



BOARD OF TRUSTEES

Meeting Minutes

Date: Thursday, December 14, 2017 Utah
Valley Dispatch Special Service District
3047 N 400 W
Spanish Fork, UT

Board of Trustees Members in Attendance:

Shane Sorensen, Alpine City
Rob Shelton, American Fork City (via conference call)
Howard Anderson, Town of Cedar Fort
Jeff Weber, Eagle Mountain City
Terry Ficklin, Salem City
Benjamin Reeves, Santaquin City, Chairperson
Mark Christensen, City of Saratoga Springs
Seth Perrins, Spanish Fork City
Don Nay, Utah County Commission, alternate
Michael Forshee, Utah County Sheriff, alternate
Jacob McHargue, Town of Vineyard (via conference call)
Wendy Pray, City of Woodland Hills, Vice Chairperson

Absent Board of Trustees Members:

Ben Bailey, Town of Cedar Hills
Dale Bigler, Elk Ridge City
Brad Gurney, Town of Fairfield
William McMullin, Town of Genola
Josh Cummings, Town of Goshen
Ed Dennis, Highland City
Jason Walker, Lehi City
Scott Spencer, Payson City
C. Nathan Ivie, Utah County Commissioner
Greg Graves, Utah County Commissioner
James Tracy, Utah County Sheriff

Others in Attendance:

Junior Baker, UVDSSD Legal Counsel
Michael Veenendaal, UVDSSD Executive Director
Suzee Anderson, UVDSSD Administrative Specialist

****In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Utah Valley Dispatch Special Service District at 801-794-4002 at least 24 hours prior to the meeting.****

1. Call to Order: *Ben Reeves, Chair*
2. Consent Calendar: *Ben Reeves, Chair*
 - 2.1 Meeting Minutes for November 21, 2017
 - 2.2 Warrant register for November 1-30

**Motion to approve the Consent Calendar by Don Nay
Second by Terry Ficklin
Voting Unanimous, Motion Passed.**

3. Business and Action Items:
 - 3.1 FY2017 Audit Report Dana Howell (Osbourne, Robbins & Buhler PLLC)

Dana Howell reviewed the audit report prepared by Osbourne, Robbins & Buhler PLCC. She highlighted changes from FY 2016. She stated the district was in compliance. She requested Caselle financial reports are given to the board quarterly. Rob Shelton requested an electronic copy be sent to him.

3.2 Interlocal Agreements Juab/Nephi

Junior Baker presented the first draft of the Interlocal Agreement between UVDSSD, Nephi City and Juab County. He emphasized different sections of the contract and sought counsel from the board regarding changes. It was requested that a disclosure of the agreement being an interim agreement be made. It was also requested that the budget date be changed to March 1st. Names for the new agency were discussed. A final version of the agreement will be distributed to the board.

4. Other Business:
 - 4.1 Financial Reconciliation/Third party review

Michael Veenendaal informed of Dave Sanderson's leaving Lehi City. Previously, Lehi City has been reconciling and reviewing financial information for UVDSSD for a minimal fee. Due to Mr. Sanderson's departure from Lehi City, he presented Michael Veenendaal and Suzee Anderson with a contract outlining services that would be provided by DS Accounting. The contract was presented to the board. Mark Christensen requested a competitive RFP be conducted. Seth Perrins requested a scope of work and task list be prepared and sent to each member to determine if any entity could perform the tasks. Permission was given to do what was necessary in the interim.

4.2 UCA P25 Upgrade –

Michael Veenendaal and Ben Reeves expressed their opinion on the UCA Meeting recently held in St. George. Michael outlined the timeline for the P25 upgrade. Michael stated he has tried to contact Robert Brough with UCA for a list of each agency's radios. Ben questioned the duration of phase 1 radio systems. No definite answer was given. UCA did state that there would be a 1 for 1 exchange for dispatch consoles and also inquired what consoles UVDSSD would need in the near future.

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4.3 Nebo School District Discussion on Possible Lock Out/Lock Down Procedural Changes

Seth Perrins attended a Nebo School District Meeting where there was discussion regarding lock out/lock down procedures. Nebo School District felt a distinction needed to be made regarding each procedure. Discussion ensued as to the efforts to make a state wide consensus to ease the dispatch terminology. Requests were made to defer to the Police Chiefs to decide the language.

4.4 Operations Chair Report

Chief Gwilliam was not in attendance, so no report was given.

4.5 Director's Report

Michael Veenendaal reported on current staffing at the center. There are FMLA leaves happening and will continue to happen for the next few months. The center is near full staffing. A final walk-through of the building was conducted with Scott from JCRA. There were a few minimal issues noted. Questions were raised regarding the prior water leakage through the back door. That has been fixed with no recurrence.

4.6 Open forum and next meeting agenda items

4.7 Motion to adjourn to Closed Session to discuss the character, professional competence, or physical or mental health of an individual

**Motion to adjourn to Closed Session by Mark Christensen
Second by Wendy Pray.
Voting Unanimous, Open Session adjourned.**

4.8 Discussion and Possible Action Regarding Director's Employee Evaluation

**Motion to return to Open Session by Wendy Pray
Second by Seth Perrins
Voting Unanimous, Open Session Commenced.**

Ben Reeves discussed the process of Michael Veenendaal's evaluation. Each board member expressed their appreciation and support of the performance Michael has given in his first six months with the district. Using the 360 review and the policy on merit adjustments, a 2.5% raise was given to Michael.

5. Adjournment

Seth Perrins inquired on the process of allowing telecommuting to the Board of Trustees meetings. Michael has been working with companies to get the technology available. The value of being able to have the technology was discussed. Michael will follow up with the IT Specialist and work toward that goal.

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5.1 Next meeting – January 11, 2018
Utah Valley Dispatch

Motion to adjourn by Terry Ficklin
Second by Wendy Pray
Voting Unanimous, Meeting Adjourned.

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