

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
Monday, April 30, 2018**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, April 30, 2018 at 5 Shoshone Avenue, Green River, Wyoming .

Board members present included: Jim Wamsley, Tom Jarvie, Rich Tyler, Dwane Pacheco, Mike Liberty, Clark Robinson, and Rick Hawkins. Board members absent were: Mike Lowell. Also in attendance were: David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Becca Thornock, Cheryl Johnson, Kimberly Blackwell, and John Kolb.

**Call to Order**

Wamsley called the meeting to order at 2:31p.m.

**Agenda for Regular Meeting**

The agenda was distributed to those in attendance and stood as presented.

**Minutes from Regular Meeting**

Wamsley entertained a motion to accept the minutes from regular meeting March 26, 2018 . A motion was made by Liberty and seconded by Hawkins. Motion carried unanimously by board members.

**Financial Report**

Varley stated payments have been received from all three entities which will show up on April's financial report. Wamsley entertained a motion to accept the March financial report. A motion was made by Robinson and seconded by Hawkins. Motion carried unanimously by board members.

**Comments from Floor**

No comments were made.

**Staff Report**

Wamsley stated he has been visiting the dispatch center twice a week to review any invoices and discuss any issues or concerns with Halter and Johnson. Wamsley has completed the budget submission for County. The budget was also presented to Rock Spring's city council. Wamsley stated the executive

director position has been posted for applications. Johnson and Carrie Williams attended a conference in Las Vegas, Nevada regarding Priority Dispatch and Johnson was asked to give an overview. Johnson stated both her and Williams received leadership training as well as information regarding preparing for Priority Dispatch before everything goes into effect. A stakeholders meeting will be held to inform each agency what exactly Priority Dispatch is and who would be best to lead the project. Wamsley stated a variety of employees should be utilized from each agency to see all views of Priority Dispatch. Johnson also stated a multi-agency shift supervisor meeting is being held every other month to discuss issues or concerns amongst shift supervisors from each agency. Johnson compiled a list of expectations on handling issues between dispatch and law enforcement, fire, and EMS. A copy was given to each board member.

### **IT Director Report**

Halter stated equipment has been installed on BLM site for Aspen Mountain and more equipment will be arriving. The hospital project has been completed and Halter will be working with dispatch, Rock Springs Fire, and Sweetwater Medics to discuss the conversion to new repeater. The Spillman update originally scheduled for Tuesday, May 1, 2018 has been postponed due to an issue found in the release. Halter stated he has received coverage maps from WyoLink for 4 potential WyoLink sites which include Fire District #1 Station 1, Fire District #1 Station 2, Detention Center, and 731 C St. in Rock Springs. As a backup to 731 C St., Halter suggested coverage maps for Joint Powers Water Board's tanks above Blairtown Park be made as well. Halter also stated that if 731 C St. can't be used, a new tower will need to be installed as well as a building and generator.

### **Bills & Claims**

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

### **Correspondence**

Wamsley stated the quarterly newsletter from Wyoming Workforce Services was received and included with the meeting packet distributed to the board. A letter was also received from BlueCross BlueShield of Wyoming stating that beginning July 1, 2018 an invoice will be received directly from Dearborn National for the life and or disability insurance rather than being included on the invoice from BlueCross BlueShield. Varley stated a note was received from Department of Audit outlining the electronic budget submission. A preliminary budget will be submitted before June 1, 2018 with the final budget being submitted before July 30, 2018. An updated rate sheet from Uinta Bank was also received. It was suggested that Ted Ware with Uinta Bank make a presentation to the board during May's board meeting.

## **New Business**

### **FY2018-2019 Budget**

A copy of the suggested budget was distributed to those in attendance. Wamsley stated the executive director and IT director salaries have been increased. There is also a request for an additional tech assistant for IT. The final payment for InterAct, currently being carried under Capital Outlay, was moved to a reserve. Varley stated changes have also been made to some accounts for specific items. Tyler asked if the suggested budget includes increases in wages for dispatchers. Wamsley stated currently it does not but it was proposed in the County submission to include either up to a 2% raise or one-time bonus. Wamsley stated the center has not had any raises or bonuses in two years. The proposed increase of personal-time-off for those with 20 or more years of service is currently not included in the budget as well. Tyler and Pacheco both stated they would be in favor of a 2% raise rather than a one-time bonus.

### **Job Descriptions**

Wamsley stated there are proposed adjustments to current job descriptions and are as follows: Johnson stated herself and Carrie Williams adjusted the current job description to follow along with the CTO program. A temporary communicator position was added which will be for the training stages of new hires. Training requirements and years of service have been added and adjusted as well. Supervisory roles were also added to the job description for Terminal Agency Coordinator. Wamsley suggested that the Personnel Committee review the changes.

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

Hawkins stated he contacted the Customer Support Director with InterAct but hasn't heard back yet. Hawkins also spoke with Whitebox and they have incident numbers and master name numbers up to September 2017 in the data. Those are not currently in the mock data the board possesses. Jarvie thanked everyone on the staff for the hard work and dedication being shown. Wamsley and Tyler seconded that statement as well.

## **Old Business**

### **Personal Time-off Increase**

Wamsley stated the personal time-off includes sick leave, vacation, etc. There isn't a long-term disability plan that the board offers so that is also included in the personal time-off. Wamsley entertained a motion to approve the presented personal time-off increase. A motion was made by Liberty and seconded by Hawkins. Motion carried unanimously by board members.

**Executive Session**

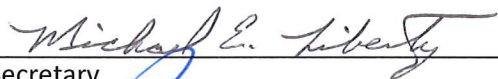
Wamsley entertained a motion to move into Executive Session for real estate and personnel matters at 3:41p.m. A motion was made by Robinson and seconded by Liberty. Motion carried unanimously by board members. A motion was made by Robinson and seconded by Hawkins to place the regular meeting back in order at 4:34p.m.

**Next Meeting**

The next meeting of the board was scheduled for Monday, May 21, 2018 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Wamsley entertained a motion for adjournment. A motion was made by Robinson and seconded by Hawkins. Motion carried unanimously by board members. Meeting was adjourned at 4:35p.m.

  
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Secretary

Date: 5-21-18

  
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Chairman

Date: 5-21-18