



Regular Meeting Minutes

March 15th, 2016

Valley Emergency Communications Center



Committee Members	Representing	Y/BR/E/N
Melanie Crittenden	Mountainland Association	Y
Scott Freitag	Salt Lake County	N
Justin Grenier	Five County Association	BR
Karl Kuehn	Davis County Layton PD	E
Peter Kuhlmann	Washington County	N
Deborah Mecham	Utah County	Y
Barry Horsley	South East Association	N
Regina Nelson	Wasatch Front Regional Council	BR
Shelley Peterson	Bear River Association	Y
Kathy Quarnberg	Six County Association of Governments	Y
Jeremy Raymond	Uintah Basin Association	Y
Kevin Rose	Weber County	N
Doug McCleve	Urban DPS	Y

Staff Members	Representing	Y/BR/E/N
Kevin Bolander	Attorney General's Office	BR
Shawn Messinger	UCA	Y
Eric Parry	UCA	BR
Steve Proctor	UCA	Y
Kathy Trees	UCA	Y
Gordon Coles	Statewide Interoperability Coordinator	E

General Attendees

Bert Granberg
 Guy Dansie
 Roger Edwards
 Max Iwaniec
 David White
 Linda Petty
 Laonna Davis
 Kelton Brown
 Matt Pederson
 Heidi Peterson
 Rachel Moore
 David Bratke
 John Inch Morgan

Representing

AGRC
 BEMS
 BEMS
 CenturyLink
 CenturyLink
 DPS/Cedar City Communications
 DPS/Uinta Basin Communications
 Orem PD
 Orem PD
 Pleasant Grove PD
 Provo PD
 Stancil Corp.
 VECC

General Attendees on Bridge

Bryan Low

Representing

Logan PD

- 1. Call to Order** – The meeting was called to order at 1310 MDT by the 911 Advisory Committee Co-Chair, **Melanie Crittenden**. A new table configuration along with name tags for the Committee members were presented. Introductions from each Committee member present followed.
- 2. Minutes:** A motion to approve minutes of the Utah 9-1-1 Advisory Committee meeting held February 16th, 2016, was made by **Kathy Quarnberg**, seconded by **Shelley Peterson**. The motion was approved by a unanimous vote. Carried.

3. Financial report:

2.1 Kathy Trees presented the Financial Report. The balances shown on the lower half of page one are based on what has been appropriated for use by the Advisory Committee. The 9 cent fund shows a balance of about \$7.0M, and the CAD fund shows a balance of about \$2.5M in the CAD fund. The second page of the report shows the detailed report for the collections to date. We currently stand at 62.71% in the 9 cent fund and 54.73% in 6 cent fund. There have been two transfers to the AGRC of \$82.5K. In addition, this month's report listed the open grants for the various PSAPs that have obligated funds left over, or have not yet invoiced for reimbursement. The last page of the report detailed the status of the CAD fund that shows the most recent disbursements.

2.1.1 Motion - It was moved by **Deb Mecham**, and seconded by **Jeremy Raymond**, *"that the Financial Report be approved."* The motion carried by a unanimous vote.

2.2 FY17 Budget Update – Kathy Trees presented an update to the FY17 Budget. She explained that as a result of a request from the Governor's office for a 2017 budget from UCA, that a budget submission was put together and forwarded to the Governor's office. We are now in a situation where we need to amend our budget at the next UCA Board meeting. The updated budget contains items concerning the one-time non-recurring ESInet connection charges, the proposed technology conferences, and some office equipment items. It was noted that there is a possibility that subsequent ESInet connection fees may be waved pending approval to the modify the CenturyLink state contract by the State Purchasing office. This would not apply to PSAPs that have already switched over and have paid the connection charges. Beaver and Washington County will need to be added to the list of those that will be switching over in the next couple of months. There was also discussion regarding the moving of Summit, Wasatch, and Box Elder from FY18 to FY17. In addition, the passing of SB193 extends the Matrix Audit contract, and we will be getting the costs associated to that extension from Matrix as soon as we can, with the understanding that this matter will impact FY17. Costs associated to personnel as well as some travel costs were also affected. There was also a new item concerning the RFI/RFP for the cloud-based CAD2CAD data aggregator, as well as funds to cover UCA connections costs as well as maintenance in this regard. As the agenda for the March UCA meeting next week is very full, it was decided to present the amendment to our budget to their April meeting.

3. Grant Applications

3.1 Orem PD – Year 6 Maintenance – Matt Pederson presented a grant application for Year 6 Maintenance. It included a CenturyLink quote in the amount of \$40,286.38. Their Year 5 maintenance has lapsed, and they expect to have their new equipment up and running by July of this year, and will be seeking a refund from CenturyLink if applicable. A question was raised concerning their current 911 fund balance. There was also a question raised regarding the amount shown for equipment maintenance, as well as the ECaTS reports. **Matt** reported that the discrepancies between the ECaTS data and their reported call volumes were the result of an RDDM failure for about a three-week period. **Justin** offered to have a look to see if their data was recoverable. **Matt** to update the grant application with the missing data prior to the application going before the UCA Board.

3.1.1 Motion - It was moved by **Deb Mecham**, and seconded by **Jeremy Raymond**, *"that Orem's grant for Year 6 maintenance in the amount of \$40,286.38 be recommended for approval by the UCA Board pending the addition of the missing information."* The motion carried by a unanimous vote.

4. Committee Business

4.1 FirstNet Update – Gordy Coles was unavailable.

4.2 EMD Certification/Recertification for BCI/POST Cleared Individuals – Guy Dansie reported that the Bureau has received documentation from two PSAPs where their employees have received their BCI clearances through POST, and that the Bureau is waiving the requirement based on the new proposed rules. He reported that they have a task force that will be meeting the 30th of this month to initiate the changes to the language. **Guy** introduced **Roger Edwards**

who is working as the EMS investigator regarding the five PSAPs that are out of compliance with the EMD rules. One of these PSAPs, Juab County, is looking at doing away with their dispatch center and contracting those services out to another PSAP. They have asked for bids from Utah Valley and a DPS PSAP, and therefore are not pursuing EMD certifications. The remaining PSAPs are working toward completing their EMD certifications or recertifications but have not yet completed these tasks, and hope to be in compliance by the end of their probation period. **Guy** also reported that they still intend to set up a meeting with Dr. Clawson to look at EMD issues, and that they would like to have us at the meeting. He will let us know when a date is set for that meeting.

4.3 UCA Update – Steve provided an update to the two Bills passed in the legislature. They are still in the process of reviewing the impact of both, and he encouraged everyone to read them in detail. He believes that they are effective on July 1, HB 380 added two new members to the UCA Board; one appointed by the House and one appointed by the Senate which makes it a twenty-seven-member Board. The Chair will now be appointed by the Governor, and will alternate every two years between a state member of the Board and a local member of the Board. The Board still appoints and hires the Executive Director. UCA is now subject to the State Procurement Act, and the Bill also provides for the establishment of three Advisory Committees made up of users and providers that will provide advice to the Board concerning their respective areas of expertise. It also requires the UCA to make and maintain a long-term strategic plan. It still gives the UCA the ability to bond with the condition that they report the bonding activity to the Executive Appropriations Committee. In addition, the UCA needs to report their activities to the Legislative Management Committee and Executive Offices and Criminal Justice Appropriations Committee on November 1st of every year. SB 193 is the companion Bill to HB 380, and defines exigent circumstances as well as what a PSAP is, and extends the 911 Study (Performance Audit) through to September 30th, 2016. It also defines the need for a strategic plan for the delivery of 911 services. It further defines the PSTN as well as service charges for IP network calls. HB 380 added two more members to the 911 Advisory Committee, with the UCA Board deciding on how those members will be appointed.

Steve was also asked to provide an update on the procurement of radio equipment. He reported that last year the UCA received \$17.5M for the first payment to upgrade the radio system. There was an RFI issued and the responses formulated an RFP which has been put on hold until the development of the aforementioned strategic plan and a funding source. The funds are being used to keep the existing system running and do some previously decided site development. Nothing will be purchased or procured until an RFP process is decided upon and put out to bid. There are no plans to buy consoles at this stage. He has managed to find twenty-three used Motorola consoles positions in Minnesota, and has purchased those for a very reasonable price.

4.4 ESInet Connection Costs – Shawn continued the discussion on this matter. Not long after the Committee came under the auspices of the UCA, it made a decision to fund the ESInet connections costs. Due to a misunderstanding of the changes to the new funding approval processes, this matter was never formally brought before the UCA Board for approval. In the interim, PSAPs have gone forward with their switchover to the ESInet and have come to the Committee for reimbursement. He reported that he has put together some numbers for recommendation for approval in the budget update. So we have numbers for those that have switched over and a good idea as to which PSAPs will be switching over in the next year or so.

4.4.1 Motion - It was moved by **Jeremy Raymond**, and seconded by **Shelley Peterson**, *“that the non-recurring costs for PSAPs switching over to the ESInet be recommended for approval by the UCA Board.”* The motion carried by a unanimous vote.

4.5 ECATS Text-to-911 Quote – Shawn reviewed the quote from ECATS to bring text-to-911 reporting to the current ECATS system. The quote includes one-time connections costs for each PSAP as well as the applicable month to month charges all of which can be done on phased-in approach. The set-up fee (NRC) is quoted at \$500 per PSAP, and the monthly fee per PSAP is \$59. There was discussion concerning whether or not this matter fits under Exigent Circumstances, as many PSAPs no longer have a MIS system, and therefore the 911 text messages would not be captured. This matter was confirmed with Airbus through CenturyLink.

There was a lengthy discussion concerning the need to archive text messages, and it was decided that additional statistical information should be researched from the multinode PSAPs to determine their text-to-911 call volumes, processing times and any other information that would be helpful in making a decision in this regard.

4.5.1 Motion - It was moved by **Jeremy Raymond**, and seconded by **Kathy Quarnberg**, *“that this matter be tabled to a later meeting to allow time to research text-to-911 call data from the multinode PSAPs.”* The motion carried by a unanimous vote.

4.6 CAD2CAD Maintenance & Statewide Completion of CAD2CAD Project – **Shawn** reported that we are at the point that we need to start thinking more strategically about the CAD fund and how we can best use those funds. There are a limited number of funds in the account, and there are several projects coming forward that will impact how those funds are allocated as any one of the projects could empty the fund completely. **Steve** commented that the original intent of the CAD legislation was to fund a common CAD platform for Salt Lake County, and then following that was to provide a system that would allow CAD event sharing across the state. The items that were not included was the network to connect all the PSAPs together. Initially, it looked like PSAPs would require multiple connections to other PSAPs, but it has since been realized that a more efficient use of network would be a single IP connection to a cloud based system. Currently, all CAD2CAD connections are running over the UCA microwave network. He felt that we should be looking at a CAD aggregator system and consider an RFP to explore that option including costs and network connection requirements. The proposed system would need to be CAD agnostic and allow for connection to any CAD system in the state. **Shawn** reported that we have added funds into the new budget to cover the costs of an RFI/RFP initiative in this regard. The second matter is the covering of the maintenance fees currently being sent to the PSAPs to cover the costs of the CAD2CAD modules. The one-year cost for the state would be budgeted around \$165K.

4.6.1 Motion - It was moved by **Jeremy Raymond**, and seconded by **Shelley Peterson**, *“that we table the CAD2CAD maintenance and statewide roll out to the next meeting in order to allow more information to be brought back for further consideration.”* The motion carried by a unanimous vote.

4.7 911 Performance Audit & Study Update – **Shawn** reported that the legislation has extended the timeline to September 30th, 2016, and that Matrix will be providing a proposal that will allow for further outreach to the PSAPs, and allow more time to put the project together. There will be additional costs that will need to be approved by the UCA. The project is on track for further data collection.

4.8 Budget – **Kathy** presented an updated FY17 budget and requested further clarification on certain items. Regarding ECaTS budget for text-to-911, there was \$21K allocated, and it was decided to leave it in for now pending further discussions. Regarding the additional budget for non-recurring fees, it was decided to leave that number in as well and we may be adjusting this figure down the road. With regard to the CAD fund, the proposed budget, there is an additional \$50K for the RFI/RFP, \$165K for CAD2CAD maintenance, as well as \$25K for circuit maintenance.

4.8.1 Motion - It was moved by **Deb Mecham**, and seconded by **Shelley Peterson**, *“that we recommend for approval the 911 budget and the CAD budget as shown with the exception of the updated costs of the ESInet nonrecurring fees.”* The motion carried by a unanimous vote.

4.9 Change of Date and Time of 911 Advisory Committee Meetings – **Melanie** opened the discussion by indicating that it may be simpler for all concerned to move our meetings back to the morning of the days when the UCA meets. This would make it easier for agencies that need to travel long distances to present their grants twice in the same day. In addition, those members that sit on both the Committee and the UCA Board would find it much easier to accommodate both meetings. It was proposed that we start the meeting at 9:00 AM, and that we make every effort to get our business done in a timely manner. This would also allow for good representation from the 911 Advisory Committee at the UCA meetings. Items that were on the Advisory Committee agenda for approval would also need to be on the UCA agenda as well. After a lengthy discussion, it was decided to leave things as is.

5. Round Table

- 5.1 **Kathy** asked when the best time for PSAPs to attend the next UCA meeting which is scheduled to be held next week in Hurricane. Steve felt that it would probably be noon-ish on the 29th.
- 5.2 **Deb** thanked Eric for being so helpful and doing his best to answer her questions. She stated that he always replies and is quick to reply to her requests.
- 5.3 **Melanie** commented how well Shawn is doing having only been on the job since October. In her opinion he is really doing well.

6. Public Comment

- 6.1 **Bryan Low** indicated that it was the September 23rd, 2014 meeting where the Spillman CAD2CAD project was discussed and approved, and that there was no mention of maintenance. It was his opinion that those PSAPs that do not use the feature should not be part of the project and therefore save some money.
7. **Motion to Adjourn** - A motion to adjourn the meeting was made at 15:32 MST by **Shelley Peterson**, seconded by **Kathy Quarnberg**. The motion carried by a unanimous vote.
8. **Next Scheduled Regular Meeting:** Tuesday, April 19th, 2016 @1300 MDT, Valley Emergency Communications Center, 5360 S Ridge Village Drive, West Valley City, Utah 84118-4100