

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, September 26, 2022**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, September 26, 2022 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Allred and Alex Visser via teleconference; Tom Jarvie, Jim Wamsley, Shaun Sturlaugson, and Cindy Johnson. Board members absent were: Bill Erspamer, Mera Souare, and John Grossnickle. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; and Becca Thornock.

Call to Order

Chairman Tom 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 Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

Introduction of New Board Member

Cindy Johnson was recently called as a County appointee to the Board. Jarvie entertained a motion to accept the appointment of Johnson. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

Minutes from Regular Meeting

Jarvie entertained a motion to approve the minutes from regular meeting August 29, 2022. A motion was made by Wamsley and seconded by Visser. Motion carried unanimously by board members.

Minutes from Emergency Meeting

Jarvie entertained a motion to approve the minutes from emergency meeting September 15, 2022. A motion was made by Visser and seconded by Wamsley. Motion carried unanimously by board members.

Financial Report

Varley stated first and second quarter invoices have been sent to the funding entities. The F32 census reporting was submitted and a copy will be sent to board members. The annual report will be submitted to Wyoming Department of Audit stating who the audit firm will be. Jarvie entertained a motion to approve the August financial report. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

A copy of the Executive Director report was included in the meeting packet. Hawkins presented the report as follows: "On September 1, 2022, David and I met with two WYDOT reps and a Motorola rep in Ogden, Utah, to explore the NG911 system deployed there. The main purpose of the discussion as to learn more about location-based routing as it works within the NG911. Several areas of the NG911 system were discussed with the Ogden center director and the Motorola rep so the information may be shared with the Wyoming NG911 working groups. On September 7, 2022, David, Becca, Shift Supervisor Ali Johnson, and I attended the Multi-Agency Shift Supervisor meeting and the Fire Chiefs meeting. We provided the group an update on the LE1 & LE2 channels and the personnel changes within Dispatch. On September 15, 2022, David covered the NG911 workgroup call while I attended the emergency board meeting. On September 19, 2022, myself, David, and Becca, pursuant to the policy enacted by the Board, completed new board member orientation to our newest Board appointee, Cindy Johnson. Commissioner Mary Thoman also attended the orientation session. Both were provided information on how the combined center came to be and were given a tour of the Center. On September 20, 2022, the Personnel Committee and I met. A report of that meeting is included in the meeting packet and will be discussed during Committee Reports. On September 21, 2022, I met with a local Game Warden from the Wyoming Game & Fish. He wanted to discuss some ideas to better exchange information about wildlife calls in around our area. Later that day I attended the Viva Naughton Dam, Naughton & Jim Bridger Plants EAP Tabletop Exercise online. This exercise is designed for the Emergency Action Plan (EAP) Planholders, public safety partners, and local agencies that would be affected by; or would respond to an emergency at the Viva Naughton Dam or the Jim Bridger Thermal Plant. On September 22, 2022, I attended the Big Sandy EAP Orientation & Tabletop Exercise online. Later that day myself and David attended CAT training, demonstrating the setup and use of the communications devices used on the AT&T FirstNet push to talk network. We advertised for the open dispatcher position for two weeks and have received 9 applications. Those applicants will move forward to the CritiCall testing and application review portion of the testing process. The top five applicants invited to continue in the testing process,

moving on the oral interview. Shift Supervisor Andrew Lessard recently returned from Supervisor Leadership training. Dispatcher Robyn Thompson is currently at Wyoming Law Enforcement Academy for FTO Development. Dispatcher Katie Olmsted will be attending RAVE Summit online September 27-29, 2022." Three dispatchers will also be attending the Sweetwater County Community Cares event on October 6, 2022.

IT Director Report

Halter stated testing is being done with Siyatas which are essentially cell phones without a screen and are used for push-to-talk only. The Center also has a license for the web dispatch console which operates similarly to the current radio consoles. Halter is in the process of getting a web application firewall which will provide another layer between the public internet and the dispatch network. Halter stated the push-to-talk solution is more for convenience rather than critical communications. Custodial staff, IT staff, and Road & Bridge would be more likely to utilize this solution to communicate. It would not be a replacement for day-to-day radio communications amongst first responders and dispatch.

Committee Reports

The Personnel Committee met on September 20, 2022 to review an employee exit interview that was conducted with former dispatcher Abby Tebedo upon her resignation and to discuss having the Center become a member of the Employers Council for HR related duties. The Employers Council membership would be \$3,300 annually. A copy of the report was included in the meeting packet.

Bills & Claims

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

Correspondence

Hawkins stated a copy of the 2023 EMR Rate Notice from Wyoming Department of Workforce Services was included in the meeting packet. The EMR Rate for 2023 is 0.0296 less than 2022. A letter was also received from the County Commission regarding Johnson's board appointment. Jarvie entertained a motion to place the correspondence on file. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

New Business

Wamsley made a motion to open nominations to appoint a temporary treasurer for the purpose of signing the Local Government Annual Report Summary to be submitted to Wyoming Department of Audit. Motion was seconded by Sturlaugson. Visser nominated Wamsley as the temporary treasurer.

Nomination was seconded by Johnson. Nominations were closed and through affirmation of the board, Wamsley was named pro-temp treasurer with him abstaining from the vote. Jarvie entertained a motion to authorize the signing of the annual report summary. A motion was made by Visser and seconded by Johnson. Motion carried unanimously by board members.

Comments from the Chairman and Board

Wamsley provided a personal synopsis of Board history regarding concerns in relation to budget language since the formation of the Joint Powers Board.

Jarvie stated it is the board's responsibility to form the budget pursuant to the Joint Powers Board agreement. Future discussions relating to budget language could also be beneficial in clearing up any questions or concerns. It was also noted that each funding entity has three appointees on the board who have a say and vote on the budget.

Old Business

None noted.

Next Meeting

The next meeting of the board was scheduled for Monday, October 24, 2022 at 5 Shoshone Avenue in Green River, WY.


Adjournment

Jarvie entertained a motion for adjournment. A motion was made by Visser and seconded by Allred. Motion carried unanimously by board members. Meeting was adjourned at 3:45p.m.



Secretary

Date: 10-24-22



Chairman- Vice-Chair

Date: 10/24/2022