

Utah Communications Authority

July 15, 2014

Board Members Present:

Tina Scarlet, Weber County
Bryan Low, Bear River Association of Government
Steve Proctor, Executive Director
Jeff Bassett, Davis County
Alan Workman, Department of Public Safety
Jeff Winterton, Mountainland Association of Government
Tom Kuhlmann, Utah Fire Chief's Association
Lynne Yocom, Department of Transportation
Justin Greiner, Washington County
Doug Chandler, Department of Technology Services
Dave Bennett, Utah County
Mike Mathieu, Wasatch Front Regional Council
Richard Ellis, Utah State Treasurer
Shirlee Silversmith, Utah Division of Indian Affairs
Mike Lefler, Uintah Basin
Rick Bailey, Southeastern Utah AOG
Rick Gardner, Utah Army National Guard
Tom Ross, Utah Police Chief's Association
Brian Nielson, Utah Sheriff's Association
Scott Carver, Salt Lake County
Dean Cox, Five County Association of Government
Kathy Quarnberg, Six County Association of Government

Paul Patrick, Department of Health
Grey Peay, Department of Corrections
Sid Groll, Department of Natural Resources

Other Attendees:

Representative Brad Dee
Senator Wayne Harper
Melanie Crittenden, Summit County Sheriff's
Eric Parry, 911 Communications
Dave Shopay, West Valley City Police Dept.
Jake Hunt, UCA
Kathy Trees, UCA
Jon Tait, Motorola
Gordy Coles, UCA
Kevin Rose, Weber Area 911
Sharon Bertelsen, Ballard Spahr
Brent Atkinson, UPD
Debbie Mecham, Utah Valley 911
Shirley Petersen, Logan City 911
Karl Kuehn, Layton PD
Max Iwaniec, Century Link
Andy Kukta, Salt Lake City Police Department

Tina **Scarlet**, UCAN's past Chairman, opened the 1st UCA meeting at 2:00 pm. Tina recognized and thanked Senator Wayne Harper and Representative Brad Dee, co-chairs of the Government Communications Task Force for attending the meeting and welcomed the new Board Members.

Representative Brad **Dee** was appreciative of the opportunity to say a few words. Representative Dee stated, "I take great joy in watching the Board come together and what they will be doing in the next few years". Representative Dee appreciates Senator Harper helping with House Bill 155 (HB 155). One of the stipulations was the make-up of the Board. He wants to ensure that the Board is where the "rubber meets the road." Per the legislation, we have people on the Board with some acumen or history with radio communications in the State and understand it better than, I believe, any legislature could understand. It is important to me, to know when to, and I do, let go. When "I've done what I can from this particular point - I think there are still some things to do with funding - and there are a few other things the Senator and I will be working on. You will lead this State in the of group Emergency Communications whether it be 911, 800 MHz, or the 150 VHF. I will support everything you do. That's the make-up of the Board, and that's why we constituted the Board the way it is. We have been to Richfield and Vernal. We heard comments from people not working or living along the Wasatch Front. I want the Board to know I take those comments voiced to our Committee seriously. Our vision was for the entire State of Utah. The fact I live on the Wasatch Front does not mean we are not interested in what happens in the four corners area in San Juan County, Washington County, Millard, Sanpete, Cache and Rich. We're interested in all those particular areas and that's a commitment I'm making to you. We will do all within our power to help you accomplish that mission. It's not UCAN anymore, It's UCA (Utah Communications Authority). Good luck and make it happen all across the State. Thanks so much for the opportunity to be a part of it.

Senator **Harper** thanked each Board member for volunteering to be a part of the Board and to share in the vision to improve communications. We will continue to look at funding. We rely on this Board to inform us on what needs done, what works in different areas of the State, what doesn't and how to best do it. I want to thank you for participating and look forward to your recommendations and, as we draft Legislation for upcoming sessions, we will depend on this Board and what we hear throughout the State. Thank you, good luck. We will be watching your progress.

1. **Introductions** - UCA appointed board members introduced themselves and whom they represent. Audience members introduced themselves.

2. **Discuss Statutory Responsibilities of the Utah Communications Authority (UCA) and the UCA Board.** Steve **Proctor** introduced Legal Counsel, Sharon **Bertelsen** from Ballard Spahr. Ballard Spahr has been with us for the initial UCAN organization. I thought it wise for them to come to the introductory organizational meeting and discuss the bylaws, the purpose of the bylaws and to walk us through what our responsibilities are as Board Members and other issues put into place with HB 155. Sharon will outline the statutory responsibilities of the Utah Communications Authority (UCA) and the UCA Board. Sharon will outline the duties of the Chair, Vice-Chair, Secretary and Treasurer and explain the duties of the Executive Director.

Sharon **Bertelsen** referenced and discussed the DRAFT Bylaws ,
Article II , Section 1 - Membership of the UCA; Governing Board.

* Membership of the UCA Board will be composed of members as defined by the Utah Communications Authority Act, Utah Code, Title 63H, Chapter 7.

* UCA's main office is in Salt Lake County and branches may be established in other areas.

* The Utah Communications Authority Board (the "Board") shall govern the affairs and business of UCA and consist of the following individuals, as provided in Section 63H-7-203, including member representatives appointed by the governing body of each member of the UCA, and state representatives:

* The member representatives will be elected as follows:

- one representative elected from each County of the First and Second class who is in law enforcement, fire service, or a public safety answering point (PSAP); and has a leadership position with public safety communications experience;
- one representative elected from each of the Seven Associations Of Government (AOG) who is in law enforcement, fire service, or a public safety answering point (PSAP); and has a leadership position with public safety communications experience;
- one representative of the Native American Tribes elected by the representative of Tribal Governments;
- one representative elected by the Utah Army National Guard;
- one representative elected by an association that represents Fire Chiefs;
- one representative elected by an association that represents Sheriffs;
- one representative elected by an association that represents Police Chiefs; and
- one member elected by the Utah 911 Committee; and

* There are Seven state representatives to be appointed as follows: Six of the state representatives shall be appointed by the governor and will consist of:

- a. the Executive Director of the Utah Department of Transportation;
- b. the Commissioner of the Utah Department Public Safety;
- c. the Executive Director of the Department of Natural Resources;
- d. the Executive Director of the Department of Corrections;
- e. the Chief Information Officer of the Department of Technology Services; and
- f. the Executive Director of the Department of Health; or their designees.
- g. the seventh state representative will be the Utah State Treasurer or the Treasurer's designee.

Article II, Section 2 - Meeting of the UCA Board. Meetings of the Board shall be held at the principal offices of the UCA or other locations as determined by the Board. Meetings can be attended by telephone and all meetings must be held in compliance with the requirements of the Utah Open and Public Meetings Act. Meetings dealing with public matters is open to the public. The only time a meeting can be held privately is by statute dealing with operational or administrative matters for discussion. The minutes must be kept on file either electronically or on paper (this and other meetings will be recorded). Meetings of the Board may be called: (i) at any time by a majority of the Board, (ii) by the Chair in his or her discretion, or (iii) whenever so requested in writing by five (5) members. Written notice of Board meetings must be given at least ten (10) days before the meeting date.

Article II, Section 3 - Voting. Each member representative, state representative and chair has one vote.

Article II, Section 4 - Quorum. A majority of the Board members constitutes a quorum.

Article II, Section 5 - Powers and Duties of the Board. The Board shall manage the affairs and business of UCA.

Article II, Section 4 - Dissolution. The Board is authorized to: (i) take any necessary actions to dissolve the UCA, and (ii) dispose of the property of the UCA upon its dissolution as provided in the ACT.

Article III, Section 1 - Election of Officers of the UCA Board. The Board will elect annually one of its members as the chair. The Board will elect a vice chair, secretary, and treasurer to perform functions as provided in the ACT and also in the Bylaws approved by the Board. The vice chair will be a member of the Board. The secretary and treasurer need not be members of the Board, but shall not have voting powers if they are not members of the Board. The offices of chair, vice chair, secretary, and treasurer shall be held by separate individuals. (Statutory).

Article III, Section 2 - Duties of Officers. The Draft proposed Bylaws for the Chair, Vice Chair, Secretary and were review and can be changed. (Not Statutory).

Article III, Section 3 - Executive Director. The following duties of the Executive Director are (Statutory): The Executive Director shall act as the Executive Officer of the UCA; administer the various acts, systems, plans, programs, and functions assigned to the office; develop and make administrative rules which are within the authority granted by the Act for the administration of the UCA with the approval of the Board; the Executive Director shall recommend to the Board any changes in the statutes affecting the UCA; the Executive Director shall recommend to the Board an annual administrative budget covering administration, management, and operations of the communications network and, upon approval of the Board, direct and control the subsequent expenditures in the budget; the Executive Director shall employ staff personnel, consultants, a chief financial officer, and legal counsel, within the budget, to provide professional services and advice regarding the administration of the UCA. The Executive Director shall appoint the 911 program manager based on the recommendation of the Utah 911 Committee also the approval of the Board; the Executive Director shall, with the approval of the Board, appoint the Technical Operations Manager of the Radio Network Division; the Executive Director shall, with the approval of the Board, appoint the Statewide Interoperability Coordinator.

Article III, Section 4 - Vacancies. All vacancies shall be filled by the Board without undue delay. In case of the absence of any officer of the UCA, the Board may temporarily delegate the powers or duties of such officers to other officer, provided a majority of the Board concurs

Article III, Section 5 - Removal of Officers. The Board may remove any officer at any time, with or without cause, by majority vote.

3. **Review Schedule for the Election of Officers** The Board would elect a Chair, Vice-Chair, Secretary and Treasurer. Steve Proctor asked the Board to review the Draft Bylaws and email him with changes and/or suggestion to be implemented. Bylaw discussion commenced. Discussion on the 911 Committee commenced. Steve suggested having the Officers elections at the meeting and/or the following meeting.

4. **Roles of the Utah Communications Authority** by Steve Proctor (handouts provided).

* **HB 155** - Combines the UCAN Executive Committee, the SIEC Committee and adds representatives from the seven (7) AOG's, the Native American Tribes, Police, Fire and Sheriff's Association to form the Utah Communications Authority. The Board supports state and local input into Public Safety Communications issues and projects. UCA will establish Bylaws for operations and maintain policies and procedures similar to those of the State. UCA maintains its independent state agency status. UCA responsibilities are: Operation and maintenance of the 800 MHz and 150 MHz radio system statewide. UCA will assimilate the Department of Technology Services, DTS Radio Shop s and its staff and assets, thru an Interagency MOU covering the details of the transfer; MOU completed June 214. UCA (this Board) will manage and be the State Interoperability Executive Committee (SIEC) functions include: Statewide Interoperability, Training and Coordination with First Net and other functions that promote and enhance interoperability between communication services in Public Safety. UCA will manage the State 911 Program Coordination: Program Managers Office, vision for Next Gen 911 (NG911) and its implementation. The Legislation passed a percentage of dollars to be included in the CAD System Program to enhance CAD operations for PSAP. We will manage and promote rules and regulations for use of fund towards that end. The 911 Committee remains intact with the Advisory Board for the 911 projects and awarding the 911 projects. Its responsibilities change with the Department of Public Safety to the Utah Communications Authority Board. UCA will use public and private resources for developments of public safety systems. This bill puts in place an organization and a management structure that allows us to develop and future public safety communications statewide and 911 infrastructure together. The bill established the rates for 911 service (current rates noted in the bill).

5. **Radio Systems Infrastructure** -We operate two systems:

- * 800 MHz: 730 trunked and conventional repeaters on 108 statewide sites;
 - 200,000 Push to Talks (PTT) every 24 hours;
 - 64 microwave connections;
- * 150 MHz: 111 repeaters and control stations on 100 plus statewide sites;
 - 106 microwave connections standalone conventional radio system
- * Network Architecture: Each site contains: Batteries, chargers, and generator. In many cases, there is a building and tower at every site. There are downtown connections to state, city and county facilities (such as: the Corrections Facility at Draper, the Ogden Regional Center, VECC and many other state buildings that facilitate communications between all the agencies involved and PSAP's An 800 and 150 system map was presented with the existing and proposed future sites (the map detail UCA's resources throughout the State and what the UCA Board will manage).
- * Current projects and maintenance on the 800 system:
 - A/C: Clearfield, Francis, Little Creek (Failed)
 - Battery replacements: Layton, Rocky, Res Hill, Ford, Hansel and Newton
 - Microwave Maintenance: Nelson, Medicine Butte and Teat
 - AF Canyon: Phone Line Failure
 - Interference: Draper Prison
 - Ice Bridge at Mahogany
 - Working through issues on the controller change-out, PSPP connectivity and Audio
- * Current projects and maintenance on the 150 system:
 - Microwave installed at Ensign Peak to Great Salt Lake Marina for connectivity
 - Grizzly Ridge (north of Vernal) - concrete pad, new generator building and generator
 - Dutton Peak (above Panguitch) - solar repeater with USFS
 - Vermillion Cliffs (Kanab) - new tower needed to support connectivity to Kanab
 - Frequency change at Willow to correct interference
 - Campus microwave from Radio Shop to Calvin Rampton for UCA connectivity
 - Batteries needed - Camp Williams and Price dispatch
 - Price dispatch - moved dispatch center, tower and all electronics

Consolidation of equipment at Cal Mountain to reduce rental costs
Wood Hill tower replacement

- * Utah State 911 Committee - Strategic Plan:
 - Prepare and plan for migration to NG911
 - Merging of IP Technologies: phone/CAD/radio networks
 - Better implementation and use of AGRC/mapping
 - Develop a formal Annual Operational Budget
- * Utah State 911 Committee Funding/Grant Process:
 - Improve grant application and award
 - Quarterly grant project reporting
 - PSAP outreach and assistance
 - RFP process for procurement of equipment
 - Purchase reviews of proposed technology
 - Grant final close outs
 - Executive summary in handouts
- * State Interoperability - Executive Committee:
 - Improve interoperability solutions between agencies and systems
 - Training on systems use
 - SIEC coordinator to facilitate interoperability solutions statewide
 - SIEC coordinator position is open (anticipate a new hire in 45 days)
- * First Responder Network Authority (FirstNet) Coordination:
 - Received a grant of \$1.7 million from NTIA
 - The grant will assist agencies to educate and gather information in FirstNet development
 - August 14 conference call with grant administrator
 - State consultation package turned in. A meeting will be set up with FirstNet to discuss issues and issues and requirements for the State of Utah.
 - FirstNet Committee is part of the SIEC (handouts provided)

6. Top Priorities for the Utah Communications Authority (UCA):

- Keep existing network, infrastructures and radio systems operational during the transition to new technologies.
- Support local PSAP's: 911, radio and connectivity.
- Finalize the transition of contracts, financial obligations and revenue, inventories and equipment. Get radio technicians into new service vehicles (in-process).
- Website, email, phones transferred (in-process).
- Prepare a combined agency budget including: radio, SIEC and the 911 committee.
- Supporting work with the Legislative Taskforce on communications (radio, networks and NG911).
- Four final meetings are scheduled: August, September, October and November 2014.
- Improve relationships - To provide and improve customer service. During the Task Force process while visiting Vernal and Richfield, several entities expressed concerns to where we're heading, headed and what's going on. Our goal is to work through their concerns and come to mutual solutions.
- Consolidate the SLC based UCA staff into one location. We have 18 staff located in SLC, Department of Public Safety, Point of the Mountain and VECC. We have staff in: Richfield (2), Ogden (2), Cedar City (2) and Price (1); they handle those areas of the State and will continue to handle the problems whether it be state, local government, whether it be a PSAP in Price or Richfield. They will continue to support agencies they have in the past.

Reorganization of UCA -Steve stated, "he purposely has decided to put off the reorganization for 3-5 months. He personally believes it's too difficult for all the employees to have all these radical changes taken place moving from Department to another Department. We are functioning well, as we are now, using the organization that was in place before they moved over. Steve wants to get a good view of all the functionalities over the six (6) month. Then bring the organizational changes and recommendations to the Board for approval to ensure we are headed in the right direction.

This is going to be an on-going process from here on.....

- Upon completion of the Task Force process:
 - Identification of a funding source to help rebuild the communications network (critical piece).
 - Develop a vision for the transition to digital radio
 - Continue to maintain interoperability 800 to 150 and 150 to 800
 - Develop a vision for NG911 and where that's headed
 - Develop a vision for FirstNet and what that process will be

Steve asked for questions or concerns with respect to where UCA is heading. Discussion commenced. Paul **Patrick**, said he agrees with UCA's Top Priorities as presented by Steve. UCA employees were introduced. Kevin Rose is the Broadband Committee Chair.

7. **Meeting Schedule** - Steve suggested meeting monthly for the first year. The Board can determine later when they want meet. Discussion commenced. It was recommend the fourth (4) Tuesday of the month. The next meeting will be August 26, 2014 at 1:00 pm. The 911 Committee will be August 26, 2014 at 10:00 am. Steve will provide recommendations on meeting dates for the Board's review.

8. Other Items: Tina **Scarlet** - Please email changes of the Bylaws to Steve and/or suggestions.

9. Adjourn -Mike Mathieu made the motion to adjourn. Bryon Low seconded it. Vote: All in favor.

NEXT MEETING - August 26, 2014 at 1:00 pm