

**Rock Springs, Green River, Sweetwater County Combined Communications**

**Joint Powers Board**

**Regular Meeting Minutes**

**Monday, November 20, 2017**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, November 20, 2017 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Rich Tyler, Jim Wamsley, Dwane Pacheco, Clark Robinson, and Mike Liberty. Board members absent were: Rick Hawkins, Tom Jarvie, and Mike Lowell. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Jim Allred with Clark Wireless; Randal Wendling; Cheryl Johnson; and Becca Thornock.

**Call to Order**

Chairman Jim Wamsley called the meeting to order at 2:30p.m.

**Agenda for Regular Meeting**

The agenda was distributed to those in attendance.

**Minutes from Regular Meeting**

Wamsley entertained a motion to accept the minutes from regular meeting October 30, 2017. A motion was made by Liberty and seconded by Pacheco. Motion carried unanimously by board members.

**Financial Report**

Varley stated payments were received during October which have been reflected on October 31, 2017 financial report. Varley spoke with McGee, Hearne and Paiz regarding the audit. A draft will be available the week of November 20-24, 2017 and a final copy will be presented at December's board meeting. Wamsley entertained a motion to accept the October financial report. A motion was made by Liberty and seconded by Pacheco. Motion carried unanimously by board members.

**Comments from Floor**

Lemich thanked all those who have participated in the active shooter trainings in the past.

### **Executive Director Report**

Etienne stated for the month of October 8,999 calls were made. 1,131 of those calls were 911 with 87.44% being wireless. 98.06% of 911 calls were answered in 10 seconds or less with 98.98% of admin calls being answered in 10 seconds or less. There was no Text to 911 calls. 10 applicants have been selected for interviews which will be held November 29-30, 2017. Etienne along with 5 dispatchers attended APCO-NENA Conference in Casper, WY November 6-8, 2017. 20 hours of training was provided. Ali Cox has requested 2 shifts of unpaid leave at end of her maternity leave. As per the center's policies, unpaid time off must be approved by the board. Wamsley stated that a discussion will be added under New Business. Wamsley also requested for future monthly reports to include call handling times.

### **IT Director Report**

Halter stated Randy Hansen with Crime Stoppers has asked about TipSoft which is the software used by dispatch to receive anonymous tips via text and phone calls. Rock Springs Police Department has been paying for TipSoft and the website used annually for \$1,400. Anderson Software who runs TipSoft has informed Crime Stoppers they will no longer be supporting TipSoft. Halter offered the solution of the center paying for TipSoft pending the board's approval as TipSoft is used by Sweetwater County and each agency has taken a turn in paying for it. Annually the center would be paying \$1,000 as the \$400 is used for the website host which the center would take over. Wamsley stated further discussion will be added under New Business.

Wamsley asked for an update on the antennae and repeaters project with the hospital. Halter stated the contractor who will install the antennae mounts is delayed for a few weeks. All equipment has arrived and it's now just a matter of getting the antennae mounts installed. Wamsley also asked for an update on the BLM partnership on Aspen Mountain. Halter stated they are waiting on licensing with FCC. Etienne stated the building on Whalen has been repaired and repainted as well as the fence surrounding the building. Security cameras will be put up as well.

### **Personnel Committee**

Wamsley stated those who have received evaluation forms should return them as soon as possible.

### **Bills & Claims**

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

### **Correspondence**

Etienne stated a letter was received from City of Green River regarding the Stormwater fee. Commerce Bank also extended an invitation to their open house November 30, 2017 from 5-7p.m. Both were included in the meeting packet.

### **New Business**

#### **RSPD digiTICKET Hardware Purchase**

Robinson distributed copies of the additional units quote from Saltus Technologies in regards to digiTICKET. Robinson stated Rock Springs Police Department was originally looking for additional licenses and hardware which came to them in the form of a change order. The board is the purchaser of digiTICKET and therefore the question was presented of whether the board would pay for all future costs each time licenses and units are added or if each individual agency will start paying their own. Robinson also stated that each individual agency has been paying for any additional hardware but all licensing has been housed with the center. Wamsley stated he feels licenses should stay housed with the center and any additional hardware should be the responsibility of individual agencies. Robinson agreed with that sentiment. It was noted that patrol officers use digiTICKET to scan driver's licenses on site of a traffic stop, imports that data, provides a drop down list of violations, prints ticket, and sends ticket electronically to both local courts. That information is also loaded into Spillman on a daily basis. Robinson proposed a motion for the board to authorize Rock Springs Police Department to accept the additional units quote as presented with the board being the signatory for the contract agreement with City of Rock Springs providing a reimbursement. Motion was seconded by Liberty and carried unanimously by board members with the added clarification that the board will pay for the first year's billing for additional units which City of Rock Springs will reimburse. After the first year of service, the board will incur the annual support and maintenance fee of \$440.00 while the individual agencies will cover the cost of any additional hardware.

#### **Priority Dispatch**

Etienne stated an updated quote has been received from Priority Dispatch which was included in the meeting packet. It was noted that everything listed is 911 fundable. Training wouldn't take place until approximately March 2018 but approving the quote now would prevent any price increases. There will be a maintenance cost moving forward of \$2,808. Also every two years, all users will have to be recertified. Priority Dispatch is compatible with the new Spillman system as well. A portion of the cost was budgeted for the current fiscal year 2017-18 and the remaining portion will need to be budgeted for fiscal year 2018-19. Robinson made a motion to purchase Priority Dispatch as presented. Motion was seconded by Liberty and carried unanimously by board members.

### **Unpaid Leave Request**

Wamsley entertained a motion to approve the unpaid leave request of two shifts for Alison Cox. A motion was made by Liberty and seconded by Pacheco. Motion carried unanimously by board members.

### **Crime Stoppers and TipSoft**

Halter restated the responsibility for TipSoft would be taken from Rock Springs Police Department and the Combined Communications would become responsible. The board would then host the website sweetwatertips.com which is what Crime Stoppers use to put the information out to the public. The cost would be approximately \$1,400 per year. Halter stated the rewards will still be handled by Crime Stoppers but the board would take on the technical and financial responsibility of the software. Liberty made a motion to move forward with Halter's proposal to take over the technical and financial responsibility of TipSoft. Motion was seconded by Tyler and carried unanimously by board members.

### **Comments from the Chairman and Board**

The board thanked the communicators for the work they do on the holidays.

Wamsley asked if anything has been heard regarding FirstNet and what the state buildout is. Wamsley stated he has heard AT&T is potentially partnering or using Union telephone sights. Halter stated FirstNet will be an LTE platform which is standard across both Union and Verizon carriers.

### **Old Business**

#### **Personal Time Increase**

Pacheco stated he doesn't feel that adding to compensation should be done in the middle of a fiscal year. He suggested that the increase come forward during the budget process at the first of the year 2018. Wamsley stated the discussion will remain tabled after no further comments were made.

### **Next Meeting**

The next meeting of the board was scheduled for Monday, December 18, 2017 at 5 Shoshone Avenue in Green River, WY.

### **Adjournment**

Wamsley entertained a motion for adjournment. A motion was made by Liberty and seconded by Robinson. Motion carried unanimously by board members. Meeting was adjourned at 3:25p.m.

Michael E. Liberty  
Secretary

Date: 12-18-17

[Signature]  
Chairman

Date: 12-18-17