

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, March 27, 2017**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, March 27, 2017 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Jim Wamsley, Rich Tyler, Mike Liberty, Chris Steffen, Clark Robinson, Duane Pacheco, and Rick Hawkins. Board members absent were: Mike Lowell and Tom Jarvie. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Becca Thornock; and Cheryl Johnson.

Call to Order

Chairman Jim Wamsley called the meeting to order at 2:31p.m.

Public Hearing-Resolution 2017-002 E911 Surcharge

The public hearing to discuss Resolution 2017-002 E911 surcharge was opened at 2:32 p.m. Wamsley stated the resolution was to ensure the continuation of the E911 surcharge for the 911 tax. With no further comments the public hearing was closed at 2:33p.m.

Agenda for Regular Meeting

The agenda was distributed to all in attendance.

Minutes from Regular Meeting and Interim Meeting

Wamsley entertained a motion to accept the minutes from the regular meeting February 27, 2017 and the interim meeting March 7, 2017. A motion was made by Steffen and seconded by Liberty. Motion carried unanimously by board members.

Financial Report

Wamsley stated Varley will be going over the financial report to explain what each report shows and to answer any questions the board may have. Varley stated the financial reports were first developed with an accounting background in mind so he would like to make them more readable to those without that accounting background. Varley presented the current financial report to those in attendance as he explained what each report means and shows. Each financial statement must include a balance sheet otherwise known as Statement of Net Position, and a profit and loss or income statement also known as

Statement of Revenue and Expenditures. These two documents must be maintained according to AICPA code for compiled financials while everything else is up to the board's discretion. The Statement of Net Position, or balance sheet, is currently split into 3 columns: 911 funds, general fund, and invested capital assets. Varley stated one overall combined statement could be used rather than having 3 separate sections. For the Statement of Revenues and Expenditures Varley would like to show the 911 fund separate from general fund so the board can see what is coming out of each. These figures are the overall totals for the month and then year-to-date. Next in the financial reports are Month by Class and Year to Date 911 and general fund layouts. All of these statement discussed are ones that the financial report has to have. The supplemental reports are the General Ledger and Budget vs. Actual. Varley stated it would be best to keep the Budget vs. Actual report as it shows how much is either over or under the budget and what percentage of the budget the center is at currently. Varley stated the General Ledger shows everything that is in the accounting system. It shows every chart from the chart of accounts and every transaction that took place during the month. Most of what is shown on the General Ledger also appears on the transaction detail that Varley presents monthly. Not shown on the transaction detail that is on the General Ledger are accounting adjustments that Varley makes. Varley stated this report is one that could be presented quarterly or semi-annually. Wamsley stated he would like to see the Budget vs. Actual report first in the packet and have the General Ledger presented twice a year.

Wamsley entertained a motion to accept the February financial report. A motion was made by Liberty and seconded by Hawkins. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

Etienne stated for the month of February 9,715 were made. 1,082 of those calls were 911 with 84.66% being wireless. 98.26% of 911 calls were answered in 10 seconds or less with 99.03% of admin calls being answered in 10 seconds or less. Etienne stated backgrounds have been completed on the 4 applicants that made it through to that point and 3 have received conditional offers of employment. Ciara Jackson and Abby Bromley started on March 27, 2017 and Jessica Penland will be starting April 3, 2017 which leaves one position still open. After the 3 new hires have been in training for a few months, the center will again advertise for a Basic Communicator position. Etienne is continuing work on GIS and has met with GIS personnel at the county to discuss various issues. The Spillman Administrator group met last week with Spillman to work on the mock go live and test user permissions and accounts. The center attended the White Mountain Community Awareness Days on March 11, 2017. Halter and

Etienne met with Tony from BLM to further discuss radio frequency plan and sites. Etienne also met with Commissioner Wendling where it was suggested the board ask to be on the agenda for the commissioners meeting to inform the commissioners of plans regarding the countywide communications system and the single channel paging for fire and EMS. There will be a PSCC meeting in Cheyenne, with a phone conference available, on April 4-5, 2017. Steffen requested Etienne schedule the meeting with the commissioners.

IT Director Report

Halter stated during the meeting with Tony from BLM it was discussed of having a countywide law net and fire/EMS net which would service Sheriff's Office and all county responding agencies for fire/EMS along with a metro net for citywide networks. Small town nets would utilize repeater frequencies that are for the smaller areas such as Superior and Granger. These nets would utilize existing frequencies that agencies have with the possibility of needing to license one or two additional. Halter stated Fire District 1 frequencies that are currently owned and licensed would work well with some of the projects. Halter also stated taking the frequencies over from Rock Springs Fire and Police Department has allowed flexibility on how frequencies get redistributed or repaired. Halter is continuing work on countywide paging system and is currently waiting on letters of concurrence from Lincoln County and Lincoln County Medical Center for high power paging. Low power paging has already been licensed and equipment has been ordered. Rock Springs Police Department and Rock Springs Fire licensing is being transferred over and frequencies will be relicensed. Halter and Tyler are continuing work on moving repeaters to the hospital. Halter will be applying for another right-a-way permit for the BLM building on Aspen Mountain. Visionary Communications has installed their equipment on Whalen and is waiting on Rocky Mountain Power to install power. Halter will be working on installing security cameras as well. Text to 911 within the county is ready for any Verizon Wireless customers and work is being done to have this service provided through Union Wireless as well.

Personnel Committee

No comments were made.

Bills & Claims

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

Correspondence

A quarterly newsletter was received from Wyoming Workforce Services. It was included with the meeting packet distributed to the board. A letter was also received from Wyoming Division of Workers'

Comp stating the establishment of a premium credit for employers who have paid premium in 2016. The credit will be 8.33% of all premiums paid in 2016 and a separate letter notifying the center's credit amount will be received if the center qualifies. The credit will be effective August 1, 2017 and can only be used for premium payments until January 31, 2018.

New Business

Resolution 2017-002 E911 surcharge

Wamsley entertained a motion to accept Resolution 2017-002 E911 surcharge. A motion was made by Liberty and seconded by Robinson. Motion carried unanimously by board members.

Spillman Evidence Barcoding Hardware

Quotes for the evidence barcoding hardware were distributed to the board. Etienne stated the quotes are the same for each agency; Rock Springs Police Department, Green River Police Department, and Sweetwater County Sheriff's Office; for the amount of \$2,561. This was not a part of the original purchase and has not been budgeted for. The hardware is so each agency will have the equipment to correlate with Spillman's evidence package. Wamsley entertained a motion to allow him to sign the Quote and Purchase Addendum for Spillman Evidence Barcoding Hardware. A motion was made by Liberty and seconded by Hawkins. Motion carried unanimously by board members.

Spillman Analytics Options

Etienne stated Spillman Analytics allows the user to go further into detail on the information put into Spillman. It was noted that Analytics is a subscription which is \$8,611 for the year and then approximately \$7,800 annually after that. This option would take the place of Comstat which was purchased during the initial training and purchasing if the board chooses. The \$8,611 would encompass all three agencies; Rock Springs Police Department, Green River Police Department, and Sweetwater County Sheriff's Office. Robinson made a motion to sign the Quote and Purchase Addendum that would allow the board to switch from Comstat to Analytics and use the credit from the purchase of Comstat to go towards the purchase of Analytics subscription. Motion was seconded by Hawkins and carried unanimously by board members.

Comments from the Chairman and Board

No comments were made.

Old Business

None noted.

Executive Session

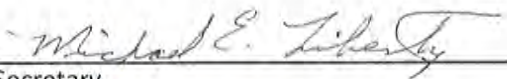
Wamsley entertained a motion to enter into Executive Session at 3:36p.m. A motion was made by Hawkins and seconded by Liberty. A motion was made by Liberty and seconded by Hawkins to place the regular meeting back in order at 4:07p.m. At the start of the regular meeting Wamsley entertained a motion to allow him, the chairman, to adjust and sign a voucher received from Sweetwater County in regards to quarterly payments for operating contributions made during FY2016-2017 Quarters 1-4. The adjustments were made as follows: FY2016-2017 Operating Contributions, Quarter 4 was adjusted from \$158,774.72 to \$176,146.38; Operating Contributions for Quarters 1-3 remaining balances were added to the voucher for the amount of \$17,641.63 each; and the total claim was adjusted from \$158,774.72 to \$229,341.27. A motion was made by Steffen and seconded by Hawkins. Motion carried unanimously by board members.

Next Meeting

The next meeting of the board was scheduled for Monday, April 17, 2017 at 5 Shoshone Avenue in Green River, WY.

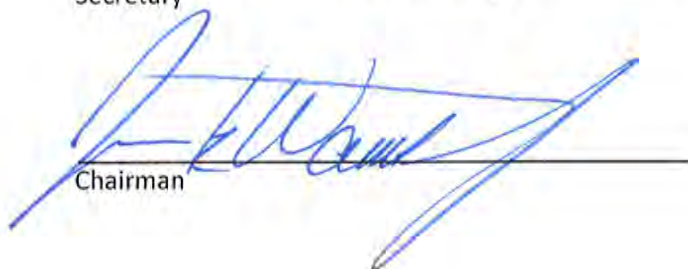
Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Hawkins and seconded by Steffen. Motion carried unanimously by board members. Meeting was adjourned at 4:09p.m.



Secretary

Date: 4-17-17



Chairman

Date: 4-17-17