

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
May 14, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, May 14, 2012 at 212 D Street, Rock Springs, WY. Board members present included Mike Lowell, Rick Hawkins, Rich Haskell, Lisa Tarufelli, Chris Steffen, Tom Jarvie, David Halter, Jim Wamsley and Peg Leininger. Also in attendance was George Lemich, attorney; Charlie Van Over, architect; Wauneta Lutes, Combined Communications; Brad Radakovich, accountant; Heather Marsh, & Dwane Pacheco with the Rock Springs Police Department; and Robin Etienne, executive director.

Call to Order

Chair Mike Lowell called the meeting to order at 2:34 p.m.

Minutes from Last Meeting

Minutes from the regular meeting on April 24, 2012 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Chris Steffen and seconded by Jim Wamsley. Motion carried unanimously by board members.

Financial Report

The March financial report was reviewed by the board. Brad Radakovich noted the report showed the contributions for all three entities to get through the end of the fiscal year. He also had the new signature cards signed by board members. Lowell entertained a motion to accept the financial report. A motion was made by Wamsley and seconded by Haskell. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Hiring Committee

Wamsley reported there were seven (7) people interested in the IT position and applications were forwarded to them. He asked when the job posting was going to end and it was agreed no later than May 18, 2012. He noted he thought the Administrative Assistant was being advertised at the same time. He asked board members to review the job description for Administrative Assistant which was in their packets and get any changes to him as soon as possible. He asked to have it advertised locally in the papers this week. Lisa Tarufelli noted under general duties the performing of account transfers can be taken out. Wamsley said the paragraph would be removed. Wamsley will send the revised job description to Robin Etienne. The position is budgeted for 20 hours per week. Lowell noted Lemich, Jarvie, Hawkins and Rex Welsh were on the IT hiring committee. He asked them to meet and have the top three (3) candidates presented to the board at the next scheduled board meeting.

Executive Director

Etienne reported the sheriff's office and Green River had been operating for a few days and things are being ironed out. He noted the RMS/CAD functions are not translating properly (InterAct and In-Synch). He said Rock Springs had been operating for about 1.5 to 2 hours. He said it is a large change with all three agencies operating using two radios but are adjusting really quickly. He noted there would be a premium holiday beginning January 2013 with the Blue Cross Blue Shield – WAM insurance. He said they also sent the agreement between WAM and the board which needed to be signed and dated when the agreement actually went into effect. Aflac will be coming to discuss options with employees. Radio frequencies were discussed. A committee was appointed by Lowell with Jarvie, Etienne and Wamsley to serve on it. It was noted the committee should meet right away. He noted the personnel policies and procedures had been finalized.

Haskell said he wanted to go on record and personally thank Rick Hawkins and David Halter for all their time if it was not for them it would not be up and running.

Benefits

It was noted the new agreement from the Wyoming Retirement System covering regular and law enforcement employees needed to be signed. A motion to sign and execute the agreement was made by Wamsley and seconded by Steffen. Motion carried unanimously by board members.

Building

Charlie Van Over reported there are additional things which need fixed and that the final drawings had been received. He said there is an increasing concern with the contractor as he has not had a response in over a week. The ladies in the office and superintendents have walked out. Another notice of claim has been made against the bond. He said \$167,190.00 is still owed to the contractor which should be some incentive to have them fix the items. He noted an outlet had come out of the wall and water was found in the main conduit which needs replaced. He said the electrician had requested bond information. There are 10-15 subcontractors waiting for retainage. Information is being sent to the City of Green River since they are the building owner. Van Over said the board should be protected by the bond companies. He noted if the bond company has to come in they will do their own inspections based on demands.

IT

It was reported things are moving along and it had been a struggle getting there with the lack of communication between InterAct and In-Synch. The sweetwater911.org emails are up and running. Lemich explained how to add them to your Outlook 2007 or 2010. Tarufelli noted the MDTs which were delivered to the City of Rock Springs did not have any asset and asked if a city asset should be placed on them. In addition, the contract did not accompany them either. It was noted the agreement should be given out with the MDTs.

Bills & Claims

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

United States Treasury	Payroll Liabilities	\$1,475.50
Wyoming Retirement System	Payroll Liabilities	\$917.80
Information Systems Consulting	Communications Equipment	\$1,110.00
K-Mart	Janitorial Costs	\$143.36
F.B. McFadden Wholesale Co.	Janitorial Costs	\$194.76
Fascinations	Office Supplies	\$63.00
Wireless Advanced Communications	Communications Equipment	\$6,761.30
Heyborne, Radakovich & Co. P.C.	Accounting Services	\$1,195.00
Century Link	Utilities	\$1,171.86
Rocket-Miner	Advertising	\$10.70
City of Green River	Utilities	\$43.13
Questar	Utilities	\$124.23
Rocky Mountain Power	Utilities	\$1,423.33
Lemich Law Center	Legal Services	\$1,096.05
Sweetwater Cable Television	Utilities	\$16.30
Blue Cross Blue Shield of Wyoming	Payroll Liabilities	\$24,857.53
E2 Optics, LLC	Communications Equipment	\$618.00
Robin F. Etienne	Supplies	\$50.35

Old Business

a. **Operating Procedures Manual**

It was noted the operating procedure manuals are ready to go and Etienne will be distributing them. Wamsley made a motion to adopt the manual which was seconded by Haskell. Motion carried unanimously by board members. Jarvie asked for an electronic copy and Lemich asked to have it adopted, dated today and have it sent to the board. Lemich noted the personnel policies and procedures received at the last meeting with a couple of changes were sent via email. Haskell made a motion to adopt the personnel policies and procedures which was seconded by Steffen. Motion carried unanimously by board members.

New Business

a. **Resignation of Peg Leininger**

Leininger said she was leaving for Texas by the end of July but would stay as long as needed. She will provide a written resignation to the agency who appointed her and the board. It is also a possibility Taruffelli will be leaving the first of July.

Miscellaneous

Signatures

The payroll period agreement was signed along with the WAM insurance agreement.

Credit Cards

Hawkins noted there have been some items which needed to be purchased fast and asked if the credit cards were yet available to make these types of purchases and if it could be done this way. The credit cards have not yet been obtained and it was noted items could be purchased and those purchasing would be reimbursed less sales tax.

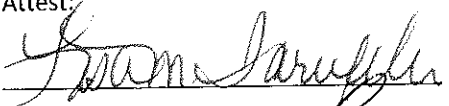
Next Meeting

The next regular meeting was scheduled for Monday, June 11, 2012 at 2:30 p.m. at the City of Green River's Council Chambers.

Adjournment

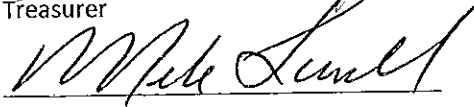
Lowell entertained a motion to adjourn the meeting. A motion was made by Haskell which was seconded by Steffen. Motion carried unanimously by board members present. Meeting was adjourned at 3:40 p.m.

Attest:



Date: 6/12/12

Treasurer



Date: 6/12/12

Chair

APPROVED