



BOARD OF TRUSTEES

Meeting Minutes

Date: August 13, 2015

Utah County Commission Conference Room

100 East Center Street, Suite 2300

Provo, Utah 84606

Board of Trustees Members in Attendance:

Craig Whitehead, American Fork City
Mike Geddes, City of Cedar Hills
Josh Cummings, Town of Goshen
Jason Walker, Lehi City
Scott Spencer, Payson City
Benjamin Reeves, Santaquin City
Terry Ficklin, Salem City
David Oyler, Spanish Fork City, Chairman
Don Nay, Utah County, Alternate
Mike Forshee, Utah County Undersheriff, Alternate
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Richard Nelson, Alpine City
Howard Anderson, Town of Cedar Fort
Ikani Taumoepeau, Eagle Mountain City
Dale Bigler, Elk Ridge City
Brad Gurney, Town of Fairfield
Lonny Ward, Town of Genola
Nathan Crane, Highland City
Mark Christensen, City of Saratoga Springs
Larry Ellertson, Utah County Commissioner
Greg Graves, Utah County Commissioner
James O. Tracy, Utah County Sheriff
Jacob McHargue, Town of Vineyard

Others in Attendance:

Jim Child, JRCA Architects
Scott Holmes, JRCA Architects
Glen Beck, Procost
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 May 12, 2015-
 - 2.2 Operations Procedures for approval August 6, 2015 Operations Board meeting-
 - 2.3 Warrant register April-June 2015

**Motion to approve the consent calendar by Mike Forshee
Second by Wendy Pray
Unanimous vote, motion carried.**

3. Business and Action Items:
 - 3.1 Construction bid negotiations and building project budget - *Deborah Mecham, Executive Director*

Deborah explained the RFQ process in which the District confirmed five construction firms being qualified. The bids were officially opened on July 16th. The bids were much higher than anticipated with the lowest bid being over budget by one million dollars. It was anticipated to meet with a committee from the Board of Trustees to review the bids and propose the firm for approval in a special meeting scheduled, then cancelled for July 29th. She advised the committee, instead discussed some options of how to proceed, including re-bidding, waiting to bid at another time of the year, and so forth. The committee decided it was determined to meet with the lowest bidder and enter into a negotiation phase to determine what adjustments could be made. She indicated the committee has a second meeting that afternoon to analyze the cost adjustments. Deborah stated the board would need to hold a special meeting so the findings could be presented. The goal is for no increased costs to the cities, with other funding options to be discussed. Deborah asked JRCA to specify what occurred with the bids.

Jim Child reported on the cost analysis that has been done throughout the process. He advised the cost design, time of the project, bid climate, etc. possibly could have played a part in the bids being higher than anticipated. Mr. Child introduced Glen Beck who was responsible for conducting the cost analysis for the project. Mr. Beck explained reasons why the bids came in high. He specified that “the building is complex in the mechanical/electrical areas and the general contractors are very busy with their subs having lots of work so they are bidding higher”. He stated that “costs are much higher due to market conditions”. Mr. Beck specified they do not see a cost savings for the project if it were bid in the future. Jim Child indicated another area where there were increased costs that were not anticipated in the expanded data center. UCAN is requiring the building have an area in the data center for equipment which costs approximately \$150,000- \$200,000. The certifications for back-up systems and the envelope for the building had a bigger cost impact than were expected. Jim confirmed alternative efforts are being made for cost adjustments on the building to bring costs down; he directed that the reliability and dependability of the project will not be affected. They have identified approximately fifty to sixty areas where adjustments can be made.

Jim Child notified of an issue between the lowest general contractor bid and the electrical contractor that bid for the electrical portion within it. The two firms are disputing what services are included in the bid price. Mr. Child stated the issue is being dealt with between them and will not affect the project.

David Oyler advised there is a one million dollar gap, with what was budgeted for, that has to be cut down. He indicated that the function and reliability of the project should not be affected. He confirmed there are monies in the fund balance for reserves.

3.1.1 Set special meeting week of August 24,2015-

The board discussed their availability for the special meeting. They tentatively scheduled the meeting for the afternoon of August 27th.

David Oyler discussed the need to approve the construction bid or the process will have to begin again, with no cost savings for the delay.

Junior Baker reviewed a draft letter of consent to be presented to the contractor for the project. He explained if negotiations are successful and closer to what was budgeted, the letter will provide consent for construction to the contractors and the District attends to award them the project.

David Oyler asked for a motion from the board for him to sign the final formal letter to the construction company.

**Motion by Ben Reeves for David Oyler to sign the final consent letter written by Junior Baker
Second Josh Cummings
Unanimous vote, motion carried.**

3.2 County-wide functional consolidation efforts- *Deborah Mecham, Executive Director*

3.2.1 UCA grant for 911 telephone protocols-

Deborah stated, with a push from recent legislation the District is working with the other four dispatch centers in Utah County for a functional consolidation. She explained this will reduce the amount of transferred calls to another dispatch center and improve response times by way of shared technology and standard call taking processes. Deborah indicated the District along with the other four PSAP's in the county, presented a grant request to the UCA for a shared 911 phone system. She explained the new phone system will have servers located at two different locations, in Orem and at the District's new facility. The different locations for the system will provide redundancy. Deborah advised the grant was approved to fund 80% of the project, with the five PSAPs sharing the grant match of the remaining 20%. She stated the District portion will be approximately \$200,000. The PSAP centers agreed the implementation will not take place until the District's new center is built.

3.2.2 Interagency call taking protocols-

Deborah stated the dispatch centers in Utah County have reviewed call taking efficiencies for emergency calls. She explained the process that will take place if the caller has an emergency situation and the call was misrouted to the wrong dispatch center. Instead of transferring the call after asking the basic introductory questions, and the caller having to answer them all again, the answering agency will get the basics of location, call back number and the chief complaint, enter it into Spillman and then transfer with a special code that will alert the receiving dispatcher that this is coming from another dispatch center. She indicated the effort is to reduce time and frustration to callers by not having to repeat the information. Deborah explained that issues are still being worked out but that the dispatch centers are committed to providing the best service to the public. She indicated that county radio channel patching will be discussed in the next PSAP meeting. The District will soon have a CAD2CAD interface with UHP for calls on the freeway with the ability to do the same process.

Deborah reported the state will be working with the dispatch centers to conduct a study that will focus on functional consolidation.

3.3 Operations Board reports- Scott Spencer, Operations Board Chairman

Scott Spencer indicated the Operations Board approved the Operations Procedures already explained by Deborah Mecham.

He advised the board discussed the future direction of services for the Burn Line once the dispatch center is moved. Scott gave a history of the Burn Line permits. The fire departments stated it works well for them to have the information available in the CAD. Scott reported the County Fire Marshal has access and the ability to enter the information into the CAD. Deborah clarified that the phone line is owned by the county and does not directly ring into dispatch. She informed that other dispatch centers, specifically those serving multiple agencies; it is the responsibility of their fire department or fire marshal's office. Scott notified that it is not feasible for the individual fire departments to enter the information. The District has to hire part-time people to man the burn line due to the high number of calls that are received. Mike Forshee advised that it benefits the entire county to have the information in the CAD. Scott indicated the final decision for the Burn Line was not decided. Don Nay specified that the phone line can be moved.

Scott reported the NFPA statistical data was presented in the meeting. He relayed that the dispatchers are doing an amazing job with meeting those standards.

3.4 Directors report- *Deborah Mecham, Executive Director*

Deborah Mecham reported the District has moved the 911 system to the new Next Generation 911 network. It is more cost effective with an annual savings of approximately \$80,000.

Deborah reported the District promoted Marci Legerski as a Dispatch Supervisor and Brenda Argyle as the District's new Quality Improvement Coordinator.

Deborah explained that the District is sometimes approached by fire agencies wanting to interface new software programs with Spillman. Deborah summarized that the Spillman CAD is a county-wide system. The District does not have total control over the system. The District is able to assist with getting on the agenda with the Spillman users group for these requests.

4. Other Business:

4.1 Open forum and next meeting agenda items-

Junior Baker mentioned the architectural fees for the new facility project. David Oyler directed Deborah to discuss this matter with JRCA to cap their fees.

5. Adjournment:

5.1 Special meeting- August 27, 2015- Lehi, Utah

It was decided to cancel the September meeting due to the League of Cities conference. The next regular meeting will be October 8, 2015.

Deborah asked how the board would like to address change orders with the new building. She was directed that the building committee would review and approve them, and the board would then ratify the change orders in the meetings. It was recommended to have the topic added to the next meeting agenda for approval.

**Motion to adjourn the meeting by Wendy Pray
Second by Terry Ficklin
Unanimous vote, motion carried.**