

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

Monday, July 23, 2018

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, July 23, 2018 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Jim Wamsley, Mike Lowell, Rick Hawkins, Clark Robinson, Tom Jarvie, and Dwane Pacheco. Board members absent were: Rich Tyler. Also in attendance were: David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; John Kolb; Cheryl Johnson; Becca Thornock; Cassi Fields with ESCI; Robbie McCormick; and Robert Jerman.

Call to Order

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

Public Hearing

Wamsley opened the public hearing to conclude the FY2018-2019 budget at 2:30p.m. Hearing no discussion, the hearing was closed at 2:31p.m.

Agenda for Regular Meeting

The agenda was distributed to those in attendance. Wamsley stated under Bills and Claims an invoice from Priority Dispatch for the second payment portion as well as an invoice for the CAD lease payment will be added. An Executive Session for personnel matters will also be added after Old Business. Correspondence was received via e-mail after the meeting packet was sent to board members. That correspondence will be added under Correspondence as well.

Minutes from Regular Meeting

Wamsley entertained a motion to accept the minutes from regular meeting June 18, 2018. A motion was made by Lowell and seconded by Hawkins. It was also at this point that Wamsley introduced Cassie Fields, Robbie McCormick, and Robert Jerman to those in attendance. McCormick and Jerman are candidates for the open executive director position.

Financial Report

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

Comments from Floor

No comments were made.

Staff Report

Wamsley reported the search for a new executive director has been underway and later in the meeting; the board will have the chance to speak with the two candidates.

Cheryl Johnson reported there were no complaints during the National High School Rodeo and reports will be compiled which will include the hours dispatchers worked.

IT Director Report

Halter stated Wamsley requested him to track any outages that occur within the month. There were no outages that directly affected the Center; however Union Wireless had an outage twice during the High School rodeo. During the High School rodeo, the mobile Command Center operated on two new work stations. This was also the first time Spillman had been used. Halter stated progress is being made to put a generator on the Aspen site which will cost approximately \$17,000 and installation will occur within the next month or so. The generator installation was originally budgeted for \$35,000. Halter will be meeting with Green River Fire Department and Castle Rock Ambulance to move forward with the single channel paging for them.

Bills & Claims

Wamsley entertained a motion to accept the bills and claims as presented along with the additional invoices for Priority Dispatch and CAD lease payment. A motion was made by Jarvie and seconded by Lowell. Motion carried unanimously by board members.

Correspondence

A newsletter was received from Wyoming Department of Workforce Services which was included in the meeting packet. Not included in the packet was the F32 form from Wyoming Department of Audit which will determine whether or not the Center will need to have a full audit for finances. Wamsley stated an audit will occur every year due to the budget always being in excess of one million dollars. Varley will complete and submit the F32 form.

New Business

FY2018-19 Budget Approval

Wamsley entertained a motion to approve FY2018-2019 budget. A motion was made by Robinson and seconded by Hawkins. Motion carried unanimously by board members.

CTO Pay Differential

A copy of the CTO pay differential synopsis was provided to those in attendance. Johnson stated the pay differential idea came from APCO which told of another agency doing a pay differential for their training program. The synopsis stated this is an incentive for the CTO, CTO Coordinator and the trainee for the time they are in training. The new hires currently start at \$17.32. Changing to the differential, new hires will start at \$15.32 an hour; once they pass the training program and the end of probation, they will get a \$2 raise which will move them up to \$17.32 an hour. When they are certified after Basic Training, they will get their step raise in approximately 1 year.

During the time of training, the CTO and CTO Coordinator will split the \$2 incentive as follows: The CTO differential applies to any CTO who is assigned a trainee at any time during the training program and will only apply up to the time the trainee is cleared from the training program (approximately 6 months.) This differential would be \$1.25 an hour. The CTO Coordinator differential applies to the CTO Coordinator for the duration of a training period (approximately 6 months) per trainee in the training program and will only apply up to the time the trainee (s) is cleared from the training program. This differential is \$0.75 an hour per trainee.

Wamsley stated this pay differential is something that would start with the next hiring.

McGee, Hearne & Paiz-FY2017-18 Audit

Wamsley stated a letter of engagement was received from McGee, Hearne & Paiz to continue using them for the annual audit of public funds. Wamsley entertained a motion to allow the chairman to sign the letter of engagement. A motion was made by Hawkins and seconded by Robinson. Motion carried unanimously by board members.

Jarvie suggested that with the upcoming audit year, a committee be put together who would correspond with McGee, Hearne & Paiz more. Wamsley asked Jarvie to be on the committee, Lowell volunteered, and Tyler was nominated.

Comments from the Chairman and Board

Wamsley thanked the dispatchers for all that they do and for everything that they did during July 4th. Wamsley stated from the fire department perspective this was the most coordinated effort that has been seen. Wamsley also thanked everyone else for the hard work that they have been doing as well. Commissioner Kolb was also thanked for his willingness to learn more about the dispatch organization.

Old Business

None noted.

Executive Session

Wamsley entertained a motion to move into Executive Session for personnel matters at 2:53p.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 Hawkins to place the regular meeting back in order at 4:18p.m. At the restart of the regular meeting Wamsley read the FY2018-19 budget resolution as advertised and discussed earlier in the meeting. Wamsley entertained a motion to approve FY2018-19 budget resolution. A motion was made by Lowell and seconded by Jarvie. Motion carried unanimously by board members.

Next Meeting

The next meeting of the board was scheduled for Monday, August 27, 2018 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Jarvie and seconded by Hawkins. Motion carried unanimously by board members. Meeting was adjourned at 4:20p.m.



Vice-Chair



Chairman

Date: 8/27/18

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