



BOARD OF TRUSTEES

Meeting Minutes

Date: Thursday, March 9, 2017

Utah Valley Dispatch

Cedar Hills Community Center ó 10640 North Club House Drive
Cedar Hills, Utah

Board of Trustees Members in Attendance:

Ben Reeves, Santaquin City, Chairperson
Wendy Pray, Woodland Hills, Vice Chairperson
Seth Perrins, Spanish Fork City, Secretary/Treasurer
Nathan Ivie, Utah County
Ed Dennis, Highland City
William McMullin, Town of Genola
Jason Bond, Alpine City
Ben Bailey, Cedar Hills
Terry Ficklin, Salem City
Jason Walker, Lehi City
Mike Forshee, Utah County, alternate
Mark Christensen, Saratoga Springs
Brad Gurney, Fairfield
Don Nay, Utah County, alternate
Howard Anderson, Cedar Fort
Scott Spencer, Payson

Absent Board of Trustees Members:

Dale Bigler, Elk Ridge City
Lonny Ward, Town of Genola
Greg Graves, Utah County
Jeff Weber, Eagle Mountain
James Tracy, Utah County
Jacob McHargue, Vineyard

Others in Attendance:

Deborah Mecham, UVDSSD Executive Director
Junior Baker, Spanish Fork City

1. Call to Order: *Ben Reeves, Chair*
2. Consent Calendar: *Ben Reeves, Chair*
 - 2.1 Meeting Minutes for February 9, 2017

**Motion to approve Consent Calendar by Terry Ficklin
Second by Jason Walker
Voting Unanimous, motion passed**

3. Business and Action Items:
 - 3.1 Legislative Update: Senate Bill 198 - *Deborah Mecham, Executive Director*

Deborah Mecham presented a summary of SB198. The bill proposes a re-structure of the UCA Board from 27 to 11 members, creates an Operations Committee and regional committees throughout the state. Provides for funding to maintain the current 800 MHz and VHF systems, and provides funding for upgrading and building out the statewide radio network. It increases the local 911 revenue by ten cents per line, increasing from \$0.61 to \$0.71. It re-distributes the 911 revenues by 911 call volume. For FY18 and FY19 PSAPs will either receive the same amount received in FY17, or the new amount based on their percentage of the state's 911 calls, whichever is highest. In FY20 all distributions will be based on the 911 call volume. The bill requires counties with more than one PSAP to conduct an audit prior to January 1, 2018, to determine if there are efficiencies that can be found by consolidating services, and to determine if doing so would provide cost savings. A 4th substitute was introduced yesterday, and it was placed on the calendar for the House 3rd reading. The substitute addresses that UCA will not intentionally over build the radio network for the purpose of competing with a public or private provider of a telecommunications service.

In regard to the re-distribution of local 911 revenues, Deborah indicated that she had seen various spreadsheets that show what the impact would be. Prior to the increased 10 cents, Utah Valley Dispatch would lose approximately \$600,000. With the increase it is estimated to be closer to a \$450,000 decrease. While the bill sponsor was requested to include requirement for a study and validation of the proposed distribution option, it was not included. UCA has the option to study it, and Deborah feels they will likely do that, with any possible changes considered as future legislative changes.

Chairman Reeves indicated that it is good that we have two years to study this and determine how to address the future loss in revenue. Mark Christensen stated that everyone needs to stay in touch with their legislators to see the direction this takes, because while there is an effort to increase funding overall, there are several that will be severely impacted to the negative. Seth Perrins stated that the radio funding part of the bill also eliminates the monthly radio charges to public safety entities, effective July 1, 2017. Further discussion ensued about the impact, past distribution methods and why the change is taking place. Deborah addressed concerns with the new distribution process and the questions she feels need to be answered in order to feel the process is accurate and validated.

- 3.2 Personnel Policy Updates ó *Deborah Mecham, Executive Director*

3.2.1. H-020 óDress and Grooming Codeö: This change eliminates the dress uniform section of the policy, as there is currently no uniform requirement and no budget to support it. It does indicate that if any form of uniform is in place that employees may be asked to wear it for events when representing the district.

**Motion to approve by Jason Walker
Second by Wendy Pray
Voting Unanimous, motion passed**

3.2.2. I-001 "Dispute Resolution Process": The changes provide clarity for employees on steps they can take to bring forward concerns and know they will get a response, but allows for the Director and supervisory staff to work toward resolution before such matters are taken directly to board members. It provides an appeal process if the employee(s) feels the problem wasn't resolved. Discussion took place expressing concern about the appeal process going to the Operations Advisory Board, considering that if there is an issue that may escalate to a legal matter, that the Board of Trustees has the responsibility for the district. Further discussion involved how there are matters than may only be technical in nature, and that the Board of Trustees could look at the appeal and if they determine it is technical in nature, may engage assistance from the Operations Advisory Board. It was stated that the Operations Board is more a peer working group with the Director and that the Board of Trustees is the Director's boss, so any dispute with the director should go to the Board of Trustees.

Motion to table until next meeting by Mark Christensen

Second by Mike Forshee

Voting Unanimous, motion passed

3.3 Hiring Plan for Executive Director position *ó Ben Reeves, Chairman*

Chairman Reeves presented that the sub-committee comprised of himself, Seth Perrins, Wendy Pray and Deborah Meham met to discuss the selection process for the Executive Director position, and all agreed that this process should involve buy-in and support from all levels of dispatch involvement. Chairman Reeves sent a memo to board members outlining the plan, starting with a review of applications by the sub-committee, and including the current and past chairmen of the Operations Board, which will take place on March 15th. The interview process will consist of four panels involving members of the Board of Trustees, Operations Board, employees and peer experts, on March 28th, and a special Board meeting on March 30th. It was determined that the week of March 28th is the Chiefs of Police training in St. George and law enforcement members would not be available. The following week is the City Manager Association's conference. The date of March 21st was determined, with a special board meeting on March 23rd, dependent on whether second interviews are required. Those for the Board of Trustees interview will include Ben Reeves, Seth Perrins, Wendy Pray, Jason Walker and either Mike Forshee or Don Nay *ó* to be determined. Operations Board interview members will include Chief Brian Gwilliam, Chief Scott Spencer and others, to be determined based on if there are any conflicts related to applicants that could come from any member agencies.

Motion to approve by Wendy Pray

Second by Howard Anderson

Voting Unanimous, motion passed

3.4 Director Transitional Costs *ó Ben Reeves, Chairman*

Chairman Reeves requested Deborah to provide transitional costs for a two-week overlap period for training purposes with the new Director and an additional four weeks, as needed, for assistance after that. Deborah provided the costs, divided between the current FY17 budget and the FY18 budget, at current pay and benefits, plus some costs for mileage and lodging, if necessary. She stated that it is likely most help could be done by phone or computer, but if it was necessary to meet in person, she will be living out of the area, so a night of lodging may be necessary if two or more days in a row were necessary. The costs for FY17 totaled \$7,950 for the two week overlap period and five days at \$62.50 plus \$450 for mileage/lodging. For FY18, for fifteen days at the same rate and \$1,150 for mileage and lodging, the cost would be \$8,650. Total cost between the two budget years is estimated at \$16,600, if needed. There are savings in the personnel budget his year, so there is no need to open the budget, and the \$8,650 amount would be included in the FY18 proposed budget.

Motion to approve by Mark Christensen
Second by Mike Forshee
Voting Unanimous, motion passed

Other Business:

4.1 FY 2018 Budget Work Session ó *Executive Director Deborah Mecham*
Deborah distributed a draft budget proposal for FY 2018, and discussed the anticipated revenues. With the two-year hold harmless direction of SB198, Utah Valley Dispatch would receive the same revenues received in FY 2017, which is estimated to be \$1.7 million. Aside from miscellaneous records request fees, interest and a small EMS grant, the balance would be assessed to member agencies, for a total revenue of approximately \$3.9 million.

Deborah then reviewed the detailed expenditures, along with the three year comparison, highlighting any significant changes. In Salaries and Benefits, an estimated 8% increase in health insurance costs is programmed. Several accounts changed due to one-time costs associated with the new facility in FY2017 that will be eliminated in FY2018. Other areas reflect increases, in the Facility Maintenance and Utilities accounts. Without a history to base future costs on, these are still estimates.

Questions were asked about the savings reflected over the past two years in the Salaries and Benefits area. Deborah explained that this is due to being below the approved staffing levels.

Based on the draft proposed budget, there would be increased costs to the cities and county. Overall the user fees would increase by approximately 7%, however due to the district's formula that distributed amounts could be higher or lower for each municipality.

By the April meeting more details will be available in order to present a tentative budget for approval.

4.3 Open forum and next meeting agenda items
Deborah Mecham provided information regarding two facility issues. The first is a water problem on the west door. The contractor has tried several options to prevent the water from entering. A meeting is scheduled with the architect and contractor on March 17th to discuss other options. Deborah also reported on a sewer backup that occurred two weeks prior, and the steps taken to resolve it. Further review is taking place to determine the cause and steps to be taken to prevent a future problem. The group will discuss this at the March 17th meeting as well.

5. Adjournment

5.1 Next meetings ó March 23, 2017 and April 13, 2017 ó Utah Valley Dispatch Special Service District ó 3047 North 400 West. Spanish Fork

Motion to adjourn by Jason Walker
Second by Seth Perrins
Voting unanimous, meeting adjourned.