

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
December 17, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, December 17, 2012 at 50 E. 2nd North, Green River, Wyoming. Board members present included: Mike Lowell, Richard Haskell, Clark Robinson, Mike Kennedy, Rick Hawkins, Jim Wamsley, Chris Steffen, and Tom Jarvie. Also in attendance were: Robin Etienne, executive director, David Halter, IT director, George Lemich, attorney, Charlie Van Over, architect, Rex Welsh, Technology Plus, Judy Roderick, emergency management services, and Carrie Halter, administrative assistant.

Call to Order

Chair Mike Lowell called the meeting to order at 2:32 p.m.

Minutes from Regular Meeting 11/19/2012

Minutes from the regular meeting on November 19, 2012 were reviewed by the board. Lowell entertained a motion to accept these minutes. A motion was made by Wamsley and seconded by Hawkins. Motion carried unanimously by board members.

Financial Report

The November financial report was reviewed by the board. Lowell entertained a motion to accept the financial report. A motion was made by Kennedy and seconded by Wamsley. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Executive Director

Etienne reported that the four new dispatchers have entered phase two of training and everything is going well. He is planning to hire two additional dispatchers and is presently accepting applications at this time. Etienne spoke regarding Code Red replacing City Watch in the future and recommended that the board move forward with migrating to Code Red in February/March 2013 after their new software rolls out in January 2013. Lowell asked that this be added to the agenda for the next meeting.

Building

Charlie Van Over made with contact with CK Construction to obtain a price estimate to repair the roof leaks on the administrative side of the building and they have failed to respond. He recommends that someone locally fix the roof leaks as the contractor that worked on the other side of the roof is based out of Utah.

IT

David Halter reported that the power supply in one of the Netclocks failed and a backup clock at the EOC was used to keep all clocks synchronized. He is also working on moving the email system over to a locally-hosted system where each CAD station can have its own email address. Rex Welsh also stated that he received two proposals for the wireless backup and he is waiting for a third proposal to arrive.

Bills & Claims

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

Tani L. Mamalis	Employee Reimbursements	\$65.64
Wyoming Retirement System	Payroll Liabilities	\$18,848.20
United States Treasury	Payroll Liabilities	\$28,779.98
UPS	Postage/Shipping	\$32.67
City of Green River	Utilities	\$92.70
Joint Powers Telecom Board	Internet Lease	\$660.00
Heyborne, Radakovich & Co., P.C.	Accounting Services	\$1,535.00
Questar Gas	Utilities	\$143.54
Lemich Law Center	Legal Services	\$1,035.80
Sweetwater Cable Television Co.	Fiber Lease	\$2,000.00
Big Sky Communications, Inc.	Movement of 911 Equipment	\$355.00
Green River Cable TV Company	Utilities	\$16.30
Rocket-Miner	Advertising	\$10.70
Quill Corporation	Office Supplies/Equipment	\$801.63
Rock Springs Ace Hardware	Supplies	\$19.28
Green River Ace Hardware	Supplies	\$131.94
Verizon Wireless	Utilities	\$200.70
Simple Signal, Inc.	911 Telephone Service	\$838.68
Gloval Gov/Ed Solutions, Inc.	Office Supplies/Equipment	\$453.76
Rocky Mountain Power	Utilities	\$1,660.87
Paetec	911 Telephone Service	\$165.05
Copier & Supply Co., Inc.	Office Supplies/Equipment	\$129.39
Century Link	Utilities	\$7,518.08
Castle Rock Hospital District	Physicals	\$889.50
Rock Springs Police Department	Background Checks	\$247.40

Blue Cross Blue Shield of Wyoming	Payroll Liabilities	\$25,969.86
Orchard Trust	Payroll Liabilities	\$450.00
Aflac	Payroll Liabilities	\$346.76

Old Business

a. RMS Update

Rex Welsh is waiting to receive timelines from InterAct regarding the conversion process. He is hopeful to receive them sometime this week before the holidays. Once he receives the timelines, the next step will be to make an executive call to ensure that there will be sponsorship in the conversion process.

b. Upcoming Evaluations

Robin Etienne is preparing to re-evaluate salaries and the possibility of a cost of living adjustment for the upcoming year. Any proposals need to be verified by George Lemich. It was also noted that the administrative assistant will move to full-time status next year.

New Business

a. Wyoming State Statute E911

George Lemich spoke regarding the statute and taxes imposed. He recommends notifying the public via a public hearing to take place during the January 14, 2013 board meeting. All board members agreed to move forward as George Lemich advised with a public hearing to take place on January 14, 2013 at 2:30 p.m. in the Rock Springs City Council Chambers.

b. Present Phone Book Listings

Steffen spoke regarding a concern with dispatch phone numbers as they are printed in the new phone books. George Lemich will give Robin Etienne the contact information for an individual from Ogden, Utah to fix this issue.

Miscellaneous

a. Next Meeting

The next meeting was scheduled for Monday, January 14, 2013 at 2:30 p.m. in the Rock Springs City Council Chambers. Additional time will not be needed for the public hearing.

Amend Present Meeting Agenda

Lowell entertained a motion to revise the present agenda to include an executive session. A motion was made by Haskell and seconded by Robinson. Motion carried unanimously by all board members.

Executive Session

Lowell entertained a motion to go into executive session at 3:34 p.m. to discuss personnel issues. A motion was made by Haskell and seconded by Wamsley. Motion carried unanimously by all board members. Executive session ended at 4:08 p.m.

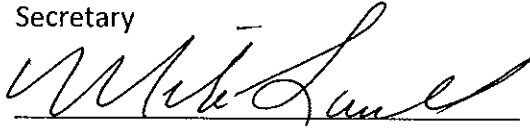
Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Haskell which was seconded by Wamsley. Motion carried unanimously by board members present. Meeting was adjourned at 4:08 p.m.

Attest:



Secretary



Chair

Date: 1/14/13

Date: 1/14/13

APPROVED