

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

Monday, August 27, 2018

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, August 27, 2018 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Rich Tyler, Dwane Pacheco, Clark Robinson, Tom Jarvie, Mike Lowell, and Jim Wamsley. Board members absent were: Rick Hawkins. Also in attendance were: David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; David Martin with Green River Star newspaper; John Kolb; Cheryl Johnson; and Becca Thornock.

Call to Order

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

Agenda for Regular Meeting

The agenda was distributed to those in attendance. Wamsley stated a discussion would be added under New Business to authorize the chairman to send a letter to Public Safety Solutions requesting a presentation on FirstNet. Agenda stood as amended.

Minutes from Regular Meeting

Wamsley entertained a motion to accept the minutes from regular meeting July 23, 2018. A motion was made by Jarvie and seconded by Pacheco. Motion carried unanimously by board members.

Financial Report

Wamsley stated under Bills & Claims, a check will be added as a notice was received from OnStar stating overpayments were made on the 911 surcharge for two years so a refund will be made for the overpayment. Varley stated the third RMS/CAD payment was made. Varley also spoke with the auditors and field work will begin soon. Wamsley entertained a motion to accept the July financial report. A motion was made by Robinson and seconded by Jarvie. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Staff Report

A copy of the Interim Director report was provided to the board. Wamsley stated an offer of employment has been made for the executive director position contingent on successful results of a full background check. Wamsley met with Varley to discuss fiscal policies. To be in line with the standard, a 90 day contingency reserve is recommended. With the current Operations and Administration budget, a contingency reserve of about \$696,000 would need to be developed and maintained to cover any unforeseen circumstances. The most recent 911 system replacement was about \$550,000 so a \$600,000 911 equipment replacement reserve is suggested. Jarvie asked how the proposed reserve policy would work if one of the new radios that cost \$405,000 needed to be replaced. Wamsley stated it would be anticipated that the expenditure would come from the contingency reserve. Halter also stated that maintenance agreements would be supported to aid in the cost. Halter presented a spreadsheet to those in attendance to show approximate moving costs from 731 C street building. A copy of the spreadsheet has been attached to the minutes. The first three items on the spreadsheet are 911 fundable. Wamsley stated in regards to the installation of new networking equipment at the Justice Center and a new radio tower, the tower would be beneficial to the Justice Center operations with the Sheriff's Office communication and connection to the County network and systems. Halter stated the Justice Center currently has one fiber optic link however it is suggested that at least one more be added for redundancy. Currently the total estimate for moving from 731 C Street is \$784,603. Halter also stated the purchase of a MCC7500 radio is something that should be acted on soon. The pricing provided is only good until end of September 2018 and includes a four year maintenance agreement from time of installation, not purchase. Jarvie stated that an agreement still needs to be prepared between the Board and the County in regards to the property and tower installation. Commissioner Kolb asked when the Board would want to make the move to the Justice Center. Halter and Wamsley stated it would be advantageous to wait until fiscal year 2019-2020 as the move has not been budgeted for the current fiscal year. Halter also stated the new WyoLink site location in Rock Springs could also affect the timing of when the board would be able to move out of 731 C Street. Kolb suggested a presentation be made to the County Commissioners once all of the moving costs have been finalized. Wamsley stated this topic will be revisited at September 2018's board meeting. Wamsley and Halter attended the Joint Powers Water Board meeting to answer questions in reference to the proposed WyoLink location in Blairtown. The Board indicated willingness to cooperate in the efforts and Wamsley requested the Water Board offer the Combined Communications Board the first right of refusal should the Water Board want to transfer ownership of the specified property to another government entity. Wamsley stated in July Pacheco, Jarvie, Lowell, Johnson, and himself met to discuss call priorities. Johnson has been working with each dispatch crew to correct any inconsistencies to help facilitate the process. Johnson is also waiting for input before officially putting procedures into place. In regards to Priority Dispatch, Dr. Najim has agreed to serve as the Medical Director for the Emergency Medical Dispatch

(EMD) program for the dispatch center. A motion will be made under New Business for the approval of the liaisons for Priority Dispatch. Wamsley will be looking at what the Board's year, three year, and five year projected plan should be. Halter and Wamsley will also be working on a capital improvement plan for the Center.

IT Director Report

Halter stated the generator on Aspen Mountain will be completely installed August 28, 2018. The copier in dispatch is six years old and may need to be replaced. Halter presented a quote to the board from Copier and Supply which stated for a color copier it would be: \$8,468 discount and trade-in or \$7,500 plus tax to buy outright. There are also leasing options if the board chooses. Halter will get a quote for a black and white copier as well. The Center's Emergency Callworks platform has been updated and RapidSOS location information can now be received. Smart911 system is already receiving the location information. There was a Spillman service restart the morning of August 27, 2018 for the mock-data upload. Halter completed a GIS update and is continuing to work on any corrections needed. Halter also attended the PSCC meeting.

Personnel Committee

Nothing noted.

Bills & Claims

Wamsley stated a refund to OnStar will also be made for the amount of \$5,230.50 for two years of overpayment of 911 surcharges. Wamsley entertained a motion to accept the bills and claims as presented along with the refund. A motion was made by Lowell and seconded by Tyler. Motion carried unanimously by board members.

Correspondence

A letter was received from 3SI Security Systems about a new Walmart security program.

New Business

Board Election

Board election for fiscal year 2018-2019 was opened for discussion. Lowell made a motion that all current officials remain in their respective positions with the exception of secretary. Motion was seconded by Pacheco and carried unanimously by board members. Jarvie nominated Hawkins for secretary and was seconded by Tyler. Robinson nominated Pacheco and was seconded by Jarvie. Wamsley closed the nominations. After a unanimous vote, Pacheco was elected as board secretary.

Priority Dispatch Appointees

It was noted that the nominations for Liaison Officers are as follows: Steve Kourbelas with Rock Springs Fire Department and Sweetwater Medic for EMD Liaison, Larry Erdmann with Green River Fire Department for EFD Liaison and Shane Welter with Rock Springs Police Department for EPD Liaison. Wamsley entertained a motion to accept the nominations as presented. A motion was made by Robinson and seconded by Lowell. Motion carried unanimously by board members.

Public Safety Solutions

Wamsley stated Public Safety Solutions is specifically tasked to interface with state and local agencies and representatives to ensure needs are being met in regards to FirstNet and the buildout. John Paul Jones has spoken with Halter and would like a request directly from the board to present to the board. Wamsley entertained a motion to allow the chairman to compose and send a written request for Jones to visit with the board. A motion was made by Jarvie and seconded by Lowell. Motion 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 move into Executive Session for legal and personnel matters at 3:25p.m. A motion was made by Lowell and seconded by Jarvie. Motion carried unanimously by board members. A motion was made by Jarvie and seconded by Robinson to place the regular meeting back in order at 3:37p.m.

Next Meeting

The next meeting of the board was scheduled for Monday, September 17, 2018 at 5 Shoshone Avenue in Green River, WY.

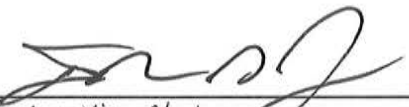
Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Lowell and seconded by Tyler. Motion carried unanimously by board members. Meeting was adjourned at 3:38p.m.

Budgetary Costs for Moving Combined Communications Equipment Out of 731 C St.

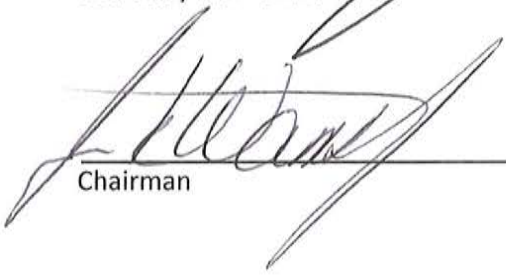
Item	Description	Budgetary Cost
911 equipment move	Move 911 hardware to 333 Broadway and 911 workstations to Justice Center	\$25,103
Server and SAN move	Move DR servers and SAN to 333 Broadway	\$5,000
Network for 333 Broadway	Move networking equipment to 333 Broadway	\$1,500
Network for Justice Center	Installation of new networking equipment at Justice Center	\$10,000
Tower at Justice Center	Install new radio tower at justice center for microwave and radio	\$130,000
Microwave link at Justice Center	Install link from Justice Center to Wilkins Peak	\$35,000
Add microwave link	Add microwave link from 333 Broadway to Water Tank property	\$75,000
Move microwave link	Move microwave link from C Street to Water Tank property (re-license and re-align)	\$35,000
New dispatch furniture	New dispatch furniture for Justice Center	\$48,000
UPS at Justice Center	New UPS for Justice Center	\$5,000
Radio dispatch console	New dispatch console for Justice Center (Current radio console is un-supported)	\$405,000
Misc. Radio and IT Equipment	Unforeseen costs	\$10,000

TOTAL: \$784,603



Secretary Vice-Chair

Date: 9/17/18



Chairman

Date: 9-17-18