

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, August 24, 2020**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, August 24, 2020 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Robinson, Mera Souare, and Alex Visser via teleconference; Tom Jarvie, John Grossnickle, Shaun Sturlaugson, Dwane Pacheco, and Jim Wamsley. Board members absent were: Clark Allred. Also in attendance were: George Lemich, attorney; Randal Wendling; Larry Erdmann and Bill Robinson with Green River Fire Department; and Henry Johnson with Day Wireless via teleconference; Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Becca Thornock; and Cheryl Johnson.

Call to Order

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

Agenda for Regular Meeting

Jarvie entertained a motion to accept the agenda as presented with the addition of an Executive Session for legal matters. 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 July 27, 2020. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Financial Report

Varley stated invoices were sent to the three entities and contributions were received from Rock Springs and the County. Varley will send a follow-up email for Green River and the next contribution requests will be sent out September 1, 2020. Jarvie entertained a motion to approve the July financial report. A motion was made by Wamsley and seconded by Robinson. Motion carried unanimously by board members.

Comments from Floor

Jarvie read an email received from Green River City Administrator Reed Clevenger regarding fire department response areas. A copy of the email has been attached. Jarvie stated in conversations with Clevenger, the request is being made to address County Fire, Green River Fire, and Granger Fire being simultaneously dispatched on any call in the western side of Sweetwater County. Hawkins stated historically anything to the west of Green River, including the city of Green River, was a Green River Fire Department response area. Approximately a year and a half ago, County Fire became more active in responding to wildland fires and a joint page for County Fire and Green River Fire was created if the fire was of a wildland nature. Approximately eight months ago, the Town of Granger formed a volunteer fire department and requested they start being paged to calls within their jurisdiction. A map was created that encompassed several miles along Interstate 80 and miles north and south of I-80 that Granger Fire would respond to. The joint page for County Fire and Green River Fire was updated to include Granger Fire for vehicle crashes and fires with ambulance responses only including County and Green River Fire unless the response was within the Granger town limits or at Little America. Hawkins stated there are system limitations as the system only recognizes one zone for response for Law, Fire, and EMS. Wamsley suggested that the leadership of the three agencies mentioned in the email along with Green River City Administrator and City Council, County Commissioners and Granger Town Council should meet to discuss any organizational limitations and response limitations there may be for each agency. Hawkins requested that someone from the dispatch center be involved in those meetings to provide input on tech support and what can and can't be done through dispatching. Once a meeting is had and jurisdiction lines are determined, the current map information dispatch has will be redrawn to show which agency has jurisdiction in specific areas of the County. The software will allow dispatch to decide whether the responsible agency is able or equipped to respond to certain types of calls.

Executive Director Report

Hawkins stated a request has been made to add Fire District #1 as a responding agency to certain types of fires. 42 applications were received for the current openings in dispatch and 10 of those will be selected to continue on in the hiring process. The shift supervisors and communications supervisor have worked hard to cut overtime to almost nothing and have been at zero hours of overtime the last two pay periods. A PIO has been identified and a Facebook page will be created for the Center. Policy updates are continuing to be worked on and the next update will include the current social media policy to include language regarding the Facebook page. Hawkins will be sending an invite to the Board for Samepage where they will have access to certain Center policies and procedures and other information that the Board typically has questions about.

IT Director Report

Halter stated on August 6, 2020, there was a 911 outage that lasted 40 minutes. Calls were not able to be answered in the CallWorks phone system and it was discovered there was a communications issue between Green River CallWorks system and Rock Springs system. Halter contacted Motorola support and created a ticket. After further troubleshooting, it was believed the outage was caused by a configuration change on the Motorola side as a request had been made to disable Internet access on the CallWorks PC's and that change could have caused another issue to occur. Halter contacted Motorola's support supervisor directly and explained this theory and was told that he would receive a call back after the supervisor talked to the tech that made that change. In the meantime, Halter attempted to contact CenturyLink 911 emergency repair to attempt to roll calls to functioning phone lines. The wait time to speak with a technician was approximately 11 minutes. While on hold with CenturyLink, Halter received a call back from Call Works informing him that they reversed the changes that had been made. Halter confirmed that the issue was resolved and continued to test to ensure normal operations were restored. Halter requested a report from Motorola stating what exactly happened and what would be done to prevent this from happening in the future. A copy of that report is available should any Board member wish to view it. Moving forward, no changes should be made by Motorola staff to the CallWorks system without involvement from Halter or Hawkins. Hawkins stated during the outage the call would come into the Center, the caller ID would show on the screen, but dispatch could not answer the call. Instead they took the number that appeared on the screen, went to a phone that was working, and called the number back to continue dispatching procedure. Two dispatchers went to the backup Center in Rock Springs in an effort to answer the calls but those phone lines were experiencing the same issue. On August 21, 2020, Halter received an alarm from the UPS in dispatch that the harmonic filter failed. Parts have arrived and will be fixed. The 14-mile WyoLink site will be starting construction soon and the Blairtown site construction will start tentatively in January or February 2021.

Committee Reports

None noted. The finance committee members' emails were forwarded to McGee, Hearne, and Paiz to be included in the audit process for fiscal year 2019-2020.

Bills & Claims

Jarvie entertained a motion to approve the bills and claims as presented. Varley stated there are 2 additional checks for Wyoming Retirement and Orchard Trust that were held until payroll was completed so are not shown on the transaction listing. The check for Wyoming Retirement will be \$20,151.26 and Orchard Trust will be \$1,040.00. Wamsley made a motion to approve the bills and claims as presented with the additional checks for Wyoming Retirement and Orchard Trust. Motion was seconded by Grossnickle and carried unanimously by board members.

Correspondence

A letter was received from McGee, Hearne, and Paiz regarding the planned scope and timing of the audit for fiscal year 2019-2020. A letter was received from Department of Environmental Quality regarding a hearing being held on October 21-22, 2020 for Rocky Mountain Power's application for a permit in the Gateway South Transmission Project. An informational invoice was received from Wyoming Department of Transportation for WyoLink maintenance and software for the amount of \$147.01. All correspondence was including in the meeting packet. Wamsley made a motion to place the correspondence on file. Motion was seconded by Grossnickle and carried unanimously by board members.

New Business

None noted.

Comments from the Chairman and Board

Jarvie thanked everyone for their hard work during the outage and making sure the public was still being taken care of.

Wamsley thanked dispatch and staff for the work they continue to do each day.

Old Business

None noted.

Executive Session

Jarvie entertained a motion to move into Executive Session for legal matters at 3:19p.m. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members. A motion was made by Wamsley and seconded by Grossnickle to place the regular meeting back in order at 3:35p.m.

Next Meeting

The next meeting of the board was scheduled for Monday, September 28, 2020 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Jarvie entertained a motion for adjournment. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members. Meeting was adjourned at 3:36p.m.

Tom Jarvie

From: Reed Clevenger
Sent: Friday, August 21, 2020 3:05 PM
To: Tom Jarvie; William F. Robinson; Larry Erdmann
Subject: Letter for Meeting Monday

Here is the corrected version.... Tom will read it in the meeting to start discussions. Larry and Bill – you will both be able to get on the call and can then set up a time with dispatch and Mike and a separate one with Mike and Bradley.

To: Rick Hawkins – Sweetwater Combined Communications
JCCC - Board
Doc Wendling – County Commissioner
Mike Bournazian – County Fire
Bradly McCullom – Granger Fire

cc: Pete Rust – Mayor Green River
Larry Erdman / Bill Robinson - GRFD

From: Reed Clevenger – GR City Administrator

Re: Communications, Protocol and Direction

To all,

We need to address past and current protocols for paging out fire as it relates to the area Green River Fire has been servicing for decades. In the past year maps have been changed and updated and pages have included three response teams to the area Green River Fire has been servicing. Our concerns are the resources being expended having three agencies respond, those responding who may not be qualified or have the certifications to respond and administer assistance, the confusion and training needed by dispatch to make these pages and adjusting to new maps, and the safety issues being created when responders have to communicate stand downs or ask for assistance as they head to calls.

There is a Master Mutual Aid agreement in place and while it may need to be updated, it does state the various fire chiefs of the various departments and / or municipalities shall establish uniform rules and regulations as to methods of requesting such assistance, who can make the requests, nature of the assistance, and subject to governing body approval. While this is somewhat a different subject, I would expect that the same group works together to determine maps, when maps can change, and how calls and protocols are to be met.

Green River Fire has until recently been the sole dispatched agency within the GRFD boundaries as labeled and defined on the JCCC maps. GRFD would be the only responder, and if assistance was needed, would call in for that assistance. There would not be 3 agencies being called nor would there be any self-dispatching to scenes. This helps control costs and keeps the roads safer of multiple agencies responding to the same scene where they may or may not be able to provide support. For the immediate future we would like to see this resolved by allowing GRFD be sole responder to their designated area.

If there are long term changes that are going to be put in place, then I believe all governing bodies need to be involved and on the same page as to how this will look and work. Each of us are building budgets and plans within these departments to meet the needs of equipment, personnel, and training for their current coverage areas. There are changes coming with the expansion of the mines and the new mine and solar plants coming to our area. These should

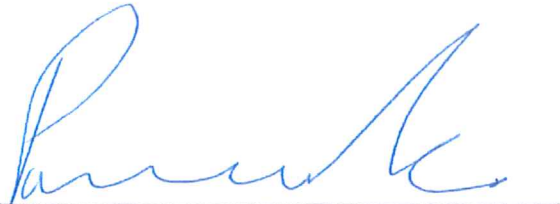
be part of the long range discussion plans for future of emergency services as well as how funding is going to be happening for emergency response and communications.

While County, Granger, and Green River fire need to discuss and address current protocol issues, I would like to know what we can do to help support and minimize changes at the JCCC. Do we need to re-look at maps? Do map changes happen without the support/agreement of all? How often should changes be done (I would think they should remain somewhat consistent)? Can pages be made without calling out all three agencies? Do we need to define call types to those who get paged? Are there limits to the system and or training to what is being asked of the JCCC?

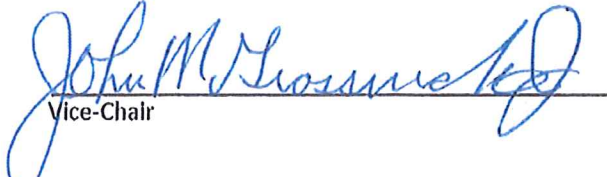
We will rely on our board representatives to have the discussions above with management and the rest of the board and also have our two assistant chiefs meet with County Fire and Granger Fire to agree to how they should be dispatched based on certifications, qualifications, and types of calls. If we need to finalize and approve as governing body's then we can make that happen as well.

Thanks for your time and support of Sweetwater County.

Reed


Treasurer

Date: 10/01/2020


Vice-Chair

Date: 09/28/2020

