

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
Monday, December 18, 2023**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, December 18, 2023 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Alex Visser, Shaun Sturlaugson, and Mera Souare via teleconference; Jim Wamsley, Cindy Johnson, Brad Halter, and John Grossnickle. Board members absent were: Clark Allred and Bill Erspamer. Also in attendance were: George Lemich, attorney, and Kraig Erickson with PulsePoint via teleconference; Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Becca Thornock; George Jost; and Commissioner Island Richards.

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

**Minutes from Regular Meeting**

Grossnickle entertained a motion to approve the minutes from regular meeting November 27, 2023. A motion was made by Wamsley and seconded by B. Halter. Motion carried unanimously by board members.

**Financial Report**

Varley stated everything is tracking as anticipated. The 3<sup>rd</sup> quarter invoices will be sent out to the funding agencies. Wamsley made a motion to approve the November financial report. Motion was seconded by Johnson and carried unanimously by board members.

**Comments from Floor**

Jost thanked the Center for the Christmas card that was sent to Green River City Council.

### **Executive Director Report**

A copy of the director's report was included in the meeting packet and went as follows: "Milestones: Communicator Cassie Whittaker will have her 1-year work anniversary on December 19, 2023. Communicator Carrie Williams will have her 23-year work anniversary on January 5, 2024. Shift Supervisor Jen Buller will have her 5-year promotion anniversary on January 7, 2024. Communicator Robyn Thompson will have her 4-year work anniversary on January 13, 2024. On November 29, 2023, we had our Multi-Agency Shift Supervisor meeting to discuss any updates, questions, or concerns from the local agencies. The group was informed that we will start working on moving towards 2-law channels again. No other major areas of concern were voiced during that meeting. The holiday bonus was processed along with regular payroll on December 11, 2023. The Center employees would like to thank the Board for their generosity in providing a bonus again this year. We had a DRC meeting December 12, 2023 to further discuss response requests from the local agencies and how that would work with Priority Dispatch. A few protocols were discussed with no major usage changes enacted. On December 13, 2023, we hosted a Wyoming Retirement educator at the Center and had a few employees meet with them to discuss any questions they had. Information presented was well received by the employees and the educator conducted individual session with anyone expressing interest in doing so. That same morning, I participated in our monthly SAA group call. No major areas of concern were presented during the call. I contacted our auditing firm (MHP) about an update to our audit for FY23. I learned they had some internal setbacks (due to illness) and would not be able to present the audit to the Board at the December 18, 2023. They anticipate having the audit completed by December 22, 2023, but no later than December 28, 2023. In speaking with Drew, it's our recommendation that the Board authorize Drew to submit the audit to the WY Department of Audit by December 31, 2023, as that is the due date. The report would then be presented during January 2024's board meeting for approval, as done in years past. David and I will participate in the NG911 Technology Workgroup call on December 21, 2023. We will be having a Shift Supervisor meeting on December 28, 2023 to discuss upcoming trainings during 2024 and any other updates or questions that may arise. Communicator Kolten Wall will be attending the SAA training that will be held at Green River PD January 9-11, 2024. This training will provide the opportunity to receive a Motorola Flex SAA certification upon completion of the course. Backgrounds have been completed on the two applicants for our open telecommunicator position. Tina Harsha has accepted the conditional offer of employment and her first day will be January 11, 2024."

### **IT Director Report**

D. Halter stated the storage arrays have all been installed and are operational. Consolettes are being programmed and will be installed soon. The email server software has been upgraded as well. Halter is working with ImageTrend, which is the new fire RMS system for Rock Springs Fire, on the CAD integration. The Spillman server migration has been move to the week of March 4, 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**

### **Wilkins Peak Lease Renewal**

A letter was received from LR Communications stating the rent on Wilkins Peak will be increasing by \$32.43 monthly starting March 1, 2024.

### **Sweetwater County EFT Payment Enrollment**

Notice was received from the Sweetwater County Treasurer's office requesting participation in their Electronic Funds Transfer for payments that the Board receives from the County. This would be for the 911 surcharge payments, not the funding contributions as those are processed through the County Clerk's office.

Wamsley made a motion to accept the correspondence as presented. Motion was seconded by Johnson and carried unanimously by board members.

## **New Business**

Wamsley made a motion to add Sweetwater County EFT Payment Enrollment under New Business for further discussion. Motion was seconded by Johnson and carried unanimously by board members.

### **Authorization to submit FY2023 audit report**

Hawkins stated in correspondence with the auditor, it was indicated that there would not be a presentation for the Board during this meeting however, the audit would be completed between December 22, 2023 and December 28, 2023. The audit report will need to be filed with the State before the Board's next meeting so it is being requested that the Board authorizes Varley to submit the report on the Board's behalf to meet the State's deadline, with the report then being approved at the January 2024 board meeting. Wamsley made a motion to authorize Varley to submit the FY2023 audit report on behalf of the Board. Motion was seconded by Visser and carried unanimously by board members.

### **RAVE Mobile Reach**

Hawkins received correspondence from RAVE about their RAVE Mobile Reach platform that became available recently. In the current RAVE system, there is the ability to add landline phone numbers, that are provided to RAVE from the phone company, to a RAVE Alert message. The process didn't exist to do the same thing with mobile phone numbers until now which is RAVE Mobile Reach. The cost to add this to the current system is estimated to be \$4,500 annually. The current contract with RAVE renews in May 2024 so further discussion will be completed then.

### **PulsePoint Presentation**

Kraig Erickson with PulsePoint provided information to the Board regarding their mobile app that allows users to view and receive alerts on calls being responded to by fire departments and emergency medical services, specifically through PulsePoint Respond and PulsePoint AED. With PulsePoint, the dispatch

center immediately alerts CPR-trained individuals about nearby cardiac arrest events through the free PulsePoint Respond mobile app, and also lets them know the location of the closest AEDs. The Board decided to table further discussion until it is closer to the FY2024 budget creation.

**Sweetwater County EFT Payment Enrollment**

Wamsley made a motion to enroll in the Sweetwater County EFT Payment system and allow an account signer to sign the necessary form. Motion was seconded by Johnson and carried unanimously by board members.

**Comments from the Chairman and Board**

Wamsley thanked the dispatchers and admin staff for the work that they always do to keep the Center running.

Grossnickle stated his appreciation for those working the holidays.

**Old Business**

None noted.

**Next Meeting**

The next meeting of the board was scheduled for Monday, January 29, 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 Visser. Motion carried unanimously by board members. Meeting was adjourned at 3:10p.m.

  
Secretary

Date: 02/15/2024

  
Chairman

Date: 02/15/2024