

**Rock Springs, Green River, Sweetwater County Combined Communications**

**Joint Powers Board**

**Regular Meeting Minutes**

**Monday, February 26, 2018**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, February 26, 2018 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Tom Jarvie, Mike Liberty, Rich Tyler, Dwane Pacheco, Jim Wamsley, Mike Lowell, and Rick Hawkins. Board members absent were: Clark Robinson. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Becca Thornock; Cheryl Johnson; and the Joint Powers Board's new liaison John Kolb with Sweetwater County Commissioners.

**Call to Order**

Chairman Jim Wamsley called the meeting to order at 2:32p.m.

**Agenda for Regular Meeting**

The agenda was distributed to those in attendance. Wamsley stated discussions about Spillman Fleet Maintenance Module, Analysis of Funding and Reserves for FY2018-2019, and InterAct Online RMS subscription would be added under New Business.

**Minutes from Regular Meeting**

Wamsley entertained a motion to accept the minutes from regular meeting January 29, 2018. A motion was made by Liberty and seconded by Lowell. Motion carried unanimously by board members.

**Financial Report**

Varley stated all three payments have been received from City of Green River, City of Rock Springs, and Sweetwater County. Wamsley entertained a motion to accept the January financial report. A motion was made by Jarvie and seconded by Liberty. Motion carried unanimously by board members.

**Comments from Floor**

Wamsley welcomed Commissioner John Kolb as the county liaison.

### **Executive Director Report**

Etienne stated for the month of January 7,791 total calls were made. 9,052 of those calls were 911 with 85.71% being wireless. 99.33% of 911 calls were answered in 10 seconds or less with 99.72% of admin calls being answered in 10 seconds or less. There was no Text to 911 calls received. Background checks have been completed and two new hires were selected. Jennifer Stanton started February 26, 2018 and Kathryn Olmsted will be starting March 1, 2018. Etienne will be meeting with the County Land and Use office February 27, 2018 to discuss addressing in Point of Rocks. Etienne is also working with Wamsutter and BLM on transferring the town's right of way row on a communications site over to the center. Etienne stated there hasn't been any interest shown by other individuals or entities on purchasing the communication site on Aspen Mountain from the board. Contact was made with Henry Kappes who stated he would be interested in taking the site over from the board as is. Lemich stated if Kappes was willing to forgo any additional payments on the lease agreement, the transfer could be feasible. Etienne stated he will make contact with Kappes and see if that's something they would be interested in. Lemich then stated the board would need to make a motion to approve the settlement at a future meeting and terminate the agreement. There are still 2 years left on the current lease agreement. Lemich thanked the dispatcher and City of Rock Springs Fire Department who responded to his call.

### **IT Director Report**

Halter stated antennae mounts have been installed at the hospital and Clark Wireless will be installing the equipment within the first week or two of March 2018. The equipment for the BLM site on Aspen Mountain has been received and work will be starting soon to get it installed. Equipment will also be installed by Clark Wireless for the paging system. Halter stated testing will be done on the paging system first and then programming will take place. Jarvie asked if there is an update on the County's intention with the C Street building in Rock Springs, WY. Commissioner Kolb stated everyone has been cleared out of the building and the next phase is to decide what to do with the building. A final decision has not been made at this time.

### **Personnel Committee**

No comments were made.

### **Bills & Claims**

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

### **Correspondence**

None noted. At this time Wamsley asked Etienne about a call handling report to go along with the monthly call stats. Etienne stated Spillman provides a call handling report that provides a received to in route time but does not break down into specific times like what the board is looking for. Etienne will send out the report he has currently as it does provide some information but will continue looking for a more detailed report.

### **New Business**

#### **Spillman Fleet**

Wamsley stated the City of Rock Springs is looking to obtain fleet management and fleet maintenance software which is something Spillman can provide. The questions proposed during this discussion were: is the board willing to allow this to be shared with other departments that are non-public safety and will the license actually allow it to be used in a capacity outside of public safety. Wamsley also stated a discussion will need to be had on whether there will be any security issues where someone could gain unauthorized access on the city's side. Halter stated the other departments would only have access to the Spillman server and would ask that only permissions that are absolutely needed be given. Lemich stated a review of the Spillman license would be required and the fleet needs to be looked at to make sure the parameters are broad enough to do what the departments want done. Wamsley stated if this is something the board is not comfortable with, it wouldn't be necessary to spend the time reviewing the license. Jarvie and Lowell expressed opposition to allowing the software to be shared. Tyler seconded that opposition. Wamsley stated with the oppositions the discussion will be closed and no action will be taken.

#### **Analysis of Funding and Reserves for FY2018-2019**

A copy of the funding and reserves analysis was distributed to those in attendance. Varley stated the Rock Springs funding application is due in a couple weeks so there needs to be a discussion on what the board would like to do for the funding requests. The first portion of the analysis shows an estimated ending cash balance as of June 30, 2018. The amounts shown are for the 911 Fund, General Fund, and the total if all anticipated revenue is received and the board expenses all budgeted to expense. 911 Fund would have \$739,502; General Fund would have \$787,310; and the total from both would be \$1,526,812. Next shows a three year average of the actual expenses between 911, General, and total. The funding requests are what covers the General Fund and it was noted that for FY2016-2017 \$2,576,487 was spent out of the General. The last half was the analysis for General Fund only. It showed what the budget amounts would look like if the board chose to remain at a 10% cut or change to a 7%, 5%, 3% cut or move back to fully funded. These amounts were laid out to show an initial cash balance starting July 1, 2018; Revenue; Anticipated Expenses which were based on the 3 year averages; 90 Day

Operating Reserve which was based on budgeting; Funds Available for Capital Outlay; Cost of CAD/RMS Payment which must be paid; and Remaining Available Funds all at the various budgeting options. The Remaining Available Funds portion is what the board would have available after holding out \$700 in a reserve and after making the lease payment for CAD/RMS. Wamsley entertained a motion to move back to the historical funding model. Motion was made by Lowell with the added comment of reviewing the director's proposed budget before a final decision is made. Motion was seconded by Hawkins and carried unanimously by board members.

### **InterAct Online RMS Subscription**

Etienne stated an invoice was received from InterAct about the online RMS subscription. The renewal is due in March 2018 but there is not an exact date. The invoice is for the amount of \$59,933.48. Etienne stated during the Spillman Administrators group call it was discussed that historical data conversion is still taking place and final adjustments to the data based on the review of information given back to Whitebox should take place March 9, 2018. Hawkins recommended that the subscription be renewed because of there being no due date given. Jarvie stated that could change based on what the conversions look like from March 9, 2018. Wamsley entertained a motion to table further discussion until March 26, 2018 at the board meeting. A motion was made by Hawkins and seconded by Jarvie. Motion carried unanimously by board members.

### **Comments from the Chairman and Board**

Wamsley congratulated Jarvie on becoming Green River Police Department's new Chief. Wamsley also thanked the dispatchers for all of the hard work they do. Lowell also thanked dispatch for their work.

### **Old Business**

#### **Board Workshop Date**

Wamsley stated the board workshop/orientation would better be had during the summer months after the new budget has been finalized and an additional board member found. Wamsley entertained a motion to table until closer to that time. A motion was made by Lowell and seconded by Liberty. Motion carried unanimously by board members.

#### **MOU with Sweetwater Medics**

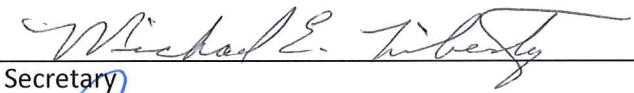
Wamsley stated the MOU is an agreement for Sweetwater Medics to use Spillman on their MDTs for purposes of their operations. Wamsley entertained a motion to accept the MOU as presented. A motion was made by Lowell and seconded by Liberty. Motion carried unanimously by board members.

**Next Meeting**

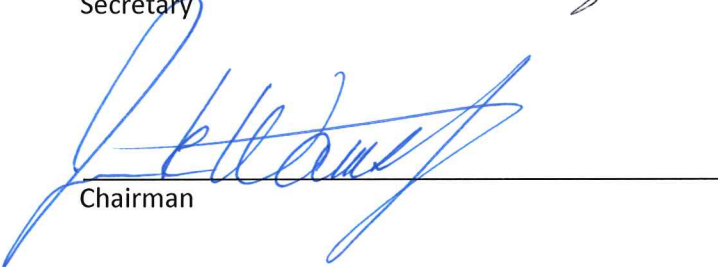
The next meeting of the board was scheduled for Monday, March 26, 2018 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Wamsley entertained a motion for adjournment. A motion was made by Lowell and seconded by Liberty. Motion carried unanimously by board members. Meeting was adjourned at 3:46p.m.

  
Secretary

Date: 3-26-18

  
Chairman

Date: 3-26-18