

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, November 27, 2023**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, November 27, 2023 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Cindy Johnson, Shaun Sturlaugson, Alex Visser, and Mera Souare via teleconference; Clark Allred, Bill Erspamer, John Grossnickle, Jim Wamsley, and Bradley Halter. Also in attendance were: George Lemich, attorney, via teleconference; Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Becca Thornock; and Commissioner Island Richards.

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 Erspamer. Motion carried unanimously by board members.

Minutes from Regular Meeting

Grossnickle entertained a motion to approve the minutes from regular meeting October 30, 2023. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members.

Financial Report

Varley stated the budget versus actual is approximately 43% through the fiscal year. 911 revenues are ahead of the anticipated schedule at 48.4%. Wamsley made a motion to approve the October financial report. Motion was seconded by Allred and 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: Communicator Erin McGee had her 3-year work anniversary November 2, 2023. Communicator Lundyn Palmer had her 3-year work anniversary November 5, 2023. Communicator Ali Murphy had her 11-year

work anniversary November 12, 2023 and her 2-year Shift Supervisor anniversary November 19, 2023. Communicator Chantell Bolton had her 2-year work anniversary November 15, 2023. Communicator Abbey Meeks had her 3-year work anniversary November 19, 2023. Communicator Jen Buller had her 11-year work anniversary November 26, 2023. Communicator Mersadee Odom will be having her 2-year work anniversary November 29, 2023. Communicator Val Gelinias will be having her 25-year work anniversary November 30, 2023. On November 1, 2023, myself and Communicators Katie Olmsted and Anji Hook met with Jen Ross from RAVE Mobile Safety for an introduction to CSM. Communicator Cassie Whittaker attended basic training at the Wyoming Law Enforcement Academy November 6-10, 2023. This was a two week in-person training. I met with Bailie Dockter on November 7, 2023. We met with the new Castle Rock Ambulance director Kim White. Procedures were assessed and it was decided to continue as is for now. On November 8, 2023, myself and David attended the LEPC meeting. Communicators Robyn Thompson and Anji Hook participated in the Jim Bridger Power Plant Emergency Action Plan meeting on November 8, 2023. This is an annual meeting held out at the Power Plant where they discuss what the response would be in the event of dam failures. November 12-16, 2023, myself and Communicators Anji Hook, Val Gelinias, and Jen Buller attended the Wyoming APCO Conference. This is their annual conference. Dispatcher Anji Hook was voted in as serving vice president of the Wyoming chapter. Jen continues her service on the awards committee for the Wyoming chapter. On November 15, 2023, Becca participated in our SAA group call. They discussed what data needs to be cleaned up within Spillman. A local SAA training has been scheduled for January 2024. On November 16, 2023, the DRC group met to discuss response requests from the local agencies and how that would work with Priority Dispatch. Each representative will reach out to their agencies and we'll be having a follow-up meeting in December. We will be having a Multi-Agency Shift Supervisor meeting on November 29, 2023 to discuss any updates, questions, or concerns from the local agencies."

IT Director Report

Halter stated the storage array installations will begin on November 28, 2023 at the Health and Human Services building. The installation at the Center will be on November 29, 2023. The email server software will be updated soon. A Spillman server migration was requested of Motorola and will take place March or April 2024.

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 Visser. Motion carried unanimously by board members.

Correspondence

An invitation from Commerce Bank to their annual holiday open house was received. A notice was received from WSBA stating a rebate of \$620.38 will be deposited via ACH. A motion was made by Wamsley to accept the correspondence as presented. Motion was seconded by Allred and carried unanimously by board members.

New Business

Accountant authorization for WY CLASS

Hawkins stated when attempting to transfer money from Commerce Bank into WY CLASS as authorized during the September 2023 meeting, it was discovered that Varley does not have the authorization to do that on the board's behalf as he is not listed as an authorized signer. Varley stated there are multiple options the board could choose to do. One would be to authorize Varley to generate ACH transactions on behalf of the board whether that be depositing or withdrawing money from the account. Another option would be to have one or two members of the board being authorized to initiate and approve the ACH transactions with Varley having the ability to only view those actions. Wamsley made a motion to go with the second option as described by Varley and add up to a total of three people who are authorized in the WYCLASS system to allow transactions to include two of which will have to approve said transactions. Motion was seconded by Allred. Wamsley stated he was in favor of option two because everything is contained within the organization which would make for a cleaner audit process. After further discussion, the motion on the table was carried unanimously by board members. A motion was then made by Erspamer to add and authorize Varley to have initiation abilities with having Grossnickle and Souare as approvers and allow the Chairman to sign the required WYCLASS form to change Varley's current ability. Motion was seconded by Wamsley 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 \$250 per person, with last year's bonus being net amount \$250. Wamsley made a motion to provide all current Center employees with a net amount \$250 holiday bonus. Motion was seconded by Visser and carried unanimously by board members.

Comments from the Chairman and Board

Wamsley thanked dispatch and admin for everything they do to keep the Center running smoothly.

Old Business

None noted.

Next Meeting

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

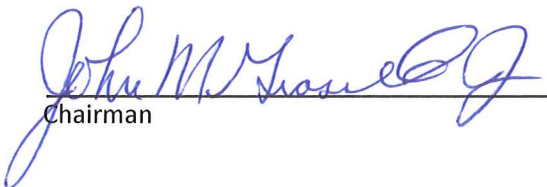
Adjournment

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 2:56p.m.



Board Member

Date: 12/18/2023



Chairman

Date: 12/18/2023