

ALARM SYSTEM SECURITY LICENSING BOARD
AMENDED
AGENDA
November 5, 2015
9:00 A.M.

Room 474 4th Floor
Heber M. Wells Building
160 E. 300 S. Salt Lake City, Utah

ADMINISTRATIVE BUSINESS:

1. Call Meeting to Order
2. Sign Per Diem
3. Approve Minutes for September 3, 2015
4. Nominations for Chair

DISCUSSION ITEMS:

5. Tracy Naff, Compliance
6. Closing a Meeting Training Handout
7. Rule Review

APPOINTMENTS:

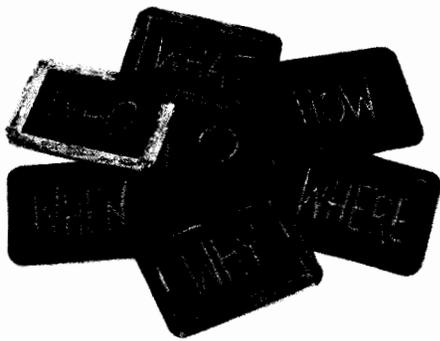
- 9:05 William Bullock, Probation Review
9:10 Aymara Varela, Application Review
9:25 Alexander Larson, Application Review
9:30 Brandon Wall, Application Review
9:35 Trever Simpson, Application Review
9:40 Angela Richards, Application Review

NEXT SCHEDULED MEETING:

January 7, 2016
March 3, 2016

Note: *This agenda is subject to change up to 24 hours prior to the meeting.*

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify, Carol Inglesby, ADA Coordinator, at least three working days prior to the meeting. Division of Occupational & Professional Licensing, 160 East 300 South, Salt Lake City, Utah 84115, 801-530-6628 or toll-free in Utah only 866-275-3675.



Closing a Meeting

Public bodies exist to aid in the conduct of the people's business; therefore, their actions and deliberations should be taken and conducted openly. In fact, that's the law. (U.C.A. 52:4:102).

The same law, however, provides a caveat: Closing a Meeting. Recognizing that there are situations where it may be in the best interest of all involved to allow for private discussion, U.C.A. 52:4 also details when and how to deviate from the charge of transparency.



Closed meetings are never required, but may be held provided all the requirements outlined in the statute are met.

First, it's important to ensure you have a quorum present. Without a quorum, you cannot close a meeting.



Next, you must identify if the topic to be discussed is authorized by the law. Closing a meeting may occur for the following reasons:



- ◆ Discussion of character, professional competence, or physical or mental health of an individual.
- ◆ Strategy session to discuss pending or reasonably imminent litigations.
- ◆ Deployment of security personnel, devices, or systems.
- ◆ Investigative proceedings regarding allegations of criminal misconduct.

To close a meeting, two-thirds of the members in attendance must vote to close the meeting. A board member should motion for the meeting to be closed in accordance with U.C.A. 52-4-201(1)(a), and identify the reason.



No ordinance, resolution, rule, regulation, or contract of appointment can be approved in the closed meeting. You must re-open the meeting prior to any binding action being taken.

Additional information is required to be documented when a meeting is closed, and closed meetings may or may not require recordings or minutes.

This is just a brief overview of closed meetings, for more information, see U.C.A. 52:4.



MINUTES

**UTAH
ALARM SYSTEMS SECURITY LICENSING BOARD
MEETING**

**September 3, 2015
Room 475 – 4th Floor – 9:00 a.m.
Heber Wells Building
Salt Lake City, UT 84111**

CONVENED: 9:00 a.m.

ADJOURNED: 10:10 a.m.

Bureau Manager:

Jana Johansen

Board Secretary:

Yvonne King

Board Members Present:

Larry Gillett, Board Chair
Sandi Henderson
William LaRochelle
Troy Iverson

Board Members Absent

Michael Jeffrey Howe

Division Staff

Tracy Naff, Compliance
Carolyn Dennis, Management Analyst

Guests:

Michelle Best, ESA Of Utah
Mark Conti, Probationer
Jennifer Hatch, Applicant
Zakery Comsa, Applicant
Cody Langford, Applicant
Brittney Hamblin, Applicant

ADMINISTRATIVE BUSINESS:

Approval of the July 8, 2015 Board Meeting Minutes

Mr. LaRochelle seconded by Ms. Henderson made a motion to approved the July 8, 2015 Board Meeting minutes as written. The motion carried unanimously.

TOPICS FOR DISCUSSION

Tracy Naff, Compliance

Mark Conti

DECISIONS AND RECOMMENDATIONS

Ms. Naff reviewed the Compliance Report.

Mr. Conti appeared before the Board for his

scheduled appointment. Ms. Naff reviewed Mr. Conti's probationary file and stated that Mr. Conti had remained compliant during his probation.

Ms. Naff recommended Mr. Conti be released from probation.

Mr. LaRochelle seconded by Mr. Iverson made a motion to approve Mr. Conti's release from probation. The motion carried unanimously.

Rule Review

Ms. Johansen provided proposed rule changes with regards to language clean-up for the Board to review at the next scheduled meeting.

This will be added to the agenda for our next scheduled meeting.

APPOINTMENTS

Zakery Comsa

Mr. Comsa appeared before the Board for his scheduled appointment. Ms. Johansen reviewed the application. Mr. Comsa explained the circumstances that led to his offense.

Ms. Henderson seconded by Mr. Iverson made a motion to approve Mr. Comsa for the renewal of his Burglar Alarm Company agent license. The motion carried unanimously.

Jennifer Hatch

Ms. Hatch appeared before the Board for her scheduled appointment. Ms. Johansen reviewed her application which included criminal offenses. Ms. Hatch explained the circumstances that led to her offenses.

Mr. Iverson seconded by Mr. LaRochelle made a motion to approve a probationary license to Ms. Hatch for one year as a Burglar Alarm Company agent. The motion carried unanimously.

Kaitlynn Dees

Ms. Dees did not appear before the Board for her scheduled appointment.

Ms. Johansen reviewed Ms. Dees application which included some criminal offenses.

Mr. Larochelle seconded by Ms. Henderson made a motion to deny licensure to Ms. Dees as a Burglar Alarm Company agent. The motion carried unanimously.

Cody Langford

Mr. Langford appeared before the Board for his scheduled appointment. Ms. Johansen reviewed his application. Mr. Langford explained the circumstances that led to his offense.

Mr. LaRochelle seconded by Ms. Henderson made a motion to approve Mr. Langford for a Burglar Alarm Company license. The motion carried unanimously.

Brittney Hamblin

Ms. Hamblin appeared before the Board for her scheduled appointment. Ms. Johansen reviewed the application for renewal with the Board. Ms. Hamblin explained the circumstances that led to her offense.

Ms. Henderson seconded by Mr. LaRochelle made a motion to approve Ms. Hamblin for a conditional license as Burglar Alarm Company agent for six months considering the outcome of the court's decision. Mr. Iverson recused himself due to a conflict of interest. Motion carried.

Ms. Johansen explained to Ms. Hamblin that she would need to submit a BCI Report just before her license expires in six months to be issued a full license.

Anthony Floor

Mr. Floor appeared before the Board for his scheduled appointment. Ms. Johansen reviewed Mr. Floor's application. Mr. Floor explained the circumstances that led to his offense.

Mr. LaRochelle seconded by Mr. Iverson made a motion to approve Mr. Floor's renewal for a Burglar Alarm Company agent. The motion carried unanimously.

Next Scheduled Meeting

November 5, 2015

Alarm Security Licensing Board Meeting

September 3, 2015

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conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

11-5-15

Date Approved

Chairperson,

11/5/15

Date Approved

Bureau Manager,