



**PUBLIC NOTICE OF
Utah Communications Authority Governing Board
Wednesday, January 10, 2024 12:00 noon**

MEETING MINUTES

Board Members present at UCA office:

Lance Davenport
Randy Swalberg

Dave Crandall
Scott Jenkins

Board Members present via Teams:

Craig Dearden
Gary Whatcott
Kevin Van Tassell
Bryan Low

Neil Johnson
Tracy Glover
Shawn Guzman

Board Members not present:

Clint Topham

1. **Welcome;** Chairperson Lance Davenport called this meeting to order and thanked everyone for joining the meeting.
2. **Roll call;** Chairperson Davenport asked for a verbal confirmation of attendance from each member of the Board.
3. **Motion to approve meeting minutes** of November 8, 2023 meeting presented by Chairperson Davenport;

Motion: Randy Swalberg motioned to approve the November 8, 2023, Meeting Minutes.

Second: Scott Jenkins offered a second to the motion.

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

This motion was passed with one change – Neil Johnson is not a sheriff.

4. **Resolution 2024-001 PTIF Account Access** presented by Tina Mathieu;
Executive Director Mathieu presented the resolution for account access as shown in attachments.

Motion: Chairperson Davenport motioned to approve the Resolution 2024-001 PTIF Account Access.

Second: Gary Whatcott offered a second to the motion.

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

5. **Policies:**

- a. Rescind COVID Temporary Policy Numbers 1, 2, 3, and 4; These policies are no longer needed, removing moot policies.
- b. Policy 7-0, Working Conditions: Some of the recommended changes include: 1. A process will be created to provide the employees with a UCA-provided cell phone or an allowance for a cell phone. It was discussed that the amount will be in alignment with IRS. 2. In subsection 7.e.(2)(c)(i) it addresses created a General Leave Bank for eligible employees who have exhausted all leave balances but need to be absent from work for an extended time because of serious chronic illness or catastrophic illness. This would allow for employees that have catastrophic medical circumstances, in which their own sick and annual leave banks become depleted, they could potentially use leave that has been donated in the general sick leave bank. This option occurs today, but it is done on a case-by-case basis. To have a general sick leave bank, it would allow for an employee in such a circumstance to keep their medical situation private, rather than putting out a request per individual employee's need. There was discussion on this issue and the Board requested that Director Mathieu bring back drafted guidelines related to a cap of 1,000 hours on this bank to the next meeting. 3. 7.e.(2)(e) Allows for the Executive Director to authorize the buy back of an employee's annual leave if certain criteria are met. 4. 7.e.(5) It is recommended that the term "funeral" be replaced with "bereavement" in the leave policy. 5. 7.e.(8) The FMLA policy language was simplified to reference federal law, rather than have the specifics in current policy. This way the policy doesn't have to be changed every time the law does.

There was additional discussion regarding future policy changes that will be recommended related to employee reimbursements for mileage and food. Changing policy related to open for further discussion on reimbursement for gasoline and food.

- c. Policy 8-0, Employee Conduct: Subsection 8g. was added regarding "Acceptable use of Information Technology Resources".

Motion: Randy Swalberg motioned to change, add to, and update policies as requested.

Second: Craig Dearden offered a second to the motion.

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

6. **FY2024 Budget Amendment** presented by Tina Mathieu;

UCA is expanding the number of sites and asked to amend the budget for the expansion. Mathieu explained that now the final cutover has been pushed to August 2023, she would like to be more aggressive with building as many sites as possible during the extra time before cutover. Mathieu explained that most of our recent site builds have been mostly outsourced due to the substantial amount of work being done to maintain the legacy system and public safety network while training and working to prepare for the cutover to the new P25 system. The addition of the 25 expansion sites was included in the P25 contract. This request is not asking for something new, but rather, to include in the FY2024 budget, rather than wait until the FY25 budget, which would limit begin site work after July 1.

Motion: Scott Jenkins motioned to amend the budget as presented.

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

Vote: Motion passed with all in favor.

7. **FY2024 Budget to Actual** presented by Tina Mathieu;

Director Mathieu presented the budget-to-actual report which represented the budget through November 2023, which is 42% through the fiscal year. Overall, YTD revenues are approximately 5% above budgetary revenues.

Mathieu explained that at first glance, the expenses look as though we are over budget by 55%, however, the Radio Network Upgrade line item is the root cause of this, because \$5.45M radios have been purchased (with state-appropriated funds – ARPA and/or general funds earmarked for radios for state and local agencies). Except for that line item, the operating expenses are at or below the budgetary estimate.

8. **Motion to Approve an Additional Employee** presented by Tina Mathieu;

Due to the continuing expansion, UCA needs an additional network engineer, for the past few months a Field Tech has been doing this job. This employee would officially be moved into the newly created position if approved. The Field Tech position would then be posted in an attempt to fill that position.

To date, the personnel budget is only 21% utilized this fiscal year due to vacant positions throughout this year so no additional funding will be needed in creating this position. Discussion if a degree is required for this position; it is not.

Motion: Scott Jenkins motioned to approve the budget for an additional employee.

Second: Craig Dearden offered a second to the motion.

Vote: Motion passed with all in favor.

9. **Motion to Approve Annual Organizational Compensation Increases** presented by Tina Mathieu;

Mathieu reminded the Board that the FY2024 budget was approved with an average of 5% increase for employees. Mathieu advised that a percentage of that amount would be a COLA and the remainder would be employee performance-based, which is an element of our Employee Development policy. Mathieu recommended that the increases be effective March 30th, as that is the first day of the pay period nearest to April 1st.

Motion: Gary Whatcott motioned for annual organizational compensation increases.

Second: Dave Crandall offered a second to the motion.

Vote: Motion passed with all in favor.

10. **P25 Project Update** presented by Tina Mathieu;

Mathieu reported the following on the P25 project:

We have entered into the final year of our five-year project to upgrade and expand the public safety radio system. This year will be busy, not only for UCA and our partner L3H but also for the agencies, our customers.

We have made significant progress over the past 12 months, which includes:

- Four new legacy 800MHz sites were brought online in Carbon, Wayne, Daggett, and Iron counties increasing coverage and system reliability in those areas.
- Completed the build and P25 upgrade of the 119 legacy sites within the L3H contract. The final four sites are:
 - o Daniel's Summit – Wasatch
 - o Dutton – Garfield
 - o UCA Warehouse – Davis
 - o American Fork – Utah
- Completed Field Acceptance Testing on the legacy sites that have been upgraded to P25. The field acceptance testing was completed in the Fall of 2023. This process was to ensure that the equipment at the sites was installed correctly and that it is in working order. There are a few corrective actions required at some of the sites that will require additional work. The remaining corrective actions found during Field Acceptance testing are in progress and will be completed within the next couple of months. This milestone ensured us that the legacy sites that have been readied for the P25 system are functional. As mentioned, there are a few corrective actions that are required, but we have confidence, once we complete the corrective actions, that the towers/equipment are ready to go.
- In addition to the 119 legacy sites completed in 2023, UCA/L3H fully completed 3 of the 25 expansion sites. These sites are ready for cutover. The three sites include:
 - o Castle Gate – Carbon County
 - o Book Cliffs – Grand County
 - o Goslin – Daggett County
- UCA readied an additional nine of the expansion sites for L3H equipment installation and optimization in 2023. Those sites include:
 - o Hanksville – Wayne County
 - o East Park – Daggett County
 - o Top of Rocks – Garfield County
 - o Rudd's Roost – Iron County
 - o Price PSAP – Carbon County
 - o Horn – Emery County
 - o Salina Rodeo Grounds – Sevier County
 - o Emery Moore – Emery County
 - o Cedar Mesa – San Juan County

L3H has committed to begin working on these sites on February 28th.

- Backhaul Bandwidth/Redundancy Testing. We have spent the past many weeks performing tests on the hundreds of P25/PSAP backhaul connections to ensure that they have the capacity and reliability to carry public safety critical P25 traffic. Network traffic between each radio, PSAP, and its respective radio core has been tested to 99.999% reliability. The four radio cores and the connection to their redundant backup have been tested to the same standard. During testing a few issues were discovered and subsequently resolved, however, the UCA network performed better than expected.
- We completed the statewide fleet map and created the more than 450 code plugs/personalities needed to program the radios with the specific talk groups to be utilized by each agency.
- The UCA staff has been attending L3H Master Technician training such that they will be able to design, build, and support the new P25 system in the future. Collectively, the UCA team has logged over 1500 hours of L3H training in 2023.

- Initial PSAP Console Training was completed. UCA and L3H coordinated and provided P25 console operator training at six locations across the state. All 28 PSAPs have sent personnel to attend the training. UCA and L3H will host a refresher training course in the summer of 2024 just before the system cutover allowing the PSAPs an additional opportunity to prepare for cutover.

Delay

The cutover has been delayed from March–May, 2024 to August – November, 2024.

This stems from a couple of elements of the project, including changing the fleet map in late Spring/early Summer last year. Although that was critical and had to happen, it did set us back from completing elements of the project.

The biggest reason for the delay is the massive amount of work necessary to complete the conversion of the resources tied to the radio consoles in the PSAPs has also added to the delay. There are over a thousand resources that need to be connected to the new radio consoles which will enable the PSAPs to have very similar functionality as the consoles that they have today. These resources include VHF/800 conventional radio resources, backup radios, logging recorder resource radios, 2-tone paging resources, and auxiliary IO resources, such as doors, alarms, and light switches.

L3H originally had this scheduled for a couple of weeks, once they got into the project, late Fall, early Winter, they realized that it would take a substantial amount of time to complete. Since this time, they have trained three teams that will resume this work at the PSAPs beginning next week. They are now confident that they can complete this work ahead of the updated schedule for this task.

Upcoming Tasks

There is a ton of work to be completed to ensure the new radio system is ready. These tasks include:

- Completion of the drive testing. This task is to validate the coverage that we will have at the time of cutover.
- The remaining 13 of the 25 P25 expansion sites are currently being built and scheduled to be completed in 2024. Eight of these 13 sites will be ready for cutover, with the other five finishing around (either just before or shortly after cutover) in August 2024.
- System Equipment Readiness testing consisting of PSAP radio console testing and radio programming testing is ongoing and will require UCA to visit each PSAP in February - May. UCA will test the agency radio programming with the dispatch console configurations to ensure that the agencies can interoperate successfully and that the talk group access footprint is what UCA expects.

At the end of this testing, UCA will visit each PSAP and review/verify, and live test with PSAP personnel that the resources needed by their PSAP and agencies are present on both the radio and consoles and that they are functioning properly. Once verification has been completed the system configuration will be locked until cutover.

This element, much like the tower equipment readiness acceptance testing will be another key indicator that the system is ready. Although we are not anticipating any real issues, this will be another task, once completed, that will solidify that we are ready to cut.

Schedule

The following is the tentative schedule for the cutover and how many days we plan to execute the cutover per county. Cutover will begin on Thursday, August 1st. We anticipate that we will complete the cutover in mid-November 2024. We will provide specific dates that we plan to cut each county over in the next month.

Soft Cutover

There is a significant amount of preparation needed to meet the above cutover schedule. Including programming of the legacy radios **before** the cutover. Therefore, we are planning to visit every county during February – May.

There are several things that we plan to accomplish during the time we will spend in each county. We plan to complete the following tasks:

- Complete the PSAP Acceptance Process
 - o This is a requirement of the contract, to ensure that the configuration of the consoles in the PSAPs is correct and that the resources tied to the consoles work. This will include, but is not limited to the following:
 - Testing the P25 Talk Groups on the L3H, Kenwood, and Motorola radios.
 - Testing of VHF/800 conventional talk paths.
 - Testing the paging resources that ride the conventional talk paths.
 - Testing of AUX IO resources.
 - Finalize configuration of console setups.
 - PSAP sign-off of all resources that will be available at cutover.
 - Review at least one L3H mobile installation from each agency.
- Legacy Radio Programming. Legacy radios are the radios that you are using on the system today, i.e. your Motorola and Kenwood radios. We have decided that we need to program P25 Zones 1-3 in the legacy radios before the cutover. This will allow everyone to be ready at the time of cutover. We will coordinate this with each agency when we meet with you.
- L3H Radio Testing: For those who have purchased L3H radios, although some testing was performed after the initial programming was completed, we need to complete the programming testing in the area in which the radio will be used. For this testing, we would appreciate the help of the local agencies as follows:
 - Console testing of P25, VHF, 800 Conventional
 - Dispatch participation
 - Test P25 Radios/Personalities
 - Law/Fire/EMS & Dispatch participation
 - Test Emergency Button, Patching, and Simulcast Functionality
 - Dispatch participation
 - Test VHF Audio
 - Law/Fire/EMS & Dispatch participation
 - Test VHF Paging Resources
 - Law/Fire/EMS & Dispatch participation
 - Radio Arbitration Testing
 - Dispatch participation

Additional Sites

With the additional time, our goal is to complete additional sites before cutover. As previously mentioned, we are currently working on several sites and anticipate beginning several more. Below is a list of the sites and progress to date:

- Ready for P25 Equipment Installation & Optimization
 - Horn – Emery
 - Rudd's Roost – Iron
 - Hanksville – Wayne
 - East Park – Daggett
 - Top of Rocks – Garfield
 - Price PSAP – Carbon
 - Cedar Mesa – San Juan
 - Emery Moore – Emery
 - Salina Rodeo Grounds – Sevier

- Under Construction
 - Mountain Home – Beaver
 - Cole Mountain Ranch – Sevier
 - Copper Ridge – Garfield
 - South Creek – Garfield
 - Argyle – Duchesne
 - Dugway – Tooele
 - Ibapah – Tooele

- Processing Contract/Design
 - Brian Head – Iron
 - Liberty – Weber
 - Conterra – San Juan
 - Notch Peak – Millard
 - Robbin's Lake – Millard/Sevier
 - Moccasin – Kane

L3H Radio Orders

All L3H radios that have been received, to date, have been programmed and either picked up or scheduled for pickup.

11. Report from the Public Safety Advisory Committee presented by Tracy Glover;

Tracy Glover mentioned the hard work of distributing radios and thanks to UCA that questions had been answered. He then presented that his appointment as Public Safety Chairperson was at an end. As per statute, there will be a new chair-Mike Phillips, the Cedar City Fire Chief, who has served as vice-chair the past year. Tracy was thanked for his commitment and hard work. Brian Gwilliam will be vice-chair, he is the Lone Peak Police Chief.

12. Report from the PSAP Advisory Committee presented by Neil Johnson;

There is nothing to report from Neil Johnson and the PSAP Advisory Committee. The committee is meeting next week on January 18th to elect a new PSAP chairperson as the year commitment is complete. This new chair will be presented in the next board meeting.

13. Executive Director's Report presented by Tina Mathieu;

Executive Director Mathieu announced that we need to hire a Resource Fleet Maintenance Coordinator as well as a field tech (due to the promotion of the field tech to network engineer. Interviews will be conducted this week. Sarah, our accounting technician, will be returning and our temp, Tina R., who filled in while Sarah was on leave was thanked for her hard work. Chris and Tyson have been effectively moving into their new positions as Administrative Services Division Director and Chief Financial Officer, respectively.

UCA has been working toward more stringent cybersecurity measures; having implemented KnowBe4, a tool endorsed by the State of Utah, at no cost. Processes are in place for budget, training, and policies to enable the staff to continue to build skills to improve job performance. To reiterate what was stated in the P25 update - the staff of UCA is hardworking and dedicated to getting the radio cutover completed successfully.

Members of the Interoperability Division completed recertification for Motorola CPS programming. They have completed the programming of all the L3H radios that have been delivered, to date, except for the radios for DOC and DPS. This project included over 4,000 radios and took hundreds of hours to complete.

The Radio Division is working to create a BDA working group where stakeholders will meet and discuss all aspects of BDA usage in Utah. It's expected that Industry, UCA, and Agencies will meet regularly. Dan Dialogue, our Radio Division deputy director, has been asked to sit on a panel next week at the State Fire Chief's conference where they will be having a presentation from the Safer Building Coalition where they will be completing a wrapped-up FCC authorization for all P25 sites where we have established location and equipment data. Megasys Telenium Monitoring Project – Met 90% complete milestone. Only 1 more task remaining before the new system can go live and be used for monitoring our system. Oracle Next Service Technician Scheduling Project – Software Customization has entered User Acceptance Testing Phase. Once UAT is completed, UCA should be able to start using this new scheduling software to more effectively manage tickets and follow up with our stakeholders. A big thanks to the personnel of the radio division who assisted the Interop division with Radio Programming, Warehouse Logistics Support, and Inventory Paperwork. They are completing the code plugs for the Motorola/Kenwood legacy radios that they will be programming from the February – June soft cutover.

Our bill (that has been included in the attachments) will be presented in this upcoming Legislative Session is SB19. Our budget appropriation is included in HB006. UCA is mentioned in the School Safety Amendments Bill HB84 requiring the PSAP advisory committee to accomplish some tasks.

This is going to be the biggest year for our organization and for the public safety radio system in having a truly statewide system. The Board and customers should know that UCA is committed to ensuring this cutover will happen.

14. Chairperson's Report presented by Chairperson Davenport;

Chairperson Davenport agreed with Director Mathieu that this is an unprecedented time in the emergency systems process in Utah. He gave thanks to all employees of UCA for the difference being made in improving the radio system. Encouragement to be patient and willing to communicate was emphasized.

15. General public comments;

There were no public comments.

16. **Board Meeting OPMA Training** presented by Chris Hughes; and
For the annual OPMA training, Chris Hughes presented a slideshow presentation. See attached slides.

17. **Motion to adjourn.** The next meeting is February 28, 2024.

Motion: Scott Jenkins moved to adjourn the meeting.

Second: Chairperson Davenport offered a second.

Meeting adjourned at 2:03 pm.