

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

Monday, December 18, 2017

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, December 18, 2017 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Rich Tyler, Tom Jarvie, Mike Liberty, Mike Lowell, Rick Hawkins, Clark Robinson, Dwane Pacheco, and Jim Wamsley. No board members were absent. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Cheryl Johnson; Becca Thornock; Randal Wendling; Jim Allred with Clark Wireless; and Andrew Appleby with Western Wyoming Community College.

Call to Order

Chairman Jim Wamsley called the meeting to order at 2:33p.m.

Agenda for Regular Meeting

The agenda was distributed to those in attendance.

Minutes from Regular Meeting

Wamsley entertained a motion to accept the minutes from regular meeting November 20, 2017. A motion was made by Liberty and seconded by Lowell. Motion carried unanimously by board members.

Financial Report

Varley stated invoices have been sent to City of Rock Springs and City of Green River for their second contributions. Within the next week or two, an invoice will be sent to the County as well for their third contribution. Wamsley entertained a motion to accept the November financial report. A motion was made by Jarvie and seconded by Hawkins. Motion carried unanimously by board members.

Approval of Fiscal Year 2016-2017 Audit Report

An electronic copy of the audit report was given to board members in the meeting packet. Varley stated four adjustments were made with two being fairly typical as Heyborne, Radakovich, and Company use different accounting software than McGee, Hearne, and Paiz. Those adjustments were listed within the audit report. There were no affects to the statements because of the adjustments. Varley stated physical copies of the audit report have not been received but once received, they will be sent to the

State, County, and Cities. Wamsley entertained a motion to accept the Fiscal Year 2016-2017 Audit Report. A motion was made by Jarvie and seconded by Lowell. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

Etienne stated for the month of November 8,098 calls were made. 1,111 of those calls were 911 with 81.82% being wireless. 98.94% of 911 calls were answered in 10 seconds or less with 99.45% of admin calls being answered in 10 seconds or less. There was no Text to 911 calls. Etienne is working on the Spillman report to view times from when the call is received to when it is dispatched and will be emailing a similar report to each board member as a general idea of those call times until a better report is created if possible. Etienne and Halter will be meeting with Gary McLean and Tim Knight from the County. McLean and Knight are a part of the committee set up by the Commissioners to discuss the 731 C Street building. Etienne and Halter will provide estimate costs on moving the backup dispatch positions, radio console equipment, 911 equipment, and radio tower from that building should the Center need to vacate said building. Etienne also stated Kimberly Blackwell made treats for the board members.

IT Director Report

Halter stated in regards to the hospital project they are looking for a contractor for the antenna mounts.

Personnel Committee

No comments were made.

Bills & Claims

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

Correspondence

Etienne stated a letter was received for WAM-JPIC's open enrollment. Open enrollment will be December 2, 2017 through December 31, 2017 for all employees who would like to have insurance through the company or who need any changes made to current coverage. A letter was also received from Wyoming Worker's Comp stating the Rate Notice. Etienne also stated the bond for treasurer Rich Tyler was received and will be filed with the County Clerk.

New Business

Dept. Of Emergency Medical Services-WWCC

Etienne stated he was contacted about bringing in EMT students to sit in dispatch for 4 hour sessions. Etienne would like to work out in advance what the department would like dispatch to discuss with students. Andrew Appleby, interim director for Department of EMS for Western Wyoming Community College, came before the board and stated an MOU would be needed with the board as the college is working towards accreditation for the program and any clinical sessions must have a formal MOU. Appleby stated the department can forward a copy of their standard MOU for approval and then discuss what objectives would be warranted for the EMT students. Currently the advanced EMT students are who would be visiting dispatch which would be approximately 12 students. Wamsley stated the MOU will be sent to Etienne who will then forward it to Lemich for review.

WY Public Safety Communications Commission

Pacheco stated he attended the Wyoming Public Safety Communications Commission meeting for December. Director Panos from WYDOT addressed the commission and discussed the possibility of WyoLink invoices becoming a reality in July 2018. Pacheco provided a survey to Etienne and Halter to receive their input as to whether the board will stay with WyoLink or move on. A survey had also been sent to Sheriff's Office and Green River Police Department.

Comments from the Chairman and Board

Wamsley thanked the dispatchers for the work they do day in and day out. He also wished them a Merry Christmas and a Happy New Year and stated the board appreciated the help in keeping responders safe in being able to serve the needs of the citizens and people in the area.

Old Business

Personal Time Increase

Wamsley stated the request for an increase of personal time will be removed from the agenda until the board starts working on the budget for FY2018-19.

Executive Session

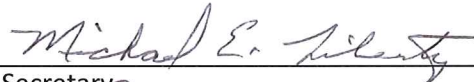
Wamsley entertained a motion to move into Executive Session for security matters at 3:10p.m. A motion was made by Lowell and seconded by Hawkins. Motion carried unanimously by board members. A motion was made by Robinson and seconded by Lowell to place the regular meeting back in order at 3:48p.m.

Next Meeting

The next meeting of the board was scheduled for Monday, January 29, 2017 at 5 Shoshone Avenue in Green River, WY.

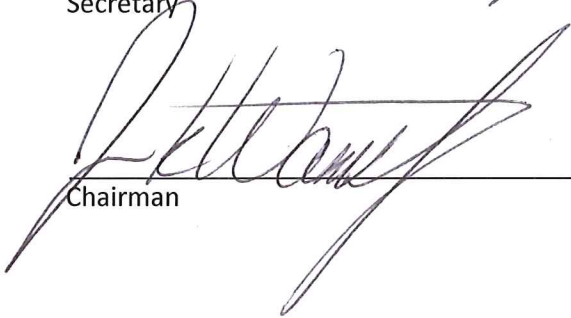
Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Lowell and seconded by Hawkins. Motion carried unanimously by board members. Meeting was adjourned at 3:49p.m.



Secretary

Date: 1-29-18



Chairman

Date: 1-29-18