



Gary R. Herbert, Governor
Deborah Meacham, Chair

Regular Meeting Minutes

May 16, 2013

Committee Member Attendees

Randy Auman
Melanie Crittendon
Justin Grenier
William Harry
Deborah Meacham
Tom Norvelle
Kathy Quarnberg
Kevin Rose
Tina Scarlet
Jim Thomas
Lesa Wilson
Alan Workman

Representing

Bear River Association
Mountainland Association
Five County Association
Salt Lake County
Utah County
Davis County Dispatch
Six County Association of Governments
Utah Department of Technology Services
Weber County
Incumbent Local Exchange Carrier
Rural DPS
Urban DPS

Committee Members on Bridge

Brett Mills

Representing

Southeastern Association

Staff Members Present

Kevin Bolander
Eric Parry

DPS /Attorney General's Office
State 9-1-1 Program Director

Invited Presenters

Staff Members on Bridge

N/A

General Attendees

Tim DiMarco
Jo Anne Mann
Cindy Mellor
David White
Lorenzo Barlow
Warren Darger
Tim Wallace
Carl Bane
Ed Engels
Karl Kuehn
Heather Bennett
Colleen Conrad
James Hunsaker
John Hunt

Representing

Cassidian
Cassidian
CenturyLink
CenturyLink
Colorado City
Colorado City
Interior Solutions
Intrado
Intrado
Layton PD
Poison Control
SLC 9-1-1
SLC PD
TCS

Regina Nelson
Chris Dunn
Mark Whetsel

Tooele County
UPD
VECC

General Attendees on Bridge

Carolyn Flores
Sharon Counterman
Chris Rueckert
Laonna Davis

Representing

Emergency CallWorks
L.R. Kimball
DPS/SLC Communications
DPS/Uintah Basin Communications

Minutes

The meeting was called to order by Committee Chair **Deborah Mecham** at 1300 MDT.

1. **Minutes:** Motion to approve the amended minutes of the Utah 9-1-1 Committee meeting held April 25, 2013, made by **Randy Auman**, seconded by **William Harry**. The motion was approved by a unanimous vote. Carried.
2. **Financial report:**
 - **Unspent Encumbered Funds - Eric** reported that he continues to monitor unspent encumbered funds, and is waiting for final billing from several outstanding grant awards. It should be noted that a portion of the de-obligated funds are now showing in the "Project Available Funds Remaining" line object (see next bullet).
 - **Projected Available Funds Remaining** – There is about **\$2,575,076** remaining in the grant fund.
 - **Approval of Financial Report** – A motion to accept the Financial Report was made by **Kevin Rose**, seconded by **Tom Norvelle**. The motion was approved by a unanimous vote. Carried.
3. **Grant applications**
N/A
4. **Public comment:**
There was no Public Comment offered.
5. **Committee Business**
 - **Committee Membership Update** – **Eric Parry** reported that **Kraig Kaizumi**, Frontier Communications has applied for membership representing the Rural ILEC position. There has been no further action with regard to filling the Radio Communications Services vacant position.
 - **Renewal of ECaTS Contract** – **Eric** reported that he has discussed the renewal issues with **Denice Smith** DPS Purchasing, and they have developed a punch list of items that need to be completed. The most significant is a proposal from Direct Technology (ECaTS) outlining their terms and conditions for the renewal. We have a conference call scheduled for May 20 with **Chris Duxler** to move this matter forward.

- **Appointment of Funding Review Sub-Committee** – It was decided that the existing Funding Rules Sub-Committee transition to the new Funding Review Sub-Committee intact as is to be tasked with this responsibility.

- **Grant Rules – R720-1-5.(2) – Various Changes** – **Eric** explained that he has started to identify possible changes to the Rules. It was decided that as a result of some of the most recent discussions from the Funding Rules Sub-Committee that some of the criteria previously thought to be relevant needs to be adjusted. **Kevin Rose** also commented that we had decided to make the Rules more ambiguous and not be too detailed as to what would be required in the Grant Applications. This would allow us to modify some of the criteria as we go along and therefore not be restricted to specifics. There was also discussion regarding a new requirement for PSAPs to submit funding requests before the end of the calendar year. This would enable the Committee to do a better job of planning a grant budget for the actual F/Y period (July-June). Another change would be to shift the language away from Phase II funding. **Kevin Bolander** described the Rule changing process that would involve the Committee formally approving the changes. From there, the new Rules would be submitted through the rule making process. There would be a 30 day comment period, plus a few other steps that would involve about a two month processing time. **Amy Lightfoot** from DPS Special Programs Coordinator would have to be involved in the review. It was also noted that what is there right now for grant justification is adequate and probably does not need to be changed. In other words, a reference to the Grant Application form. It was decided that **Eric** make the noted changes and forward the new iteration to the Grand Rules Sub-Committee for further review, then to **Amy Lightfoot** for her review, prior to a Committee vote.

- **Sub-Committee Status Update** – **Deb Mecham** informed the meeting attendees that a public meeting had been held earlier in the day in order for the Sub-Committees to go over their collective issues. As such, the discussions from the morning meeting are outlined as follows:
 - **ECaTS Sub-Committee** – **Justin Grenier** reported that we are in the process of contract renewal. He also outlined that we have asked ECaTS to continue to develop forms that make the reporting of statewide information easier. We are also looking at continuing to work with AGRC in a data mapping capacity, but are also looking at reports that are more analytical and statistical in nature that can be displayed in easier to read and understand formats. He also reported that Captain Workman has agreed to join the Sub-Committee.

 - **Funding Rules Sub-Committee** – **Randy Auman** reviewed a recap of the work that his Sub-Committee has done to this point. This includes ECaTS data that includes Annual Call Summary, Top 20 Busiest Hours Report, etc. It was decided that we needed a bit more PSAP information such as staffing, daily staffing levels, fixed and portable call taking consoles, backup center capabilities, etc. These changes will all be incorporated into the next iteration of the Grant Application Form with the understanding that this criteria will most likely evolve over time.

 - **NG9-1-1 Sub-Committee** – **Kevin Rose** reported that his Sub-Committee had the last vendor presentations earlier in the day. The next step is for the Sub-Committee to present some options for consideration hopefully in the next couple of months. He reiterated the need to work with the other Sub-Committees and NG9-1-1 will have an impact on all aspects of what we do.

- **Legislation Sub-Committee Update – William Harry** reported as a result of the meeting earlier in the day that they have decided to limit their scope of changes to the Statute that directly affects the Committee. They will be working to meet the needs and goals of Committee such as finding a way to get Tooele County representation and to find a way to transition the focus of the Committee away from Phase II and more towards the meeting the needs of the citizens of Utah through emerging technologies. It was expected that the other elements such as funding would also follow the long range strategy to transition to NG9-1-1. A meeting with **Dave Spatafore** has been scheduled for May 24 to move this process along by way of the development of a White Paper that defines our needs.

- **Next Generation 9-1-1 RFP - Bill Harry** reported that to the best of his knowledge that with the exception of the CenturyLink contract, all other remaining contracts have been signed. **Eric** reported that the CenturyLink contract has just been signed, so they have all been completed.
- **Proposal for the 9-1-1 Committee to Take Over Responsibility of the CenturyLink NG911 Backbone and SR to LNG Common Circuits – William Harry** proposed that the 9-1-1 Committee consider funding a NG9-1-1 backbone network that would include the various call routing elements necessary for call delivery across the state. The network that has been built to accommodate the Greater Wasatch Multi-Node is now capable of accommodating all PSAPs, and therefore should be considered as a state-funded item. There are two main reasons that he feels justifies this approach. The first is that the cost of the network is something that should be shared by all users, and second is that the owner of record, which is him, is responsible for all funding matters associated to the system as well as the management of the network, who can join, etc. In short, it should be a statewide resource managed and funded by the Committee as the next logical step to a statewide NG9-1-1 system. He went on to explain that CenturyLink and Intrado had no options other than to build a robust enough system that the whole state could use. The current system cost is about \$15K per month, and if all PSAPs were to join, the costs would increase to about \$20K per month. He went on to explain that most of what they have done was Committee funded, and that it is only logical that this statewide asset should become Committee responsibility. **Kevin Rose** commented that he thought it might be premature for the Committee to accept this responsibility and that a decision in this regard should wait until the NG Sub-Committee returns with their recommendations on a statewide strategic plan. Perhaps it would be more appropriate at this stage for the Committee to reimburse VECC for the multi-node network costs versus take it over completely. The original contract with CenturyLink was for three years to allow for contract renewal after the initial proof of concept. The unknown costs are the connection charges for PSAPs to get to the connection points and will be higher in the rural areas. It was decided that in the interim that the Committee reimburse from this point forward on a monthly basis, with a status review every six months.
 It was moved by **Kevin Rose**, and seconded by **Justin Grenier**, *“that the 9-1-1 Committee reimburse VECC, on a monthly basis for the backbone network fees, and that a status review be conducted very six months, and that any PSAP that wishes to join the multi-node would need to have Committee approval.”* The motion was approved by a unanimous vote. Carried.

- **Cell Phone Sally & Utah 9-1-1 Website Update** – Eric reported that the DVD's continue to be distributed to the PSAPs.
- **Program Manager Activity Update** – Eric briefed the Committee on his activities since the April meeting. He continues to support the BAFO contracts, ECaTS renewal contract issues, the SIEC and FirstNet committees, UCAN, as well as the various sub-committee meetings. He continues his meetings with **Bart Christoffersen** from Utah Interactive to continue with the development of our new Committee website. In addition to coordinating the NG9-1-1 vendor presentations, he continues to work with two NENA committees on preparing training materials for PSAPs concerning Text to 9-1-1, as well as chairing the Model Quality Assurance Policy Committee. We have been testing and using our new conference call and WebEx facilities and these appear to be working well.
- **Website Update** – Licensing for the software to build the website was received yesterday, and it is expected that the new website development will be back on track after the trial version expired.
- **New Committee Logo Design** – The Committee was presented with the logo design submissions. After a review of the various submissions, a new Committee logo was selected by a majority vote. It was one of several submitted by Jason Faga who works as a designer at Priority Dispatch Corp. here in Salt Lake City. The logo will be tested on our letterhead and website to see how it looks. In addition, it was suggested that some of the other submissions would be great of any apps that we might develop. **Eric** to reach back to the appropriate submitters in this regard.
- **Wireless Surcharge Billing Anomalies** – Eric to meet with Deb to decide on a course of action not only for the wireless anomalies but also with other aspects of surcharge collection and distribution and report back at the next meeting.

6. New Business

- **Change of Venue for Next Meeting** – It was decided to have the June meeting in Richfield.

Round Table:

- William Harry announced his resignation from the Committee. He has accepted a position as the new PSAP Director in Monterey, CA. He will be notifying his nominating authority to start the wheels in motion to find a replacement for him on the Committee. He was thanked for his dedication and service to 9-1-1 not only in Salt Lake County but on a statewide level as well.

Motion to Adjourn – A motion to adjourn the meeting was made by **Kevin Rose**, seconded by **Tina Scarlet**. The motion passed with a unanimous vote. Carried.

Next Scheduled Regular Meeting: Thursday, June 27, 2013 @1300, Richfield Communications Center, Alternate Site Conference Room, 350 South 900 West, Richfield, Utah 84701-2458

WEBEX: <https://securemeeting.conferencinghub.com/w/pub/entry?hcid=1530221&loc=EN>

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