

Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
October 15, 2012

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, October 15, 2012 at 50 E. 2nd North, in Green River, Wyoming. Board members present included: Mike Lowell, Lisa Tarufelli, Clark Robinson, Chris Steffen, Mike Kennedy, Jim Wamsley, Rich Haskell, and Rick Hawkins. Also in attendance were: Robin Etienne, executive director, George Lemich, attorney, Heather Marsh, RSPD administrative assistant, and Carrie Halter, CCJPB administrative assistant.

Call to Order

Chair Mike Lowell called the meeting to order at 2:31 p.m.

Minutes from Regular Meeting 9/10/2012 and Special Meeting 9/27/2012

Minutes from the regular meeting on September 10, 2012 and special meeting on September 27, 2010 were reviewed by the board. Lowell entertained a motion to accept these minutes. A motion was made by Haskell and seconded by Wamsley. Motion carried unanimously by board members.

Financial Report

The September 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 Robinson. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Executive Director

Etienne reported that Michelle Touhey submitted her resignation letter to him prior to this board meeting. Her last shift will be on November 1, 2012. He also received a training request for an IPICD conference in Las Vegas that covers 911 and calltaker protocols as well as legal updates for 911. The tuition cost is \$875 and the training will last for three days. He stated that he would like to look into it further. Interviews for the Basic Communicator position(s) will commence next week on Monday and Wednesday and he will now hire for six positions due to Michelle's resignation. Background check packets have been given to all applicants who have been selected to interview. Steffen recommended having officers from each organization on the interview panel. It was noted Joe Tomich will sit on the panel as well.

IT

Hawkins spoke about the proposed online RMS system and reported we would be gaining by moving to this new online-based system. A final decision regarding moving forward to this proposed system will be made by November 5, 2012. Hawkins also stated that if the final decision is to move forward with this system, it will take about 90 days from the date of implementation to be fully onboard with the system.

Bills & Claims

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

United States Treasury	Payroll Liabilities	\$22,651.60
Wyoming Retirement System	Payroll Liabilities	\$14,090.78
Wyoming Department of Workforce	Payroll Liabilities	\$4,219.75
Plan One Architects	Architectural Fees	\$3,148.93
F.B. McFadden Wholesale Co.	Janitorial Costs	186.69
Cassidian Communications	911 Equipment	\$1,606.25
Heyborne, Radakovich, and Co.	Accounting Costs	\$1,495.00
Quill Corporation	Office Supplies	\$374.30
Green River Cable TV Company	Utilities	\$16.30
Global Gov/Ed Solutions, Inc.	Office Supplies/Equipment	\$209.69
Questar Gas	Utilities	\$31.99
City of Green River	Utilities	\$180.09
Joint Powers Telecom Board	Internet Lease	\$660.00
Rocket Miner	Advertising	\$21.40
Verizon Wireless	Utilities	\$176.33
Staples Advantage	Office Supplies	\$772.20
UPS	Shipping Costs/Postage	\$24.24
Wireless Advanced Communications	Equipment Maintenance	\$430.00
Simple Signal, Inc.	911 Telephone Service	\$809.54
Sweetwater Cable Television Co.	Fiber Lease	\$2,000.00
Lemich Law Center	Legal Services	\$774.55
Paetec	911 Telephone Service	\$176.05
Rocky Mountain Power	Utilities	\$1,845.79
Copier and Supply Co., Inc.	Office Supplies/Equipment	\$6,823.00
Blue Cross Blue Shield of Wyoming	Payroll Liabilities	\$26,798.34
Century Link	Utilities	\$5,637.36
Aflac	Payroll Liabilities	\$655.40

Old Business

a. Credit Card Application

George Lemich spoke about the ongoing issue regarding obtaining a credit card to be used for various expenses. He spoke with Commerce Bank, Rock Springs National Bank, and American Express and they all require an executive member of the board to submit their social security number and financial history. Robin Etienne reported that he found a prepaid card (PEX Card) option that may work. These prepaid cards cost \$7.00 per month per card and they only require bank account information to get started. He also mentioned that any unused balances on a card may be transferred over to another card. Lowell asked Etienne to provide more information so this can be reviewed further.

New Business

a. TLO

Robinson spoke about TLO which was a free service but now requires agencies to pay a fee. It was requested the board purchase this going forward. The cost is approximately \$140.00 per month for unlimited users and 500 searches. The average search use per agency is close to 100-150 searches per month. Etienne will prepare a memo to present to the board to purchase.

Miscellaneous

a. Next Meeting

The next meeting was scheduled for Monday, November 19, 21012 at 2:30 p.m. in the Rock Springs City Council Chambers.

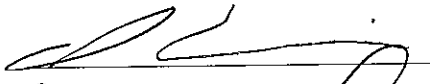
b. Worker's Compensation Claim.

c. ICMA 457 Deferred Comp.

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 3:10 p.m.

Attest:


Secretary

Date: Jan 3 2013


Chair

Date: 1/3/2013

APPROVED