



Regular Meeting Minutes

May 14, 2014

Gary R. Herbert, Governor
Alan Workman, Chair

Committee Member Attendees

Randy Auman
Melanie Crittenden
Scott Freitag
Kraig Kaizumi
Peter Kuhlmann
Justin Grenier
Deborah Mecham
Kathy Quarnberg
Jeremy Raymond
Kevin Rose
Tina Scarlet
Lesa Wilson
Alan Workman

Representing

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

Committee Members on Bridge

Danny Neds

Representing

Wireless Communications Carrier

Staff Members Present

Kevin Bolander
Eric Parry

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

Invited Presenters

N/A

Staff Members on Bridge

N/A

General Attendees

Jennifer Stefanoff
Max Iwaniec
David White
Karl Kuehn
Shelley Peterson
Scott Finlayson
Regina Nelson
Steve Proctor
Dale Brophy
Scott Folsom

Representing

DPS/Price Communications
CenturyLink
CenturyLink
Layton PD
Logan PD
Springville City Police
Tooele County Sheriff's Office
UCAN
University of Utah PD
University of Utah PD

General Attendees on Bridge

Laonna Davis

Representing

DPS/Uintah Basin Communications Center

Minutes

The meeting was called to order by Committee Chair **Alan Workman** at 1305 MDT.

1. **Minutes:** Note that there was a transcribing error in the DPS/Richfield grant award, and it should have read "\$257,497.85". **Motion** to approve the corrected minutes of the Utah 9-1-1 Committee meeting held April 17, 2014, was made by **Jeremy Raymond**, seconded by **Deb Mecham**. The motion was approved by a unanimous vote. Carried.
2. **Financial report:**
 - 2.1 **Unspent Encumbered Funds - Eric** reported that he continues to monitor unspent encumbered funds.
 - 2.2 **Projected Available Funds Remaining** – There is about **\$3,476,686** remaining in the grant fund.
 - 2.3 **CAD Fund Appropriation** – It is expected that there will be an appropriation made July 1, 2014 commensurate with the new 6 cent CAD fund. **Eric** to check with Joe Brown.
 - 2.4 **Approval of Financial Report** – A motion to accept the Financial Report was made by **Kevin Rose**, seconded by **Tina Scarlet**. The motion was approved by a unanimous vote. Carried.
3. **Grant applications**
 - 3.1 **University of Utah – Chief Scott Folsom and D/Chief Dale Brophy** were present at the meeting to further represent their grant application. This was a carry-over from the last meeting where it was requested that the numbers were to be verified by CenturyLink. Eric indicated that the numbers have been double-checked and that the amount requested (\$35,927.94) is correct. It was further suggested by Tina Scarlet that an application for year-6 maintenance be completed in the next month or two.
 - 3.1.1 **Motion** - It was moved by **Tina Scarlet**, seconded by **Scott Freitag**, *"that the grant application be approved."* The substitute motion carried by a unanimous vote.
 - 3.2 **Springville PD – Chief Scott Finlayson** presented a grant application for year-6 maintenance in the amount of \$15,574.71, and that the numbers have been confirmed as correct.
 - 3.2.1 **Motion** - It was moved by **Deb Mecham**, seconded by **Tina Scarlet**, *"that the Committee approve the Springville grant application."* The motion carried by a unanimous vote.
 - 3.3 **Logan PD – Randy Auman** presented a grant application for year-6 maintenance in the amount of \$16,133.48 for a period of six months. A purchase order for this amount was already issued as of May 02, 2014 and is attached to the grant application.
 - 3.3.1 **Motion** - It was moved by **Kevin Rose**, seconded by **Deb Mecham**, *"that the Committee approve the Logan PD grant application."* The motion carried by a unanimous vote with **Randy Auman** abstaining.
4. **Public comment**

N/A
5. **Committee Business**
 - 5.1 **Committee Membership Update – Randy Auman** confirmed that he is retiring and that they have been grooming **Shelley Peterson** as his recommended replacement on the 9-1-1 Committee. A letter had been turned into the board, and it is hoped that she will be recommended for the next meeting. **Eric Parry** reported that Karl Kuehn's nomination is still pending from the COG.

5.2 Tax Revenue Distribution – Eric briefed the Committee that the April report has been received from the Tax Commission. They are included in the packet as well as an updated trend chart.

6. Sub-Committee Status Updates:

6.1 ECaTS Sub-Committee – ECaTS RDDM Upgrade – Justin Grenier reported that with the CPE upgrade, St. George needed to change their line configuration. He indicated that when phone line configurations are changed, that ECaTS charges a fee to make the appropriate changes, and wondered if there was a mechanism in place to cover these costs. It was suggested that PSAPs ensure that ECaTS is notified with the details of the upgrade. **Alan Workman** suggested that this should be something that the Committee should pay, and that this issue be included on the PSAP CPE upgrade checklist. In addition, **Justin** reported that there has been a 1 to 1½ second delay in the presentation to the CPE and start of ring time on their Vesta 4. He also reported that in the case of an abandoned 9-1-1 call, the time between the abandoned call and the call back interval is added as “on-hold” time to the entire call processing time. It is the intent to ask ECaTS to factor this out of the call processing time. **Kevin Rose** suggested that when running reports, that outbound 9-1-1 calls would have to be factored out of the mix to take care of the issue. **Justin** went on to suggest that where a PSAP is upgrading to the Vesta 4 system, that reports should be run both before and after installation of the new equipment to see if there are any significant changes in call processing times. He also suggested that he could assist in the running of these reports for other PSAPs if needed. Regarding the aforementioned line change charges, **Justin** will bring those back to the Committee for consideration when appropriate.

6.2 Grant Review Committee – Randy – Nothing new to report, other than a new Sub-Committee chair will need to be chosen.

6.3 NG9-1-1 Sub-Committee – Kevin - Nothing new to report.

6.4 Legislation Sub-Committee Update – Tina – It was decided that this Sub-Committee should stay active in order to begin planning suggested changes to the new legislation.

6.5 Standards Sub-Committee – Kraig reported that everything that was of concern regarding the BEMS EMD related issues are in the process of being resolved. He reported that BEMS has changed their rules, and have voluntarily withdrawn their EMD certification course. He also reported that he and Eric met with Priority Dispatch last Friday to discuss the friendly reminder letters, as well as brainstorm various ways that the EMD training could be delivered regionally for the more remote PSAPs in the state. With regard to POST certification, work continues on this with the support of Chiefs of Police and Sheriff’s being pursued. It is also our intent to send out an updated version of the PSAP training survey to Committee members only.

6.6 Strategic Plan Development – Eric reported that he will collate the issues and discussions that have been part of our two-day Strategic Planning deliberations, and will distribute those as soon as possible for next steps.

7. POST Certification – Deb reported that a letter is being drafted to be sent to the Sheriff’s Association and the Chiefs of Police association to further lobby for their support for POST certification of all PSAP personnel. They are also pursuing a meeting with the Fire Chiefs as well.

8. June Meeting – Change of Date – Due to conflicts with the NENA Conference, it was requested that the Committee give consideration to moving the June meeting from the 19th to the 26th as well as changing the venue to Weber.

8.1.1 Motion - It was moved by **Justin Grenier**, seconded by **Kevin Rose**, “that the June meeting be changed to June 26, and that the venue be changed to Weber Area Dispatch facility.” The motion carried by a unanimous vote.

9. Round Table –

9.1 Kevin Bolander reported that the transfer of the 9-1-1 Committee to the UCA will mean that the AG's department will no longer be providing legal representation to the Committee. He went on to suggest that the Committee might consider approaching the AG's office to request that they continue to provide this service to us. In addition, there are some pending changes to the AG's office that might make this more feasible. He expressed his willingness to continue to work with us on our various issues as he and Marcus have been regularly involved in all of our meetings. It was decided that it would be appropriate for **Kevin** to approach his new boss in this regard, and report back to the June meeting.

9.2 Tina Scarlet –asked if there was any way we could have a detailed list of our past year's budget made available for the June meeting. **Eric** to follow up with **Joe Brown** in this regard.

10. Motion to Adjourn – A motion to adjourn the meeting was made by **Kathy Quarnberg**, seconded by **Scott Freitag**. The motion passed with a unanimous vote. Carried.

Next Scheduled Regular Meeting: Thursday, June 26th, 2014 @ 1300 MDT, Weber Area Dispatch, 2186 Lincoln Avenue, Ogden, UT 84401

WEBEX LINK: <https://stateofutah-2.conferencinghub.com/CenturylinkWeb/EricParry>

After connection choose: "ENTER AS GUEST"

Telephone Bridge: 877.820.7831; PIN: 417860#