

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

Monday, September 28, 2020

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, September 28, 2020 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Alex Visser, Dwane Pacheco, Mera Souare, and Clark Allred, who had to leave at 2:34p.m. due to an emergency call, via tele-conference; John Grossnickle, and Shaun Sturlaugson. Board members absent were: Tom Jarvie, Clark Robinson, and Jim Wamsley. Also in attendance were: George Lemich, attorney, via tele-conference; Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Cheryl Johnson; and Becca Thornock.

Call to Order

Vice-Chair John Grossnickle called the meeting to order at 2:30p.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 Visser and seconded by Sturlaugson. Motion carried unanimously by board members.

Minutes from Regular Meeting

Grossnickle entertained a motion to approve the minutes from regular meeting August 24, 2020. A motion was made by Allred and seconded by Visser. Motion carried unanimously by board members.

Financial Report

Varley stated invoices have been sent to the funding entities for the second quarter contributions. The entities were notified that this would occur earlier in the fiscal year than usual to help with cash flow. The F32 form was completed which is the census report for Wyoming Department of Audit stating the Board will have an audit conducted. Grossnickle entertained a motion to approve the August financial report. A motion was made by Sturlaugson and seconded by Visser. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

Hawkins stated on September 3, 2020 the Industrial Siting Committee met to discuss the Ciner Expansion Project. Requests were approved for all of the requesting entities and the Center was approved monies for the cost of a mobile repeater, approximately \$90,000; to be used during the expansion project. The audit for fiscal year 2019-2020 is underway; an email was sent to the Finance Committee as the auditors wanted to know how the Board determines how much of the 911 fund gets used for dispatch wages. Hawkins stated the proposed language for the response is: The operational expenses are paid first out of the money that each funding entity contributes. After those expenses are paid, whatever is left of the contributing entities monies is used to cover dispatch wages. Should the wages exceed the left-over monies, whatever amount is left is paid for out of the 911 fund as long as it does not exceed 30% of the total. The Center's liability insurance premium has increased to \$1,457.00 for fiscal year 2021. The hiring process is in the background check stage and there are five applicants in that process. There were 42 total applications received. Recertification for Priority Dispatch is also underway. An email was received from Priority Dispatch requesting an agreement be signed to lock in the current maintenance pricing for five years. There would be no additional commitment required by the Board should that service be cancelled within the five years. Grossnickle entertained a motion to allow the Executive Director to sign the agreement for Priority Dispatch maintenance for five years. A motion was made by Visser and seconded by Souare. Motion carried unanimously by board members. On September 22, 2020 Hawkins attended the National Weather Service's Fall Integrated Weather Warning System meeting to provide feedback on new warning charts and weather graphs that will be sent out for severe winter weather during the year. On September 24, 2020 Marathon Oil visited the dispatch center and provided information related to their pipeline. Pacheco asked how many openings the Center has. Hawkins stated there are currently two openings with a possible third in the upcoming weeks.

IT Director Report

Halter stated everything stayed up and running at the Center during the snow storm and power outage a couple weeks ago. Additional monitors are being installed in dispatch which will put a total of four monitors at each workstation. There will be a storage upgrade for the servers to combine the storage system for video surveillance and the storage system for everything else. There is a new SSL certificate Spillman is implementing into the current software. This will require a server restart which Halter will schedule and complete. During the October 2020 board meeting, there will be a presentation from FirstNet as the network for FirstNet is currently being built-out in Sweetwater County. Vertiv will be sending equipment for repairs on the UPS. Halter has also reached out to the pipeline association to get GIS data on all pipelines in Sweetwater County.

Committee Reports

None noted.

Bills & Claims

In addition to the bills and claims included in the meeting packet, there is a request to transfer money from Uinta Bank into the 911 account with Commerce Bank for \$100,000 that will need to be signed. Grossnickle entertained a motion to approve the bills and claims as presented with the money transfer request. A motion was made by Sturlaugson and seconded by Visser. Motion carried unanimously by board members.

Correspondence

Wyoming Class

Visser stated Wyoming Class is a new investment pool available in Wyoming. It is managed out of Cheyenne and there are several participants in Sweetwater County as well as throughout the state. It would be another option for the Board to have a money account with for a better return interest rate. Further discussion will be held during October's board meeting.

WY Dept. of Workforce-2021 EMR Notice

The annual EMR notice was received from Wyoming Department of Workforce Services.

Green River Fire Department Response Area

A meeting was held with County Fire, Granger Fire, Green River Fire, Castle Rock Ambulance, Sweetwater County representation and City of Green River representation to discuss an MOU for fire dispatching in the Green River Fire service area. Hawkins asked for clarification on definitions as well as when the MOU would be in place and is waiting on a response.

New Business

Hawkins stated the Social Media Use policy was included in the meeting packet with highlighted additions. Lemich has reviewed the final draft. Grossnickle entertained a motion to adopt the changes as presented. A motion was made by Sturlaugson and seconded by Square. Motion carried unanimously by board members.

Text to 911 policy was also included in the meeting packet. This policy did not exist before now. Grossnickle entertained a motion to adopt the Text to 911 policy as presented. A motion was made by Visser and seconded by Pacheco. Motion carried unanimously by board members.

Comments from the Chairman and Board

Grossnickle thanked dispatch for all of their hard work during the recent snow/wind storm. Pacheco also thanked dispatch for their work along with Halter for making sure everything stayed up and running.

Old Business

None noted.

Executive Session

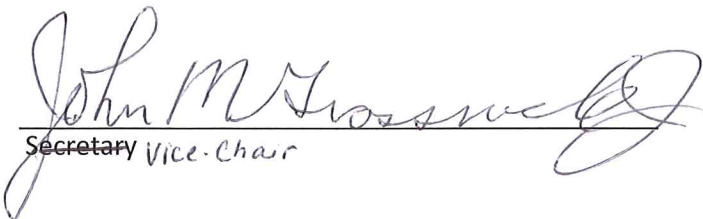
Grossnickle entertained a motion to move into Executive Session for personnel matters at 3:08p.m. A motion was made by Sturlaugson and seconded by Souare. Motion carried unanimously by board members. A motion was made by Sturlaugson and seconded by Visser to place the regular meeting back in order at 3:17p.m.

Next Meeting

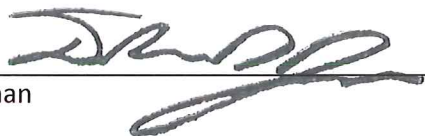
The next meeting of the board was scheduled for Monday, October 26, 2020 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Grossnickle entertained a motion for adjournment. A motion was made by Visser and seconded by Souare. Motion carried unanimously by board members. Meeting was adjourned at 3:18p.m.


Secretary Vice-Chair

Date: 10/26/2020


Chairman

Date: 10/26/20