

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Tuesday, May 28, 2019**

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

Board members present included: Jim Wamsley, Clark Allred, Tom Jarvie, Dwane Pacheco, Alex Visser, and Mera Souare. Board members absent were: Shaun Sturlaugson, John Grossnickle, and Clark Robinson. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Commissioner Randal Wendling; Becca Thornock; and Cheryl Johnson.

Call to Order

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

Agenda for Regular Meeting

Wamsley stated under New Business, a discussion for the On Call procedure will be added; and under Bills & Claims an invoice will be added from RAVE for the reverse 911 notification system that will replace CodeRed. Wamsley entertained a motion to accept the agenda with the additions. A motion was made by Jarvie and seconded by Allred. Motion carried unanimously by board members.

Minutes from Regular Meeting

Wamsley entertained a motion to approve the minutes from regular meeting April 29, 2019. A motion was made by Allred and seconded by Visser. Motion carried unanimously by board members.

Financial Report

Varley stated checks were deposited from each entity for final contributions to fiscal year 2019 which will be shown on May's financial report. 911 revenues will most likely come in under the budgeted amount however there will still be 911 revenues received in June that could bring the total closer to budget. Wamsley entertained a motion to accept the April financial report. A motion was made by Jarvie and seconded by Souare. Motion carried unanimously by board members.

Comments from Floor

Commissioner Wendling stated he looks forward to being the board's liaison again and to let him know if there's any help he can provide.

Executive Director Report

Hawkins stated himself, Halter, and Johnson will be visiting other joint communications centers to see how they are run, what their funding looks like, etc. to see if there are any improvements that could be made here. There is a visit currently scheduled to Greely, Colorado's joint center and a visit will be made to Laramie County as well. Hawkins will be attending and presenting at the budget sessions for Sweetwater County Commissioners and Green River City Council on June 4, 2019. Hawkins has asked the dispatchers for volunteers to be the Center's public information officer and there has been one applicant. There will also be someone who manages social media accounts for the Center. The Center is now fully staffed with the hire of dispatcher Kolten Wall. Pacheco stated he will send Hawkins the Rock Springs Police Department's social media policy as a reference. Hawkins stated the Center has purchased software that allows all of the policies and procedures to be in one place with viewing access given to all employees. Souare asked how the Center planned on getting the new Rave Alert information out to the public and helping people to sign up. Hawkins stated when the update is made to Smart911, a media customer service representative will be in contact with the Center to put together a media campaign to present to the community. The Center already participates in visiting the senior centers, Community Awareness Days at the mall, and Safety Days for the mines to help individuals sign up for Smart911.

IT Director Report

Halter stated in regards to the new radio channels for Mansface, Green River Fire is completed with radio programming as well as most of Castle Rock Ambulance's radios. Halter will work on finishing County Fire radios and Green River Police radios. The link from WyoLink to Dispatch was switched to metro Ethernet on radio. This allows for better flexibility for redundancy for WyoLink as well as for other WyoLink sites in the area. The new EOC dispatch will have better connectivity as well. Halter visited the WyoLink master site while in Cheyenne for training. The training Halter attended was specific to Codan radios but there was also training for P25 radios. Halter stated the microwave equipment for the EOC move has a lead time of 8 to 10 weeks. Halter will order the equipment although it won't be paid for until FY2019-2020.

Committee Reports

No reports were made.

Bills & Claims

Wamsley stated an invoice for \$13,550 for the Rave addition has been added to May's bills. Wamsley entertained a motion to accept the bills and claims with the additional invoice. A motion was made by Jarvie and seconded by Allred. Motion carried unanimously by board members.

Correspondence

Wamsley stated the annual renewal notice has been received from WAM-JPIC for health insurance coverage. There is a 3.7% increase from the previous year. Hawkins stated the increases in premiums have been split between the Center and Employee with 85% paid by Center and 15% paid by Employee. In dollar amounts the Board's portion will be \$984.80 and the Employee portion is \$173.68 depending on what the level of coverage is. All employees have received notice of what their rate will be. Wamsley entertained a motion to place the correspondence on file. A motion was made by Souare and seconded by Visser. Motion carried unanimously by board members.

New Business

Tree Removal

Hawkins stated there is a tree that is over half dead in the employee parking lot next to the entrance door. Hawkins has received permission from City of Green River to have the tree removed and County Fire has stated they will remove the tree as part of their fuel reduction program. There is also a pine tree that is next to the radio tower that is dying however, County Fire will not remove that tree due to the proximity to the tower. Hawkins has not received any pricing on how much the pine tree removal would be at this point. Wamsley entertained a motion to authorize the removal of the 2 trees. Jarvie made a motion to allow Hawkins to proceed with having County Fire remove the half dead tree closest to the entrance door and to receive a quote for the removal of the pine tree to be presented to the Board for approval. Motion was seconded by Allred and carried unanimously by board members.

Restriping of Parking Lot

Hawkins stated the parking area in the front of the Center is currently striped for 2 van accessible handicap spots with 3 regular parking spots. After some research, it was discovered if there are 1-25 parking spots, only one handicap van accessible parking spot is required. The request being presented is for the Board to approve the removal of one of the current van accessible handicap spots in front of the Center and make the other spots angled parking and have it striped as such as long as it doesn't exceed a total of 25 parking spots. Jarvie made a motion to approve Hawkins to change the front entrance parking in accordance with law as seen fit. Motion was seconded by Visser and carried unanimously by board members.

On Call Procedure

A copy of the On-Call procedure was including in the board meeting packet. Hawkins stated the procedure has been reviewed by employees as well as Attorney Lemich. Allred made a motion to accept the On-Call procedure as presented. Motion was seconded by Jarvie and carried unanimously by board members.

Comments from the Chairman and Board

Wamsley thanked those who attended the strategic planning meeting and also thanked dispatch for all of the work that they do.

Old Business


None noted.

Next Meeting

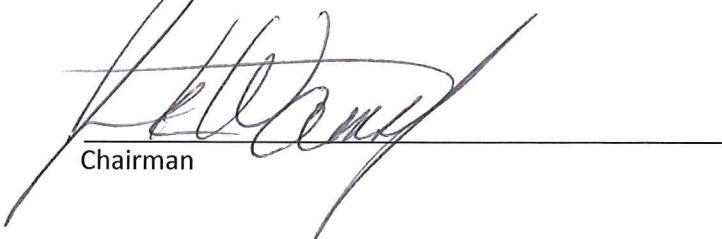
The next meeting of the board was scheduled for Monday, June 24, 2019 at 5 Shoshone Avenue in Green River, WY. Varley stated in accordance with the state statute for the budget, July's meeting will need to be held before July 23, 2019. Wamsley stated July's meeting will be tentatively set for Monday, July 22, 2019.

Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Allred and seconded by Jarvie. Motion carried unanimously by board members. Meeting was adjourned at 3:09p.m.


Secretary

Date: 6/24/19


Chairman

Date: 6-24-19