

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
December 22, 2014**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, December 22, 2014 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Rich Tyler, Clark Robinson, Mike Liberty, Tom Jarvie, Jim Wamsley, Rick Hawkins, and Dwane Pacheco. Board members absent were: Rich Haskell and Chris Steffen. Also in attendance were: Robin Etienne, Executive Director, David Halter, IT Director, George Lemich, attorney, Cheryl Johnson, Wauneta Lutes, Wendy Johnson and Drew Varley, accountant.

Call to Order

Jim Wamsley called the meeting to order at 2:30 p.m.

Agenda for 12/22/2014 Meeting

The agenda was reviewed by board members. Wamsley requested to add Preliminary Audit Report as item C to Old Business. Wamsley entertained a motion to accept the agenda. A motion was made by Hawkins and seconded by Robinson. Motion carried unanimously by board members.

Minutes from Regular Meeting 11/24/2014

Minutes from the regular meeting on November 24, 2014 were reviewed by the board. A motion was made by Liverty to accept the minutes which was seconded by Tyler. Motion carried unanimously by board members.

Financial Report

The December 2014 financial report was reviewed by the board. Varley recommended doing a budget amendment in January-February timeframe. Wamsley entertained a motion to accept the financial report. A motion was made by Hawkins and seconded by Tyler. Motion carried unanimously by board members.

Comments from the Floor

None

Executive Director Report

Etienne reported there were 10,019 calls with 1,346 being 911. 85.3.% of 911 calls were wireless. 100% of 911 calls were answered within 12 seconds or less and 99.9% of admin lines

were answered within 12 seconds or less. At the beginning of December Stephanie Crozier, Lena Valentine, and Jeanna Martin attended the Basic Communicator Certification Course at the WYLEA. Etienne advised received notification from WYLEA that all three successfully passed. Kim Hansen and Jenifer Buller attended General Instructor Development at the WYLEA and will be attending FTO class at WYLEA in January. Wendy Johnson and Kimberly Blackwell represented us at the annual WY APCO/NENA Conference in Casper. Our Toys for Kids collection was a success with a large donation of toys and gifts that Tasha loaded and transported to Rock Springs FD for distribution. Received 14 applications for the Administrative Assistant position, began reviewing applicants through internal systems for anything that may disqualify them. Etienne will be setting up interviews after the holidays. Lemich offered the use of his conference room at Lemich Law. Etienne advised Heather from RSPD had been utilized in the past for the interview panel and would be again and asked the Board if they had any input on others to include on the interview panel to let him know.

IT Director Report

Halter advised he has been busy working on the microwave backhaul project. Project is up and running, testing was completed last week with full gigabit speeds for 2 days with no issues. Backhaul was connected to the rest of the network the preceding Friday morning completing the network ring. Simulated a fiber failure this morning and the microwave backhaul took care of the network. Halter advised there is still some minor work to complete for environmental monitoring on Wilkins and a camera to install on Mansface otherwise project will be complete soon. Halter advised he and Wamsley had visited the Wilkins site and advised there are updated photos available to view showing the facility improvements. Halter advised the redundancy is in place and plans are in the spring to move current radio antennas from the old tower at the EOC to the new tower, as well as, move the Sheriff's Office repeater and control station on Wilkins peak into our facility. Wamsley asked if there are any other public safety repeaters on Wilkins Peak that would be moved. Halter advised possibly a RSPD repeater would be moved.

Committee Reports

Personnel Committee

Tyler advised committee has been unable to meet. Planning to meet in January after the holidays to finalize job descriptions, etc.

Bills & Claims

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

Correspondence

Etienne advised correspondence had just been received from WAM-JPIC regarding annual update of employee information. Also from WAM-JPIC concerning same sex marriages being legalized in Wyoming and stating that benefits available to current married couples are now available to married couples of the same sex. Received Workers Compensation Division rate notice for 2015 of 2.56%. Varley advised pervious years rate was 2.64% so a slight reduction. Etienne advised received an WAM-JPIC concerning elections for three seats in the near future.

New Business

a. RMS status

Wamsley advised he had requested this be put on the agenda. That discussion needs to occur about the current RMS. Wamsley advised he is not familiar with it but understands it does not function well and troublesome for all users. Tyler asked who the RMS was provided by. Robinson advised InterAct 911. Jarvie advised biggest problem continues to be that this system was to be one integrated system and it is not, it is 3 different systems patched together. Robinson corrected it to be 4 systems including MDTs, Jarvie agreed and added it will be 5 with the addition of E-ticketing. Jarvie questioned looking at other systems as InterAct is scheduled to provide a demonstration of their current offerings. Lemich requested when the demonstrations were to take place. Etienne advised January 20th, 21st, and 22nd. Wamsley advised a day and a half in Green River and a day and a half in Rock Springs. Robinson asked what exactly is being demoed. Etienne advised everything InterAct offers including CAD NG. Etienne advised InterAct representatives had provided a quick demonstration of it previously and thought it warranted further review, that the representatives advised it is one system as we want. Tyler asked if other systems should be reviewed in case InterAct's new system is not what we need. Wamsley advised anything changed with one component of the system will have to work with the other components, that it is not as simple as just changing an RMS module out. Hawkins advised it could be done that way or start over with everything. Jarvie advised that presents problems as well, converting data and training being the biggest. Jarvie also advised he doesn't know of any agency anywhere that is completely happy with their emergency management software, that we may be able to get closer than we are now. Hawkins advised when InterAct came and showed us their Next Gen CAD the integration of the CAD information between CAD and RMS is much better than it is today and that is why we thought it was a very positive step in the way it integrated things in that particular manner. Currently there is not one stop shopping in regards to searching for something that may have happened at 5 Shoshone in Green River, you won't get all the results. The demo made a lot better case for that. Hawkins agreed with Jarvie that we have data

in different states of flux not knowing the outcome as we have not seen a finished product of the data conversion. Wamsley asked if we have a consensus that the current status of the RMS is unacceptable. Hawkins advised it has been communicated many times with InterAct and acknowledged by senior management at InterAct that it is not acceptable, not what they expect to happen. Robinson offered to Wamsley to ride along with some officers and deputies to show what they are actually going through and what dispatch has to go through. Robinson advises it is affecting the productivity of his staff. Wamsley advised that also affects responder safety from all disciplines. Tyler advised that at the hospital they face similar situations in trying to integrate numerous systems. That he would be interested in seeing it to have a better idea of the issues. Robinson advised the system needs to be as simple as possible for officers. Pacheco advised it isn't possible to extract valid data from the current RMS, it is not user friendly, its time intensive and a chore to do anything. Fair stats took 5 days and accuracy was questionable. UCR monthly reports are difficult and not accurate either which then affects possible future grant funding. It's going to be a big deal. Pacheco advised he has been on conference calls with InterAct that haven't been pleasant, there's mysterious things InterAct keeps promising will happen. It's costing on the back end, RSPD had to pay \$5,000 just to bring the HTE system back up since InterAct has not converted that data. Officers are not being aggressive on the street because the systems are not user friendly. Detectives and officers are unable to extract data from the previous days activities that may be related to something they are currently doing. It is not user friendly at the line level. It isn't what we paid for nor what's been promised and they haven't fulfilled their obligations. Jarvie advised he has lost count of how many times InterAct has advised UCR reporting has been fixed. That InterAct would say it is fixed and when it is tried it is not fixed and is currently still not fixed. Hawkins advised the answer to make UCR better is labor intensive and is to get the tables set up correctly so the data goes to the right place so when the report is run it shows in the right place. That hasn't been done and we cannot fix that because we are not allowed access to it in the system. Currently we submit a ticket to address it and InterAct does, but it doesn't fix the problem because there are so many. Wamsley asked if submitting the ticket only addresses that one specific instance. Hawkins advised the original setup was not entered correctly. Tyler asked Lemich if there was a legal aspect from breach of contract or anything. Lemich advised that would need to be addressed in executive session. Hawkins advised he would like to see what InterAct has to offer, that we are so close now. That if we look at other systems we all would have a much more discerning eye and much more experience with what questions to ask. The scope of work for InterAct addresses all these things. In closing the demo does make some headway and it didn't sound like it would take long to set up. Tyler

asked when the demo sessions were. Etienne advised the 20th, 21st, and 22nd with 3 sessions in Green River and 3 sessions in Rock Springs. Etienne also advised there are outstanding issues on the CAD as well. A traffic stop function that is supposed to automatically run vehicle tags and provide the return in the narrative of the traffic stop has never worked. There are other current problems that tickets have been submitted to InterAct one of them being the received to dispatch report which still does not work correctly. Lemich asked how the traffic stop function deals with the prestige plates and regular plates that have the same numbers. Etienne advised that is one of the issues with that function not working. Hawkins advised it is an issue with Wyoming and NCIC. Lemich advised that in fairness to InterAct is that one of their problems. Etienne advised he believed so. Jarvie advised the issue is resolved by having a license type. Cheryl Johnson advised the license type doesn't stay in CAD. If it is entered as a truck it does not stay that way it reverts back to a passenger vehicle. Etienne and Hawkins advised none of these challenges were hidden from InterAct including UCR.

Comments from the Chairman

Wamsley welcomed Chief Pacheco to the Board. Wamsley also wanted to note Sheriff Haskell's service in regards to the communications center and thank him for his service to the Board and his efforts.

Old Business

a. Firearm Policy

Wamsley presented a draft dangerous weapons policy created by the Board attorney Lemich. Lemich advised the policy contained the revisions discussed in the previous Board meeting including the provision allowing for either type 1 or type 2 weapons as defined in the policy to be maintained in the vehicle of personnel as long as it is left in the vehicle and not brought into the center. Wamsley asked if there was any discussion. Jarvie advised it covers everything that had been discussed. Wamsley directed Director Etienne to implement the policy following the meeting.

b. EAP

Wamsley presented the Employee Assistance Plan. Wamsley asked if there were any discussion. Lemich advised he has reviewed the contract and it is well written with a funding out clause. Lemich advised that in paying for the service we are allowed to be invoiced and receive information as to the assistance, but not allowed to receive the medical information that would be considered to be protected health information. Employee would have to sign a release for that information. Wamsley

entertained a motion to approve the EAP program. A motion was made by Jarvie and seconded by Robinson. Motion carried unanimously by board members.

c. Draft Audit Report

Varley advised MHP has had a lot of turnover and we have had to work with a second auditor who repeated many of the questions from the first. The report looks good, a few journal entries but nothing major, no significant deficiencies. The representation letter, the internal control letter, and the audit report all came back clean. If the Board doesn't have any issues we will send it back to MHP before the 1st that it looks good and get it ready to send to the state. It will be ready to approve at the next meeting. Lemich advised to send a copy to the county clerks office for recording. Varley advised there will be copies for all the Board members at the next meeting and it will be ready to be approved. Wamsley asked if they would need the minutes from this meeting. Varley advised no, the next meeting with the approval will be needed. Varley advised there is going to be a discussion with the MHP offices about the turnover and the delays and if we need to seek another auditor. Lemich asked if MHP had filed for an extension with the Wyoming Department of Audit. Varley advised he would make sure they did.

Executive Session

Wamsley entertained a motion to move to Executive Session to discuss contracts at 3:08p.m. Motion was made by Hawkins and seconded by Liberty. Motion carried unanimously by board members. Executive Session ended at 3:48p.m.

Next Meeting

The next meeting of the board was scheduled for January 26th, 2015 at 2:30 p.m. at 5 Shoshone Avenue in Green River, WY.

Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Hawkins and seconded by Tyler. Motion carried unanimously by board members. Meeting was adjourned at 3:50 p.m.

Attest:

Chairman

Date: _____

Secretary

Date: _____