



BOARD OF TRUSTEES
Meeting Minutes
Date: September 25, 2014
Utah County Commission Conference Room
100 East Center Street, Suite 2300
Provo, Utah 84606

Board of Trustees Members in Attendance:

Rich Nelson, Alpine City
Craig Whitehead, American Fork City
Ifo Pili, Eagle Mountain City, via phone
Aaron Palmer, Highland City
Scott Spencer, Payson City
Terry Ficklin, Salem City
David Oyler, Spanish Fork City, Chairman
James O. Tracy, Utah County Sheriff
Wendy Pray, City of Woodland Hills, Vice Chair
David Bunker, City of Cedar Hills, Alternate
Jason Walker, Lehi City, Alternate

Absent Board of Trustees Members:

Nyle Jacobsen, Town of Cedar Fort
Daniel Zappala, City of Cedar Hills
Paul Squires, Elk Ridge City
No Current Representative, Town of Fairfield
Hale Robinson, Town of Genola
No Current Representative, Town of Goshen
Derek Todd, Lehi City
No Current Representative, Santaquin City
Mark Christensen, City of Saratoga Springs
Larry Ellertson, Utah County Commissioner
Doug Whitney, Utah County Commissioner
Norm Holdaway, Town of Vineyard

Others in Attendance:

Mike Forshee, Utah County Sheriff's Office, Alternate
Gordon Clark, JRCA Architects
Deborah Mecham, UVDSSD Executive Director
Shantell Staiger, UVDSSD Administrative Specialist

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

David Oyler welcomed attendees and asked for everyone to introduce themselves.

2. Consent Calendar:

- 2.1 Approval of Meeting Minutes for June 12, 2014 and August 14, 2014-
- 2.2 Approval of Operations Procedures from August and September Operations Board meetings-
- 2.3 Warrant Register from April-June 2014-

**Motion to approve the consent calendar by Rich Nelson
Second by Terry Ficklin
Unanimous vote, motion carried.**

3. Business and Action Items:

3.1 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 explained the 911 revenues are received by the District one or two months behind with the report being generated prior to receiving the last additional funds. Deborah stated the District received more than expected in 911 revenues. The \$300,000 unspent will be allocated into the fund balance which will be beneficial for the needs of the new facility. She indicated in the FY2015 budget, she budgeted differently for employee benefits in regard to all employees being budgeted for the family insurance plan which will reduce benefit budget figures.

**Motion to approve the FY2014 Financial Report by James O. Tracy
Second by Rich Nelson
Unanimous vote, motion carried**

Deborah noted the District's audit is in progress and will be presented in the next board meeting.

3.2 Changes in Personnel Policies- *Deborah Mecham, Executive Director*

3.2.1 H001 "Code of Conduct"-

Deborah explained in the dispatch field of work with a 24 hour operation and working close together, the issue of workplace bullying can occur. She clarified she does not feel that this is a concern at the District, but wanted to update the policy to reinforce that it is not acceptable. The addition to the Code of Conduct policy to include direction that such activity will not be tolerated.

3.2.2 H020 "Dress and Grooming"-

Deborah indicated due to questions about tattoos, body art, and other adornments, a review of policies provided by agencies in the District's service areas, as well as other dispatch centers, was completed. She explained that many of the agencies use the program Lexipol as a resource to create policies. The changes to the policies serve as further clarification to the employees.

3.2.3 J001 "Separation from Employment"-

Deborah advised the dispatch profession experiences a high degree of turnover, and that staffing is a critical need and effort within the dispatch center. She explained that history has shown that employees who give notices to leave employment often “burn off” accrued sick leave, but doing so presents a difficult staffing situation. Deborah summarized the proposed changes to the policy that after a two week notice of resignation, no sick leave may be used unless a serious health condition or serious accident occurs. The board discussed the updates to the policy. They discussed that sick leave could be used once notice is given, but each occurrence must be excused with a doctor’s notice.

**Motion to approve the personnel policies H001 “Code of Conduct” and H020 “Dress and Grooming” as presented. To approve policy J001 “Separation From Employment” to include the update of “once notice is given any sick leave used in the two week resignation notice period will require a doctor’s note in order to be paid” by Craig Whitehead
Second by Wendy Pray
Unanimous vote, motion carried.**

3.3 Facility- *Deborah Mecham, Executive Director*

3.3.1 Site Selection for new 9-1-1 facility-

Deborah presented a copy of a map of the Sheriff’s complex with a diagram with the proposed location where the new facility will be. She reported that the county representatives stated they would sell the property for \$200,000 to \$240,000 for two acres. Deborah advised the District wants to purchase the land for fair market value with no “strings attached”. An appraisal was done on the land with the value determined to be \$280,000 for the two acres. Deborah indicated factors that were considered in the appraisal as near a secure facility, fiber connections and radio connectivity. She recommended the board approve for her and Mr. Oyler to meet with the County Commissioners and negotiate the purchase of the land on the Utah County Security Center property at a amount not to exceed \$240,000. David Oyler noted the land sub-committee, created a few years ago, has examined the site indicating no concerns of where it will be located. Deborah clarified that there is no curb and gutter at the site, but there are utilities.

**Motion to authorize the negotiation of a sales agreement for the Utah County land, and present the actual transaction documentation for the board to review in the next meeting by Rich Nelson
Second by Scott Spencer
Unanimous vote, motion carried**

3.3.2 Financing options from each city/county for 9-1-1 facility-

Deborah explained a majority of the cities will be making cash payments for their portion of the facility. She indicated that American Fork city has asked to submit their portion in two payments to expend two budget years. In discussing financing options with Mr. Sanderson from Lehi, the balance of agencies that have not yet indicated a cash payment, would not support a revenue bond. Therefore, if the entity does not have the cash available, they could obtain financing rather than the financing being through the District.

3.3.3 Agreements from each city/county for 9-1-1 facility funding-

David Oyler indicated the District’s attorney, Junior Baker, wrote the agreement to include bonding funding needs for the facility. He recommended that Mr. Baker rewrite the contract to include that every entity fund individually for their portion. David explained the necessity for the District to receive a financial obligation from all the cities. The board discussed the desire some cities have to make two cash payments and how much of the construction costs would have accumulated by July 2015. Gordon Clark,

from JRCA Architects, was asked his opinion and he stated the accrued out-of-pocket expenses would be around \$500,000 at that point in the project. David Oyler stated that the two payments would then be workable, but the terms would need to be written in the agreement. Deborah Mecham and Sheriff Tracy agreed to meet with the smaller entities to present and discuss the agreement. Deborah advised in the agreement it should state if the final project costs are lower than what is paid by the entities, the balance would be distributed back to the cities at the same rate as they paid. Craig Whitehead indicated concern his city council has with the percent the city's pay based on current call volume, compared to the future growth in some cities that will show an increase in calls over the next five years. He explained that the facility is a capital expense and his council has recommended the costs be based on the five-year call comparison but didn't know how that could be predicted. The board discussed this recommendation and how difficult predicting that would be. It was acknowledged that the growth in cities would also increase in call volume which will reflect in an increase of user fees for the next five years. Deborah advised currently there is no desire from other PSAP's in the area to consolidate with the District, but if there is in the future, a buy-in amount would need to be contributed to pay for the capital costs. Wendy Pray advised if this happens that there be a possibility for other PSAP to contribute to the facility. The board discussed that the facility cost assessments for the entities were based on the three year average of calls through 2013. The board discussed looking at the percentages based on a three year average ending in 2014. David Oyler confirmed that the agreements would be signed with the entities not knowing the exact amount they would be contributing for the facility if that were to occur. Deborah indicated the assessment amounts through the end of 2014 would be provided in January.

3.3.4 RFQ for Architectural Services for new 9-1-1 facility-

Deborah Mecham recommended approving the RFQ for architectural services so that the process for posting and selecting the right firm for the project can begin. She proposed a sub-committee be created to review the RFQs and select a firm, then they would present their recommendation for approval in the November board meeting. David Bunker indicated to select a qualified firm with changing the RFQ to stated "a decision will be made based on a short list" instead of "a short list may be made". He also advised the firms should provide a cost proposal based on what is presented. David Oyler suggested the RFQ be posted on BidSync, and since the District is part of the cities that one of their accounts could be used for posting. The Board decided the following members will be on the sub-committee to review the RFQs: David Bunker, James O. Tracy, Craig Whitehead, Terry Ficklin and Deborah Mecham.

**Motion by James O. Tracy to authorize Deborah Mecham to send out a RFQ for Architectural Services with the amended changes as recommended by David Bunker
Second by David Bunker
Unanimous vote, motion carried**

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

Deborah reported that the county-wide Spillman system upgrade took place in August. She indicated that one major facet of that upgrade allows the determination of whether a police report will be written, by the corresponding police department. Approximately two weeks after the upgrade this change went into effect, as it required over 15,000 changes by the PSAP Coordinator. Deborah advised that the Operations Board approved an update in the nature codes (call classifications), call priorities and timers.

Some time ago a change was made from utilizing 10-codes to plain speech. Over time it has been determined that there are certain times when the use of a code is more efficient and contributes to officer safety. The Operations Board approved the use of specific 10-codes for radio communications. This is limited to twelve codes.

Deborah stated City Watch emergency notification system is no longer being supported by Utah County. This system has been used county-wide. Some agencies have moved to using the Parlant system over the past year or so. Deborah reminded that the Board made a motion that aside from City Watch, if it was operating, to be the only one system that would be utilized by dispatch for emergency notifications and cities were encouraged to follow suit to look at purchasing Parlant if City Watch was not working for them. She indicated that some cities have made that change. Utah County has purchased a new system for their use, and to date there has been no request for dispatch to utilize that system for them. She notified that it is unknown at this time what they or other cities may request of the district. James O. Tracy confirmed the county purchased Everbridge but indicated that based on LEPC discussions with the county chiefs, there is the ability to consolidate with a price that would be county wide. Craig Whitehead confirmed that American Fork is using Parlant or Cloud Speaker, but they will be purchasing CivicPlus Tech due to the website module and cost savings they provide. Deborah recommended the District find out what notification system each has, and then bring back those findings for the Board to discuss.

4. Other Business:

4.1 Open Forum and next meeting agenda items-

No comments were made.

5. Adjournment:

5.1 Next meeting- November 13,2014- Lehi, Utah

It was decided due to the next meeting only being two weeks away, to forego the October meeting. It was confirmed that the agreement from each city/county for 9-1-1 facility funding would be finalized for approval. James O. Tracy indicated that the county is on a calendar year for budgeting.

Motion to adjourn the meeting by David Bunker

Second by Terry Ficklin

Unanimous vote, motion carried.

