

# Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board

## Regular Meeting Minutes

*September 22, 2014*

### Opening

The regular meeting of the Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board Joint Powers Board was called to order by Chairman Chief <sup>Wamsley</sup> Lowell; at 15:01 pm on September 22, 2014, 2014 in Green River, Wyoming in the Conference Room of the Combined Communications Center; located at #5 Shoshone Avenue, Green River, Wyoming.

### Absent

Chris Steffen, Tom Jarvie, Clark Robinson, Rich Haskell, quorum was present.

### Present

Board Members present included: Jim Wamsley, Mike Lowell, Rick Hawkins; Rich Tyler; Mike Kennedy. Also in attendance were: Robin Etienne, Executive Director; George Lemich Attorney; Debbie Alvarez, Administrative Assistant; Drew Varley, Brad Radakovich; Wauneta Lutes, Kimberly Blackwell, Heather Ginestrar, Gary Bailiff and Randal M Wendling

### Approval of Agenda

The agenda was distributed to all who attended.

### Approval of Minutes

The minutes for the regular meeting held on August 25, 2014 were distributed to the board. Wamsley entertained a motion to accept the minutes. A motion was made by Lowell and seconded by Hawkins.

### Approval of Financial Report

The August Financial Report was distributed to the board. Wamsley entertained a motion to accept the financial report. A motion was made by Hawkins and seconded by Kennedy.

### Comments from the Floor

### Executive Director Report

Etienne announced that Cheryl Johnson was awarded with Dispatcher of the Year by the WPOA and that Kim Hansen was elected Secretary of the WPOA Communications Committee. Etienne also announced that 3 youth had been recognized as 911-Hero's so far. Etienne explained the award ceremony and gifts that each are rewarded. Etienne added that there would be Smart 911 Quotes added in press releases. Etienne explained that he and Halter had been worked on the Safe Town website and it was in the approval stages of the design and the apps that would be added to the site. As requested, Jose from Motorola drafted a letter to state that there is interest and need for another low level site in Rock Springs. Etienne made a request for a late invoice that had been

submitted by K N S and that he had Halter had spent the day with their Engineer vising the microwave backhaul sites. Etienne wrapped up by providing the August stats. 11,205 calls, all answered within 12 seconds and 84.0 % were made from Wireless devises.

Wamsley stated that the received to dispatch statistic reading must get fixed as soon as possible. Lemich advised that the failure to produce the calls received to dispatch, is a liability issue and is a priority to be fixed.

Lemich questioned if the operations procedure for Air Med dispatch had been provided for our dispatchers and advised the request had been made in July. Etienne informed Lemich that it would be taken care of right away.

### **IT Director Report**

Halter updated the board of the Connect 2 Teacher status and that he had talked to Eakers. Lemich requested that Halter contact Zac while adding that Connect 2 Teachers Piolet program may not be carried out with the new Administration. Lemich requested copies of the Wilkens and Aspen site leases. Halter explained that adding a microwave site at Fire Dist. 1 provide the best coverage. Halter added that Reliance will be included in this coverage area. The board agreed with Halters recommendations. Future sites that should be considered include Superior.

### **Committee Reports**

Wamsley announced that he had requested Jarvie and Tyer to work together on a personal committee. They would be working before the next meeting job descriptions, an employee ladder, trouble shoot some problem areas and present a new employee evaluation procedure at the October meeting. Tyler feels that by gathering feedback from outside agencies, it will provide better communications.

### **Bills and Claims**

Wamsley entertained a motion to pay the KNS invoice in advance of the October meeting. A motion was made by Lowell and seconded by Kennedy.

### **New Business**

1. The topic of press releases and a rolling log was brought to the attention of the board. With mutual consensus news releases will be added to the Rocket Miner as well as Sweetwater Now. The Director stated that he was in the process of working on a press release for the 911- Hero's.
2. Proposed idea to joining Columbia of Southern University's discount enrollment program that offers employees a 10% tuition discount and books are free providing the class is passed. Wamsley added that tuition costs would not be paid for by CCJPB, and will be the responsibility of the student. Wamsley entertained a motion to allow the Executive Director to sign the enrollment letter to Colombia of Southern University. A motion was made by Lowell and seconded by Hawkins.
3. WYO low level site for better coverage of Little Mountain, Kenny Rim and Point of Rocks. Time constraints of a letter to be drafted and sent to the Public Commission required Wamsley to entertain a motion to allow the Executive Director to Draft a letter and send to the Public Commission. A motion was made by Kennedy and seconded by Lowell.

Comments from the Chairman

Wamsley requested to the board that he be added to the Commerce Bank signature card. Lowell entertained a motion to allow Wamsley as a bank signature. A motion was made by Hawkins and seconded by Tyler.

Tyler requested that Wamsley would draft a letter of appreciation to Chery Johnson and Kim Hansen. The board agreed that would be a good ideal. Wamsley agreed to draft the letter.

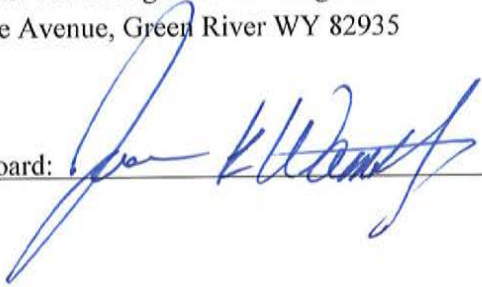
Agenda for Next Meeting

New business for the October 27, 2014 agenda will be as follows:

Adjournment

Wamsley entertained a motion to adjourn the meeting at 16:10 pm. A motion was made by Haskell and seconded by Hawkins. The next general meeting will be at 2:30 on October 27, 2014, in the conference room at #5 Shoshone Avenue, Green River WY 82935

Chairman of the Board:



Date: 10-27-14



10-27-14

Secretary Treasure:

Date: