

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

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, July 18, 2022 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Allred, Mera Souare, and Bill Erspamer via teleconference; John Grossnickle, Shaun Sturlaugson, and Jim Wamsley. Board members absent were: Alex Visser, Tom Jarvie, and Joan Savage. Also in attendance were: George Lemich, attorney, via teleconference; Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Becca Thornock; and George Jost.

**Call to Order**

Vice-Chair Grossnickle called the meeting to order at 2:32p.m.

**Public Hearing to Approve FY2022-2023 Budget**

Grossnickle opened the public hearing to conclude the FY2022-2023 budget at 2:32p.m. Hearing no discussion, the hearing was closed at 2:33p.m.

**Agenda for Regular Meeting**

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

**Minutes from Regular Meeting**

Grossnickle entertained a motion to approve the minutes from regular meeting June 27, 2022. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members.

**Minutes from Special Meeting**

Grossnickle entertained a motion to approve the minutes from special meeting July 1, 2022. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

**Financial Report**

Varley stated the only update from June's board meeting was the interest posting and additional 911 remittance checks being deposited to finish out FY2022. Pending board approval, the FY2023 budget will be submitted to the State which is due by the end of July. The affidavit of publication will be submitted

by September 1, 2022. The F32 form which states the board will need a financial audit will be submitted by September 30, 2022. Grossnickle entertained a motion to accept the financial report. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

#### **Comments from Floor**

Green River City Councilman George Jost commended dispatch for the hard work done during recent events.

#### **Executive Director Report**

A copy of the Executive Director report was included in the meeting packet. Hawkins presented the report as follows "June 29, 2022, 2 LAW radio testing identified some additional technical issues. An issue with the WYOLink White Mountain site was reported and verified by WYOLink. Repair is in the works. Some additional radio programming with State and Federal agencies is also under way. Once the issues are repaired, testing will resume. July 6, 2022, PTO payouts were processed and electronically deposited in the eligible employee's accounts. July 8, 2022, Communications Supervisor Cheryl Johnson retired. July 11, 2022, we processed payroll with the holiday, FY22 pay rates, FY23 pay rates and retirement calculations being included. July 12, 2022, I had a regular conference call with Wyoming APCO board. July 14, 2002, all but one MDT bi-annual recertification test has been received from both RSPD and GRPD. Updates will be forwarded to the State control terminal. July 27, 2022, Becca and I will attend a local HR seminar hosted at WWCC in Rock Springs."

#### **IT Director Report**

Halter stated there is a WYDOT ARPA grant available which the Center will be applying for. The application will include portable radios and replacing current radio consolettes. New firewalls were received and will be installed. With regards to the WYOLink White Mountain site issue, it was discovered that the 14-mile site had a bad antenna that was causing intermittent traffic. The channels connected to that antenna were turned off until the antenna can be fixed or replaced. The Center's new radio channels were sent to Highway Patrol and BLM to be programmed into their radios. There is a new Spillman Analytics software. AT&T testing for 911 calls has been taking place to repair various issues.

#### **Committee Reports**

None.

#### **Bills & Claims**

Grossnickle entertained a motion to accept the bills and claims as presented. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

### Correspondence

None noted.

### New Business

#### **FY2022-2023 Budget Resolution 2022-02 Approval**

Hearing no comments from those in attendance, Grossnickle entertained a motion to approve Resolution 2022-02 regarding fiscal year 2022-2023 budget. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members. Wamsley noted that the Center's reserves are currently at \$175,000 which is significantly less than what it has been in the past. The reserve amount was always higher so that if something were to break, the board would not have to approach the funding entities in the middle of the budget year to get additional money for the replacement.

#### **Board Elections**

Grossnickle opened up nominations for the board positions. Wamsley nominated Jarvie to remain the Board Chair. Nomination was seconded by Allred. Wamsley then made a nomination to keep the current individuals in their respective positions. Nomination was seconded by Sturlaugson. Hearing no other comments, nominations were closed. Through affirmation from board members, the following individuals will continue in their respective positions: Tom Jarvie as Chairman, John Grossnickle as Vice-Chair, Mera Souare as Treasurer, and Clark Allred as Secretary.

#### **Motorola Radio Consoles Contract Renewal**

A copy of the contract was included in the meeting packet. The contract is to renew the maintenance on radio consoles at the primary and backup dispatch centers. There was a price increase with the total cost being distributed over 5 years. The payments are as follows: Year 1-\$81,795.08; Year 2-\$84,249.04; Year 3-\$86,776.53; Year 4-\$89,378.98; and Year 5-\$92,060.34. The contract is up for renewal every 5 years. A motion was made by Wamsley to renew the contract for Motorola radio consoles and allow the Board Vice-Chair to sign. Motion was seconded by Sturlaugson and carried unanimously by board members.

#### **Probation or Trial Period policy update**

A copy of the current Probation or Trial Period policy and the proposed changes were included in the meeting packet. The change is to address the accrual of PTO time versus when other benefits start for a new hire. The healthcare benefit starts upon date of hire while PTO accrues but is not available for use until the employee is off probation. The probation period has been extended to 9 months rather than the previous 6 months. Hawkins discussed the change with Lemich and it was determined that the best

course of action would be the proposed change. The change includes that an employee can earn PTO as they progress through the training program which is done quarterly. By the end of the 9 months, an employee will have earned the entire amount for the fiscal year. This policy update would be for those hired after July 1, 2022. Wamsley suggested clarifying what will happen to an employee's PTO at time of termination within the actual policy. Hawkins will add a line to the policy stating upon termination, an employee's PTO will be paid out. Wamsley made a motion to approve the Probation or Trial Period language changes with the addition of a line that specifies how accrued PTO time will be paid out upon termination of a probationary employee. Motion was seconded by Sturlaugson and carried unanimously by board members.

**Comments from the Chairman and Board**

Wamsley thanked dispatch for the wonderful job they do and acknowledged that dispatch plays an important and critical role in public safety.

**Old Business**

None noted.

**Next Meeting**

The next meeting of the board was scheduled for Monday, August 29, 2022 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Grossnickle entertained a motion for adjournment. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members. Meeting was adjourned at 2:55p.m.

  
Secretary

Date: 8/29/2022

  
Vice-Chairman

Date: 08/29/2022