

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
May 23, 2016**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, May 23, 2016 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Rich Tyler, Mike Liberty, Chris Steffen, Dwane Pacheco, Clark Robinson, Rick Hawkins, Jim Wamsley, and Tom Jarvie. Board members absent were: Mike Lowell. Also in attendance were: Robin Etienne, executive director; David Halter, IT director; Drew Varley, accountant; George Lemich, attorney; Becca Thornock; Cheryl Johnson; Randal Wendling; and Jim Allred with Clark Wireless.

Call to Order

Chairman Jim Wamsley called the meeting to order at 2:30 p.m.

Agenda for Regular Meeting

The agenda was distributed to all in attendance. Wamsley stated the Financial Report and Bills & Claims discussions would be postponed until Varley arrived. Wamsley stated the agenda would stand as presented with the possible change in order.

Minutes from Regular Meeting

Minutes from the regular meeting on April 18, 2016 was reviewed by the board. Wamsley entertained a motion to accept the minutes from the April 18, 2016 meeting. A motion was made by Hawkins and seconded by Liberty. Motion carried unanimously by board members.

Financial Report

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

Comments from Floor

None noted.

Executive Director Report

Etienne stated for the month of April 10,359 calls were made. 1,345 of those calls were 911 with 78.3% being wireless. 99.7% were answered in 9 seconds or less with 99.7% of admin calls being answered in 9 seconds or less. On May 2, 2016 Etienne attended Laramie County Combined Communications Advisory meeting via phone. Etienne stated Laramie County is looking at other options besides WyoLink. Also on May 2, 2016 Etienne attended Sweetwater Fire Chiefs meeting where it is being discussed to consolidate all paging to one or two frequencies. On May 18, 2016 Etienne attended Sweetwater County Commissioners budget workshop with Wamsley and Varley. On May 24, 2016 Etienne will attend Rock Spring's budget workshop. Etienne stated he will get in contact with Green River to see about attending their budget workshop. On May 25, 2016 Etienne will attend School District #2 tabletop. Etienne will also be attending PSCC Interoperability Committee meeting via phone on May 25, 2016. Also on May 25, 2016 there will be a multi-agency Shift Supervisor meeting at the dispatch center. Etienne stated he is currently working on putting together a workgroup to help in making the procedures throughout the agencies more similar. Pacheco asked Etienne for more information on why the grant for the purchase of consoles for Sweetwater County was denied. Etienne stated the grant needed to be awarded to a primary dispatch center rather than a backup dispatch center.

IT Director Report

Halter stated hardware has been purchased for day to day operations. Halter also stated the purchase price so far has been \$40,000 to \$50,000 less than the anticipated amount. Halter stated he will be out of the office from approximately June 2, 2016 through the week of June 6, 2016. The new antennas have been installed at EOC.

Personnel Committee

Hawkins stated 360 evaluations will be distributed and a report will be made during June's board meeting.

Bills & Claims

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

Correspondence

Etienne stated a letter was received from Sweetwater County Clerk in regards to the budget proposal for the upcoming fiscal year which has been submitted. A letter was also received from WAM-JPIC for the

annual renewal. It was noted that the overall percentage increased slightly. However, the participants' tiers were readjusted and the center's tier decreased which reduced the premiums.

New Business

None noted.

Comments from the Chairman and Board

Pacheco stated Marty McCoy, WyoLink support manager, will be retiring as of May 27, 2016. Robert Wilson, WYDOT Telecom manager also retired on May 17, 2016. Pacheco thanked everyone who attended the Police Week celebrations held the week of May 16, 2016. Pacheco also stated if the center would like to do a debriefing on any calls, to let him know. It was also noted the center will be notified of any debriefings.

Wamsley stated at the Sweetwater Chief's meeting, it was discussed to create zones in radios, one in analog and one in WyoLink sites, so when agencies respond to a call all agencies will have a specific zone to switch to.

Old Business

Aspen Site Sale

Wamsley stated it has been decided the Aspen site is not benefiting the center. Lemich stated the building can be sold as personal property but there is still the lease to be taken care of. The building could be sold and have the lease assumed by the new tenant. If a new tenant is found, there would be a purchase agreement for the personal property and an assumption agreement on the lease. Steffen suggested the sale be advertised to see if there are any outside agencies who would be interested. Wamsley stated that an advertisement would be made stating that bids on the site are being accepted. Lemich stated the ad should state communication site and two towers for sale, lease agreement not included, site lease must be assumed by buyer or building must be relocated, along with a description of site. Wamsley entertained a motion to offer Aspen site up for sale by bid. A motion was made by Liberty and seconded by Steffen. Motion carried unanimously by board. Etienne will craft the ad for publication.

Jarvie stated a finalized contract has been received from Saltus Technologies in regards to digitICKET. Jarvie will provide a copy to Etienne. Jarvie also stated Keys to Success document was received as well and has been distributed to Robinson and Hawkins. It was suggested a team of subject matter experts from city court records and IT come together. Jarvie will be contacting courts from Rock Springs and County.

Executive Session

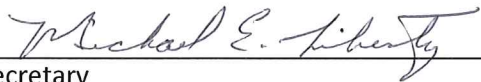
Wamsley entertained a motion to move into Executive Session at 3:00 p.m. A motion was made by Hawkins and seconded by Jarvie. A motion was made by Hawkins and seconded by Robinson to place the general meeting back in order at 3:20 p.m. During the general meeting, Wamsley entertained a motion to enter into an agreement with Motorola to purchase the ECW 911 system. A motion was made by Jarvie and seconded by Steffen. Motion carried unanimously by board members.

Next Meeting

The next meeting of the board was scheduled for Monday, June 27, 2016 at 5 Shoshone Avenue in Green River, WY.

Adjournment

Wamsley entertained a motion for adjournment. A motion was made by Hawkins and seconded by Jarvie. Motion carried unanimously by board members. Meeting was adjourned at 3:21 p.m.



Secretary

Date: 6-27-16



Chairman

Date: 6-27-16