



**PUBLIC NOTICE OF
The Meeting of the Utah Communications Authority Governing Board
Wednesday, June 7, 2023, at 12:30 p.m.
5215 Wiley Post Way, Suite 550, Salt Lake City, Utah, 84116**

MEETING MINUTES DRAFT

Board Members present at UCA Office

Lance Davenport
Craig Dearden
Randy Swalberg
Kevin VanTassell
Dave Crandall
Neil Johnson

Board Members present via Teams

Gary Whatcott
Bryan Low
Clint Topham
Tracy Glover

Future New Board Members

Scott Jenkins
Shawn Guzman

UCA Staff Present

Tina Mathieu
Sarah Wetmore
Kati Peters

1. WELCOME.

Chairman Lance Davenport welcomed all those in attendance to the Utah Communications Authority Governing Board meeting and calls the meeting to order at 12:34 p.m. He then welcomed Scott Jenkins, who was present at the meeting, to the UCA Governing Board. He will be a member of the Governing Board starting in August 2023. In addition, he welcomed UCA staff member Kati Peters, who is the new Administrative Assistant, to the meeting.

2. ROLL CALL.

Chairman, Lance Davenport – Present
Vice Chairman, Craig Dearden – Present
Randy Swalberg – Present
Kevin VanTassell – Present
Clint Topham – Present via Teams
Dave Crandall – Present
Gary Whatcott –Present via Teams
Bryan Low – Present via Teams
Neil Johnson – Present
Tracy Glover –Present via Teams

3. MOTION TO APPROVE MINUTES OF May 22, 2023, MEETING PRESENTED BY CHAIRMAN DAVENPORT.

Motion: Kevin VanTassell moved to approve the May 22, 2023, MeetingMinutes.

Second: Vice Chairman Dearden offered a second to the motion.

Vote: Motion passed with all in favor.

4. MAY BUDGET TO ACTUAL REPORT PRESENTED BY TINA MATHIEU.

UCA's Interim Executive Director, Tina Mathieu presented the Budget to Actual to the Governing Board and informed them that everything seems to be on track. The only area over budget is within revenue, the line item for interest which would be no more than \$4,000. If needed, an amendment can be made in August meeting for this budget to balance. Chair Davenport, then asked if there were any questions. There were none.

5. MOTION TO APPROVE RURAL PSAP EMD CERTIFICATIONS AND RECERTIFICATION REIMBURSEMENTS PRESENTED BY TINA MATHIEU.

Interim Director Mathieu reminded the Governing Board that in April's Governing Board Meeting, Emery County was on the approved list for the Rural PSAP's to get reimbursement for EMD certifications, but at the time was listed at \$0. Emery County has submitted their request and would like to be reimbursed the amount of \$3,514.00. Interim Director Mathieu then gave the amounts of what other PSAP's were reimbursed for and the total amount of \$13,500.00 for reimbursements thus far. However, with the changes that have occurred, some PSAP's not seeking

reimbursement, and the changes from Emery County, it drops the potential total amount of reimbursements to \$13, 083.00.

Chair Davenport confirmed that the motion is to approve what is submitted and documented at this time and the \$3,514.00 for Emery County.

Interim Director Mathieu confirmed that is correct.

Motion: Vice chair Dearden moved to approve Rural PSAP EMD Certifications and Recertification Reimbursements.

Second: Randy Swalberg offered a second to the motion.

Vote: Motion passed with all in favor.

6. MOTION TO APPROVE FINAL FY2024 BUDGET BY TINA MATHIEU.

Interim Director Mathieu presented the Final FY 2024 Budget to the Governing Board and informed them that there were few changes made from approved tentative budget in May. Since the last Governing Board Meeting the budget was reviewed with Patsy Halladay, UCA's former CFO, and UCA's Directors to ensure what was presented is what will be needed for the final budget. In terms of UCA's Revenue it remains the same, however there were some increases in the Interest Income Revenue and Cost of Goods.

For UCA's Expenses the biggest changes were within the following budget accounts Non-Capital Software, Bad Debts, Depreciation, Insurance, Radio Network Upgrade, and Professional Services. With all these changes, the final budget did decrease. UCA's Capital Budget did increase because of some of the Expansion Sites/Backhaul, Field Service Software, and a few of the sites that are being created. Kevin VanTassell asked about the lease for UCA's Main Office and about centrally locating equipment from their conversation ensued.

Interim Director Mathieu then went over UCA's Staffing Plan. The changes are removing the Interoperability Strategic Relationship Manager (basically a PR person), as we believe the Techs have a good working relationship with our customers and can understand and provide for their needs. The Programmers will go from two to one, as customers will be able to program their own radios. Adding an Administrative Services Director, which was formerly combined with the CFO. Increasing Technicians by one as we are gaining towers, and this will help disperse the workload. Lastly, adding an Assistant Resource and Fleet Coordinator which will be a new position. Overall, this will keep at the same 37 employees.

Vice Chair Dearden asked what about new position Assistant Resource Coordinator position would be different from what is happening now?

Interim Director Mathieu explained some of the issues UCA is currently having around the UCA's Resource Coordinator. The Resource Coordinator's shift ends at 3 pm, leaving calls and concerns handed off to the on-call Tech who is often out of cell range. This new position of Assistant Resource Coordinator will offset those issues and help with vehicle maintenance costs.

Randy Swalberg then asked if the fees had changed?

Interim Director Mathieu responded they had not.

Motion: Randy Swalberg moved to approve the Final FY 2024 Budget.

Second: Kevin Van Tassell offered a second to the motion.

Vote: Motion passed with all in favor.

Mr. VanTassell expressed his thanks for removal of the buffer out of the budget.

7. MOTION FOR REVIEW OF POLICIES:

A. ADMINISTRATIVE SERVICES DIVISIONS DIRECTOR JOB DESCRIPTION.

B. RESOURCE AND FLEET MAINTENANCE COORDINATOR JOB DESCRIPTION.

Interim Director Mathieu reiterated why it makes sense to split the Administrative Division Director and the CFO position which includes allowing the CFO to better focus on that position. This would include benefits and policy manual updates, the annual training, working with Directors for evaluations, and safety and risk management. For the Resource Fleet Maintenance Coordinator position, they will be acting as the evening shift for the RCM, maintaining the schedule for the Techs, and do simple vehicle maintenance and repairs.

Mr. Topham asked if UCA is working with Administrative Services for these positions will they have a grade that will be in accordance with State Personal? From there conversation ensued about these two positions and Interim Director Mathieu advised that UCA will complete the hiring process, as UCA is not going to be entering into an MOU with DHRM.

Motion: Gary Whatcott moved to approve the job descriptions of Administrative Services Division Director and Resource and Fleet Maintenance Coordinator.

Second: Lance Davenport offered a second to the motion.

Vote: Motion passed with all in favor.

8. MOTION FOR FLEET MAP NOMENCLATURE CHANGES BY NEIL JOHNSON.

UCA's PSAP Advisory Committee Chair, Neil Johnson, reminded the Governing Board about at the previous meeting the Fleet Map was brought up and needed to be reevaluated. Since then, the PSAP Advisory Committee has met to discuss this issue and would like to propose to change to talk groups at the console. UCA's Interoperability team will have to work quickly to accommodate these changes but are willing to do so.

Interim Director Mathieu noted that this is a huge change for UCA, however it is important to be done correctly from the beginning. The changes would allow for the consoles to match the field users radio talk group naming convention. If changes aren't made, it could cause confusion in the field when the field units use aliases and that is not possible at the console level. UCA does on board with this process and the PSAP Committee has agreed to assist with this process. The original due date has passed, and the new request is to ask for the completed fleet maps to be returned to UCA by July 7, 2023. The PSAPs will then work with the agencies they serve to build their code plugs. The PSAPs will be responsible to submit code plugs for every agency they serve by August 2, 2023. The PSAP advisory committee has given support to avoid future

confusion and to assist with a smooth transition as they have a good relationship with the agencies they serve. The recommendation is to approve the requested changes and the PSAP's meet the new deadlines stated above.

Mr. VanTassell clarified that the PSAP committee members have signed off on this plan?

Mr. Johnson clarified that it was and from their conversation ensued about how the PSAP's and Chief's feel about this change.

Sheriff Glover stated that not only was PSAP supportive, but he had reached out to all the members of the PSAC committee who all provided positive feedback in support of this change. He commented that the changes would avoid potential confusion in the future.

Motion: Kevin VanTassell moved to approve the recommendations proposed by the PSAC and PSAPAC to the changes as reflected in the letter to the Fleet Map. The PSAP's will need to return the Fleet Maps by July 7, 2023, and the Code Plugs by August 2, 2023, back to UCA.

Second: Randy Swalberg offered a second to the motion.

Vote: Motion passed with all in favor.

Chairman Davenport stated this truly is a collaboration of agencies.

Gary Whatcott wanted to thank Interim Director Mathieu for her help in getting this path going because this is the right move.

9. PSAP ADVISORY COMMITTEE APPOINTMENT(S) BY TINA MATHIEU.

Interim Director Mathieu informed the Governing Board that there are currently two open positions for the PSAP Advisory Committee. The first is a representative from the county of the first class and the second is representative from the county of the third or fourth class. Both positions have been vacated, one due to a resignation and the other due to retirement. Lisa Kehoe, Interim Executive Director of Salt Lake City 911, submitted a letter of interest for the first-class county position and Jeremy Hales, Wasatch County PSAP, submitted a letter of interest for the third- or fourth-class county position. Interim Director Mathieu mentioned that individuals would be an asset to the committee and recommended that both applicants be appointed with one motion.

Motion: Vice Chair Dearden moved to approve the PSAP Advisory Committee Appointments of Lisa Kehoe and Jeremy Hales.

Second: Gary Whatcott offered a second to the motion.

Vote: Motion passed with all in favor.

10. REPORT FROM THE PUBLIC SAFETY ADVISORY COMMITTEE BY TRACY GLOVER.

UCA's Public Safety Advisory Committee Chair, Tracy Glover informed the Governing Board that the next Public Safety Advisory Committee meeting is June 26th and after that there will be monthly meetings throughout the end of the year. Other

than that, there is nothing to report at this time and look forward to reporting more in the future.

11. REPORT FROM PSAP ADVISORY COMMITTEE BY NEIL JOHNSON.

Mr. Johnson reiterated that the PSAP Advisory Committee met on May 25th, during which he reiterated their appreciation of UCA and understanding of the amount of work that goes into the PSAP program. He also informed the Governing Board that they are reviewing Senate Bill 212, looking at Administrative Rule 174 and to determine if they need to make any recommendations for changes.

12. INTERIM DIRECTOR'S REPORT BY TINA MATHIEU.

Interim Director Mathieu welcomed Kati Peters, the Administrative Assistant, and gave thanks to Sarah Westmore for doing double duty during the interim. She then informed the Governing Board about UCA's most recent RFP for a Consultant to update UCA's Strategic Plan. The Committee consisted of Sheriff Glover, Neil Johnson, UCA's Radio Division Director, Phil Krebs, UCA's Interoperability Director, Michael Veenendaal, and UCA's 911 Division Director, Melanie Crittenden. The vendor awarded was announced and it will go to Federal Engineering (FE). UCA is currently working with FE to complete a contract.

Currently there are two openings on the UCA Governing Board which will be filled by Senator Scott Jenkins representing UAC and Shawn Guzman is the recommendation from Leagues of Cities and Towns. They will be confirmed at the August Meeting along with Chair Davenport. Interim Director Mathieu will work with them to ensure everything is taken care of before then.

The Board has been asked to attend the Retirement and Independent Entities Committee on August 8th. The Committee staff are currently looking at the statute to see if they have any recommended changes. They will then meet with Interim Director Mathieu to review the changes they may be recommending and verify if UCA has any changes they would like to recommend. The hope is that there is nothing additional needed. If there are any changes, those will be presented at the RIE Committee meeting.

UCA's 911 division hosted a PSAP meeting and training the last week of April which was a huge success. The purpose of this meeting was to train on ECaTS and provide details to the PSAP representatives some details on the new radio consoles. There was a follow-up meeting to talk about combined training in the future.

At the April Governing Board meeting it was reported that 911 phone provider is using location-based routing technique to route the 911 calls within the state. The statistics show that there was a call volume increase of seven to fifteen percent and a substantial call transfer decrease. For example, January call transfers went down forty-nine percent, February call transfers went down forty-eight percent, and in March call transfers went down fifty-two percent. These are overall averages for the State.

Given that an average transfer adds approximately 40 seconds to the call handling process, given the decreases we have seen, this represents an overall call process time savings of thirty-nine hours by maximizing next generation 911 phone

systems and our citizens are the recipients of these life saving measures. Board members complimented this goal that is happening faster than we thought.

UCA's Interoperability Division has halted progress on fleet mapping due to changes. Currently meeting with agencies, traveling to region wide meetings as well as meeting with new sheriffs, especially in rural areas. We have been invited to be with customers and help them to understand the changes.

Mr. VanTassell verified that UCA will be meeting with San Juan County?

Interim Director Mathieu verified they will be, and they will discuss Navajo Mountain. Discussion then ensued.

UCA's Radio Division has just turned on the Hanksville site. There are four sites remaining that need new backhaul for the new system two sites that still need remediation which are Daniels and Dutton. UCA is helping L3Harris to get to the site because of the snow, and UCA is working with L3Harris to establish a long-term solution to antenna mounts that were incorrectly installed.

Interim Director Mathieu then thanked all UCA staff who are doing a great job.

Chair Davenport added that many UCA staff have stepped up and gotten the job done to work on a great public safety mission.

13. EXECUTIVE DIRECTOR RECRUITMENT UPDATE BY VICECHAIRMAN CRAIG DEARDEN.

Vicechair Dearden informed the Governing Board that things have been moving forward. The Board has been working with Laura Alexander (HR at DHRM), who has been great to work with, to have the job posted and it is currently on their website, Indeed, and LinkedIn but will close on June 14th. The next step will be to send applications to Vicechair Dearden by Ms. Alexander. The interviewing panel will need to come up with questions, date(s) to interview, as well as review the resumes to see who the Board would like to interview for the position. Dearden expressed an interest in wanting to get this done soon while maintaining due diligence in making the right choice. Vice chair Dearden asked if there were any questions on process.

Chair Davenport asked if DHRM needs to approve questions?

Vicechair Dearden was unsure but said he will talk to Ms. Alexander about this to ensure that HR compliance is met. It's taken a while to get the job posted but there has since been good progress.

Chair Davenport then asked what the time frame looked like.

Vice Chair Dearden responded that he would like to have an Executive Director hired by July 15, 2023. Conversation then ensued.

14. GENERAL PUBLIC COMMENTS

There were no comments.

15. MOTION TO CLOSE THE MEETING FOR THE PURPOSE OF DISCUSSING THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL OR INDIVIDUAL(S).

Motion: Kevin VanTassell moved to close the meeting.

Second: Craig Dearden offered a second to the motion.

Vote: Motion **passed** with all in favor

Lance Davenport – Yes

Craig Dearden – Yes

Gary Whatcott – Yes

Randy Swalberg – Yes

Clint Topham – Yes

Kevin VanTassell – Yes

Dave Crandall – Yes

[CLOSED MEETING]

Motion: Kevin VanTassell moved to open the closed meeting

Second: Dave Crandall offered a second to the motion.

Vote: Motion **passed** with all in favor.

16. MOTION(S) BASED ON THE DISCUSSION HELD IN THE CLOSED PORTION OF THE MEETING; AND

Based on closed meeting, no need for an additional motion.

17. MOTION TO ADJOURN.

Motion: Craig Dearden moved to close the meeting.

Second: Kevin Van Tassell offered a second to the motion.

Vote: Motion **passed** with all in favor

The meeting adjourned at 2:56 p.m.