



Regular Meeting Minutes

May 19th, 2015



Committee Members	Representing	Y/BR/E/N
Melanie Crittenden	Mountainland Association	BR
Scott Freitag	Salt Lake County	BR
Justin Grenier	Five County Association	Y
Karl Kuehn	Davis County Layton PD	Y
Peter Kuhlmann	Washington County	Y
Deborah Mecham	Utah County	BR
Barry Horsley (pending approval)	South East Association	Y
Regina Nelson	Wasatch Front Regional Council	BR
Shelley Peterson	Bear River Association	BR
Kathy Quarnberg	Six County Association of Governments	N
Jeremy Raymond	Uintah Basin Association	BR
Kevin Rose	Weber County	BR
Lesa Wilson	Rural DPS	BR
Alan Workman	Urban DPS	P
(Vacant)	Statewide Interoperability Coordinator	N/A

Staff Members	Representing	Y/BR/E/N
Kevin Bolander	Attorney General's Office	BR
Trish Nelson	UCA	E
Eric Parry	UCA/State 9-1-1 Program	Y
Steve Proctor	UCA	E
Kathy Trees	UCA	Y

General Attendees

Annalyn Boden
 Guy Dansie
 Kyle Bushnell
 Andrew Howlett
 Max Iwaniec
 Wendy Brimhall
 Sterling Barlow
 Dee Bird
 Linda Petty
 Steve Raval
 Bryan Low

General Attendees on Bridge

Bert Granberg
 Matt Peters
 Bryan Low
 John Inch Morgan

Representing

BEMS
 BEMS
 BEMS
 CenturyLink
 CenturyLink
 Clearfield PD
 Colorado City
 Davis County SO
 DPS/Cedar Communications
 Intrado
 Logan PD

Representing

AGRC
 AGRC
 Logan PD
 VECC

Minutes

The meeting was called to order by Committee Chair **Justin Grenier** at 1305 MDT. **Justin** welcomed our newest Committee member, **Barry Horsley** to his first meeting.

1. **Minutes:** A motion to adopt the minutes of the Utah 9-1-1 Committee meeting held April 21st, 2015, was made by **Deb Mecham**, seconded by **Alan Workman**. The motion was approved by a unanimous vote. Carried.

2. **Financial report:**

2.1 **Projected Available Funds Remaining – Kathy Trees** presented the financial report. She reviewed the amounts collected in the 9 and 6 cent funds, and reported that we are at 84.99% and 69.614% respectively. Approximately \$247K has been allocated to the AGRC, with about \$2,541M allocated to the E-911 fund, and about \$1.8M allocated to the CAD fund. There currently is about \$1.84M of funds available in the CAD fund, and about \$2.8M available in the E-911 fund.

2.1.1 **Motion - Approval of Current Financial Report** – It was moved by **Alan Workman**, and seconded by **Karl Kuehn**, *“that the Financial Report be approved.”* The motion carried by a unanimous vote.

2.2 **Proposed Budget for FY16 – Kathy Trees** presented a proposed budget for FY16. The Budget Summary sheet was reviewed in detail. It outlines the rationale for several of the changes to the line items in the proposed budget as discussed in a previous meeting attended by **Kathy, Steve** and **Eric**. These changes included the following:

Personnel Costs:

- Adjusted Wages for Project Manager
- Benefits Package for Project Manager
- Allows for Salary Increase if approved by Board

Administrative Costs

- New Computer and Printer for Eric
- New Computer for Project Manager
- New Office Furniture for Project Manager
- Increase Office Supplies, Telephone etc. for Project Manager

Insurance Costs

- Increased for Project Manager
- Maintenance
- Added new line for maintenance of office equipment

Travel

- Added costs for Offsite Meetings
- Added Mileage Reimbursements line item
- Added Navigator Conference

911 Services

- Increased Public Awareness

Grants

- Adjusted timing on PSAPs per interpretation of SB 237
- Added 7th year Maintenance for PSAPs postponed for SB 237

There was discussion concerning the adjustments regarding the interpretation of SB 237. It was the consensus of the Committee members that CPE upgrades should continue to move forward. This includes upgrades that are in process as well as certain instances where it is financially and operationally prudent to do so.

It was also understood that any efforts in this regard will require guidance from the UCA Executive Board. Ultimately it will be the UCA Board that, based on their interpretation of SB 237, will approve or not approve applications that come before them from the Committee. Examples of current ongoing initiatives, as well as new facilities being constructed, were discussed. It was the unanimous understanding of the Committee members present, and on the bridge, that these projects are all appropriate and are essential for implementation.

There was also trepidation expressed over the Year 7 Maintenance proposal, as it was felt that there was significant risk in stretching equipment functionality two years beyond its established life cycle. **Kevin Rose** pointed out that case-by-case situations involving “exigent

circumstances”, as determined by the Board is defined SB 237. It was agreed that we are not in a “business as usual” situation, but rather are in a position to address individual cases on an individual “as required” basis. Recommendations based on interoperability, financial efficiencies, functional consolidation, etc. would be appropriate for recommendation to the UCA. In other words, we need to find a middle path until the Efficiency Study has been completed. In addition, it was pointed out that Davis County was involved in the discussions that crafted SB 237 and that it was the understanding that the results of those discussions resulted in the wordsmithing of the language to accommodate “in-progress” projects such as Davis County. It was suggested that we take another look at the numbers and come back with a recommendation for consideration at the June Committee meeting.

2.1.1 Motion – FY16 Budget – It was moved by **Barry Horsley**, and seconded by **Karl Kuehn**, “*that the proposed budget for FY16 be tabled to the June 911 Advisory Committee meeting.*” The motion carried by a unanimous vote.

3. Grant Applications

3.1 Davis County SO, Layton PD Clearfield PD Combined Upgrade/Geo Diverse/Hosted CPE Proposal – **Karl Kuehn, Dee Bird, and Wendy Brimhall** presented a grant application involving their respective agencies. This grant application provides for a geo-diverse/hosted CPE configuration functionally similar to the Greater Wasatch Multi-node system. The amount requested in this application is \$556,960.42 and includes an applicable grant match of \$133,242. Karl presented a brief ppt. that provided an overview of the project. Three vendors were invited to submit bids (Airbus, Intrado, MicroData) for a variety of configurations including stand-alone, geo-divers systems, and multi-node. They subsequently chose Airbus. In addition to enabling the three PSAPs being able to provide back-up call taking for each other, the system is robust enough to add Bountiful PD should they decide to join this multi-node arrangement. In addition to leveraging their existing software licenses, they were able to further reduce the cost by eliminating the Aurora MIS, using their own mapping system, and purchasing their own monitors.

3.1.1 Motion - It was moved by **Alan Workman**, and seconded by **Jeremy Raymond**, “*that the Davis County, Layton PD and Clearfield PD grant application in the amount of \$556,960.42 be approved.*” The motion carried by a majority vote with **Karl Kuehn** abstaining.

4. Committee Business

4.1 BEMS EMD Compliance Update – **Guy Dansie, Kyle Bushnell and Annalyn Boden** provided a status update on the compliance of EMD. **Guy Dansie** opened the discussion and reported that they have been working on their rules, and that the latest iteration of their rules is at the AG’s office for consideration and approval. This rule change addresses the compliance of designated EMD dispatch centers. This rule will be going out for public comment soon, and he will send a notice to the Committee when this happens. He reported that an audit last year prompted the Bureau to step up their PSAP inspection processes to be more compliance oriented. They have been working with Rich County and other PSAPs to improve the delivery of EMD services. **Annalyn** read an example of letter that outlines the terms of the BEMS compliance/inspection requirements for PSAPs. The designation dispatch application and quality assurance application checklist. There are six PSAPs that have been identified for inspection, with Garfield being scheduled this month. The plan is to do a typical inspection with an offer to negotiate any remedial action that needs to occur, and to allow up to a year for this action to occur. A copy of the disciplinary protocol was distributed for review. It was also suggested that any known anomalies concerning EMD can be reported on the BEMS website using an online complaint form. In addition, a Personnel Peer Review Board has been established to take any appropriate action deemed necessary to deal with individuals who may require discipline or remediation. It is made up of sixteen members representing a broad spectrum of the EMS community from across the state.

4.2 Airbus CDR Port Update Status – **Justin** reported that they are testing the new CDR features at a PSAP in Indio, CA. It may be ready for further distribution and testing by the end of June.

- 4.3 Transition of PSAPs to Network** – Justin started that we need to continue to transition PSAPs to the ESInet.
- 4.4 911 Efficiency Study Statement of Work** – Justin reported that we need to ensure the document that we developed at the meeting on April 19th is adequate for further development of a statement of work. Karl suggested that we put together a more concise statement of work. It was suggested that Karl, Justin and Kevin Rose be tasked with further developing an executive summary in this regard, and that the PSAPs be included for input as well.
- 4.5 Status of Program Manager** – Justin reported that this is still in process, and that the job description has been finalized and that we are looking at similar jobs in other states in order to determine salary, benefits, places to advertise, etc.
- 4.6 UCA Update** – no report at this time.
- 4.7 FirstNet Update** – Justin reported that Steve attended a FirstNet meeting in Virginia where there was discussion concerning how FirstNet is going to be built out. One item concerned call volume and tower usage throughout the state. This can now be gleaned through ECaTS who are already doing this in Washington State and Colorado. It is our intention to do this here in Utah using Salt Lake and Washington Counties with a plan to do it statewide.
- 4.8 High Definition Imagery Update** – Justin provided a short presentation of the status of the new Google high definition imagery project. It included a comparison of the new HD imagery to the current standard resolution imagery. The installation in St. George was assisted with the help of the AGRC and Airbus. Matt Peters (AGRC) reported that updates to the database will occur in Salt Lake County this year, and then in 2016, certain locations will be identified based on changes in community demographics. Additional PSAPs can participate at their own discretion with support from AGRC.
- 4.9 Cancellation of August Meeting** – Due to a conflict with the APCO International conference in Washington DC, it was proposed that we cancel our August meeting.
 - 4.9.1 Motion** - It was moved by Deb Mecham, and seconded by Melanie Crittenden, *“that the August 911 Advisory Committee meeting be cancelled.”* The motion carried by a unanimous vote.

5. Round Table

5.1 N/A

6. Public comment

6.1 Bryan Low reported that the cutover in Logan went without a hitch and that he wanted to commend CenturyLink on the work they did in this regard. He also reported that that everything is working as expected.

7. Motion to Adjourn - A motion to adjourn the meeting was made by Karl Kuehn, seconded by Alan Workman. The motion carried by a unanimous vote.

8. Next Scheduled Regular Meeting: Tuesday, June 16th, 1300 MDT, Valley Emergency Communications Center, 5360 S Ridge Valley Road, West Valley City, Utah 8118-4100

Telephone Bridge: 877.820.7831; PIN: 417860#

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

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