



Regular Meeting Minutes

February 24th, 2015



Committee Members	Representing	Y/BR/E/N
Melanie Crittenden	Mountainland Association	Y
Scott Freitag	Salt Lake County	Y
Justin Grenier	Five County Association	Y
Karl Kuehn	Davis County Layton PD	Y
Peter Kuhlmann	Washington County	E
Deborah Mecham	Utah County	Y
Barry Horsely (pending approval)	South East Association	N/A
Regina Nelson	Wasatch Front Regional Council	Y
Shelley Peterson	Bear River Association	Y
Kathy Quarnberg	Six County Association of Governments	Y
Jeremy Raymond	Uintah Basin Association	E
Kevin Rose	Weber County	Y
Lesa Wilson	Rural DPS	Y
Alan Workman	Urban DPS	Y
(Vacant)	Statewide Interoperability Coordinator	N/A

Staff Members	Representing	Y/BR/E/N
Kevin Bolander	Attorney General's Office	Y
Trish Nelson	UCA	Y
Eric Parry	UCA/State 9-1-1 Program	Y
Steve Proctor	UCA	Y
Kathy Trees	UCA	Y

General Attendees

Tim DiMarco
 Guy Dansie
 Andrew Howlett
 Max Iwaniec
 David White
 Chris Rueckert
 Kraig Kaizumi
 John Joseph
 Bryan Low
 William O'Neal
 Dean Carriger
 David Bratke
 Lisa Julio
 Jeremy McCulley
 Jake Hunt
 Bret Rawson
 Terry Shaw
 John Inch Morgan

Representing

Airbus
 BEMS
 CenturyLink
 CenturyLink
 CenturyLink
 DPS/Salt Lake City
 Frontier Communications
 GeoComm
 Logan 911
 Sandy PD
 Sandy PD
 Stancil Corp.
 SLC Airport
 SLC Airport
 UCA
 Utah FOP
 Utah FOP
 VECC

General Attendees on Bridge

Kelly Green
 Linda Petty
 Carolyn Flores

Representing

AGRC
 DPS/Cedar Communications
 Emergency CallWorks

Minutes

The meeting was called to order by Committee Chair **Justin Grenier** at 10:08 MST.

1. **Minutes:** A motion to adopt the minutes of the Utah 9-1-1 Committee meeting held January 20th, 2015, was made by **Shelley Peterson**, seconded by **Regina Nelson**. The motion was approved by a unanimous vote. Carried.
2. **Financial report:**
 - 2.1 **Projected Available Funds Remaining – Kathy Trees** presented the financial report. She continues to do a great job of provided a much better detail of our current and future financial situation. She reported she has listed items that are anticipated but not yet approved. The wages for the proposed Project Manager have been added as well as what our projected grant award outflow will be.
 - 2.2.1 **Approval of Projected Financial Report –** It was moved by **Deb Mecham**, and seconded by **Alan Workman**, *“that the proposed budget be recommended for approval”* The motion carried by a unanimous vote.
 - 2.2 The second part of the report contained the estimated appropriation, the actual outflow, grant awards, and anticipated expenses. It also showed the collections in the various surcharge funds. She also reported that the AGRC funds were appropriated and transferred directly to the AGRC by the Division of finance by way of SB6. The report also showed the appropriated that have been made to the 911 Committee, and incurred expenses will be drawn from this fund. A total of \$1,495,300 have been transferred from the 9 cent fund, and \$1,286,750 from the 6 cent fund. There are two Admin Fee transfers of \$25. The last two pages show the grants that have been approved so far. Our total available funds are \$3,590,801. She has also been working with DPS to get our funds lapsed in order to get the funds re-appropriated. **Kathy** also suggested that we should probably formally close a grant and de-obligate the remaining funds.
 - 2.2.1 **Approval of Current Financial Report –** It was moved by **Alan Workman**, and seconded by **Karl Kuehn** *“that the Financial Report proposed budget be approved.”* The motion carried by a unanimous vote.
3. **Grant applications**
 - 3.1 **Rich County – Network Costs – Kevin Rose** is awaiting documentation from **Emily Weston**.
 - 3.2 **Layton City PD – Year 6 Maintenance – Karl Kuehn** presented a grant application for Year 6 Maintenance. These funds are required to provide coverage on their current system pending the installation of new equipment. This will provide coverage through to November 2015. He went on to report that they will be making a decision in the next week to establish exactly what the next steps are, and what equipment will be procured. The proposal for a regional approach is before the County Commissioners.
 - 3.2.1 **Motion -** It was moved by **Deb Mecham**, and seconded by **Melanie Crittenden**, *“that the Layton City PD Year 6 grant application in the amount of \$17,567.66 be approved.”* The motion carried by a majority vote with **Karl Kuehn** abstaining.
 - 3.3 **Grant Amendment Process – Justin** reported that we have no formal way to amend a grant. As a result, discussions were held with **Steve & Eric** that resulted in the development of a Grant Amendment form. The form is in the packet for the review of Committee members. Kathy was asked to test drive the form for her application to increase funding for the additional items she requires for her CPE upgrade. It was suggested that a total box be added at the bottom of the table shown in Section 4. Kevin Bolander suggested that we add language to our administrative rules that defines the grant amendment application process.
 - 3.4 **DPS/Richfield – Application to Amend Grant – Kathy Quarnberg** described the reason for this amendment. She requested that the Aurora MIS system be installed as the current functionality of the ECATS system does not provide reports at the individual dispatcher level. This installation of the Aurora software will also require a server. She is also requesting a cutover coaching session and an additional port for her NetClock. **Tim DiMarco** from Airbus

explained that since the Aurora system is an add-on, that the requirement for an additional server was the result of the equipment already being staged and that normally the Aurora system runs on a virtual server. He went on to explain that between his company and CenturyLink, discounts were applied to reduce the server costs. There was a discussion on the discrepancies between the Aurora and ECaTS reports. **Karl** indicated that they are working with both systems to determine where the issues are with the various affected reports.

3.4.1 Motion - It was moved by **Regina Nelson**, and seconded by **Melanie Crittenden**, *“that the DPS/Richfield grand amendment application in the amount of \$19,419.61 be approved.”* The motion carried by a majority vote with **Kathy Quarnberg** abstaining.

4. Committee Business

4.1 Utah Meeting Laws/Update – Kevin Bolander briefed the Committee on the legislation that affects meetings. He distributed a copy of the Open & Public Meetings Act (UCA 52-4-101). It is a requirement that public committee or board have training concerning the operation of their respective affairs. He went over the important issues that include things that need to happen before the meeting, during the meeting, and after the meeting. Public meetings must be open to the public and notices of public meetings need to be posted on the public meeting website 24 hours in advance of the meeting. It must show the date, time, and location of the meeting. Regarding electronic participation, we have a rule that covers that rule. Proxy voting is not appropriate. If a member is not present or participating electronically, that person is not capable of casting a vote. Emergency meetings need to be posted as best practicable. The minutes of the meeting need to state why it was necessary. With regard to closed meetings, there must be a vote of two-thirds of the membership. It must first be opened and then closed. It does not need to be on an agenda, but **Kevin** stated that it would be a good idea to do this. Reasons for a closed meeting are restricted to discussion an individual’s character or professional competence, or physical or mental health. Also included are strategy sessions to deal issues of real property, pending or reasonably imminent litigation, discussions regarding security personnel, devices and systems security and systems. Also included are investigations concerning allegations of criminal misconduct, as well as deliberations. This excludes any information gathering activity, but does include deliberations concerning a judicial or decision making process. Open meetings must be recorded and have written minutes. This includes closed meeting with the following exceptions – professional competence of an individual, or the deployment of security systems. For these circumstances, the chair must sign an affidavit of what was discussed. Recordings and written minutes must be posted. Handouts become part of the record and should also be kept on file. Committees cannot take action on matters that are not on the meeting agenda. Violations are considered to be a Class B misdemeanor. Subsequent discussions concerning vendor issues could be done under the deliberation criteria. **Justin** reminded everyone that this needs to be done once a year.

4.2 PPBH/Text-to-911 Media Campaign – Kevin Rose reported that we are still waiting for information from Penna Powers.

4.3 UCA Update – Scott Freitag reported that an initial proposal concerning the hiring of a project manager was discussed. It was suggested that a case be built that would justify the need for this position. He suggested that we should wait to see what happens with our legislation and go from there. **Justin** reported that we went ahead and developed a draft job description. He suggested that regardless of the legislation outcomes, we still need this position. An updated version of the job description will be sent back out to Committee members and this matter will continue to be an agenda item.

4.4 CAD to CAD Update – Karl reported that we have three projects currently underway – they are Tooele-DPS/Salt Lake, Summit County-Wasatch County-Park City are all live and looking at establishing their SOP’s. Davis County is resolving some hardware issues between the three PSAPs. He also updated the list concerning the number of call transfers to target the next agencies to bring on board. **Karl** offered to prepare a list for Committee members.

4.5 CAD Procurement Rules – Karl presented a brief PowerPoint presentation that outlined progress to date. He reported that there was an initial meeting that defined several things. Discussions were based on the language in the Utah Code. Since we had our meetings, a new

proposal in HB343 that could change a lot of what we are talking about. Interpretation of the legislation was CAD interoperability, as well as a regionalization of CAD services. With regard to funding, priorities being proposed are the Salt Lake County project, CAD to CAD, regionalizing CAD services with regions being defined. Salt Lake County is its own region; Class 2 Counties would also be considered regions; followed by Counties 3 through 6 where two or more counties collaborate as a region. The fourth priority are those that come to us wanting to enhance, replace or come together as CAD regions. The sub-committee defined core CAD functions as eligible. These include hardware procurement supporting a core CAD functions. Where there were other services to be supported by that server, there was a 50% apportionment suggested. Professional services for CAD would be eligible; however professional services that involved RMS support would be apportioned at the 50% rate. Maintenance might not be sustainable under the current funding model. Data conversion or migration for CAD data would be eligible, but migration for both CAD and RMS would be apportioned. All other functions that are directly related to taking a call such as geo-based address verification, Mapping, automatic vehicle location, unit recommendations or response plans, E911 copy-over, interfaces to closely related 3rd party applications (medical/fire/police card systems, fire department paging system, or UCJIS) are also eligible. Items deemed to be ineligible include RMS related modules, system dashboards or monitoring, aerial photography, equipment tracking, personnel tracking, imaging, pin-mapping or statistics packages. RMS modules, There would be a flat rate grant match of 20% for all counties. Priorities would be given to applications filed during the grant application period. The rules are also intended to assist counties to upgrade or improve their existing CAD installations. Kevin Bolander commented that we will need to mesh these rules with our rules that are already in process. It was decided that the draft should be taken to the UCA.

5. Round Table

- 5.1 **Justin** – presented an article from USA Today that described ongoing issues with wireless caller location. It included the Z Axis and other issues. The link has been forwarded to committee members: <http://www.usatoday.com/story/news/2015/02/20/cellphone-911-lack-location-data/23570499/>
- 5.2 **Justin** – presented spreadsheets that showed the number of 911 calls per PSAP along with grant awards that calculated costs per call for all Utah PSAPs. This includes fund approved for projects as well as where funds were left over and then de-obligated. The objective is to factor in costs per call into our decision making processes. Committee members were asked to review the information and provide comments back to **Eric** or **Justin**. The second spreadsheet from the FCC showed a breakdown of PSAPs per state. Utah is shown having 62 PSAPs which would indicate that the registry is outdated or just plain wrong. Justin to send the spreadsheets out to the Committee members.
- 5.3 **Kevin Rose** – reported that as a result of the legislation briefing, there were suggestions for changes to the legislation brought back to Representative Dee. These include retaining the 911 Committee representative on the UCA Board, restoring the AGRC language, restoring the language concerning the 911 Committee Chair, and redefining 911 service users to PSAP personnel on the Radio Advisory Committee, as well as a few other changes under consideration.
- 5.4 **Justin - Change of Date for UCA/911 Committee Meetings** – there is a suggestion to move the UCA meeting dates to Wednesdays.

6. Public comment

- 6.1 **FOP – Terry Shaw** provided a brief presentation on the Utah Fraternal Order of Police (FOP) and announced that they are opening their lodge membership to non-sworn personnel in public safety organizations. They are offering legal protection to the non-sworn personnel at the same rate. The new lodge will be reaching out to Utah PSAPs on a membership drive.
- 6.2 **Guy Dansie** – updated the group on the development of rules concerning the issue of EMS incident calls (inter-facility) going to PSAPs or the private ambulance provider call centers.

Some PSAPs feel that they have duplicate systems in their regions. PSAPs should be able to decide how wish to handle these calls. **Guy** to send the draft rules to **Eric** for distribution.

- 6.3 Max Iwaniec** provided an update to the upcoming PSAP CPE upgrades. He reported that all of the most recent moves have gone well, and that the upcoming installations are ready to go and they do not anticipate any issues. Regina thanked Max and the CenturyLink crew for the work done in Tooele.
- 6.4 Kraig Kaizumi** – announced that he has accepted a 911 Regional Director/Project Manager’s position with Frontier.

- 7. Motion to Adjourn** - A motion to adjourn the meeting was made by **Melanie Crittenden**, seconded by **Karl Kuehn**. The motion passed with unanimously. Carried

Next Scheduled Regular Meeting: Changed to March 24th, 2015 @ 1300 MDT, Valley Emergency Communications Center (VECC), 5360 S Ridge Village Drive, West Valley City, Utah, 84118-4100.

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

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