



BOARD OF TRUSTEES

Meeting Minutes

Date: May 14, 2015

Utah County Commission Conference Room

100 East Center Street, Suite 2300

Provo, Utah 84606

Board of Trustees Members in Attendance:

Richard Nelson, Alpine City
Craig Whitehead, American Fork City
Howard Anderson, Town of Cedar Fort
Mike Geddes, City of Cedar Hills
Aaron Palmer, Highland City
Scott Spencer, Payson City
Benjamin Reeves, Santaquin City
Terry Ficklin, Salem City
Stephen Willden, Saratoga Springs, Alternate
David Oyler, Spanish Fork City, Chairman
Greg Graves, Utah County Commissioner
Larry Ellertson, Utah County Commissioner
Don Nay, Utah County, Alternate
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Ifo Pili, Eagle Mountain City
Paul Squires, Elk Ridge City
No Current Representative, Town of Fairfield
Hale Robinson, Town of Genola
No Current Representative, Town of Goshen
Mark Christensen, City of Saratoga Springs
James O. Tracy, Utah County Sheriff
Jacob McHargue, Town of Vineyard

Others in Attendance:

Robert Rane, Lehi City
Deborah Mecham, UVDSSD Executive Director
Shantell Staiger, UVDSSD Administrative Specialist
Junior Baker, UVDSSD, Legal Counsel

1. Call to Order: *David Oyler, Chairman*
2. Consent Calendar: *David Oyler, Chairman*
 - 2.1 Approval of Meeting Minutes for April 16, 2015-
 - 2.2 Operations Procedures for approval from May 7, 2015 Operations Board meeting-

**Motion to approve the consent calendar by Larry Ellertson
Second by Richard Nelson
Unanimous vote, motion carried.**

3. Presentation and Discussion:
 - 3.1 Overview of FY 2016 Tentative Budget - *Deborah Mecham, Executive Director*

Deborah Mecham summarized the revenues and expenditures in the FY 2016 Tentative Budget. She advised of a \$30,000 increase in benefit and salaries expenditures to hire two additional dispatchers.

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

**Motion by Wendy Pray to adjourn public meeting and convene public hearing
Second by Benjamin Reeves
Unanimous vote, motion carried.**

- 4.2 Public hearing on FY 2016 Tentative Budget-

No comments made.

- 4.3 Motion to adjourn public hearing and reconvene public hearing-

**Motion by Larry Ellertson to adjourn public meeting and reconvene public hearing
Second by Craig Whitehead
Unanimous vote, motion carried.**

5. Business and Action Items:
 - 5.1 Approval of FY 2016 Budget- *Deborah Mecham, Executive Director*

**Motion by Aaron Palmer to approve the FY 2016 Budget as it was presented
Second by Richard Nelson
Unanimous vote, motion carried.**

Deborah presented the dispatch fee schedule for FY 2016, with a separation of the billable police and fire calls by each entity.

- 5.2 Approval of building construction firms from RFQ process and authority to proceed with bid proposals- *Deborah Mecham, Executive Director*

Deborah reported the District received eight RFQ responses from construction firms. Of the eight constructions firms, five have been approved by the committee. Deborah indicated reference checks have been completed and all five firms are qualified. The District is ready to move forward with the bid proposals.

Motion by Richard Nelson authorizing to proceed with bid proposals

Second by Greg Graves

Unanimous vote, motion carried.

5.3 Updates on recently passed legislation impacting 911 services or personnel- *Deborah Mecham, Executive Director*

Deborah explained the HB115 “Public Safety Retirement for Dispatchers” will move the DPS (state) dispatchers to the public safety retirement and allows for all others to be moved as well. She advised the move onto the Public Safety Retirement will be determined by each county or city as to whether their dispatchers will be included. The District is watching to see what other dispatch centers do. She indicated that Jamie Davidson, the city manager for Orem City, recently sent an email asking if other dispatch centers have decided to move or not. The response from the email inquiry was that a majority have not made a decision. Park City has indicated they will move their dispatchers with VECC and Layton City still studying it. She advised she attended a URS training to discuss rates for the dispatchers. The cost annually would be an estimated \$175,000. Deborah notified the District would have staffing issues and less opportunity for hiring in the future if others were to move and the District did not. She reported the State Police and Sheriff Association supports the legislation. The Board discussed how the move would benefit the current employees. It was recommended to have URS do a cost analysis to determine what the actual costs would be. The Board agreed to wait for the next six months to see what other dispatch centers decide to do.

5.4 Operations Board report- *Scott Spencer, Operations Board Chairman*

Scott Spencer indicated three policies and two new nature codes were approved in the Operations Board meeting. He advised the by-laws were changed in the membership area to now include Utah County’s fire marshal. Scott stated the board discussed how busy the North channel is even with the efforts made by the law enforcement agencies and dispatch to decrease the traffic. They discussed the issue that the channel needs to be split in the future. The Operations Board will be considering solutions on how to split the North channel and present them to the Board of Trustees. Scott reported the District is meeting all national standards set by NFPA for dispatching of fire and medical units.

Scott notified there was discussion concerning the District’s high turnover and what can be done for employees to stay longer. It was recommended and voted on by the Operations Board to have an outside group with a HR representative do an exit interview. He stated this was not meant to be a negative thing but what can be done to make things better. David Oyler agreed with the recommendation and directed that a committee be created to do exit interviews for the District. The committee will consist of Larry Ellertson, Mark Christensen (pending his acceptance) and Benjamin Reeves. Scott Spencer notified that he would ask two members from the Operations Board to be on the committee additionally. Greg Graves stated the county uses an exit interview form that can be completed as well and recommended this form be implemented as well. It was suggested to give the employee the opportunity to do the exit interview any time of day with the committee. Scott also recommended doing a survey with the current staff.

5.5 Directors Report- *Deborah Mecham, Executive Director*

Deborah reported the grant for the county wide 911 phone system will be presented to the 911 Committee in June for their approval.

Deborah indicated she has been heavily involved with the development of the new facility.

- 5.6 Motion to adjourn to Closed Session to discuss the character, professional competence, or physical or mental health of an individual-

Motion by Larry Ellertson to adjourn to Closed Session to discuss the character, professional competence, or physical or mental health of an individual
Second by Scott Spencer
Unanimous vote, motion carried.

6. Closed session:

7. Motion to return to public meeting:

Motion by Greg Graves to return to a public meeting
Second by Aaron Palmer
Unanimous vote, motion carried.

8. Other Business:

- 8.1 Open forum and next meeting agenda items-

No comments.

9. Adjournment:

- 9.1 Next meeting- June 25, 2015- Provo, Utah