

**Sweetwater Combined Communications Center**  
**Meeting Minutes**  
**March 8, 2010**

The Joint Powers Board for the Sweetwater Combined Communications Center held its regular meeting on Monday, March 8, 2010 at 5 Shoshone Avenue, Green River, WY. Board members present included Mike Lowell, Lisa Taruffelli, Craig Nelson, John Love, Cezanne Brennan, Peg Leininger, Rick Hawkins, and Jim Wamsley. Also in attendance were Charlie Van Over, architect; George Lemich, lawyer; Dwane Pacheco, Heather Marsh, Chuck Radosevich and Carlo Harrymon.

**Call to Order**

Chairman Mike Lowell called the meeting to order at 3:10 p.m.

**Minutes from Last Meeting**

Minutes from the February 22, 2010 were reviewed by the board. A motion was made by Craig Nelson to approve the minutes and seconded by Cezanne Brennan. Motion carried unanimously by all board members.

**Committee Reports**

**Executive Director**

Members of the executive director committee were unable to meet prior to the meeting. Rick Hawkins informed the board Rich Haskell had given him a position description questionnaire for the committee to look at. He has also made several calls and has not found anyone with a joint powers board for communications. Peg Leininger said she had been doing some research on the internet and had found information from Gillette, WY on an executive director which she was going to review. Jim Wamsley made some suggestions on where to advertise the position when it is ready to be advertised. George Lemich said the benefits and salary should be competitive. In addition he suggested contacting an agency in Utah where they have a unified fire department.

**Benefits**

Lisa Taruffelli said she had spoken with Brad Radakovich and he is interested in doing the accounting for the board. Once tax season is over he will be able to attend the joint powers board meetings. Work is being done to obtain the tax i.d. number to begin setting up accounts. Commerce Bank has been contacted and does currently have the highest rates.

**By-Laws**

Rick Hawkins had pulled a by-laws draft from the internet which he had passed out to all board members. He asked members to make any comments or suggestions on the draft. George Lemich will put them in a formal format and will have them ready for the next meeting.

## **Building**

Charlie Van Over met with the Building Committee and they reviewed several plans. After the meeting he took the best of all five and it narrowed down to two schemes. He will be meeting with dispatchers from Rock Springs, Green River and Sweetwater County within the next couple of weeks to get their input on the designs. He said he needs to hear how they do things and what makes it easier for them. Scheme A & B both include secure and non-secure areas with raised floors for computer wiring. The secure areas can be setup with card readers for access to the area. There will be a warrants room with pass through windows which will enable warrants to be dropped off and transferred to the secure area. Dispatchers and call takers will be separated in the secure area. Scheme A has a 30° console layout and Scheme B has a 90° console layout. There is a larger reception area in Scheme B which may be more beneficial in the event of a major disaster to setup a command center. Lowell said plans have been designed looking at needs for 20 years down the road so there is room for expansion. Big screens will be located in the secured area so dispatchers will be able to see who is on duty. Small windows will be added for indirect light but will not allow for visibility. Charlie Van Over said the systems integrator is on board and he will invite him to a future meeting.

## **Old Business**

No old business was reported.

## **New Business**

### **Transfer of Grant Funds**

Mike Lowell said he had met with Krisena Marchal regarding a sub-grant agreement for the purposes of using SLIB Board money. In addition for the preparation of a formatted letter for all three entities to relinquish their rights to WyoLink monies and transfer said monies to the board.

### **Certificate of Organization**

George Lemich informed the board a Certificate of Organization needs to be filed with the Secretary of State and Sweetwater County Clerk listing the members of the board and their terms. He reviewed the members and terms which the board affirmed were correct. Mike Lowell, chair and John Love, secretary signed the Certificate of Organization.

Lisa Tarufelli asked which address would be used for the joint powers board. It was agreed the address which will be used is the treasurer, Lisa Tarufelli's, address, 212 D Street, Rock Springs, WY.

### **Seed Money**

Heather Marsh will be creating a letterhead for the board. Once this is created a letter will be drafted to request \$10,000 from each entity for seed money. The board agreed the \$30,000 which was put into the project would be an upfront expense without any type of billing which the entities would not get back and would just be part of the expense. John Love suggested instead of each entity putting in \$10,000 to use the breakdown from the joint powers agreement which is 43% from Rock Springs, 32% from Green River and 25% from Sweetwater County. Lowell asked for a motion to solicit the monies. Lisa Tarufelli

motioned to solicit \$30,000 from the entities divided according to the joint powers agreement which was seconded by Jim Wamsley. Motion carried unanimously by all board members.

**Conference Call with Motorola**

Mike Lowell said he had a conference call with Motorola prior to the meeting. Motorola had asked if there were antennas on top of the building which were a minimum of 20 feet apart and up to R56 standards. John Love said he thought there were antennas on top of the building but he would have it checked. Lowell said a lot of technical questions were asked which he did not know the answers to. In addition, he notified the board that the original estimate did not include the consoles. It was decided to begin the estimate phase on the consoles.

**Additional Grant Funding**

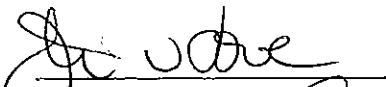
Rick Hawkins said an additional grant has come forward which was awarded in September of 2007. The grant is the National Telecommunications and Information Administration (NTIA) in consultation with the Department of Homeland Security (DHS), FY 2007 Public Safety Interoperable Communications Grant Program. The award amount is \$234,768.17 with a 20% match of \$58,692.04. Hawkins said he believe the match had already been made. Lisa Tarufelli said the match is not made on these grants until the funds are drawn down. She said the amount may have been budgeted for but probably was not paid out. Hawkins said there is an extension letter prepared which would extend the grant to September 30, 2011. Chuck Radosevich said he could have Krisena Marchal dig up the information on the grant and have it for the next meeting.

**Next Meeting**

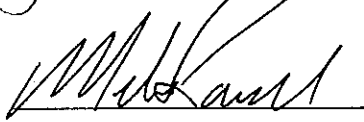
The next meeting will be held on Monday, March 22, 2010 at 3:00 p.m. at 5 Shoshone Avenue in Green River.

**Adjournment**

Lowell entertained a motion to adjourn the meeting. A motion was made by John Love, seconded by Peg Leininger and approved unanimously by the board. Meeting was adjourned at 4:05 p.m.

  
Secretary

Date: 3/22/10

  
Chair

Date: 3/23/10

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**March 22, 2010**

The Joint Powers Board for the Sweetwater Combined Communications Center held its regular meeting on Monday, March 22, 2010 at 5 Shoshone Avenue, Green River, WY. Board members present included Mike Lowell, Lisa Tarufelli, Rich Haskell, John Love, Cezanne Brennan, Peg Leininger, Rick Hawkins, and Jim Wamsley. Also in attendance were Charlie Van Over, architect; Evan Danforth, George Lemich, lawyer; Dwane Pacheco, Heather Marsh, and Clark Robinson.

**Call to Order**

Chairman Mike Lowell called the meeting to order at 3:10 p.m.

**Minutes from Last Meeting**

Minutes from the March 8, 2010 meeting were reviewed by the board. A motion was made by Jim Wamsley to approve the minutes and seconded by Peg Leininger. Motion carried unanimously by all board members.

**Committee Reports**

**Executive Director**

Jim Wamsley notified the board he had reviewed some job descriptions and condensed them down to one which he will email to the other committee members. He asked the committee members to review the job description and let him know of any changes they would like to make. It was discussed by the board whether or not to set a target date to have the executive director hired and on board. It was agreed the job description needs to be approved first and seed monies in place.

**Benefits**

No report was given.

**By-Laws**

George Lemich handed out a redraft of the by-laws. He noted they had been put into a more general legal form and they would need to be adopted.

**Building**

No report was given.

**Old Business**

**Transfer of Grant Funds**

Mike Lowell handed out the letter for the transfer of the WyoLink grant funds to the Joint Powers Board. He noted the letter was self-explanatory and the format was from the Attorney General's Office. The letters will be presented to the city councils and county commissioners on April 6, 2010 for approval.

### **Seed Money**

During the last meeting \$30,000 was voted on by the board members for seed money. Lowell noted after reviewing the figures \$150,000 in seed money would be more appropriate. A letter was drafted by Lowell and given to Lisa Tarufelli for \$150,000 seed money which would be divided by the entities according to the Joint Powers Agreement. This would exclude the matches for the SLIB monies. Lisa Tarufelli reviewed the draft letter with board members.

Board members discussed the costs which would need to be covered. It was also discussed where the Executive Director would be housed during the remodel and what type of costs would be incurred for the director's workspace.

Hawkins noted if the center is going to house 911 there is another avenue to cover costs which is the 911 income monies. Lowell said up to 30% may be covered for day to day operating costs from the 911 monies. It was discussed whether the 911 monies would be assigned to the Joint Powers Board. Haskell noted he was going to push for it and there are stringent guidelines on how the monies are used.

Lowell entertained a motion to request \$200,000 for seed money for the 2011 fiscal year. A motion was made by John Love and seconded by Cezanne Brennan. Motion carried unanimously by all board members.

Lowell entertained a motion to increase the original \$30,000 to \$50,000 for the remainder of the 2010 fiscal year. A motion was made by Cezanne Brennan and seconded by Rich Haskell. Motion carried unanimously by all board members.

The board agreed a joint letter should be done to request the seed monies to all three entities so they do not deviate from one another. Lisa Tarufelli will draft the letter and it will be reviewed by George Lemich.

### **New Business**

#### **WyoLink Portable Radio Coverage Enhancement Project Application**

Dwane Pacheco noted he had pulled an application off the internet for WyoLink funding which would enhance the coverage of portable radios in Sweetwater County. Hawkins reviewed what WyoLink was and noted these available funds were to be split among

entities in order to enhance the state coverage of WyoLink by looking for additional sites they do not already have. If the joint powers board opts to do the first option on the project application everything would be done all the board would have to do is provide advice and obtain leases for the sites.

**Meeting with Motorola**

On Tuesday, March 30, 2010, at 8:30 a.m. there will be a meeting with Motorola representatives and the architect's system integrators. They will begin at the Green River dispatch center at 8:30 a.m.

**Scope of Work Checklist**

Charlie Van Over with Plan One Architects reviewed the scope of work checklist from the system integrators. He will email the checklist to the board members for review. The system integrators will coordinate with Motorola but will handle the phones and such. He noted items which were not covered will be taken care of by Plan One.

**Next Meeting**

The next meeting will be held on Monday, April 5, 2010, at 3:00 p.m. at 5 Shoshone Avenue in Green River.

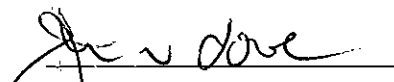
**Adjournment**

Lowell entertained a motion to adjourn the meeting and go into Executive Session. A motion was made by Cezanne Brennan, seconded by Rick Hawkins and approved unanimously by the board. Meeting was adjourned at 4:19 p.m.

**Executive Session**

The executive session began at 4:19 p.m. and ended at 5:02 p.m.

Attest:

  
Secretary

Date: 4/5/10

  
Chair

Date: 4/6/10