



BOARD OF TRUSTEES

Meeting Minutes

Date: Thursday, March 8, 2018

Utah Valley Dispatch Special Service District

3047 N 400 W

Spanish Fork, UT

Board of Trustees Members in Attendance:

Rob Shelton, American Fork City, via conference call
Ben Bailey, Town of Cedar Hills
Jeff Weber, Eagle Mountain City
Cameron Boyle, Lehi City, alternate
Scott Spencer, Payson City
Brad James, Salem City, alternate
Benjamin Reeves, Santaquin City, Chairperson
Mark Christensen, City of Saratoga Springs
Seth Perrins, Spanish Fork City
Don Nay, Utah County Commission, alternate
Wendy Pray, City of Woodland Hills, Vice Chairperson
Jacob McHargue, Town of Vineyard

Absent Board of Trustees Members:

Shane Sorensen, Alpine City
David Guston, Town of Cedar Fort
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
Terry Ficklin, Salem City
Greg Graves, Utah County Commissioner
C. Nathan Ivie, Utah County Commissioner
James Tracy, Utah County Sheriff

Others in Attendance:

Junior Baker, UVDSSD Legal Counsel

Brian Gwilliam, Operations Board Chairman
Seth Atkinson, Nephi City Attorney
Michael Veenendaal, Utah Valley Dispatch Special Service District
Suzee Anderson, Utah Valley Dispatch, Special Service District

1. Call to Order: Ben Reeves, Chair

2. Consent Calendar: Ben Reeves, Chair

2.1 Meeting Minutes for February 8, 2018

2.2 Warrant Register for February 1-28, 2018

Motion to Approve the Consent Calendar by Jacob McHargue

Second by Chief Scott Spencer

Voting Unanimous. Motion Passed.

3. Presentation and Discussion:

3.1 Overview of FY 2019 Tentative Budget and updates

Michael Veenendaal handed out copies of Historical Data to each board member. He explained the data and the source of the data. These papers include a projection of the fiscal years 2020 and 2021. He also provided Historical Data on Operating Expenses.

Michael presented the tentative budget, stating that he recalculated the fees adding in 911 fees for Juab and Nephi. He stated that the benefit projection was off and that was corrected. Michael detailed each account noting if the fees for dispatch went up or down. Overall the dispatch fees were decreased by \$28,249.00. There was an increased in 911 Funds of approximately \$81,000. Reasoning was made to use all the 911 monies and not charging member fees as much.

Michael is currently working on comparison of 911 revenues. With the addition of Juab and Nephi, Utah Valley Dispatch handles approximately 6.3% of the state's 911 calls. Originally numbers from Senate Bill 198 were showing a deficit of \$450,000, however, in calculating the new fee of .71, it is actually appearing to be a \$275,000 deficit. Michael is also working on estimated costs for FY 2018, projected growth for 1 year and 5 years, user fee changes and other information that will be presented with the final budget presentation.

Questions were raised and discussion ensued as to factors in call volume. Requests were made as to format presentations for the final budget. Questions were asked regarding the current staffing situation. The district is hiring 3 new employees and that will put it 1 below approved Full Time Employees.

4. Business and Action Items:

4.1 Approval of FY 2019 Tentative Budget –

Motion to Approve the FY 2019 Tentative Budget by Seth Perrins

Second by Wendy Pray

Voting Unanimous. Motion Passed.

4.2 Set public hearing for FY2019 Budget -

The public hearing will be held on April 12, 2018.

Motion to Approve the public hearing date by Chief Scott Spencer

Second by Jake McHargue

Voting Unanimous. Motion Passed.

4.3 Operations Board report - Chairman Brian Gwilliam

Chief Brian Gwilliam reminded the board of previous discussion with Unified Fire Authority. UFA wants to add connection to the dispatch CAD which will be used to pull analytics off the CAD in real time. After last Board of Trustees Meeting direction was given to look at costs and feasibility of usage. UFA attended the Operations Board Meeting and made presentation of software, Interra. The Fire Chief's were asked to see if it was possible to remove a connection or two from the CAD. The Fire Chief Meeting will be held tonight. There was not a lot of information given regarding costs or licensing of Interra.

Chief Brad James confirmed that there would be upfront costs, continuing costs and also support costs incurred by Utah County IT Department, but that those costs were unknown.

4.4 Directors Report -

Michael Veenendaal reported on the hiring process, stating polygraphs and background should be concluded this week. The District is still having some FMLA leaves due to pregnancy. Michael reported that there would be on-site dispatchers at Little Sahara over Easter Weekend. This extra staffing, combined with other increase in patrol and medical crews would be funded by the Bureau of Land Management.

Michael reported National Telecommunicators Week is April 8 – 14. He asked for help from each entity to recognize the dispatchers in any way they could. He stated the awards banquet would be held on April 10th at 5:00 p.m. and invited Board Members to attend.

Questions were asked about the addition of Juab and Nephi City. This has increased the call volume on the South Channel by 288 calls weekly. Michael stated there was a learning curve which happened on a pursuit into South Juab ending in Nephi. This helped to facilitate new communication with the dispatch center and Richfield. UCA has a temporary tower in Nephi which helps with the radio communications. There have been some fire paging issues but UCA has worked on those issues.

4.5 Open forum and next meeting agenda items

5. Adjournment Next Meeting: April 12, 2018

Motion to Adjourn by Chief Scott Spencer

Second by Wendy Prey

Voting Unanimous. Meeting Adjourned.

DRAFT