

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
Monday, December 16, 2024**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, December 16, 2024 at 5 Shoshone Avenue, Green River, Wyoming. Board members present included: Alex Visser and Mera Souare via teleconference; Jim Wamsley, Cindy Johnson, John Grossnickle, Bill Erspamer, Brad Halter, and Clark Allred. Board members absent were: Shaun Sturlaugson. Also in attendance were: Rick Hawkins, executive director, and George Lemich, attorney, via teleconference; David Halter, IT director; Drew Varley, accountant; Becca Thornock; Katie Fryer; Rock Springs City Councilman David Thompson; and County Commissioner Island Richards.

Call to Order

Chairman John Grossnickle called the meeting to order at 2:30p.m.

Agenda for Regular Meeting

The agenda was distributed to those in attendance. Grossnickle entertained a motion to accept the agenda as presented. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members.

Minutes from Regular Meeting

Grossnickle entertained a motion to approve the minutes from regular meeting November 18, 2024. A motion was made by Wamsley and seconded by Johnson. Motion carried unanimously by board members.

Financial Report

Varley stated 911 revenues are currently about half of the projected amount and 48% of the budget has been expended. Third quarter contribution invoices will be sent out towards the end of December 2024 to the three funding entities. Grossnickle entertained a motion to approve the November financial report. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members.

Comments from Floor

Commissioner Richards stated the Commission will be changing the liaison duties in January 2025. Thompson asked how often the Commission and City Mayors meet to discuss the funding percentages. It was stated that those meeting are up to the Commission and Cities; this Board is not involved in that decision making.

Executive Director Report

A copy of the director's was included in the meeting packet and went as follows: "Milestones: Dispatch Cassie Whittaker will have her 2-year work anniversary on December 19, 2024. Our newest hire, Katelyn Anderson, started with us on Monday, November 25, 2024. On December 4, 2024, we held our monthly Shift Supervisor meeting to discuss any questions, comments, or concerns. On December 9 and 10, 2024, dispatcher Carrie Williams co-hosted a basic 16-hour Field Training Officer (FTO) course at the Sheriff's Office with Sgt. Powell and Sgt. Moser. On November 26 and 27, 2024, they had conducted a mock training where they walked through the class with experienced FTOs from Dispatch, Rock Springs PD, and the Sheriff's Office and received great feedback from all who attended. The course discusses the responsibilities of FTOs, what documentation is needed, Leadership and Ethics, along with training techniques and scenarios. December 11, 2024, I provided some additional information to the auditors so they could finish up the audit and have it ready for the Board at the December meeting. The audit results appear to follow the past years by showing no items of concern. On December 12 and 13, 2024, all Center employees attended a Workplace Harassment training. We utilized the Employer's Council who sent an attorney over to present the training for us. They addressed what qualifies as a hostile work environment, protected classes, and other methods to prevent liability for harassment claims, avoid retaliation claims, and promote a respectful work environment. On December 12, 2024, Becca and dispatcher Anji Hook attended a webinar hosted by Wyoming 211 Executive Director Ann Clement where an overview of the Family Resource Centers was provided. The overview provided a list of locations for the Family Resource Centers in Wyoming along with additional resources that are available through the Centers and Wyoming 211."

IT Director Report

Halter stated upgrades are being completed to the Mobile Command Post such as replacing the PCs. Fax lines at the Center have been replaced with SIP trunks to move away from analog phone lines. The administrative analog phone lines will be replaced sometime during Spring 2025 with SIP trunks. There will be a CallWorks system update to address an issue with Text to 911. Rock Springs Fire Department will be getting First Arriving and there is an interface into Spillman for it. Halter also attended the Industrial Siting Council hearing.

Committee Reports

On behalf of the Personnel Committee, Wamsley shared there are 7 highly qualified applicants for the executive director position. Additional questions will be sent to those applicants and phone interviews will be conducted later on.

Bills & Claims

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

Correspondence

Dept. of Workforce-Final Rate Notice

The final rate notice was received from Wyoming Department of Workforce Services for 2025. Wamsley made a motion to accept the correspondence and attached it to the minutes for future reference. Motion was seconded by Allred and carried unanimously by board members.

2025 Wilkins Peak Lease Renewal

A letter was received from LR Communications stating the rent on Wilkins Peak will be increasing 3% starting March 1, 2025. The monthly rate will now be \$1,063.91. Wamsley made a motion to accept the correspondence. Motion was seconded by Allred and carried unanimously by board members.

New Business

Holiday Bonus

Information was included in the meeting packet to share what the three funding entities approved for their employees for a holiday bonus. Wamsley stated he would be in favor of a \$600 bonus. Wamsley made a motion to approve a \$600 gross holiday bonus for all Center employees. Motion was seconded by B. Halter and carried unanimously by board members.

FY24 Audit Report Approval

A copy of the audit report was included in the meeting packet. Grossnickle entertained a motion to accept the report, have it signed by the Board Chair, Treasurer, Accountant, and Executive Director, and allow the accountant to file. Motion was made by Visser and seconded by Wamsley. Motion carried unanimously by board members.

Visser also thanked Hawkins and the accounting staff for the work they do every month for the financials.

Comments from the Chairman and Board

Wamsley thanked dispatch for all of the hard work they do on behalf of the other first responders. He also thanked the admin staff. Grossnickle also thanked everyone who will be working over the holidays.

Old Business

None noted.

Next Meeting

The next regular meeting of the board was scheduled for Monday, January 27, 2024 at 5 Shoshone Avenue in Green River, WY.


Adjournment

Grossnickle entertained a motion for adjournment. A motion was made by Wamsley and seconded by Allred. Motion carried unanimously by board members. Meeting was adjourned at 2:56p.m.



Secretary

Date: 1-27-25



Chairman

Date: 01/27/2025