

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

September 26, 2016

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, September 26, 2016 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Robinson, Chris Steffen, Mike Liberty, Dwane Pacheco, Rich Tyler, Jim Wamsley and Rick Hawkins. Board members absent were: Tom Jarvie and Mike Lowell. George Lemich, attorney, was also absent. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; Drew Varley, accountant; Becca Thornock; Cheryl Johnson; Jim Allred with Clark Wireless; and Greg Worthen and Monte Chambers with Visionary Communications.

Call to Order

Chairman Jim Wamsley called the meeting to order at 2:31 p.m.

Agenda for Regular Meeting

The agenda was distributed to all in attendance. Wamsley stated an Executive Session would be added after Old Business. Agenda stood as presented with the addition.

Minutes from Regular Meeting

Wamsley entertained a motion to accept the minutes from the regular meeting August 29, 2016. Liberty stated the date of June 27, 2016 should be changed to August 29, 2016. Liberty also stated he should be added to board members absent. A motion was made by Steffen to accept the minutes from August 29, 2016 with the stated changes. Motion seconded by Hawkins and carried unanimously by board members.

Financial Report

The August financial report was reviewed by the board. Varley stated the audit is nearing completion and a report will be received during October. Varley stated the F32 has been submitted to the State. Wamsley entertained a motion to approve the August financial report. A motion was made by Hawkins and seconded by Liberty. Motion carried unanimously by board members.

Comments from Floor

Greg Wharton and Monte Chambers with Visionary Communications were introduced to those in attendance. Wharton has spoken with Halter about leasing Whalen site. Further discussion was made during New Business.

Executive Director Report

Etienne stated for the month of August 11,236 calls were made. 1,448 of those calls were 911 with 86.5% being wireless. 98.9% were answered in 8 seconds or less with 99.7% of admin calls being answered in 8 seconds or less. Etienne stated 3 Basic Communicator positions have been advertised. There have been 50 applications received and CritiCall tests will start next week after Etienne has gone through all applications. Halter and Etienne met with Tony at BLM. Etienne stated licensing for all agencies for conventional frequencies have been discussed with BLM so the Center can move forward in mapping everything out for Aspen, White Mountain North, Little Mountain, and Wamsutter area. Etienne also stated he attended PSCC meeting by phone where user fees were discussed for WyoLink. Spillman's Kickoff meeting was Thursday, September 22, 2016. A tentative schedule was distributed and Etienne will be distributing additional information. It was noted that Motorola has purchased Spillman and an official public announcement will be made at the user's conference September 27, 2016. Etienne has been attending Threat and Hazard Identification and Risk Assessment meetings. The Operational Review Board has met a couple times and progress has been made in regards to Incident Command talkgroup and channels. It was decided that a Bank B would be added for WyoLink talkgroups and a Bank 2 for conventional. In fleet plans "1" and "A" will be for primary items and "B" and "2" will be Incident Command/multiple resources. Etienne attended Sweetwater Fire Chiefs meeting and with the group's assistance, Etienne will be pursuing AFG grant opportunities for Priority Dispatch and radio infrastructure. Etienne is continuing to work with GeoComm on GIS for Emergency CallWorks and Spillman. Etienne stated Halter has been working on 311 which is a government information phone line. Halter has been working with CenturyLink, Verizon, Union, and VOID providers to get 311 running. Halter stated all hardware is what the Center already had or has been donated.

IT Director Report

Halter stated installation of ECW is still on track. Halter also stated Spillman infrastructure-wise is ready to go. Originally Spillman was going to provide hardware for GIS but that is no longer needed. Halter stated maintenance on radio sites is being done. Halter stated he and Etienne went to Wamsutter to test a radio site which may be given to the Center. Halter also stated he and Etienne will be attending Spillman Conference September 27-30, 2016.

Personnel Committee

No comments were made.

Bills & Claims

Wamsley entertained a motion to accept the bills and claims. A motion was made by Hawkins and seconded by Liberty. Motion carried unanimously by board members.

Correspondence

Etienne stated earlier in 2016 a notice was received that Wyoming Department of Workforce-Workers' Comp. would be changing the EMR formula. The letter received showed how the formula would work for the Center. Etienne stated the updated information is not a major change.

New Business

Board Elections

Wamsley stated Board positions are: Chairman, Vice-Chair, Secretary, and Treasurer. Board election for fiscal year 2016-2017 was opened for discussion. A motion was made to nominate Jim Wamsley for chairman by Hawkins and was seconded by Pacheco. Motion carried unanimously by all other board members. Wamsley will carry position until January 2017, as that is the expiration of his term, after which another election may be held. A motion was made to nominate Tom Jarvie for vice-chair by Steffen and was seconded by Liberty. Motion carried unanimously by all other board members. A motion was made to nominate Rich Tyler for treasurer by Hawkins and was seconded by Steffen. Motion carried unanimously by all other board members. A motion was made to nominate Mike Liberty for secretary by Hawkins and was seconded by Robinson. Motion carried unanimously by all other board members.

Whalen Site Lease

A copy of the current Whalen Site lease was distributed to Board. It was noted that Lemich has a copy of the lease as well but a response has not been received. Halter stated Ethernet handoff will need to be added to allow installation of cameras at the site. Halter also stated the site is currently not in use and there are no immediate plans for use. There will be 6 antennas allowed on the tower and a minimum of 2 cameras installed. Halter stated the initial agreement is for 3 years with automatic renewal annually. Wamsley entertained a motion to approve the lease pending legal review and addition of Ethernet. A motion was made by Liberty and seconded by Hawkins. Motion carried unanimously by board members.

Government Capital-Central Trust Bank

Wamsley stated Spillman has sold the Center's lease to another financial institution which requires the approval of Board. Tegeler & Associates has been notified and appropriate changes have been made. Wamsley entertained a motion to approve the change of lease and allow him to sign. A motion was made by Hawkins and seconded by Steffen. Motion carried unanimously by board members.

Comments from the Chairman and Board

Pacheco asked if there was a list of each member's terms that shows start and expiration dates. It was noted that there is a list and Etienne will e-mail it to each board member.

Hawkins stated he has been having biweekly calls with InterAct. Etienne and Hawkins have been attending most if not all meetings. Hawkins stated InterAct wants to make sure maintenance fees are being paid. Hawkins also stated if a trouble ticket is submitted and it doesn't affect other agencies, InterAct will decline to fix the issue. Hawkins stated the ticket will get placed into a Gera but it may not get viewed. Hawkins also stated there will need to be different cuts of data when moving forward with Spillman rather than getting it all at once.

Old Business

None noted.

Executive Session

Wamsley entertained a motion to move into Executive Session at 3:08 p.m. A motion was made by Liberty and seconded by Steffen. A motion was made by Hawkins and seconded by Liberty to place the general meeting back in order at 3:12 p.m.

Next Meeting

The next meeting of the board was scheduled for Monday, October 31, 2016 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Hawkins and seconded by Liberty. Motion carried unanimously by board members. Meeting was adjourned at 3:13 p.m.

Michael E. Liberty
Secretary

Date: 10-31-16

[Signature]
Chairman

Date: 10-31-16