

**Rock Springs, Green River, Sweetwater County Combined Communications**

**Joint Powers Board**

**Regular Meeting Minutes**

**Monday, March 25, 2019**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, March 25, 2019 at 5 Shoshone Avenue, Green River, Wyoming.

Board members present included: Clark Allred, Jim Wamsley, Shaun Sturlaugson, Mera Souare, Clark Robinson, Dwane Pacheco, John Grossnickle, and Tom Jarvie. No board members were absent. Also in attendance were: Rick Hawkins, executive director; David Halter, IT director; Drew Varley, accountant; George Lemich, attorney; Cheryl Johnson; Kimberly Blackwell; Becca Thornock; and Ben Rathman with Darktrace.

**Call to Order**

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

**Agenda for Regular Meeting**

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

**Minutes from Regular Meeting**

Jarvie stated under the Budget/Audit Committee report, clarification is needed on the statement “the budget for fiscal year 2019-2020 would increase from \$100,018 to \$892,000...” After review of the previous discussion, Wamsley stated it should be changed to, “the Capital Improvement budget for fiscal year 2019-2020 will increase to \$892,000...” Jarvie made a motion to accept the minutes as amended. Motion was seconded by Grossnickle and carried unanimously by board members.

**Financial Report**

Varley stated payment was received from County for their 3<sup>rd</sup> Quarter contribution and the 4<sup>th</sup> Quarter voucher should be received soon. Both Cities were invoiced for their 3<sup>rd</sup> Quarter Contributions as well. Varley noticed the interest income was low as the new account with Uinta Bank didn't post interest. Contact was made with Ted Ware and discovered that there was an issue with the WYO-STAR rate being sent to Uinta Bank. The interest rate for February wasn't posted until March 12, 2019 so that will be reflected on March's financial report. Wamsley entertained a motion to accept the February financial

report. A motion was made by Grossnickle and seconded by Sturlaugson. Motion carried unanimously by board members.

#### **Comments from Floor**

No comments were made.

#### **Executive Director Report**

Hawkins stated he has contacted the Post Office to change the mail delivery to be on site rather than to a Post Office box. The new company credit cards have been activated and Hawkins thanked all those who filled out and signed the necessary bank account paperwork. Kenzee Mullins has started her last phase of in-house training. David Halter will be attending a training in Idaho the last few days of March; Katie Olmsted and Ciara Jackson will be attending Smart911 training in Orlando, Florida the second week of April. Interviews have been held for the open dispatcher position. Three candidates were interviewed with two moving onto the background check process. The Radio Technician candidate has declined the job offer. Invitations will be sent out to each agency for the Telecommunicator Appreciation party April 18, 2019 at 6p.m. at the Dispatch Center. The Center's policies and procedures are being gathered for review for any possible updates which will then be presented to the board. Hawkins stated under Old Business there's an item for FY2019-20 preliminary budget approval and it is being asked that the board comes to an agreement on the personnel budget portion. A copy of the combined overview budget for FY2019-20, which was submitted to City of Rock Springs, was given to board members. The combined overview contains a partial implementation of the personnel budget presented during March's board meeting. Hawkins stated rather than moving forward with the entire wage increase implementation, it has been split into a three year span. The presented combined overview shows the first third of the communicator salary increases which would occur at beginning of fiscal year 2019-20.

#### **IT Director Report**

Halter stated he will be attending Day Wireless' Tech Summit in Boise, Idaho on March 28, 2019 and will also be attending Codan radio training in Cheyenne April 23-25, 2019. The combiner equipment for the Mansface project for Green River LE and FR has arrived at Day Wireless and Halter will be scheduling the installation within the next few weeks which will also include a paging radio for the Mansface site. This project will be paid for out of fiscal year 2018-19's budget. Halter stated in regards to the faux invoice from WyoLink, which is listed under correspondence, this is the first invoice for the Center itself. Halter stated there is no new information regarding the low level site for WyoLink however; the engineered design has been finalized for the microwave backhaul.

### **Personnel Committee**

Nothing reported.

### **Bills & Claims**

Varley stated there are two blank checks that need to be added to the bills and claims. One is for Wyoming Retirement and the other is for Orchard Trust; final payroll has to be submitted before they can be paid which is why they were not included in the transaction listing presented to the board. Wamsley entertained a motion to add two additional checks to the checks listed in the meeting packet; Wyoming Retirement for the amount of \$28,191.60 and Orchard Trust for \$1,500.00. A motion was made by Robinson and seconded by Souare. Motion carried unanimously by board members. Wamsley then entertained a motion to accept the bills and claims as presented. A motion was made by Jarvie and seconded by Grossnickle. Motion carried unanimously by board members.

### **Correspondence**

A notice was received from Windstream stating they will be paying 911 surcharge taxes before the remainder of their debtors. An informational invoice was received from Wyoming Department of Transportation for WyoLink which shows the quarterly usage from October 1, 2018 to December 31, 2018. The usage fee for those months totals \$110,277.20. Allred requested that someone look into where the information is coming from and how that dollar amount was decided on. Hawkins will contact WyoLink to find out where the dollar amount comes from as it appears to the board to be higher than it should.

Wamsley entertained a motion to place the correspondence on file. A motion was made by Jarvie and seconded by Sturlaugson. Motion carried unanimously by board members.

### **New Business**

#### **Darktrace**

Ben Rathman with Darktrace introduced himself to those in attendance and Director Amy was also attending via phone to provide any additional information if needed. Darktrace automates cyber-attack detection and response by distinguishing between normal and abnormal network activity based on user and device history. Because Darktrace is a 5 year old company, when they do deploy with other agencies they've found that most have other security tools in place. However, Darktrace has found that in 95% of the deployments, there is something the current security tools have missed. Darktrace has created what is called The Enterprise Immune System which is able to understand what is self and what is not self. This system analyzes all the network activity of every user and device on the network to build a pattern of life. Darktrace protects everything inside the network while also analyzing the external destinations. If antigena is activated, the technology can respond on its own. It will block all outgoing traffic for a period

of time, preventing the problem from getting worse, while the IT team plans the response. Over the past month Darktrace has been deploying their technology on the Center's network and evaluating the anomalous activity found and any compliance breaches. After a discussion with IT director Halter, Darktrace's value has been proven over the course of a month. There was potentially risky data storage practices found when an internal device accessed a document on a company server that appeared to contain passwords. There was also an internal device that was uploading large amounts of information to external destinations as well as users on the network trying to use BitTorrent. There was also an internal device that was repeatedly connecting to a browser hijacker. Many of these anomalies were found to be like regular business activities because Darktrace was only tracking for a month and Darktrace bases the anomaly detection on the history that is being seen. Everything, besides the document containing passwords, was found on the public Wi-Fi. The long term contract that Darktrace put together would cost \$1,500 a month which includes 24/7 proactive threat notification. If antigena was included in the purchase, it would cost \$2,250 a month. What is being proposed currently is a Bridge contract so the Center can continue leveraging the technology. The medium appliance that is currently installed would stay in place so there would be no hardware costs. This proposal is for 5 months going from March 1, 2019 to August 31, 2019 at \$1,000 a month to keep the Enterprise Immune System active. After the Bridge contract is completed, Darktrace is hoping to be able to move into a Long-Term contract which would be \$1,500 a month for everything that is currently included with the master appliance cost of \$10,000 one time. The Long-Term contract would also include 24/7 proactive threat notification and the total cost would be \$18,000 paid annually. Halter stated the \$18,000 was included in the budget request for FY19-20. The Bridge contract is not in the budget currently however Halter stated it is discounted for the next five months. Jarvie moved to allow the executive director to sign the proposed Bridge contract with Darktrace through the rest of fiscal year 18-19. Motion was seconded by Allred and carried unanimously by board members.

#### **Comments from the Chairman and Board**

Pacheco asked if the County appointment vacancy for the Board had been filled yet. The vacancy has not been filled as of this meeting.

Lemich stated there has been a first court ruling by a federal court that a taser is now protected under the 2<sup>nd</sup> Amendment.

Jarvie asked if there was a timeline for the board to do strategic planning. Hawkins stated he has a proposal for a contractor to meet with the board but there were some changes that needed to be made and the timeframe for that was 2-3 months. Hawkins is hoping to have the updated proposal by April's board meeting.

## **Old Business**

### **FY2019-20 Preliminary Budget Approval**

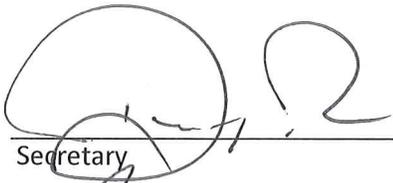
Varley stated an estimated cash carryover of \$751,521 in general fund and \$711,314 in 911 funds was determined however, this can change over the next 3-4 months. Reserves were decreased to \$350,000.08 on contingency reserve and \$173,231 on 911 equipment replacement. There are changes being made to accounts on whether they are considered administrative expenses or operations. Any accounts related to IT director are now considered operations when they were previously considered administrative. Accounts for training and travel have also been added to operations for the things relating to dispatch and IT. Wamsley stated him and Hawkins have discussed having a summary that delineates 911 funds verses the contributions possibly for July's board meeting as well as for the strategic planning session. Hawkins stated the preliminary budget for FY2019-20 was submitted to the finance department for City of Rock Springs but nothing has been reported back at this time. Hawkins also stated for payroll, the presented pay plan would be a stepped implementation. In order to have the completed implementation of a particular pay plan, Hawkins took the total amount and split it by 3. This would be a phase in over 3 years. For example in the hourly wage, if an employee is not at the pay spot where they could be, Hawkins took that hourly amount and added in a third of it to get to the completed spot in 3 years. Therefore, there will not be an entire implementation of the pay plan in one year. This also includes on-call time and additional duties and will start July 1, 2019. Wamsley thanked Varley, Hawkins, and the Budget Committee for all of the work that they have put into getting a preliminary budget in place. Wamsley entertained a motion to approve fiscal year 2019-2020 preliminary budget. A motion was made by Souare and seconded by Sturlaugson. Motion carried unanimously by board members.

## **Next Meeting**

The next meeting of the board was scheduled for Monday, April 29, 2019 at 5 Shoshone Avenue in Green River, WY.

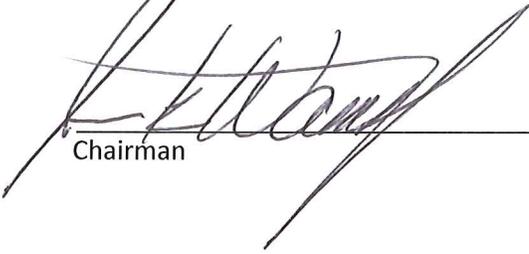
## **Adjournment**

Wamsley entertained a motion for adjournment. A motion was made by Allred and seconded by Pacheco. Motion carried unanimously by board members. Meeting was adjourned at 3:24p.m.



Secretary

Date: 4/29/19



Chairman

Date: 4-29-19