

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
April 15, 2013**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, April 15, 2013 at 50 E. 2nd North, Green River, Wyoming. Board members present included: Mike Lowell, Lisa Tarufelli, Richard Haskell, Clark Robinson, Mike Kennedy, Rick Hawkins, Jim Wamsley, Chris Steffen, and Tom Jarvie. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; George Lemich, attorney; David Bottemiller, Sweetwater County Fire District; and Heather Marsh, Rock Springs Police Department.

Call to Order

Chair Mike Lowell called the meeting to order at 2:31 p.m.

Minutes from Regular Meeting 03/18/2013

Minutes from the regular meeting on March 18, 2013 were reviewed by the board. Lowell entertained a motion to accept these minutes. A motion was made by Jarvie and seconded by Hawkins. 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 Haskell and seconded by Wamsley. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Executive Director

Etienne reported Debbie Alvarez was hired as the new administrative assistant. She will start one week from today. He noted she has a lot of admin experience and is excited to get started. Keisha Lungren started as a communicator on April 8. He noted she tested well in CritiCall and is ahead of schedule. This week is National Public Safety Telecommunications Week and he planning a lunch for Friday and asked board members to stop by if they are available. He said the annual generator load test was completed and passed with flying colors. He has made contact with Code Red and they advised the Code Red Next is delayed and there is no timeline on the release. He will continue checking on it weekly. He noted he had participated in the VivaNaughton Dam tabletop exercise in Kemmerer and the Little America Corridor Planning Group and had obtained good information. Hawkins asked if he had heard from Carbon County regarding WyoLink. He noted Bairoil and Wamsutter do not have the funds to upgrade to WyoLink so will continue using Carbon County 911 services. The board discussed changing the coverage to Sweetwater County. Etienne, Wamsley and Bottemiller will meet with key players to discuss the

possibilities of changing the coverage to Sweetwater County. Lowell asked them to provide Bairoil and Wamsutter with a cost estimate on what it would take to make the change.

Benefits

No report

IT

David Halter reported he had attended IMN 911 training in Chicago and received a lot of interesting material and would now be able to bring 911 back up from scratch. The VM backup server has been installed with CAD being backed up daily and have expanded backup of 911, security cameras and admin. Citron testing is being done with dispatch stations and is testing zlogger to make sure it is working before ordering. The new email server is running without a lot of issues. He informed board members if they needed help setting up their email to get a hold of him. He put Paul Clark from Interact in contact with Tim Olsen from DCI to cover what access is allowed. Halter discussed the 911 upgrade to 3.3 but noted upgrading to Patriot 4 would require a new system. He did note the current system is pushing its lifetime as it has been in place since 2008 and it would be proactive to look at moving to the system. Lowell asked him to research the cost for next year's budget.

Bills & Claims

Lowell informed the board he had received notice from WAM Blue Cross Blue Shield of an 8% increase he noted the board had set aside some monies to allow for the increase and all the funding will be used. Lowell entertained a motion to accept the bills and claims. A motion was made by Wamsley and seconded by Hawkins. Motion carried unanimously by board members.

Employee Payroll	Payroll Liabilities	\$28,604.80
United States Treasury	Payroll Liabilities	\$9,765.76
Tani L. Mamalis	AFLAC Refund	\$65.64
Service Charge	Office Supplies	\$10.00
Employee Payroll	Payroll Liabilities	\$27,682.55
United States Treasury	Payroll Liabilities	\$9,409.26
Wyoming Department of Workforce	Payroll Liabilities	\$4,095.05
Wyoming Retirement System	Payroll Liabilities	\$12,806.02
Orchard Trust	Payroll Liabilities	\$300.00
Questar Gas	Utilities	\$133.19
David B. Halter	Travel	\$1,261.12
Jeanette Lacey	Travel	\$312.12
Sweetwater Federal Credit Union	Travel	\$87.98
Cassidian Communications	Education	\$3,868.00
Copier & Supply	Office Supplies	\$136.25
City of Green River	Utilities	\$86.57
Grainger	Movement of 911 Equipment	\$49.92
The HON Company	Office Equipment	\$634.32
Heyborne, Radakovich & Co PC	Accounting Services	\$1,895.00
Joint Powers Telecom Board	Internet Lease	\$660.00
Quill Corporation	Office Supplies	\$189.56

Simple Signal	911 Telephone Service	\$835.72
Sweetwater Cable Television	Sweetwater TV	\$2,000.00
Green River Cable TV	Utilities	\$16.30
TLO LLC	Dues and Subscriptions	\$206.00
Verizon Wireless	Utilities	\$199.64
Paetec	911 Telephone Service	\$151.53
Waxie Sanitary Supply	Office Supplies	\$50.16
Western Reports, Inc.	Personnel Recruitment	\$13.00
Blue Cross Blue Shield of Wyoming	Employee Benefit	\$29,830.30
Century Link	Utilities	\$9,414.95
AFLAC	Payroll Liabilities	\$887.36
AFLAC	Payroll Liabilities	\$53.26
AFLAC	Payroll Liabilities	\$192.48

Old Business

a. Interact Letter

George Lemich handed out the draft letter to Interact regarding the internet based records system. There is a current installment due in the amount of \$16,457.25. Members discussed whether to hold the installment payment or have 25% of the installment paid. It was noted the data conversion was taking too long and the system lacks functionality. The board discussed waiting until June 15 when the conversion should be complete to pay 25% of the installment. Lemich noted he would talk with Rex Welsh and make changes to the letter requested by the board and will be present it to the board at the May meeting.

New Business

a. Dual Authentication Requirements for CJIS

Halter noted they have solutions but are waiting on Interact. He said Green River and the county are on different Net Motion and Rock Springs is not. He noted Interact looks promising and is talking with DCI to find out what can be accessed. He is researching a second way of authenticating and will have a recommendation to the board at the next meeting.

b. Motorola Maintenance

Etienne informed the board the Motorola Maintenance scopes and contract are included in the packet and seems standard. He said it could be included in the invoices next month if the board approves it for payment. The board asked if Lemich had a chance to review it and he noted he did not. Wamsley made a motion to table approval until May so Lemich has a chance to review it. The motion was seconded by Hawkins and carried unanimously by board members.

c. **Mobile Data Draft**

Etienne reported he had worked with Clark, Tom and Joe from the SWCSO on the draft policy. He noted it defines uses for the MDTs along with processes and security. The board will look at it next month after Lemich has had a chance to review it.

d. **Call Notes**

Steffen asked about call notes not coming over. Etienne noted Jackie Herwaldt had found a simple way on the command line to enter notes for the narrative. He said he will be educating each shift on the feature.

Executive Session

Haskell made a motion to go into executive session for personnel matters which was seconded by Wamsley. Motion carried unanimously by board members. Executive session started at 3:26 p.m. and ended at 3:43 p.m.

Miscellaneous


a. **Next Meeting**

The next meeting was scheduled for Monday, May 20, 2013 at 2:30 p.m. in the Rock Springs City Council Chambers.

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Wamsley which was seconded by Jarvie. Motion carried unanimously by board members present. Meeting was adjourned at 3:45 p.m.

Attest:


Secretary


Chair

Date: 5/20/13

Date: 5/20/13

APPROVED