



BOARD OF TRUSTEES

Meeting Minutes

Date: May 12, 2016

Utah County Building

100 East Center Street

Provo, Utah 84601

Board of Trustees Members in Attendance:

Richard Nelson, Alpine City  
James O. Tracy, Utah County Sheriff  
Terry Ficklin, Salem City  
Howard Anderson, Town of Cedar Fort  
Scott Spencer, Payson City  
Jacob McHargue, Town of Vineyard  
Seth Perrins, Spanish Fork City  
Mark Christensen, City of Saratoga Springs  
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Mike Geddes, City of Cedar Hills  
Ikani Taumoepeau, Eagle Mountain City  
Jason Walker, Lehi City  
Craig Whitehead, American Fork City  
Dale Bigler, Elk Ridge City  
Brad Gurney, Town of Fairfield  
Lonny Ward, Town of Genola  
Josh Cummings, Town of Goshen  
Ed Dennis, Highland City  
Benjamin Reeves, Santaquin City, Chairman  
Larry Ellertson, Utah County Commissioner  
Greg Graves, Utah County Commissioner

Others in Attendance:

Deborah Mecham, UVDSSD Executive Director  
Shantell Staiger, UVDSSD Administrative Specialist  
Suzee Anderson, UVDSSD Administrative Specialist

1. Call to Order: *Wendy Pray, Vice Chairman*
2. Consent Calendar: *Wendy Pray, Vice Chairman*
  - 2.1 Approval of Meeting Minutes for April 14, 2016

## 2.2 Approval of Warrant Register 6 January-April 2016

**Motion to approve the consent Calendar by Terry Ficklin**

**Second by Seth Perrins**

**Unanimous vote, motion carried.**

### 3. Presentation and Discussion:

#### 3.1 Overview of FY 2017 Tentative Budget and updates 6 *Deborah Mecham, Executive Director*

Deborah Mecham distributed a new copy of the FY Tentative Budget and a copy of the three year comparison. She indicated there were a couple of minor changes from the approval of the Tentative Budget given in April. She summarized the Revenue portion of the budget, stating that total revenue is \$8,011,327 with the Operating Budget total being \$4,161,327, and the actual amount impacting agencies is \$3,778,327. Deborah Mecham highlighted some of the expenditures. She explained the health insurance increase and other factors that affect benefits. Although the total premium by 20.55%, the Health Insurance amount only increased by 5% due to assessing employees who have declined coverage vs budgeting sufficiently for any new hires that may elect coverage. Deborah Mecham indicated the wage portion of the Tentative Budget was able to accommodate the hiring of four dispatchers in January in an effort to split the North Law Enforcement Channel. She addressed the change in Equipment, Supplies and Maintenance was a decrease of \$20,000 due to Motorola and UCA providing radio support once the move to the new facility is complete. She specified the new accounts added to the Facilities Maintenance and Utilities due to moving into a new building, indicating the full year costs for FY 2018 would be covered the lease amount currently in place, as long as they were estimated correctly. Building Project funds have all been received. Deborah Mecham indicated that the majority of the change orders had occurred, however, if there was a significant amount, she would bring that amount to the Board to consider an amendment to the budget. She highlighted the 911 grant match of \$220,000 and onetime costs for appliances, quiet room furniture, file cabinets, etc. being funded through the Fund Balance, ensuring those costs were not passed on to the entities. The only change to the budget was in Radio Costs, indicating adding 2 additional positions, back up controllers, and other ancillary costs increased the amount to \$78,000. Deborah Mecham indicated the amount of \$163,000 from Fund Balance was an accurate representation to move the radios and other onetime costs. There were no changes in Dispatch Fees from the Tentative Budget. Deborah Mecham reminded the board that there has been a total increase of 5% in Dispatch Fees since 2012, stating that some years had a slight increase and others had a slight decrease, but averaging less than 1% per year.

### 4. Public Hearing: *Wendy Pray, Vice Chairman*

#### 4.1 Motion to adjourn public meeting and convene public hearing

**Motion to adjourn public meeting and convene public hearing by Richard Nelson**

**Second by Howard Anderson**

**Unanimous vote, motion carried.**

#### 4.2 Public hearing on FY 2017 Tentative Budget

No comments

#### 4.3 Motion to adjourn public hearing and reconvene public meeting

**Motion to adjourn public hearing and reconvene public meeting by Seth Perrins  
Second by Scott Spencer**

**Unanimous vote, motion carried.**

5. Business and Action Items:

5.1 Approval of FY 2017 Budget ó *Wendy Pray, Vice Chairman*

**Motion to adopt FY 2017 Budget by James Tracy**

**Second by Scott Spencer**

**Unanimous Vote, Motion carried.**

5.2 Facility progress ó *Deborah Mecham, Executive Director*

Deborah Mecham reported all the steel has been erected and all the welding associated with that has been completed. The underground utilities and concrete pad is complete. The interior framing is scheduled to be completed this week. The HVAC rough in is in process and continuing through the next week. She indicated that the interior framing would begin next week and should be completed in four weeks. The interior electrical and plumbing are scheduled to begin next week followed by the roofing and interior insulation. Deborah Mecham reported that she has met with all the system's vendors together in person and on conference calls to ensure all of the cabling, wiring and connection needs are met. There were a few minor changes, but most of the initial planning was sufficient. Deborah Mecham indicated there was a possibility that the systems completion date could be earlier, but that she is planning on the substantial completion date of October 1, 2016. She commented that the vendors have all been extremely helpful. Deborah Mecham stated that a group of dispatchers had been selected to look at consoles. She questioned the board as to the necessity of board approval on the final console selection. The board agreed that as long as bids were received, it was within the budget, and the board was updated, no approval was necessary to purchase the consoles.

5.2.1 Finances to date

Deborah Mecham reported that all revenues have been received and all expenses incurred have been paid out as to date.

5.2.2 Change Orders to Date

Deborah Mecham indicated that COR #009 had been changed to reflect the decrease in the fuel cost due to board members ability to assist in lowering that cost.

5.3 Utah Communications Authority / radio update ó *Deborah Mecham*

Deborah Mecham reported meeting with the UCA chairperson and discussed the possibility of still getting new radios. The UCA chairperson suggested that Deborah meet with the board members to discuss the funding. Deborah initiated a meeting with Major Rapich from DPS and others on the board to discuss the possibility of funding this as an exigent circumstance. She indicated that she had talked to Motorola and they indicated that it still would be possible to get the new radios in place in time for the move. It is still a work in progress. Deborah Mecham stated that if the radios were funded, that the \$78,000 approved to move the radios would be transferred back to Fund Balance.

5.4 Update on Juab County request for dispatch service costs ó *Deborah Mecham*

Deborah Mecham reported that she hasn't received a lot of feedback from Juab County. She did speak with Lieutenant Pulver who indicated that no action had been taken, but that Juab County wanted to meet with her to discuss it further. The meeting was slated for the next month. Deborah shared that she was contacted by Tooele County who indicated that a couple of their users are looking to take their services elsewhere and Tooele County suggested looking at Utah Valley Dispatch. Discussion and advice ensued about how to handle this situation.

## 6. Other Business:

### 6.1 Operations Board report of *Scott Spencer, Chairman*

Scott Spencer reported on the discussion from the Operations board. He shared that the burn line was discussed in depth. The process of getting permits and notification to dispatch is mainly handled through the state EPA, with occasional calls coming through the burn line. However, with Utah Valley Dispatch moving facilities, the burn line would be unmanned. The Utah County Fire Marshall, Jack Snow, offered his agency's assistance and currently is checking into the budget to see if that is feasible. If not, the burn line will go away. Scott also indicated that discussion continued on Child Involved Vehicle Lockouts. The Operations Board is still reviewing issues with the policy and continuing to clarify assistance needed. Questions were asked as to the policy changing due to weather changes and discussion ensued as to the necessity of gathering information on the condition of the child(ren). He also indicated that the Nature Code Definitions had been changed and updated in a more consolidated manner. The Tentative Budget was also presented at this meeting.

### 6.2 Director's report of *Deborah Mecham, Executive Director*

Deborah Mecham thanked the board members who attended the awards luncheon. She shared that there was discussion to find a way to get more dispatchers involved and attending. Discussion followed among board members ensued with suggestions of doing two different awards banquets, using a backup system to cover calls so dispatchers could attend, and sending out surveys to get employees opinions on times held. Deborah Mecham gave an update on staffing at Utah Valley Dispatch. She indicated that 3 of the 7 employees hired in January still remained. She stated that a lateral employee was hired from Orem and 4 new trainees were starting on Monday. She also shared that another hiring process is slated for July. Deborah updated the board on the County wide 911 phone system stating that all the equipment and installation has been ordered, with Utah Valley Dispatch being the last one installed. She indicated that the key servers would now be housed in Springville and Spanish Fork. Deborah Mecham introduced Suzee Anderson as the new Administrative Specialist. She also recognized Shantell Staiger for her years of dedicated service and presented her with an award.

### 6.3 Open forum and next meeting agenda items of

No comments were made.

## 7. Adjournment

### 7.1 Next meeting of June 9, 2016 of Lehi City Offices

Motion to adjourn meeting by: Jacob McHargue  
Second by Terry Ficklin  
Unanimous vote, motion carried.