



BOARD OF TRUSTEES

Meeting Minutes

Date: April 16, 2015

Utah County Commission Conference Room

100 East Center Street, Suite 2300

Provo, Utah 84606

Board of Trustees Members in Attendance:

Jason Bond, Alpine City, Alternate
Ifo Pili, Eagle Mountain City
Howard Anderson, Town of Cedar Fort
Mike Geddes, City of Cedar Hills
Jason Walker, Lehi City, Alternate
Terry Ficklin, Salem City
Rodney Hurst, Santaquin City, Alternate
Mark Christensen, City of Saratoga Springs, via phone
David Oyler, Spanish Fork City, Chairman
Larry Ellertson, Utah County Commissioner
James O. Tracy, Utah County Sheriff
Don Nay, Utah County, Alternate for Larry Ellertson
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Richard Nelson, Alpine City
Craig Whitehead, American Fork City
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
Scott Spencer, Payson City
Benjamin Reeves, Santaquin City
Greg Graves, Utah County Commissioner
Jacob McHargue, Town of Vineyard

Others in Attendance:

Jim Child, JRCA Architects
Deborah Mecham, UVDSSD Executive Director
Shantell Staiger, UVDSSD Administrative Specialist
Junior Baker, UVDSSD, Legal Counsel

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

David Oyler asked attendees to introduce themselves.

2. Consent Calendar: *David Oyler, Chairman*
 - 2.1 Approval of Meeting Minutes for March 12, 2015-
 - 2.2 Approval of Warrant Register for January-March 2015-

**Motion to approve the consent calendar by James O. Tracy
Second by Wendy Pray
Unanimous vote, motion carried.**

3. Business and Action Items:

- 3.1 Approval of FY 2016 Tentative Budget - *Deborah Mecham, Executive Director*

**Motion by Larry Ellertson to approve the FY 2016 Tentative Budget
Second by Terry Ficklin
Unanimous vote, motion carried.**

- 3.2 Set public hearing for FY 2016 Budget- *David Oyler, Chairman*

**Motion by Wendy Pray to set the public hearing for the FY 2016 Budget for May 14, 2015 at the
Lehi City Offices
Second by Larry Ellertson
Unanimous vote, motion carried.**

- 3.3 Building Project presentation- *Jim Child, JRCA Architects*

Jim Child gave a presentation updating the Board of the District's building project. He indicated there are no drastic changes from the last update he gave. Mr. Child reported the security measures the facility will have around its boundary. He explained the design aspects of the facility with the design being complete. It was recommended to add a barrier wall east of the employee entrance to stop snow and ice collection in the winter. Mr. Child stated the natural landscape for the building will require minimal water and maintenance.

Jim Child advised the cost estimates for the facility are within budget. He reported the final documents for contractor pricing are due by June 1st with construction starting July 6th. He stated the move in date of August 8th 2016. David Oyler asked the status of the site plan being approved by Spanish Fork City, Mr. Child indicated he will check.

- 3.4 Request for Qualifications for Construction - *Deborah Mecham, Executive Director*

Deborah Mecham explained minor changes were made by the committee to the RFQ with the final draft being presented today. Two other changes were made to the document. The Board advised adjustments need to be made to the 'Proposal Requirements' section that the number of copies, either five or six, need

to match and the 'Selection Criteria' section of weighted percentages did not add to 100%. Deborah Mecham confirmed those changes will be corrected to the RFQ.

David Oyler asked if there would be concern to give the committee authorization to approve the short list of construction firms and present their final recommendation to the Board for approval.

Motion by Wendy Pray to approve the RFQ for Construction, with the changes being made as stated. Authorizing the committee to narrow the selection down to a short list then submitting them out for bid once there is a short list.

Second by Ifo Pili

Unanimous vote, motion carried.

3.5 Change in June/July meeting date- *Deborah Mecham, Executive Director*

Deborah Mecham discussed the timeline for the new facility. She explained the recommendation from the committee of the construction firm would not be decided by the June meeting for the Board approval but then according to the timeline, construction needs to start on July 1st. She advised that the July board meeting is usually cancelled. Deborah recommended the June and July meeting be combined and have the meeting be on June 25th.

Motion by James O. Tracy to change the June meeting to June 25th and cancel the July meeting

Second by Terry Ficklin

Unanimous vote, motion carried.

3.6 Operation Board report- *Scott Spencer, Operations Board Chairman*

Scott Spencer was not in attendance to give a report.

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

Deborah Mecham reported there was no Operations Board meeting in April.

Deborah thanked those who attended the annual awards banquet to recognize the District's employees. She stated the following employees received the annual recognitions:

Dispatcher of the Year – Kirstin Luke

Supervisor of the Year – Sundie Simkins

Trainer of the Year – Janine Gingras

EMD of the Year – Brenda Argyle

Heidi B Johansen Award – Kierston Oldroyd

Special Recognition – Noreen Stone

Directors Award – Michael Veenendaal

Incident of the Year – January 30, 2014 shootings of Sgt Cory Wride and Deputy Greg Sherwood

Several Years of Service recognitions-

20 Year – Leslie Curtis

25 Year – Melissa Albee

Deborah acknowledged appreciation of those cities that helped publicize dispatcher job openings. She advised all positions have been filled or are in the process of being filled.

Deborah indicated the District is working with the other 4 PSAPs in Utah County to submit for a grant for a geo-diverse 911 phone system, which will allow for backup of each PSAP. She reported we will be working together on some standardized call answering to affect efficiencies and reduce transfers from one PSAP to another. Deborah advised these steps will meet the “functional consolidation” platform as discussed in the recent legislative session.

Deborah explained that SB237, which is mandating functional consolidation, is conducting a study for 911 efficiencies throughout the state, focusing on multi-PSAP counties (Utah and Davis). She indicated the Utah 911 Committee has met and is presenting objectives we feel should be included in the study, to UCA who will select the firm to conduct the study. She advised it is anticipated that the firm will be selected and the study begin by July, if not sooner.

4. Other Business:

4.1 Open Forum and next meeting agenda items-

Junior Baker directed if a construction firm will be awarded a contract to build the new facility, it is a necessity to have a quorum present to approve it.

Deborah Mecham advised all contracts for the building agreements between the cities and the District have been signed with the exception of Goshen and Cedar Fort. She indicated that invoices have been sent.

5. Adjournment:

5.1 Next meeting- May 14, 2015- Lehi City Offices

Motion to adjourn the meeting by Larry Ellertson

Second by James O. Tracy

Unanimous vote, motion carried.