

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
Monday, March 28, 2022**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, March 28, 2022 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Bill Erspamer via teleconference; Tom Jarvie, Dwane Pacheco, Shaun Sturlaugson, Clark Allred, and John Grossnickle. Board members absent were: Mera Souare and Alex Visser. Also in attendance were: George Lemich, attorney, via teleconference; Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Cheryl Johnson; Becca Thornock; George Jost; and Dr. Joan Savage.

**Call to Order**

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

**Agenda for Regular Meeting**

Jarvie entertained a motion regarding the agenda. A motion was made by Pacheco to move Correspondence to be the second agenda item and approve the agenda with the change. Motion was seconded by Grossnickle and carried unanimously by board members.

**Correspondence**

Appointment letters were received for the 4 open board positions. Copies of the letters were sent to the Board prior to the meeting. Lemich stated under the statutory authority of the Wyoming legislature, when a board member is appointed by any of the representative agencies who have combined to form the Center and/or participating in the agreement, the statute that is part of the Joint Powers Act requires that the individual appointees be identified as qualified electors at the time of their appointment. It was discovered that one of the four appointees was not a qualified elector at the time their appointment was made. Lemich shared Wyoming Statute 16-1-106 which states "a joint powers board shall consist of not fewer than five members, all of whom shall be qualified electors of the counties in which the board operates." If one of the participating entities were to appoint an individual to the board who is not a qualified elector in the county, the joint powers board obligation would be to refuse to seat the individual. Otherwise the board would risk legal challenges for every action taken when a non-qualified individual, by statute, is a member. Jarvie stated given the information, it would be appropriate there be a motion that seats or otherwise regarding the four individuals who have recently

been appointed to the board. It was noted that the four appointees are Alex Visser, Shaun Sturlaugson, Mera Souare, and Joan Savage. Allred made a motion to accept the appointments of Visser, Sturlaugson, and Souare and to not accept the appointment of Savage due to her current standing as a non-qualified elector. Motion was seconded by Pacheco and carried unanimously by board members. Notice will be sent to Commissioner Lloyd and John DeLeon regarding the County appointment.

#### **Minutes from Regular Meeting**

Jarvie entertained a motion to approve the minutes from regular meeting February 28, 2022. A motion was made by Grossnickle and seconded by Sturlaugson. Motion carried unanimously by board members.

#### **Financial Report**

Varley stated as of March 28, 2022, 76% of the 911 funding has been received and 70.5% of administrative expenses, 74.7% of operation, and 75.2% of capital outlay funds have been spent. There was a service charge on the peer support account of \$7.00. This was an error on Commerce Bank's part and will be refunded which will show on the April financial report. Regarding the qualified sick leave amendment to payroll taxes, two letters were received from the IRS, one acknowledging the overpayment that will be refunded and another stating that a page was missing from the submitted form which Varley will provide to them. Jarvie entertained a motion to accept the financial report. A motion was made by Allred and seconded by Pacheco. Motion carried unanimously by board members.

#### **Comments from Floor**

Commissioner Lloyd asked that the board feel free to let him know if they need anything from him.

#### **Executive Director Report**

A copy of the Executive Director report was included in the meeting packet. Hawkins presented the report as follows: "March 12, 2022, we had a group participate in Community Days at the White Mountain Mall. The participating communicators related that this year's event was not well attended by the public. We offered information and explained benefits of Smart911 to the community. March 15, 2022, two (2) communicators attended WyPA (Wyoming Pipeline Operators Association) annual training for pipeline safety awareness at the events complex. March 15, 2022, I attended the Rock Springs Council meeting. I presented our annual report to the council members. I answered a few questions about some items mainly focused around 911 fees and auditing. March 16, 2022, two (2) communicators presented information to the sophomore RSFS Fire, Leadership, and Law Academy (FLLA) group. We joined the FLLA as a sponsoring agency a few years ago to support the program and offer job shadowing in the dispatch center. A presentation to the Junior RSFS group is forthcoming. I prepared and submitted the requested budget forms to the City of RS by the deadline of March 18,

2022. March 21, 2022, Cheryl and I attended the Governor's bill signing for SF0041. SF0041 is the legislation adding a Wyoming APCO/ NENA representative to the PSCC Board. Our Staff was very involved in drafting, providing guidance and information gathering services to make this legislation happen. We participated in regular workgroup meetings for about the past year to make this happen. This is a good thing as the State of Wyoming moves toward NG911 implementation. March 23, 2022, I presented a pre-hospital CPR save award to Communicator Tasha Urbatsch for her actions related to an emergency Medical call, occurring at a residence in Green River, on February 22, 2022. Pre-hospital save awards are earned when the communicator, determines the appropriate protocol (in this case the caller described their boyfriend was in cardiac arrest), directs and coaches CPR over the phone to a willing caller. All of these actions take place prior to the arrival of any other emergency personnel. Additionally, to receive the award, the victim must be revived and alive to and through their visit to the hospital or other emergency care facility. This week, we have one communicator at WLEA to attend the preparing for leadership training class. Preparing for leadership is a training that introduces current methodologies and communication skills for effective leadership. In response to a request from our communicators, I sent National Telecommunicators Week proclamations to the funding entities so they may be added to the agenda for their regular meeting on April 5, 2022. A reminder, telecommunicator week is April 10 through 16. Years of service awards will be presented to those employees that have served 5 years and 10 years. Years of service awards will be presented to the employees while they are working. As your time permits, please stop by and visit during regular shifts. Regular shifts are 0700 to 1900 and 1900 to 0700. Shift change is on Thursday's."

Pacheco commended Hawkins for attending the Rock Springs City Council meeting and allowing those communication lines to be open. Jarvie thanked Hawkins for the work that was done to help get the SF0041 bill passed.

#### **IT Director Report**

Halter stated the IT survey has been sent out and responses were requested by March 31, 2022. Responses are still needed from City of Green River, Castle Rock Ambulance, Sweetwater Medics, Superior, Farson Fire, and Wamsutter. Last week Halter attended the VLCM IT Expo in Sandy, Utah. There was a WyoLink outage on March 9, 2022. The Center itself and Mansface was not affected due to the redundant connectivity through T1. The Blairtown site did go down and the backup Center went down because the T1 wasn't working. The 911 system hardware refresh will take place starting the week of April 10, 2022.

#### **Committee Reports**

None noted.

### **Bills & Claims**

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

### **New Business**

Jarvie asked if the board wanted to have the discussion of creating a process for board appointments and things to check on when the letters are received. It was suggested to have the Center's administrative assistant check on whether or not appointees meet the requirements of serving on a joint powers board and communicating any issues with the appointing entity. Grossnickle stated he would meet with the Commission on having the regulations included on the County application for volunteer boards. It was determined that Hawkins and staff will work on a procedure to include making sure appointees meet the requirements and will present at April's board meeting.

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

Grossnickle thanked staff for everything they do. Pacheco echoed Grossnickle's sentiments.

### **Old Business**

None noted.

### **Executive Session**

Jarvie entertained a motion to move into Executive Session at 3:16p.m for personnel matters. A motion was made by Allred and seconded by Sturlaugson. Motion carried unanimously by board members. The regular meeting was placed back in session at 4:14p.m. and no action was taken.

### **Next Meeting**

The next meeting of the board was scheduled for Monday, April 18, 2022 at 5 Shoshone Avenue in Green River, WY.

### **Adjournment**

Jarvie entertained a motion for adjournment. A motion was made by Grossnickle and seconded by Allred. Motion carried unanimously by board members. Meeting was adjourned at 4:16p.m.

  
Secretary

Date: 4-18-22

  
Chairman

Date: 4/18/22