



BOARD OF TRUSTEES
Meeting Minutes
Date: Thursday, April 13, 2017
Lehi City Office
153 North 100 East
Lehi, UT

Board of Trustees Members in Attendance:

Jason Bond, Alpine City
Dale Bigler, Elk Ridge City
Brad Gurney, Town of Fairfield
Ed Dennis, Highland City
Jason Walker, Lehi City
Benjamin Reeves, Santaquin City, Chairperson
Mark Christensen, City of Saratoga Springs
Seth Perrins, Spanish Fork City
James O. Tracy, Utah County Sheriff
Wendy Pray, City of Woodland Hills, Vice-Chairperson

Absent Board of Trustees Members:

Howard Anderson, Town of Cedar Fort
Mike Geddes, Town of Cedar Hills
Jeff Weber, Eagle Mountain City
Lonny Ward, Town of Genola
Josh Cummings, Town of Goshen
Scott Spencer, Payson City
Terry Ficklin, Salem City
C. Nathan Ivie, Utah County Commissioner
Greg Graves, Utah County Commissioner
Don Nay, Utah County, Alternate
Mike Forshee, Utah County Undersheriff
Jacob McHargue, Town of Vineyard

Others in Attendance:

Deborah Mecham, UVDSSD Executive Director
Suze Anderson, UVDSSD Administrative Specialist
Junior Baker, Spanish Fork City
Brian Gwilliam, Operations Board Chairman
Regina Nelson

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

2. Consent Calendar: *Ben Reeves, Chairperson*
 - 2.1 Meeting Minutes for March 9, 2017
 - 2.2 Meeting Minutes for March 23 2017
 - 2.3 Warrant register for January 1 ó March 31, 2017
 - 2.4 Operations Procedures approved by Operations Board on April 6, 2017

Motion to approve the Consent Agenda by Sheriff James O Tracy

Second by Ed Dennis

Voting unanimous, motion passed.

3. Business and Action Items:

3.1 Appointment of Executive Director

Ben Reeves presented Regina Nelson as the new Executive Director. Regina Nelson recounted her experience in Public Safety and her excitement to fill the Executive Director position. Deborah Mecham supported Regina's appointment and affirmed her conviction that Regina was an excellent choice.

Motion to appoint Regina Nelson as the Executive Director by Seth Perrins

Second by Wendy Pray

Voting unanimous, motion passed.

3.2 Ratification of employment contract for new Executive Director

Motion to ratify the employment contract for the new Executive Director by Seth Perrins

Second by Ed Dennis

Voting unanimous, motion passed.

3.3 Review and approval of Personnel Policy I-001 "Dispute Resolution Process"

Deborah Mecham presented a revised copy of Personnel Policy I-001. She highlighted changes that were made to the previously presented policy. Discussion ensued as to the possibility of appointing a dispute resolution person and the frequency of the process. Grammatical and syntax errors were addressed.

Motion to approve Personnel Policy I-001 with changes to grammatical errors by Mark

Christensen

Second by Dale Bigler

Voting unanimous, motion passed.

3.4 Discussion and approval of FY 2018 Tentative Budget

Deborah Mecham discussed the changes to the Tentative Budget. She explained that there were a few items that were still estimates due to unknown costs with the new facility. She clarified the changes to the Facility Maintenance and Utilities accounts. Seth Perrins explained the shared meter with Utah County and the discount available by doing so. Mark Christensen expressed concerns about peaking factor charges. Deborah Mecham explained the billing process from Utah County.

Deborah Mecham discussed the changes with the Telephone account. The relocation increased amount of bills that the district receives. Currently Springville and Utah Valley Dispatch are receiving bills for all 5 PSAPs in Utah County and these costs need to be shared. Meetings have been held with CenturyLink to solidify the budget numbers. Deborah is confident in the estimation. Changes totaled to \$15,983.00.

Deborah proposed changes to the invoicing of User Fees. She suggested changes to the Salary/Benefits area by billing current costs in July and future costs in January. She also suggested invoicing the total amount but dedicating any excess to cover funds lost in FY20 when legislation changes occur. Discussion ensued to amounts budgets vs. actual amount and proper billing. Consensus was reached to not increase fund balance, but be proactive in reaching out to Legislators in valid study measures.

Motion to bill quarterly for personnel costs but maintaining operational flat rate costs by Ed Dennis
Second by Mark Christensen
Voting unanimous, motion passed.

Deborah stated that SB198 has been signed by the Governor. She shared the effects this bill will have on Utah Valley Dispatch. Sheriff James Tracy informed the board of the termination of current radio fees effective July 1. Mark Christensen detailed the importance of informing the City Councils of the changes and encouraging all to contact their respective Representatives. Ben Reeves agreed to set up a meeting with other PSAP city councils and make recommendations to the COG on how the governing boards are formed. He requested that Deborah present a recommendation to the board for the UCA Regional Committee representation.

Deborah provided information about the North Channel Split. She stated that the channel will be patched together from noon to midnight, during the busiest times, until staffing is available for 24 hour monitoring. She informed the board of UCA's action of sending a template to each agency to allow each agency to make changes necessary to accommodate the new channel.

Deborah updated the board on the status of Juab County. Deborah spoke with a representative from Juab County who informed her that they were in the process of getting 800 MHz radios. Juab County and Nephi city officials are negotiating and a decision will be made soon.

Chief Jackson from Springville informed Deborah that he will make a recommendation to Mapleton City Council to sign a 5 year contract with Springville for their dispatching services.

Deborah reported on the facility issues and the steps being taken to resolve those issues. She is in the process of finalizing the costs of the new facility and will work toward having a final facility budget available for next meeting.

4. Other Business:

4.1 Open forum and next meeting agenda items

Next meeting will be May 11, 2017 at the Utah Valley Dispatch facility. Following this meeting will be an open house for Deborah Mecham.

5. Adjournment

Motion to adjourn by Wendy Pray
Second by Mark Christensen
Voting unanimous, meeting adjourned.