



BOARD OF TRUSTEES

Meeting Minutes

Date: Thursday, October 11, 2018

Utah Valley Dispatch Special Service District

3047 N 400 W

Spanish Fork, UT

Board of Trustees Members in Attendance:

Shane Sorensen, Alpine City

Rob Shelton, American Fork City, via Zoom

Jeff Weber, Eagle Mountain City, via Zoom

William McMullin, Town of Genola, via phone connection

Scott Spencer, Payson City

Terry Ficklin, Salem City

Benjamin Reeves, Santaquin City, Chairperson,

Mark Christensen, City of Saratoga Springs, via Zoom

Seth Perrins, Spanish Fork City

Wendy Pray, City of Woodland Hills, Vice Chairperson, via phone call

Jacob McHargue, City of Vineyard

Absent Board of Trustees Members:

David Guston, Town of Cedar Fort

Jared Peterson, Elk Ridge City

Denise Anderson, Town of Cedar Hills, via phone call

Brad Gurney, Town of Fairfield

Josh Cummings, Town of Goshen

Ed Dennis, Highland City

Jason Walker, Lehi 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

Brent Pulver, Juab County

Michael Veenendaal, UVDSSD, Executive Director

Suzee Anderson, UVDSSD

## AGENDA

1. Call to Order: *Ben Reeves, Chairman*
2. Consent Calendar: *Ben Reeves, Chairman*
  - 2.1 Meeting Minutes for September 20, 2018
  - 2.2 Warrant Register for September 1-31

**Motion to approve the Consent Calendar by Wendy Pray  
Second by Shane Sorenson  
Voting unanimous, motion passed.**

3. Business, Discussion and Action Items:
  - 3.1 Interlocal agreement Update

Michael Veenendaal reported that the agencies that have not passed the new Interlocal agreement were Utah County, Cedar Fort, Cedar Hills, Eagle Mountain, Elk Ridge, Fairfield, Genola, Highland, Payson, Saratoga Springs, and Woodland Hills. As discussion ensued, members updated the following: Cedar Hills will be on October 16<sup>th</sup>, Utah County as soon as possible, Eagle Mountain will be November 20<sup>th</sup>, Genola will be as soon as possible, Payson will be on November 7<sup>th</sup>, Saratoga Springs was passed on October 2<sup>nd</sup> and Woodland Hills was passed on October 10<sup>th</sup>. Seth Perrins requested that the smaller agencies be notified. Junior Baker suggested contacting their recorders and Suzee Anderson will make that contact.

- 3.2 Policy/Procedure Updates
    - Harassment –

Michael Veenendaal explained the Admin Team combined the harassment and sexual harassment. The procedure was defined along with the process ensuring the person filing a claim could have fair process of investigation. Michael Veenendaal inquired if the dispatch center needed to have a Garrity rights policy. Junior Baker commented that was more for Police, but it wouldn't hurt to have a Garrity Policy.

- Promotions

Michael Veenendaal explained the policy was cleaned up with unnecessary wordiness removed.

- Performance Evaluations

Michael Veenendaal explained the policy was to explain how performance evaluations work. He also informed that the Admin team was in the process of redoing the performance evaluation criteria.

- Disciplinary Process

Michael Veenendaal explained that the prior policy had a big focus on the Executive Director. This new policy incorporates Human Resources with a member of Administration to interview and investigate. If an appeal is requested, the appeal will be made to the Executive Director.

**Motion to accept the discussed Policies by Jacob McHargue  
Second by Seth Perrins  
Voting Unanimous, motion passed.**

- 3.3 Fire Paging

An update was provided regarding the process of getting in a redundant system. Michael Veenendaal reported of the Fire Users Group that was held on Thursday, October 4<sup>th</sup>. It was not well attended. However, he has received enough information from the agencies to create a RFP. He is researching the RFP to make sure the system is lasting and current. Michael sought direction from the board as to if he

should include other PSAPs within the county. Pros and cons for this consolidation were discussed. The Board advised Michael to include other PSAPs in the county.

### 3.4 Annual Review

Michael Veenendaal reminded the board that he was due for his annual review. The process was discussed and it was decided to do another 360 review. Ben Reeves will conduct that review.

## 4. Other Business

### 4.1 Operations Board report –

Chief Brian Gwilliam was not able to attend the meeting. Michael Veenendaal reported that the Operations Board had voted to not have HR and internal policies brought to them. Rather they will vote on operations policy.

### 4.2 Directors Report –

Michael Veenendaal stated four new employees will start on October 17<sup>th</sup>. That will make 36 Full Time Dispatchers. He stated that his goal was to get these new hires trained on phones, finish other new hires with radio training and start a hiring process again.

Michael also reported that he received numbers from UCA regarding the recent Bald Mountain and Pole Creek fires. In 2017 the average minutes spent on the radio daily was 145-150 minutes. However during the fire the average was 369 minutes daily. Michael thanked each agency affected by the fire for their effective communication. It greatly eased the workload of the dispatchers.

## 5. Open Forum

Seth Perrins inquired if there was information that the agencies affected by the fires could pass on to those who were not directly affected. Wendy Pray thanked the board for allowing a special alarm system for Woodland Hills. The alarm worked as it should have. It did glitch, but it worked. She also commented on deciding beforehand who would be a point of reference and decision maker. Comments were made regarding the availability of training through FEMA. Overall, each member felt like the Cooperator's Meetings were invaluable.

Rob Shelton suggested the board conduct quarterly trainings along with dispatch to cover emergencies. Scott Spencer will discuss that with the Emergency Manager through Utah County and get some exercises coordinated. He will report the dates at the next board meeting.

## 7. Adjourn

Next Meeting: November 8, 2018

**Motion to Adjourn by Wendy Pray**

**Second by Scott Spencer**

**Voting unanimous, meeting adjourned.**