

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

**Joint Powers Board**

**Regular Meeting Minutes**

**Monday, September 23, 2019**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, September 23, 2019 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Tom Jarvie, Clark Robinson, Shaun Sturlaugson, Dwane Pacheco, Jim Wamsley, and Mera Souare. Board members absent were: Clark Allred, John Grossnickle, and Alex Visser. IT director David Halter was also absent. Also in attendance were: Rick Hawkins, executive director; George Lemich, attorney; Drew Varley, accountant; Becca Thornock; Cheryl Johnson; and Randal Wendling.

**Call to Order**

Chairman Tom Jarvie called the meeting to order at 2:31p.m.

**Agenda for Regular Meeting**

The agenda was distributed to those in attendance. Jarvie entertained a motion to approve the agenda as presented. A motion was made by Wamsley and seconded by Robinson. Motion carried unanimously by board members.

**Minutes from Regular Meeting**

Jarvie entertained a motion to approve the minutes from regular meeting August 26, 2019. A motion was made by Wamsley and seconded by Pacheco. Motion carried unanimously by board members.

**Financial Report**

Varley stated payments were received in August 2019 from all three funding entities and the second quarter contribution invoices have been sent out. The fiscal year 2018-19 audit is underway and MHP has been working with Varley, Hawkins, and Thornock to get the required documents. The F32, which is the annual report submitted to Department of Audit, has been completed and will need to be signed by Chairman and Treasurer. Jarvie stated under New Business, a motion will be made to approve the F32 signing. Jarvie entertained a motion to accept the August financial report. A motion was made by Souare and seconded by Wamsley. Motion carried unanimously by board members.

### **Comments from Floor**

No comments were made.

### **Executive Director Report**

Hawkins stated on September 6, 2019 there was a follow-up meeting for the implementation of EPD to see how things were working out. Leslie Franzen with Priority Dispatch, Johnson and the QA/QIs were a part of the meeting as well. Hawkins asked for clarification points on the way law enforcement calls are dispatched to help address some comments that have been made. Franzen will be taking back some of the suggestions that were made and get additional clarification as well as making some enhancement requests. Halter has been working on the EOC move. The physical room is now setup and the radio tower move is planned for this week. Motorola and Day Wireless have been moving 911 circuits as well. The completion date has been moved to a later time but the budget is on track. Hawkins stated dispatch participated in Hero Days at Western Wyoming Community College. The command post was set up and tours were given. There are 2 open dispatch positions and interviews will start on September 24, 2019 with a total of 7 interviews. Hawkins, Johnson, and dispatcher Jenifer Buller will be attending Spillman Summit October 1-3, 2019. Center policies are being reviewed and being sent to Lemich. Once the policies have gone through Lemich, Hawkins will present them for board review.

### **IT Director Report**

Report given during executive director's report.

### **Committee Reports**

Jarvie stated the board now has the financial committee, personnel committee, and the strategic planning committee. Souare stated there has not been a financial committee meeting yet and in regards to the strategic planning committee, Souare will be bringing suggestions to the October board meeting on how to get committee members outside of the board and who those members might be. Jarvie stated the purpose of the strategic planning committee is to work with the executive director to put together a more detailed plan. Hawkins will e-mail the strategic plan as a single document to the board members. Wamsley suggested each board member review the strategic plan and Jarvie stated board members bring the names for the committee members to October's board meeting as well as any questions they may have about the current plan.

### **Bills & Claims**

Jarvie stated in addition to the bills and claims included in the meeting packet, an invoice for Wyoming Retirement for \$21,666.35 and an invoice for Orchard Trust for \$940 was received after the packet was compiled. Jarvie entertained a motion to accept the bills and claims as presented in the meeting packet

as well as the additional invoices from Wyoming Retirement and Orchard Trust. A motion was made by Wamsley and seconded by Pacheco. Motion carried unanimously by board members.

### **Correspondence**

#### **WY Dept. of Workforce-2020 EMR Notice**

Hawkins stated the Experience Modification Rating notice is received annually. Lemich stated these notices are issued by the Department of Workforce Services in conjunction with Workers Compensation claims across the board for all employers. The notice states the percentage based on wages paid of participation in workers compensation. Wamsley made a motion to place the 2020 EMR Notice on file. Motion was seconded by Pacheco and carried unanimously by board members.

### **New Business**

Jarvie entertained a motion to allow the Chairman and Treasurer to sign the F32 form that is required by Wyoming Department of Audit. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

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

Jarvie stated there was a citizen concern brought to his attention which was passed on to Hawkins. Hawkins responded promptly and the citizen was very satisfied with the response. Jarvie thanked Hawkins and Johnson for the work they did to address the concern.

Pacheco thanked Hawkins for the work that was done on a call review Pacheco had presented.

Wamsley stated dispatchers Ciara Jackson and Katie Olmsted made a RAVE presentation at the Rock Springs Fire Department's staff meeting during August and thanked them for the time and effort that was put in.

Pacheco requested that a RAVE presentation be scheduled for Rock Springs Police Department as well.

### **Old Business**

None noted.

### **Next Meeting**

The next meeting of the board was scheduled for Monday, October 28, 2019 at 5 Shoshone Avenue in Green River, WY.

### **Adjournment**

Jarvie entertained a motion for adjournment. A motion was made by Wamsley and seconded by Pacheco. Motion carried unanimously by board members. Meeting was adjourned at 3:05p.m.

  
Secretary Vice-Chair

Date: 10/28/19

  
Chairman

Date: 10/28/19