

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
October 31, 2016**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, October 31, 2016 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Jim Wamsley, Rich Tyler, Mike Liberty, Duane Pacheco, Clark Robinson, Chris Steffen, Tom Jarvie, Rick Hawkins, and Mike Lowell. No board members were absent. Also in attendance were: Robin Etienne, executive director; David Halter; IT director; George Lemich, attorney; Drew Varley, accountant; Jake Ribordy; Cheryl Johnson, Becca Thornock; Randal Wendling; and Jim Allred with Clark Wireless.

**Call to Order**

Chairman Jim Wamsley called the meeting to order at 2:31 p.m.

**Agenda for Regular Meeting**

The agenda was distributed to all in attendance. A motion was made by Jarvie and seconded by Lowell to accept the agenda as presented. Motion carried unanimously by board members.

**Minutes from Regular Meeting**

Wamsley entertained a motion to accept the minutes from the regular meeting September 26, 2016. A motion was made by Lowell and seconded by Liberty. Motion carried unanimously by board members.

**Financial Report**

The September financial report was reviewed by the board. Varley stated he will be contacting McGee, Hearne & Paiz for the audit report as it has not been received. Wamsley entertained a motion to accept the September financial report. A motion was made by Liberty and seconded by Jarvie. Motion carried unanimously by board members.

**Comments from Floor**

No comments were made.

### **Executive Director Report**

Etienne stated for the month of September 11,068 calls were made. 1,398 of those calls were 911 with 85.2% being wireless. 99.3% were answered in 8 seconds or less with 99.6% of admin calls being answered in 8 seconds or less. Etienne stated 23 applicants for 3 Basic Communicator positions have been through CritiCall testing. Etienne is currently reviewing test scores and selecting those for interviews. Etienne stated an All Hazards radio zone has been created and information has been e-mailed to each agency. Etienne attended WyoLink status meeting via phone. WyoLink will be sending out information about what they have for subscriber units to each agency, requesting that the information be updated leading to future user fees. WyoLink is also asking for point of contact for each agency. Halter and Etienne attended Spillman User's Conference. Etienne stated as user agencies move to Spillman, Spillman trains specific people as SAAs where they have in-depth access to databases. Etienne has been e-mailing Caleb to find out what the class sizes are and will be e-mailing that information to all agencies. Cheryl Johnson and Tasha Urbatsch represented the Center at FLLA roundtable and Little America Corridor tabletop. On October 15, 2016 the Center participated at the Sweetwater County Fire open house. Etienne attended Sweetwater County Fire training meeting to help talk about radios and what all of the sounds mean. Etienne is continuing to work with GeoComm on updating GIS. A base map for Emergency CallWorks was uploaded and work is continuing to clean up and add to the information already there. The Center will be participating in Solvay's Safety Day on November 12, 2016. On November 7-9, 2016 Etienne will be attending Wyoming APCO Conference as well as a few dispatchers. Jarvie asked if the CritiCall testing was useful due to past dispatchers not making it through the probationary period. Etienne stated the CritiCall test is useful as it shows if an applicant has general computer knowledge and skills. Tyler thanked Etienne for passing out the list of board member's terms.

### **IT Director Report**

Halter stated a new 911 system has been installed. If there are any volume issues, let Halter know. Halter also stated November 8-10, 2016 Spillman server software will be installed. Jarvie stated Homeland Security Grants will cover cyber security which Halter stated he would look at. Wamsley asked for an update on BLM. Halter stated Tony is currently going through licenses. No new developments have been made at this time. Hawkins asked about utilizing radio tower in Wamsutter. Etienne will check on right-of-way with Wamsutter and BLM.

### **Personnel Committee**

No comments were made.

### **Bills & Claims**

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

### **Correspondence**

A newsletter was received from Rocket-Miner stating prices for advertisements will increase. The Quarterly Connection newsletter from Wyoming Department of Workforce Services was also received. Etienne stated a rate notice for 2017 was received from Wyoming Worker's Compensation. The premium rate has decreased from 2.71% to 1.41%.

### **New Business**

#### **Geofeedia Renewal**

Etienne stated nothing has been received from Geofeedia. The renewal is not set up for automatic renewal. Jarvie stated he would like the board to approve that no renewal be made. Hawkins stated he is also in favor of no renewal. A motion was made by Lowell and seconded by Liberty to not renew Geofeedia subscription. Motion carried unanimously by board members.

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

Lowell stated he would like the meeting to move into Executive Session after Old Business. Pacheco stated in regards to the school evacuations due to Homeland Security threat, verification that the threatening e-mail even existed was hard to do. Pacheco stated to prevent confusion from happening in the future, when an e-mail is received that is threatening in nature, open communication needs to occur between all agencies, school districts, and Communication Center.

### **Old Business**

None noted.

### **Executive Session**

Wamsley entertained a motion to move into Executive Session at 3:04p.m. A motion was made by Lowell and seconded by Hawkins. A motion was made by Lowell and seconded by Jarvie to place the general meeting back in order at 3:37p.m.

### **Next Meeting**


The next meeting of the board was scheduled for Monday, November 28, 2016 at 5 Shoshone Avenue in Green River, WY.

**Adjournment**

Wamsley entertained a motion for adjournment. A motion was made by Hawkins and seconded by Steffen. Motion carried unanimously by board members. Meeting was adjourned at 3:37p.m.

  
Secretary

Date: 11-28-16

  
Vice-Chair

Date: 11/28/16