

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
November 19, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, November 19, 2012 at 212 D Street, in Rock Springs, Wyoming. Board members present included: Mike Lowell (late), Richard Haskell, Clark Robinson, Mike Kennedy, Rick Hawkins, and Jim Wamsley. Also in attendance were: Robin Etienne, executive director, David Halter, IT director, Brad Radakovich, accountant, Rex Welsh, Technology Plus, Judy Roderick, emergency management services, Dave Johnson, emergency management services, and Carrie Halter, CCJPB administrative assistant.

Call to Order

Acting Chair Jim Wamsley called the meeting to order at 2:35 p.m.

Minutes from Regular Meeting 10/15/2012

Minutes from the regular meeting on October 15, 2012 were reviewed by the board. Wamsley entertained a motion to accept these minutes. A motion was made by Hawkins and seconded by Haskell. Motion carried unanimously by board members.

Financial Report

The October financial report was reviewed by the board. Wamsley entertained a motion to accept the financial report. A motion was made by Haskell and seconded by Robinson. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Executive Director

Etienne reported that the three new hires started last week and are currently in training. The fourth person that was hired will start the Monday after Thanksgiving. Applications are currently being accepted for two more positions and it will be determined at a later date if there will be a need to advertise for those two open positions.

Building

Etienne reported that there are two or three roof leaks on the administrative side of the building. He also stated that one roof HVAC unit is not working at the present time. Both of

these issues have been addressed with the respective contractors so that they can be fixed promptly.

IT

David Halter reported that the center purchased seven Netclocks that are powered over Ethernet and will synchronize with a GPS clock. Four clocks are located in dispatch, two are on the administrative side of the building, and one will be located at the EOC. The matter regarding the new project manager with InterAct was discussed and the new project manager should be ready to move forward next week.

Bills & Claims

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

Wyoming Retirement System	Payroll Liabilities	\$12,276.70
United States Treasury	Payroll Liabilities	\$18,442.35
Paetec	911 Telephone Service	\$168.85
Rocky Mountain Power	Utilities	\$1,683.39
City of Green River	Utilities	\$91.11
Questar Gas	Utilities	\$65.69
Green River Cable TV Company	Utilities	\$16.30
Global Gov/Ed Solutions, Inc.	Office Supplies/Equipment	\$3,754.80
APCO	Membership Dues and Fees	\$122.66
UPS	Shipping Costs/Postage	\$6.48
Watson	Office Supplies/Equipment	\$2,133.00
Cassidian Communications	911 Equipment	\$168.10
Verizon Wireless	Utilities	\$217.17
Joint Powers Telecom Board	Internet Lease	\$660.00
Heyborne, Radakovich, and Co.	Accounting Costs	\$1,485.00
Sweetwater Cable Television Co.	Fiber Lease	\$2,000.00
Inova Solutions	911 Equipment	\$2,816.42
Rocket Miner	Advertising	\$11.89
Lemich Law Center	Legal Services	\$475.00
F.B. McFadden Wholesale Co.	Janitorial Costs	\$181.40
K-Mart	Building/Grounds Maintenance	\$34.27
Quill Corporation	Office Supplies	\$791.70
Plan One Architects	Architectural Fees	\$7,015.78
Century Link	Utilities	\$650.00
NotePage, Inc.	Office Equipment	\$300.00
Copier and Supply Co., Inc.	Office Supplies/Equipment	\$259.93
Green River Ace Hardware	Office Supplies	\$36.95
Simple Signal, Inc.	911 Telephone Service	\$829.05
Century Link	Utilities	\$9,363.12

Orchard Trust	Payroll Liabilities	\$250.00
Blue Cross Blue Shield of Wyoming	Payroll Liabilities	\$27,187.56
Aflac	Payroll Liabilities	\$602.12

Old Business

a. TLO

Etienne made contact with TLO and received pricing for subscriptions. All three agencies currently have active subscriptions but they will be expiring in the very near future. Government pricing for 500 comprehensive searches will cost \$200.00-\$215.00 (with extras) per month, which will meet each agency's needs. Etienne recommended moving forward with purchasing the subscription and placing it under the line item of dues and subscriptions. Wamsley entertained a motion to approve the purchase of the TLO subscription as outlined above. A motion was made by Hawkins and seconded by Robinson. Hawkins asked that Etienne submit a formal letter regarding purchase of the TLO subscription.

b. Credit Cards

Brad Radakovich spoke regarding a Loan Liner Visa card that is available through Sweetwater Federal Credit Union. The line of credit would be in the amount of \$5,000.00 and two cards will be issued, to the executive director and chairman of the board. There are no fees associated with the card and it requires the opening of a savings account, which will cost \$100.00. To open the credit card account, the credit union will need a copy of a financial report and the Joint Powers agreement. Wamsley entertained a motion to move forward with the Loan Liner Visa card with Sweetwater Federal Credit Union as presented. A motion was made by Hawkins and seconded by Robinson. Motion carried unanimously by all board members.

New Business

a. Ejustice 911

The proposed online RMS system will be discussed in further detail next week once the new project manager with InterAct is fully aware of our needs regarding the project.

b. Request for Audit Proposals

Brad Radakovich reported that one local firm expressed an interest in performing audit services but did not prepare a proposal. However, an audit proposal from McGee, Hearne, and Paiz out of Cheyenne, Wyoming was received and reviewed by Brad Radakovich and Lisa Taruffelli. This firm currently provides audit services to both the City of Rock Springs and Sweetwater County. One proposal included a fee of \$6500.00 and the other proposal included a three-year commitment, in which the rate will gradually increase each year but will result in greater savings. Radakovich

noted that this cost is substantially lower than he had expected given that initial audits are generally more expensive. Wamsley entertained a motion to accept the audit proposal as presented. A motion was made by Haskell and seconded by Kennedy. Motion carried unanimously by all board members. Wamsley entertained an amended motion to accept the proposal as a three-year commitment with McGee, Hearne, and Paiz. A motion to accept the amendment was made by Haskell and seconded by Kennedy. The amended motion carried unanimously by all board members.

c. Letter for Monthly Accounting Services

Radakovich spoke regarding the need for his firm to receive a signed copy of an Annual Engagement Letter for Accounting Services. Wamsley entertained a motion to approve the letter as presented by Brad Radakovich. A motion was made by Hawkins and seconded by Haskell. Motion carried unanimously by all board members.

Miscellaneous

a. Next Meeting


The next meeting was scheduled for Monday, December 17, 2012 at 2:30 p.m. in the Green River City Council Chambers.

Adjournment

Wamsley entertained a motion to adjourn the meeting. A motion was made by Haskell which was seconded by Hawkins. Motion carried unanimously by board members present. Meeting was adjourned at 3:06 p.m.

Attest:


Secretary


Chair

Date: 12/17/2012

Date: 1/3/2013

APPROVED