



Regular Meeting Minutes

April 19th, 2016

Valley Emergency Communications Center



Committee Members	Representing	Y/BR/E/N
Melanie Crittenden	Mountainland Association	Y
Scott Freitag	Salt Lake County	Y
Justin Grenier	Five County Association	Y
Karl Kuehn	Davis County Layton PD	Y
Peter Kuhlmann	Washington County	BR
Deborah Mecham	Utah County	Y
Barry Horsley	South East Association	N
Regina Nelson	Wasatch Front Regional Council	BR
Shelley Peterson	Bear River Association	Y
Kathy Quarnberg	Six County Association of Governments	E
Jeremy Raymond	Uintah Basin Association	BR
Kevin Rose	Weber County	Y
Doug McCleve	Urban DPS	Y

Staff Members	Representing	Y/BR/E/N
Kevin Bolander	Attorney General's Office	E
Shawn Messinger	UCA	Y
Eric Parry	UCA	Y
Gordon Coles	Statewide Interoperability Coordinator	E

General Attendees

Bert Granberg
 Guy Dansie
 Chris Rueckert
 Curtis Cooke
 Lisa Julio
 John Tait
 Hillary Galvin
 David Gibson
 Heidi Peterson
 Rachel Moore
 Michael Anderson
 David Bratke
 Randy Thomas
 John Inch Morgan
 Whitney Maxfield

Representing

AGRC
 BEMS
 DPS/Salt Lake Communications
 Hildale PD
 SLC Airport
 Motorola
 Office of the Utah Legislative Auditor General
 Office of the Utah Legislative Auditor General
 Pleasant Grove PD
 Provo PD
 Salt Lake City Tribune
 Stancil Corp.
 UPD
 VECC
 West (Intrado)

General Attendees on Bridge

Andrew Howlett
 Bryan Low
 Jennifer Stefanoff

Representing

CenturyLink
 Logan PD
 DPS/Price Communications

- 1. Call to Order** – The meeting was called to order at 1310 MDT by the 911 Advisory Committee Chair, **Karl Kuehn**. The Committee members present introduced themselves and their role on the Advisory Committee.

2. **Minutes:** A motion to approve minutes of the Utah 9-1-1 Advisory Committee meeting held March 15th, 2016, was made by **Shelley Peterson**, seconded by **Deb Mecham**. The motion was approved by a unanimous vote. Carried.
3. **Financial report:**
 - 2.1 **General** – Due to the departure of **Kathy Trees** from the UCA, a financial report for this month was not available. **Andrew Pollock** from HEB Solutions was introduced to the Committee. He will be looking after our financial business until further notice. It was agreed that if available, the monthly financial report should be emailed to Committee members prior to the meeting.
3. **Grant Applications**
 - 3.1 **N/A**
4. **Committee Business**
 - 4.1 **FirstNet Update – Gordy Coles** was unavailable.
 - 4.2 **EMD Certification/Recertification for BCI/POST Cleared Individuals – Guy Dansie** updated the Committee with regard to this matter. He reported that they have drafted language for their new rules that will allow PSAPs to submit proof of BCI checks for EMD personnel. The new language was presented to the EMS Committee last week and was approved. It now needs to go for public comment. He also reported that they are working with Juab County to extend their probationary period, largely because of consolidation discussions that are going on with Sevier and Utah Counties. Garfield County is off of probation having successfully certified/recertified their dispatchers. The Bureau is continuing to work with Rich, San Juan, and Emery Counties to bring them into compliance. **Guy** also reported that they still intend to set up a meeting with Dr. Clawson to look at EMD issues, and that they would like to have us at the meeting. He will let us know when a date is set for that meeting. They are also automating their EMS Patient Care reporting system, and will include a PSAP/EMD inspection report feature.
 - 4.3 **Statewide Wireless 911 Call Routing Analysis Update – Bert Granberg** briefed the Committee on the progress of this effort. He reported that they expect that there will be close to 20K sector records, and that they have developed a bulk approach to analyze the data. They expect to receive one sheet per provider per county which adds up to about 110 routing sheets, and all but about twenty have been received. It is their intent to produce a pdf of each provider to every PSAP for their revue. The PDFs will have sectors of possible routing concerns highlighted for follow up by the PSAPs, AGRC, and the 911 Division. They are also working on a website that will allow PSAPs to key in certain specific tower/sector information such as antenna direction, beam width, and signal range. The website would then generate a sector shape overlaid onto the PSAP boundary. The website will also allow the addition of new cell sites.
 - 4.4 **UCA Update – Scott** reported that the UCA held a two-day meeting in St. George and started working on the strategic plan. Jeremy asked about the three new positions on the UCA Board, as well as the Executive Director vacancy, and wondered if there had been any discussions as to how those vacancies would be filled. **Jake** reported that they will be working with State HR to start a job search for the ED, and to further determine how the new positions should be filled.
 - 4.5 **ESInet Connection Costs – Shawn** reported that this matter has been moved up to the UCA Board for consideration for approval.
 - 4.6 **ECATS Text-to-911 Quote – Shawn** recapped the discussions on this matter from the March meeting. There was discussion concerning the volume of text messages received to date by the multinode PSAPs. It was decided that call volume is not a deciding factor in this regard. The more important issue is that we are starting to get text-to-911 calls that are not being tracked on ECATS. If a PSAP does not have a MIS module, then the texts run the risk of not being archived at all. In short, we need to get those PSAPs that are text capable to have the ECATS text module activated.
 - 4.6.1 **Motion** - It was moved by **Kevin Rose**, and seconded by **Melanie Crittenden**, *“that the Text-to-911 ECATS module for Utah PSAPs be recommended for approval by the UCA Executive Board.* The motion carried by a unanimous vote.

4.7 CAD2CAD Maintenance & Statewide Completion of CAD2CAD Project – Shawn reported that there are two issues with regard to this matter. The initial CAD2CAD project was approved at the September 2014 Committee meeting. It was the intent to use the Spillman interface for the initial launch as most of the Utah PSAPs use Spillman CAD. We are now faced with maintenance costs for the interfaces that were activated in the Spillman CAD systems throughout Utah. The Committee needs to decide how we wish to move forward in this regard. There is a concept being considered that involves a cloud based solution for all CAD types that would require one connection per PSAP. In addition, we need to decide if we are going to pay for the maintenance costs for the current CAD2CAD modules in phase one of the project, as well as for modules that are not being used. **Karl** reminded the group of the initial intent of this project and referred to a list of goals that were completed at our April 2014 planning session, that the overall goal was to facilitate not only CAD2CAD event information, but also data sharing and reducing call transfers. This could also be viewed as a first step towards functional consolidation. **Jeremy** liked the idea of putting out an RFI in order to research what would be needed in the follow-up RFP. There was consensus that we need to move forward on a statewide solution and that would be accomplished through an RFI/RFP process.

4.7.1 Motion - It was moved by **Melanie Crittenden**, and seconded by **Karl Kuehn**, *“that we request approval from the UCA Executive Board to move forward on the issuance of an RFI that would research the requirements for a statewide information sharing system for Utah PSAPs.”* The motion carried by a unanimous vote.

Regarding the issue of maintenance, it was decided to have Shawn reach out to Spillman to determine if there is room for negotiation on this matter. It was also determined that we should pay maintenance for those PSAPs that have active interfaces and that are actually using this feature, or about to be connected to use this feature.

4.7.2 Motion - It was moved by **Kevin Rose**, and seconded by **Melanie Crittenden**, *“that we request approval from the UCA Executive Board to pay the maintenance that is due on the current CAD2CAD modules that are connected and in use, as well as for PSAPs that are about to be connected; and that the 911 Division approach Spillman to negotiate future CAD2CAD maintenance costs.”* The motion carried by a unanimous vote.

4.8 911 Performance Audit & Study Update – Shawn reported that the surveys were sent to the PSAPs and that Matrix has received 226 responses in this regard. The second round of surveys targeting field responders has also been sent out and the closing date for those responses is this Friday. He also reported that Matrix is sending an auditor to meet with us this Thursday and we will be providing him with the appropriate financial information germane to the audit. We are still awaiting the UCA approval of the contract extension and are hopeful that this will occur next week. The contract amendment will allow for the regional town-hall style meetings, and they will be organized as soon as possible.

5. Round Table

- 5.1 Doug** reported that Kathy Q had some significant surgery last Friday, and that she came through it very well and is on the road to recovery. **Eric** reported that he sent her a cut flower arrangement on behalf of the Committee.
- 5.2 Justin** commented that the FirstNet RFP has been extended eighteen days to allow extra time for responses.
- 5.3 Scott** will not be available next week and requested that **Justin** represent the 911 Committee at the UCA Board meeting next week.
- 5.4 Eric** reported that he will be doing Shawn’s six-month review and that any comments from the Committee would be appreciated.
- 5.5 Jeremy** advised the Committee that his term on is about to expire, and that he intends to meet with his association to recommend Laonna Davis to be nominated to replace him on the Committee. He went on to thank everyone for the opportunity to serve on the Committee, and that he learned a lot about 911 over the years.

6. Public Comment

- 6.1 David White** reported that he met today with West and University of Utah regarding their CPE upgrade and their connection to the Greater Wasatch Multinode. He also reported that Beaver

County will be converting their circuits to the ESInet this Thursday and do not anticipate any issues.

7. **Motion to Adjourn** - A motion to adjourn the meeting was made at 14:05 MDT by **Kevin Rose**, seconded by **Scott Freitag**. The motion carried by a unanimous vote.
8. **Next Scheduled Regular Meeting:** Tuesday, May 17th, 2016 @1300 MDT, Valley Emergency Communications Center, 5360 S Ridge Village Drive, West Valley City, Utah 84118-4100