

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
February 6, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, February 6, 2012 at 3010 College Drive, Rock Springs, WY. Board members present included Mike Lowell, Rick Hawkins, Rich Haskell, Lisa Taruffelli, Chris Steffen, Tom Jarvie, Jim Wamsley, Peg Leininger and David Halter. Also in attendance was George Lemich, attorney; Brad Radakovich, accountant; Rex Welsh, Technology Plus; Charlie Van Over, architect; Cheryl Johnson, Wauneta Lutes, Heather Marsh, Clark Robinson & Dwane Pacheco with the Rock Springs Police Department; Robin Etienne, executive director; Angela Adams, Tasha Urbatsch, Jeanette Lacey & Tera Lehmann with Sweetwater County Sheriff's Office; Robin Kizzire and Jackie Herwaldt with the Green River Police Department; and John Usulka, contractor.

**Call to Order**

Chair Mike Lowell called the meeting to order at 2:35 p.m.

**Minutes from Last Meeting**

Minutes from the regular meeting on January 23, 2012 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Steffen and seconded by Wamsley. Motion carried unanimously by board members.

**Petitions**

Lowell asked those in attendance three separates times if there were any petitions and no one responded. Prior to going into executive session later in the meeting Jeannette Lacey came forward asking to address the board. She said there were concerns with the County and Green River's pay scale and there would be rifts created as they are not being paid equitably. Tasha Urbatsch asked the board to adapt pay levels taking into consideration seniority and time served.

**Committee Reports**

**Hiring Committee**

Wamsley reported there are two job descriptions for IT and administrative assistant positions which need reviewed. He informed the board the IT job description needs to be reviewed by someone with more knowledge of what the center needs. The committee will meet with Hawkins, Halter and Jarvie prior to the next meeting to refine the IT job description and have Rex Welsh review.

**Executive Director**

Robin Etienne reported he had met with all employees and all but two had signed the letters. The other two health insurance forms are filled out and ready to be sent. He said he had been working with Clark Robinson on grant money expenditures. Motorola has been at the center and he had been working with them.

**Benefits**

None

**Building**

Charlie Van Over reported the electricians had run the cable but there were still issues with cameras and the security system. The roof contractors will start in three weeks about the 1<sup>st</sup> of March and it will take about a week to complete. Lemich asked if the outside antennas were installed and tested. Welsh said they were installed but testing will be done when InterAct comes back. He also informed the board he had a call with InterAct regarding the records management conversion which was not good for long term. InterAct has worked on the conversion and it is now in one table and not two. He said Hawkins helped with the data table a lot and it would be much cleaner in one place.

**IT**

Welsh reported the training dates had been pushed back to allow for training before the move as training should not be done too early. According to Welsh, the new tentative dates to go live were April 17-19, 2012. Lowell said this would be pretty close if it goes smooth. Welsh said the sooner they know the better as Century Link wants the cutover to be done Tuesday through Thursday.

**Bills & Claims**

Taruffelli said once the center goes live all invoices will go to Etienne. She also asked that all invoices presented be made out properly to the board. Wamsley suggested getting a P.O. Box to have mail sent to. A resolution would need to be done to obtain a P.O. Box. Wamsley made a motion to have a resolution done for a P.O. Box which was seconded by Steffen. Motion carried unanimously by board members.

Lowell made a motion to approve the bills and claims. A motion was made by Hawkins and seconded by Haskell. Motion carried unanimously by board members.

Plan One Architects	Architect Fees	\$2,412.00
Rocky Mountain Power	Utilities	\$1,091.19
Ceridian COBRA Services	Employee Benefit	\$1,685.26
Principal Life	Employee Benefit	\$117.52
Lemich Law Center	Legal Services	\$3,412.03
Heyborne, Radakovich & Co. P.C.	Accounting Services	\$1,095.00
Wyoming Retirement System	Payroll Liabilities	\$917.80
United States Treasury	Payroll Liabilities	\$1,475.50
Robin F. Etienne	Payroll	\$5,521.75

**Old Business**

**a. Distribution of Mobile Data Terminals**

Lowell asked the board to look at the justification letters presented to the board to make a decision on the 60 MDTs. He said a non-law enforcement board member should review the letters. Lemich noted there were 62 MDTs total requested. Lowell asked Halter to review the letters and have it figured out by next meeting.

Lemich presented two agreements to the board which were requested from the previous meeting; one is a user agreement and the other is an equipment distribution agreement. He asked the board to review the agreements.

**b. Email Setup**

Lemich asked passwords for the new email system sweetwater911.org be given to him confidentially. Passwords can be emailed to him. He said he had also reserved the .net and .com extensions so they will transfer over when it becomes a workable site.

**New Business**

**a. Tags for Grant Equipment**

Clark Robinson requested purchasing tags which would be used to mark and tag the equipment already purchased through grant monies. Lowell asked him to obtain a quote.

**Miscellaneous**

**Next Meeting**

The next regular meeting was scheduled for Tuesday, February 21, 2012 at 2:30 p.m. in the City of Rock Springs' council chambers.

**Executive Session**

Lowell entertained a motion to go into executive session at 3:14 p.m. Rex Welsh, Brad Radakovich, George Lemich and Heather Marsh were asked to remain for executive session. A motion was made by Jarvie and seconded by Haskell. Motion carried unanimously by board members. Executive session ended at 4:49 p.m.

**Business After Executive Session**

**Motions**

- Wamsley entertained a motion to authorize temporary letters to be given to the part-time Green River Police Department dispatchers for full-time vacant dispatcher positions. The motion was seconded by Haskell and carried unanimously by board members.
- The board discussed releasing the benefit package to employees. Lowell asked Lemich to meet with him and put it in an appropriate format to be given to employees. A motion was made by Hawkins to approve the release of the benefit package to employees which was seconded by Wamsley. Motion carried unanimously by board members. A final deadline of February 17, 2012 was set for those employees who had received letters to transfer over to the new center.
- Lowell entertained a motion to accept the following schedule for the three entities to transfer to the new center:
  - April 19, 2012      Sweetwater County Sheriff's Office
  - April 22, 2012      Green River Police Department
  - April 25, 2012      Rock Springs Police Department

A motion was made by Haskell and seconded by Jarvie. Motion carried unanimously by board members.

**InterAct Letter**

Lemich said InterAct had sent him a letter requesting the other competitors, New World and Motorola's, proposals. He said they had not provided them to the other vendors. The board agreed not to provide them the proposals.

**Budget**

Lowell asked everyone to have any budget items to him by the end of the week so he could finish it.

**Blue Cross Blue Shield Applications**

Lemich spoke with John Adams from Blue Cross Blue Shield of Wyoming during the meeting and asked about the 60 day window for applications. He said Adams had not yet submitted the applications and will hold them for submission. They will have to be re-signed with the new date to fall into the 60 day window.

**Adjournment**

Lowell entertained a motion to adjourn the meeting. A motion was made by Haskell which was seconded by Steffen. Motion carried unanimously by board members present. Meeting was adjourned at 5:02 p.m.

Attest:

*Margaret Leming*  
Secretary

Date: 2-21-2012

*Michael Haskell*  
Chair

Date: 5/2/12

**APPROVE**