BOARD OF DIRECTORS
Meeting Minutes
Thursday, February 13, 2025
Central Utah 911 Dispatch
3047 N 400 W
Spanish Fork, UT

Members in Attendance:
Ryan Robinson, Alpine City, alternate, via Zoom
Bob Morgan, Town of Cedar Hills, via Zoom
William McMullin, Town of Genola, via Zoom
Jeff Weber, Eagle Mountain City, via Zoom
Hollie McKinney, Town of Fairfield, via Zoom
Brittney Bills, Highland City, via Zoom
Scott DaBell, Lehi City, via Zoom
Seth Atkinson, Nephi City
Scott Spencer, Payson City, via Zoom
Terry Ficklin, Salem City, Chairman
Norm Beagley, Santaquin City
Tyler Jacobson, Spanish Fork City, via Zoom
Mark Christensen, City of Saratoga Springs, via Zoom
Dorel Kynaston, Woodland Hills, via Zoom
Eric Ellis, Vineyard City, via Zoom

Absent Members:
Shane Sorensen, Alpine City
Ernie John, American Fork City, Vice-Chairman
David Gustin, Town of Cedar Fort
Jared Peterson, Elk Ridge City
JC Reynolds, Town of Goshen
Marvin Kenison, Juab County
Todd Williams, Pleasant Grove
Mike Smith, Utah County

Others in Attendance:
Vaughn Pickell, Central Utah 911, Legal Representative
Chief Matt Johnson, Central Utah 911 Operations Board Chairman
Heidi Healy, Central Utah 911, Executive Director
Noreen Stone, Central Utah 911, Operations Manager
Tricia Breinholt, Central Utah 911, Operations Manager
Micah Clark, Central Utah 911, IT Manager
Suzee Anderson, Central Utah 911, Business Manager
Rachel Glassford, Central Utah 911, Performance Development Manager
Logan Durrans, Central Utah 911, IT Specialist

Call to Order
Terry Ficklin called the meeting to order at 9:02 a.m.

Consent Calendar
Terry Ficklin inquired if anyone reviewed the meeting minutes and warrant register. He requested a motion.

> **Scott DaBell and Norm Beagley joined the meeting at 9:03 a.m.**
>
> **Scott Spencer made a motion to approve the consent calendar**
> **Seth Atkinson seconded the motion, and the motion passed unanimously.**

Business and Action Items
Nominations for Executive Board Treasurer
Terry Ficklin stated that nominations were needed to replace the vacancy left by Seth Perrins. Conversations were held as to what the duty of the Executive Board Treasurer is. **Vaughn Pickell** stated the position needs to be changed every 3 years and a person cannot serve consecutive terms.

> **Brittney Bills joined the meeting at 9:05.**
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> **Terry Ficklin made a motion to nominate Tyler Jacobson as Executive Board Treasurer.**
> **Seth Atkinson seconded the motion, and the motion passed unanimously.**

GovWorx Records
Vaughn Pickell has researched the types of records created by the new AI software, CommsCoach. He feels the records fall under performance evaluations. This type of record is classified as private and would not be subject to GRAMA.

Policy Approval
04.06 Disciplinary Process
Suzee Anderson highlighted the changes in the policy were to distinguish between an at-will employee and merit employee. In prior discussions, **Vaughn Pickell** also saw an issue with the appeals process described in the policy. The decision was made to keep the Executive Director as part of the termination process and have the appeal of any pre-disciplinary decision to go to the Board of Directors.

> **Norm Beagley made a motion to approve policy 04.06 striking #2 in 04.06.7.**
> **Eric Ellis seconded the motion, and the motion passed unanimously.**

09.09 UCA Talk Groups
Noreen Stone stated the changes in this policy were to revise the name and usage of radio channels.

11.02 Telephone Interrogation Basics

Tricia Breinholt reported the changes in the policy clarified wording with incidents that are lost or stolen and to input the address they were last seen.

11.12 Processing Private Vehicle Impounds and Repossessions
Noreen Stone explained the changes were to list if a vehicle has a plate, then a partial VIN is acceptable. However, if there is no plate, a whole VIN number is required.

12.01 Police Dispatching
Tricia Breinholt stated the new radio system allows for a channel marker, so this policy changed to reflect that.

13.07 Working Fire Notifications
Noreen Stone reported the changes clarified which channels a working fire needs to be on. It addresses when PAR checks need to happen. A SOP was created to address specific agencies' notification requests.

Ryan Robinson joined the meeting at 9:14 a.m.

15.09 Central Utah Water Notifications
This is a new policy which addresses when and to whom notifications should be sent.

18.02 Leave Requests
The changes removed procedures and moved them to a SOP. It also allowed for on-call employees to be used during vacation bid. **Tyler Jacobson** questioned the difference between vacation bid and vacation time. **Noreen Stone** answered his question.

Tyler Jacobson made a motion to approve the above operations policies.
Dorel Kynaston seconded the motion, and the motion passed unanimously.

Micah Clark stated the following policies were new policies required for the CJIS audit.
08.11 Physical Protection
The physical Protection policy defines the security measures required to physically protect data and building security.

08.12 Patch Management Policy
This policy defines when critical patches are done to keep systems up to date and secure.

08.13 Access Control Patch Management
This policy defines how people can access systems.

Seth Atkinson made a motion to approve the new IT policies.
Tyler Jacobson seconded the motion, and the motion passed unanimously.

Operations Board

Chief Matt Johnson gave report on the Operations Board Meeting. AV issues, recent meetings with VECC, a visit from a L3Harris engineer, radio bonking issues and recent legislation. He discussed the approval of Chase Gustman as Vice-Chair of the Operations Board, the availability of used mannequins and the need for dispatch notification on new task forces. He spoke of the policies approved during the meeting. He then read the most recent email from Tina Mathieu of UCA regarding radio issues. He mentioned he had received a GRAMA request for communication regarding the new L3Harris radio system. He advised this same request may come to other agencies. **Seth Atkinson** asked him to forward the request to prepare other entities.

Director's Report

Director Heidi Healy expressed gratitude for the L3 Harris engineer's visit and discussed ongoing issues with UCA. She also mentioned the development of a new performance evaluation system and upcoming budget discussions. Director Healy also mentioned the progress of the CAD-to-CAD system. She spoke of the potential for a 5-year exemption from penalties for the DPS transfers in SB 237. The recent audit results were discussed and reporting of those results.

Seth Atkinson gave an update on SB 237 and expressed his hope it will move forward.

Open Forum

Adjourn

Next Meeting: March 13, 2025.

> **Mark Christensen made a motion to adjourn.**
> **Norm Beagly seconded the motion, and the meeting adjourned at 9:31 a.m.**

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Approval Signature – Chairman Terry Ficklin Date