



BOARD OF TRUSTEES

Meeting Minutes

Date: Thursday, September 20, 2018

Utah Valley Dispatch Special Service District

3047 N 400 W

Spanish Fork, UT

Board of Trustees Members in Attendance:

Rob Shelton, American Fork City, via Zoom  
Denise Anderson, Town of Cedar Hills, via phone call  
Jeff Weber, Eagle Mountain City, via Zoom  
Jason Walker, Lehi City  
Terry Ficklin, Salem City  
Benjamin Reeves, Santaquin City, Chairperson, via Zoom  
Mark Christensen, City of Saratoga Springs, via Zoom  
Seth Perrins, Spanish Fork City  
Wendy Pray, City of Woodland Hills, Vice Chairperson, via phone call

Absent Board of Trustees Members:

Shane Sorensen, Alpine City  
David Guston, Town of Cedar Fort  
Dale Bigler, Elk Ridge City  
Brad Gurney, Town of Fairfield  
William McMullin, Town of Genola  
Josh Cummings, Town of Goshen  
Ed Dennis, Highland City  
Scott Spencer, Payson City  
Greg Graves, Utah County Commissioner  
C. Nathan Ivie, Utah County Commissioner  
James Tracy, Utah County Sheriff

Others in Attendance:

Junior Baker, UVDSSD Legal Counsel  
Michael Veenendaal, UVDSSD, Executive Director  
Suzee Anderson, UVDSSD

# AGENDA

1. Call to Order: *Ben Reeves, Chairman*

Prior to the meeting proceeding, Michael Veenendaal stated the last meeting was held without a quorum. Because of that, many of the items would need to be ratified.

2. Consent Calendar: *Ben Reeves, Chairman*

2.1 Meeting Minutes for June 14, 2018

2.2 Warrant Register for June 1-30

2.3 Warrant Register for July 1-31

2.4 Warrant Register for August 1-31

**Motion to Ratify items 2.1, 2.2, and 2.3 and approve 2.4 by Rob Shelton**

**Second by Jason Walker**

**Voting unanimous, motion passed.**

3. Business, Discussion and Action Items:

3.1 Audit & Audit Services

As discussed, UVDSSD had been with the same auditing company for longer than 5 years and it was decided to proceed with a new company. Michael Veenendaal had been in contact with Larson & Company, CPA in Spanish Fork. Michael will forward the contract and then Ben Reeves will sign it when he is back in the area.

3.2 Policy/Procedure Updates

- 3.10 Attendance Policy

This policy is condensed. It explains clocking in and clocking out and the need to brief the person they are replacing.

- 5.7 Dress and Grooming

This policy had a number of changes, most notably the ability to wear shorts during summer months. There were changes made to the tattoo policy and the piercing/jewelry policy. Discussion ensued regarding employees being in the public eye vs employees whom were not in the public eye. Opinions were given regarding dress code. Compliments were given to the policy and its neutrality. It was suggested by Mark Christensen to remove the line regarding extremes in hair color and style. If the policy becomes too restrictive, the board agreed to revisit the policy.

**Motion to ratify policy 3.10 and approve policy 5.7 removing the line “extremes in color and style”**

**by Jason Walker**

**Second by Seth Perrins**

**Voting unanimous, motion passed.**

- 6.7 Sick Leave

Not a lot of changes, more cleaning you the verbiage. There were no compensation changes.

**Motion to ratify policy 6.7 by Rob Shelton**

**Second by Terry Ficklin**

**Voting unanimous, motion passed.**

- 6.8 Leave of Absence

Leave without pay was divided into categories and procedure to handle each category.

**Motion to ratify policy 6.8 by Rob Shelton**

**Second by Jeff Weber**

**Voting unanimous, motion passed.**

- 11.6 911 Transfers and Interagency Emergency Call answering

There is a MOU between the Utah County PSAPs. This policy just puts that into an actual policy of how to transfer the call and what is required prior to transferring.

**Motion to ratify policy 11.6 by Seth Perrins**

**Second by Terry Ficklin**

**Voting unanimous, motion passed.**

3.3 Billing Cycles

Michael Veenendaal proposed to move the billing cycle to the end of the quarter instead of the first of the quarter to have exact numbers.

**Motion to change the timing of the billing cycle by Rob Shelton**

**Second by Seth Perrins**

**Voting unanimous, motion passed.**

3.4 HR Role

Senate Bill 70 requires all Special Service Districts to have a Human Resource person.

**Motion to make Suzee Anderson the Human Resource (title to be decided between Michael Veenendaal and Suzee Anderson) by Seth Perrins**

**Second by Terry Ficklin**

**Voting unanimous, motion passed.**

3.5 City Events

For informational purposes, Utah Valley Dispatch would like to help any cities public safety nights, city events, etc.

3.6 PTIF resolution

There needs to be at least 2 people on the PTIF account. It was decided to add Suzee Anderson and Seth Perrins to the account.

**Motion to add the Board Secretary / Treasurer as a signer to the PTIF along with a second internal employee at the dispatch center by Terry Ficklin**

**Second by Seth Perrins**

**Voting unanimous, motion passed.**

3.4 Re-Adopt the Interlocal agreement with organizations new name  
In selecting Central Utah 911 as the name of the Interlocal agency, it becomes necessary to readopt that Interlocal Agreement.

**Motion to Re-Adopt the Interlocal Agreement by Rob Shelton**  
**Second by Terry Ficklin**  
**Voting unanimous, motion passed.**

5. Adjourn:  
Next Meeting: October 11<sup>th</sup>

**Motion to Adjourn by Wendy Pray**  
**Second by Denise Andersen**  
**Voting unanimous, meeting adjourned.**

Because Wendy Pray had to leave, all business was conducted and reports were given after the meeting:

6. Other Business:

6.1 Operations Board report - *Chairman Brian Gwilliam*

Chief Gwilliam was not available. Michael Veenendaal reported there currently is a Fire Users Group that is meeting each month prior to the operations board meeting. The purpose of this group is to expedite the RFP Process and to reach common grounds between PSAPs as to terminology of apparatuses and nature codes. This option was extended to create a Police Users Group and it was decided to use that if it becomes necessary.

6.2 Directors Report – Director Michael Veenendaal –

Michael reported the center is in the final stages of the hiring process. These people are going to being work at the center on October 17<sup>th</sup>. As soon as this group is through call taking, Michael would like to hire more. This will allow us to have a fuller staff and allow further training with Radios. Michael Veenendaal thanked his Administrative team for their quick response with the recent fire. Each administrator was on the floor helping. This helped the dispatchers. Michael commended each city for their help. Call volume increased by 75% during the first weekend of the fire. Two new fire channels were opened up along with another operations channel and two extra call taking positions were utilized during the incident. The dispatch team had these up and ready to hand off when it was determined who the incident commander would be. The dispatchers working were absolutely amazing! Event channels were secured before they were even asked for. The dispatchers did an incredible job!

Because of the information being distributed by cities so effectively, we are now back to normal staffing but have the capability to expand if evacuations become necessary.

6.3 Open forum and next meeting agenda items

Seth Perrins inquired who had taken Dave Sanderson's place in Finance. The district has brought that process in house and it has been working well. Any discrepancies have been addressed and the people at Pelorus are taking care of those items in the audit.

Rob Shelton requested an update on the new tower and the duplicate backup system with each board meeting.

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*Approval Signature - Chairman Ben Reeves*

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*Date*