

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
July 22, 2013**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, July 22, 2013 at 212 D Street, Rock Springs, Wyoming. Board members present included: Mike Lowell, Lisa Taruffelli, Richard Haskell, Clark Robinson, Mike Kennedy, Rick Hawkins, Jim Wamsley, Chris Steffen, and Tom Jarvie. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; George Lemich, attorney; David Bottemiller, Sweetwater County Fire District; Jessica Knezovich, Sweetwater County Fire District; Wauneta Lutes, Combined Communications; and Cheryl Johnson, Combined Communications

**Call to Order**

Chair Mike Lowell called the meeting to order at 2:33 p.m.

**Minutes from Regular Meeting 06/24/2013**

Minutes from the regular meeting on June 24, 2013 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Jarvie and seconded by Hawkins. Motion carried unanimously by board members.

**Financial Report**

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

**Petitions**

Bottemiller came forth to the board with three incidents concerning radio communication. Chief Lowell advised Bottemiller to take the issues to Etienne; reassuring him the problems would be addressed and corrected.

**Committee Reports**

**Executive Director**

Etienne reported that he and Halter attended the PSCC video meeting at Wyoming Work Force Center. On Friday, July 28, 2013 the separation of channels became active. The dispatchers and the entities gave pros and cons for the separation of channels, some like it and some do not. Lowell requested for Etienne to give them a list of pros and cons for the next meeting. Etienne reported that the agency is working on inventory for the auditors. He updated the board on the hiring process for three new call takers; the interview process will take place after the fair for six applicants. Jarvie volunteered to run background checks on the applicants. Lowell stated to Etienne; that our agency should continue good public relations at the fair.

**Benefits**

Lemich presented a draft of a resolution to add or to modify employee benefit plans. All changes to benefits plans will be pre-approved by the board. Any changes made by employees to their plan will be made the first week of each quarter. Lowell entertained a motion to accept the bills and claims. A motion was made by Jarvie and seconded by Hawkins. Motion carried unanimously by board members.

**IT**

Halter informed the board about changes that have been made to the mobile command post and the camera, network and CAD is working efficiently. MDT license quote will be presented at the next meeting. Halter stated he was working

on inventory and getting all IT equipment listed. He has been working with Rock Springs PD with their MDT with Net Motion. Net Motion has been loaded on five laptops. They can now use the mesh and it has been helpful. Jarvie inquired about proximal radio for the sheriff's department mobile command post. Halter stated he would look into the cost of installing the equipment and report back to the board.

**Bill and Claims**

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

<b>Employee Payroll</b>	<b>Payroll Liabilities</b>	<b>27941.25</b>
<b>QuickBooks Payroll Services</b>	<b>Split</b>	<b>9.44</b>
<b>United States Treasury</b>	<b>Payroll Liabilities</b>	<b>\$1077.72</b>
<b>Service Charge</b>	<b>Office Supplies</b>	<b>\$10.00</b>
<b>Employee Payroll</b>	<b>Payroll Liabilities</b>	<b>\$27,682.55</b>
<b>United States Treasury</b>	<b>Payroll Liabilities</b>	<b>\$9,409.26</b>
<b>Wyoming Department of Workforce</b>	<b>Payroll Liabilities</b>	<b>\$4,095.05</b>
<b>Wyoming Retirement System</b>	<b>Payroll Liabilities</b>	<b>\$12,501.70</b>
<b>Orchard Trust</b>	<b>Payroll Liabilities</b>	<b>\$300.00</b>
<b>Questar Gas</b>	<b>Utilities</b>	<b>93.58</b>
<b>Rocket Miner</b>	<b>Public Relations/ Advertising</b>	<b>11.89</b>
<b>Cummins Rocky Mountain</b>	<b>Equipment Maintenance</b>	<b>75.63</b>
<b>Sweetwater Federal Credit Union</b>	<b>Travel</b>	<b>695.85</b>
<b>FB McFadden</b>	<b>Supplies</b>	<b>578.59</b>
<b>Copier &amp; Supply</b>	<b>Office Supplies</b>	<b>\$136.25</b>
<b>City of Green River</b>	<b>Utilities</b>	<b>92.21</b>
<b>Plan One Architects</b>	<b>Consulting</b>	<b>4676.41</b>
<b>Quill</b>	<b>Supplies</b>	<b>342.90</b>
<b>Heyborne, Radakovich &amp; Co PC</b>	<b>Accounting Services</b>	<b>1625.00</b>
<b>Joint Powers Telecom Board</b>	<b>Internet Lease</b>	<b>\$660.00</b>
<b>Quill Corporation</b>	<b>Office Supplies</b>	<b>\$189.56</b>
<b>Simple Signal</b>	<b>911 Telephone Service</b>	<b>841.92</b>
<b>Sweetwater Cable Television</b>	<b>Sweetwater TV</b>	<b>\$2,000.00</b>
<b>Green River Cable TV</b>	<b>Utilities</b>	<b>\$16.30</b>
<b>TLO LLC</b>	<b>Dues and Subscriptions</b>	<b>203.00</b>
<b>Verizon Wireless</b>	<b>Utilities</b>	<b>\$199.64</b>
<b>Paetec</b>	<b>911 Telephone Service</b>	<b>\$151.53</b>
<b>Orkin</b>	<b>Ground Maintenance</b>	<b>1665.00</b>
<b>Dell Marketing</b>	<b>Office Equipment</b>	<b>1026.36</b>
<b>Castle Rock Medical Dist</b>	<b>Personal Recruitment</b>	<b>177.90</b>
<b>Copier and Supply</b>	<b>Office Equipment Maintenance</b>	<b>114.70</b>
<b>Computer Projects LLC</b>	<b>Software</b>	<b>312.00</b>
<b>Wireless Advanced</b>	<b>Communications Equipment</b>	<b>14808.29</b>
<b>Global</b>	<b>Outside Management</b>	<b>910.00</b>
<b>Wyoming Law Enforcement Academy</b>	<b>Education</b>	<b>175.00</b>
<b>Blue Cross Blue Shield of Wyoming</b>	<b>Employee Benefit</b>	<b>60500.56</b>
<b>Century Link</b>	<b>Utilities</b>	<b>7705.33</b>
<b>AFLAC</b>	<b>Payroll Liabilities</b>	<b>673.95</b>
<b>Verizon Wireless</b>	<b>Utilities and Telephone</b>	<b>199.47</b>
<b>Paetec</b>	<b>911 Telephone Service</b>	<b>307.49</b>
<b>Rocky Mountain Power</b>	<b>Utilities</b>	<b>1642.44</b>

**Old Business**

**a. Separation of Channels**

Separation of channels took place on Friday, July 28<sup>th</sup>.

**b. Safetown.org**

Research findings found the communities who utilized this software program were very pleased. Communities reported that beneficial information added by citizens aided EMS in life saving situations. The board agreed to utilize this program at no cost to our agency.

**c. CodeRed**

Hawkins stated that Etienne should move on with CodeRed and the board supported Hawkins.

**d. Tokens**

Halter informed the board that the tokens had been ordered for the dual authentications.

**New Business**

**a. Agenda for Public Hearing**

Brad Radakovich presented the agenda for the public hearing. Lowell entertained a motion to accept these minutes. A motion was made by Hawkins and seconded by Haskell. Motion carried unanimously by board members.

**Miscellaneous**

**a. Next Meeting**

The next meeting is scheduled for Monday, August 26, 2013 at 2:30 p.m. in the Green River City Council Chambers.

**Adjournment**

Lowell entertained a motion to adjourn the meeting. A motion was made by Wamsley which was seconded by Jarvie. Motion carried unanimously by board members present. Meeting was adjourned at 3:24 p.m.

Attest:



Secretary

Date: 8/26/13



Chair

Date: 8/28/13