



BOARD OF TRUSTEES

Meeting Minutes

Date: January 14, 2016

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
Robert Ranc, Lehi City, Alternate
Benjamin Reeves, Santaquin City
Terry Ficklin, Salem City
Mark Christensen, City of Saratoga Springs
David Oyler, Spanish Fork City, Chairman
Don Nay, Utah County, Alternate
Larry Ellertson, Utah County Commissioner
Greg Graves, Utah County Commissioner
Mike Forshee, Utah County Undersheriff, Alternate
Jacob McHargue, Town of Vineyard
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Ikani Taumoepeau, Eagle Mountain City
Dale Bigler, Elk Ridge City
Brad Gurney, Town of Fairfield
Lonny Ward, Town of Genola
Josh Cummings, Town of Goshen
Nathan Crane, Highland City
Jason Walker, Lehi City
Scott Spencer, Payson City
James O. Tracy, Utah County Sheriff

Others in Attendance:

Seth Perrins, Spanish Fork 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 November 12, 2015-

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

3. Business and Action Items:

3.1 Facility progress- *Deborah Mecham, Executive Director*

Deborah Mecham reported the underground geopiering has finished. They are currently digging the footings to get ready for concrete to be poured. She explained there have been issues with weather delays.

Larry Ellertson asked for information about the pressurized irrigation line that was discussed in the last meeting. David Oyler advised Spanish Fork City is requiring the installation of the pressurized irrigation from 3000 North. He explained it will provide water needs to the District's facility and the jail facility will be tying into the piping system as well.

3.2 Year-to-date Finance report- *Deborah Mecham, Executive Director*

Deborah provided a detail report of the District's finances. She indicated the FY2015 revenues and expenditures are all on target. She reported on the revenues side that the 911 revenues were budgeted conservatively and noted that they have increased this year. She outlined the building segment revenues and that the District has received all the facility payments but one; which is in the process of payment. Deborah indicated the FY2015 expenditures are all within budget and that the employee salaries are under budget due to the number of vacancies.

Deborah presented the Building Project expenditures report. She explained that the expenditures are just fewer than one million dollars and clarified that the expenses were spent over two fiscal years.

3.3 2016 Meeting Schedule- *David Oyler, Chairman*

The Board discussed the meeting schedule and David Oyler asked if there were any conflicts the members had. After discussion, there were no date changes to the meeting schedule.

**Motion to adopt the 2016 Meeting Schedule as presented by Greg Graves
Second by Wendy Pray
Unanimous vote, motion carried.**

3.4 Chair vacancy for term ending December 2016- *David Oyler, Chairman*

David Oyler advised he would accept motions for a new chairman for the Board of Trustees. He indicated the term would end this calendar year.

Motion by Mark Christensen to appoint Seth Perrins as the board chairman, conditional to his appointment to the Board of Trustees by Spanish Fork City. David Oyler will finish conducting this meeting.

Second by Richard Nelson

There was discussion that Seth Perrins has not yet been promoted as Spanish Fork City's city manager. It was explained that Spanish Fork City is still conducting interviews for the position. With that explanation, David Oyler asked for the vote on Mark Christensen's motion.

Motion carried.

David Oyler advised that Seth will do an excellent job as chairman.

4. Other Business:

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

Scott Spencer was not in attendance to give the Operations Board report.

Deborah reported on the last Operations Board meeting. She advised all of the Operations Board had received an employee letter which was discussed in the meeting. It was asked by the Operations Board if there are any operational matters that may be making the job of the dispatchers more stressful. Deborah indicated that she has met personally with employees, the Employee Committee (who are chosen by their peers), and the supervisory staff. Deborah indicated the District's staff has several suggestions that will be discussed in the next Operations Board meeting. She indicated the District has had issues with keeping staff and attracting new applicants. She explained in 2015, ten employees were on maternity leave with some of those not returning. Other issues Deborah discussed were that new hires are not making it through the 6-7 month training and that employees are leaving to work other jobs outside of dispatch. She did clarify that one employee recently left to work for another dispatch center but is still working part-time for the District.

Deborah advised of a recommendation given by one of the Operations Board members to have available an outside source to discuss any concerns the employees might have. She indicated that the Operations Board chairman, past chair, vice chair and herself would be meeting to discuss questions they might have.

Deborah advised there has been an overall 6% increase in incidents handled by the dispatch center. She notified that she sent out the 2015 Calls for Service statistics.

4.2 Directors report- *Deborah Mecham, Executive Director*

Deborah provided a staffing update. Deborah indicated seven new hires started the previous day. She discussed the strong plan to train them. She notified that it takes 5-6 months to train a new hire. Deborah summarized the hiring steps the District has. Deborah stated that the roster of applicants from the last hiring session was bigger than it has been in the past. It was recommended to do some kind of personality profiling. She reported the efforts are being made to ease the staffing issue. She stated that administrative staff will be covering some of the vacant shifts and the possible option of the dispatchers being scheduled 4-12 hour shifts, but still maintaining three days off. It was recommended to hire lateral dispatchers with experience. Deborah explained that the District conducts lateral recruitment on a frequent basis. The discussion ensued recommending to hire more part-time applicants. Deborah agreed with hiring part-time applicants in the future, but indicated the need to focus the District's resources to hire full-time dispatchers at this time to fill the vacancies, due to the length of training and current staffing shortages. She indicated that a previous dispatcher is returning at a part-time capacity. She explained that three Provo dispatchers are working for the District part-time which is helpful.

Deborah reported that the District is working with the chiefs and dispatch managers from the other PSAPs in Utah County on a grant for a county-wide 911 phone system. She indicated the implementation of the new system will coordinate with the District's move into the new facility. The grant was approved and the planning process has started for the system configuration.

Deborah explained with the creation of the UCA, the goal has been a re-structuring of the public safety radio system and with that the purchase of all new radio consoles in the dispatch centers throughout the state. She advised that this has been especially important with the District's new building. Deborah indicated she has had several meetings and conversations with the director of UCA to ensure we would be on the front end of those purchases. She stated that at the last UCA meeting there was a discussion that the radio system overhaul plan may be changed. Deborah inquired of the chair person if and how that will impact the purchase of radio consoles, and was told that this topic would be on their next agenda.

Deborah reported she has started working on the District's FY2017 budget preparations, with the work session being in the March meeting.

Deborah presented David Oyler with a clock to express appreciation for his service as the Chairman of the Board of Trustees for the last six years. Board members expressed appreciation to David Oyler for his service on the Board.

4.3 Open forum and next meeting agenda items-

No comments were made.

4.4 Board member training as required by law- *Junior Baker, UVDSSD, Legal Counsel*

5 Adjournment:

5.1 Next meeting- February 11, 2016- Lehi, Utah