



BOARD OF TRUSTEES

Meeting Minutes

Date: April 14, 2016

Lehi City

153 North 100 East

Lehi, Utah 84043

Board of Trustees Members in Attendance:

Craig Whitehead, American Fork City
Howard Anderson, Town of Cedar Fort
Mike Geddes, City of Cedar Hills
Ikani Taumoepeau, Eagle Mountain City
Jason Walker, Lehi City
Terry Ficklin, Salem City
Rodney Hurst, Santaquin City, Alternate
Seth Perrins, Spanish Fork City
Don Nay, Utah County, Alternate
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Richard Nelson, Alpine 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
Scott Spencer, Payson City
Benjamin Reeves, Santaquin City, Chairman
Mark Christensen, City of Saratoga Springs
Larry Ellertson, Utah County Commissioner
Greg Graves, Utah County Commissioner
Jacob McHargue, Town of Vineyard
James O. Tracy, Utah County Sheriff

Others in Attendance:

Deborah Mecham, UVDSSD Executive Director
Shantell Staiger, UVDSSD Administrative Specialist
Junior Baker, UVDSSD, Legal Counsel

1. Call to Order: *Wendy Pray, Vice Chairman*
2. Consent Calendar: *Wendy Pray, Vice Chairman*
 - 2.1 Approval of Meeting Minutes for March 10, 2016-

**Motion to approve the consent calendar by Seth Perrins
Second by Terry Ficklin
Unanimous vote, motion carried.**

3. Business and Action Items:

3.1 Facility progress- *Deborah Mecham, Executive Director*

Deborah Mecham reported the steel and welding on the facility would be completed this week. The electrical is currently being worked on. She indicated that the underground plumbing was finished and that the foundation would be poured next week. Deborah advised with the good weather the work on the building is progressing well. She expressed appreciation to Don Nay for attending the facility meetings.

3.1.1 Change Orders- *Deborah Mecham, Executive Director*

3.1.1.1 #009- Additional cost for generator concrete pad and fuel-

Deborah indicated the facility has to follow the NFPA standards. The minimum duration of the power generator for backup is 72 hours. The qualifications were not originally met and the facility was quoted for a 24 hour power generator. Deborah advised there will be no additional cost for the larger generator or labor, but the change order request is for the cost to increase the concrete and the additional fuel that totals \$5,422.49.

Terry Ficklin indicated he has the resources to haul the fuel and to fill the generator for much cheaper than what is stated in the change order. He can get fuel today for \$1.27 a gallon instead of the quoted \$3.00 a gallon. He advised he can have the fuel ready to fill within a day of being notified. The discussion ensued with Terry about the fuel costs.

**Motion by Don Nay to approve change order #009 with the deletion of the fuel costs and overhead associated with those costs
Second by Seth Perrins
Unanimous vote, motion carried.**

3.1.1.2 Review of change orders to date- *Deborah Mecham, Executive Director*

Deborah summarized that change orders that were ratified and action was taken on thus far

3.1.2 Professional Services Agreement- Part III Technology Design- *Deborah Mecham, Executive Director*

Deborah explained in the project budget there are approved costs for technology related design fees. This agreement finalizes the scope of work. She indicated that although the authorization request indicates to proceed with additional services and to incur additional reimbursable expenses, these service and amounts are within the budget, and the agreement is to finalize the scope in order for the services to move forward. The costs shown are actually slightly lower than originally planned. The Cutover and Migration Fee of \$34,724.39 was originally budgeted at \$38,500. The Console Furniture Procurement Fee of \$11,863 was originally budgeted at \$12,500. The travel expenses of \$5,225 are to be billed against the A&E Reimbursable Expense budget of \$25,000.

The agreement was reviewed by Junior Baker and the board members. It was questioned why the airfare per person was different. Seth Perrin indicated that the agreement states cost estimates but expressed concern that they should only be billed the actual costs accrued not what was estimated; other board members agreed this would lower the costs. Deborah advised the total fiscal impact is \$51,811.39 that was pre-approved in the original project budget.

**Motion to approve the Professional Services Agreement- Part III Technology Design, with paying the actual costs up to the budget amount by Mike Geddes
Second by Seth Perrins
Unanimous vote, motion carried.**

3.2 Radio consoles for new facility- *Deborah Mecham, Executive Director*

Deborah reported that UCA received one-time funding from legislature last year, which was to include the purchase of new radio consoles at all dispatch centers throughout the state. Deborah has met with the Director of UCA several times and it has been implied all along that the radios would be purchased and we would be one of the first to receive them due to the District's new building. UCA has now made the decision not to purchase the radios, based on not being able to move ahead with the statewide infrastructure changes due to the additional costs required and not yet obtained. Due to Motorola being the experts, Deborah requested a quote from Motorola to move the eight old radios and install two radios. The quote was less than anticipated at \$55,000.00. UCA has not yet provided a quote to move the old radios. Board members commented that it should be presented to UCA that they should cover the costs.

3.3 Approval of FY 2017 Tentative Budget- *presented by Deborah Mecham*

Deborah indicated she gave a detailed report of the revenues and expenditures for the FY 2017 Tentative Budget in the last meeting. She summarized the changes to the tentative budget from the budget work session. The District received its health insurance renewal and it increased by 20.55%, increasing the annual budget by \$20,000. She advised the radio support and maintenance costs with the County were budgeted at \$30,000 annually. Deborah stated other dispatch centers in the state received radio support services from UCA for no more than \$8,000. With that information, the FY 2017 Tentative Budget was adjusted to \$10,000 annually for radio support services. She was able get quotes for items in the Capital account and decreased it by \$3,000. She explained there will be \$140,000 of onetime costs with building the new facility that will come from fund balance. Deborah presented the fee assessments for the agencies and advised that some of them increased or decreased.

**Motion by Seth Perrins to approve the FY 2017 Tentative Budget
Second by Mike Geddes
Unanimous vote, motion carried.**

3.4 Set date for public hearing of FY 2017 Budget- Wendy Pray, Vice Chairman

Wendy Pray recommended May 12, 2016 as the date for the public hearing of FY 2017 Budget.

**Motion by Jason Walker to approve May 12, 2016 as the date for the public hearing of FY 2017 Budget
Second by Seth Perrins
Unanimous vote, motion carried.**

3.5 Election of Secretary/Treasurer- *Wendy Pray, Vice Chairman*

Deborah Mecham explained the job duties of the board secretary. Wendy Pray asked for election nominations for the board position. Seth Perrins volunteered to be the Secretary/Treasurer.

3.6 Update on Juab County request for dispatch service costs- *Deborah Mecham, Executive Director*

Deborah Mecham advised she sent the cost estimates to Juab County for dispatch services and has not yet received a response from them. She explained the District already has the channel to receive Juab County calls on and taking calls for them would not require any additional staffing.

4. Other Business:

4.1 Operations Board reports-

Scott Spencer did not attend the meeting to give the Operation Board report. Deborah advised she would give the report. She indicated there was not a meeting held in April due to Spring Break. The board approved to make changes to the call classifications and with their recommendation, call definitions have been created for each classification.

4.2 Directors report- *Deborah Mecham, Executive Director*

Deborah Mecham provided a staffing update. Of the seven new hires recently hired, five of them are still with the District. She explained the training process for the five remaining. Deborah indicated that an experienced dispatcher was hired from Orem and another experienced dispatcher from Weber will start in June.

4.3 Open forum and next meeting agenda items-

No comments were made.

Deborah Mecham asked if there were any recommendations for the final FY 2017 budget. It was asked if three year comparisons could be provided.

5. Adjournment:

5.1 Next meeting- May 12, 2016- Provo, Utah

**Motion to adjourn meeting by Terry Ficklin
Second by Mike Geddes
Unanimous vote, motion carried.**