

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
July 16, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, July 16, 2012 at 212 D Street, Rock Springs, WY. Board members present included Mike Lowell, Rick Hawkins, Rich Haskell, Lisa Taruffelli, Mike Kennedy, Clark Robinson, Jim Wamsley and Tom Jarvie. Also in attendance was George Lemich, attorney; Charlie Van Over, architect; Brad Radakovich, accountant; Heather Marsh with the Rock Springs Police Department; Dave Halter, with the combined communications center and Robin Etienne, executive director.

Call to Order

Chair Mike Lowell called the meeting to order at 2:31 p.m.

Minutes from Last Meeting

Minutes from the regular meeting on June 11, 2012 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Jim Wamsley and seconded by Rick Hawkins. Motion carried unanimously by board members.

Financial Report

The June financial report was reviewed by the board. Brad Radakovich noted they had come within budget. He said he is currently working on the request for proposals for an audit. Lowell entertained a motion to accept the financial report. A motion was made by Wamsley and seconded by Jarvie. Motion carried unanimously by board members.

Public Hearing for 2012/2013 Final Budget Approval

A public hearing was held for final approval of the 2012/2013 fiscal year budget. Radakovich reviewed the resolution with board members and gave a brief summary of the budget. He noted the following budget breakdown:

Administration	\$319,136.00
Operations	\$2,588,258.00
Indirect Costs – insurance	\$12,500.00
Capital Outlay	\$255,210.00
Reserves: 911 Funds	\$1,256,264.00
Total	\$4,431,368.00

Lowell asked if there were any questions. Jarvie asked if the \$1,000,000.00 included 911 funds. Radakovich said the budget includes general and 911 funds. Wamsley asked when the year starts and Lemich noted at the beginning of the fiscal year. Lowell asked two additional times if there were any more questions. A motion was made by Rich Haskell to approve the resolution for the final budget which was seconded by Wamsley. Motion carried unanimously by board members.

Petitions

None

Committee Reports

Hiring Committee

Robin Etienne reported five applicants would be interviewed on Thursday at George Lemich's office for the Administrative Assistant position. He noted advertisements had been placed for the basic communicator positions in the Rocket-Miner and the job closes on Friday. Currently he said 30 to 40 applications had been received for the position. Wamsley asked what the hiring process would be.

Etienne noted he would go through them to make sure they were filled out correctly and pull those which are not. He will then have the shift supervisors go through and review them then begin interviewing. He also said he would use some supervisors for interviews. Lowell told him to contact Gary McLean to setup CritiCall testing for applicants. Lowell asked Etienne what his suggested staffing level would be. He said he would like to add one more person for each shift which would be an additional two (2) positions added to the two (2) current open positions for a total of four (4) positions. A motion to approve two (2) additional positions for a total of four (4) positions was made by Jarvie and seconded by Clark Robinson. Motion carried unanimously by board members. Additional money for lead workers was discussed to bring employees up to be more equal. It was decided to revisit it in January as raises were not budgeted for this fiscal year.

Executive Director

Etienne reported they had taken 15,000 incoming calls, 6,000 calls for service and 1,658 – 911 calls. He said he had been meeting with the three agencies to discuss frequencies and radio problems. They are working through them and making a combined list. There were two computers ordered by Halter one for himself and another for the Administrative Assistant. Quotes are currently being obtained for Microsoft Office for all positions. The estimated cost is \$7,600.00 and Lowell noted there is money set aside in the computer line item. He said he had been working with InterAct and noted they are quick to respond to trouble tickets with response generally within a couple days if not within the same day. MDTs should be tested tomorrow and if it is operational should be ready for CAD testing in a week or two. Jarvie noted the UCR is not working and there has been no data conversion completed. He noted there had been further cooling problems in the equipment room. Halter is currently looking into a monitoring system for when it overheats. Haskell asked if the EOC was ready. Etienne said it would be by the end of the week. Wamsley asked how the GIS system was coming along. Etienne said overall well but the name and number when being entered into CAD is not working and seems if something is disconnected. Wamsley notified at times ambulance has been dispatched but fire has not. Etienne asked him to give specifics of what has happened so he could look into it.

Benefits

None

Building

Charlie Van Over reported some final documents have been received but there are plenty outstanding. He said two claims had been filed from Globe Electric and TMS. The data air unit, which has been an ongoing problem, was discussed. Van Over reported what TMS had done to repair the unit. He said it had been working until Monday but has stopped working again. He said the board could hire a reputable local contractor to troubleshoot the unit. Lemich noted in order to not breach the contract the original contractor should be notified to notify the sub-contractor of a final date to take action to fix the problem. He said after this date the board may hire another company to repair the unit. The board asked Van Over to draft the letter and have it reviewed by Lemich to be sent to the contractor giving them until Friday, July 20, 2012 to get the unit in working condition.

IT

Dave Halter reported the room server monitoring system is fairly inexpensive, about \$700.00. He said the system would have an audible alarm to notify dispatchers. The backup cooling will be on until the monitor is installed.

Bills & Claims

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

07-12-12 Payroll	Payroll	\$30,424.53
United States Treasury	Payroll	\$29,566.26
Wyoming Department of Workforce Services	Payroll Liabilities	\$2,599.07
Wyoming Retirement System	Payroll Liabilities	\$19,383.66
InterAct Public Safety Systems	Communications Equipment	\$74,340.49
Tegeler & Associates	Insurance	\$803.00
Wireless Advanced Communications	Communications	\$7,140.00
Simple Signal, Inc	911 Telephone Service	\$816.91

F.B. McFadden Wholesale	Janitorial Costs	\$37.20
Plan One Architects	Architect Fees	\$31,269.34
Lemich Law Center	Legal Services	\$2,928.97
Sweetwater Cable Television Co.	Utilities	\$4,000.00
Rocky Mountain Power	Utilities	\$1,563.69
Sweetwater Cable Television, Co.	Utilities	\$16.30
Questar Gas	Utilities	\$40.28
City of Green River	Utilities	\$90.33
Copier & Supply, Co.	Copier	\$5,303.10
Rocket-Miner	Advertising	\$65.38
Heyborne, Radakovich & Co. P.C.	Accounting Services	\$1,985.00
Century Link	Utilities	\$7,364.70
Cassidian Communications	Communications	\$135,506.08
Blue Cross Blue Shield of Wyoming	Benefits	\$26,780.01
911 Funds		
Wireless Advanced	Movement of 911 System	\$6,300.00
Wireless Advanced	Movement of 911 System	\$840.00
Simple Signal, Inc.	911 Telephone System	\$816.91
Century Link	911 Telephone System	\$21.44
Century Link	911 Telephone System	\$61.00
Century Link	911 Telephone System	\$269.05
Century Link	911 Telephone System	\$808.55
Century Link	911 Telephone System	\$2.12
Century Link	911 Telephone System	\$3,932.87
Century Link	911 Telephone System	\$491.48
Century Link	911 Telephone System	\$13,543.42

It was noted the InterAct was approved but the disbursement should be held. The board discussed the issues with InterAct. Hawkins said it was very clear to InterAct they are not satisfied with the product delivered and there have been several heated discussions. Group phone calls are held every week with Etienne and Hawkins talking with them two to three more times during the week. The board discussed setting a timeline with milestones for InterAct to accomplish. It was noted Technology Plus is equally frustrated with the project. Jarvie noted the RFQ and the scope of work do not match. It is not the product which was show on "game day." Lowell asked for a conference call to be conducted with himself, Deidre from InterAct, Lemich, Van Over, Etienne and the Vice President of InterAct. He asked Lemich to meet with Van Over, Hawkins, Etienne, Halter, Rex Welsh with Technology Plus and Robinson to prepare an agenda for the meeting. Lowell noted he would like to have the conference call scheduled for the middle of August. Lemich asked if minutes were taking during the weekly minutes and asked Etienne to compile them for him.

Old Business

None

New Business

a. Contract Addendum

Lemich presented the board with an addendum 5 to the contract with Sweetwater Television for \$1,500.00 per month fee for three connections. Lowell entertained a motion to approve addendum 5. A motion was made by Wamsley and seconded by Jarvie. Motion carried unanimously by board members.

b. Secretary or Board

Robinson was appointed as the secretary for the board by Lowell.

Executive Session

Lowell entertained a motion to go into executive session at 3:46 p.m. A motion was made by Haskell and seconded by Wamsley. Motion carried unanimously by board members. Executive session ended at 4:11 p.m.

Miscellaneous

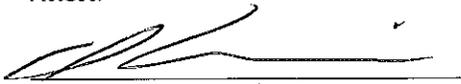
a. Next Meeting

The next meeting was scheduled for Monday, August 13, 2012 at 2:30 p.m. in the Green River City Council Chambers.

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Wamsley which was seconded by Jarvie. Motion carried unanimously by board members present. Meeting was adjourned at 4:15 p.m.

Attest:



Secretary



Chair

Date: 8/14/12

Date: 8/15/12

APPROVED