

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
April 18, 2022**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on April 18, 2022 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Alex Visser and Mera Souare via teleconference; Shaun Sturlaugson, Bill Erspamer, Dr. Joan Savage, Dwane Pacheco, Tom Jarvie, Clark Allred, and John Grossnickle. Board members absent were: none. Also in attendance were: George Lemich, attorney, via teleconference; Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Cheryl Johnson; Becca Thornock; and Commissioner Roy Lloyd.

**Call to Order**

Chairman Jarvie called the meeting to order at 2:31p.m.

**Agenda for Regular Meeting**

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

**Minutes from Regular Meeting**

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

**Board Appointment**

Jarvie stated that Dr. Savage is now a qualified elector and can be seated on the board. A motion was made by Allred to seat Dr. Savage as a member of the board. Motion was seconded by Pacheco and carried unanimously by board members.

**Financial Report**

Varley stated everything is tracking within the budget as expected. Jarvie entertained a motion to accept the financial report. A motion was made by Erspamer and seconded by Allred. Motion carried unanimously by board members.

### **Comments from Floor**

Commissioner Lloyd stated the Commissioners are starting to review budget requests.

Johnson thanked the Board for their part in recognizing dispatch during Telecommunicator Appreciation week.

### **Executive Director Report**

A copy of the Executive Director report was included in the meeting packet. Hawkins presented the report as follows: "One communicator attended Preparing for Leadership at the Wyoming Law Enforcement Academy (WLEA). Preparing for Leadership is a training designed to introduce first line supervisor management concepts to those employees seeking knowledge in that area. Myself, Halter, and Johnson held a meeting with Evanston Police Department and Uinta County Dispatch to discuss the details of implementation of the Spillman Mobile module. They were directed to contact us because we use the system in a similar way to the way they want to use it. A few board meetings ago, it was mentioned that FirstNet 911 was not sending all E911 information. That has since been fixed and Halter will provide more details. The 911 system upgrade has started and Halter will provide more details. Fire response area paging has been updated, at the request of Sweetwater County, to reflect the contracted response areas. Still waiting for the final documents to include in a written update to our current procedure. Myself and staff attended the County Commissioners meeting, City of Rock Springs, and City of Green River council meetings where proclamations for Telecommunicator week were made. I attended the Waste Isolation Pilot Plant (WIPP) tabletop exercise at the Sheriff's Office. Two communicators were in attendance and provided input as to the duties and responsibilities of dispatch during the incident. I was an observer at the exercise. One Communications Shift Supervisor attended Field Training Officer (FTO) program admin management training in Billings, Montana. The training uses the San Jose model FTO program which is the same training model we use. Staff and I worked on policies for presentation to the Board which were included in the meeting packet."

### **IT Director Report**

Halter stated when AT&T first built out their network in Sweetwater County, they claimed to have used the same model as Union Wireless to deliver 911 calls which were thought to be Phase 0 which means that 911s were being delivered to the Center as administrative calls without location. Once this was discovered, AT&T had to be notified via letter that the Center has the ability to accept Phase 2 calls. The Center's 911 hardware refresh started the week of April 11, 2022. There were a few complications so the refresh will be completed at a later date. On April 13, 2022, the UPS system batteries will be replaced. Halter applied to be a member of the Public Safety Communications Commission (PSCC), however another applicant was chosen.

### **Committee Reports**

None noted.

### **Bills & Claims**

Varley stated an ACH will be posted for \$414.96 for the gas card invoice. The ACH will be dated April 18, 2022 but will show up on next month's financial report. Jarvie entertained a motion to accept the bills and claims as presented. A motion was made by Allred and seconded by Grossnickle. Motion carried unanimously by board members.

### **Correspondence**

An email was received from the County regarding the re-appointment of Dr. Savage to the board. 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**

Hawkins stated the policies being presented were emailed to the board prior to this meeting. A language cleanup was needed for the Personal Time Off (PTO) policy. On May 21, 2018, the board had approved an additional 40 hours per year for employees who had attained 20 plus years of service. That change had not been previously added to the PTO policy. The "Board Seating and Orientation of Board Members" policy was created and it was requested that a section titled Governance be added to the employee handbook and this policy be added to said section. The "Board Capitalization" policy would also be added to the Governance section of the handbook. During FY21's financial audit, it was noted that the Board did not have a capitalization policy in place. The Tobacco Use policy was brought forward by a Shift Supervisor as a needed policy. Jarvie entertained a motion regarding the four policies presented. A motion was made by Visser to approve the policies as presented with the exception of the Capitalization policy where it was proposed to increase the cost to \$5,000. Motion was seconded by Allred and carried unanimously by board members.

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

Jarvie commended staff for the nice Dispatch Hall of Fame celebration and for putting together the proclamations.

Grossnickle wanted dispatch to know that they are appreciated all the time but it was nice to do something extra for them during the appreciation week.

### **Old Business**

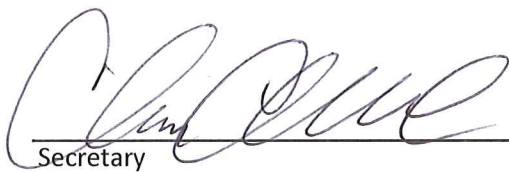
None noted.

**Next Meeting**

The next meeting of the board was scheduled for Monday, May 23, 2022 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Jarvie entertained a motion for adjournment. A motion was made by Allred and seconded by Visser. Motion carried unanimously by board members. Meeting was adjourned at 3:13p.m.

  
Secretary

Date: 5-23-22

  
Chairman

Date: 5/23/22