



**PUBLIC NOTICE OF  
Utah Communications Authority Governing Board  
Wednesday, January 7, 2026  
Location: 5215 Wiley Post Way, Suite 550  
Salt Lake City, UT 84116**

**APPROVED MEETING MINUTES**

**Board Members present at UCA office:**

Lance Davenport                      Kevin VanTassell  
Clint Topham                          Shawn Guzman

**Board Members present via Teams:**

Tammy Pearson                      Mara Brown  
Craig Dearden

**Board Members not present:**

Scott Jenkins                          Randy Swalberg

**Non-Voting Board Members:**

TJ Brewer-present via Teams      Jeremy Hales-present via teams  
Bryan Low-present in person

1. **Welcome;** Chairman Lance Davenport welcomed all to the meeting today.
2. **Roll call;** Chairman Davenport asked for a verbal confirmation of attendance from each member of the Board as well as the non-voting members of the Board.
3. **Motion to approve minutes of November 5, 2025, meeting presented by Chairman Davenport;** Chairman Davenport asked for an approval of the November Governing Board meeting minutes that had been distributed to all Board members for review.

**Motion:** Clint Topham motioned to approve the meeting minutes.

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

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

4. **General Public Comments.** There were no comments from the General Public.

**Motion to close the meeting – this was moved from the end of the Meeting at the request of Board Member Shawn Guzman.**

**Motion:** Shawn Guzman motioned to close the meeting.

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

**Vote:** Motion passed with all in attendance giving an individual Aye.

**Motion to reopen the meeting to the public;**

**Motion:** Shawn Guzman motioned to reopen the meeting.

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

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

5. **FY26 Budget to Actual presented by Tina Mathieu;** A spreadsheet was included to reflect from July 2025 to November 2025, 49% of the fiscal year. Our overall revenue is a little low. However, this includes the restricted appropriations that will be received soon. Other accounts that appear overspent will be addressed in future meetings as the final fiscal year budget adjustments will be made. No additional funds will be requested, rather it will be moving funds based on recommendations from the auditors who also address both of these things in the audit review. This will be presented at the next meeting.

Discussion on radios dispersed to the agencies, including the extra insurance purchased to protect the radios being stored as well as the number of radios, which was about 12,000.

The last of the 911 PSAP money was paid out and will not be replenished.

Questions on spending the remainder of the capital budget money were discussed and the difficulties of spending it when everyone is so busy.

6. **Motion to approve FY26 Budget Amendments presented by Tina Mathieu;** UCA has three requests, all of which are capital projects with P25 funding. First, a dollar amount not to exceed \$200,000 for a P25 system, radio system disaster recovery station, essentially eight servers. We would connect to our system.

Second, a P25 lab for \$1,266,077, a negotiated amount. That lab would be at the warehouse and then ultimately at our new building. Once at the new building, we would use it to test new software versions, test issues, just run testing before we roll anything for our live system. Discussion ensued concerning having enough room for the employees and testing equipment.

Lastly, additional funds are requested to cover cost for the Starlink units, firewalls, six radios and two antennas per trailer. Discussion ensued on how well UCA has done with reimbursements and obtaining the best prices on the items needed.

**Motion:** Clint Topham motioned to increase budget as needed.

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

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

7. **Motion to approve CY26 Governing Board Schedule presented by Tina Mathieu;** The updated schedule was provided. Discussion on date changes to better accommodate all Board Members and use of the St. George facility for October during the Stakeholders' meeting. Other meetings may move to various locations within the state as requested by Board members.

**Motion:** Lance Davenport motioned to approve the updated Governing Board Schedule with locations changes allowed.

**Second:** Shawn Guzman offered a second to the motion.

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

8. **Building Project Update presented by Tina Mathieu;** An updated drawing of the building was shown and discussion on how this is a rough draft as fine tuning of space needed is being discussed with the architects. Discussion ensued concerning what space was needed, where the tower needed to be placed, parking as well as pull-through spaces. Praise was given for the thoroughness of planning the building from the beginning.

9. **P25 Project Update presented by Tina Mathieu;** Several slides were shown to illustrate the progress of the system. Implementing the new code has solved many of the problems whether it be adding it to the consoles or to the back end. The patching delay has been completely eliminated on the L3Harris radios and less than one second delay on the Motorola radios. It has allowed for ability to patch encrypted talk groups to unencrypted talk groups.

The ISSI gateway is underway, and testing has been done in Mesquite. The goal is to have Kane County deployed by the end of March.

The antenna project is complete with replacement of damaged in more populated areas such as Utah County and Salt Lake County as well as installing additional antennas in more rural areas. Burn-in will begin in February with items still being worked on in the punch list to ensure specific items are completed in the database storage and memory to ensure burn-in success. All new IDs have been added, giving everyone "plus 10" depending on the agency size. Around March, scrubbing

the database will begin. This will get rid of the old legacy radios and delete obsolete radios from the system. Agencies have been and will continue to be notified that anything outside the system will have the user IDs deleted. There are too many unaffiliated radios clogging the system. It should be known, by the agency, exactly what radios and code plugs are in use within that agency to avoid any duplicate IDs. Some agencies want the extra IDs but that isn't beneficial to the system running smoothly so the extra IDs will be taken away if not used.

The number of tickets submitted has decreased significantly. In meeting with the chiefs, it has been found that this reduction is occasionally due to the agencies becoming complacent and not reporting a problem. It was asked that agencies continue to submit tickets for issues so that UCA can know and fix the problems. It was reiterated by Director Mathieu that a problem cannot be solved if UCA is not made aware of the problem. Director Mathieu gave an example of BDA interference. Discussion ensued on correcting BDA issues as well as reporting problems through ticketing. Most agencies are adapting to the new system with some having the clearest transmissions ever. Agencies need to follow what has been stated through emails, website postings, and meetings. Reporting problems and then following through with how to solve the problem is important in having a successful system.

UCA is following the disposal process for the parts of the legacy system. Parts will be taken to the recycler or junkyard and not donated or sold to other citizens. This avoids someone deciding to randomly build a subsystem that would cause interference. There may be agencies that the parts can be gifted to, but that will be a specific occurrence.

Towers have been added in Hanna-Duchesne County and Monte Cristo-Rich County, neither had radio coverage in the past. Adding towers is priority to ensure our state has full coverage.

Questions and discussion ensued with ticketing from agencies as well as compliments on the follow-up with other agencies. Examples of why there is a need to report and discuss any issues agencies may have with UCA and the radio system were discussed.

**10. Motion to appoint members to the Public Safety Advisory Committee (PSAC);**

As shown by the included applications, there were several people who applied for the one open position on the PSAC advisory committee. All applicants were allotted time to speak if so desired.

**Motion:** Kevin VanTassell motioned to approve Derek Tolman to be appointed to the Public Safety Advisory Committee.

**Second:** Lance Davenport offered a second to the motion.

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

11. **Audit Committee Report presented by Bryan Low;** Bryan Low went over the items that were reviewed with Board members Van Tassell and Dearden. Highlights were mentioned such as a vendor who was behind on payments was contacted multiple times until payment was made in full. The accounting department is not letting debts be ignored.

Bank statements were reviewed and all looked normal. P-cards were reviewed, there were some questions about a charge, the billing was reviewed and explained. Compliments that charges were not overlooked and all were examined and follow-up was completed as needed.

PTIF accounts looked normal as did travel reimbursement. Compliments were given as to the meticulousness of the documentation, including tick marks to ensure all items are being checked and rechecked for accuracy.

12. **Report from the Public Safety Advisory Committee presented by TJ Brewer;** Chief Brewer and Director Mathieu have spoken about dates and will get an email sent out regarding the date for the next meeting.

13. **Report from the PSAP Advisory Committee Presented by Jeremy Hales;** Jeremy Hales and Director Mathieu have spoken regarding the funding approval on December 17. A new chair will be elected at the upcoming PSAP meeting.

14. **Executive Director's Report presented by Tina Mathieu;** Director Mathieu thanked the administration team for working on the audit documentation and the everyday processes.

Cybersecurity, CPR, and AED training was completed by UCA employees.

Chris Hughes has created a new training process to better track the training within the agency.

Safety equipment, gear, and clothing have been supplied to the technicians to help them be better protected while out in the field doing the hard work that they do every day.

A record retention policy and training were implemented to comply with state law. Chris has also drafted SOPs to ensure compliance with policies and code.

UCA is almost fully staffed with the new position of IT project manager in the process of interviewing at this time.

Lastly, the legislative bill file is on hold for now. Senator Harper does not have anything at this time.

15. **Chairman's Report presented by Chairman Davenport;** Chairman Davenport gave thanks on behalf of the entire governing board for what is happening and what continues to happen in the name of progress with our public safety. Thanks were expressed to everyone who joined in person and remotely.
16. **Motion to close meeting was moved to just after item 4.**
17. **Motion based on the discussion held in the closed portion of the meeting.** There was no action taken.
18. **Motion to adjourn meeting.** Chairman Davenport asked for a motion to adjourn the meeting.

**Motion:** Kevin VanTassell motioned to for the meeting to adjourn.  
**Meeting adjourned.**

**Next meeting will be held on March 11, 2026.**