

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

**Joint Powers Board**

**Regular Meeting Minutes**

**Monday, February 28, 2022**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, February 28, 2022 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Alex Visser and Clark Allred via teleconference; Tom Jarvie, Dwane Pacheco, Bill Erspamer, and John Grossnickle. No board members were absent. Also in attendance were: Mera Souare via teleconference; David Halter, IT director; Drew Varley, accountant; Becca Thornock, Cheryl Johnson, George Jost, Shaun Sturlaugson, and Jim Wamsley.

**Call to Order**

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

**Agenda for Regular Meeting**

Jarvie entertained a motion to approve the agenda as presented. A motion was made by Pacheco and seconded by Grossnickle. Motion carried unanimously by board members.

**Minutes from Regular Meeting**

Jarvie entertained a motion to approve the minutes from regular meeting January 24, 2022. A motion was made by Erspamer and seconded by Visser. Motion carried unanimously by board members.

**Financial Report**

Varley stated 68.6% of the budget has been expended. Fourth quarter financial contribution requests have been sent to the three funding entities.

**Comments from Floor**

Wamsley thanked dispatch for the wonderful job they do.

**Executive Director Report**

Halter presented the report on behalf of Hawkins. A copy of the report was included in the meeting packet as well. The report went as follows: "The training required to maintain our Drug & Alcohol Discount of 10% through workforce Services has been completed. We received confirmation

from Workforce Services that the discount will be applied to our rate. Both of our most recently employed communicators have completed the certification process to be certified through Priority Dispatch in EPD, EMD, EFD disciplines. Mersadee and Chantel passed EMD and EPD with honors. The Finance Committee met on February 16 to discuss FY2023 budget. Several items were discussed during the work session. The committee agreed to move forward with the budget as included in meeting packet. I am waiting on some additional personnel to be assigned to the Fire agency operational workgroup. I will contact the agencies I have not heard from before the next Board meeting for an update. Dispatch participated in Airport Exercise Planning meeting and will be a part of the full-scale exercise that Airport Director Brubaker has planned within the next few months. I attended Green River Basin Pipeline meeting, Little America Long Wall meeting and APCO committee meetings. There are no new developments to report currently. David and I met with County Engineer Gene Legerski, and County HR Director Garry McLean to discuss the current state of some radio communication solution related to County Road & Bridge, facilities, and custodial staff. David will be addressing some additional details about the meeting. February 21 through 24 the Sheriff's Office hosted FTO development training. We had three communicators attend the training. Once completed, all three communicators will be certified as training officers and may be assigned to train any new personnel. The annual Telecommunicator Appreciation week is April 10-16. This year the communicators were asked what they would like to do in celebration of Telecommunicator Week. Several ideas were presented. There will be some awards/ recognition given personnel for years of service and dispatch hall of fame. The hall of fame award will be awarded to a person chosen by their peers. One difficulty occurring each year is how to involve all of the communicators in the celebration and still work around shift work and work/personal schedules. With that in mind, there will be shift celebrations on each shift during that week. Once the hall of fame award winner is identified I will communicate to the Board the date and time and location of the presentation. Other than that, feel free to stop by anytime during that week and thank the dispatchers for their dedication to our profession. A suggestion was made that the funding entities issue proclamations during one of their meetings acknowledging telecommunicators week. I'll contact the respective elected officials/governing bodies about making that happen."

### **IT Director Report**

Halter stated him and Hawkins met with Gene Legerski and Garry McLean to discuss Road and Bridge facilities and custodial staff radios along with items related to IT. An IT survey will be sent out to each entity to gather information on the costs and personnel involved in IT support specifically related to public safety communications and technology.

### **Committee Reports**

The finance committee met on February 16, 2022. A copy of the meeting notes was included in the packet. The proposed budget included a 3% increase to the pay scale along with various capital projects. It was noted that fiscal year 2022's budget did not have an increase to the funding entities because the Center was able to compensate with carryover and remaining reserves. The budget for fiscal year 2023 would require an increase due to projected cash carryover being at or near \$0.00. It was the recommendation of the finance committee to present the budget at a 17.13% increase to the funding entities.

The personnel committee will try to meet in March to further discuss the Executive Director contract.

### **Bills & Claims**

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

### **Correspondence**

The annual letter of depository continuation from Commerce Bank was received. Jarvie entertained a motion to place the correspondence on file. A motion was made by Grossnickle and seconded by Pacheco. Motion carried unanimously by board members.

### **New Business**

#### **Entity Funding Percentages**

Jarvie stated requests have been made for the Board to recommend to the funding entities what a fair percentage breakout is and the reasoning behind it. Wamsley suggested figuring out what the constant costs of the Center are and breaking those out into thirds and then divvying up the remainder of the budget. Souare suggested looking at sales tax revenue as a guideline for funding splits. Halter stated the idea him and Hawkins had, rather than just sales tax, property tax, etc., was taking all actual revenues from each entity for the prior fiscal year and using those numbers to come up with the percentage splits for the next fiscal year. It was noted that this model would only be used to determine the percentages, not the actual dollar amounts being contributed. Visser stated on downside to using the revenues as a funding model would be the times when a one-time use revenue is received by either city or county



such as grant revenues that are not directly related to the Center but are for a specific purpose. Jarvie echoed that thought and also stated the special tax districts for the County should not be included in the revenue amount. Visser suggested the Board could put in a recommendation on the percentage splits for a set period of time including in that recommendation that the splits be revisited every 5 or 10 years based on economic changes to help aid the entities in budgeting. Pacheco suggested looking at what the minimum cost to each funding entity to run a dispatch center, if there wasn't a combined center, on their own would be and use those costs to help determine the split. Jarvie noted that there was an IXP study done before the combined center was formed and it did include how many personnel were at each individual dispatch center in the County. There were over 30 personnel and that counted just the dispatchers, not including any supervisory personnel. The Center is currently running with 20 dispatchers which is under what the study recommended. There has also been inflation over the years so the cost of running a dispatch center is higher than what it was 14 years ago when the study done. Pacheco added that many counties who want to do a combined dispatch center, look at this center as the example of how to successfully combine. Varley stated during his time as the board's accountant, it has been noticed that the capital vs operating budgets has been a point of many discussions. It was Varley's recommendation that the board treat the capital projects as a benefit cost relationship. For example if a radio site would benefit the Sheriff's Office more than the cities, the County could pay a higher percentage of the cost. Capital expenditures could be set up to go outside of the normal funding mechanism.

At the end of the discussion, Visser made a motion to recommend a 37.5% Rock Springs, 37.5% County, and 25% Green River funding split to be revisited every five years. Motion was seconded by Pacheco and carried unanimously by board members.

It was noted that the Rock Springs fiscal year 2023 budget request has to be submitted before the new recommended splits would be presented and will be done so at the original funding splits.

#### **Center Gas Card Payment Authorization**

Halter presented the following on behalf of Hawkins, "It has come to my attention there is an issue with the timing of the vehicle fuel bill. The bill closing date and the invoice fall at a time that does not coincide well with the vendor, Sinclair Fleet Services, receiving payments before the due date. Once the due date passes, the account is deactivated making the fuel cards useless until the payment processes. In consultation with Drew, the best solution seems to be to pay the vehicle fuel bill online by using an ACH. With that in mind, Drew suggested the Board take action to authorize processing of the vehicle fuel bill using ACH. The invoice and details will still be included with the regular monthly Board expense reports for Board review." Visser made a motion to allow the Sinclair Fleet Services invoices to be paid via ACH. Motion was seconded by Pacheco and carried unanimously by board members.

**Comments from the Chairman and Board**

Jarvie thanked dispatch, admin, and the board for the work that gets put into running the Center. Pacheco stated there will be a training module put out to local areas for WyoLink. Pacheco also thanked dispatch for everything they do.

**Old Business**

None noted.

**Next Meeting**

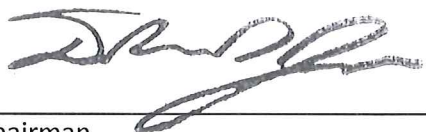
The next meeting of the board was scheduled for Monday, March 28, 2022 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Jarvie entertained a motion for adjournment. A motion was made by Grossnickle and carried unanimously by board members. Meeting was adjourned at 3:30p.m.

  
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Secretary

Date: 3.28.22

  
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Chairman

Date: 3/28/22