

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
December 19, 2016**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, December 19, 2016 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Rich Tyler, Mike Liberty, Chris Steffen, Jim Wamsley, Dwane Pacheco, Clark Robinson, Rick Hawkins, and Mike Lowell. Board members absent were: Tom Jarvie. 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; Randal Wendling; and Jim Allred and Justin Cook with Clark Wireless.

Call to Order

Chairman Jim Wamsley called the meeting to order at 2:30p.m.

Agenda for Regular Meeting

The agenda was distributed to all in attendance. With no changes noted, Wamsley stated the agenda would stand as presented.

Minutes from Regular Meeting

Minutes from the regular meeting on November 28, 2016 were reviewed by the board. Liberty stated under Financial Report, the audit report draft date needs changed to FY2015-2016. Wamsley entertained a motion to accept the minutes from the November 28, 2016 with the noted change. A motion was made by Liberty and seconded by Steffen. Motion carried unanimously by board members.

Financial Report

The November financial report was reviewed by the board. Etienne stated 2 Spillman invoices, one for the software installation and the other for the completion of the pre-implementation meeting, will be added to November's financials when the invoices are received. The amount for software installation is \$302,732 and for pre-implementation meeting is \$151,366. Wamsley entertained a motion to accept the November financial report. A motion was made by Steffen and seconded by Liberty. Motion carried unanimously by board members.

Approval of FY2015-2016 Audit Report

The FY2015-2016 audit report was distributed to board members present. Varley stated the audit went well. A few adjustments were made as the board uses classes in QuickBooks and separate accounts are needed with the county software. Wamsley entertained a motion to accept the FY2015-2016 audit report and allow Tyler and Etienne to sign. A motion was made by Steffen and seconded by Lowell. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

Etienne stated for the month of November 9,493 calls were made. 1,168 of those calls were 911 with 86.56% being wireless. 97.62% were answered in 10 seconds or less with 98.82% of admin calls being answered in 10 seconds or less. Etienne is currently working on setting up an interview panel for the first or second week of January 2017 for new hires. Etienne is continuing to work with GeoComm on GIS data. Spillman met with all 3 agencies to view their business practices and also held Systems Admin training. Etienne stated Jail Admin training begins the first week of January 2017 as well as CAD Admin training via WebEx. Etienne also stated e-mails are being exchanged with InterAct regarding payment on 2 invoices that reference initial instillation and data conversion milestones. Wamsley stated the data that has been converted should be compared to the data conversion milestones. Wamsley also stated each agency should review data and relay any gaps in conversion to Etienne who will then contact Lemich to discuss what to do moving forward. Etienne stated invoices for annual maintenance on online RMS subscription for 2014-2015, 2015-2016, and 2016-2017 each for the amount of \$55,095 has also been received from InterAct which are believed to have been paid.

IT Director Report

Halter stated training accounts for Spillman can be installed to allow board members to become familiar with the system. Wamsley thanked Halter for troubleshooting Rock Springs Fire's paging system.

Personnel Committee

No comments were made.

Bills & Claims

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

Correspondence

Etienne stated a letter was received for WAM-JPIC's open enrollment. Open enrollment will be December 2, 2016 through December 31, 2016 for all employees who would like to have insurance through the company or who need any changes made to current coverage. A letter was also received from Wyoming Worker's Comp stating the Rate Notice.

New Business

digiTicket Change Order

Etienne stated equipment has been updated from a handheld scanner to a mountable scanner. Etienne also stated the mountable scanner has been shown to last longer and be more effective. Wamsley entertained a motion to approve the digiTicket Change Order. A motion was made by Lowell and seconded by Hawkins. Motion carried unanimously by board members.

Comments from the Chairman and Board

Wamsley stated the board is scheduled to appear before the county commission for a budget amendment the morning of December 20, 2016. Wamsley also stated he will be in attendance as well as Etienne. If any other board members would like to attend, it was requested they let Wamsley know.

Old Business

None noted.

Next Meeting

The next meeting of the board was scheduled for Monday, January 30, 2016 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Steffen and seconded by Robinson. Motion carried unanimously by board members. Meeting was adjourned at 2:54p.m.

Michael E. Liberty
Secretary

Date: 1-30-17

[Signature]
Chairman

Date: 1-30-17