



Utah Communications Authority Meeting Minutes for March 31, 2015

The meeting was opened by Chair Tina **Scarlet** at 1:00 pm.

1. Meeting Minutes for February 24, 2015 were approved. Vote: All in favor.
2. System Modifications/Upgrades and Changes - Steve **Proctor** related:
 - We have a crew at Abajo Peak fixing microwave and radio issues on behalf of UCA and San Juan County.
 - We have another crew at Black Crook Peak (via helicopter) working on generator problems and battery maintenance.
 - We have completed major installation work on our microwave replacement system for Davis/Weber County. We thought we had all the paths cleared. But, there is one problem path between Davis County and Bountiful. We have the equipment and the license but the tower in Davis County can't hold an additional dish. The Sheriff has agreed to work with us on possible solutions including rebuilding the tower and/or redoing something with the tower. In the mean time, we will put fiber connecting those two points to complete the loop and get the system operational. We are 20-25% through the antenna installation process.
 - We replaced a tower at Rockville.
3. 911 Progress Report - Scott **Freitag** related:
 - A timeline was presented to show what has been completed so far and what stills need to be completed. The three connections previously approved have all been connected. Kathy **Quarnberg** commented that Sevier County will switch off the 4.6 system starting April 20-21, 2015.
 - Scott **Freitag** represented a Draft Project Manager Job Description for approval. He related it was tabled last month because the Board wanted the 911 Committee to review Eric Parry's position, the new position and the source of finances for the position. At the last meeting, the 911 Advisory Committee approved budget for the new position. The job description has been reworked and is presented here for discussion, recommendations and/or approval. Discussion commenced. Tina **Scarlet** suggested changing the verbiage from 911 Program Director to **911 Program Manager**. Other suggestions were made in addition to adding item number 15 to reflect - "Other duties as assigned". Justin **Grenier** made the motion to approve. Tom **Kuhlmann** second it. Vote: All in favor.
 - Scott **Freitag** presented the 911 Advisory Committee Rules and the Grant Application Form for Approval. Justin **Grenier** gave an overview of changes. Paul **Patrick** made a motion to approve the rules and present them for Public Comment and put on the May Agenda. Tom **Kuhlmann** seconded it. Vote: All in favor.
 - Scott **Freitag** related the 911 Committee has received two grants for upgrades on 6-year phone maintenance for the Layton Police Department and the DPS Richfield Dispatch Center. The 911 Committee has reviewed the grants and submits them for your review and approval. Layton Police Departments Grant is a 6-year maintenance for \$17,567.66. Alan **Workman** made the motion to approve. Mike **Mathieu** seconded it. Vote: All in favor. The DPS Richfield Grant was presented for \$19,419.00. Alan **Workman** made the motion to approve. Brian **Nielson** seconded it. Vote: All in favor.
4. SIEC Open Position - The SIEC candidate was interviewed and we are presenting an offer.
5. Election of Board Officers 2015/Process:

- UCA needs to formally elect a board Chair, Vice Chair, Secretary and Treasurer. UCA also needs to define the initial terms of the member representatives, and define those initial terms. This must take place at the annual meeting. It was determined that "June" would be our official annual meeting and officers would be elected, seated and the terms defined at that meeting. Nominations will be completed by the close of the April Meeting for the open positions and terms. This would be conducted and in place for the start of the fiscal year beginning July 1, 2015.

Sharon Bertelsen presented the following discussion regarding the elections:

- Article III: Officers of the UCA Board.
Section 1: Election of Officers of the UCA Board. The Board shall elect annually one of its Members as chair. The Board shall also elect a vice chair, secretary and treasurer to perform functions as provided in the Bylaws. The vice chair and treasurer shall be Members of the Board. The secretary need not be a Member of the Board, but shall not have voting powers if her or she is not a Member of the Board. The offices of chair, vice chair, secretary, and treasurer shall be held by separate individuals.

SUMMARY: The elections must be included in the advance public notice, listed under an agenda item, and the public notice of the meeting must satisfy the requirements in the Utah Code. It is customary in the private sector to elect officers and board members at the annual meeting. The UCA is an independent state agency, which is different from the private sector, but the UCA Board could operate in the same professional manner and elect officers at the annual meeting. If the UCA Board decides to elect officers at the annual meeting, the Board should designate one meeting as the "Annual Meeting" and the elections should take place at that meeting with nominations before.

The UCA Board could decide to address one more item at the Annual Meeting. It is a statutory requirement regarding the term of member representatives. As you know, the Board includes member representatives and state representatives. With regards to the member representatives, Utah Code Section 63H-7-203, Subsection (4) provides:

(a)(i) One-half of the positions for member representatives selected under Subsection (2) shall have an initial term of two years and one-half of the positions shall have an initial term of four years.

(a)(ii) Successor member representatives of the board shall each serve for a term of four years, so that the term of office for six of the member representatives expires every two years.

6. Steve **Proctor** related the effects of HB 343. It created four divisions within UCA: one for 911, one for radio, one for administrative services and one for the statewide interoperability position. The board remained as constituted in HB 155. Each division is responsible for preparation of a budget that goes to the sitting Director and is approved by the UCA Board. One penny of the 911 Emergency Service Fee is still designated to AGRC. The 911 Advisory Committee had the same membership constitution as the 911 Committee. It's been renamed an Advisory Committee. There is an opportunity for this board to establish a Radio Advisory Committee(s) and an Interoperability Committee moving forward. There was a non-lapsing appropriation of 19 Million (in Senate Bill 3) to determine the scope of the radio system implementation. Eighteen Million was set aside in non-lapsing funds in Senate Bill 3 to keep the existing system running and to be used in the future (once the study is complete) for purchase of radio dispatch consoles or other needs as determined by the study. UCA still has the authority to issue bonds and, on completion of the radio study, the Board will report to the Legislative Appropriation Committee and they will determine the future funding source for the replacement radio system.

Senate Bill 237 is asking UCA to Audit the current provisions of the 911 Committee and the Program Management of that 911 Program. It includes an assessment, planning, rules, technology and review standardization for the 911 system. It also requires the review of functional consolidations, potential cost savings, efficient and effective management structure and common standard operating procedures. It

assures services are available equally to all citizens. It requires us to develop an efficient method for transferring calls between PSAP's and develop uniformity of software, software protocols and products. We must eliminate duplication of services and prepare a strategic plan for the delivery of 911 service and determine how PSAPs may operate interoperable shared technologies as opposed to individual technologies. The study begins July 1, 2015 and ends July 1, 2016.

Where are we today with the organization under UCA? There is a 911 Program Manager and we approved a Job position for a 911 Project Manager. The Interoperability Coordinator hiring is in process. There is not an Administrative Services Division, there is an accounting function, there are contracts, and there're pieces that came with DTS. The majority of it was already with UCA that handles all those administrative functions. There are currently two radio divisions. There are two microwave systems, two radio systems and two management structures that need to be combined to make it more efficient. Steve presented an example of an organization chart that was used in many presentations reflecting the four divisions, the Advisory Committees and how the legislation envisions us to be organized. The radio study is at the top of things according to Steve. This is a continuation of work of the Task Force (18 Months) and basically produced the budgetary costs and requirements for replacing the radio system. It will help us define the future process, provide coverage studies, identify future additional sites and possibly develop a system to test consoles, radios and digital infrastructure. When considering a Project 25 environment, there are multiple radios and consoles that - according to the manufacturers - work on that platform. We need to be aware of that and aware of what the cost and what functionally difference are. The study will determine our network needs, identify the interoperability scheme and the cutover plan, the completion process and develop a schedule.

The 911 Study - The key issues are the future trends influencing 911. What does the future of 911 look like in Utah? How do we improve service delivery? How do we define cost savings initiatives?. Functional operation versus brick and mortar consolidation is a big discussion item as are network consolidations and opportunities to share networks. What are we going to fund? What are we going to fund equipment-wise? These are the goals UCA must focus on for this next year. We must reorganize per the legislation and locate a building to house us. For the 911 Study and the Radio Study, we need to develop a Statement of Work and hire a consultant to help us. Considering the process, is it one study or two studies? Are we looking at Public Safety Communications alone or are we looking at two separate functions? We need to continue to maintain services going forward (even during the study process). Steve requested a discussion concerning the direction the board wants UCA to take. What is your involvement in the study process? Who's going to lead that effort? What do you want from us? How do you want us to keep you apprised and informed of the reorganization? The FirstNet process is finally doing some assessments of coverage, some statistical evaluations and also will require resources for next year's session (the preparation starts now). Tina **Scarlet** related that SB 237 is for 911 and HB 343 allows us to spend 1.5 Million on the radio side. Discussion commenced.

Scott **Freitag** made a motion to create a subcommittee to draft some language for the RFP process and to make recommendations on how to proceed with the two studies (separate or combined). Scott **Carver** seconded it. Vote: All in favor. Discussion commenced.

RFP Subcommittee members who volunteered are: Scott **Carver**, Steve **Freitag**, Justin **Grenier**, Alan **Workman**, Mike **Mathieu** and Shirley **Silversmith**. They who will draft language for the RFP and recommend whether to combine the two studies.

7. Steve **Proctor**, Jake **Hunt** and Travis **Sylvester** will attend the FirstNet meeting April 13-16, 2015.
8. **NEXT MEETING - April 28, 2015 in VECC's Training Room (5360 S. Ridge Village Drive, WVC)**

Board Members Present:

Tina Scarlet, Weber County 911
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
Scott Freitag, 911 Committee
Justin Greiner, Washington County
Doug Chandler, Department of Technology Services
Lynne Yocom, Department of Transportation
Mike Mathieu, Wasatch Front Regional Council
Tom Ross, Utah Police Chiefs Association
Kathy Quarnberg, Six County AOG
Paul Patrick, Department of Health
Denver Lee, UTARNG
Richard Ellis, State Treasurer
Brian Nielson, San Pete Sheriff's Office
Dean Cox, Five County AOG
Scott Carver, Salt Lake County
Rick Bailey, Southeast AOG
Mike Lefler, Duchesne County EM
Sid Groll, Department of Natural Resources
Shirley Silversmith, Utah Native Americans

Other Attendees:

Dave Hopkins, Department of Transportation
Debbie Mecham, Utah Valley Communication
Kevin Rose, Weber County 911
Chris Rueckert, Department of Public Safety
Dave Shopay, West Valley Police Department
Linda Petty, Cedar Communications
Laconna Davis, Uintah Basin Communications
Max Iwaniec, Century Link
Mike Larson, Air Command
Bert Granberg, AGRC
Kathy Trees, UCA
Jake Hunt, UCA
Sharon Bertelsen, Ballard Spahr
Paul Brenneman, Cottonwood Height Police Depart.
Jon Tait, Motorola
David Spatafore, Capstone
Deborah Mecham, Utah Valley 911
Keegan Rank, Capstone
Karl Kuehn, Layton Police Department
Kevin Rose, Weber County 911
Andy Kukta, Salt Lake City Police Department
Melanie Crittenden, Summit County Sheriff's Office
Lesa Wilson, Department of Public Safety