



BOARD OF TRUSTEES  
Meeting Minutes  
Date: Thursday, April 12, 2018  
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  
Brent Pulver, Juab County  
Cameron Boyle, Lehi City, alternate  
Michael Morgan, Nephi City, alternate  
Scott Spencer, Payson City  
Terry Ficklin, Salem City  
Benjamin Reeves, Santaquin City, Chairperson  
Seth Perrins, Spanish Fork City  
Don Nay, Utah County Commission, alternate  
Wendy Pray, City of Woodland Hills, Vice Chairperson, via conference call  
Jacob McHargue, Town of Vineyard

Absent Board of Trustees Members:

Ben Bailey, Town of Cedar Hills  
David Guston, Town of Cedar Fort  
Jeff Weber, Eagle Mountain City  
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  
Mark Christensen, City of Saratoga Springs  
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  
John Earnest, Vineyard  
Michael Veenendaal, Utah Valley Dispatch Special Service District  
Suzee Anderson, Utah Valley Dispatch, Special Service District

Prior to the Meeting, Brent Pulver was sworn in as a member of the Board of Trustees.

1. Call to Order: *Ben Reeves, Chair*
2. Consent Calendar: *Ben Reeves, Chair*
  - 2.1 Meeting Minutes for March 8, 2018
  - 2.2 Warrant Register for March 1-31
  - 2.3 Quarterly Financial Report

**Motion to approve the Consent Calendar by Jacob McHargue  
Second by Seth Perrins  
Voting unanimous, motion passed.**

3. Presentation and Discussion:
  - 3.1 Overview of FY 2019 Tentative Budget and updates – *Michael R. Veenendaal  
Executive Director*

Michael Veenendaal presented the board with the 2019 Budget packet. He stated there were not any changes from the tentative budget. He explained each page of the packet. Seth Perrins inquired where the population numbers were derived. The numbers are from the most recent census. Rob Shelton requested an amount to be put in a separate PTIF Fund for the purpose of upgrading of paging. Direction was given to Michael Veenendaal to pursue all quotes for upgrading radio and paging services. Inquiries were made regarding full time employees and budget projections on wages. Currently, the district is very close to 95% of the budgeted wages being spent on actual wages. Seth Perrins congratulated Michael Veenendaal on the optimism and changing of attitude that he witnessed with the district as compared to years past.

4. Public Hearing: *Ben Reeves, Chairman*
  - 4.1 Motion to adjourn public meeting and convene public hearing

**Motion by Seth Perrins  
Second by Terry Ficklin  
Voting unanimous, public hearing convened.**

- 4.2 Public hearing on FY 2019 Tentative Budget

No comments were made by the public.

- 4.3 Motion to adjourn public hearing and reconvene public meeting

**Motion by Seth Perrins  
Second by Brent Pulver  
Voting unanimous, public meeting convened.**

5. Business and Action Items:

5.1 Approval of FY 2019 Budget – *Ben Reeves, Chair*

**Motion to approve the FY 2019 Budget and set aside \$500,000 from the PTIF to capital projects by Jake McHargue  
Second by Scott Spencer  
Voting unanimous, motion passed.**

5.2 Junior Baker – Interlocal Agreements

Junior Baker presented the first amendment of the Central Utah Regional Dispatch Agency. He requested each agency take the amendment back to their attorneys and individual councils to redline. This is not to be placed for approval, it is a first draft. Junior highlighted the areas where the by-laws differed from the current UVDSSD by-laws. He would like to have the agency ready to go by the end of 2018. The review of the amendment should be completed by each agency prior to May 4<sup>th</sup>. The benefits of becoming an agency were discussed.

5.3 Appoint Representation to the Central Utah Regional Dispatch Agency Board

The Interlocal agreement stated that Juab or Nephi must have 1 representative on the Board. Ben Reeves, Wendy Pray and Seth Perrins were appointed to serve as representatives from UVDSSD.

**Motion to appoint representation by Rob Shelton  
Second by Don Nay  
Voting unanimous, motion passed.**

- 5.4 Policy/Procedure Updates
- B-2012-002 Spills in Dispatch
  - B-2012-003 Visitors in Dispatch
  - F-2010-004 Paging Checks
  - F-2013-003 Fire Response Plans
  - F-2015-006 Interagency Fire Notification

Michael Veenendaal explained that these policies were updated to clean up the redundancy and modify to include current practices. Changes were required due to the services provided to Nephi and Juab County. It was discussed that it would be beneficial for new Law Enforcement Officers to visit the dispatch center for a few hours to understand what the dispatchers do. This would build trust and reasoning.

**Motion by Approve Policy/Procedure Updates by Scott Spencer  
Second by Jake McHargue  
Voting unanimous, motion passed.**

5.5 PTIF Fund

Allocation of funds in the PTIF Fund for Capital Projects was addressed during the budget overview. No further information was necessary.

5.5 Video Conferencing

Michael Veenendaal reported that the center was purchasing a camera and testing Zoom, a video conferencing platform. The hope is to have that enabled by next meeting.

4. Other Business:

4.1 Operations Board report - *Chairman Brian Gwilliam*

Chief Gwilliam reiterated the benefit of having officers observe in dispatch. He was able to take time the past week and he described it as “magical”. To schedule time to have officers visit dispatch for training purposes, requests should be directed to Leslie Curtis.

4.2 Directors Report – *Michael Veenendaal*

The center recently hired 3 new dispatchers. They are currently on the floor as call takers. Utah Retirement Systems needs all board members certified as ineligible. An information sheet has been sent out. Please return the sheet as soon as possible. Utah Communications Authority has released their new strategic plan. There are a lot of changes and a lot of strict guidelines that are in the agreement. This could have a fiscal impact on each agency and the dispatch center. Michael thanked all the cities and agencies who have brought in treats, posters, and other forms of thank you to the dispatchers during National Telecommunication Week.

4.3 Open forum and next meeting agenda items

5. Adjournment: Next Meeting: March 8<sup>th</sup> 2018

**Motion to adjourn by Seth Perrins**

**Second by Scott Spencer**

**Voting unanimous, meeting adjourned.**