



BOARD OF TRUSTEES
Meeting Minutes
Date: September 8, 2016
Utah Valley Commission Conference Room
100 East Center Street, Suite 2300
Provo, UT

Board of Trustees Members in Attendance:

Jason Bond, Alpine City, Alternate
Dale Bigler, Elk Ridge City
Lonny Ward, Town of Genola
Benjamin Reeves, Santaquin City, Chairperson
Terry Ficklin, Salem City
Seth Perrins, Spanish Fork City
James O. Tracy, Utah County Sheriff
Don Nay, Utah County, Alternate
Jacob McHargue, Town of Vineyard
Wendy Pray, City of Woodland Hills, Vice-Chairperson

Absent Board of Trustees Members:

Larry Ellertson, Utah County Commissioner
Greg Graves, Utah County Commissioner
Richard Nelson, Alpine City
Craig Whitehead, American Fork City
Howard Anderson, Town of Cedar Fort
Mike Geddes, Town of Cedar Hills
Ikani Taumoepeau, Eagle Mountain City
Brad Gurney, Town of Fairfield
Josh Cummings, Town of Goshen
Ed Dennis, Highland City
Jason Walker, Lehi City
Scott Spencer, Payson City
Mark Christensen, City of Saratoga Springs

Others in Attendance:

Deborah Mecham, UVDSSD Executive Director
Suzee Anderson, UVDSSD Administrative Specialist
Junior Baker, Spanish Fork City

1. Call to Order: *Ben Reeves, Chairman*

2. Consent Calendar: *Ben Reeves, Chairman*

2.1 Approval of Meeting Minutes August 18, 2016

Ben Reeves identified the misspelling of Richard Nielson.

Motion to approve the Meeting Minutes by Seth Perrins

Second by Jacob McHargue

Voting unanimous, motion passed

2.2 Operations Procedures for approval from September 1, 2016 Operations Board meeting

Deborah Mecham gave detail regarding a change to Operations Procedure E-2016-002 "Prioritization of Police Calls". During the Operations Board Meeting, a need was identified regarding retention requirements for vehicle and body cam video records, and how the initial classification of a call would affect the retention needs. After discussion with legal counsel, the proposed change was to allow the dispatcher to change the nature of a call upon request of an officer if an arrest is made before the call is cleared. The policy requires the dispatcher to note who made the request and the associated arrest.

Motion to approve the Operations Procedure revision by Lonny Ward

Second by Terry Ficklin

Voting unanimous, motion passed

3. Business and Action Items:

3.1 Facility progress – *Deborah Mecham, Executive Director*

Deborah Mecham reported the painting, glazing, glass and cement work, and the access flooring would be complete this week. The parking lot and grating the property would take place in the coming week. Also on schedule are the mill work, the acoustic ceilings, and the access and fire alarm systems. Dispatch console furniture is arriving on October 11. Deborah also updated the board on the FAA studies being completed and approval from the airport manager received. The tower has been shipped and should arrive this week.

3.1.1 Change Order #032R – Backdraft dampers

Ben Reeves explained that in certain common rooms in the facility, there is redundant HVAC. There is possibility for smells to be re circulated through the HVAC and throughout the building. The change order would allow backdraft dampers to be installed, preventing this situation. Discussion ensued regarding a clarification of the quotation from Applied Product Solutions, LLC and the charging of overhead. Follow up with the contractor was requested.

Motion to approve Change Order #032R not to exceed \$3,886.96 and seeking clarification for the differing amounts by Jacob McHargue

Second by Seth Perrins

Voting unanimous, motion passed

3.1.2 Change Order #036 – PIV valve as per Fire Marshall

Deborah Mecham explained that the Pressure Indicator Valve was not included and was requested from the Fire Marshall to be installed. The cost of the valve is \$1,652.15. Discussion ensued regarding the fire code.

Motion to approve Change Order #36 by Sheriff James O. Tracy

Second by Don Nay

Voting unanimous, motion passed

3.1.3 Future change orders

Ben Reeves asked for Deborah and himself to be given authority to process future change orders due to the timeliness of moving into the facility and bringing those matters back for ratification. Jacob McHargue reminded the board that Deborah's initial approval limit had not been reached. Discussion ensued regarding known future change orders and credits. Deborah Mecham shared that there was still a balance in the Tech Budget that could be used to offset future change orders.

3.1.4 Change Orders to date

Deborah Mecham provided information on the Change Orders to date. She explained that of the total \$147,842.23 change orders, \$115,027.39 were transfers from Fund Balance.

3.2 Ribbon Cutting Ceremony / Open House for new facility – *Deborah Mecham*

Ben Reeves informed the board that the cutover date would be in December and questioned whether it would be better to hold the ceremony / open house in January when Holiday socials were over. Discussion ensued as to the benefits and disadvantages of holding the open house before the cutover date. There was also discussion regarding the time of day and invitees. It was decided to hold the open house during the daytime in January.

3.3 Legislative matters impacting 911 – *Deborah Mecham*

Commissioner Ellertson and Seth Perrins were able to speak with their Representatives regarding the purchase of consoles. Neither board member received a guarantee that money would be reimbursed were purchases made. The decision to move the old equipment and purchase two used consoles was made. Deborah Mecham also stated that there was not yet a scheduled meeting for the Public Utilities, Energy, and Technology Interim Committee. She has spoken with other Utah County PSAPs and requested they get together and outline their questions and concerns. The board discussed options regarding the loss of revenue and how to address that.

3.4 Update on Juab County request for dispatch service costs – *Deborah Mecham*

Deborah Mecham received an inquiry from Juab County requesting which cities in the district were paying customers. Deborah provided the fee schedule and has not had further contact.

4. Other Business:

4.1 Operations Board report – *Scott Spencer, Chairman*

Scott Spencer was not in attendance, so Deborah Mecham gave the report from Operations Board Meeting on Thursday, September 1, 2016. She reiterated the policy change. Members of the Operations Board asked for clarification of the definition of a pursuit and a change in the wording of the policy regarding if an officer is pursuing a vehicle. Deborah spoke about the new product through Spillman called FedCheck, which was discussed with the chiefs. The product is purchased by schools and other facilities where there are security needs related to public access. At this time there is no current interest by our agencies a.

4.2 Directors report – *Deborah Mecham, Executive Director*

After the Operations Meeting, a meeting regarding the North Channel Split was held. Deborah reported that different options were presented how to even out call volume with the split. A Utah Communications Authority member attended and presented the technical requirements of re-programming radios associated with splitting the channel. Discussion ensued as to the options and concerns were raised regarding the split. Deborah Mecham and Mark Christensen wanted to speak with Chief Burton. No final decision was made. Deborah asked for input regarding janitorial services, grounds maintenance, and building maintenance.

4.3 Open forum and next meeting agenda items

Seth Perrins requested to speak with Debbie after the meeting regarding the numbers provided in relation to the proposed appropriation of 911 moneys.

5. Adjournment

5.1 Next meeting – October 13, 2016 - Lehi City Offices

Motion to adjourn by Seth Perrins

Second by Wendy Pray

Approval Signature – Vice Chairperson Wendy Pray

Date