

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
April 2, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, April 2, 2012 at 205 C Street, Rock Springs, WY. Board members present included Mike Lowell, Rich Haskell, Rick Hawkins, Peg Leininger, David Halter, Chris Steffen, and Tom Jarvie. Also in attendance was Charlie Van Over, architect; George Lemich, attorney; Brad Radakovich, CPA Wauneta Lutes, Cheryl Johnson, & Clark Robinson with the Rock Springs Police Department; Lyle Armstrong Rock Springs Fire; Robin Etienne, Executive Director; Rex Welsh with Technology Plus, Jon Adams and Amy Case with WAM-JPIC.

**Call to Order**

Chief Mike Lowell called the meeting to order at 2:35 p.m.

**Minutes from Last Meeting**

Minutes from the regular meeting on March 19, 2012 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Haskell and seconded by Steffen. Motion carried unanimously by board members.

**Petitions**

Lyle Armstrong presented a proposal to request connection to the existing Zetron System to meet compliance of ISO redundant station notification equipment. He questioned the legality of the city to fund equipment to the center. Quotes from InterAct and Wireless Advanced Communications were attached. Lemich advised it is ok per the cities county agreement to transfer equipment. In response to the question from Lowell, Armstrong stated this request was not in his city budget and is requesting board pay for this project. In response to a question from Leininger, Armstrong did not know what Green River Fire or County does for a redundant notification system. Jarvie ask if City Watch could be used instead if Zetron. Armstrong replied no, it was a time factor. It needs to be immediate and could take up to 15 minutes depending on the manpower in dispatch.

George Lemich advised the board both other insurance companies have withdrawn their proposals for health insurance. Adams and Amy Case presented for BCBS. We are good to go for June. They will reevaluate for next year July 1 2012. They anticipate a 2% projected increase, but will look at reserves. Jon also noted that January 2013 will be a "holiday" with no premium due that month. Employees must update applications by mid May. In response to a question by Steffen Jon advised this update was only 1 time. He also provided information on short and long term disability which would be and employee contribution. The information will be sent to Lemich for review and presented to the board the April 30th meeting. Jon Adams will also attend the April meeting.

Cheryl Johnson representing unnamed dispatchers presented board member with concerns she was bringing to the board. 1. She was asking how the lump sum of personal time was calculated. 2. She was asking if the unused time off could be carried over to 2 years to accrue time for emergencies. 3. She asked how the cost of 15% for insurance was determined and about long and short term disability. 4. She asked about the comp time and recreation passes that were benefits under the City of Rock Springs. Lowell indicated we would address her concerns at the next meeting.

**Committee Reports**

A. Hiring Committee

None

B. Executive Director

Etienne reported that he had met with the fire chiefs and developed protocols. He reported that Rock Springs is connected. They are working on Green River, County and ISC. Interact here for one week. MDT's are not available to fire departments. Licenses are available but the departments must purchase the terminal. Green River Fire Department as 5 units. Fire District

has 5 or 6. Lemich reports he waiting to acquire 1 password and the email will be activated. Etienne reported furniture will be in tomorrow, the cost is covered.

#### C. Benefits

BCBS done under petitions.

#### D. Building

Van Over reports new roof is completed. He submitted an invoice to Radakovich for \$19,550. He suggests paying 10% and holding the balance until he receives the warranty. He also reports that the load test on the generator was passed. The City of Green River has signed off, waiting on the Fire Marshalls. Van Over also reported that CK is still working on the punch list, waiting on paperwork for final payment.

#### E. IT

Conference Table is in. Jarvie's evidence from Alliance is in. Haskell's data is in place for the move. Rex, Tom, and George will review the applications for the IT position. Lowell directed the ads will be placed for the IT position and for the assistant. application period is May 1. will be place the adds locally 1<sup>st</sup>.

### Bills & Claims

The bills and claims were reviewed by the board. Lowell entertained a motion to accept the bills and claims. A motion was made by Steffen which was seconded by Halter. Motion carried unanimously by board members. Radakovich reported they are ready for payroll direct deposit.

### Old Business

#### Credit Cards

Lemich advised Commerce Bank business application is in the mail. American Express has options but bonus point not recommended for a public entity. Simple cash is cash back to balance, application on line. Neither will commit specifics on card until applications are received and ratings done. Jarvie moved that we apply to both and director and secretary e placed on the cards Steffen approved. Motion was approved by the board.

### New Business

#### Telecommunications Week

Lowell will set up with Rock Springs to do proclamation. Steffen and Etienne will do Green River

#### IT

Steffen asked who covers what under WAC. Currently the equipment on Mansface is owned by GR. Each entity will maintain their maintenance agreement. Wyo Link is not recommended until low level site in place.

Lowell reports all budgets are delivered.

Further discussion on City Watch: Hawkins reported the city watch server is in the RS county building. It is less than reliable on outbound calls. He recommends using City Watch, they will put it on there server at a cost of \$6000.00 a year. He will bring info in on #'s for the next meeting. Money has been from 911. Suggests making an icon pre built list and messages for 1 button use.

### Miscellaneous

#### Next Meeting

The next regular meeting was scheduled for April 30, 2012 at 2:30 p.m. at the Combined Communications Center 5 Shoshone Ave. Green River WY. In addition a board meeting is scheduled for May 14, 2012 at 2:30 p.m. at the Combined Communication Center.

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Haskell which was seconded by Jarvie. Motion carried unanimously by board members. Meeting was adjourned at 3:40 p.m.

Attest:

Margaret Jennings  
Secretary

Date: 7-12-2012

Michael  
Chair

Date: 4/30/12

**APPROVED**

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
April 24, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, April 24, 2012 at 5 Shoshone Ave, Green River, WY. Board members present included Mike Lowell, Rick Hawkins, Rich Haskell, Lisa Taruffelli, Chris Steffen, Tom Jarvie, David Halter and Peg Leininger. Also in attendance was George Lemich, attorney; Charlie Van Over, architect; Cheryl Johnson, Heather Marsh, Clark Robinson & Dwane Pacheco with the Rock Springs Police Department; John Adam, Blue Cross Blue Shield of Wyoming; and Robin Etienne, executive director.

**Call to Order**

Chair Mike Lowell called the meeting to order at 2:40 p.m.

**Minutes from Last Meeting**

Minutes from the regular meeting on April 2, 2012 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Rick Hawkins and seconded by Chris Steffen. Motion carried unanimously by board members.

**Financial Report**

The March financial report was reviewed by the board. Lowell entertained a motion to accept the financial report. A motion was made by Steffen and seconded by Leininger. Motion carried unanimously by board members.

**Petitions**

John Adam with Blue Cross Blue Shield of Wyoming addressed the board to inform them everything had been received and it is moving along. They have started adding ID numbers and employees should be getting them soon.

**Committee Reports**

**Hiring Committee**

Lemich said the IT position had been advertised in the Rocket-Miner, Casper Star and the APCO website. It was unknown if any applications had been received and there was no deadline on the postings. He said it is the board's discretion for when to schedule interviews. Lowell asked Robin to contact Jim Wamsley to see if any applications had been received.

**Executive Director**

Robin Etienne reported InterAct CAD user and admin training was being conducted along with MDT training. He is working with Hawkins and Cassidian for the 911 move. The furniture had been received

and setup. The audio and visual is up and running. He said POST is requiring fingerprints to be sent to DCI for the employee transfer.

**Benefits**

There is one employee with a 457 deferred plan currently under their employer. The board would have to accept plan documents as the money cannot be held for the employee without the document. Tarufelli asked about the premium only plan for non-tax. Adam said Blue Cross Blue Shield will get the plan document ready. Flex-share was discussed by the board. It was noted a short plan year could be done. The board needs to set a maximum and it would not be a problem to start July 1<sup>st</sup>.

**Building**

Charlie Van Over reported there was a certificate of occupancy and approval by the State Fire Marshal. There are two HVAC units malfunctioning and it should be fixed next Tuesday. The audio/visual had been finished up last week by Alpha Corp and there are just loose ends which need to be tied down. He said they had not received anything from CK for the final project closeout and warranties. It was discussed to hold monies in a separate account until AS Builds and the O&M manual are received.

**IT**

Connections are being completed for each agency to login to the system. 911 will be tested and moved next week.

**Bills & Claims**

Tarufelli noted the check for InterAct for \$175,000 was being held until all tasks were completed before it was released. Etienne noted the installation is not complete. Lowell asked if the credit cards were done as there are employees scheduled to attend training in May. It was noted it could not be done online so Lemich will contact the bank to set them up. Lowell entertained a motion to accept the bills and claims. A motion was made by Haskell and seconded by Steffen. Motion carried unanimously by board members.

Robin F. Etienne	Postage Reimbursement	\$25.09
Rocket-Miner	Advertising	\$34.31
Sweetwater Cable Television	Utilities	\$62.08
Century Link	Utilities	\$1,638.78
Questar Gas	Utilities	\$262.73
City of Green River	Utilities	\$40.08
Plan One Architects	Architect Fees	\$8,334.50
Clark's Quality Roofing	Construction	\$17,955.00
The HON Company	Furniture	\$1,865.01
Motorola	Radio Expenses	\$76,332.29

**Old Business**

a. **City Watch**

The board discussed the Zetron system and it was decided it was not the board's responsibility so the short term answer would be no. Lemich said the board needs to deal with the request by

a motion and identify a resolution. Tarufelli noted Lyle Armstrong had requested it in his budget subsequent to the last board meeting. A motion was made by Haskell that the memo from Armstrong dated 03-29-12 for the board to purchase the Zetron to connect with the center that there be no action on the request. The motion was seconded by Jarvie and carried unanimously by all board members. It was noted Armstrong's concern is the length of time. Etienne and Jarvie were asked to get together and make a proposal necessary to respond to the request. The weather service connection to the center was discussed. Clark Robinson is working on the agreement and it was noted it is a hard line phone system.

**b. 911 Transfer and Contract Revision**

Lemich reviewed the proposed 2<sup>nd</sup> amendment to the Cassidian agreement which was originally signed in 2008. Hawkins made a motion to accept the Cassidian moving cost agreement. The motion was seconded by Haskell and carried unanimously by all board members.

**c. Additional In-Synch Licenses**

Hawkins made a motion to approve the purchase of 30 additional in-synch licenses across three agencies. Jarvie asked to have a discussion. He noted the software was put on mobile terminals and in the training was shown one click to get to mobiles. Hawkins noted it is an icon click and the first upload would need to be done with a land line. The security was discussed of the mobile data terminals if they were lost and stolen. MDTs will be password protected. Lemich asked if they had the ability to be disconnected or erased. Hawkins said he hasn't asked but his gut feeling is no. Haskell made an amendment to the motion that there is no money transferred until everything is completed. Jarvie seconded the motion and it was carried unanimously by all board members.

**d. Health Insurance**

Lowell made a motion to accept the WAM/BCBS Health Care Plan A. A motion was made by Jarvie and seconded by Steffen. Motion carried unanimously by all board members.

**New Business**

None

**Miscellaneous**

**Next Meeting**

The next regular meeting was scheduled for Monday, May 14, 2012 at 2:30 p.m. at the City of Rock Springs' Council Chambers.

**Executive Session**

Lowell entertained a motion to go into executive session at 3:49 p.m. A motion was made by Haskell and seconded by Steffen. Motion carried unanimously by board members. Executive session ended at 4:22 p.m.

**Motion**

Lowell entertained a motion to approve the amendment of Robin Etienne's contract. A motion was made by Haskell and seconded by Steffen. Motion carried unanimously by board members.

Lowell entertained a motion to approve the letters to employees. A motion was made by Jarvie and seconded by Hawkins. Motion carried unanimously by board members.

**Adjournment**

Lowell entertained a motion to adjourn the meeting. A motion was made by Hawkins which was seconded by Steffen. Motion carried unanimously by board members present. Meeting was adjourned at 4:24 p.m.

Attest:

Margaret Jennings  
Secretary

Date: 5-14-2012

M Haskell  
Chair

Date: 5/17/12

**APPROVED**