

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
Monday, July 22, 2019**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, July 22, 2019 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Clark Robinson, Tom Jarvie, John Grossnickle, Shaun Sturlaugson, Alex Visser, and Mera Souare. Board members absent were: Jim Wamsley, Dwane Pacheco, and Clark Allred. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; George Lemich, attorney; Drew Varley, accountant; Becca Thornock; Cheryl Johnson; Tessa Kelley; and Amber Randall.

**Call to Order**

Vice-Chairman Tom Jarvie called the meeting to order at 2:30p.m.

**Public Hearing**

Jarvie opened the public hearing to conclude the FY2019-2020 budget at 2:30p.m. Hearing no discussion, the hearing was closed at 2:30p.m.

**Agenda for Regular Meeting**

The agenda was distributed to those in attendance. Jarvie entertained a motion to accept the agenda as presented. A motion was made by Grossnickle and seconded by Sturlaugson. Motion carried unanimously by board members. Jarvie stated an executive session will be needed and a motion will be made at that point in the meeting.

**Minutes from Regular Meeting**

Jarvie entertained a motion to accept the minutes from regular meeting June 24, 2019. A motion was made by Sturlaugson and seconded by Visser. Motion carried unanimously by board members.

**Financial Report**

Varley stated the report showed the FY2018-19 year end financials. The 911 funds ended closer to the anticipated amount than indicated earlier with \$396,000 being received and \$410,000 being the budgeted amount. The admin expenses also came in under budget with the previous executive director's resignation as well as the unfilled radio technician position. Varley also stated the financial audit is anticipated to start September 2019. Jarvie entertained a motion to accept the June financial

report. A motion was made by Robinson and seconded by Grossnickle. Motion carried unanimously by board members.

#### **Comments from Floor**

Amber Randall addressed the Board regarding a delay in response to an incident on July 6, 2019 in which it took 11 minutes for ambulance services to arrive on scene. Randall asked for a review in policy to make sure responders are being sent to the correct incident address in the correct city. Tessa Kelly, a nurse in Sweetwater County, also addressed those in attendance and reiterated that a timely response is crucial in trauma situations. Souare thanked Randall and Kelly for addressing the Board and providing feedback so that the Board can be aware of any concerns. Halter stated the Sweetwater Combined Communications Center is able to receive location information two different ways. ALI, or Automatic Location Identifier, gives an address when called in on a landline and an X, Y coordinate when called in on a cell phone along with an uncertainty factor or confidence factor. This information refreshes the location every 30 seconds for cell phones based on how many cell towers are around the caller. The Center also receives location information through RapidSOS which works on the new generation smart phones, IOS12 or newer and Android 9 or newer, and provides the GPS coordinates on the phone. This is showing up more and more on any wireless calls received.

#### **Executive Director Report**

Hawkins stated Halter and he attended the NexGen 911 update meeting which was requested by the State 911 coordinator Troy Babbitt. The purpose of the meeting was to develop a State plan for 911 with input from all PSAPs to be eligible for federal grants, as you are not eligible for the federal grants referencing 911 if you don't have an identified State 911 coordinator and a State plan. 4 workgroups were established: Outreach and Training to help develop the message that will be presented; Technology to establish technology standards for the State which Halter is a part of; Strategic Planning to develop a State strategic plan that would eventually become the State plan which Hawkins is a part of; and Governance to establish the rules of the group and anything that could be relayed to Babbitt to be taken to the State government which Hawkins is also a part of. Hawkins stated IPAWS, a nationwide notification system, has been updated for the Center.

#### **IT Director Report**

Halter stated the State 911 coordinator position was created was so Wyoming would be eligible for federal grants. The legislature created the position and then assigned the role to Troy Babbitt. At the NexGen 911 meeting, 14 counties were represented and all but 4 PSAPs were present. It was discussed how the group could utilize or not utilize the Wyoming Unified Network as well as discussions about CenturyLink. The Technology workgroup will set the standards and discuss how to build everything out.

The State is coordinating the effort and allowing local PSAPs to formulate the plan. Halter stated in regards to the EOC move, furniture has been ordered and expected to arrive the second week of August and updated quotes for the tower are starting to arrive. Halter has received a contact for CenturyLink and will have a meeting July 25, 2019. Halter is continuing to work with Motorola on moving 911 equipment and the microwave equipment is scheduled to be installed the end of September, beginning of October 2019. The WyoLink Blairtown site is currently in Rock Spring's Planning and Zoning as ordinances are being reviewed. Halter will be meeting with Nate Smolinski and Cindy Sheehan on Thursday, July 25, 2019 in Rock Springs to discuss the Blairtown site. For the WyoLink 14 Mile site, they are waiting on BLM environment studies. Radio communications during the rodeos and fair went well. Jarvie suggested WASCOP be contacted for the law enforcement side of NexGen 911 education to be placed on the agenda for the next WASCOP conference. Jarvie also suggested the MOU for IPAWS be sent to Lemich for review.

#### **Committee Reports**

No reports given.

#### **Bills & Claims**

Jarvie entertained a motion to accept the bills and claims. A motion was made by Robinson and seconded by Grossnickle. Motion carried unanimously by board members. Varley stated there are 2 checks related to the move to the Justice Center which will be held until County funding is received.

#### **Correspondence**

None noted.

#### **New Business**

##### **FY2019-2020 Budget Approval**

Varley stated 911 funds were more than anticipated for carryover and general fund was less. The funding from the county and two cities was changed as well. Jarvie entertained a motion to approve the FY2019-2020 budget. A motion was made by Grossnickle and seconded by Sturlaugson. Motion carried unanimously by board members.

#### **Board Election**

Fiscal year 2019-2020 board election was opened for discussion. Sturlaugson nominated Jarvie for chairman and was seconded by Grossnickle. No other nominations were made. Robinson nominated Grossnickle for vice-chair and was seconded by Sturlaugson. No other nominations were made. Visser nominated Robinson for secretary and was seconded by Grossnickle. No other nominations were made.

Robinson nominated Souare for treasurer and was seconded by Sturlaugson. No other nominations were made. Jarvie entertained a motion to close the nominations. A motion was made by Robinson and seconded by affirmation from board members. Through affirmation from board members, the following individuals were approved for their respective positions: Tom Jarvie as Chairman, John Grossnickle as Vice-Chair, Clark Robinson as Secretary, and Mera Souare as Treasurer.

#### **Strategic Planning Discussion**

Hawkins stated Kara Beech had recommended that those not present at the strategic planning meeting be given the opportunity to discuss the presented strategic plan. Souare stated the action plan is not detailed enough in what exactly the Board will be doing in 5 years. The current strategic plan shows the research and meetings that need to take place but that should be done before the plan is created. Jarvie suggested that a committee be put together who can meet with Hawkins about once a month to work out the details to be put into the strategic plan. Souare would serve as Chairperson for the committee and the board members will bring names of others in their agency who will serve on the committee besides board members. These names will be brought to the August board meeting.

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

No comments were made.

#### **Old Business**

None noted.

#### **Executive Session**


Jarvie entertained a motion to move into executive session for personnel matters at 3:26p.m. A motion was made by Grossnickle and seconded by Robinson. Motion carried unanimously by board members. A motion was made by Robinson and seconded by Sturlaugson to place the regular meeting back in order at 3:54p.m.

#### **Next Meeting**

The next meeting of the board was scheduled for Monday, August 26, 2019 at 5 Shoshone Avenue in Green River, WY. Hawkins stated there will be a RAVE Mobility presentation during August's meeting.

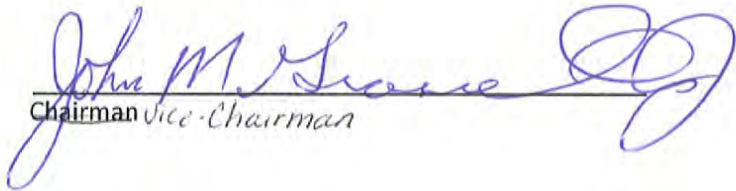
#### **Adjournment**

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 3:55p.m.

  
Secretary

Date:

8/26/19

  
Chairman

*Vice-Chairman*

Date:

8/26/19