

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

Monday, October 28, 2019

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, October 28, 2019 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Tom Jarvie, John Grossnickle, Shaun Sturlaugson, Dwane Pacheco, Jim Wamsley, Alex Visser, and Mera Souare. Board members absent were: Clark Robinson and Clark Allred. George Lemich, attorney, was also absent. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; Becca Thornock; and Cheryl Johnson.

Call to Order

Chairman Tom Jarvie called the meeting to order at 2:33p.m.

Agenda for Regular Meeting

The agenda was distributed to those in attendance. Jarvie entertained a motion to approve the agenda as presented. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Minutes from Regular Meeting

Jarvie entertained a motion to approve the minutes from regular meeting September 23, 2019. A motion was made by Wamsley and seconded by Visser. Motion carried unanimously by board members.

Financial Report

Varley stated the Spillman Maintenance line item has gone over budget by approximately \$4,000. However the overall Maintenance Agreements line item is still within budget so a budget amendment is not needed at this time. All 3 checks were received from the funding entities and invoices will be sent out for the third quarter contributions in about a month. Varley also stated the audit is still underway and he will be requesting an update. Jarvie asked if the Spillman maintenance will continue to increase over the years. Hawkins stated the projection that was received from Spillman for the current budget year was exactly what was presented to the board and that there would be an increase for the next three years. The most recent increase came from additional channels in HipLink so the increase was anticipated. Jarvie entertained a motion to accept the September financial report. A motion was made by Pacheco and seconded by Wamsley. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

Hawkins stated him, Cheryl Johnson, and Jenifer Buller attended Spillman Summit September 30 through October 3, 2019. Hawkins also spoke with the Whitebox data conversion team and addressed some open tickets with Spillman and there will be an update October 29, 2019. Hawkins attended the Public Safety Communicator Basic training at Wyoming Law Enforcement Academy and will be attending Wyoming APCO Conference November 3-6, 2019 with Halter and two dispatchers.

IT Director Report

Halter stated the majority of the EOC move is complete and the new EOC is now operational. The tower construction has started and the microwave backhaul reconfiguration still needs to occur. The microwave backhaul cannot be installed until the Blairtown WyoLink site is completed. Pacheco stated he will be meeting with WyoLink on October 31, 2019 to discuss this site. Mansface WyoLink site is now on Ethernet and is connecting through the Center's connectivity back to Cheyenne. Halter is installing a new AV system in the Center's conference room. The Spillman update is scheduled to start at 8a.m. October 29, 2019 and there is an expected 1 ½ hour downtime. Halter also stated there is only fiber connectivity currently between Green River and Rock Springs.

Committee Reports

Jarvie asked if there were any names to be brought forward for the strategic planning committee. The clarification was made that the individuals who would be on the committee are those who would be able to help gather the information needed to create a plan whether they be on the board or not. Wamsley stated Hawkins should be the one to recruit those individuals to help identify specific workgroup. Souare stated strategic planning is about the individuals who are actually doing the job. Strategic planning must include those individuals as they are best able to identify where things should be in the upcoming years. The plan also should include not only what to do but how to do it. Jarvie suggested Hawkins find out what the needs are and then figure out who the individuals are that could fulfill those needs. Wamsley stated that he would serve on the funding committee with Souare and Hawkins. Jarvie stated that Hawkins should put a meeting together within the upcoming month and report back to the board on the direction things should go in. Souare stated the current strategic plan can be broken into main groups of Marketing, Finance, and Operations. The current strategic plan objectives would then be placed under those three groups.

Bills & Claims

Varley stated on the credit card check, the amount originally included \$700 that was included in last month's payment. The previous check was voided and the new check is \$700 less to reflect the payment sent last month. Jarvie entertained a motion to accept the bills and claims. A motion was made by Pacheco and seconded by Grossnickle. Motion carried unanimously by board members.

Correspondence

Dept. of Workforce Services-WC Rate Notice 2020

Jarvie stated the approximate WC Rate notice for 2020 was received. With a premium rate of 1.15%, there was a slight increase from the 2019 WC Rate. Jarvie entertained a motion to accept the correspondence and place it on file. A motion was made by Grossnickle and seconded by Wamsley. Motion carried unanimously by board members. Wamsley stated that there are possible discounts listed on the notice and Visser suggested that it be looked into to see what would be needed to get any of those discounts. Becca Thornock will look into those discounts and find out what is needed by November's board meeting.

New Business

Commerce and Uinta Bank Account Signers Approval

Jarvie stated when the board elections were held, there were no changes made to update the bank account signers by vote. Currently listed to be signers for the Uinta Bank accounts are: Clark Robinson, Jim Wamsley, Tom Jarvie, Dwane Pacheco, and Mera Souare. Listed to be signers for the Commerce Bank accounts are: Tom Jarvie, Jim Wamsley, Clark Robinson, Dwane Pacheco, Mera Souare, and John Grossnickle. Jarvie entertained a motion to approve the signers as presented. A motion was made by Wamsley and seconded by Visser. Motion carried unanimously by board members. Varley stated there is also a change of address form that needs two authorized signer's signatures for Uinta Bank to change the Center's mailing address. Jarvie entertained a motion to authorize the change of address form to be signed. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Comments from the Chairman and Board

Jarvie thanked Dispatch for being the first, first responders. Pacheco stated there will be the Shop with a Cop event in December and invited Dispatch to participate. There will also be a Polar Plunge for Special Olympics after the first of the New Year and Dispatch is also invited. Pacheco also requested an executive session be had. Hawkins stated Sweetwater County fulfilled the Center's request for a used pick-up truck.

Old Business

None noted.

Executive Session

Jarvie entertained a motion to move into Executive Session at 3:24p.m. A motion was made by Wamsley and seconded by Pacheco. A motion was made by Wamsley and seconded by Pacheco to place the regular meeting back in order at 3:45p.m.

Next Meeting

The next meeting of the board was scheduled for Monday, November 25, 2019 at 5 Shoshone Avenue in Green River, WY.

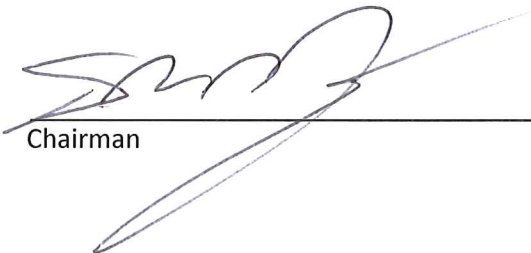
Adjournment

Jarvie entertained a motion for adjournment. A motion was made by Grossnickle and seconded by Visser. Motion carried unanimously by board members. Meeting was adjourned at 3:46p.m.



Secretary

Date: 11/25/19



Chairman

Date: 11/25/19