

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
October 27, 2014**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, October 27, 2014 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Richard Haskell, Rick Hawkins, Jim Wamsley, and Tom Jarvie. Chris Steffen attended the meeting via telephone conference, quorum was present. Board members absent were: Mike Lowell, Clark Robinson, Mike Kennedy and Rich Tyler. Also in attendance were: Robin Etienne, executive director, David Halter, IT director, George Lemich, attorney, Gary Bailiff, Kimberly Blackwell, Wauneta Lutes, Heather Marsh and Drew Varley, accountant.

Call to Order

Chair Jim Wamsley called the meeting to order at 2:29 p.m.

Agenda for 10/27/2014 Meeting

The agenda was reviewed by board members. Wamsley entertained a motion to accept the agenda. A motion was made by Haskell and seconded by Jarvie. Motion carried unanimously.

Minutes from Regular Meeting 09/22/2014

Minutes from the regular meeting on September 22, 2014 were reviewed by the board. Wamsley noted a change needed to be made in the minutes under opening it should be Chairman Wamsley instead of Lowell. Wamsley entertained a motion to accept the minutes. A motion was made by Hawkins to accept the minutes with the change noted which was seconded by Haskell. Motion carried unanimously by board members.

Financial Report

The September 2014 financial report was reviewed by the board. Wamsley entertained a motion to accept the financial report. A motion was made by Jarvie and seconded by Hawkins. Motion carried unanimously by board members.

Comments from the Floor

Gary Bailiff asked if Cheryl Johnson would attend the Sweetwater County Commissioners Board to receive her award on Tuesday, November 4, 2014 at about 9:30 a.m.

Resolution 2014-06, 911 Surcharge

Wamsley said it had come to the board's attention a resolution was not passed for 911 funds. He read the resolution to the board. Wamsley entertained a motion to accept the resolution. A motion was made by Jarvie and seconded by Hawkins. Motion carried unanimously by board members.

Executive Director Report

Etienne reported the stats are continuing to not count accurately. He has been in contact with Interact and there is no timeline for a solution. He noted he had ran several versions and no numbers are accurate. There were 10,897 calls with 1,445 being 911. 86.2% of calls were wireless. 99.8% of 911 calls were answered within 10 seconds and 99.9% of admin lines were answered within 10 seconds. The roof in the admin side has been replaced. Etienne noted he has been attending meetings with EMS and hospital facilities on protocols to aid in the response to Ebola. Protocols are not in place but should be completed at the next meeting. The Cassidian renewal has been sent to the board and is considerably less due to Wireless Advanced Communication replacing the loggers. The combined center will be having a food drive and collection for toys for tots if anyone would like to donate. He said they are waiting for site maps from Jose Crespo with Motorola to work on coverage. Jarvie noted Tony Richno with WyoLink has coverage ideas. Etienne said he would call him.

IT Director Report

Halter said the loggers are being replaced and should be completed within three to four days. The new microwave dishes are in the back parking lot while the sites at Wilkins Peak and the Courthouse are being prepared. They should be completed within the next two weeks. Following completion of the microwave dishes, work will begin on the generator installation at Wilkins Peak. He noted the Mansplace site has conduit already installed so wires will just need to be ran and an outlet installed then microwave added. Bailiff asked about the Aspen site. Halter noted it should begin in the summer months. Jarvie asked if a different agreement would need to be completed on the changes on Green River property. Lemich noted it should be in the scope of the agreement but could be done for inventory tracking purposes if the board wishes.

Committee Reports

Personnel Committee

Jarvie reported he and Tyler had met together and also met again with Etienne. There were some questions on the personnel structure of who reports to whom. No headway has been made on evaluations yet due to the questions on structure.

Bills & Claims

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

Correspondence

Etienne said the quarterly newsletter from Workforce Services was in the packet. A letter had been received from Wireless Advanced Communications regarding the closing of the Casper, WY location on November 15, 2014. A letter had been received from McGee, Hearne & Paiz, LLP regarding information on the audit and communication between their firm and the board. Varley noted the audit should be done by mid to late November. Lemich said this should be plenty of time to have it completed and submitted to the Wyoming Department of Audit by December 31, 2014.

New Business

a. Formal Acquisition of Communications Center Building

After a brief discussion regarding a formal acquisition for the facility housing the combined communications center, Wamsley entertained a motion to table the discussion for a more appropriate time. A motion was made by Jarvie and seconded by Haskell. Motion carried unanimously by board members.

Comments from the Chairman

None

Old Business

a. Press Release – Smart 911

Etienne said the press release is being worked on and contact has been made with Interact.

b. WyoLink Low Level Sites

It was noted by Etienne they are waiting on Motorola coverage maps from Jose Crespo.

c. EAP

It will cost \$12,000 annually and funds are available in a category already in the budget according to Varley. Etienne said he had contacted them regarding a formal agreement and is waiting to hear back from them.

d. Electronic Citation Implementation Grant

Jarvie noted the award letter had been received for the amount requested of \$65,832.45. He requested authorization to have the chairman sign the award letter. There is a timeline with an RFP due before the end of December. Steffen asked if there are any obligations to the three entities. Lemich noted there is a match of

\$65,832.00 which is budgeted to be paid by the board. Hawkins made a motion to accept and authorize Chairman Wamsley to sign the award letter. The motion was seconded by Jarvie and approved unanimously by board members.

Executive Session

Wamsley entertained a motion to go into executive session for personnel matters at 2:59 p.m. A motion was made by Hawkins and seconded by Jarvie. Motion carried unanimously by board members. Executive session ended at 3:15 p.m.

Next Meeting

The next meeting of the board was scheduled for November 24, 2014 at 2:30 p.m. at 5 Shoshone Avenue in Green River, WY.

Adjournment

A motion was made for adjournment by Haskell and seconded by Jarvie. Meeting was adjourned at 3:17 p.m.

Attest:

Chairman

Date: _____

Secretary

Date: _____