



Regular Meeting Minutes

August 26, 2014

Gary R. Herbert, Governor
Alan Workman, Chair

Committee Member Attendees

Melanie Crittenden
Scott Freitag
Justin Grenier
Kraig Kaizumi
Karl Kuehn
Deborah Mecham
Shelley Peterson
Jeremy Raymond
Tina Scarlet
Kevin Rose
Alan Workman

Representing

Mountainland Association
Salt Lake County
Five County Association
Rural Incumbent Local Exchange Carrier
Davis County Layton PD
Utah County
Bear River Association
Uintah Basin Association
Weber County
Utah Department of Technology Services
Urban DPS

Committee Members on Bridge

Peter Kuhlmann
Lesa Wilson

Representing

Washington County
Rural DPS

Staff Members Present

Eric Parry
Trish Nelson
Steve Proctor
Kathy Trees

State 9-1-1 Program Manager
UCA
UCA
UCA

Invited Presenters

N/A

Staff Members on Bridge

N/A

General Attendees

Bert Granberg
Lisa Julio
Kevin Bolander
Dennis Bang
Guy Dansie
Max Iwaniec
Destry Lazenby
David White
David Bratke
Regina Nelson
Jake Hunt
Jeff Monson
John Inch Morgan

Representing

AGRC
Airport
Attorney General's Office
Bureau of Emergency Medical Services
Bureau of Emergency Medical Services
CenturyLink
CenturyLink
CenturyLink
Stancil
Tooele County Sheriff's Office
UCA
VECC
VECC

General Attendees on Bridge

Representing

Andrew Howlett
Linda Petty
Jennifer Stefanoff
Bill LePoidevin
John Joseph
Rachel Moore
Steve O'Connor

CenturyLink
DPS/Cedar Communications
DPS/Price Communications
Emergency CallWorks
GeoComm
Provo
Synergem

Minutes

The meeting was called to order by Committee Vice-Chair **Justin Grenier** at 10:13 MDT.

1. **Minutes: Motion** to approve the corrected minutes of the Utah 9-1-1 Committee meeting held July 15, 2014, was made by **Deb Mecham**, seconded by **Karl Kuehn**. The motion was approved by a unanimous vote. Carried.
2. **Financial report:**
 - 2.2 **Projected Available Funds Remaining – Kathy Trees** presented the financial report. She provided an overview of how the fees are collected and how they are distributed. She also reported that there was about **\$3,401,844.76** in lapsed funds that we anticipate will eventually be re-appropriated at the next legislative session. In addition, there is **\$1,848,939.00** being held by DPS for previous year obligations. When you include our estimated appropriation transfers, we have about **\$4,839,539.00** to work with over the next fiscal year. Currently, we have about **\$1,987,684.61** available for Committee expenditures.
 - 2.3 **F/Y 2014-2015 Budget** – The Statewide E-911 Fund expenditure budget was presented. The total expenses are predicted to be about **\$611,087.00** for the 2014-2015 fiscal-year. It was also suggested that a month-by-month “actuals” report of expenditures be presented at each meeting.
 - 2.4 **Approval of Financial Report** – A motion to accept the Financial Report, including the proposed Statewide E-911 F/Y 2014-2015 budget, was made by **Jeremy Raymond**, seconded by **Tina Scarlet**. The motion was approved by a unanimous vote. Carried.
3. **Grant applications**
 - 3.1 **Tooele Sheriff’s Office ESInet Connection Costs – Regina Nelson** was invited to present the grant application from the Tooele Sheriff’s Office for the costs connection to the CenturyLink ESInet. These are one-time (NRC) costs that were inadvertently not included in their CPE upgrade grant application. There was some discussion concerning whether or not these types of costs should be borne by the Committee. There was never a decision made by the Committee one way or the other, although there have been past grant approvals where these costs were approved.
 - 3.1.1 **Motion** - It was moved by **Tina Scarlet**, seconded by **Melanie Crittenden**, “*that the grant application in the amount of \$4550.00 be approved.*” The motion carried by a unanimous vote.
4. **Public comment**
 - 4.1 **N/A**
5. **Committee Business**
 - 5.1 **Committee Membership Update** – **Eric** reported that there has been no change in membership since the last meeting. We are still awaiting **Regina’s** appointment from the Governor’s office. We are also waiting for the Governor to approve Kevin Rose to be the Weber representative. The newly created SWIC position will remain vacant pending the hiring of the appropriate candidate by UCA.

- 5.2 Tax Revenue Distribution** – Eric briefed the Committee that the July and August reports are included in the packet. The addition of line and bar graphs will hopefully make the numbers easier to review. **Kevin Rose** has reviewed the trending formulas.
- 5.3 Non-Emergency Mobile Website Boundaries** – Eric reported that there is a lot of work that needs to be done and that it was agreed that the Committee members were going to initiate the review with their respective PSAPs. Ongoing.
- 5.4 Legal Services** – **Kevin Bolander** reported that he is in the process of reviewing an MOU and will provide that information when completed.
- 5.5 ESInet Network Costs** – **Steve Proctor** presented a review of the network costs associated to the Greater Wasatch multi-node going back to 2013. The need to expand the network bandwidth from 12 megabits to 45 megabits will increase the monthly costs from about \$15.4K to \$19.4K. This increase is necessary to accommodate future network growth as additional PSAPs join the network. An addendum to the CenturyLink contract was also presented. There was discussion concerning how the addendum was to apply to the current contract. It changes the customer of record from VECC to the UCA. It also ties the existing VECC contract to the state contract. Another question raised concerns the reduction of ES trunks and the eventual elimination of the selective routers. In other words, will there be an obligation to continue to fund the legacy equipment if goes away? **Andrew Howlett** assured the Committee that there is language in the migration plan that covers this issue. The justification to jump bandwidth to 45 megabits was questioned. **Andrew** explained that the bandwidth is determined by how many EM trunks will be in place, and that 45 megabits will accommodate all PSAPs. He also explained that the increase in bandwidth is not linear compared to the number of call answer positions.
- 5.5.1 Motion** - It was moved by **Tina Scarlet**, seconded by **Jeremy Raymond**, *“that the contract addendum be approved.”* The motion carried by a unanimous vote.
- 5.5.2 Motion** - It was moved by **Karl Kuehn**, seconded by **Deb Mecham**, *“that after a review of a PSAP’s grant application to determine the appropriateness of network connection costs, that the approved one-time connections costs to the ESInet be covered by the Committee for all PSAPs.”* The motion carried by a unanimous vote.
- Note that after discussions regarding concerns of not having solid numbers for the future network connection costs, **Karl** withdrew his motion. It was further decided to table this matter to the next meeting to allow time for CenturyLink to update the numbers previously provided by **Cindy Mellor**. Eric to work with CenturyLink in this regard.
- 5.6 PSAP Manager’s Workshop (September 15th Richfield & 18th Layton** – **Alan** reported that we need to go ahead and get a notice out to PSAPs along with a schedule of the day’s events. Eric to work with Karl and Alan to get this handled. PSAPs will be asked to RSVP. It was also suggested that we have a survey mechanism to solicit feedback from attendees. In addition, it was decided that grant application seminars be held separately for those PSAPs in that will need to address their CPE upgrade schedules. It was proposed that Eric work one-on-one with each PSAP as appropriate.
- 5.7 AGRC GIS For NG911 Sub-Committee Report** – **Bert Granberg** reported in the first meeting held by this new sub-committee. There were 16 folks that attended and represented all areas of the state. They looked over the role that GIS plays in NG911 and discussed various strategies that could be used to get the state moving in the right direction. As a result of this meeting, there were six action items, along with the desire outcomes for each, proposed that will require significant work to complete. Those items are attached in Appendix H of the packet. They include Document Repository, NG Transition, GIS Status Report, Overview Flyer, Communications Strategy & Survey, and Cell Tower GIS Layer. He reiterated that as a state, Utah is very much ahead of the game and has an opportunity to lead other states in this regard.

6. Sub-Committee Status Updates:

- 6.1 **UCA Business Report – Scott** reported that the minutes had been distributed to Committee members for their review.
- 6.2 **ECaTS Sub-Committee – Justin Grenier** reported there have been some great things that have come out and just got added to their website. He has tested some of the new reports and hopes to have a report prepared for our September meeting.
- 6.3 **Grant Review Committee – Kevin Rose** reported that he did not receive the grant applications. **Eric** to verify email addresses for this sub-committee and put into place a confirmation of receipt policy.
- 6.4 **NG9-1-1 Sub-Committee – Kevin Rose** will report progress at the next meeting.
- 6.5 **Legislation Sub-Committee Update – Tina** reported a couple of concerns regarding the CAD initiative and that this was acknowledged as a very high priority for the Committee. It was decided in order to get this rolling, that **Eric** put together an RFP for the September meeting. She also commented that little or no progress has been made with regard to the new grant review rules and processes. **Eric** needs to make suggestions for changes to the grant application, getting dates for equipment demos also for the next meeting. **Deb** agreed that after the planning sessions that she was also under the same understanding of the urgency of moving forward on our planned priorities and that we need some stronger focus on these matters. **Karl** suggested that we become more project focused rather than depending on sub-committee reports. **Jeremy** commented that maybe we should be looking at getting some extra help particularly in the area of grants. **Steve** suggested that we need to have a closed door planning meeting to get a better idea of what our priorities are and how to better execute our strategic plan. **Alan** to work with **Steve** to establish a date.
- 6.6 **Standards Sub-Committee – Kraig** reported that the Sub-Committee had met and that it was decided to put together a visitation packet for Committee members to frame the intent of the effort to get a handle on the status of EMD across the state. A further meeting was held with to go over the packet, and it was decided that a letter from BEMS should be sent first, and then followed up with a visit. **Regina** has been working with the Bureau and offered to assist in developing language for the letters that will be needed to achieve the initial steps. **Regina** and **Eric** have worked together to get the letters drafted and forwarded to the Bureau. It was acknowledged that the Bureau is very willing to work with us to get the matter resolved. There were two representatives present at the meeting who spoke to the effort. **Guy Dansie** and **Dennis Bang** introduced themselves and reiterated the importance of the Bureau taking the lead on this and working with the Committee on a united front. **Regina** commented that there may be at least PSAPs that are not compliant and that those are the centers that need the most urgent attention.
- 6.7 **Efficiency Study – Tabled to next meeting.**
- 6.8 **CAD – Karl** reported that they are in the process of gathering information and that they will work with Eric to get this moving.

7. **Strategic Plan Development – Eric** reported that he continues to update the Strategic Plan.

8. **POST Certification – Tabled to next meeting...**

9. **Round Table**

10. **Motion to Adjourn – A motion to adjourn the meeting was made by Deb Mecham, seconded by Tina Scarlet. The motion passed with a unanimous vote. Carried.**

Next Scheduled Regular Meeting: September 23rd, 2014 @ 1000 MDT, Valley Emergency Communications Center, 25360 South Ridge Village Drive, West Valley City, UT 84118-4100

WEBEX LINK: <https://stateofutah-2.conferencinghub.com/CenturylinkWeb/EricParry>

After connection choose: "ENTER AS GUEST"

Telephone Bridge: 877.820.7831; PIN: 417860#