



Regular Meeting Minutes

May 17th, 2016

Valley Emergency Communications Center



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	E
Peter Kuhlmann	Washington County	A
Deborah Mecham	Utah County	Y
Barry Horsley	South East Association	BR
Regina Nelson	Wasatch Front Regional Council	Y
Shelley Peterson	Bear River Association	Y
Kathy Quarnberg	Six County Association of Governments	E
Jeremy Raymond	Uintah Basin Association	A
Kevin Rose	Weber County	Y
Doug McCleve	Urban DPS	A

Staff Members	Representing	Y/BR/E/N
Kevin Bolander	Attorney General's Office	Y
Shawn Messinger	UCA	Y
Eric Parry	UCA	Y
Andrew Pollock	UCA/HEB Solutions	Y
Gordon Coles	Statewide Interoperability Coordinator	E

General Attendees

Bert Granberg
 Wendy Lister
 Chris Rueckert
 Kendrick Johnson
 David Bratke
 Shelley Dejong

Representing

AGRC
 DPS/UHP
 DPS/Salt Lake Communications
 Hildale Fire Dept.
 Stancil Corp.
 UPD

General Attendees on Bridge

Kraig Kaizumi

Representing

Frontier Communications

- 1. Call to Order** – The meeting was called to order at 1305 MDT by the 911 Advisory Committee Co-Chair, **Melanie Crittenden**. The Committee members present in person and on the bridge introduced themselves and their role on the Advisory Committee.
- 2. Minutes:** A motion to approve minutes of the Utah 9-1-1 Advisory Committee meeting held April 19th, 2016, was made by **Shelley Peterson**, seconded by **Scott Freitag**. The motion was approved by a unanimous vote. Carried.
- 3. Financial report:**
 - 2.1 General – Andrew Pollock** from HEB Solutions provided the Financial Reports from March and April. He reported that we are financially on track, and that the reports he has produced are similar to what Kathy Trees presented. He will provide the April numbers as soon as they are available. **Kevin Rose** suggested that we reach out to those PSAPs where their various projects have been completed with the purpose of de-obligating unused funds. **Eric** to send out emails in this regard. **Andrew** added that there will be a full-scale report slated for the UCA meeting next week.

2.1.1 Motion - It was moved by **Deb Mecham**, and seconded by **Barrie Horsley**, *“that the Financial Report for March 2016 be approved”*. The motion carried by a unanimous vote.

2.1.2 Motion - It was moved by **Shelley Peterson**, and seconded by **Regina Nelson**, *“that the Financial Report for April 2016 be approved”*. The motion carried by a unanimous vote.

3. Grant Applications

3.1 UPD – Years 4 & 5 Maintenance – Shelly Dejong presented the UPD grant application. After a lengthy discussion, it was decided to table this grant and to seek clarification and direction from the UCA Board.

3.1.1 Motion - It was moved by **Scott Freitag**, and seconded by **Deb Mecham**, *“that the UPD grant application be tabled pending further clarification from Legal Counsel, and direction from the UPD Executive be approved”*. The motion carried by a unanimous vote.

4. Committee Business

4.1 FirstNet Update – Gordy Coles was unavailable.

4.2 Statewide EMD Certification/Recertification Issues – Update – Guy Dansie was unavailable for this meeting.

4.3 Open Meeting Training – Kevin Bolander provided our obligatory annual training regarding our duties and responsibilities concerning the requirements of the Open Meeting Act. A briefing handout was provided and will be posted on our website for future reference.

4.4 Statewide Wireless 911 Call Routing Analysis Update – Bert Granberg briefed the Committee on the progress of this effort. He presented draft maps of how the sector coverage in various PSAPs will look. These maps will allow analysis of call routing as well as updating routing sheets where applicable. The first phase will be looking at the ESN numbers as they compare to the cell-site sector coverage and PSAP boundaries. To initiate Phase 1 of the project, there is a meeting scheduled with West for tomorrow to go over the processes involved in making any changes to the routing information. There are over 20K antenna sectors in the state, and it is our intention to produce maps for each PSAP that shows their wireless providers in their jurisdiction. Phase two of the project will incorporate sector tower ID's into the ESRK as well as routing sheets. This new information will come with each call and will allow us to analyze caller location through ECATS. This will allow us to reprogram call routing for multiple sites and multiple sectors to ensure the calls are going to the correct PSAP. He also requested that we put together a master list of ESN numbers as there are discrepancies or errors on the routing sheets. **Shawn** reported that **David White** has been asked to get the ESN information for us. He also suggested that eventually we would like to have an online tool that would allow PSAPs to plot the coverage of a new or existing tower in their area and analyze where their calls are coming from and enable them to initiate any changes needed in this regard.

4.5 UCA Update – Scott was not in attendance at the last UCA meeting and deferred to **Justin** to present the update. He reported that there was an emergency meeting last week to discuss ongoing reorganization efforts internal to the Authority.

4.6 ESInet Connection Costs – Shawn reported that as a result of our last meeting, this matter was forwarded to the UCA Board for consideration for approval. He provided the UCA with a breakdown of the associated costs project by F/Y over a three year period. They subsequently approved the payment of the NRC, and modify the budget as necessary. They asked that we bring back the total picture of costs for each PSAP including the one-time charges as well as the monthly costs for each. **Kevin Rose** raised the issue of notifying Hill Air Force Base that the selective router that serves the northern part of the state will eventually be shut down and that they should be considering alternative 911 communication technologies. This situation may also apply to the National Guard and the Dugway Proving Ground Army facility which serves as a backup to Tooele. **Shawn** and **Eric** to follow up.

4.7 ECATS Text-to-911 Quote – Eric discussed the contract issues with the migration of PSAPs to the ECATS Text-to-911 RMS module. This may require a contract amendment, but the fact still remains that the UCA has given us the okay to move forward on this feature for all PSAPs in Utah. Davis County PSAPs will be the first to officially go online with this feature.

4.8 CAD2CAD Aggregator Update – Shawn reported that we have been working with **John Inch Morgan** to develop the draft RFI. We are on hold pending further feedback on its content, and the plan is to bring the final draft to the next Committee meeting. There was also discussion on getting a sub-committee formed to research and develop the RFP.

4.9 CAD2CAD Maintenance & Statewide Completion of CAD2CAD Project – Shawn reported that the CAD2CAD maintenance payment issue was approved by the UCA Board. He also reported that he has been in ongoing discussions with Spillman to develop a more concise timeline concerning which PSAPs have the module, when the module was installed, when it was turned on, tested, and when the maintenance should start and how it should be charged. Hopefully all current and future billings for this matter will be sent directly to UCA for payment. **Deb Mecham** went on to compliment **Shawn** on the excellent job he did on briefing the UCA Executive Board on this and other of our Committee issues, how well prepared he was for their meeting.

4.10 911 Performance Audit & Study Update – Shawn reported that the surveys have been done, and that write-ups for those have been completed by Matrix. They also provided a set of updated milestones for the next phases of the project. We have scheduled the town hall meetings and notices and reminders have been sent out. There was also a schedule for one-on-one interviews for Committee members has also been established. The data collection tool will be going out to all PSAPs on May 23rd and will be done through Google Docs.

5. Round Table

5.1 Deb reported that Eagle Mountain, which has a private telephone service, lost their landline 911 connectivity the day before (May 16th) for several hours.

5.2 Shelley commented that they are installing their Vesta Locate technology this week, going live next week.

6. Public Comment

6.1 Bert Granberg reported that AGRC is partnering with UDOT to hold four regional workshops around the state for people responsible for road center lines in their local jurisdictions. The first meeting will be held the afternoon of June 6th in Logan, the next one is June 7th at the UDOT Region 2 HQ in Salt Lake, Cedar City on the 8th, and Price on the 9th. Methods for streamlining workflow will be discussed, and invitations should be going out shortly. These workshops are of interest to PSAPs and anyone who wishes to be added to the invitation list should let him know.

7. Next Scheduled Regular Meeting: Tuesday, June 21st, 2016 @1300 MDT, Valley Emergency Communications Center, 5360 S Ridge Village Drive, West Valley City, Utah 84118-4100.

8. Motion to Adjourn - A motion to adjourn the meeting was made at 14:05 MDT by **Kevin Rose**, seconded by **Shelley Peterson**. The motion carried by a unanimous vote.