



Regular Meeting Minutes

January 19th, 2016

Valley Emergency Communications Center



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

Staff Members	Representing	Y/BR/E/N
Kevin Bolander	Attorney General's Office	BR
Shawn Messinger	UCA	Y
Trish Nelson	UCA	E
Eric Parry	UCA	BR
Steve Proctor	UCA	Y
Kathy Trees	UCA	Y

General Attendees

Tara Thue
 Guy Dansie
 Max Iwaniec
 David White
 Doug McCleve
 Jennifer Stefanoff
 John Joseph
 Brooks Shannon
 Doug McCleve
 John Inch Morgan

Representing

AT&T
 BEMS
 CenturyLink
 CenturyLink
 DPS
 DPS/Price Communications
 GeoComm
 GeoComm
 UHP
 VECC

General Attendees on Bridge

Bert Granberg
 Andrew Howlett
 Linda Petty
 Darold Whitmer
 David Bratke

Representing

AGRC
 CenturyLink
 DPS/Cedar Communications
 Frontier Communications
 Stancil

- 1. Call to Order** – The meeting was called to order at 1310 MST by the 911 Advisory Committee Chair, **Justin Grenier**.
- 2. Minutes:** A typo was noted on the December minutes under section 4.3 – the text should have read “61 cent fund” – Eric to correct. A motion to adopt the corrected minutes of the Utah 9-1-1 Advisory

Committee meeting held December 15th, 2015, was made by **Kathy Quarnberg**, seconded by **Karl Kuehn**. The motion was approved by a unanimous vote. Carried.

3. Financial report:

2.1 Projected Available Funds Remaining – Kathy Trees presented the financial report. The balances shown on the lower half of page one are based on what has been appropriated for use by the Advisory Committee. The 9 cent fund shows a balance of about \$7.48M, and the CAD fund shows a balance of about \$2.53M in the CAD fund. The second page of the report shows the detailed report for the expenses associated to the 9 cent fund. Our expenditures to date are approximately \$323K with about \$5M remaining. The CAD fund shows a disbursement to VECC of \$43K and about \$5.7K towards the CAD2CAD project. Of here were no changes in the CAD fund report from last month. With regard to collections, we stand at 47.86% in the 9 cent fund and 41.77% in 6 cent fund. There have been two transfers to the AGRC of \$82.5K. **Kathy** also commented that if we continue as we are, we may not be in line to collect as much as has been appropriated. There was a suggestion to add a percentage column to better represent where we are with the various line items over the course of the F/Y. There was discussion concerning the process for reimbursement for the one-time network connection charges for PSAPs converting over to the ESInet. It was decided to go back and review previous minutes where this matter was discussed and go from there.

3. Grant Applications

3.1 Rich County Network Reimbursement – Justin updated the Committee on the status of the Rich County Grant. He reported that at the last UCA meeting, there were questions raised with regard to the funds that they have received through the 61 cent fund. Rich County agreed to review those numbers, and if necessary, come back with a new grant application. Since the grant was recommended for approval at the last Committee meeting, it was not deemed necessary to start the process all over again. It is anticipated that they will need to speak to the grant and their reported numbers at the next UCA meeting.

4. Committee Business

4.1 Chair/Vice Chair Appointments – Justin reviewed the requirements to have a Chair elected on an annual basis. Previous discussions indicated that a Vice Chair that would succeed the Chair at the end of his or her term was also a good idea. It should be noted that **Karl** had been nominated as Vice Chair at our January 20, 2015 Advisory Committee meeting.

4.1.1 Motion - It was moved by **Deb Mecham**, and seconded by **Justin Grenier**, *“that Karl Kuehn be elected the 911 Advisory Committee Chair for 2016.”* The motion carried by a majority vote with **Karl Kuehn** abstaining.

Karl went on to nominate **Melanie Crittenden** for the Vice Chair position. **Kathy Quarnberg** nominated **Justin Grenier**. There were no further nominations from the floor. Chair **Karl** called for a vote; there was one vote cast for **Justin**, and a majority vote was cast for **Melanie**.

4.2 FirstNet Update – Gordy Coles was unavailable. **Justin** reported that their RFP was released last week along with a webex that explained the finer points of the RFP. He will be sending out the link to the video presentation to the Committee members.

4.3 UCA Update – Scott reported that the biggest thing to come out of the last UCA meeting was postponement of the Radio System RFP. He also reported that there is \$14M left in the fund that was appropriated for temporary upkeep on the system, and that the UCA will be reviewing what needs to be done in the interim and setting priorities in this regard. He went on to report that the plan is for UCA to develop a strategic plan, and that there is no plan to ask for more funds at this point. Although they had hoped that user fees would have been eliminated this July, that will not be happening so those that pay user fees will still need to be budgeting for those for the foreseeable future. There was also discussion concerning the Rich County grant application, and they have been asked to come back to the next UCA meeting to answer any further questions concerning the grant. There were further discussions concerning the radio consoles that will be addressed at next week’s UCA meeting. There has been concern expressed over the moving of existing consoles to new facilities, only to have them replaced down the road. There is considerable expense involved in moving these consoles.

- 4.4 CAD2CAD Maintenance Discussion – Karl** reported that he has received a quote from Spillman for maintenance of the CAD2CAD system at his PSAP. He stated that it was his understanding that maintenance was going to be supported through the CAD fund and not billed to each agency. Upon review of the minutes and the audio from the March 2015 meeting, it was apparent that maintenance was not to be included; however, the version of the draft CAD rules document that went forward to the UCA for approval inadvertently had maintenance included. It was decided to gather the CAD2CAD maintenance costs for the existing CAD2CAD connections and report back to the next meeting with those numbers. They will include what is existing today and what it will be once the project is completed. **Justin** also mentioned that the statewide rollout really needs to be addressed and a priority set to which PSAPs are next on the list and what their respective CAD2CAD connections requirements will be. **Karl** commented that eventually we will need to take over this entire project on a statewide aggregator approach. **Kevin Rose** commented that this will be a big enough project and that an RFP will be needed to complete the project. It was decided that we first need to bring back the maintenance numbers from the current connections and go from there.
- 4.5 911 Performance Audit & Study Update – Shawn** reported that the contract for this project was awarded to Matrix Consulting and that the kickoff meeting has been scheduled for January 25th. The plan is to interview the UCA Board members first, and then PSAPs from there. The project plan needs to be further fleshed out over the next few days. The initial kickoff will drive the milestones throughout the study, and also determine what we need to provide in the way of data.
- 4.6 Statewide Wireless 911 Call Routing Analysis – Shawn** reported that we have started this project and wireless providers have started to supply the routing sheets to us. We plan to work with the PSAPs to go over any anomalies that may exist. AGRC will be assisting with us with regard to the tower locations, routing patterns, and caller location accuracy factors. **Karl** wanted to make sure that this project is included in our remittance to the AGRC.
- 4.7 PSAP Summit Follow-Up - Shawn** reported that as a result of the survey data, we have a better idea as to what the PSAPs found of value, and how we can better structure the next summit.
- 4.8 PSAP Contact List & Designations – Shawn** reported that the existing PSAP contact list is under review. In the process of cleaning it up, there were issues with how the PSAPs are designated as primary or secondary. The issue of dispatch centers is also on the table and how they fit into the overall scheme of things.
- 4.9 Office of the Utah Legislative Auditor General – 911 Audit Update – Steve** reported that the audit is complete, and that he and **Tina** will be testifying before the Audit Committee of the Senate and the House on February 1st at 1400. The report will be made public then.

5. Round Table

- 5.1 Karl** reported that he participated in the ECaTS webinar that morning, and that we have three more scheduled over the next couple of weeks. He will be suggesting that some case studies be done in webinar format, and that these would be very helpful to participants. Most of the training consists of overviews of the various functions and reports. Pricing for the Text-to-911 will be forthcoming.
- 5.2 Deb** commented that she is under the impression that some of the ECaTS functions that were identified in previous meetings are not yet available to Airbus users. **Karl** commented that all agent detail information is now available on the latest software upgrade to the Vesta (4.3.2) system. He suggested that **Deb** send him a more detailed list of shortcomings. We can further discuss on the next ECaTS call.
- 5.3 Kathy Quarnberg** reported that they are in the process of getting Millard CAD2CAD connections set up.
- 5.4 Jeremy** queried the status of the definitions for PSAPs. **Shawn** commented that there are national definitions that will be researched and suggestions they will be brought forward for discussion and consideration by the Committee. **Kevin Bolander** stated that there are definitions for a PSAP in Utah Code that will also need to be reviewed.

5.5 Scott Freitag confirmed that the media event for Text-to-911 will occur February 9th at VECC, and that they have all their internal policies and procedures in place. **Kevin Rose** commented that they have received several legitimate calls via texting where voice communications were unavailable. **Scott** also reported that he will continue to be representing Salt Lake County on our Committee as the mayor did not accept his resignation. He also asked about the outage in Davis County. **David White** reported that Farmington workers accidentally nicked a cable, and then the next day cut and removed a 75-foot portion of the cable. The next-day cutting of the cable brought down 911 service, and it took CenturyLink four hours to repair it. With regard to the VECC/Salt Lake CAD project, there are several RMS-related performance related issues that remain to be resolved.

5.6 Shawn reported that there are five PSAPs that need to have their ECaTS line profiled adjusted to accurately report administrative call statistics. ECaTS will be reaching out to the PSAPs to have trouble tickets opened to get this matter resolved.

6. Public Comment

6.1 Guy Dansie provided an update to the Committee on the issue concerning duplication of fees for dispatcher background checks. He asked for feedback on the current system. They are working on this matter and hope to have a further update at our next meeting. He had no update on the inspection process.

7. Motion to Adjourn - A motion to adjourn the meeting was made at 14:40 MST by **Scott Freitag**, seconded by **Kathy Quarnberg**. The motion carried by a unanimous vote.

8. Next Scheduled Regular Meeting: Tuesday, February 16th, 2016 @1300 MST, Valley Emergency Communications Center, 5360 S Ridge Village Drive, West Valley City, Utah 84118-4100