

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

Monday, September 17, 2018

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, September 17, 2018 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Rich Tyler, Tom Jarvie, Dwane Pacheco, Clark Robinson, Rick Hawkins, and Jim Wamsley. Board members absent were: Mike Lowell. Also in attendance were: David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Heather Aguayo with Rock Springs Fire Department; Gary Collins with SweetwaterNOW; John Kolb; and Becca Thornock.

Call to Order

Chairman Jim Wamsley called the meeting to order at 2:32p.m.

Agenda for Regular Meeting

The agenda was distributed to those in attendance. Wamsley stated a discussion would be added under New Business to approve the updated job descriptions for Communications Shift Supervisor and Executive Director. Agenda stood as amended.

Minutes from Regular Meeting

Wamsley entertained a motion to accept the minutes from regular meeting August 27, 2018. A motion was made by Jarvie and seconded by Robinson. Motion carried unanimously by board members.

Financial Report

Varley stated first payment from Sweetwater County has been received and invoices have been sent to City of Green River and City of Rock Springs for their first contributions. Varley has also been in contact with the auditors and the audit will be starting within the week. Wamsley entertained a motion to accept the August financial report. A motion was made by Hawkins and seconded by Tyler. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Staff Report

Wamsley stated the executive director position has been reposted. Priority Dispatch training for emergency medical dispatch is currently in progress and emergency fire dispatch will occur starting October 16, 2018. A current communications shift supervisor will be stepping down and testing will begin to fill the open position. Wamsley has spoken with IPMA-HR who will be providing a first-line supervisor dispatch written test. Pacheco suggested also using the assessment center from Wyoming Association of Sheriffs and Chiefs of Police (WASCOP) for the shift supervisor testing.

IT Director Report

Halter stated he has worked on the Rock Springs Police Department's briefing room radio. Halter also set up the radio scanner to listen to RS-LE channel. Halter is currently working on a job description for the Radio Technician position. Jarvie asked if the radio technician would be able to provide preventative maintenance throughout the other agencies or just on the center owned radios. Halter stated he would like the technician to provide services for the two cities and county equipment as far as public safety is concerned.

Personnel Committee

Nothing noted.

Bills & Claims

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

Correspondence

WY Department of Workforce Services-2019 EMR Notice

Wamsley stated 2019 Experience Modification Rate notice was received from Wyoming Department of Workforce Services Workers Comp. Division. Lemich stated the actual invoice will arrive later in September. The experience rating is a three year rolling average of claims experienced.

New Business

Job Descriptions

Copies of the Communications Shift Supervisor and Executive Director job descriptions were distributed to the board. Wamsley stated on the current shift supervisor job description, 7 years of experience is listed. The proposed change is to change the years of experience to 6 years. Also in conjunction with Priority Dispatch, there is now the requirement to obtain and maintain throughout employment CPR Certification. POST and APCO training requirements have also been added based on feedback from the

Personnel Committee. Jarvie made a motion to allow Chairman Wamsley, as acting interim executive director for the Center, to finalize the Shift Supervisor job description as seen fit. Pacheco seconded and motion carried unanimously by board members. Wamsley entertained a motion to accept the Executive Director job description as presented. Motion was made by Jarvie and seconded by Pacheco. Motion carried unanimously by board members.

Comments from the Chairman and Board

Pacheco thanked Wamsley for all of the work that he has been doing.

Wamsley stated he asked the Personnel Committee to look into a step and grade system.

Commissioner Kolb asked if a plan would be presented to the board of County Commissioners to explain the proposal for the Justice Center. Wamsley stated he would like to present the plan at the next commissioners meeting but will keep in touch with Kolb for a definitive date.

Old Business

9-1-1 Server Back-Room Equipment Relocation & Radio and Microwave Backhaul Equipment for Justice Center Purchase and Installation

Halter presented an updated Fiscal Years 2019-2021 Capital Improvement Plan, which is attached to the minutes. The original plan was first presented during August 2018 board meeting. Halter stated a line item column has been added to show where each purchase will come out of the budget. Costs have been separated into normal expenses and moving expenses. The 6th-Penny column is more of a wish list at this point in time. Halter stated all moving costs listed are out of the general fund which includes: a new tower at Justice Center, replacement of radio console at EOC, microwave link to Justice Center from Wilkins Peak, miscellaneous equipment, move of disaster recovery equipment from 731 C Street to County's Health and Human Services building, new dispatch console furniture for backup center, addition of microwave link between water tanks and Health and Human Services, outlets in Justice Center dispatch room changed to UPS power, and re-license and move microwave link from 731 C Street to water tanks which is the WyoLink site. 911 fundable items include: additional networking equipment and 9-1-1 equipment. The total move expense is \$779,000 which is a decrease from the total presented during August's meeting by \$5,000. The radio console replacement at EOC, totaling \$406,000, includes 4 years of warranty support. Halter stated if the board moves to approve the purchase of MCC 7500 radio consoles through Motorola at this meeting, all that would need to be paid during 2018 would be \$158,648 for the equipment and the installation could be scheduled for July 2019 with the remainder of the purchase price being paid in Fiscal Year 2019. Halter recommended also purchasing 4 years of warranty support. It was noted that upon signing the agreement, the \$158,648 due upon signing; \$192,588 would be due upon installation completion; and the remaining 3 years of warranty support would be due every year after. Halter stated once this system is tied to WyoLink, any future upgrades in

the WyoLink system that would require the Center to upgrade as well, WyoLink would cover the cost. Wamsley entertained a motion to enter into the contract with Motorola for the initial amount of \$158,648. A motion was made by Robinson and seconded by Tyler. Motion carried unanimously by board members. Varley asked if the board would like to release the InterAct reserve that's on the current FY2018-19 budget for \$200,000. The board could release the reserve and reallocate it into the budget or take this purchase out of the contingency reserve and keep the InterAct reserve intact until next fiscal year. Wamsley stated if the board is comfortable with the fact that the InterAct funds are no longer required, those could be released to the general reserve and then move them back into radio equipment. Varley stated, in a budget amendment, the board could move \$156,000 into the capital outlay line item the board chooses and the remaining \$40,000 into the contingency reserve. Wamsley stated the budget amendment would occur during October's board meeting.


Varley stated Ted Ware with Uinta Bank has provided all of the startup documents to create an account for the board to have reserves held at Uinta Bank. It was noted that the same signers would be authorized as at Commerce Bank.

Next Meeting

The next meeting of the board was scheduled for Monday, October 29, 2018 at 5 Shoshone Avenue in Green River, WY.

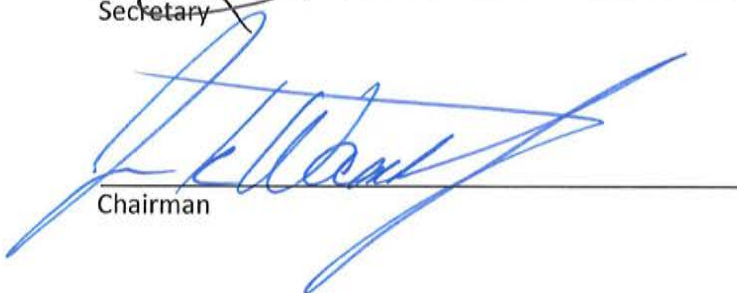
Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Hawkins and seconded by Pacheco. Motion carried unanimously by board members. Meeting was adjourned at 3:16p.m.



Secretary

Date: 10/29/18



Chairman

Date: 10-29-18