

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
March 21, 2016**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, March 21, 2016 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Jim Wamsley, Chris Steffen, Mike Lowell, Rick Hawkins, Mike Liberty, Rich Tyler, Clark Robinson, and Dwane Pacheco. Board members absent were: Tom Jarvie. George Lemich, attorney, was also absent. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; Drew Varley, accountant; Becca Thornock; Randal Wendling; and Jim Allred with Clark Wireless.

Call to Order

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

Agenda for Regular Meeting

The agenda was distributed to all in attendance. Wamsley stated a discussion for a CAD system recommendation would be added under Old Business.

Minutes from Regular Meeting

Minutes from the regular meeting February 29, 2016 were reviewed by the board. Wamsley entertained a motion to accept the minutes from the February 29, 2016 meeting. A motion was made by Lowell and seconded by Hawkins. Motion carried unanimously by board members.

Financial Report

The February financial report was reviewed by the board. Varley stated a budget amendment would be presented during May 2016 board meeting in regards to liability insurance. Wamsley entertained a motion to approve the February financial report. A motion was made by Hawkins and seconded by Liberty. Motion carried unanimously by board members.

Comments from Floor

Wendling asked what the budget for fiscal year 2016-2017 was looking like at this point. It was noted the budget will be the same as fiscal year 2014-2015. Jim Allred with Clark Wireless stated he is available for any questions or concerns.

Executive Director Report

Etienne stated for the month of February 9,656 calls were made. 1,175 of those calls were 911 with 84.2% being wireless. 99.6% were answered in 9 seconds or less with 99.8% of admin calls being answered in 9 seconds or less. On March 1, 2016 VFIS had a Risk Control Services representative visit the center to make sure everything was in compliance with their recommendations. Etienne stated a copy of the report will be received. On March 2, 2016, Etienne and Halter met with BLM in regards to partnering on radio sites. Aspen, White Mountain North, and Little Mountain are the current radio sites being discussed in the partnership. On March 3, 2016, Etienne met with CAD/Mobile/RMS review group to finalize criteria and scoring scales. On March 7, 2016, Etienne attended PSCC interoperability executive committee meeting via phone. On March 11, 2016, Spillman presented a follow-up demo to answer any questions and provide more information discussed at a previous review group meeting. March 16, 2016, Etienne attended PSCC meeting via phone. Etienne stated the 2 new hires for dispatch started March 14 and 18, 2016. March 18, 2016 Etienne attended an airport tabletop and the actual exercise will take place April 23, 2016. The center attended the White Mountain Community Awareness Days on March 12, 2016 where information about Smart911 and CodeRed were provided to the public. April 10-16, 2016 is National Telecommunicator week. On April 13, 2016 at 6 p.m. the center will be having an appreciation night. Steffen asked if the center was now up to staff with the addition of the 2 hires. Etienne stated there is still one spot open for staffing. Tyler requested a calendar invite be sent to board members for the appreciation night. Wendling requested an invite also be sent to the commissioners.

IT Director Report

Halter stated in regards to the BLM partnership BLM is very interested in partnering with the center for radio sites. Aspen Mountain will require a generator which would be provided through the center. The other radio sites will require power and generators. Halter stated Aspen Mountain is the first priority at this time. Halter was able to bypass the base radio filter on Wilkins Peak which allowed communication with Superior Fire. Halter also stated Granger's paging is programmed into consoles. The center and Green River PD will soon have access to School District #2's cameras. Halter and Tyler met last week to discuss putting a repeater for Rock Springs Fire at the hospital. Halter will meet with Clark Wireless for the logistics.

Personnel Committee

Wamsley requested the annual review for the director be started.

Bills & Claims

Wamsley stated an additional bill will be added for the license plate renewal on the company vehicle for \$506.50. Wamsley entertained a motion to accept the bills and claims with the additional bill. A motion was made by Lowell and seconded by Steffen. Motion carried unanimously by board members.

Correspondence

Etienne stated a letter was received from ISO in regards to Wamsutter's Public Protection Classification survey.

New Business

911 System

Halter stated he is waiting for demos to be presented before recommending a vendor. Halter also stated he has come up with scoring criteria for the vendors. Motorola's ECW, Intrado and SOLCOMM are the 3 vendors being looked at currently. Halter will provide recommendation and quotes at April 2016 board meeting. Steffen asked if any quotes have been received. Halter stated a quote has been received from Airbus.

Memo of Understanding & Cooperative Agreement

Wamsley stated the memo regards Priority Dispatch grant application which was coordinated through Rock Springs Fire. The application can only ask for fire and EMS related materials. The grant is for the fire and EMS portions of Priority Dispatch and quality assurance modules of the software. The dispatch center, Green River Fire, Rock Springs Fire, Fire District #1 and Sweetwater County are possible participants for the grant. \$3,979 is the cost share from each participating agency. The MOU is to coordinate the payments if the grant is approved. Etienne stated Lemich has approved the MOU. Wamsley entertained a motion to allow Wamsley to sign the MOU once it has been approved by participating agencies' legal departments. A motion was made by Lowell and seconded by Hawkins. Motion carried unanimously by board members.

Comments from the Chairman and Board

Pacheco briefed the board on the March 16, 2016 PSCC meeting he attended in Casper. It was noted billing is 75% usage and 25% radio. Pacheco stated every agency will get a bill around July 2016. However, the agencies will not have to pay the bill as it will be paid through the "Mine Royalty Grant" monies provided through the state. Bills will also be received in 2017 and 2018 however the same principle applies. Pacheco also stated 3 additional towers have been budgeted. The low level sites, Rock Springs being at the top of the list, might get paid through WYDOT monies. WyoLink upgrade will take place August 7-16, 2016.

Hawkins stated in the records management search, it was requested for the agencies to provide information on what the current databases look like. Hawkins has contacted InterAct for this information. It was also requested to know what the information looks like. Each agency will decide what they want done with their records.

Steffen suggested cost reductions be looked into for the upcoming budget year.

Old Business

CAD System Recommendation

Etienne presented information to the board regarding a CAD system recommendation. Etienne stated Spillman Technologies received the highest score and first pick based on the review group's criteria for CAD systems. A quote was requested and received from Spillman however it is not finalized due to data conversions still being in progress. Etienne also requested "lease to own" options which was included in the information packet given to the board. Varley stated the reserve line for a new system is a little under \$700,000 and the capital outlay was budgeted a little under \$2 million with \$70,000 having been used already. Hardware costs and maintenance have not been included at this time. Wamsley stated a decision needs to be made on what data conversion looks like. Lowell stated the board needs to know how much it will cost to leave InterAct as well. Wamsley suggested the 3 law enforcement agencies get criteria for data they want to keep or get rid of. Varley stated leasing the system is an option at \$80,000 over 5 years. Etienne stated the lease payment would start at the start of the contract signing and maintenance costs would start during the second year. A motion to allow Executive Director to move forward with records management CAD/Mobile/Jail solution presented by Spillman Technologies to provide total price cost was made by Hawkins. Total price cost will include hardware, proposed solution to data conversion, leasing cost, and final costs. Motion was seconded by Steffen and carried unanimously by board members.

Next Meeting

The next meeting of the board was scheduled for Monday, April 18, 2016 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Lowell and seconded by Hawkins. Motion carried unanimously by board members. Meeting was adjourned at 3:25 p.m.

Michael E. Liberty
Secretary

Date: 4-18-16

[Signature]
Chairman

Date: 4-18-16