



**PUBLIC NOTICE OF  
The Meeting of the Utah Communications Authority Governing Board  
Wednesday, April 19, 2023, at 12:00 p.m.  
5215 Wiley Post Way, Suite 550, Salt Lake City, Utah, 84116**

**MEETING MINUTES**

**THE MEETING WAS INADVERTENTLY NOT RECORDED AND THESE MEETING  
MINUTES ARE THE ONLY RECORD OF THE BOARD MEETING.**

**Board Members present at UCA Office**

Lance Davenport  
Craig Dearden  
Randy Swalberg  
Kevin VanTassell  
Clint Topham  
Dave Crandall

**Board Members present via Teams**

Bryan Low  
Neil Johnson  
Tracy Glover

**UCA Staff Present**

Tina Mathieu  
Sarah Wetmore

**Board Members Absent**

Gary Whatcott

**1. WELCOME.**

Chairman Lance Davenport welcomes all to the UCA Governing Board meeting and calls the meeting to order at 12:02 pm.

**2. ROLL CALL.**

Chairman, Lance Davenport – Present  
Vice Chairman, Craig Dearden – Present  
Randy Swalberg – Present  
Kevin VanTassell – Present  
Clint Topham – Present  
Dave Crandall – Present  
Gary Whatcott – Not present  
Bryan Low – Present via Teams  
Neil Johnson – Present via Teams  
Tracy Glover – Present via Teams

**3. MOTION TO APPROVE MINUTES OF FEBRUARY 28, 2023 MEETING PRESENTED BY CHAIRMAN DAVENPORT.**

**Motion:** Craig Dearden moved to approve the February 28, 2023 Meeting Minutes.

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

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

**4. MARCH BUDGET TO ACTUAL REPORT PRESENTED BY TINA MATHIEU.**

UCA's Interim Executive Director, Tina Mathieu, presented the budget to actual to the Governing Board and informed them that UCA is right where they should be to stay in line with budget. Chair Davenport, then asked if there were any questions. There were none.

**5. AUDIT COMMITTEE REPORT PRESENTED BY BRYAN LOW.**

UCA's Governing Board Treasurer, Bryan Low, informed the Governing Board that the Audit Committee met earlier this morning to go over the financials. After reviewing the PTIF accounts, they are right where they should be. After looking at the A/R report, there were two customers that were brought to the attention of the Committee who not going to pay and should be written off as bad debt. UCA has continuously reached out to these customers and after much discussion, it was found there was no way they were going to pay. The Audit Committee found it best to write these open balances off as bad debt.

**Motion:** Bryan Low moved to approve the write off RigidTech.com and Dugway Proving Ground-EMS to Bad Debt for a total of \$7,347.50

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

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

Mr. Low then continued his presentation of the Audit Committee. After reviewing all UCA p-cards there was nothing of concern to report. He did note that Interim Director Mathieu, did bring up a good point to have the Committee review a few of the travel reimbursement forms that the employees submit. There is not a current concern of anything suspicious going on with this, however collectively it was agreed upon by the committee,

that it would be a good idea to review these. Going forward the committee will review two or three of these during their review. Mr. Low then asked if there were any questions about the committee's review. There were none.

**6. RESOLUTION #2023-001 – ZION'S BANCORPORATION SIGNATURE CARD PRESENTED BY TINA MATHIEU.**

Interim Director Mathieu presented the Zions Bank signature card to the Governing Board. Zions Bank has a regulation that whenever an entity would like to make changes to the approved signers on the account, the bank requires that the governing body of the entity approve the changes through resolution. UCA would like to request that Chair Davenport and UCA Radio Division Director, Phil Krebs, be added to UCA's Zions Bank account and allow them to sign checks. Additionally, Patsy Halladay was removed due to her pending termination. Kevin VanTassell commented that this is a standard practice for most companies.

**Motion:** Clint Topham moved to approve the changes as recommended.

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

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

**7. MOTION TO APPROVE RURAL PSAP EMD CERTIFICATIONS AND RECERTIFICATIONS REIMBURSEMENTS PRESENTED BY TINA MATHIEU.**

Interim Director Mathieu informed the Governing Board that Rural PSAP's have struggled to get some of their employees EMD certified and recertified because of staffing and funding restraints. Without these certifications, the PSAPs are not in compliance with State code and ineligible to be "designated medical dispatch centers" by the Bureau of EMS (BEMS). Guy Dansie with the BEMS reached out to UCA to see if we could help the PSAPs overcome the financial hurdle. Mathieu advised the Board that the statute that governs UCA and the 911 Strategic Plan both address training. The Strategic Plan specifically addresses the struggles of maintaining EMD certifications.

It was also noted that these courses have recently been made available through virtual means and it will make such trainings easier for the PSAPs to get and maintain the certifications for their personnel. Mathieu requested that the Board consider allowing UCA to reimburse the Rural PSAPs (as outlined below) for their EMD certifications and recertifications. Reimbursement must be sought by June 30<sup>th</sup> or the issue will have to be brought to the Board in the new budget year.

Millard County PSAP- \$2,634  
Beaver County PSAP - \$1,095  
Sanpete County PSAP - \$3,512  
Garfield County PSAP - \$5,840  
Grand County PSAP - \$475

**Motion:** Randy Swalberg moved to approve Rural PSAP to be reimbursed for EMD Certifications and Recertifications.

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

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

## **8. MEMORANDUM OF UNDERSTANDING ATTORNEY GENERAL'S OFFICE AND UTAH COMMUNICATIONS AUTHORITY.**

Interim Director Mathieu, explained to Governing Board that given the recent departure of Quin Stephens, it would be wise to have a second legal resource, s to not inundate Ballard Spahr with all of our needs. We have recently created a list of "unpapered" agreements and found that we have over one-hundred and twenty-five contracts that they need to have written up and that seems like a lot of extra work to put onto Ballard Spahr.

Interim Director Mathieu reached out to the Attorney General's office to discuss entering into an MOU with them. After some discussion, UCA was presented a Memorandum of Understanding and would like to move forward with entering into an agreement with them. Interim Director Mathieu tried to compare how much this would cost compared vs Mr. Stephens time, but there is not a best way to determine how much of his time was used on contracts. The projected cost for this would not exceed \$125,000. The effective date for the MOU would be May 1, 2023 – June 30, 2024. This would allow for UCA to have an attorney (at the rate of \$160/hr) and a paralegal (at the rate of \$75 per hour). It is believed that a working relationship with the AG's office would be beneficial for many reasons.

Vice Chair Dearden did agree that it seemed reasonable because Mr. Stephens was getting more than that.

**Motion:** Kevin VanTassell moved to enter a Memorandum of Understanding with the Attorney General's Office.

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

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

## **9. REVIEW AND APPROVAL OF POLICIES:**

### **a. CHIEF FINANCIAL OFFICER JOB DISCRPTION**

Interim Director Mathieu informed the Governing Board that UCA Chief Financial Officer/Administrative Service Division Director, Patsy Halladay, will be leaving UCA on April 30<sup>th</sup>. UCA is appreciative of everything that Ms. Halladay has done and knows that it will be a challenge to find someone to replace her. The Governing Board then thanked Ms. Halladay for everything she has done for UCA and that she will be greatly missed.

After reviewing the current job description as it is, Interim Director Mathieu found that it would be difficult to find someone who is a CFO and Human Resources experience and found it would be best to split the two jobs. In the past, UCA has used the Department of Human Resources Management for HR needs. There was some discussion about how the HR needs will be met in the future, with a potential of entering a MOU with DHRM for some needs, but still having someone at UCA as the liaison. Additional work will be done on this topic and more information will be brought to a future board meeting for consideration.

Vice Chair, Craig Dearden, said that it was a disservice to have Ms. Halladay do both jobs and makes sense to split them.

Clint Topham then asked if it would be someone permanently working within UCA like how it was at UDOT.

Chair Davenport then agreed and stated that it was like that at DPS too but thinks this would be someone who they can call for any issues instead of having them within the company. DPS and UDOT are much bigger than UCA.

Interim Director Mathieu then confirmed that it would be a contact.

**Motion:** Lance Davenport moved to approve the new job description for the CFO and to allow UCA to hire DHRM for Human Resource needs.

**Second:** Randy Swalberg offered a second to the motion.

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

#### **10. FY2024 TENTATIVE BUDGET OVERVIEW AND ACTION PRESENTED BY TINA MATHIEU**

Interim Director Mathieu explained to the Governing Board that at her past job of being a director, she had at least five months to work on a budget before having to present it to the Board. After many long nights and weekends working to try and get the budget ready to present today, UCA felt that it still needed work. She acknowledged that all of UCA's Directors have been vigorously working on their budgets to try and get them ready, but unfortunately, they still need some work. Interim Director Mathieu proposed that the Governing Board schedule another meeting in May to go over and approve the budget.

Clint Topham suggested that the meeting be on or around May 22<sup>nd</sup> because he has another meeting that he must attend in Salt Lake. He then suggested the morning of May 22<sup>nd</sup>.

Chair Davenport agreed that time would work, and then opened it up to the Board to see if they had any objections. There were none.

UCA Governing Board then scheduled their next meeting to be May 22<sup>nd</sup>, 2023 at 10am.

#### **11. REPORT FROM THE PUBLIC SAFETY ADVISORY COMMITTEE PRESENTED BY TRACY GLOVER.**

Public Safety Advisory Committee Chair, Tracy Glover, started by thanking the Governing Board for letting him give an update. He then reported that the Committee had recently met on April 10<sup>th</sup>. The Committee received updates from various UCA Division Directors, so they know what is going on within UCA. PSAC Chair Glover, then thanked them and UCA's Accounting Technician, Sarah Wetmore, for all their help and time they took to meet with the PSAC. He then informed the Governing Board that during the meeting he really expressed to the committee that he would like to get back to what the committees were established for, to help advise the Governing Board. He has asked the committee to really reach out to the geographical areas that they serve and see what suggestions, advice, or guidance may have for UCA or that they may need help with. PSAC Chair Glover, stated that this is something they will really be focusing on and starting in

June, the Public Safety Advisory Committee will be meeting monthly. PSAC Chair Glover then asked the Governing Board if they had any questions. There were none.

## **12. REPORT FROM THE PSAP ADVISORY COMMITTEE PRESENTED BY NEIL JOHNSON.**

PSAP Advisory Committee Chair, Neil Johnson, started by thanking the Governing Board for approving the motion of the Rural PSAP EMD funds because it is going to make a big difference. He then informed them that the PSAP Advisory Committee met back in March and are continuing efforts on Best Practice #5 and that the PSAP's should report to UGRC each error it identifies in the routing of 911. The Committee met with Motorola and UGRC to get a better understanding of how the system works and how it coordinates with MSAG in relations to Best Practice #5. They will be discussing this during their next meeting and if any changes are needed will report back to the Governing Board. PSAP Advisory Committee Chair Johnson, then asked if the Governing Board had any questions. There were none.

## **13. INTERIM DIRECTOR'S REPORT PRESENTED BY TINA MATHIEU.**

Interim Director Mathieu informed the Governing Board of what's been going on within UCA. Within the Administration Division there has been a lot going on. The Radio Division has hired a Network Engineer and his first day will be Monday. We are currently continuing to try and hire an Administrative Assistant. While UCA is looking for an Admin Assistant, Mrs. Wetmore has been taking a lot more with extra tasks and it has not gone unnoticed, which is greatly appreciated. She then informed the Governing Board that UCA has completed the employee evaluations and the employees received their increase without delay. UCA's employees are extremely hard working and committed to the organization and mission, and through this last evaluation they felt appreciated and valued.

Since UCA cleaned out of VECC, there is a lot of extra stuff that needs to be surplus or disposed of. We have been posting items on GovDeals.com to try and get rid of things to clear out the Warehouse and the four storage units that we currently rent. UCA has sold the trailer which did help clear out a lot of space to make room for the pallets of radios we will be starting to receive.

UCA is also focusing on security measures within accounting, our physical buildings, and software. The accounting team is working on adding Positive Pay to the Wells Fargo accounts which will help with detect fraudulent checks. This will help prevent the possibility of fraudulent checks being cashed, like with what happened a few years ago. At the UCA Warehouse, we have updated our access control system, and it was just in time. Last night there was someone strange at the Warehouse and fortunately it was nothing criminal, largely because a tech showed up. UCA has also purchased hardware to provide offsite backups which will help mitigate any issues of a crash, similar to what happened a few years ago and the data that was lost.

In UCA's 911 Division the PSAPs have completed their 911 Performance Reports for 2022 and were published on the UCA website March 31<sup>st</sup>. UCA has been hosting PSAP refresher course for ECATs. This has been a beneficial refresher with all the changes in 911 leadership throughout the PSAPs and helps them understand how to access the data they have related to 911 calls. UCA has also been working with Price DPS and San Juan to make

their consolidation official and have successfully completed the permanent routing of their 911 calls to the DPS location. This will reduce the potential point of failure by keeping them in an “alt mode” status. Next, we will be working on consolidating Layton and Clearfield.

One of the most impressive things to happen within 911, is that our Motorola 911 phone system/ESINet provider is routing our calls to PSAPs based on the caller location. In February 2022, the Utah PSAPs collectively received over seventy-two thousand 911 calls and of those calls two thousand one hundred and twenty-five were transferred to another PSAP or Dispatch Center. In February 2023 they saw over a fifteen percent increase in call volume taking them to over eighty-three thousand 911 calls and of those calls’ forty-eight percent were transferred to another PSAP. The National Emergency Number Association estimates that a call transfer take approximately forty seconds. Given the statistic, the reduced transfer in February alone equates to time save of 12.2 hours (735 minutes) of response time. UCA is anticipating this to get even better. In February about forty-eight percent, based on some minor changes that Motorola will be making to the system, we are anticipating that this percentage will increase up to as much as eighty-three percent. This is extremely impressive given that it’s on a statewide level, Motorola asked us to participate in a presentation regarding Location Base Routing at their recent Summit.

Randy Swallberg commented that this has come along way from communicating with quantars.

Keven VanTassell asked if this is something that the public is aware of and if not, we need to reach out to the media to let people know.

Next Interim Director Mathieu gave an update about UCA’s Interoperability Division. Recently they have released the final Fleet Map packet to every agency through PSAPs, the Chiefs Associations, and the Sheriff’s Association. UCA has requested that the agencies review and select their talk groups by May 1<sup>st</sup>. Once the packets are received, UCA will review, and the code plugs will be drafted for the L3Harris radios that are stored at the Warehouse. UCA will then start to program the radios and disturbing them to the agencies. For the Motorola radios, they will not be able to be reprogrammed until the time of the cutover. For the Cutover Reprogramming, we are still trying to get sites within each county that we can use to set up shop to program all the Motorola radios. UCA has been engaging with the PSAC Committee and advised them that we are looking for large locations such as fire stations, public works building, etc. to be able to complete the reprogramming.

UCA is still offering online training for agencies but have only had forty-five attendees in the last six courses. This is not the number we would like to see, but the number of requests from specific agencies for training has picked up, which is great. Recently UCA has met with:

- Tooele County in person Fleet Map Conversation/Training
- Wasatch County in person Fleet Map Conversation/Training
- Weber County in person Fleet Map Conversation/ Training
- UDOT in Person Fleet Map Conversation/Training (Twice)
- Northern Utah Healthcare Coalition/Bear River Fleet Map Conversation/Training
- Washington County Fleet Map Virtual Conversation/Training
- Salt Lake City in person Fleet Map Conversation/Training
- Panguitch Fire Virtual Fleet Map Conversation/Training

Next, Interim Director Mathieu gave an update about UCA Radio Division. Recently UCA has brought our new East Park site on-line, which is in Daggett County and before this time had zero 800MHz coverage. Currently, UCA is working to complete our

second site in the area called Goslin. The Radio Division will be implementing an automated messaging service to aid in reliability and efficiency of delivering messages to the PSAP's and other Stakeholders. This new system will allow UCA to easily message them when there is an important event that has occurred such as an outage or restoration of service. We will also use this system as a paging service to allow technicians to be contacted by our monitoring system/teams whenever there is an issue detected at a site.

Over the past month the Radio Division has been meeting with and presenting to our customers. They have met with Emery County, UTA, Army National Guard, Salt Lake County, and UDOT, just to name a few. Our technicians have also been busy maintaining our legacy system, with the weather and amount of snow that we have received throughout the State, it has not been an easy task, as you are aware. Some of the sites that we have normally been able to Snowmobile or SnowCat into have required us to fly and reaching some of these sites has become very difficult and at times dangerous. Recently, some of our Techs were trying to reach a site in a SnowCat and they began to slide and see some movement in the snow. Because of this, they turned around because of possible avalanche danger and we have begun the process of scheduling a helicopter to get to the site. UCA's Resource Manager, maintains the schedule for the tech's and has been monitoring the flood and avalanche conditions prior to scheduling them.

Within the P25 Division, UCA has been making progress with the P25 project. Recently the driving testing plans have been approved. This is where L3Harris will have four separate vehicles drive roads, trails, etc. throughout the state for 6 months. UCA is working the L3Harris to maximize the route and working with them to complete sites, so that the driving test will be executed in the most efficient manner. We have begun training and completed negotiations for the remainder of the training courses that L3Harris will be providing. On Monday, we accepted their most recent offer, which increased training days from eight-eight to one-hundred and forty days. Currently, we are training two weeks per month.

UCA has authorized the warm weather building to begin and almost one hundred percent of the radio consoles have been installed in PSAPs. We recently reviewed DDR's plans for ten new expansion sites. This week Interim Director Mathieu will be submitting another radio order for seventeen hundred radios which is approximately five million dollars. Once this order has been submitted the Agencies-State and Local to date, will have been invoiced for almost fourteen million dollars of the money that the legislature has provided them. UCA still has some outstanding invoices left from the last order, as well as the five-million-dollar order submitted this week.

Lastly, Chairman Davenport and Interim Director Mathieu will be meeting with Senator Harper next week, regarding the audit that was authorized by SB212. Other items related to the passage of SB212 are a review and necessary change to our Administrative Rule, F174 related to the need for public works agencies to "apply" to be on the system. Recommendations will be forth coming to the Governing Board, and we will be asking the PSAC and the PSAP Advisory Committee for recommendations that we will ultimately make. Interim Director Mathieu then asked if there were any questions. There were none.

#### **14. GENERAL PUBLIC COMMENTS; AND.**

The Governing Board opened for Public Comment. There were none.

**15. MOTION TO CLOSE THE MEETING FOR THE PURPOSE OF DISCUSSING THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL OR INDIVIDUAL(S).**

**Motion:** Kevin VanTassell moved to close the meeting.

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

**Vote:** Motion **passed** with all in favor and the vote as followed:

Lance Davenport – Yes

Craig Dearden – Yes

Randy Swalberg – Yes

Clint Topham – Yes

Kevin VanTassell – Yes

Dave Crandall – Yes

**[CLOSED MEETING]**

**Motion:** Lance Davenport moved to open the closed meeting

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

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

**16. MOTION(S) BASED ON THE DISCUSSIONS HELD IN THE CLOSED PORTION OF THE MEETING.**

**Motion:** Kevin VanTassell moved to approve the authorization of the Chairman Davenport and Assistant Chairman Dearden to work with DHRM for the hiring of the Executive Director and to handle some payroll issues for the organization.

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

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

**17. MOTION TO ADJOURN.**

**Motion:** Craig Dearden moved to adjourn

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

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

Meeting adjourned at 3:00 pm.