

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

**Joint Powers Board**

**Regular Meeting Minutes**

**Monday, January 28, 2019**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, January 28, 2019 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Jim Wamsley, Shaun Sturlaugson, Mera Souare, Dwane Pacheco, and John Grossnickle. Board members absent were: Clark Robinson and Tom Jarvie. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Bill Erspamer with Rock Springs Police Department; Cheryl Johnson; Kimberly Blackwell; and Becca Thornock.

**Call to Order**

Chairman Wamsley called the meeting to order at 2:35p.m.

**Agenda for Regular Meeting**

The agenda was distributed to those in attendance. Wamsley stated an item would be added after the approval of agenda to elect a new board treasurer as Rich Tyler has resigned from the board; an Executive Session would be added after Old Business; and under New Business the board needs to address appointing new authorized check signers and adding names to existing accounts at Commerce and Uinta Banks as well as an authorization to remove Mike Lowell from the Sweetwater Federal Credit Union account and add the appointed treasurer as well as authorize a credit card to be issued in the name of executive director Hawkins. Wamsley entertained a motion to approve the agenda as amended. A motion was made by Pacheco and seconded by Sturlaugson. Motion carried unanimously by board members. Wamsley welcomed Grossnickle to the board.

**Board Election for Treasurer**

Board election for FY2018-19 treasurer was opened for discussion. Pacheco nominated Souare and hearing no other nominations, Wamsley closed the nominations. After a unanimous vote Souare was elected as board treasurer.

**Minutes from Regular Meeting**

Wamsley entertained a motion to accept the minutes from December 20, 2018. A motion was made by Pacheco and seconded by Souare. Motion carried unanimously by board members.

### **Financial Report**

Varley stated under the account line item 6017, there are subaccounts that need to be classified. Checks have been received from both cities for their second quarter contributions. A voucher has been submitted to the County for their third quarter contribution. The Day Wireless invoice was for past labor that was never charged to the Center. Wamsley entertained a motion to accept the December financial report. A motion was made by Sturlaugson and seconded by Grossnickle. Motion carried unanimously by board members.

### **Comments from Floor**

Cheryl Johnson thanked the board for the holiday bonus. Kimberly Blackwell thanked the department heads for getting the new user agreements signed and returned in a timely matter.

### **Executive Director Report**

Hawkins stated 911 call stats for December have been included in the meeting packet. 7,600 total calls were made. 1,057 of those calls were 911 with 83.32% being wireless. 99.60% of 911 calls were answered in 10 seconds or less with 99.7% of admin calls being answered in 10 seconds or less. There were also 4 Text to 911 calls received. Dispatcher Katie Olmsted completed basic training at Wyoming Law Enforcement Academy in December. Dispatcher Kenzee Mullins will be starting Phase 3 of in-house training January 29, 2019. The Center is advertising for the open dispatcher position and applications will be accepted until February 15, 2019. All dispatchers completed Emergency Police Dispatch through Priority Dispatch and go-live is scheduled for January 31, 2019. All dispatchers received commendation for participating in Toys for Kids and one crew received commendation for helping Visionary Communications when one of their workers got stuck in the snow. There was a CenturyLink outage that started on December 27, 2018 and ended December 28, 2018. Some cell carriers experienced 80% failure rate for 911 calls. Wyoming Department of Homeland Security and FCC are investigating and have requested information from the Center. Halter monitored all of the Center's equipment during the outage.

Pacheco stated Rock Springs Police Department has briefed all employees on the Emergency Police Dispatching implementation. Wamsley also stated that Priority Dispatch will provide consistency on how calls are being taken and dispatched across all agencies.

### **IT Director Report**

Halter stated in regards to the Center specifically, during the CenturyLink outage, a cell carrier was unable to deliver 911 calls to dispatch efficiently as one out of five calls would work. Dispatch was able to query Automatic Location Identifier (ALI) but could not receive the location information. Another

issue was when a 911 call came in as wireless; the Automatic Number Identifier (ANI) is the number of the cell tower, not the cell phone and the callback number is what provides the location information. So dispatch didn't have a way to call the number back. The 911 system at the Center worked, it was the ability to receive location data and the cell carrier being unable to deliver 911s that caused issues. Other cell carriers and landlines were working. The outage lasted approximately 28 hours. CenturyLink is the only 911 carrier in Wyoming. There were three outages on Mansface during December and January. Those occurred on December 30, 2018; January 18, 2019; and January 25, 2019; and were all due to ice buildup on the dish on Aspen Mountain. Over the weekend of January 26-27, 2019, NICE server had a glitch but rebooted itself. Halter and Hawkins met with a few county employees to discuss the move out of 731 C Street in Rock Springs to the Justice Center. Both Halter and Hawkins will work on budgeting for all moving expenses. Equipment for three consoles has been received and Halter will be moving them to the Justice Center. Halter is continuing work on Green River Law and Fire Rescue channels.

### **Bills & Claims**

Wamsley entertained a motion to approve the bills and claims as presented. A motion was made by Pacheco and seconded by Sturlaugson. Motion carried unanimously by board members.

### **Correspondence**

Wamsley stated an annual letter of depository continuation from Commerce Bank was received and a motion will need to be made to approve Commerce Bank as the depository for public funds which will occur under New Business.

### **New Business**

#### **Tegeler and Associates Insurance-Agent of Record**

Lemich stated the agent of record letter designates Tegeler and Associates to search for the Board's insurance renewal as their agent. Wamsley entertained a motion to designate Tegeler and Associates as the agent of record. A motion was made by Souare and seconded by Grossnickle. Motion carried unanimously by board members.

#### **Sparkleen Pro Cleaning Service Quote**

Wamsley stated the Center is looking for a cleaning service to come in once a week and provide general cleaning as well as a deep clean a couple times a year. Wamsley entertained a motion to approve the quote that was included in the meeting packet to allow Sparkleen to begin doing periodic cleanings of the Center. A motion was made by Grossnickle and seconded by Pacheco. 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 Sturlaugson and seconded by Grossnickle. Motion carried unanimously by board members.

### **Removal of Former Board Members from Bank Accounts**

Wamsley entertained a motion to remove Mike Lowell and Rich Tyler from all bank accounts respectively. A motion was made by Pacheco and seconded by Souare. Motion carried unanimously by board members.

### **Addition of Board Members to Bank Accounts**

Wamsley stated Souare and Pacheco need to be added to accounts at Commerce Bank, Uinta Bank, and Sweetwater Federal Credit Union. Wamsley entertained a motion to add Souare as the Board's treasurer as a check signer to all bank accounts as well as Pacheco. A motion was made by Grossnickle and seconded by Sturlaugson. Motion carried unanimously by board members.

### **Sweetwater Federal Credit Union- Credit Card**

Wamsley entertained a motion to authorize a credit card to be issued in executive director Rick Hawkins name with Sweetwater Federal Credit Union for the purposes of such business as needs to be conducted by the Center. A motion was made by Pacheco and seconded by Grossnickle. Motion carried unanimously by board members.

### **Signature Stamp**

Wamsley entertained a motion to authorize administrative assistant Becca Thornock to purchase a signature stamp for Mera Souare as board treasurer. A motion was made by Sturlaugson and seconded by Grossnickle. Motion carried unanimously by board members.

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

Wamsley again welcomed Sheriff Grossnickle to the board. It was noted that there are two vacant positions on the board at this time. Wamsley also stated it had been discussed in previous months for the board to form an Audit Committee. Wamsley asked that Souare, Pacheco, and Grossnickle serve on said audit committee. The duties will entail working with Hawkins in tracking the budget as well as assisting with the annual audits. Varley stated this committee would also propose new auditors to the board should they choose.

Wamsley stated the Personnel Committee needs to replace two members with the resignation of Rich Tyler and the employment of Rick Hawkins as executive director. Wamsley stated he would continue

serving on the committee and asked that Clark Robinson be approached to serve as well. A third appointee will be determined at a later date.

Pacheco welcomed Hawkins as the new executive director. Wamsley seconded that welcome.

**Old Business**

None noted.

**Executive Session**

Wamsley entertained a motion to move into Executive Session at 3:09p.m. A motion was made by Pacheco and seconded by Grossnickle. Motion carried unanimously by board members. A motion was made by Pacheco and seconded by Grossnickle to place the regular meeting back in order at 3:19p.m.

**Next Meeting**

The next meeting of the board was scheduled for Monday, February 25, 2019 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Wamsley entertained a motion for adjournment. A motion was made by Pacheco and seconded by Grossnickle. Motion carried unanimously by board members. Meeting was adjourned at 3:20p.m.

  
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Secretary

Date: 2/25/19

  
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Chairman

Date: 2-25-19