

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

Monday, November 21, 2022

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, November 21, 2022 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Alex Visser, Shaun Sturlaugson, Mera Souare, and Clark Allred via teleconference; Tom Jarvie, John Grossnickle, Bill Erspamer, and Jim Wamsley. Board members absent were: Cindy Johnson. 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

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

Agenda for Regular Meeting

Jarvie entertained a motion to approve the agenda as presented. A motion was made by Wamsley 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 October 24, 2022. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Financial Report

Varley stated a few accounts are being monitored for variances. The audit is progressing and a final report should be ready within the next month. Jarvie entertained a motion to approve the October financial report. A motion was made by Wamsley and seconded by Grossnickle. 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 October 25, 2022, we conducted 4 interviews for the one open dispatcher position. Those 4 individuals are currently going through the background process. On October 26, 2022, David and I met with Cheryl Rixey with Castle Rock Ambulance to discuss the upcoming changes to ambulance services. November 20, 2022, at about 0000 hours, was the first day of having only one ambulance service. 2 ambulances will be stationed in Green River and 2 will be stationed in Rock Springs. On October 27, 2022, David, Becca, and I had a follow-up demo with eFileCabinet for document management. We are looking at picking this conversation back up in February 2023 when we start working on FY24 budget. On October 28, 2022, we participated in the trunk or treat event hosted by the CDC in Green River. Four of our staff (Kim Bach, Tasha Urbatsch, Val Gelinias, and Carrie Williams) were involved in the event. They handed out Halloween treats to the attendees and won the People's Choice award. On November 1, 2022, David and I attended a Crystal Reports training course along with some Rock Springs Police members. The instruction was geared toward using Crystal Reports to create custom reports from our Spillman data. That same day Becca and I had a teleconference with Kaylee Bass with McGee, Hearne, and Paiz to provide her with some additional information for the FY22 audit. On November 2 and 3, 2022, we participated in a job fair hosted by School District 1 for Junior High School students. Two of our staff (Tasha Urbatsch and Katie Olmsted) were involved in the event. We set up a booth and talked about the job we do and provided information to all that attended. Also on November 3, 2022, we had a DRC meeting to discuss additional updates to Priority Dispatch Protocols. COVID-19 questions are no longer being asked on all protocols for fire, law, and EMS. Currently there is a bug in the system that will not allow the EIDS tool to be shut off. This should be fixed in the next update. Later that day I met with Motorola to discuss TipManager2. TipManager2 is the upgrade to our current TipManager product. It contains many user interface updates and appears it may be more straight forward to use. I will develop a process to migrate to TipManager2 in the up-coming months. Rock Springs Police Department had a server maintenance on November 5, 2022. We had a Multi-Agency Shift Supervisor meeting on November 9, 2022 where we updated the group on the ambulance service changes, updates to TAC related procedures, and the Priority Dispatch protocol updates. On November 9, 2022, we participated in a job fair hosted by School District 1 for High School students. Two of our staff (Jenifer Buller and Abbey Meeks) were involved in the event. We set up a booth and talked about the job we do and provided information to all that attended. Dispatchers Chantell Bolton and Mersadee Odom attended Dispatcher Basic training at the Wyoming Law Enforcement Academy. They both graduated and are now certified by Wyoming POST as Basic Dispatchers. Myself and dispatchers Val Gelinias, Jen Buller, Anji Hook, and Erin McGee recently returned from the Wyoming APCO Conference in Casper."

IT Director Report

Halter stated WyoLink is still going through their ARPA grant process. All pagers for Castle Rock Ambulance have been programmed to listen to 3 paging sites: Wilkins Peak, the hospital, and GRFR on Mansface. Zones have also been updated in Spillman. New workstations have been ordered for the Center along with a new server. Halter is currently testing a couple Motorola APXNext pagers.

Committee Reports

None noted.

Bills & Claims

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

Correspondence

A notice was received from WSBA stating a rebate of \$622.15 will be deposited via ACH. An information invoice was received from WyoLink. An invitation from Commerce Bank to their annual holiday open house was also received. Jarvie entertained a motion to accept the correspondence as presented. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

New Business

Electronic Payment (ACH) Processing Policy

This policy was created based on previous Board discussion to set up a process in which the Executive Director could authorize ACH payments of invoices. A copy of the policy was included in the meeting packet and had been reviewed by Lemich. Wamsley made a motion to approve the policy as presented. Motion was seconded by Grossnickle and carried unanimously by board members.

Use of Company Vehicle Policy

This policy was created based upon the Board's direction to apply for Wyoming Workers' Compensation discounts. The Safety Discount requires a policy or procedure be in place regarding safe driving and seat belt use requirements. The policy had to contain specific language and this policy was created based on that language. Lemich also reviewed the policy and a copy was included in the meeting packet. Wamsley made a motion to approve the policy as presented. Motion was seconded by Grossnickle and carried unanimously by board members.

Holiday Bonus

Hawkins stated in years past, the Board has authorized a holiday bonus to be paid to the Center employees. This has ranged from \$50 per person to \$150 per person. Wamsley stated he would be in favor of giving \$150 per person. Visser was also in favor of the \$150. Grossnickle stated he would be in favor of offering a larger bonus, such as \$250 per person, due to the rise in prices. Varley stated that if each Center employee received \$250, the total cost to the Center would be approximately \$6,000 due to taxes. Erspamer made a motion to give a \$250, after taxes, bonus to all Center employees. Motion was seconded by Wamsley and carried unanimously by board members. This will be paid through the normal payroll cycle via direct deposit.

Comments from the Chairman and Board

Jarvie thanked the dispatchers for the hard work and community involvement they have given. Wamsley thanked the dispatchers for their help during recent structure fires and for always watching the backs of the responders. Grossnickle thanked those who will be working the holidays.

Old Business

None noted.

Next Meeting

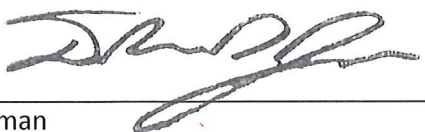
The next meeting of the board was scheduled for Monday, December 19, 2022 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Jarvie 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 3:14p.m.


Secretary, Vice-Chair

Date: 12/19/22


Chairman

Date: 12/19/22