sweetwater County and Green River has a different system. There were two options proposed, a new system or some kind of interface that would allow them to get the full benefit of the system.

Lowell asked Van Over if they hire a systems integrator or a firm to do it. Van Over said they would have a systems integrator as part of the design team to get it all setup and then the contractor would give it to the electrical subcontractor and they could do it themselves or get an actual IT subcontractor under them to make all the connections and put it together.

Purchase of Motorola Radio

Lowell asked the board about going forward with the purchasing of the Motorola radio system. He said the proposal in the back of the book includes all types of equipment in addition to the radio system. Lowell said the grant prohibits them from buying anything but the radio system itself under the WyoLink system. He asked if he made the motion to go ahead with the purchase of the radio would anybody have an issue with it. Love asked if it would take all of the WyoLink grant monies and Lowell said it would take up more than the monies.

It was asked if the system would be stored at the old fire station building. Lowell said the shipment of the radio can be delayed for a year and it is built on demand. He said he is more concerned with getting the money spent in a timely matter. He said the 7500 is the only one with plug and play, paging capability, command interruption and that it is the Cadillac of systems. Lemich asked about upgrades. Lowell said there are free upgrades until the day it ships. He said if they purchase direct or from a manufactured representative of equipment (MRE) they sustain longer warranties.

Wamsley asked about the frequency of the meetings. Lemich said you are required to have a minimum of one meeting every three months by statute. Wamsley asked if by the next meeting there would be a better timeline. Lowell said there would be a better guesstimate on the radio system and executive director by the next meeting. He said they should probably meet about every two weeks for the next four to six meetings. Van Over said he thought within a month they would have a pretty good handle on what the requirements are going to be and starting to put some cost estimates together.

Lowell asked Wamsley what bothered him about ordering the radio now. He said he was concerned about the radio just sitting around and collecting dust when the building is not ready. Lowell explained all they are doing is obligating their money and not paying for it for a year. Lemich said this should also protect from price increases.

Brennan motioned to approve the purchase of the system which was seconded by Wamsley. Motion carried eight to one with Haskell opposed.

Haskell said he did not think they needed to purchase the equipment this fast because the longer they hold off the newer it is going to be. He said the WyoLink money is not the issue it is the SLIB board money to build it and get it going. The board discussed how long it would be to open the doors and how long the equipment would sit. It was estimated the equipment would possibly sit for about six months and any upgrades within this period of time would have to be paid for.

Finances

The board discussed opening bank accounts, invoicing, transferring of money and obtaining a tax i.d. number. Accounting firms were discussed for accounting matters and auditing purposes. Tarufelli said the same accounting firm who does the accounting business cannot do the audit.

A motion was made by Haskell to have Heyborne and Radakovich do accounting work and Schnauber and Hall for auditing.. The motion was seconded by Nelson and carried unanimously by remaining board members.

Tarufelli said a resolution will be needed to open a bank account. Lemich said he would get a resolution ready for the board. Financial institutions were discussed by the board. Tarufelli said she would make some calls and get the name of the financial institution to Lemich for the resolution.

Contact Information

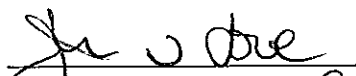
The board members reviewed the contact information sheet and noted changes. It was also asked if members' chairs, committees and terms could be added to the contact sheet. Heather Marsh said she would make the changes and have new sheets for the members at the next meeting.

Next Meeting

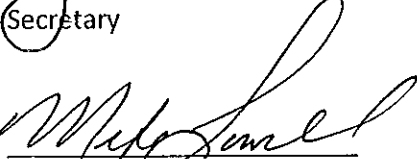
The next meeting will be held on Monday, March 8, 2010 at 3:00 p.m. at the old fire station, 5 Shoshone Avenue in Green River, WY

Adjournment

The meeting was adjourned at 4:25 p.m.


Secretary

Date: 3/8/10


President

Date: 3/8/10

Approved