



BOARD OF TRUSTEES

Meeting Minutes

Date: August 14, 2014

Lehi City Offices

153 North 100 East

Lehi, Utah

Board of Trustees Members in Attendance:

Rich Nelson, Alpine City
Craig Whitehead, American Fork City
Daniel Zappala, City of Cedar Hills
Ifo Pili, Eagle Mountain City
Scott Spencer, Payson City
Mark Christensen, City of Saratoga Springs
David Oyler, Spanish Fork City, Chairman
Wendy Pray, City of Woodland Hills, Vice Chair

Appointed Alternate Board Members:

Mike Forshee, Utah County Sheriff's Office

Absent Board of Trustees Members:

Nyle Jacobsen, Town of Cedar Fort
Paul Squires, Elk Ridge City
No Current Representative, Town of Fairfield
Hale Robinson, Town of Genola
No Current Representative, Town of Goshen
Aaron Palmer, Highland City
Derek Todd, Lehi City
Terry Ficklin, Salem City
No Current Representative, Santaquin City
Larry Ellertson, Utah County Commissioner
Doug Whitney, Utah County Commissioner
James O. Tracy, Utah County Sheriff
Norm Holdaway, Town of Vineyard

Others in Attendance:

Gordon Clark, JRCA Architects
David Sanderson, Lehi City
Junior Baker, UVDSSD Attorney
Deborah Mecham, UVDSSD Executive Director
Shantell Staiger, UVDSSD Administrative Assistant

1. Call to Order: *David Oyler, Chairman*

David Oyler welcomed attendees and conveyed there was not a quorum present to take appropriate action. He directed Deborah Mecham to give the financial report.

2. Business and Action Items:

2.1 Financial Report FY2014- *Deborah Mecham, Executive Director*

Deborah presented a report showing the District received 99.94% of anticipated revenues and spent 91.3% of the expenditures. She indicated certain expense accounts were over spent. This was due to compensating for added costs associated with the facility study and the transitional IT costs related with hiring of the IT Systems Administrator. Deborah summarized the savings in the salaries and benefit accounts. She explained the savings is due to budgeting for every employee to have the family health insurance plan. The \$300,000 unspent will be allocated into fund balance. She indicated in the FY2015, she budgeted differently for benefits.

2.2 Director's report- *Deborah Mecham, Executive Director*

2.2.1 Operations Board report-

Deborah advised that Scott Spencer, Operations Board vice chair, was originally going to give the Operations Board report, but due to him not yet being in attendance, she would summarize the meeting.

Deborah reported the SAR team and Fire/EMS responders have held meetings for a few months to improve their coordination with updating the SAR policy. Those organizations have agreed on how they are going to work together during SAR incidents. She indicated there have been 66 SAR events just since June 3rd of this year. This is more than double the number handled last year in the same time frame. Deborah notified that the incidents have been handled better since the updates to the policies.

Deborah stated that the North Channel test split was conducted on July 24th for approximately ten hours, at the busy hours of the day. The District created a temporary police channel, and split the north county agencies between two channels. She summarized the details of the split with American Fork, Cedar Hills, Alpine and Highland on the northeast side and Lehi, Saratoga Springs and Eagle Mountain on the northwest side. She confirmed that the county deputies were assigned based on their assigned areas. Deborah indicated that she has received reports from the field indicating that it was much easier to get time on the air with the dispatcher, with significantly less congestion and wait time. She discussed that that the north channel is one of the busiest channels in the state of Utah. It was asked how much it would cost to split the North Channel permanently. Deborah explained that there would be no upfront costs to split it but the costs would be in hiring five additional dispatchers. Deborah explained that after the split, the traffic was comparable to the south channel. She reported that further tests will be conducted to gather facts that detail the call volume, including UCAN radio statistics. The next test will be a weeklong and the date is yet to be determined.

2.2.2 NFPA standards and fire alerting systems -

Deborah presented a NFPA standards handout. The District is meeting all national standards set by NFPA for dispatching of fire and medical units. She confirmed that tremendous improvement has been made. Deborah summarized the steps taken to improve the paging times. She explained that the dispatcher has to set off manual pages and what the benefits would be to have an automatic notification system. She indicated that a small group of fire chiefs and herself visited and had a demonstration with

Weber center, which uses the automatic notification system. Mark Christensen complemented Deborah with the improvements made. Deborah expressed kudos to the dispatchers who are getting the pages out faster.

2.2.3 Summary of complaints/issues received -

Deborah indicated since the June meeting, in the past two months, the District has had eight issues reported. She advised that none of the eight were reported through the defined processes. Upon review four were found to have dispatcher errors and four were unfounded. Deborah summarized the errors. It was asked if feedback is given to the person that issued the complaint. Deborah advised it is with an explanation of how it was resolved. Mike Forshee confirmed with the process in place and stats given by Deborah, the feedback has been positive from his officers.

2.2.4 Operations Newsletter-

Deborah provided the Operations Newsletter that was developed and will be sent out after each Operations Board meeting. She explained that it will provide a better way to dissemination the policy or procedure changes, approved by the Operations Board, to the field personnel. The chiefs may use this information to keep their staff informed.

2.2.5 Statistics 2013/2014-

Deborah provided the statistics on calls dispatched and calls for billing purposes for this year, and another report comparing the amounts against the same time period last year. She indicated a majority of the agencies calls have increased with only a couple decreasing.

2.2.6 Other information-

Deborah explained that it has come to her attention that the emergency notification system City Watch, is or has been phased out. She indicated that several cities are not on their own emergency notification system but a number have moved to Parlant already. Mike Forshee stated the county has contracted with Everbridge for their system.

2.3 Facility- *David Oyler, Chairman*

2.3.1 Site Selection-

David explained that Deborah Mecham and he had a meeting with the county representatives to discuss land available at the Sheriff's complex. He indicated there is a piece of property that is inviting and attractive for the new facility, with the infrastructure already available for the utility needs. Deborah presented a map showing the land available. He advised that the site is semi-secure, but the Sheriff's office has indicated in the future a fence is going to be constructed to go all the way around the complex. David stated the site is the cleanest, least complicated and would not require any tear up. He advised the county representatives advised the county would sell the land to the District not lease it. With all considerations, it is his recommendation to further the discussion with the county to purchase the land on the Utah county Security Center property.

The Board discussed the recommendation. David confirmed the District would have control of the facility and must have easements to access it. The facility would have independent control of utilities. He indicated he would recommend the District purchase the land at fair market value for improved

property. David reported that the county representatives stated they would sell the property for \$200-240,000 for two acres. Mark Christensen advised he felt the \$240,000 was a fair price but would recommend an appraisal be done. Ifo Pili asked if the County was willing to give the District a better price for the land than fair market value. David Oyler expressed that he is opposed to this. He explained that he does not want “any strings attached” with the District and the County. Mr. Oyler confirmed that Spanish Fork’s impact fees are very competitive with other cities. There was discussion expressing frustration that this site was not provided as an option in the beginning. The Board agreed to have an appraisal done on the property by the September meeting. David Oyler recommended the board members visit the property if possible by the next meeting.

2.3.2 Financing Options-

David Oyler explained many of the cities have expressed that they do not want to go into debt and are willing to pay for their portion of the facility upfront. Deborah presented the estimated cost assessments for each city. With the recommendation to utilize \$1.8 million of the current fund balance, it would bring the required final funding to \$3,500,000.00 in member assessments. David indicated with the cities prepared to pay their portion up front, a revenue bond would only be needed to fund up to half of the \$3,500,000.00. Deborah Mecham provided the revenue bond debt services schedules for the total amount needed of \$3,500,000 and the decreased amount of \$1,200,000. The schedules showed figures for a 12-year bond option or 20-year bond option. David Sanderson, Lehi City’s Finance Director, recommended the 12-year bond option since the bank would loan that amount independently, instead of the 20-year bond where investors will be used. He used Bank of American Fork as an example. Mr. Sanderson explained that the cash funds the cities are willing to pay upfront will be put into a trust fund. Ifo Pili recommended if the cities that cannot cash fund upfront, they should find their own financing and bond themselves, on their own terms. He explained that Eagle Mountain does not want to be obligated to a bond.

2.3.3 Agreements for funding choices-

David Oyler indicated Junior Baker, the District’s attorney, drafted an agreement that binds the cities for security of payment for their portion of the facility cost assessment. David directed that the draft agreement be analyzed by each city’s own legal counsel. The agreement would obligate the payment even if the agency decided not to receive dispatch services from the District.

2.4 Operations Board report- *Chief Scott Spencer, Operations Board*

Chief Spencer reiterated that the SAR policy has been updated to meet the needs of each agency. He confirmed the processes have improved between agencies.

Chief Spencer reported the Spillman 6.3 upgrade will occur August 18th. The upgrade will allow each police department to determine for themselves which natures automatically create an incident number requiring a report.

Chief Spencer explained the Operations Board discussed the need for an automatic fire paging system to get calls paged out faster.

3. Other Business:

3.1 Open Forum and next meeting agenda items-

David Oyler indicated the necessity to inquire the costs associated with constructing the new facility for liquefaction factors at the site being appraised. He explained the land cost might be higher somewhere else but this site would have the higher liquefaction construction costs. The Board discussed what options there are for footings and foundation. Gordon Clark, from JRCA Architects, advised his firm could analyze what the costs would be, with the historical data from previous buildings he has done. Deborah Mecham stated that foundation issues related to the liquefaction is a part of the cost summary provided in the facility study report.

David Oyler summarized the timeline for building the new facility. By the next meeting, he directed the appraisal should be completed, the cost associated with the liquefaction factors at the property be provided and finalization from the county for the price of purchasing the land.

4. Adjournment:

- 4.1 Next meeting- September 25, 2014 at 2:00 p.m.- Utah County Commission Conference Room in Provo

There was not a quorum present to motion for the adjournment.