

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
January 9, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, January 9, 2012 at 50 E. 2nd North, Green River, WY. Board members present included Mike Lowell, Rick Hawkins, Rich Haskell, Lisa Tarufelli, Chris Steffen, Tom Jarvie, Jim Wamsley and David Halter. Also in attendance was Charlie Van Over, architect; George Lemich, attorney; Brad Radakovich, accountant; Rex Welsh & Jason Crandell, Technology Plus; Cheryl Johnson, Wauneta Lutes, Heather Marsh, Clark Robinson & Dwane Pacheco with the Rock Springs Police Department; Robin Etienne, executive director; Burke Morin with the Green River Police Department; Debbi Serke & Jim Pobanz, Motorola; and Dave Riegert, Wireless Advanced.

Call to Order

Chair Mike Lowell called the meeting to order at 2:15 p.m.

Minutes from Last Meeting

Minutes from the regular meeting on December 19, 2011 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Rich Haskell and seconded by Chris Steffen. Motion carried unanimously by board members.

Financial Report

The financial report for December 2011 was reviewed by the board. A motion was made by Jim Wamsley which was seconded by Rich Haskell. Motion carried unanimously by board members.

Petitions

Debbi Serke with Motorola updated the board on installation and programming. She said they would be working with Robin on template design this week. After this week they will be back in Green River the week of January 26th to finish programming then will begin getting ready for training. Jim Pobanz said he was impressed with the facility. He thanked the board and said he appreciated their business.

Committee Reports

Executive Director

Robin Etienne reported the furniture bids were in. He said the Blue Cross Blue Shield applications were out to employees and cards were attached if employees wished to meet with John Adams privately. The utilities are in the process of being turned over.

Benefits

None

Building

Charlie Van Over handed out a memo regarding liquidated damages which he reviewed with the board. The building was set to be completed on October 27, 2011 and was not complete until December 9, 2011. This is a total of 41 days past the due date. He noted permanent power was not installed so the contractors could not fire up certain items. This is a Rocky Mountain Power issue and set the contractors back 11 days total. He suggested the board split the difference by crediting five days of damages. This would be a total of 36 days at \$300.00 per day for a total of \$10,800.00. A motion was made by Chris Steffen to assess the suggested liquidated damage which was seconded by David Halter. Motion carried unanimously by board members.

Bids for either the repair or replacement of the roof were reviewed by Van Over. The bids were as follows:

Big Horn Roofing	Repair	\$19,495.00
	Replacement	\$34,195.00
Thomas Robison Roofing	Repair	\$15,956.00
	Replacement	\$31,300.00
Warburton's Roofing	Repair	\$11,695.00
	Replacement	\$21,270.00
Clark's Quality Roofing	Repair	\$8,960.00
	Replacement	\$19,950.00

He said all bids met the product and installation requirement. Lowell asked if he had a recommendation. He suggested the replacement of the roof at the cost of the last bid. Van Over reviewed the funding left from the project which totaled \$19,471.00 which would cover all but about \$500.00 of the roof.

A tour of the building would follow the meeting. In addition, another walk through was setup for Friday, January 13, 2012 at 9 a.m.

IT

The discussion of the IT job description and time frame was tabled until Executive Session.

Bills & Claims

Lowell entertained a motion to approve the bills and claims list with the addition of the Cassidian Software invoice. A motion was made by Hawkins which was seconded by Haskell. Motion carried unanimously by board members.

United States Treasury		\$1,484.50
Wyoming Retirement System	Payroll Liabilities	\$917.80
Department of Workforce Services	Payroll Liabilities	\$337.35
Heyborne, Radakovich & Co. P.C.	Accounting Services	\$685.00
Homax Oil Sales, Inc.	Gas, Oil & Maintenance	\$508.73
Plan One Architects	Architect Fees	\$7,740.02
InterAct Public Safety Systems	Communications Equipment	\$165,457.25
Principal Life	Employee Benefit	\$117.52
Ceridian COBRA Services	Employee Benefit	\$1,685.26
Rocket-Miner	Advertising	\$22.59
Robin F. Etienne	Employee Loan – Relocation	\$15.87
Lemich Law Center	Legal Services	\$1,125.00
Robin F. Etienne	Payroll	\$5,521.75

Old Business

None

New Business

- a. **Fire Alarm Monitoring Contract**
 Lowell reviewed the cost of \$29.95 a month for the fire alarm monitoring contract. Wamsley made a motion to accept the contract which was seconded by Halter. The motion was then amended by Wamsley to make the payment for a total year for a cost savings of 10%. It was seconded by Halter and carried unanimously by board members.

Miscellaneous

Next Meeting

The next regular meeting was scheduled for January 23, 2012 at 2 p.m. at the City of Rock Springs Council Chambers, 212 D Street, Rock Springs.

Recess

The board took a recess of 10 minutes. Once the board reconvened Lowell appointed Tom Jarvie to Vice Chair of the board.

Executive Session

Lowell made a motion to go into executive session at 2:52 p.m. A motion was made by Haskell and seconded by Halter. Motion carried unanimously by board members. A motion was made by Haskell to adjourn the executive session and seconded by Wamsley. Motion carried unanimously by board members. Executive session ended at 3:56 p.m.

Roof Bids

Lowell entertained a motion to accept the roof bid on Charlie's recommendation. A motion was made by Wamsley and seconded by Haskell. Motion carried unanimously by board members.

Adjournment

Hawkins entertained a motion to adjourn the meeting which was seconded by Halter. Motion carried unanimously by board members present. Meeting was adjourned at 4:00 p.m.

Attest:

Margaret Leming
Secretary

Date: Jan 23, 2012

Michael Sant
Chair

Date: 2/2/12

APPROVED

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Regular Meeting Minutes
January 23, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, January 23, 2012 at 212 D Street, Rock Springs, WY. Board members present included Mike Lowell, Rick Hawkins, Rich Haskell, Lisa Tarufelli, Chris Steffen, Tom Jarvie, Jim Wamsley, Peg Leininger and David Halter. Also in attendance was George Lemich, attorney; Brad Radakovich, accountant; Rex Welsh, Technology Plus; Cheryl Johnson, Wauneta Lutes, Heather Marsh, Clark Robinson & Dwane Pacheco with the Rock Springs Police Department; Robin Etienne, executive director; and Krista Springer with the Green River Police Department.

Call to Order

Chair Mike Lowell called the meeting to order at 2:06 p.m.

Minutes from Last Meeting

Minutes from regular meetings on October 25, 2011; November 7 & 21, 2011; and January 9, 2012 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Wamsley and seconded by Haskell. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Executive Director

Robin Etienne reported InterAct and ISC were onsite last week. Meetings have been setup for IP addresses and networking with the three entities. The SOP group has been working on record rotation and landmarks. He said he has also been working on furniture for the center and headsets.

Benefits

Lemich reported the benefit applications for WAM for Blue Cross Blue Shield of Wyoming coverage should have been submitted and at BCBS for rating. Willis of Wyoming applications are also being completed for another rate comparison. He said there is a third company, WinHealth Partners, which is usually a managed care HMO but has begun offering services in Wyoming. Lemich said if the board chooses they would also submit cost by submitting applications. Wamsley asked if they have the luxury to do another set of applications. Lemich said he spoke with them they did not have a problem meeting the March deadline. Etienne said the Willis applications are not done and out. He said he could try to submit the WinHealth applications because he does have to meet with employees. Tarufelli said it would be a good opportunity. Wamsley said he thought they should go ahead and ask for the third bid. The board agreed to go ahead with the third cost rating. Lemich said he would give the packet to Etienne.

Building

Charlie Van Over was not able to attend the meeting. Etienne said Motorola is back this week. He said the electricians have not been back and the coax has not been run. According to Etienne the electricians are holding things back. Rex Welsh said CK has not paid the electrician so they have not come back.

IT

No Report

Bills & Claims

Tarufelli reported the disbursement list did not include the invoice which had been received this morning from ISC for network switches. Halter asked about the Rocky Mountain Power bill. Tarufelli explained a three phase power was installed and the cost would be split over 60 months so it would be high for the next five years. Lowell entertained a motion to approve the disbursement list. Motion was made by Haskell and seconded by Steffen. Motion carried unanimously by board members.

CK Construction	Building Costs	\$64,304.34
Plan One Architects	Architect Fees	\$5,550.40
Sweetwater Cable Television Co.	Building Costs	\$10,000.00
Century Link	Utilities & Telephone	\$209.86
City of Green River	Utilities	\$40.10
Questar Gas	Utilities	\$727.41
Rocky Mountain Power	Utilities	\$1,044.51
Verizon Wireless	Utilities	\$76.04

Old Business

- a. **Willis of Wyoming**
Lemich asked the board for permission to have Lowell sign the business associate agreement with Willis of Wyoming to be able to receive health care forms. A motion was made by Wamsley and seconded by Hawkins. Motion carried unanimously by board members.

- b. **Roof**
Lemich reviewed a one page agreement from Clark's Quality Roofing which does not include asbestos, mold, or deck replacement. He said he would recommend approval and request a motion to sign the agreement. A motion was made by Haskell and seconded by Jarvie. Motion carried unanimously by board members.

New Business

- a. **Distribution of Mobile Data Terminals (MDT)**
Lemich said there are currently 60 MDTs to be assigned and no decision has been made on assigning them. According to Lemich the board should have some form of agreement with the entities for usage and asset tracking which should include business use only to cover protection against misuse. He also reviewed having an agreement for accessibility to the database as it is a primary asset to protect. Lowell made a suggestion to have each entity write a justification to the board on the number of MDTs the agency needs from the original 60. The board discussed how the additional 61 plus MDTs should be handled. It was agreed to have each agency purchase their own MDTs per the board's specifications. Steffen asked if there would be any cost or fees to access the new system from their current MDTs. Welsh said there would not be any additional costs.

- b. **Ambulance Service**
Hawkins said this issue had been taken care of.

- c. **Wyoming APCO Letter**
Lowell reported Motorola had said the WyoLink system should be upgraded to 7.11. According to Lowell, the Public Safety Commission said the upgrade was not necessary and could be put off for years. He said you get a different answer depending on who you talk to. WASCOP has some members who do and some who don't. The Governor has asked it to come through the legislator and they are waiting on a consensus of what should happen. Wamsley reported at the Wyoming Fire Chiefs meeting it was discussed at length and the upgrade would be wise to pursue for several reasons. Reasons included the inability to bring on new sites and low sites; the system being frozen in time and the price which would be paid to bring it up to snuff at a later date. Lowell said hopefully it will be resolved in a week or so.

Miscellaneous

Next Meeting

The next regular meeting was scheduled for February 6, 2012 at 2:30 p.m. at Fire District #1, 3010 College Drive, Rock Springs.

Executive Session

Lowell made a motion to go into executive session at 2:56 p.m. for legal matters and personnel. A motion was made by Halter and seconded by Wamsley. Motion carried unanimously by board members. Executive session ended at 4:10 p.m.

Motion

Wamsley entered a motion to have the allocating of numbers of MDTs requested by justification due by the February 6, 2012 meeting. The motion was seconded by Jarvie and carried unanimously by board members.


Email

Wamsley asked Lemich about the web email system which had been setup. Lemich informed the board a web email system, sweetwater911.org, which is hosted by an exchange server onsite, had been setup. There are an unlimited amount of boxes available. He said he needs information on how the board wants the names setup. In addition he could use a random number generator to do generic passwords or each employee could provide one to him.

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Hawkins which was seconded by Jarvie. Motion carried unanimously by board members present. Meeting was adjourned at 4:22 p.m.

Attest:


Secretary

Date: Feb 6, 2012


Chair

Date: 2/7/12

APPROVED