

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
April 18, 2016**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, April 18, 2016 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Jim Wamsley, Mike Lowell, Rick Hawkins, Clark Robinson, Dwane Pacheco, Tom Jarvie, and Mike Liberty. Board members absent were: Chris Steffen and Rich Tyler. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; Drew Varley, accountant; George Lemich, attorney; Becca Thornock; Cheryl Johnson; Randal Wendling; and Jim Allred with Clark Wireless.

**Call to Order**

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

**Agenda for Regular Meeting**

The agenda was distributed to all in attendance. With no changes noted, Wamsley stated the agenda would stand as presented.

**Minutes from Regular Meeting**

Minutes from the regular meeting on March 21, 2016 were reviewed by the board. Wamsley entertained a motion to accept the minutes from the March 21, 2016 meeting. A motion was made by Liberty and seconded by Jarvie. Motion carried unanimously by board members.

**Financial Report**

The March financial report was reviewed by the board. Varley stated County's last payment for FY2015-2016 was received and Rock Springs has submitted a 3<sup>rd</sup> installment with the 4<sup>th</sup> occurring within the week. Jarvie thanked Varley for putting together the budget options for FY2016-2017. Wamsley entertained a motion to approve the March financial report. A motion was made by Lowell and seconded by Hawkins. Motion carried unanimously by board members.

**Comments from Floor**

None noted.

### **Executive Director Report**

Etienne stated for the month of March 10,828 calls were made. 1,425 of those calls were 911 with 83.4% being wireless. 99% were answered in 8 seconds or less with 99.7% of admin calls being answered in 8 seconds or less. On March 28, 2016 Etienne attended WyoLink Status meeting via phone. Etienne also attended Laramie Combined Communications Board meeting via phone on April 4, 2016. Halter and Etienne have attended multiple 911 system demos during March and April. On April 23, 2016 the center will be participating in Operation Broken Wing with the airport. A Sweetwater Leadership class will be touring the center on April 26, 2016. Etienne thanked all who attended the Telecommunicator awards ceremony. Wendy Johnson is now a shift supervisor, filling the previously vacant slot.

### **IT Director Report**

Halter stated Emergency Call Works through Motorola, Intrado through Venture Technologies, Airbus through CenturyLink, and SOLCOMM Direct are the current 911 systems being looked at. More demos will be done with SOLCOMM and possibly Airbus. Quotes will be presented during May's board meeting. Halter presented Hardware costs for CAD/RMS/Jail software and a new 911 system. \$319,485 is the projected hardware cost. Wamsley asked for an update on the BLM partnership for radio sites. Halter stated the decision on whether or not to partner with BLM should occur by late summer at the earliest. Halter stated he will send pictures of Aspen site to the board.

### **Personnel Committee**

Hawkins stated reviews have been started. Information from evaluations completed in 2014 has been gathered as well as goals. Hawkins also stated 360 evaluations will be used for best results.

### **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. It was included with the meeting packet distributed to the board.

### **New Business**

Wamsley asked the board if now would be the time to discuss the possible sale of Aspen Mountain radio site. Lemich stated BLM's approval process may be delayed as a new State Director was just elected. Lemich recommended delaying the notice of sale until June or July once it is known whether or not a partnership will be made with BLM. Halter stated the board owns the land on Aspen for up to 30 years

and the partnership with BLM would include a building. Wamsley stated a discussion will be had at May's board meeting regarding the possible sale of Aspen.

#### **FY2016-2017 Budget**

Varley provided copies of a budget analysis to the board and discussed the content. It was noted that at this time the general fund is being discussed and 911 will be shown later. Varley also stated the reserve is set at \$500,000. Varley stated funding request have been sent to Green River and Rock Springs. If any cuts are made, modified funding request will need to be sent to both cities. Lemich reminded the board that it is a Joint Powers Board created by an agreement signed by Green River, Rock Springs, and Sweetwater County. The budget needs to be designed by need and costs. Lemich also stated during the budget approval process, the budget should be based on the board's needs and costs of providing the public safety service. It is the board's responsibility to set budget guidelines and work with the entities; it is not the entities responsibility to set the budget for the board. Lowell asked if there is an allowance in the budget for cost of living raises; it was noted that there is not an allowance. However, there is an allowance for step increases. Varley stated health insurance has not been increased at this time as nothing has been received from WAM-JPIC but 12 months of insurance premium costs has been budgeted. Halter stated there are more capital projects that will need to occur in the future. Jarvie suggested Halter produce a plan on capital projects showing what is needed and why along with prioritization of projects. Wamsley entertained a motion to move forward with the flat rate budget proposal. A motion was made by Hawkins and seconded by Lowell. Motion carried unanimously by board members.

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

Wamsley stated he attended the Telecommunicator awards celebration. Wamsley also suggested everyone spend time in dispatch to see what happens behind the scenes. Wamsley requested Etienne meet with Pacheco, Steffen, and Lowell as well as Cheryl Johnson and a dispatcher to bring the center towards a combined center rather than a collocated center. It was requested that by May's board meeting, members of this discussion be made known to Wamsley and have met at least once. Wamsley stated Etienne will coordinate but each agency will provide input. Wamsley stated the fire agencies will meet separately to discuss SOPs and will also represent EMS. Jarvie suggested that each agency come up with guidelines and a definition of what a combined center should be. Lemich suggested the initial agreement and SOPs be reviewed.

Liberty echoed Wamsley's suggestion to spend time in dispatch and see what they do.

Jarvie stated great strides have been made in regards to communication between supervisors.



**Old Business**

**CAD System-Spillman**

Etienne stated hardware costs have been determined. Hawkins stated in regards to data conversion, Spillman is confident they will be able to provide what the board is requesting. Hawkins stated Spillman wants copies of the databases loaded to an FTP so they can physically look at the data. Hawkins stated he has submitted a ticket to have that done. In regards to the Jail data, pictures or images will be saved to a separate hard-drive. Only InterAct data is being collected. Etienne stated the Spillman contract was forwarded to Lemich for his review. Lemich stated the schedules presented in the agreement should be reviewed to make sure everything meets the board's requirements. It was noted there is a finance route over a 5 year period. Wamsley stated a discussion needs to be had on whether the board will finance or buy outright. Jarvie entertained a motion to authorize Etienne to move forward with the lease option with Spillman and Wamsley be allowed to sign the agreement once it has been made. A motion was made by Liberty and seconded by Lowell. Motion carried unanimously by board members.

**E-Ticketing proposal**

Wamsley stated this is a 50/50 match between the board and state Supreme Court if done by July 2016. Jarvie stated the agreement will need to be fixed with the board's legal name. Wamsley entertained a motion to allow him to sign the agreement once the legal name has been added. A motion was made by Lowell and seconded by Robinson. Motion carried unanimously by board members.

**Next Meeting**

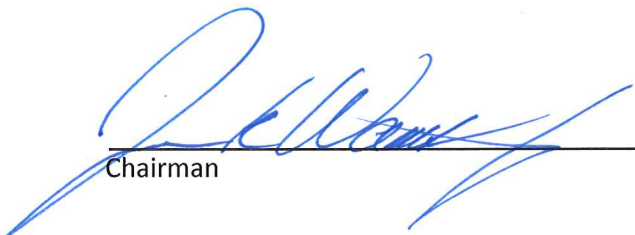
The next meeting of the board was scheduled for Monday, May 23, 2016 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Wamsley entertained a motion for adjournment. A motion was made by Lowell and seconded by Liberty. Motion carried unanimously by board members. Meeting was adjourned at 3:38 p.m.

  
Secretary

Date: 5-23-16

  
Chairman

Date: 5-23-16