

Revised -

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, February 25, 2019**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, February 25, 2019 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Allred, Clark Robinson, Jim Wamsley, Tom Jarvie, Shaun Sturlaugson, Dwane Pacheco, and Mera Square. No Board members were absent. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; George Lemich, attorney; Henry Johnson with Day Wireless; Cheryl Johnson; Kimberly Blackwell; and Becca Thornock.

Call to Order

Chairman Wamsley called the meeting to order at 2:34p.m.

Agenda for Regular Meeting

The agenda was distributed to those in attendance. Wamsley stated an item would be added under New Business to discuss the preliminary budget. Wamsley entertained a motion to approve the agenda as amended. A motion was made by Jarvie and seconded by Robinson. Motion carried unanimously by board members. Wamsley welcomed Clark Allred to the Board.

Minutes from Regular Meeting

Wamsley entertained a motion to accept the minutes from January 28, 2019. A motion was made by Square and seconded by Pacheco. Motion carried unanimously by board members.

Financial Report

Varley stated he and Hawkins met and reclassified accounts in 6017 line item. There was a delay in receiving County's third quarter contribution but should be received in March. Invoices will be sent to Green River and Rock Springs for their third quarter contributions as well. Wamsley entertained a motion to accept the January financial report. A motion was made by Jarvie and seconded by Sturlaugson. Motion carried unanimously by board members.

Comments from Floor

Henry Johnson with Day Wireless introduced himself to the Board. Johnson services southern Idaho and western Wyoming for Day Wireless.

Executive Director Report

Hawkins stated preparation is being done for fiscal year 2019-2020's budget. The budget/audit committee has met a couple times and a report will be given later in the meeting as well as a report from the personnel committee. Hawkins met individually with Center employees to discuss any concerns and received feedback.

IT Director Report

Halter stated he has also been working on fiscal year 2019-2020's budget with Hawkins. Halter is currently demoing Darktrace which is a cyber security monitoring system. It's an appliance that sits inside of the current network so is being used in addition to the firewall, which only covers traffic going out to the internet and traffic happening on the machines. Halter is waiting on pricing information but has included an approximation on the preliminary budget.

Committee Reports

Personnel

A packet was given to each board member to show information regarding proposed wages for Center dispatchers. Jarvie stated wages were looked at from surrounding agencies in Wyoming as well as the salary changes made by City of Green River during 2018. City of Green River wanted to make the wages more competitive for hiring and also more predictable for retaining employees. Rather than going from year to year, it would be changed to a standardized scale where employees could expect a 2.5% raise every year for a certain number of years before topping out, which would make it easier for a government agency to budget for wage increases consistently. The current proposal is as follows and a copy has been attached to the minutes: Basic Communicators would start at \$22.10 an hour and after one year there would be an increase to \$22.65 an hour. The wage would then freeze until they meet the requirements to advance to the Advanced Communicator position. Advanced Communicators would start at \$23.22 an hour and progress over a four year time span where the wage would again freeze. After a total of six years, all communicators should have progressed to Professional Communicator; otherwise their wage will remain frozen. Professional Communicators would start at \$25.63 an hour and progress over a seven year time span where the wage would top out at \$29.72 an hour. Professional Communicators would have the opportunity to become a Shift Supervisor as available which would allow for another wage increase as long as they hold that position. Hawkins and Varley put together a spreadsheet to show the Board how the proposed wage increases would affect fiscal year 2019-2020's

budget which was also given to the Board. There are extra duties that some of the dispatchers do such as the Terminal Agency Coordinator (TAC) and QA/QI for Priority Dispatch. To compensate for those extra duties, a bonus system is being proposed. TAC would be given \$165 every pay period as long as they are performing those TAC duties. QA/QI persons would receive \$120 every pay period as long as they are performing those QA/QI duties. The current FTO pay system will remain the same where \$2 an hour would be taken from the starting pay and split between the training coordinator and whoever has the trainee at any point during the training process. The Administrative Assistant will also be placed on a new pay scale to receive a wage increase each year for seven years. Hawkins provided information to show what the budgetary costs would look like if the new pay scales were implemented starting April 1, 2019. If the last quarter of the current budget was paid at the proposed pay scale rates, the total cost would be \$58,627. Further discussion regarding the proposed pay scales and how it would affect the current budget will be had during March board meeting.

*Capital
Improvements*

Budget/Audit

Souare stated a large part of the budget consists of Capital Funds. The budget for fiscal year 2019-2020 would increase from \$100,018 to \$892,000 therefore an increase would be requested from the three entities. The increase is mainly due to the tower and EOC move that the Center is required to make. Hawkins stated the Spillman payment had not been recorded in the original proposed budget which will be approximately \$320,000. This payment increased the cash carryover amount to \$925,000. The overall budget reflects additional maintenance costs, additional amounts for wages and benefits, and the capital projects in addition to moving costs. Varley stated the cash carryover represents all of the money available in General Fund. If the cash carryover is worked back into the budget at the amount of \$925,000, that is expending all of the money available in reserves as well. Currently sitting in reserves is the total cost for the 911 system replacement. Once the new system is purchased in a couple of years, the 911 reserves would need to be built back up to account for another purchase in five to seven years. Because of the unexpected move requirement, which will cost \$408,000 out of General Funds and \$257,000 out of 911 Funds, at least the same amount would need to be requested to keep reserves at the \$500,000 to \$700,000 mark which is what the Board has previously requested. Wamsley stated due to the March 8, 2019 deadline of submitting a preliminary budget number to City of Rock Springs, a vote will be made via email on a preliminary number to advance once additional information is received from Varley subject to board approval at a later date. Finalization of the preliminary budget will then be made during March board meeting.

Bills & Claims

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

Correspondence

No correspondence was received.

New Business

Uinta Bank-Authorized Members

Wamsley entertained a motion to approve Uinta Bank as a public depository. A motion was made by Jarvie and seconded by Souare. Motion carried unanimously by board members.

TipSubmit

Wamsley stated this program is from Motorola and would replace TipSoft. Halter stated TipSoft is no longer under development which is what the Center currently uses. Because it is no longer under development, anytime a security update is done to the system, something goes down. The proposal presented to purchase TipSubmit states that there is a commitment to five years use with billing occurring annually. The cost is \$2,549.15 annually with the total cost being \$12,745.75. Wamsley entertained a motion to engage in the contract and authorize Board Chairman and Executive Director to sign. A motion was made by Pacheco and seconded by Robinson. Motion carried unanimously by board members.

WY Retirement Pension Agreement

Wamsley stated the WY Retirement Pension agreement, included in the meeting packet, specifically addresses part-time employees which are anyone who works less than 25 hours a week. Wamsley entertained a motion to authorize Board Chairman and Executive Director to sign the WY Retirement Pension agreement. A motion was made by Jarvie and seconded by Sturlaugson. Motion carried unanimously by board members.

FY 2019-2020 Preliminary Budget Approval

Wamsley entertained a motion to table further discussion until March board meeting. A motion was made by Pacheco and seconded by Souare. Motion carried unanimously by board members.

Comments from the Chairman and Board

Jarvie, Wamsley, and Pacheco thanked dispatch and others for all of the hard work they've been doing on ProQA.

Wamsley also thanked dispatch for everything that they do on a daily basis.

Pacheco stated there is still a Board vacancy for a County appointment.

Old Business

None noted.

Next Meeting

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

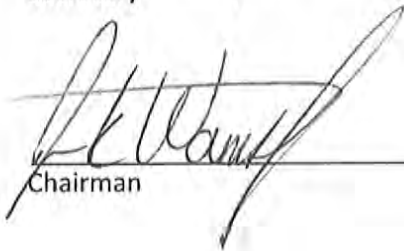
Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Jarvie and seconded by Pacheco. Motion carried unanimously by board members. Meeting was adjourned at 3:50p.m.



Secretary

Date: 3/25/19



Chairman

Date: 3-25-19

