

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

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, April 27, 2020 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Allred, Alex Visser, John Grossnickle, Dwane Pacheco, Shaun Sturlaugson, and Mera Souare via teleconference; and Tom Jarvie. Board members absent were: Clark Robinson. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Becca Thornock; Cheryl Johnson; Henry Johnson with Day Wireless; and City of Rock Springs Mayor Tim Kaumo.

Call to Order

Chairman Tom Jarvie called the meeting to order at 2:30p.m.

Agenda for Regular Meeting

An executive session for legal matters was added to the agenda. Jarvie entertained a motion to accept the agenda as presented with the addition of an executive session. A motion was made by Wamsley and seconded by Pacheco. Motion carried unanimously by board members.

Minutes from Regular Meeting

Jarvie entertained a motion to approve the minutes from regular meeting March 23, 2020. A motion was made by Pacheco and seconded by Wamsley. Motion carried unanimously by board members.

Financial Report

Varley stated the fourth contribution check was received from City of Rock Springs in March and the contribution checks from City of Green River and Sweetwater County were received in April. The preliminary budget will need to be submitted to State of Wyoming by June 1, 2020. Jarvie entertained a motion to approve the March financial report. A motion was made by Allred and seconded by Souare. Motion carried unanimously by board members.

Comments from Floor

Mayor Tim Kaumo asked how the original percentages were decided for how much each entity would cover of the Center's budget. Jarvie stated when the percentages were first set, they were based on historical data for call volume along with other statistics. There has been discussion as to whether or not those percentages should be changed, however the MOU that is in place does not allow the Board to make changes. The MOU itself would have to be changed in order for the percentages to be adjusted and that discussion would have to be made between the governing bodies for Green River, Rock Springs, and Sweetwater County. Pacheco clarified the percentages came from UCR statistics. Wamsley stated the Board needs to continue to evaluate what a truly combined communications center is and look at how the Center can emulate that.

Executive Director Report

Hawkins stated two impact statements have been submitted to Probation and Parole referencing the Center being the victim of a crime. The Adam Timm training originally scheduled for May has been canceled due to COVID-19 and will be rescheduled for a later date. The first round for drug and alcohol testing based on the updated policy has been completed. A notice was received from WAM-JPIC referencing the health insurance renewal for FY2021 and there will not be a rate increase. On April 23, 2020 Hawkins attended City of Rock Springs council meeting to present the Center's proposed budget for FY2021. A request was made by city council for a 10% budget cut from all outside agencies. From that request, Hawkins and Center staff adjusted for a 5%, 7%, 10%, and 12% decrease from the original budget request for presentation as follows:

12% Cut

- Cut all new capital projects
 - Still finish Blairtown microwave
- Brought 911 reserves down to \$67,000 and general reserves to \$40,000.
- Brought overtime down 12 hours per person
- Removed Barracuda backup service
- Lowered various O&M lines
- Updated carry-over numbers
- Did not modify updated pay plan

10% Cut

- Cut all new capital projects
 - Still finish Blairtown microwave
- Brought 911 reserves down to \$70,000
- Brought overtime down 12 hours per person
- Removed Barracuda backup service

- Lowered various O&M lines
- Updated carry-over numbers
- Did not modify updated pay plan

7% Cut

- Cut AV upgrade and GPS Clock projects
 - Still finish Blairtown microwave
- Brought down 911 reserves to \$100,000
- Brought overtime down 12 hours per person
- Removed Barracuda backup service
- Lowered various O&M lines
- Updated carry-over numbers
- Did not modify updated pay plan

5% Cut

- Left all capital projects in the budget
 - AV upgrades, GPS Netclock, upgrade storage, rural area communications upgrade
- Brought down 911 reserves to \$103,000 and increased Gen Fund to \$110,000
- Brought overtime down 12 hours per person
- Removed Barracuda backup service
- Lowered various O&M lines
- Updated carry-over numbers
- Did not modify updated pay plan

A spreadsheet will be sent out to the Board showing what the actual dollar amounts would be for each percentage decrease. Over the past fiscal years, the general fund reserves have been as follows: FY2019 was \$617,462.13; FY2020 was \$350,000.00; and request for FY2021 is \$100,000.00. The 911 fund reserves have been as follows: FY2019 was \$714,799.71; FY2020 was \$173,230.95; and request for FY2021 is \$111,000.00. The reserves for FY2021 will change based on which percentage cut the Board decides.

Visser and Souare requested that the numbers be looked at to see how much would be saved if the pay raises were postponed until FY2022. Visser also suggested that other health insurance plans be looked at to see if there are more cost-effective options or the possibility of raising the deductible on the current plan.

Hawkins and Center administration have been involved in the EOC operations for COVID-19 and created the 311 system and providing tech assistance to distribute information to the public. Hawkins has also attended stakeholder meetings that were created as a result of COVID-19 Emergency Operations Center.

IT Director Report

Halter has been working with Hawkins on the 311 website and radio communications for the EOC. Public Health has contributed three portable radios and Rock Springs Police Department may be contributing some of their surplus radios. Public Health has requested Halter to help get a quote for three new portable radios. This would not be a cost to the Board however, it would be easier in working with Motorola if the Board purchased the radios and then transferred them to Public Health for reimbursement. The cost for the three radios would be \$15,542.01. Jarvie requested that Public Health make the request through the EOC's 213RR form to be brought to the Board for better reassurance that the Board will be reimbursed for the purchase.

Committee Reports

Souare stated the finance committee will need to meet with Hawkins to discuss the budget for FY2021.

Bills & Claims

Jarvie entertained a motion to approve the bills and claims as presented. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members.

Correspondence

Hawkins stated the final rate notice was received from Wyoming Department of Workforce Services showing the approval for the Drug and Alcohol discount and what the current rate is. A notice was also received from Workforce Services stating there is a premium credit of 8.33% of all premiums paid in 2019. This credit will be effective July 1, 2020 can be used for premium payments through December 31, 2020.

WyoLink Informational Invoices were also received. Halter was able to receive confirmation that the Center would not be receiving a bill from WyoLink for usage on the console. Radio usage such as consolettes and portables is billed and those charges are reflected on the informational invoices.

New Business

WYDOT Tower Use

Halter stated currently the connectivity for the Center's radio console, for both the primary center and backup center, and the Mansface WyoLink site go through a connection that WYDOT provides at the Center through the fiberoptic network. WYDOT is requesting to move their communications equipment so that it's pointed towards the tower at the Center to be able to use the connection that already exists. Jarvie requested an MOU be drafted for presentation to the Board before a decision is made.

Comments from the Chairman and Board

Pacheco thanked dispatch for all they do.

Jarvie thanked dispatch as well and also thanked Hawkins and Halter for the work they've done on the 311 system.

Old Business

None noted.

Executive Session

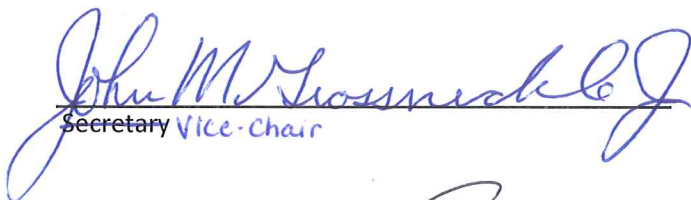
Jarvie entertained a motion to move into executive session at 3:24p.m. for legal matters. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members. A motion was made by Visser and seconded by Wamsley to place the regular meeting back in order at 3:49p.m.

Next Meeting

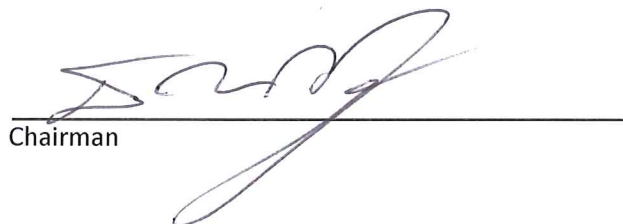
The next meeting of the board was scheduled for Tuesday, May 26, 2020 at 5 Shoshone Avenue in Green River, WY.

Adjournment

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


Secretary Vice-Chair

Date: 05/26/2020


Chairman

Date: 5/26/20