

Rock Springs, Green River, Sweetwater County Combined Communications

Joint Powers Board

Regular Meeting Minutes

Monday, January 25, 2021

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, January 25, 2021 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Clark Allred, Jim Wamsley, Mera Souare, Shaun Sturlaugson, and Alex Visser via teleconference; Tom Jarvie, John Grossnickle, and Dwane Pacheco.

Board members absent were: Clark Robinson. Executive Director Rick Hawkins was also absent.

Also in attendance were: Attorney George Lemich via teleconference; David Halter, IT director; Drew Varley, accountant; Cheryl Johnson; and Becca Thornock.

Call to Order

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

Public Hearing-Resolution 2021-01 E911 Surcharge

Jarvie opened the public hearing for Resolution 2021-01 E911 Surcharge at 2:31p.m. Hearing no public comments, the public hearing was closed at 2:31p.m.

Agenda for Regular Meeting

Jarvie entertained a motion to approve the agenda as presented. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Minutes from Regular Meeting

Jarvie entertained a motion to approve the minutes from regular meeting December 21, 2020. A motion was made by Pacheco and seconded by Grossnickle. Motion carried unanimously by board members.

Financial Report

Jarvie entertained a motion to accept the December financial report as presented. A motion was made by Allred and seconded by Souare. Motion carried unanimously by board members.

Comments from Floor

No comments were made.

Executive Director Report

Communications Supervisor Cheryl Johnson provided the Executive Director report on behalf of Executive Director Rick Hawkins. Johnson stated the 3 trainees are progressing well. One will be out of training end of January/beginning of February. The other two trainees recently completed Priority Dispatch training and will be moving to Phase 2 of the Center's training process. Dispatcher Carrie Williams was recognized for having a CPR save. Meetings are continuing for the law dispatch consolidation group. A meeting was held the morning of January 25, 2021 and there will be another meeting January 28, 2021. The Center's annual report is being worked on and will be presented to the board and funding entities. The Personnel Committee met on January 19, 2021 and a report will be given under Committee Reports. NextGen911 groups are beginning to organize and committee assignments are being made.

IT Director Report

Halter attended the County's preliminary budget workshop January 19, 2021. NextGen911 work groups meet monthly to discuss proceeding with NextGen911 in Wyoming. Rock Springs Police Department are starting their PMs January 26, 2021 and Green River Police Department will start the first half of February 2021. A fleet map was created to work with all of the agencies. New talk-groups with WyoLink were applied for and there is now 04LE1, 04LE2, 04LE3, and 04LE car to car as well as 04FR1, 2, and 3 and Dispatch Center talk-groups. A Spillman update has been tentatively scheduled for February 2, 2021. Statelink software in Spillman will be updated January 26, 2021 from version 1 to version 2 which will cause an NCIC outage on Spillman while the update is happening. A T1 was installed in the Rock Springs EOC and Halter is waiting on Motorola to provide the configuration for the T1 at the Center. Halter is working on the budget and capital improvement lists for the annual report.

Committee Reports

Personnel Committee

Wamsley provided a synopsis of the personnel committee meeting held on January 19, 2021. A copy of the meeting notes is attached.

Souare agreed with the personnel committee to withhold from making any changes at this time. When the finance committee meets to discuss the budgets, that would be the time to look into adding benefits that would be an additional cost to the Center.

Varley stated AFLAC has adjusted from their previous long-term disability policy so the rates are not as expensive as they once were.

Pacheco stated the City of Rock Springs allows PTO cash-outs of accrued vacation time to a certain level at the discretion of the mayor. It was encouraged to use the PTO accrued rather than cashing it all out to help improve moral and mental health.

Bills & Claims

Jarvie entertained a motion to approve the bills and claims and presented. A motion was made by Wamsley and seconded by Grossnickle. Motion carried unanimously by board members.

Correspondence

The annual letter of depository continuation from Commerce Bank was received. This item will be placed on the agenda for February's meeting for approval or denial to continue using Commerce Bank as the depository for public funds. Jarvie entertained a motion to place the correspondence on file. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members.

New Business

Resolution 2021-01 E911 Surcharge

Jarvie entertained a motion to approve Resolution 2021-01 E911 Surcharge as presented. A motion was made by Wamsley and seconded by Souare. Motion carried unanimously by board members.

Visionary Agreement-Whalen Comm. Site

A copy of the agreement was included in the board meeting packet. Halter stated Lemich rewrote the presented agreement for renewal of Visionary's lease on Whalen. This is a five-year agreement with the rent being \$6,000 a year to help make improvements to the site such as installing a generator. Jarvie entertained a motion to approve the lease agreement as presented. A motion was made by Wamsley and seconded by Pacheco. Motion carried unanimously by board members.

Comments from the Chairman and Board

Jarvie thanked the Center for recognizing Williams for the CPR save. Appreciation was also given to staff for working on the procedures and getting everyone on the same page.

Pacheco thanked staff for everything that is done on a daily basis and encourage everyone to stay informed on what's taking place locally.

Wamsley thanked staff for everything they do and wanted to ensure dispatch knows what they do does not go unnoticed or unappreciated.

Old Business

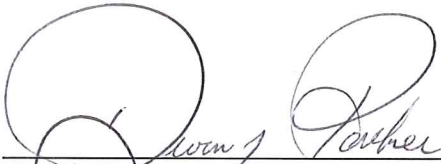
None noted.

Next Meeting

The next meeting of the board was scheduled for Monday, February 22, 2021 at 5 Shoshone Avenue in Green River, WY.


Adjournment

Jarvie entertained a motion for adjournment. A motion was made by Visser and seconded by Wamsley. Motion carried unanimously by board members. Meeting was adjourned at 3:06p.m.



Board Member

Date: 2/22/21



Board Member

Date: 2-22-21

Attachment 1

Personnel Committee Meeting minutes, January 19, 2021

Location: Conference Room, Green River Police Station

Present:

Board Chairman Chief Tom Jarvie

Board Member Chief Clark Allred

Board Member Chief Jim Wamsley

Executive Director Rick Hawkins

Dispatch Supervisor Cheryl Johnson

Administrative Assistant Rebecca Thornock

A meeting of the Personnel Committee was called by Chairman Jarvie to discuss the current benefits schedule for the employees of the Communications Center. Per the request of Chief Wamsley, Director Hawkins provided copies of the Personal Time-Off (PTO) cash outs for the two previous fiscal years. On the PTO payout for 2019, the section labeled *Payroll Run Summary for 07/05/2019* was the regular payroll. The *Payroll Run Summary for 07/10/2019* was the PTO payout. The PTO payout for 2019 was \$57,481.06. A copy of the current benefits schedule was also presented (attached to these minutes).

The number of holidays observed was discussed; the Center currently observes six (6) national holidays and employees are paid at a time-and-one-half rate for all hours worked on those holidays and are also provided eight (8) hours of holiday pay for each holiday whether scheduled to work or not. Per calculations supplied by Director Hawkins, each new holiday added will add \$18,353.82 to the personnel line item. Bringing the number of holidays to 10 will add \$110,122.92 to the budget. The total per holiday was created using the current topped out pay rate for each position. Discussion followed and the Committee made no recommendation for additional holidays. It was noted that the annual PTO cash outs are significant and consistent; PTO cash out is not available to any other public employee in Sweetwater County. If there is a desire to observe additional holidays, that should be brought before the Board of Directors as a whole.

Director Hawkins asked what other benefits should be evaluated. Both Chief Allred and Chief Wamsley stated that the life insurance benefits are too low and that higher value policies should be offered at the expense of the employee. This is usually at a reduced rate and follows what other agencies in the area are offering. Chief Wamsley mentioned \$30,000/3,000, while Chief Allred said that \$50,000/5,000 would be a more realistic option. Chief Allred noted that he had recent experience in this subject and a good basis for that opinion.

Administrative Assistant Rebecca Thornock has submitted a request to Dearborn Group, which is the Life Insurance company the Center is currently using, to get quotes for what it would cost the Center if the coverage was bumped up to \$30,000 for employee and \$3,000 for spouse and children each; as well as \$50,000 for employee and \$5,000 for spouse and children each. Once those quotes are received, they will be presented to the Personnel Committee.

Chief Wamsley asked about the possibility of a long-term disability policy which the employee could purchase. Director Hawkins explained that in prior years, AFLAC had been offered at the expense of the employee. Dispatch Supervisor Cheryl Johnson said that it had been fairly expensive to purchase.

Summary of recommendations:

1. Explore higher levels of Life Insurance for employees of the Center to purchase. Tiers of \$30,000/3,000 and \$50,000/5,000 recommended.
2. Evaluate the need for a long-term disability policy for extended illnesses and personal injury.