

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
September 12, 2011**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, September 12, 2011 at 205 C Street, Rock Springs, WY. Board members present included Mike Lowell, Chris Steffen, Rick Hawkins, Jim Wamsley and David Halter. Also in attendance were Charlie Van Over, architect; George Lemich, attorney; Brad Radakovich, CPA; Kimberly Blackwell, Wauneta Lutes, Cheryl Johnson, Heather Marsh & Clark Robinson with the Rock Springs Police Department; Robin Etienne, and Burke Morin, Tom Jarvie and Jackie Hewaldt with the Green River Police Department ; and Heather Ginestar with the Sweetwater County Sheriff's Office.

Call to Order

Chair Mike Lowell called the meeting to order at 1:05 p.m.

Motorola Conference Call

No conference call was held. Jim Pobanz from Motorola did call later in the meeting regarding Ron Thomas no longer being employed with Motorola and introduced Gary Caprioglio who will take over assigning a new project manager. The conference call will be rescheduled.

Minutes from Last Meeting

Due to Peg Leininger's absence no meeting minutes were presented for approval.

Financial Report

The financial report for August 2011 was reviewed by the board. He noted the Interact bill was included in the monthly payments. Lowell entertained a motion to accept the report. A motion was made by Jim Wamsley which was seconded by Rick Hawkins. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Executive Director

Jim Wamsley said there was nothing to report. Lowell asked who was working on the IT job description. Wamsley said he did not know who was working on it. Lowell asked for the committee to work on the IT job description as the position was to be filled in January.

Benefits

It was noted there had been a discussion with Blue Cross Blue Shield representative regarding the Wyoming Association of Municipalities health plan. They have requested all forms for potential employees who will be participants be submitted 60 days prior to transitioning. It was also noted bids may be taken from two other potential providers who have agreed to early application. Forms will be submitted directly to the health care provider to allow for a smooth transition. Representatives from the WAM and Blue Cross Blue Shield have asked to make a presentation at the October meeting. The transfer of vac, comp and sick was discussed by the board on whether to cash out the employees accruals or allow them to buy back their accruals. It was noted budgeted funds for benefits could be transferred to the board and encumbered. Lowell asked Wamsley to work on the benefits.

Building

Van Over said building is moving along and the entire interior is mostly painted and the doors stained. It is still on schedule to be completed October 27, 2011.

911/IT

Lowell asked if everything was okay with Interact so far. Hawkins said he had a couple of phone calls with them and they had been out to speak with communications personnel. He said he had a phone call with Interact who expressed some concern on getting the project up and running by the end of the year mostly surrounding the way things were going to function in the CAD System. Hawkins said he thinks this should be easily rectified as soon as we come up with the kinds of calls we have, what we want to call them and things of that nature. Jarvie said it seemed like when he talked to them they really needed an SOP in place to work off of. Steffen requested Jarvie be involved in the upcoming call with Interact. Hawkins will add him to the call. Lowell told Etienne to work on the SOPs.

Executive Director Report

Etienne said he had been working with employees from the three dispatch centers on job descriptions and scheduling. They had looked at 12, 10 and 8 hour shifts. Lowell reiterated the SOPs were top priority and needed to be completed. Lowell said there were a total of 27 employees and the RSPD had open slots which were not being filled so these full-time positions would be available for current part-time employees. He also said there was no administrative assistant budgeted for this year. Etienne noted he had been meeting with Alberto regarding the building each morning.

Bills & Claims

The board reviewed the disbursement list for approval. The disbursement list included the following:

United States Treasury	Payroll Taxes	\$1,484.50
Lemich Law Center	Legal Services	\$1,869.95
Rocket-Miner	Advertising	\$11.89
Dell Marketing	Office Equipment	\$2,193.35
Plan One Architects	Architect Fees	\$3,095.31
Tegeler & Associates	Insurance	\$8,145.00
Cendien COBRA Services	Employee Benefit – Group Insurance	\$1,685.26
Inberg-Miller Engineers	Architect Fees	\$422.00
InterAct Public Safety Systems	Communications Equipment	\$1,312,672.26
Heyborne, Radakovich & Co PC	Accounting Services	\$795.00
Wyoming Retirement Systems	Payroll Liabilities	\$917.80
Robin F. Etienne	Personnel Recruitment	\$632.80
Robin F. Etienne	Payroll	\$5,512.75
United States Treasury	Payroll Taxes	\$1,484.50

Lowell entertained a motion to accept the disbursement list. A motion was made by Wamsley which was seconded by Steffen. Motion carried unanimously by board members.

Old Business

Grant Updates

Robinson handed out an updated grant sheet which was reviewed by the board. He noted we had just received the 2011 approval letter for the Byrne Grant.

New Business

None

Miscellaneous

Next Meeting

The next regular meeting was scheduled for **Monday, October 17, 2011** at 1 p.m. at the Rock Springs Council Chambers, 212 D Street, Rock Springs, WY.

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Hawkins which was seconded by Halter. Motion carried unanimously by board members. Meeting was adjourned at 2:00 p.m.

Attest:

Margaret Leininger
Secretary

Date: 10-17-11

[Signature]
Chair

Date: 10/18/11

APPROVED