



PUBLIC NOTICE OF
Utah Communications Authority Governing Board
Wednesday, January 8, 2025
Location: 5215 Wiley Post Way, Suite 550
Salt Lake City, UT 84116

APPROVED MEETING MINUTES

Board Members present at UCA office:

Lance Davenport	Scott Jenkins
Randy Swalberg	Travis Trotta
Clint Topham	Bryan Low

Board Members present via Teams:

Kevin VanTassell	Mara
Brown Craig Dearden	

Board Members not present:

Mike Phillips	Tammy
Pearson Shawn Guzman	

1. **Welcome;** Chairman Lance Davenport welcomed all to the meeting on January 8, 2025 located at UCA headquarters with acknowledgement of many people joining remotely.
2. **Roll call;** Chairman Davenport asked for a verbal confirmation of attendance from each member of the Board.
3. **General Public comments;** Chairman Davenport asked for any comments from the general public. Gary Giles and Jeff Tripp introduced themselves and were welcomed by Chairman Davenport. Gary is the former chief of police in Orem. Both are from T-Mobile and wanted to be in attendance.
4. **Motion to approve Meeting Minutes from October 30, 2024;** Chairman Davenport asked for a motion to approve the minutes from the last meeting.

Motion: Clint Topham motioned to approve the meeting minutes.

Second: Scott Jenkins offered a second to the motion.

Vote: Motion passed with all in favor.

5. **Motion to approve Policies and Guidelines – 911 minimum standards and best practices;** An attachment is included with this agenda item. Director Tina Mathieu presented that the PSAP advisory committee got together and met on the topic and made some updates. Director Mathieu recommended that the changes be approved. No questions.

Motion: Lance Davenport motioned to approve the policies and guidelines.

Second: Randy Swalberg offered a second to the motion.

Vote: Motion passed with all in favor.

6. **Motion to appoint a new member to the Public Safety Advisory Committee;** Director Mathieu stated that statute allows for certain board members to assign a designee. One of those is the executive director of the department of transportation. Lynne Yocom has been the designee for many years. Amber Mortenson will be replacing Lynne based on the recommendation of Carlos Bracerias, A nod from the board is needed for this appointment.

Motion: Kevin VanTassell motioned to approve appointment.

Second: Clint Topham offered a second to the motion.

Vote: Motion passed with all in favor.

7. **FY25 Budget to Actual** presented by Director Tina Mathieu; An attachment was included with this agenda item. The graph shows through to November 2024, 41.9% of the fiscal year. Funding is still available for PSAPs to apply and qualify for through meeting certain criteria in the statute. Now that the P25 system is online, related item expenses can be moved to the budget. Some of those items will begin depreciating, which will show an increase.

Not much money has been spent on the capital budget.

The biggest expense is the land that was purchased last year. It is worth noting that the land acquisition was 8% under budget.

Overall, UCA is under budget, due to being busy with cutover that there hasn't been time to spend money in other places. Phil and the Radio group have started purchasing, but it is anticipated there is a lot of money will roll over because of running out of time to build sites.

8. **P25 Project Update** presented by Director Tina Mathieu; An attachment was included with this agenda item. Amendment 22 was added for stock parts and licenses as well as expert L3H technicians to assist with programming. For the amendment 23 addition, it shows funding for technicians once cutover was completed to help maintain the system. Radio money appropriated by the Legislature was discussed along with the match money for radio purchases. Further explanations of radio money were discussed.

The State Prison will be cutover tomorrow and the National Guard will be cut over soon as they are waiting for their consoles. With these two exceptions, cutover was completed on

December 13th. This is a small step in the massive project as the next phase of the project is fine tuning and perfecting the product that is being provided to the agencies. UCA has been working with PSAPs specifically, there was an emergency meeting with them this morning. There was an issue when using a feature on the consoles that is SimulSelect, which allows us to simulcast over multiple talk groups at one time. There was a delay in the system, part of that is the 70,000 plus users in the system, some of which are invalid and need to be deleted. The system is currently larger than where it should be, which is 40,000. There is a feature on the system called Moto Mode and switching to that Moto Mode on the consoles eliminates that delay happening on the SimulSelect.

The consoles should be completed today and the towers completed tomorrow.

A “bug list” was created to identify the problems in the system and correct anything that is not working on the level that is wanted and needed. Commitment to getting burn-in started when the system is where it needs to be. System acceptance is not being discussed at this time due to the burn-in being delayed. It is not expected that everything will happen in a day, but the response has been positive in addressing the issues that the PSAPs are seeing and improvements and adjustments are being made.

Agencies have had some issues due to firmware and radios not having been updated. The newsletter sent out explains how to check the version of firmware and how to update if needed. Code-plug bonking issues have been reprogrammed.

Discussion ensued regarding towers, combiners, tuning, and subsequent solutions. Talk group encryption was discussed. Follow-up classes for the agencies to communicate with one another were discussed. Cost of maintenance updating discussed. UCA has created a punch list that is tracked and internal meetings held daily at 9 am to discuss and prioritize all items, review what has been completed, create a schedule to get techs to the needed sites. It is a large spreadsheet discussed with L3Harris and the UCA team. To have any item added to the punch list, PSAPs can email programming.

UCA is asking for a budget in 2026 to build 26 additional sites—site building will be happening for the next several years.

Director Mathieu expressed appreciation to be able to meet with the chiefs and sheriffs in the community, helping them to understand the complexities of what UCA is doing as it is not possible to send out a newsletter every day.

The system will continue to progress and improve. Continual work on what is in place is top priority.

Discussion on radios and how the IDs are programmed ensued.

Discussion on moving to updated radios and frequencies ensued.

9. **Building Project Update** presented by Director Tina Mathieu; UCA has been very busy with the completion of cutover. Chris Hughes has drafted an RFP for the architectural and design services. It will be read through and given to the sub- committee to enable the project to keep moving forward.
10. **Report from the Public Safety Advisory Committee** presented by Mike Phillips; Chief Phillips

was unavailable to present a report. Director Mathieu stated there was a meeting with the Public Safety committee earlier in the day.

11. **Report from the PSAP Advisory Committee** presented by Travis Trotta; Captain Trotta has been working with 911 Director Melanie Crittenden. A meeting was held at the end of 2024 and the minimum standards and best practices was updated and approved. A thorough health check was completed to ensure the PSAPs are where they need to be.

The deadline of 12/31/24 for the school safety report was completed and sent to SIAC?

There are many sub-committees working on changes-such as the Next Generation 911 systems and how calls are routed. Steps to ensure House Bill 84 requirements were completed.

Change is happening and ongoing meetings are appreciated.

12. **Executive Director's Report;** presented by Director Tina Mathieu; The Administrative Division has been busy, as usual. The annual financial audit is complete and came back clean with no findings, which will be presented in the March Board Meeting.

Chris Hughes has created a legislative tracker to monitor any bills that may impact UCA. Director Mathieu has spoken with Senator Harper and Colonel Rapich multiple times regarding any possible UCA concerns in UCA statute.

Melanie Crittenden will get the updated annual minimum standard and best practices report forms to PSAPs to complete, so that requirement is met.

There is a ticketing system being created that will impact all the divisions, enabling Interop and Radio divisions to track work tickets, work orders, and track the punch list items more efficiently than the spreadsheet currently in use.

UCA would like to have a perfect system today, however, acknowledging small improvements now are important. For example, switching the PSAPs to Moto Mode will be a step in the right direction. With cutover complete, workloads for the UCA employees have become more time sensitive and the employees are always willing to assist at a moment's notice.

Acknowledgment made regarding customers, agencies, and PSAPs for their patience and grace toward UCA. This is their system, UCA is just responsible to maintain it and it will get to where they need it to be.

At this time, Director Mathieu has been invited to speak to both the state sheriff and the state fire chief meetings in March.

The UCA monthly chat will continue on the fourth Thursday as communication is the key to keeping everyone on the same page.

13. **Chairman's Report;** presented by Chairman Davenport; Amazement on what is happening and what will continue to happen in the future was expressed. Director Mathieu and the UCA staff were commended for their responsiveness to the concerns that come in and their willingness to listen to those concerns. Thanks were given for what is being done and what will continue to be done, it is a great mission that is serious, with lives at stake. Thank you was given to the partners, such as L3Harris, that has been good to be there to assist. 2025 is beginning in a grand

way. Thank you to those who have joined the meeting from a distance.

14. **Motion to close the meeting to discuss the character, professional competence, or physical or mental health of an individual or individual(s);**

Motion: Clint Topham motioned to close the meeting. **Second:** Lance Davenport offered a second to the motion. **Vote:** Motion passed with all in favor.

15. **Motion based on the discussion held in the closed portion of the meeting;** Chairman Davenport stated there was no action taken during the closed meeting and therefore no motion based on the closed meeting.

16. **Motion to adjourn meeting. Next meeting will be held on March 12, 2025.**

Motion: Clint Topham motioned to for the meeting to adjourn.
Second: Kevin VanTassell offered a second to the motion.
Vote: Motion passed with all in favor. Meeting adjourned.