

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, October 30, 2017**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, October 30, 2017 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Tom Jarvie, Rick Hawkins, Dwane Pacheco, Clark Robinson, Chris Steffen, and Rich Tyler. Board members absent were: Jim Wamsley, Mike Lowell, and Mike Liberty. Attorney George Lemich was also absent. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; Drew Varley, accountant; Jim Allred with Clark Wireless; Becca Thornock, Cheryl Johnson, and Randal Wendling.

Call to Order

Vice-Chair Tom Jarvie called the meeting to order at 2:30p.m.

Agenda for Regular Meeting

The agenda was distributed to those in attendance. Jarvie entertained a motion to approve the agenda as presented. A motion was made by Hawkins and seconded by Robinson. Motion carried unanimously by board members.

Minutes from Regular Meeting

Jarvie entertained a motion to accept the minutes from regular meeting September 25, 2017. A motion was made by Steffen and seconded by Hawkins. Motion carried unanimously by board members.

Financial Report

Varley stated each agencies' payments have been received which will be shown on October's financial report for next meeting. Varley contacted McGee, Hearne, and Paiz regarding the audit but hasn't received any updates. Jarvie entertained a motion to accept the September financial report. A motion was made by Tyler 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 September 9,281 calls were made. 1,254 of those calls were 911 with 86.92% being wireless. 97.98% of 911 calls were answered in 10 seconds or less with 99.14% of admin calls being answered in 10 seconds or less. 17 applicants have completed CritiCall testing and scores are being compiled before interviews. Cheryl Johnson and Carrie Williams are working on interview schedules for later in November.

IT Director Report

Halter stated Wyoelectric has not provided a quote for the Hospital project but they are scheduled out 5 to 6 weeks for the antennae mount installation. All frequencies are licensed and all equipment is either installed or ordered. Licensing for Aspen Mountain is underway.

Personnel Committee

Etienne presented percentages of personal time used and paid out per fiscal year for each employee of the center to those in attendance. It has been proposed to the personnel committee that any employee with 20 or more years of service be given an additional 40 hours of personal time per fiscal year.

Currently the scale is: 0-60 months of service-280 hours/year; 61-120 months of service-320 hours/year; 121-180 months of service-360 hours/year; and 181 and more months of service-400 hours/year. Jarvie stated Etienne presented the additional 40 hours proposal to the personnel committee as an additional benefit to employees with 20 or more years of service and the percentages were requested to help evaluate said proposal. Etienne stated if the proposal is accepted, 2 employees would acquire the additional 40 hours immediately; 2 more would acquire the hours FY2018-2019, and 1 more for FY2019-2020. Tyler asked for an estimate of what the additional 40 hours would look as a dollar figure. Etienne stated as estimates if implemented immediately an increase for FY2017-2018 would be \$2,329; FY2018-2019 would be \$2,048; and FY2019-2020 would be \$1,144. Steffen made a motion to table the proposal to allow the board more time to review until November's meeting. Motion was seconded by Hawkins with the added request to include the percentages in November's board meeting packet with an explanation of what the increase would be to allow board members not present the opportunity to review. Motion carried unanimously by board members.

Jarvie stated an evaluation process is underway and asked those who have been sent evaluation documents to return by November 6, 2017 to allow the chairman to move forward with the process.

Bills & Claims

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

Correspondence

A letter was received from Wyoming Department of Audit regarding the CPA audit annual report summary. Varley stated the letter states the CPA audit is due by December 31, 2017 or an extension will need to be in place.

New Business

None noted.

Comments from the Chairman and Board

Jarvie thanked Steffen for his years of service with Green River Police Department and the board and congratulated him on his upcoming retirement. Steffen thanked the board and dispatchers for their work.

Old Business

None noted.

Next Meeting

The next meeting of the board was scheduled for Monday, November 20, 2017 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Jarvie entertained a motion for adjournment. A motion was made by Robinson and seconded by Hawkins. Motion carried unanimously by board members. Meeting was adjourned at 2:58p.m.

Michael E. Liberty

Secretary

Date: 11-20-17

[Signature]

Chairman

Date: 11-20-17