

**Rock Springs, Green River, Sweetwater County Combined Communications**

**Joint Powers Board**

**Regular Meeting Minutes**

**May 18, 2015**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, May 18, 2015 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Rich Tyler, Mike Liberty, Chris Steffen, Rick Hawkins, Jim Wamsley, Tom Jarvie, and Dwane Pacheco. Board members absent were Clark Robinson and Mike Lowell. Also in attendance were: Robin Etienne, executive director, David Halter, IT director, Becca Thornock, Randal Wendling, Wauneta Lutes, Kimberly Blackwell, Drew Varley, accountant, and George Lemich, attorney.

**Call to Order**

Chairman Jim Wamsley called the meeting to order at 2:31 p.m.

**Agenda for Regular Meeting 05/18/2015**

Wamsley asked board members if there were any changes to the agenda. With no changes noted Wamsley stated the agenda would stand as presented.

**Minutes from Regular Meeting 04/20/2015**

Minutes from the regular meeting on April 20, 2015 were reviewed by the board. Wamsley stated that under Old Business "Rock Springs Fire" should be changed to "fire departments." Chris Steffen was also added to the "board members absent" list. Wamsley entertained a motion to accept the minutes with changes from the April 20, 2015 meeting. A motion was made by Liberty to accept the minutes which was seconded by Steffen. Motion was carried unanimously by board members.

**Financial Report**

The April financial report was reviewed by the board. Varley stated he was waiting for one more payment from the county to fulfill the county's funding requirement. Wamsley entertained a motion to accept the April financial report. A motion was made by Jarvie and seconded by Hawkins. Motion was carried unanimously by board members.

**Comments from the Floor**

None noted.

### **Executive Director Report**

Etienne stated for the month of April, 10,838 calls were made. 1,291 of those calls were 911 with 83.8% being wireless. 99.6% were answered in 9 seconds or less with 99.9% of admin calls being answered in 9 seconds or less. A Cyrun demo for the alliance product was performed at the Rock Springs Police Department. RIMS and EFORCE are being looked at for CAD/RMS mobile products as well. Dates are being set up for demos. Etienne is waiting for a call back from Sunguard. New World Systems sent information for their sales rep. Spillman will present a demo on June 18, 2015 at Fire District 1's training room. An invite will be sent out to board members. Etienne gave a presentation on May 12, 2015 to the Rock Springs Library staff at the Rock Springs Library for Smart911. Etienne will attend other library staff meetings to continue presentations. A public presentation of Smart911 has been set up for May 27, 2015 at 6 p.m. at the Rock Springs Library. Etienne has been working with CodeRed on IPAUSE integration. Paperwork is being completed to submit to FEMA so the integration can be completed. A test for IPAUSE will be set up after completion. Etienne is also working with the local entities, water and sewer, street departments, etc., to educate them on how to utilize the nonemergency aspects of CodeRed. Etienne attended the Navy Rail exercise on May 7<sup>th</sup>

### **It Director Report**

Halter stated he is now back in the office. Jarvie stated he would like to have an idea of what the budget money for capital projects will be used for. Halter will let the board know at a later date.

### **Committee Reports**

#### **Personnel Committee**

Jarvie stated he, Hawkins, and Etienne met to discuss the 360 evaluations for shift supervisors. Etienne stated he took the Executive Director evaluation and modified it to be specific to supervisory positions. At a later date the personnel committee will meet to discuss evaluations for IT Director and Administrative Assistant.

### **Bills & Claims**

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

### **Correspondence**

Etienne stated a letter from WAM-JPIC was received for annual renewal. The letter stated there was a zero increase in premiums. A letter was also received from InterAct advising they were purchased by Harris and requested contact information for the board.

**New Business**

Pacheco stated a training session will be held at the Central Administration building June 8 and 9, 2015 in regards to standard response protocols.

**Comments from the Chairman**

Wamsley stated Rock Springs Fire Department had another dispatch ride along.

**Old Business**

**RMS Status**

Hawkins stated data conversion is slowing progressing as original systems are being used differently between agencies. Hawkins provided guidance on how to convert data for each agency. Hawkins requested spreadsheets be provided to show conversions for proofing before conversions are final. Offense codes are also being worked on.

**Next Meeting**

The next meeting of the board was scheduled for Monday, June 22, 2015 at 2:30 p.m. at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Wamsley entertained a motion for adjournment. A motion was made by Hawkins and seconded by Liberty. Motion carried unanimously by board members. Meeting was adjourned at 2:52 p.m.

Attest:

  
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Chairman

Date: 6-22-15

  
\_\_\_\_\_  
Secretary

Date: 6-22-15