

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
December 5, 2011**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, December 5, 2011 at 205 C Street, Rock Springs, WY. Board members present included Mike Lowell, Rick Hawkins, Rich Haskell, Jim Wamsley, Lisa Taruffelli and David Halter. Also in attendance was Charlie Van Over, architect; George Lemich, attorney; Cheryl Johnson, Wauneta Lutes, Heather Marsh & Clark Robinson with the Rock Springs Police Department; Robin Etienne, executive director and Krista Springer with the Green River Police Department.

**Call to Order**

Chair Mike Lowell called the meeting to order at 2:01 p.m.

**Petitions**

None

**Committee Reports**

**Hiring Board**

Wamsley reported the IT job description is almost complete following the addition of the low voltage certification noted by George Lemich. He will email the job description out for review and asked board members to email any noted changes. Once this is complete the position can begin to be advertised.

**Benefits**

None

**Building**

Van Over said a walk through was completed on Friday for architecture and technology and a punch list was completed. Motorola had checked off on the R56 except for three exterior items. The generator was at the site and installed. He noted the building should be substantially complete by the end of the day. The final fire inspections are scheduled for Friday. He invited board members to a tour of the building following the meeting. Liquidated damages will be discussed at the next meeting in December. Lowell asked Lemich and Van Over to work on the cost and bring it to the next meeting. Van Over said the automatic has to dial someplace, which is usually dispatch so this is an issued. It is currently set to call the RS Fire Department which would then contact the GR Fire Department and the other number is the Sweetwater County jail. It has not been able to be tested as the phone lines are not complete. He also noted the cost to patch the roof was as bad as a new roof.

**IT**

Motorola and Interact will be here next week. George noted Van Over had received the proposal from Technology Plus to oversee the site installation and connectivity with Interact and Motorola for a smooth transition. The original proposal had a cost of \$110.00 an hour with no cap. The new proposal which was just received before the meeting shows an amount not to exceed \$25,000.00. It was also noted they could then train the IT person.

**Executive Director**

Etienne noted he had a meeting setup with Chief Armstrong regarding his concerns. He also setup a meeting with John Adams with Blue Cross Blue Shield regarding questions on insurance paperwork.

Lemich noted after some research the Z-tron system at the RS Fire Department is not working now and has never worked. In addition it is outdated and unsupportable and to keep this in mind during his meeting.

**Bills & Claims**

Lowell entertained a motion to approve the bills and claims list with the addition of the 911 software maintenance with was presented to the board. A motion was made by Wamsley and seconded by Haskell. Motion carried unanimously by board members present.

United States Treasury		\$1,484.51
Lemich Law Center	Legal Services	\$2,383.47
Heyborne, Radakovich & Co.	Accounting Services	\$985.00
Rocket Miner	Advertising	\$23.59
Principal Life	Employee Benefits	\$117.52
Ceridian COBRA	Employee Benefits	\$1,685.26
Robin F. Etienne	Payroll	\$5,512.75
Wyoming Retirement Center	Employee Benefits	\$917.80

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

**Old Business**

None

**New Business**

**911 Software Renewal**

The software renewal was discussed under bills and claims. Hawkins discussed the moving the 911 rack and it would have to be unracked and racked at the new location. The county IT department and maintenance staff has agreed to help with the move.

**Miscellaneous**

**Next Meeting**

The next regular meeting was scheduled for December 5, 2011 at 2 p.m. at Fire District #1, 3010 College Drive, Rock Springs, WY.

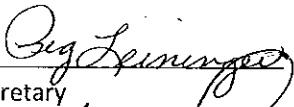
**Executive Session**

Lowell made a motion to go into executive session at 2:20 p.m. A motion was made by Haskell and seconded by Hawkins. Motion carried unanimously by board members present. A motion was made by Haskell to adjourn the executive session. Motion was made by Wamsley and seconded by Hawkins. Motion carried unanimously by board members present. Executive session ended at 3:25 p.m.

**Adjournment**

Haskell entertained a motion to adjourn the meeting. A motion was made by Wamsley which was seconded by Halter. Motion carried unanimously by board members present. Meeting was adjourned at 3:26 p.m.

Attest:

  
Secretary

  
Chair

Date: 1/9/11

Date: 1/3/11

**APPROVED**

**Rock Springs, Green River, Sweetwater County Combined Communications  
Joint Powers Board  
Regular Meeting Minutes  
December 19, 2011**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, December 19, 2011 at 3010 College Drive, Rock Springs, WY. Board members present included Mike Lowell, Rick Hawkins, Rich Haskell, Lisa Taruffelli, Chris Steffen and David Halter. Also in attendance was Charlie Van Over, architect; George Lemich, attorney; Rex Welsh, Technology Plus; Cheryl Johnson, Wauneta Lutes, Clark Robinson & Dwane Pacheco with the Rock Springs Police Department; Robin Etienne, executive director and Krista Springer and Burke Morin with the Green River Police Department.

**Call to Order**

Chair Mike Lowell called the meeting to order at 2:07 p.m.

**Conference Call with Motorola**

Conference call with Marty Davis from Motorola and Andy Bellendir from Wireless Advanced Communications. An update on the status of the equipment was given. Rex indicated that the lines from Centurylink were to be installed. Call ended at 2:15 p.m.

**Petitions**

None

**Minutes from Last Meeting**

Minutes from the regular meeting on December 5, 2011 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Rich Haskell and seconded by David Halter. Motion carried unanimously by board members.

**Financial Report**

The financial report for November 2011 was reviewed by the board. A motion was made by Rick Hawkins which was seconded by Chris Steffen. Motion carried unanimously by board members.

**Committee Reports**

**Executive Director**

Presented updates on furnishing bid process and discussion with Chief Armstrong for potential solution to secondary notification system.

**Benefits**

None

**Building**

Charlie Van Over reported the building was accepted as substantially complete on December 9, 2011. Punch list items remain to be addressed. The state fire marshal performed a walk through and all areas passed except the IT room. The fire alarm dialing system was also discussed. Charlie indicated it was not realistic for the board to repair the roof under the existing construction contract and asked for permission to secure three prices and work with the lowest bidder. He further advised the board set aside monies for a new roof. A motion was made by David Halter and seconded by Chris Steffen to allow Plan One to obtain three roofing prices outside of the construction contract and negotiate with the low bidder for repairs. Motion carried unanimously by board members.

**IT**

The job description as presented is for the board to review for the next meeting. Charlie presented an agreement to continue with Technology Plus through the installation and to provide training and ongoing support until such time the IT position is filled. A motion was made by Rich Haskell and seconded by Chris Steffen. Motion carried unanimously by board members.

**Bills & Claims**

Lowell entertained a motion to approve the bills and claims list with the addition of the Verizon Wireless bill in the amount of \$75.58. A motion was made by Hawkins which was seconded by Haskell. Motion carried unanimously by board members.

Sweetwater County	Chap 23 Match	\$47,618.81
CK Construction	Building Costs	\$277,104.63

**Old Business**

**Cassidian Software Renewal**

The Cassidian quote was discussed. Rick Hawkins advised that an invoice has not yet been received but there is a 30 day grace period to pay. The board chose to wait to approve the payment until receipt of the actual invoice. A motion was made by Rich Haskell and seconded by Chris Steffen to approve the quote. Motion carried unanimously by board members.

**New Business**

None

**Miscellaneous**

**Next Meeting**

The next regular meeting was scheduled for January 9, 2012 at 2 p.m. at the City of Green River Council Chambers, 50 E. 2<sup>nd</sup> North, Green River.


**Executive Session**

Lowell made a motion to go into executive session at 2:40 p.m. A motion was made by Haskell and seconded by Steffen. Motion carried unanimously by board members. A motion was made by Haskell to adjourn the executive session and seconded by Hawkins. Motion carried unanimously by board members. Executive session ended at 3:49 p.m.

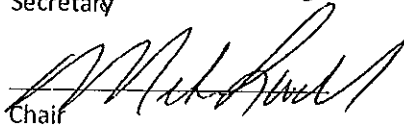
**Adjournment**

Haskell entertained a motion to adjourn the meeting which was seconded by Halter. Motion carried unanimously by board members present. Meeting was adjourned at 3:50 p.m.

Attest:

  
Secretary

Date: 1-9-12

  
Chair

Date: 1/9/12

**APPROVED**