

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, October 30, 2023**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, October 30, 2023 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Allred, Brad Halter and Mera Souare via teleconference; Bill Erspamer, Alex Visser, Jim Wamsley, Shaun Sturlaugson, and Cindy Johnson. Board members absent were: John Grossnickle. 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 Bill Erspamer called the meeting to order at 2:30p.m.

Agenda for Regular Meeting

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

Minutes from Regular Meeting

Erspamer entertained a motion to approve the minutes from regular meeting September 25, 2023. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

Financial Report

Varley stated 911 funds are less than anticipated but there's typically a larger deposit at the end of the quarter. 28.9% of the admin budget and 36.7% of the operations budget has been expended to date. Erspamer entertained a motion to approve the September financial report. A motion was made by Wamsley and seconded by Visser. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

A copy of the director's report was included in the meeting packet and went as follows: "Milestones: October 24, 2023, Communicator Kenzee Mullin received her 5-year PTO increase. Communicator Erin McGee will be having a 3-year work anniversary November 2, 2023. Communicator Lundyn Palmer will be having her 3-year work anniversary November 5, 2023. On October 4, 2023, the Wyoming Public Safety Communications Commission (PSCC) sent out a notification about the GIS data model the Commission adopted at their September meeting. The data model contains some best practice standards for GIS service providers within the State of Wyoming. All local government GIS providers should have received this notification. The data model was prepared by the NG911 GIS working group and is a good step forward toward preparing for the NG911 transition. On October 5, 2023, David and I attended an online meeting with Matthew King from Motorola Solutions. That same day, I met with Bailie Dockter to discuss the changes with Castle Rock Ambulance. A new ambulance director was hired and starts working on November 2, 2023. On October 7, 2023, we had a booth at Green River's street fair. Communicators Robyn Thompson and Katie Olmsted set up a booth and provided Public Safety Dispatch and Smart911 information to the attendees. On October 19, 2023, I participated in the NG9-1-1 Technology Workgroup phone call. The concept of operations plan was discussed and is being prepared for review by other stakeholders in the Technology group. On October 20, 2023, I met with WyoLINK managers to discuss the status of the WyoLINK system updates and a brief outline of some additional features that will be available for use in the near future. Also, on October 20, 2023, Katie Olmsted was promoted to Shift Supervisor, filling the one open Shift Supervisor spot. The promotional process included, those who met the Shift Supervisor requirements submitting a letter of interest; participating in WASCOP's assessment center; an oral interview with the interview board consisting of two current Shift Supervisors, Becca, a Sergeant from the Sheriff's Office, and the Dispatch Manager from Teton County; providing an essay response; personnel file review; and an internal interview with myself. On October 21, 2023, Shift Supervisors Katie Olmsted, Ali Murphy, and Jen Buller participated in the Child Development Center's trunk-or-treat event. The SCCC display was recognized by the event organizer as the first-place display at the event. Congratulations to all of those involved. On October 22, 2023, I received an email, from RSPD Officer Boglino, commending the actions of Communicator Val Gelinas for directing a bystander to perform CPR related to a reported victim at Walmart having a cardiac emergency. The victim regained a heartbeat before arrival at the hospital and was subsequently transported by air to a facility in Utah for further treatment. Congratulations to Val and the entire working crew for their performance during the emergency situation. On October 25, 2023, David and I virtually attended the PSCC meeting. Some items discussed included a response by Lumen to an incident last month, in Lincoln County, where 911 service was disrupted for several hours. The PSCC Board asked Lumen to look into several other 911 outages and bring back information to the Board about those instances as well, to include Lumen's plan to comply with FCC and local jurisdiction

911 outage reporting requirements that appear to have not been met during the last several outages. There was not timeline given as to when Lumen would provide a response to the PSCC. On October 26, 2023, Becca completed a Workplace Respect training conducted by Employer's Council. This training provided an opportunity to investigate some root causes of disrespect and better understand personal boundaries, gain awareness and communication tools to create clarity and agreement about own definition and co-workers' definitions of respect, and how to interact with coworkers in a respectful manner and to successfully ask for mutual respect from them. That same day we had a Shift Supervisor meeting where we discussed any operational updates, concerns, or questions the group had. Communicator Cassie Whittaker is currently attending Communications Basic training up at the academy. The Communications Basic is a full two week in-person event now. For the past two years, Communications Basic has been a blended training including one week of virtual training followed by the second week of in-person training. We are still working through the audit for fiscal year 2023. In recent communication with our audit contact, it appears that they may have something for the Board at the December meeting. It is my recommendation the Board pick the date for the November and December meetings now so that information can be communicated to the auditor."

IT Director Report

Halter stated the Dell storage arrays will be installed the end of November 2023. The consolettes from the WYDOT grant have arrived and Halter is working on getting a quote from Day Wireless for installation. On October 21, 2023, there was a WyoLink outage and it is still being investigated as to what all occurred to cause the outage.

Committee Reports

The Strategic Planning committee has met a couple times and a report will be presented at a later date.

Bills & Claims

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

Correspondence

Notice was received from BMO regarding the Center's Mastercard credit cards stating that all cardholders now have Mastercard ID Theft protection. There is no charge for this service as it is included in the current program. Wamsley made a motion to place the correspondence on file. Motion was seconded by Sturlaugson and carried unanimously by board members.

New Business

Halter stated the Center currently does not participate in penetration testing. The two quotes included in the meeting packet are for external penetration testing meaning the company would try to access the network from the outside. Halter will be notified of the findings and if anything needs fixed, the company would retest after those fixes are made. One proposal is from NetSPI which is a 3-year contract at \$14,000 a year for those 3 years. If the Board chooses to enter into an annual contract, the cost would be \$15,750. The other proposal is from IOActive and would be \$14,575 for one year. It was Halter and Lemich's recommendation to utilize IOActive for penetration testing. Both costs are for one penetration test in a year, it would be an additional charge to do a second test within that same year. Wamsley made a motion to enter into a contract with IOActive and allow the Executive Director to sign. Motion was seconded by Visser and carried unanimously by board members.

Comments from the Chairman and Board

Wamsley thanked dispatch for the work that they do. Erspamer echoed that sentiment.

Old Business

None noted.

Next Meeting

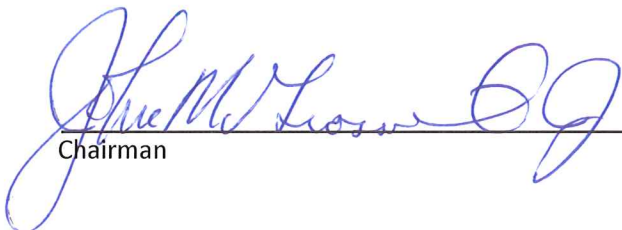
The next meeting of the board was scheduled for Monday, November 27, 2023 at 5 Shoshone Avenue in Green River, WY. The December board meeting was also scheduled for Monday, December 18, 2023 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Erspamer entertained a motion for adjournment. A motion was made by Wamsley and seconded by Johnson. Motion carried unanimously by board members. Meeting was adjourned at 2:50p.m.


Secretary

Date: 11-27-23


Chairman

Date: 11/27/2023