

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, January 27, 2020**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, January 27, 2020 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: John Grossnickle, Shaun Sturlaugson, Clark Robinson, Dwane Pacheco, Alex Visser, Jim Wamsley, and Clark Allred. Board members absent were: Mera Souare and Tom Jarvie. Attorney George Lemich was also absent. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Cheryl Johnson; Kimberly Blackwell; Becca Thornock; Randal Wendling; and Sheila Ducello with Wyoming School Board Association via teleconference.

Call to Order

Vice-Chair John Grossnickle called the meeting to order at 2:31p.m.

Agenda for Regular Meeting

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

Minutes from Regular Meeting

Grossnickle entertained a motion to approve the minutes from regular meeting December 16, 2019. A motion was made by Sturlaugson and seconded by Wamsley. Motion carried unanimously by board members.

Financial Report

Varley stated there have been a couple unique expenses such as insurance which is higher than usual. Invoices were sent to the three entities and Rock Springs' contribution was received. Grossnickle entertained a motion to approve the December financial report. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

WSBA PCard Program Presentation

Sheila Ducello with Wyoming School Boards Association presented the WSBA PCard Program, available to all governmental entities, to those in attendance. The PCard acts as a regular consumer credit card with the organization being fully responsible for the cards rather than individuals so no social security numbers are required. Birthdates will be required for verification purposes if the individual cardholder were to call in and need assistance. The PCards must be paid in full each month and there is the possibility of earning a rebate depending on how much spending is done on the cards. WSBA's PCard Program has four different card account options: Traditional Card Accounts where the cards are issued to specific employees to use with multiple suppliers much like a regular credit card; Ghost/Cardless Accounts where an account number is issued to individual employees, departments, or specific suppliers or supplier types, who initiate purchases that are processed to a single virtual account; Department Card Accounts where cards are issued with a department name to be used by different employees within that specific department; and Budget Card Accounts where there is a fixed credit line that is depleted as transactions are made much like a gift card. Card accounts can be mixed and matched depending on the needs of the Center as well. There are no annual card fees and the only fee would come if there was a late payment. The Center would assign program administrators who would set the credit limit and card controls. The credit limit can be changed online and the change would be made in real time whereas any card controls would take 3-5 business days to occur and would be taken care of directly with the bank. In regards to invoicing, one invoice would be sent and includes all cards on the account with a 7- or 14-day grace period for payment.

Executive Director Report

Hawkins stated the Center has hired two dispatchers who are currently in training and Andrew Lessard has been promoted to Shift Supervisor. In regards to the PCard Program, the procedure would be the same as what is currently done. The Administrative Assistant will keep the cards that will be issued to each individual employee, the card will be checked out to said employee when needed, and all receipts will be turned back in with the card. The credit limit will not be determined until all paperwork has been turned in to apply for the program. Mandatory training required for the Wyoming Workforce Services discounts will occur this week for drug and alcohol abuse for all employees of the Center. Hawkins, Halter, and Johnson toured Cache County dispatch center and will be reviewing their policies. Work is being done on Fiscal Year 2021 budget as well.

IT Director Report

Halter stated Wyoming's Enterprise Technology Services department was doing some network maintenance which caused some outages at the Center with radios. Backup radios were used during those times but NCIC did not work during those outages. Halter will be installing a backup connection to

the primary Center and the backup Center that will go over the WyoLink microwave system as a failover option. The Blairtown WyoLink site equipment has been received and Halter is waiting for the site to be built for installation. Halter and Hawkins visited the FirstNet Research Lab along with the National Institute of Standards and Technology office in Boulder, Colorado. FirstNet technology should be available to Southwest Wyoming within six to eighteen months. Work is being done with County, Green River, and Rock Springs for GPS in patrol cars. A year 2019 report is being created to present to the three funding entities to show what projects have been completed, what's being worked on, and what will be done during the remainder of fiscal year 2020. Notice was received from LR Communications, regarding the lease agreement for Wilkins Peak, stating the lease payment will increase by 3%.

Committee Reports

None noted.

Bills & Claims

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

Correspondence

LaBarge Carbon Capture Project

The Department of Environmental Quality provided the Board with a copy of the application filed by Exxon Mobil Corporation for the LaBarge Carbon Capture Project. Some governments in the Sweetwater County district will be in the area primarily affected by the proposed facility which would enable the district to participate in the permit process.

Commissioner Wendling stated there will be additional industrial site projects in the future as well.

New Business

Policies-Alcohol and Post-Accident Testing

The proposed policy changes and additions will provide the necessary requirements for part of the Wyoming Workforce Services discounts as discussed in previous board meetings. A copy of the policy with the proposed changes was given to the Board and Lemich had reviewed the policy as well.

Grossnickle entertained a motion to approve the Drug and Alcohol Policy as presented with the changes. A motion was made by Wamsley and seconded by Robinson. Motion carried unanimously by board members.

Comments from the Chairman and Board

Wamsley and Grossnickle thanked dispatch for the job that they do daily.

Old Business

Travel Policy

Hawkins stated during December 2019's board meeting, the Board had approved the process of pre-payment for trainings and travel for employees. Upon further research, it was discovered there are statutes that would not work with the process. Hawkins researched the PCard program as a replacement. A resolution, drafted by Lemich, was included in the meeting packet. Grossnickle entertained a motion to adopt resolution 01272020 for the travel policy to change from prepaid per diem to the PCards. A motion was made by Allred and seconded by Wamsley. Motion carried unanimously by board members.

Executive Session

Grossnickle entertained a motion to move into executive session for personnel matters at 3:26p.m. A motion was made by Wamsley and seconded by Visser. Motion carried unanimously by board members. A motion was made by Robinson and seconded by Wamsley to place the regular meeting back in order at 4:08p.m.

Next Meeting

The next meeting of the board was scheduled for Monday, February 24, 2020 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Grossnickle entertained a motion for adjournment. A motion was made by Robinson and seconded by Wamsley. Motion carried unanimously by board members. Meeting was adjourned at 4:09p.m.



Secretary



Treasurer

Date: 2/24/20

Date: 2/24/20