



**PUBLIC NOTICE OF**  
**Utah Communications Authority Governing Board**  
**Wednesday, September 11, 2024**  
**Location: 5215 Wiley Post Way, Suite 550**  
**Salt Lake City, UT 84116**

**APPROVED MEETING MINUTES**

**Board Members present at UCA office:**

Lance Davenport	Craig Dearden
Randy Swalberg	Kevin VanTassell
Clint Topham	Scott Jenkins
Mike Phillips	

**Board Members present via Teams:**

Shawn Guzman (signed in late)	
Bryan Low	Travis Trotta

**Board Members not present:**

Tammy Pearson

1. **Welcome;** Chairperson Lance Davenport welcomed all to the meeting on September 11, 2024 at noon.
2. **Roll call;** Chairperson Davenport asked for a verbal confirmation of attendance from each member of the Board.
3. **General Public comments;** Chairperson Davenport asked for any comments from the general public. There were no comments. Chairperson Davenport welcomed a friend named Greg Lundell from Precision Communication who introduced himself.
4. **Motion to approve Meeting Minutes from June 18, 2024;** Chairperson Davenport asked for a motion to approve the minutes from the last meeting.

**Motion:** Kevin VanTassell motioned to approve the meeting minutes.

**Second:** Craig Dearden offered a second to the motion.

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

5. **FY25 Budget to Actual;** presented by Executive Director Tina Mathieu. UCA is one month into the fiscal year budget. 8.49% through the year at the end of July. Income is at 10.87% and expenses are at 4.64%. So well within budget. Added this year is the capital projects budget, of which, 1% has been spent.

6. **P25 Project Update;** presented by Executive Director Tina Mathieu. The expansion sites have all been completed except for Robbins Lake. There are currently 143 sites online. By the end of the week, all 144 will be online which is a huge accomplishment. The sites that have been completed since the last meeting are: Notch Peak, Coal Mountain Ranch, Navajo Mountain, Bryan Head, and Mountain Home. The completion includes field acceptance testing on all the sites.

A checklist has been created between L3H and UCA with a date assigned to every item. Meetings are held every day at 3:30 pm to ensure everything is completed. Some items will not be accomplished until the actual cutover is happening. One thing to remember is that it is a continual learning process. There has been much progress but there still is much left to complete. Training has been done and UCA knows the project, however, software, radio, and programming continue to have new things to learn. An encrypted talk group has been created to test as well as running the system with radio traffic for two months now. It is working well. Programming and site issues have been found and resolved by either UCA or L3Harris. 125 of the sites have been running for over three years now and need a bit of maintenance, which will be preventative maintenance from this point forward.

The delay of cutover – the database synchronization issue is the reason the cutover was delayed in the first place. Working with the L3Harris project engineer team, the patch was created to resolve the data synchronization issue. It was officially patched on just prior to Labor Day weekend and turned over to UCA on September 5. Meetings are continuing to ensure positive results with testing and continued testing. On-site changes, alias changes, among other things are being monitored and tested. The patch will be officially released to every customer on September 20. Discussion regarding 17 radios per hour being programmed being under what the need is. Spare parts have been ordered. Drive testing is being done and fine-tuning of the donut approach. The specific issue that created the delay has been resolved.

Question of when the cutover will happen. Discussion ensued regarding a tentative date September 30, discussion included upcoming holiday season and

which counties to begin cutover and when. The mapping of counties can change depending on weather.

Additional comment that if the system has any further delays then it is better to wait rather than to install this month. 20 seconds of delay for a responder is a lifetime. Understanding of frustration with the delays but the overall safety concerns have been positive about the delay. UCA has been sending a newsletter with updates to the PSAPs as well as having the monthly UCA chats to keep the customers in the know.

Question about the legislators knowing and having input with the cutover delays. Senator Harper and Senator Owens both are involved with UCA policy and are aware of the delay.

Discussion on financial amendments ensued.

7. **New building project update;** presented by Executive Director Tina Mathieu. The due diligence for the purchase of the land has been completed. This is the land for the new building site that will enable all staff to be together in one building. Scott Jenkins has been instrumental in assisting with this project.

Discussion ensued about the look of the property and possible timelines for next steps.

Scott Jenkins suggested a motion to approve the budget for the purchase of the property.

**Motion:** Clint Topham motioned to approve the budget for the closing and purchasing of property – parcels 1 and 2.

**Second:** Kevin VanTassell offered a second to the motion.

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

8. **Motion to approve 911 Phone System Console Allocation Recommendation;** presented by Executive Director Tina Mathieu.

Millard County PSAP requested one additional phone console and Bountiful PSAP requested three additional phone consoles. There were additional requests that have been rescinded. This is the first time since the cutover to the new statewide 911 phone system that additional phone consoles have been requested. Based on the data reviewed and the review of the PSAP committee, a recommendation by UCA was made regarding the phone console requests is one for Millard County and Bountiful will obtain their additional consoles from Layton and Davis County. Explanation into the number of calls and additional staffing in each department was given to explain the difference in the recommendation versus the request.

Discussion on how many PSAPs are presently in the state – 27, there were 32 a few years ago.

Discussion on requests for consoles reviewing the actual needs and sharing the data with the PSAPs.

**Motion:** Clint Topham motioned to approve the 911 Phone System Console Allocation as presented.

**Second:** Craig Dearden offered a second to the motion.

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

9. **Public Safety Advisory Committee Report;** presented by Chief Mike Phillips.

Chief Phillips expressed appreciation for the communication between the fire chiefs and Director Mathieu. Difficult decisions had to be made and explanations were given regarding those decisions made by UCA. Appreciation for the openness of the cutover delay decision was given.

10. **PSAP Advisory Committee Report;** presented by Captain Travis Trotta.

Captain Trotta expressed appreciation for the information shared by UCA to help the PSAP make informed recommendations. There are four sub-committees to talk about the many items that the PSAP has coming up.

11. **Executive Director Report;** presented by Executive Director Tina Mathieu.

Executive Director Mathieu spoke of the Administrative Division completing and updating the insurance forms for risk management for all sites. UCA had been underinsured in the past.

Cyber Security training has been ongoing and that has been helpful.

Owning the radio consoles is a unique scenario and UCA has been working to get agreements signed by all PSAPs. UCA will own the console and the PSAPs will own the mice, keyboards, monitors, etc. Proportionate funding applications are being reviewed and extra funding is being given to the PSAPs who meet the criteria. Explanation of that criteria was given.

There are 264 agencies and all have at least one code plug, although many agencies have more than one, and the Interoperability Division has been working on those code plugs.

The Radio Division has been making significant progress on all of our sites and keeping them running properly. There have been some issues that have been fixed and all sites look good.

Netsuite implementation for inventory, tracking, and the warehouse have been busy with radio pickups and the radio orders. Prepping for winter with filling the propane tanks is being done-still looking for a company to fill those on a regular

basis. Discussion ensued on what exactly is needed for getting the propane to the tower sites.

The Network Engineers are resolving ripple effect issues, figuring out our weakest points and fixing those in the event that one site goes down, it doesn't take down other sites. Our weaker points are those that we do not own. UCA is attempting to get redundant network whether it be fiber or microwave. Working with commercial owned and county owned sites to minimize problems. Outages are typically from generators, HVAC, and overheating. Three sites have narrowly missed being burned down by wildfires, fire crews have been helpful. Discussion on safety and protocols that are in place.

Appreciation expressed for all employees of UCA and the stepping up to do what needs to be done to be successful.

12. **Chairperson Report;** presented by Chairperson Lance Davenport.

Chairperson Davenport expressed appreciation for all staff. On behalf of the Board, gratitude for the hard work is shown for what is being accomplished. Thank you to Director Mathieu and all staff.

13. **N/A there was no need for a closed meeting during this Governing Board meeting.**

14. **N/A, no motion was made as there was no meeting.**

15. **Motion to adjourn meeting;** Chairperson Davenport asked for a motion to adjourn the meeting today. A reminder that the next meeting has been moved from November 6 to October 30, 2024.

**Motion:** Scott Jenkins motioned to for the meeting to adjourn.

**Second:** Craig Dearden offered a second to the motion.

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