

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
March 18, 2013**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, March 18, 2013 at 212 D Street, Rock Springs, Wyoming. Board members present included: Mike Lowell, Clark Robinson, Rick Hawkins, Lisa Taruffelli, Jim Wamsley, Mike Kennedy, and Tom Jarvie. Also in attendance were: Robin Etienne, executive director, George Lemich, attorney, Charlie Van Over, architect, Brad Radakovich, accountant, and Rex Welsh, Technology Plus.

Call to Order

Chair Mike Lowell called the meeting to order at 2:33 p.m.

Minutes from Regular Meeting 2/11/2013

Minutes from the regular meeting on February 11, 2013 were reviewed by the board. Lowell entertained a motion to accept these minutes. A motion was made by Wamsley and seconded by Kennedy. Motion carried unanimously by board members.

Financial Report

The February financial report was reviewed by the board. Lowell entertained a motion to accept the financial report. A motion was made by Wamsley and seconded by Jarvie. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Executive Director

David Halter is currently attending Cassidian training and it is going well. InterAct was on-site two weeks ago and they updated the MDT server as well as the forms used to communicate with the server. Numerous issues with the MDTs were corrected with the updates. Two people were on-site last week to aid in the online RMS switchover.

An issue was presented to the board regarding two outstanding invoices from InterAct. George Lemich suggested speaking with a representative of InterAct to clearly define what needs to be addressed and to make sure that they are aware that we are going to pay them but the final

product has to be delivered. George Lemich will work with Rex Welsh to draft a letter to be delivered to InterAct.

Numerous applications were received for the administrative assistant position. Wednesday, March 20 is the deadline for completed applications and he hopes to interview shortly thereafter.

Benefits

None

IT

David Halter will be installing the new server when he arrives next week. George Lemich asked if he can cancel the existing email provider and it was decided to wait until David returns from Cassidian training before proceeding with canceling.

Hiring Committee

Tom Jarvie spoke regarding concern of having new dispatchers start before their background checks are complete. The timeframe for completed background checks vary for each agency that completes them, as each agency has different workloads. Chairman Mike Lowell stated that he does not mind having them start beforehand and then terminate them later if their background investigation does not pass. The board agreed with Lowell and decided that it is permissible to have new hires start before their background check investigation is complete.

Bills & Claims

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

Wyoming Retirement System	Payroll Liabilities	\$12,809.04
Heyborne, Radakovich & Co., P.C.	Accounting Services	\$1,695.00
McGee, Hearne & Paiz, LLP	Accounting Services	\$5,500.00
Dell Marketing	Office Equipment	\$40,215.11
CenturyLink	911 Telephone Service	\$650.00
Aflac	Payroll Liabilities	\$807.77
Emergency Connections Network	Software Maint. Agreement	\$6,000.00
Sweetwater Federal Credit Union	Credit Card	\$3,376.81
Big Sky Communications	Movement of 911 Equipment	\$3,458.00
Wireless Advanced Communications	Equipment Maintenance	\$5,928.01
Motorola	Communications Equipment	\$12,379.00
Cassidian Communications	Movement of 911 Equipment	\$530.95
Joint Powers Telecom Board	Internet Lease	\$660.00
Qwestar Gas	Utilities	\$222.28

Green River Cable TV Co.	Utilities	\$16.30
Sweetwater Cable Television Co.	Fiber Lease	\$2000.00
Quill Corporation	Office Supplies	\$649.10
F.B. McFadden Wholesale Co.	Office Supplies	\$65.32
TLO, LLC	Dues and Subscriptions	\$203.00
Rocket-Miner	Advertising	\$11.89
Cummins Rocky Mountain	Equipment Maintenance	\$442.01
City of Green River	Utilities	\$97.85
Gloval Gov/Ed Solutions, Inc.	Supplies	\$430.71
Rocky Mountain Power	Utilities	\$1,687.34
Paetec	911 Telephone Service	\$170.32
Biddle Consulting Group, Inc.	Software Maint. Agreement	\$399.00
Green River Ace Hardware	Office Supplies	\$90.91
Simple Signal, Inc.	911 Telephone Service	\$835.72
VMWare, Inc.	Software Maint. Agreement	\$1,911.00
Verizon Wireless	Utilities	\$274.63
NENA	Dues and Subscriptions	\$130.00
Southwest Counseling Service	Personnel Recruitment	\$900.00
Blue Cross Blue Shield of Wyoming	Payroll Liabilities	\$28,189.98
Copier & Supply Co., Inc.	Office Supplies	\$115.67
CenturyLink	Telephone Service	\$7,649.17
Orchard Trust	Payroll Liabilities	\$300.00

Old Business

a. Online RMS

Rick Hawkins asked if the Statement of Work was completed and signed and it has not yet been finished.

New Business

a. MDT Licensing

Currently, there are five licenses left and there is a need for several more. Pricing for the new licenses will need to be determined so they can be purchased this year. The licenses are purchased in batches of 50.

b. FY12 Audit

Radakovich provided the board a copy of the audit report that was received from McGee, Hearne, and Paiz. Lowell entertained a motion to accept the FY12 audit as presented as well as authorize Brad Radakovich to supply copies of the audit to the State Department of Audit and the Sweetwater County Clerk's office. A motion was made by Wamsley and seconded by Hawkins. Motion carried unanimously by all board members.

Executive Session

Lowell entertained a motion to go into executive session at 3:16 p.m. A motion was made by Wamsley and seconded by Jarvie. Executive session ended at 4:15 p.m.

Miscellaneous

a. Next Meeting

The next meeting was scheduled for Monday, April 15, 2013 at 2:30 p.m. in the Green River City Council Chambers.

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Wamsley which was seconded by Hawkins. Motion carried unanimously by board members present. Meeting was adjourned at 4:16 p.m.

Attest:



Secretary

Date: 4/16/13



Chair

Date: 4/16/13

APPROVED