

**Rock Springs, Green River, Sweetwater County Combined Communications**

**Joint Powers Board**

**Regular Meeting Minutes**

**November 28, 2016**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, November 28, 2016 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Duane Pacheco, Tom Jarvie, Chris Steffen, Clark Robinson, Mike Liberty, and Rick Hawkins. Board members absent were: Jim Wamsley, Rich Tyler, and Mike Lowell. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; Drew Varley, accountant; George Lemich, attorney; Becca Thornock; Randal Wendling; Jake Ribordy; and Mathew Register.

**Call to Order**

Vice-Chair Tom Jarvie called the meeting to order at 2:30p.m.

**Agenda for Regular Meeting**

The agenda was distributed to all in attendance. A motion was made by Hawkins and seconded by Robinson to accept the agenda as presented. Motion carried unanimously by board members.

**Minutes from Regular Meeting**

Jarvie entertained a motion to accept the minutes from the regular meeting October 31, 2016. A motion was made by Steffen and seconded by Hawkins. Motion carried unanimously by board members.

**Financial Report**

The October financial report was reviewed by the board. Varley stated a draft of the FY2015-2016 audit report has been received and a final copy to be sent to state and county will be presented for approval at December's meeting. Jarvie entertained a motion to accept the October financial report. A motion was made by Hawkins and seconded by Steffen. Motion carried unanimously by board members.

**Comments from Floor**

No comments were made.

### **Executive Director Report**

Etienne stated with the implementation of a new 911 system at the end of October, the call stats provided are strictly from the old system rather than both. The new system had testing which skewed the actual call numbers. For the month of October up to October 28, 8,968 calls were made. 1,095 of those calls were 911 with 80.6% being wireless. 99.5% were answered in 9 seconds or less with 99.7% of admin calls being answered in 9 seconds or less. Etienne is still reviewing CritiCall test scores and selecting those for interviews. Etienne is also continuing to work with GeoComm on GIS data. On November 12, 2016 Carrie Williams, Heather Bartlett, and Tasha Urbatsch attended Solvay's Safety Day to teach kids about 911. Spillman trainings will be taking place the week of December 5, 2016. Halter will meet with county IT to see about utilizing their training room as well as Green River PD's.

### **IT Director Report**

Halter stated Spillman server has been installed. Halter will be setting up DNS Forwarding with all agencies because Spillman client will be set up by name rather than IP address. If Spillman virtual machine needs to be moved to another site, Halter can change an IP on his end.

### **Personnel Committee**

No comments were made.

### **Bills & Claims**

Jarvie entertained a motion to accept the bills and claims. A motion was made by Steffen and seconded by Robinson. Motion carried unanimously by board members.

### **Correspondence**

A letter was received from Wyoming Department of Audit stating a CPA audit will need to take place by December 31, 2016.

### **New Business**

#### **Board Member Appointments**

Etienne stated appointment letters have been constructed for Jarvie, Tyler, Wamsley, and Robinson.

### **Comments from the Chairman and Board**

Steffen stated an Executive Session should be held for legal matters after Old Business. Lemich stated a motion to amend the agenda needs to be made. Jarvie entertained a motion to amend the agenda to include an Executive Session. A motion was made by Hawkins and seconded by Steffen. Motion carried unanimously by board members.

**Old Business**

None noted.

**Executive Session**

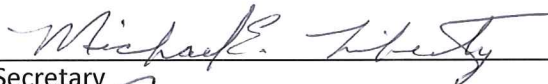
Jarvie entertained a motion to move into Executive Session at 2:43p.m. A motion was made by Robinson and seconded by Steffen. A motion was made by Robinson and seconded by Hawkins to place the general meeting back in order at 3:38p.m. During the general meeting, a motion was made by Hawkins and seconded by Steffen to allow Varley to send a letter to Sweetwater County Commissioners regarding their request. Motion carried unanimously by board members.

**Next Meeting**

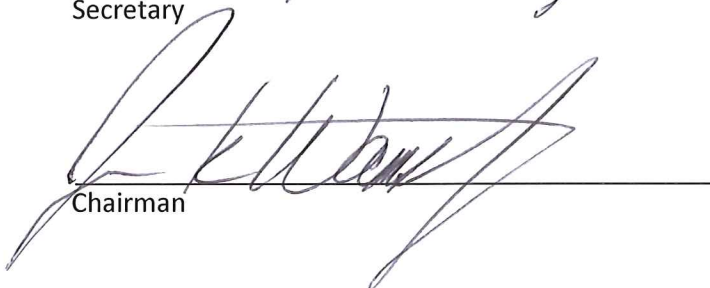
The next meeting of the board was scheduled for Monday, December 19, 2016 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Jarvie entertained a motion for adjournment. A motion was made by Hawkins and seconded by Steffen. Motion carried unanimously by board members. Meeting was adjourned at 3:40p.m.

  
Secretary

Date: 12-19-16

  
Chairman

Date: 12-19-16