

**State of Utah 9-1-1 Committee
Practices and Procedures
Precedents by Resolution**

Practices and Procedures

Consolidation of PSAPs where geographically, topographically and economically feasible

All grants for Counties of Classes 1, 2 and 3 must include a local share

Committee will no longer fund other than primary PSAPs whose operations are Phase II compliant

Grants will specify Grantee compliance with State of Utah enabling legislation from 1985 through present

Executive Committee shall act with authorization from Committee in its entirety via resolution

Grant applications shall comply with:

- State of Utah applicable statutes;
- Precedents established by Committee actions and resolutions; and
- Policies of, procedures established and recommendations made by Committee

Equipment maintenance after expiry of initial 3-year warranty, i.e. years 4 and 5 for PSAPs located in counties of:

- first and second classes, grants will require no less than 20% local share;
- third through sixth classes shall be funded by Committee requiring no local share.

Qwest's maintenance agreements particularly after 3-year warranty expiry:

- year 4 of typical maintenance agreement price is determined by a percentage of equipment's original price to customer;
- every year thereafter an increase of 3% is applied;
- algebraically, equipment cost x Qwest-determined % x 1.03 = Year 4;
- maintenance agreement \$ and Year 4 x 1.03 = Year 5; and
- if a PSAP does not desire year 4 coverage, but reinstates coverage in year 5, retroactive charges applicable to its reinstatement might apply.

Concerning grant applications, staff must adhere to grant-fundable items wherein:

- Committee is legislatively and statutorily enabled;
- consistency exists with precedents, actions and resolutions in past Committee grants; and
- policy, rules, procedures and recommendations are in existence and already followed by Committee.

Disposition of grant-funded obsolete surplus PSAP 9-1-1 equipment requires compilation of a comprehensive list of its whereabouts. List includes description of:

- alternatives for such usable equipment, i.e. sale of equipment by State Surplus or 9-1-1 Committee wherein proceeds revert back to 9-1-1 Committee;
- transfer equipment to non-PSAP, e.g. U of U, BYU or USU Campus Police, SLC Airport; or
- assemble "crash kits" for deployment strategically throughout state for use by PSAPs.

Proxy given to non-Committee member must be authorized by resolution prior to use.

Precedents set via resolution

Committee meeting shall occur on 3rd Thursday each month

Every 4th meeting may be scheduled at other than Rampton Complex

Committee grants and other official actions require simple majority voice vote for approval based on no less than a quorum of members or their proxies wherein written proxy document is provided timely to program or financial manager

If a quorum of Committee members is not present by ¼ hour after meeting's prescribed start time, it will be decided by those in attendance whether to proceed, but neither vote, table nor take any official action as a result of this meeting

Executive Committee shall comprise Committee Chair, 1st Vice Chair and 2nd Vice Chair plus Program Manager and Financial Manager

Committee-related out-of-state travel shall be approved by resolution

Every November, Committee shall approve Committee Chair, 1st Vice Chair and 2nd Vice Chair for subsequent 12-month period, by resolution wherein current 2nd Vice Chair shall move to 1st Vice Chair and 1st Vice Chair shall move to Chair

Suppliers must include 1-year with optional additional 2-year warranty on all 9-1-1 PSAP Equipment

Committee grant agreements shall include full reversionary rights if Grantee breaches any term within its grant agreement particularly wherein consolidation of PSAPs is financially and operationally feasible

Committee shall accept grant applications from "secondary" PSAPs particularly if it is neither funded by any 9-1-1 telephone surcharge nor by County wherein it is geographically located

Counties must have adequate street signs and residential and commercial building numbers installed prior to Phase II implementation; PSAPs in counties of class 6 will be provided grant funding for street sign manufacture and installation

Grant applications requesting funding of PSAP 9-1-1 related GIS and/or GPS equipment and software require specific coordination with AGRC prior to Committee approval

Committee will fund Phase II PSAP equipment purchased and implemented prior to Committee's commencement date or funded by a county wherein it was not aware of Committee's funding activities

Committee will fund Phase II PSAP equipment for Ute and Navajo Nations using its expertise to assure compilation of comprehensive plan to build, equip, train staff and maintain 9-1-1 equipment funded therein

Committee will fund Phase II equipment purchased by PSAP from other than State-contract low bidder, but only to amount PSAP would have paid to State-contract low bidder

Counties in classes 3 through 6 are encouraged to apply for grant funding for increase in network charges resulting from implementation of Qwest Cedar City Tandem device

A Grant application for new Phase II 9-1-1 equipment wherein PSAP's Committee-funded Phase II equipment is functional, but has compatibility, reliability or durability issues and has not fulfilled or is not beyond its useful life of 3 to 5 years in service, will be reviewed and evaluated case-by-case

A Grant application requesting funding of PSAP 9-1-1 related equipment specific to new stand-alone back-up call-taking, dispatch and/or training centers will be reviewed and evaluated case-by-case

A Grant application for Next Generation 9-1-1 equipment wherein PSAP's Committee-funded Phase II equipment is functional and has not fulfilled or is not beyond its useful life of 3 to 5 years in service, will be reviewed and evaluated case-by-case

Requests for presentations at Committee meetings shall be approved by Committee Chair prior to placement on Committee meeting agenda

Grant Agreement percent of total project Local Share precedents:

PSAPs located in County Class 1	no less than 50% local share
PSAPs located in County Class 2	no less than 30% local share
PSAPs located in County Class 3	no less than 10% local share
PSAPs located in County Class 4, 5 and 6	no local share

All Grants shall include condition wherein:

- PSAP equipment funded shall have minimum 5-year service life (unless extenuating or exigent circumstances occur);
- Ecats use by PSAP/Grantee is mandatory;
- Grantee/PSAP shall have right of first refusal in equipment's reuse, but requiring Grantee responsible for its storage and/or disposal;
- Grantor Committee or its designee shall have final discretion over disposition of obsolete equipment funded by Committee regardless of Grantee/PSAP's decision to reuse; and
- Wherein Grantor/Committee allows Grantee/PSAP final disposition of obsolete equipment, Grantee, as compensation for its storage, handling and disposal costs shall be entitled to any proceeds upon equipment's final disposition.