

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
Monday, January 29, 2024**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, January 29, 2024 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Bill Erspamer, Mera Souare, Alex Visser, and Clark Allred via teleconference; Jim Wamsley, Shaun Sturlaugson, Brad Halter, John Grossnickle, and Cindy Johnson. Also in attendance were: Rick Hawkins, executive director, and Drew Varley, accountant.

**Call to Order**

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

**Agenda for Regular Meeting**

The agenda was distributed to those in attendance. A motion was made by Wamsley to accept the agenda as presented. Motion was seconded by Visser and carried unanimously by board members.

**Public Hearing-Resolution 2024-01 E911 Surcharge**

Grossnickle opened the public hearing for Resolution 2024-01 E911 Surcharge at 2:31p.m. Hearing no comments, the public hearing was closed at 2:32p.m.

**Minutes from Regular Meeting**

Grossnickle entertained a motion to approve the minutes from regular meeting December 18, 2023. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

**Financial Report**

Varley stated the third quarter invoices and checks have been received from the three funding entities. Additional funds could now be transferred to the WY CLASS account should the board choose, to earn a better interest. Wamsley made a motion to approve the December financial report and add an item under New Business to discuss transferring funds to the WY CLASS account. Motion was seconded by Johnson 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 Carrie Williams had her 23-year work anniversary on January 5, 2024. Shift Supervisor Jen Buller had her 5-year promotion anniversary on January 7, 2024. Communicator Robyn Thompson had her 4-year work anniversary on January 13, 2024. Communicator Tasha Urbatsch had her 20-year work anniversary on January 20, 2024. Communicator Elena Hamilton had her 25-year work anniversary on January 28, 2024. On December 28, 2023, we held our Shift Supervisor meeting where we discussed upcoming trainings and processed the request for a SWAT call-out procedure. Myself, David, and Communicator Kolten Wall attended the SAA training January 9-11, 2024. SAA training is one of the advanced trainings in Spillman setup and management of the system and was hosted by the GRPD. A certification test was administered at the completion of the training and all of those attending passed the test and received the Spillman SAA certification. On January 11, 2024, our new hire Tina Harsha started. She will be completing our 4-phase training program and attending Basic Dispatch training at the Academy when it comes to that portion of the training process. On January 14, 2024, Shift Supervisor Ali Murphy and Communicators Robyn Thompson and Anji Hook participated in the Community Resource Fair at White Mountain Mall. Information about the Center and Smart911 was shared with the community members in attendance. Thank you to all of the staff that assisted with the event. On January 17, 2024, we held the Multi-Agency Shift Supervisor meeting. We discussed any updates from the other agencies. On January 25, 2024, Becca conducted our annual Substance Abuse training for the Shift Supervisors. The Supervisors were then given similar content to present to their individual crews. This is done annually to maintain our Drug & Alcohol Program discount through Wyoming Workers' Comp. On February 1, 2024, Tasha Urbatsch will be attending the Rock Springs High School Academy of Public Service Advisory meeting. We will continue participating in the job shadowing program at the Rock Springs High School. During February, I will be reaching out to the finance committee as part of preparing the FY25 budget. I anticipate receiving the request to provide that information to the City of Rock Springs in March. There had been some discussion surrounding the upcoming WYOLink system updates and the possibility that those updates would require replacement of our current logger system. We have spoken to our current logging vendor and were informed the WYOLink upgrade would not require our system to be replaced nor would there be any additional charge to make updates to our current system so it functions with the upgraded WYOLink system." Hawkins stated there will be an organizational meeting of the Industrial Siting Committee on Wednesday, January 31, 2024 referencing "Project West".

### **IT Director Report**

Hawkins stated the Annual Report is nearly completed for 2023 that will be sent out to the funding agencies. Hawkins will then attend the City Council and County Commissioners meetings to receive any questions based on that report. The Mansface pager had a piece of broken equipment which has now been replaced.

### **Committee Reports**

The Strategic Planning Committee met on September 15, 2023 and again on October 5, 2023. The notes from both meetings were included in the meeting packet. Wamsley asked that the board review those notes and offer up any questions or opinions. Wamsley made a motion to accept the minutes from the Strategic Planning Committee and have them amended into the minutes of the January 29, 2024 board meeting. Motion was seconded by Sturlaugson and carried unanimously by board members.

### **Bills & Claims**

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

### **Correspondence**

Hawkins stated a letter was included in the meeting packet from IOActive. IOActive is who the board has engaged to assess the security threats and risks associated with its external network infrastructure. The letter included the report from IOActive regarding the penetration testing they conducted from December 18-26, 2023. Wamsley made a motion to accept the correspondence and place on file. Motion was seconded by Sturlaugson and carried unanimously by board members.

### **New Business**

#### **Resolution 2024-01 E911 Surcharge approval**

Grossnickle entertained a motion to approve Resolution 2024-01 E911 Surcharge as presented. A motion was made by Wamsley and seconded by Sturlaugson. Motion carried unanimously by board members.

#### **FY23 audit report approval**

Wamsley made a motion to accept the fiscal year 2023 audit report. Motion was seconded by Visser and carried unanimously by board members.

#### **WYCLASS fund transfer**

Wamsley made a motion to transfer an additional \$100,000 into the WYCLASS account from the Commerce Bank account. Motion was seconded by Johnson and carried unanimously by board members.

**Comments from the Chairman and Board**

Wamsley thanked the dispatchers for all of the hard work they do and the administrative staff is also a great asset to the Center. Grossnickle seconded those sentiments.

**Old Business**

None noted.

**Next Meeting**

The next meeting of the board was scheduled for Monday, February 26, 2024 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Grossnickle 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 2:47p.m.



## Strategic Planning Committee Meeting

September 15, 2023

### Members of the Committee

- Jim Wamsley
- Shaun Sturlaugson
- Cindy Johnson

Chief Wamsley called for an introductory meeting of the Strategic Planning Committee, which took place at 10:00am on Friday September 15. Chief Wamsley suggested we formulate our plan around three top priorities:

1. Infrastructure
2. Services
3. Methods of Operation

The Committee members agreed that infrastructure was a top concern for SCCC; with new technological opportunities moving to the forefront. Chief Wamsley recapped action items of the discussed items as follows:

### Infrastructure:

- Develop inventory of facilities/equipment along with replacement cost for each item.
- Identify gaps in both geographic and technological resources.
  - ◆ AVL units for all resources including outlying areas of Sweetwater County
  - ◆ Fire/EMS paging throughout Sweetwater County
  - ◆ Coordination at local level
  - ◆ IT Staff Addition – Radio/IT
- Annual Review and formal presentation of 5- and 10-year capital improvement plans. Include lifespan of critical equipment and software.

### Services

- Public education
  - ◆ Smart 911
  - ◆ Non-emergent contact information for SVCS
    - LEO
    - Fire
    - Others
  - ◆ Public awareness of Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers operations

- ◆ Intergovernmental Coordination – Schools / Memorial Hospital of Sweetwater County
- Pulse Point – A service that allows CPR trained individuals to register their expertise. As emergency services are needed, a phone chime and message will appear on the registered device, allowing for a potential rescue before EMT's arrive on the scene.
- Actual services vs. JPA
  - ◆ Define what services are being provided to each funding entity and jurisdiction
    - Inventory of services in total

### Method of Operation

- Revenue sources
  - Existing funding mechanisms
  - ◆ Possible additional funding
    - .25 mil levy ballot initiative
    - Define the dollar amount a levy could provide.
      - Could the money be used to fund a countywide Emergency IT back up employee for Police, Fire and 911 system?
    - Does it offset existing funding or supplement it?
- Reserve Fund Policy
  - Define and make available for review
- Impact Assistance Funds
  - Identify needs now
  - Communication Sites
- Other Grant Funding streams.

Extensive discussion around even the possibility of a permanent tax, evoked a need to educate our citizens what SCCC actually does and is tasked to do.

In conclusion, the committee decided to call for another meeting in 2 weeks. Chief Wamsley will present the Strategic Plan to the full Board during the October meeting.



## Strategic Planning Committee Meeting

October 5, 2023

### Members of the Committee

- Jim Wamsley
- Shaun Sturlaugson
- Cindy Johnson

Chief Wamsley called our meeting to order and reviewed the three strategic concerns identified at the September 15<sup>th</sup> meeting.

1. Infrastructure
2. Services
3. Methods of Operation

Methods of Operations was the topic covered during this committee meeting session. In one hour, an amazing array of information about the many services being completed at our 911 facility was shared. The committee members collectively praised the work currently being done. How can we share our unique knowledge of the advance work being completed by staff each day. Are there items that could be put in advance reports that should be shared with the citizens of Sweetwater County? Are there ways to advance Board, staff, and stakeholder knowledge? Can training be taken to a higher level?

The ultimate outcome of the meeting was to publicly share and provide better training on how shareholders can boast about the Sweetwater County Joint Communications Powers Projects. The following is an outline of the items discussed:

- Methods of Operation
- Review of Fiscal Policies and Management
- Management of funds
  - Take advantage of market rates
  - Investment of Income potential
  - Recommend and develop Policy
    - Executive Director, Accountant and one member of Finance Committee on Review Panel
    - Formal policy implementation of Reserve Policy
- Develop formal Board Training Curricula for new Board Member on-boarding.
  - Bylaws, Articles of Formation, Joint Power Agreement
  - Fiscal Policy
  - Center Operations
    - Consoles
    - Agency ops
    - PSAP
  - Glossary of Terms and Acronyms
  - Robert's Rules of Order

➤ Methods of Dispatching Operations

- Coordination of effort during routine operations
  - Too much opportunity for “individualism”

➤

- RSPD -dispatcher
  - GRPD -dispatcher
  - S.O. -dispatcher

Mutually Exclusive

- Call Taker
- EMS/Fire dispatcher

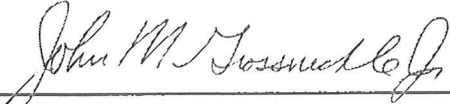
Mutually Inclusive

- Perception of leadership deficit on shift
  - Leadership development
  - Need for decisive leadership
    - Must recognize the needs of the agencies being served
    - Need for an overall supervisor
  - Periodic review of Agency Hierarchy
  - Periodic wage structure review
- Annual Performance Appraisals
- Performance Management for all.



  
Secretary

Date: 2-26-2024

  
Chairman

Date: 2/26/2024