



Utah 911 Committee

Jon Huntsman
Governor
Phil Bates

Randy Auman
1st Vice Chair
Terry Ingram
2nd vice Chair

March 17, 2005
Minutes

Committee Member Attendees

Veronica Bullock
Chuck McCown
Terry Ingram
Philip Bates
Dave White
Mike Mathieu
Randy Auman
Laonna Davis
Roger Anderson
Doug Chandler
Dean Cox

Agency

Grand County (dialed in / phone bridge)
URTA
VECC
Dept of Public Safety
QWEST
Ogden (dialed in/phone bridge)
Logan PD
Dept of Public Safety
Davis County SO
Dept of Administrative Services / ITS
Washington County SO

Committee Members Absent

Spencer Cannon
Brent Ball
Lance Checketts
Erik Varney

Agency

Utah County SO
Summit County Mountainlands
Nextel
Verizon Wireless

General Attendees

David Spatafore
Tim Cornia
Jeff Winegar
Kelly Green
Carol Groustra
Kathy Olsen
Ronnie Peterson
Jeff Dial
Allen Campbell
Bill Jensen
Sam Saeva
Linda Tobin
Adam Britt
Richard Beckstrand
Joel Moreno
Forrest Roper
Joe Lunt
Eric Budd

Agency

Valley Emergency Communications Center
Dept of Public Safety
McIntosh
Dept of Administrative Services (AGRC)
Dept of Public Safety
Dept of Public Safety
Qwest
St George PD
Daggett County SO
Dept of Public Safety
Dept of Public Safety
Rich County (dial in)
Millard County GIS
Millard County IT
McIntosh Communications
Millard County Sheriff's Ofc
Spillman Tech
Spillman Tech

Meeting called to order by Phil Bates

A motion was made and seconded to approve the minutes from the meeting held on January 20, 2005. The motion was seconded and approved unanimously

Bill Jensen and Sam Saeva were presented to the committee as the candidates selected by the executive committee to fill the positions of Program Manager and Financial Manager respectively. A motion was made to affirm the selection of the executive committee. The motion was seconded and passed unanimously.

The new positions will require tools to accomplish their assigned duties. The following items were discussed:

Travel-

It is anticipated that significant travel will be required. The three transportation options discussed were to check out a vehicle from the DPS fleet of vehicles as needed, assign a vehicle leased from state motor pool, or reimburse mileage on personal vehicles. There was discussion as to whether both positions had similar travel requirements. It was suggested that the Program Manager and Financial Manager coordinate travel plans so that they could travel together and share information while in transit.

A motion was made that the Program Manager receive a leased car on a month to month basis and the Financial Manager coordinate with Bill for travel needs with the option of using a DPS fleet vehicle on an individual case basis when required. The motion was seconded and passed unanimously.

Material and supplies-

It is anticipated that the two positions would be equipped with the standard office package of similar positions within DPS. The equipment discussed was a lap top computer with docking station, cell phone, desk phone, standard office software, and office with office services such as copying and the like. The need for specialized software such as ESRI programs was also discussed. The two new personnel would be co-located with work groups to acclimate them to the State of Utah environment for the first 30 days. Bill would work with Tim Cornia in DPS MIS and Sam would be co-located with Chris Hamel in DPS Finance. After the initial orientation they would be brought together.

A motion was made to equip both positions with the standard equipment consistent with other employees within the DPS with the discretion of making decisions to meet specific needs of these positions. Discretionary additions to the standard equipment and software would be reported to the committee on the subsequent committee meeting. The motion was seconded and passed unanimously.

The main objective of the committee is to make E911 available to all within Utah and move to implement phase I and phase II. The following direction was given to follow between now and the next meeting to move towards that goal. The Program Manager and Financial Manager are to work with current state employees to learn internal procedures at state government. Develop processes and procedures using models now in existence in Homeland Security and other areas to identify and fund projects. Establish priorities among identified projects. Visit each PSAP to build team work that is necessary to realize local, state, and committee goals. Invite the appropriate committee member and legislators to attend the initial meeting. Inventory existing systems and equipment. Establish a list of reputable vendors and equipment. Begin preparation of legislative report.

The committee then adjourned until the third Thursday in April, April 21, 2005.