

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, August 28, 2023**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, August 28, 2023 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Alex Visser, Mera Souare, and Shaun Sturlaugson via teleconference; Cindy Johnson, John Grossnickle, Bill Erspamer, Jim Wamsley, Bradley Halter, and Clark Allred. No board members were absent. Also in attendance were: George Lemich, attorney, via teleconference; Rick Hawkins, executive director; Drew Varley, accountant; Commissioner Island Richards; Becca Thornock; and Val Gelinias.

Call to Order

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

Agenda for Regular Meeting

Grossnickle 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

Grossnickle entertained a motion to approve the minutes from regular meeting July 17, 2023. A motion was made by Wamsley and seconded by Johnson. Motion carried unanimously by board members.

Financial Report

Grossnickle entertained a motion to approve the July financial report. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members.

Comments from Floor

Commissioner Richards thanked the Board for participating in the WY Dept. of Audit training. Dispatcher Val Gelinias presented the certification and plaque the dispatch center received for completing all of the requirements to become a certified agency with the National Center for Missing and Exploited Children.

Executive Director Report

A copy of the Executive Director report was included in the meeting packet. Hawkins presented the report as follows: "On July 19-20, 2023, David attended the Statewide Interoperable Communications Plan meeting and the NG911 Stakeholders meeting in Casper. On July 24, 2023, TAC Jen Buller and myself met with the County Jail to discuss warrant workflow and service in the Jail. All issues were addressed and an internal procedure at the jail was implemented to facilitate a better Spillman workflow for Jail employees. On July 25, 2023, David and myself participated in a phone call to discuss options for Penetration Testing of the Center's IP network using Motorola. Discussions are continuing. Dispatchers Val Gelinas and Anji Hook attended the APCO International Conference August 5-10, 2023 in Nashville, Tennessee. At the conference, Val accepted the certificate of recognition for our Center meeting the policy and training requirements established by the National Center for Missing and Exploited Children (NCMEC) and its partners in the Missing Kids Readiness Program (MKRP). The MKRP program prescribes best practice guidelines for the reporting and response to missing children calls for service. We were one of 11 total agencies, nationwide, being recognized as new MKRP member agencies. We are one of two dispatch centers in the State of Wyoming meeting NCMEC certification requirements. Val spent a lot of time making sure everyone completed their trainings and we thank her for her efforts. On August 8-9, 2023, Becca virtually attended the Fundamentals of Human Resource Management training put on by the Employers Council. This training provided an integrated and practical approach linking HR to the employment life cycle and compliance areas. Participants received fundamental tools and resources to manage HR functions. On August 9, 2023, I attended the PSCC Business meeting. Information about the NG911 work group activities was presented to the PSCC. Dispatchers Robyn Thompson and Katie Olmsted represented the Center at National Night Out on August 12, 2023 at Expedition Island in Green River. We had received 10 applications for our one open dispatcher position. 9 of those applicants responded to participate in the CitiCall testing. This was completed August 14-16, 2023. The Shift Supervisors and Training Coordinator, Carrie Williams, are in the process of reviewing the applications and CitiCall scores and interviews will be set up following that review. On August 17, 2023, I attended the NG911 Technology Workgroup discussion. Work continues toward creating a concept of operations plan for Wyoming NG911. On August 23, 2023, I attended the WY Department of Audit public officer training in Cheyenne. Many of you were able to attend either in person or virtually as well. Thank you to everyone for meeting this requirement. Just a reminder that Becca will need a copy of everyone's certificates to keep on file on behalf of the Board. We received 3 letters of interest from current dispatchers for our one open Shift Supervisor position. The 3 applicants participated in WASCOP's assessment center on August 24, 2023. Thank you to the Sheriff's Office for allowing us to use their facility to host our 3 and Carbon County. We will also be completing interviews of those 3 applicants in September. Also on August 24, 2023, we had our Shift Supervisor meeting to provide and update on the hiring process for a dispatcher and a Shift Supervisor. We also discussed any

operational updates and answered any questions. We have started communication with the auditors from McGee, Hearne, and Paiz for fiscal year 2022-2023. Michael Curtis is the engagement manager and Gavin Spaur is the engagement in-charge. Gavin is who we will be communicating with the most. The fieldwork is currently scheduled for the last two weeks of September 2023. Audit communications are documented in the finance committee folder if the committee members would like to see any of the information that is requested and provided as the process moves forward.”

IT Director Report

Nothing reported.

Committee Reports

None noted.

Bills & Claims

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

Correspondence

None noted.

New Business

None noted.

Comments from the Chairman and Board

Wamsley thanked the dispatchers for everything they do as evidenced by the awards received. Visser stated he was approached by WY CLASS regarding having money put into the Board account.

Old Business

None noted.

Next Meeting

The next meeting of the board was scheduled for September 25, 2023 at 5 Shoshone Avenue in Green River, WY.


Adjournment

Grossnickle entertained a motion for adjournment. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members. Meeting was adjourned at 2:54p.m.



Secretary

Date: 9.25.23



Vice-Chair

Date: 9/25/23