

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

Monday, January 30, 2017

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, January 30, 2017 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Jim Wamsley, Rich Tyler, Mike Liberty, Dwane Pacheco, Chris Steffen, Clark Robinson, Rick Hawkins, Tom Jarvie, and Mike Lowell. Absent from the meeting was David Halter, IT director. Also in attendance were: Robin Etienne, executive director; Drew Varley, accountant; George Lemich, attorney; Becca Thornock; Randal Wendling; and Jim Allred with Clark Wireless.

Call to Order

Chairman Jim Wamsley called the meeting to order at 2:30p.m.

Agenda for Regular Meeting

The agenda was distributed to all in attendance. Wamsley stated an Executive Session will be added after Old Business. Agenda stood as presented with the addition.

Minutes from Regular Meeting

Wamsley entertained a motion to accept the minutes from the regular meeting December 19, 2016. A motion was made by Lowell and seconded by Liberty. Motion carried unanimously by board members.

Minutes from Special Meeting

Wamsley entertained a motion to accept the minutes from the special meeting December 28, 2016. A motion was made by Lowell and seconded by Steffen. Motion carried unanimously by board members.

Financial Report

The December financial report was reviewed by the board. Varley stated payments were received from Rock Springs and County which will be deposited and show on January's financial report next month.

Wamsley entertained a motion to accept the December financial report. A motion was made by Hawkins and seconded by Jarvie. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

Etienne stated for the month of December 8,954 calls were made. 1,025 of those calls were 911 with 83.12% being wireless. 99.07% were answered in 10 seconds or less with 99.08% of admin calls being answered in 10 seconds or less. Tyler asked why a call would be answered above the 10 second mark. Etienne stated every phone ring and pause is 3 seconds and with 911 calls, the caller doesn't hear a ring until the call connects to the system. If the call taker is busy or radio traffic is occurring, the answer times will be longer. Most calls that go beyond the 10 seconds are abandoned calls. Etienne stated 10 applicants have been interviewed and background checks are being conducted. Etienne is continuing to work with GeoComm on updating GIS. Etienne met with Bairoil and Sweetwater County to verify addresses. SAA group, system administrators for Spillman, has been meeting regularly to work on system tables and configurations. Jail admin training for Spillman will take place this week. Etienne stated work is being done with BLM for Aspen Mountain, White Mountain North, and Little Mountain radio sites. Aspen Mountain has some compliance issues with a license and Etienne and Halter are working with BLM, Clark Wireless and Fire District #1 to remedy the problem. Etienne and Halter will be meeting with Tony from BLM next week to discuss plans for White Mountain North and Little Mountain. Single channel paging for fire and EMS is still in the works with Clark Wireless as well. Etienne stated for the IT report, Halter has been working with the SAA group as well as moving and repeating Rock Springs Fire's radio equipment from Rock Springs city hall to Memorial Hospital along with police department's equipment. Halter has set up an IP mux which allows communication with radios over the fiber and microwave. One is at the hospital and the dispatch center and is being monitored to make sure it's stable and reliable before installing radios. Halter has also been working on the 311, government information, phone system. A pelican box is set up with 6 phones and a switch and everything is programmed. Halter will be working with Green River, Rock Springs, and Sweetwater County to identify predetermined locations for network drops.

IT Director Report

Included in executive director's report as Halter was absent.

Personnel Committee

No comments were made.

Wilkins Peak Agreement with LR Computer Services

Wamsley stated the agreement needs to be discussed before Bills & Claims as there are invoices from LR Computer Services submitted while the agreement was under negotiation that have not been paid and cannot be paid until the agreement is signed. Lemich stated Halter and Etienne have had discussions with LR Computer Services since July 2016 regarding Wilkins Peak radio site. The board originally proposed a different form of agreement to LR Computer Services as their agreement contains unnecessary content for what services the board provides. LR Computer Services has stated that they will not modify the agreement or use a separate entities agreement as they would like to have all accounts under uniform agreements. Lemich stated prior to LR Computer Services acquiring Wilkins Peak radio site, the board purchased the facility from a prior owner. Lemich also stated LR Computer Services believes the physical structure would go with the land while any equipment would continue to belong to the board should the board depart with the site. With no other discussion Wamsley entertained a motion to enter into an agreement regarding Wilkins Peak radio site with LR Computer Services. A motion was made by Lowell and seconded by Liberty. Motion carried unanimously by board members.

Bills & Claims

Wamsley stated an invoice from McGee Hearne and Paiz, in regards to FY2015-2016 audit, will be added to January's bills and claims. Wamsley entertained a motion to accept the bills and claims with the additional invoice from McGee Hearne and Paiz. A motion was made by Steffen and seconded by Lowell. Motion carried unanimously by board members.

Correspondence

Etienne stated the quarterly newsletter from Wyoming Workforce Services was received and included with the meeting packet distributed to the board. Also received was an annual letter of depository continuation from Commerce Bank. Wamsley stated a motion will need to be made to approve Commerce Bank as the depository for public funds and will occur under New Business.

New Business

digiTicket Change Order #02

Jarvie stated in working on moving data from e-ticketing software to courts the decision was made to have Green River Municipal court get the data directly from WyCite from the state Supreme Court. This discontinues the need for digiTicket to build an interface between digiTicket and Green River Municipal court. The change order, included in the meeting packet distributed to the board, reflects a deduction in cost by \$1,500 which was the cost for the interface that would have been built. Wamsley entertained a

motion to approve change order #02 for digiTicket. A motion was made by Liberty and seconded by Hawkins. Motion carried unanimously by board members.

Commerce Bank

Wamsley entertained a motion to approve Commerce Bank as the depository for public funds. A motion was made by Lowell and seconded by Robinson. Motion carried unanimously by board members.

Comments from the Chairman and Board

Wamsley has asked Etienne to put together an education plan for new board members moving forward to include such things as Joint Powers agreement, how revenue stream work, etc. Wamsley also suggested that the new board member sit in with dispatch for 8 hours to see how things work behind the scenes. Wamsley extended this to liaisons as well.

Old Business

None noted.

Executive Session

Wamsley entertained a motion to enter into Executive Session at 2:58p.m. A motion was made by Lowell and seconded by Steffen. A motion was made by Lowell and seconded by Hawkins to place the regular meeting back in order at 3:31p.m.

Next Meeting

The next meeting of the board was scheduled for Monday, February 27, 2017 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Jarvie and seconded by Liberty. Motion carried unanimously by board members. Meeting was adjourned at 3:32p.m.

Michael E. Liberty
Secretary

Date: 2-27-17

J. H. H. H.
Chairman

Date: 2-27-16