

SALT LAKE VALLEY EMERGENCY COMMUNICATIONS CENTER

BOARD OF TRUSTEES MEETING
August 15, 2018 Meeting Minutes
VECC Board Room
5360 Ridge Village Drive, West Valley City

MEMBERS PRESENT: Mr. Gary Whatcott; South Jordan; Chairman
Mr. Mark Reid; Bluffdale
Mr. Brent Wood; Herriman
Mr. Scott Harrington; Taylorsville
Mr. Layne Morris; West Valley City
Mr. Kyle Kershaw; South Salt Lake
Mr. David Brickey; West Jordan
Mr. Rick Graham, SLCO
Sheriff Rosie Rivera; UPD
Mr. Kane Loader; Midvale
Mr. Mike Shelton; Cottonwood Heights

MEMBERS ABSENT: Mr. Dale Cox; Murray
Mr. Dan Petersen; UFA
Mr. Konrad Hildebrandt; Riverton
Mr. David Dobbins; Draper
Mr. John Guildner; Alta
Ms. Gina Chamness; Holladay

OTHERS PRESENT: Chief John Evans; West Valley Fire; Operations Chair
Chief Jeff Carr; South Jordan PD
Mr. Justin Hoyal; UPD
Mr. Warren James; Contract
Mr. David Church; VECC Attorney
Mr. John Inch Morgan, VECC Executive Director
Mr. Mark Whetsel; VECC TS Manager
Mr. David Sanderson; VECC Accounting
Mr. Jeff Monson; VECC HR Manager
Ms. Gigi Smith; VECC Operations Manager
Ms. Beth Todd; VECC Operations Manager
Ms. Leslie Devey; VECC Operations Supervisor
Ms. Missy Widdison; VECC Operations Supervisor
Ms. Andrea Partridge; VECC Admin. Services Manager

APPROVAL OF MINUTES OF JULY 18, 2018 BOARD OF TRUSTEE MEETING

Motion –

. . . By Mr. David Brickey, to approve the minutes of the July 18, 2018 Board of Trustee Minutes as written; seconded by Sheriff Rosie Rivera; the motion carried unanimously.

OPERATIONS BOARD REPORTS

John Inch Morgan reminded everyone that every three months, the Board of Operations will have a joint meeting of both Police and Fire. The two months in between, they will meet separately. This first meeting in August was Police and Fire separated. Chief John Evans commented that most of what was discussed will be discussed in this meeting; Station Alerting and the CAD system. They discussed ProQa and dispatch times as well as the holiday report. Chief Jeff Carr mentioned their meeting didn't have a quorum, but they discussed channel reconfiguration with UCA and whether or not there would be a charge involved. Hexagon was

discussed and there will be a meeting tomorrow at SLC where they will present some data and watch the call process. There will be a second demo in November on the RMS. John commented that tomorrow will be a status report and where they are in the project to date. It will be a CAD and MPS demonstration. They will have a Fire demo next month sometime. A date is forthcoming. They discussed police call taking protocols and the UPD merge. They also went over July 4th stats. Sgt. Winkler mentioned the new legislation with regards to pinging phones. It was determined that it has more to do with the investigative side of things and they are still able to do emergency phone call pings.

Law Enforcement Radio Configuration

Gigi Smith mentioned they completed step 1 of 2 steps; at midnight on August 12th, the changes were made include Draper/Cottonwood Heights are patched, South Jordan, until Herriman joins in September, is alone, SSL is alone, a secondary channel has been added to West Jordan, which is open from 1500-2300, Murray is alone, West Valley is alone and Service is now open 24 hours. The secondary Service has been opened from 1500-0100. Everything went smoothly during the switchover. All agencies have been given their own radio channel, their own talk groups. This provides us with greater flexibility in patching and unpatching channels looking at geographical borders. In SB198, the fees for radios were eliminated and everything is paid for with new fees put into this bill. There will be new charges available to agencies who initiate a radio configuration change such as the display or creating a new talk group where every radio needs to be touched. It would be around \$11.67 per radio to do this. The other part is that UCA wants to have an agreement with each agency before they come out and make these changes.

Fire Station Alerting/New Stations

Beth Todd gave a brief update of the new stations who have gone online; WV Station 97, and Bluffdale Station 92. Warren James mentioned that the new Station Alerting System is very exciting, it's the biggest step taken over the past few years to decrease response times. It's reducing the time it takes to send units out on a call, anywhere from 30-90 seconds or it will once the system is fully operational. It will provide a better service for the citizens. Instead of toning each station, one at a time, it sends a data burst, the station receives it, acknowledges it and then the station does the talking. This system also has 3 redundant paths to get data out to the stations. Bluffdale is completely installed and switched over. West Valley is installed as is South Jordan. They will both be brought online at the same time. Equipment is ordered for Draper and Murray; quotes are out to West Jordan and SSL, waiting for PO's. It takes 7-14 days from the time the order is placed to arrive. It comes with an invoice which each agency will pay, take a copy of it along with payment and forward to John Inch Morgan for reimbursement. Mount Olympus Pro Audio will do the install; they will invoice the agencies, which is also reimbursable. The other part of the process is the core of the system here at VECC should have shipped out, however there have been issues. These issues were resolved, saving VECC some money; additional servers with design issues have been updated. Yesterday afternoon, Mark received an email requesting an updated PO to do the change order on the equipment. This has been sent this afternoon and Mark should receive a tracking number by this Friday as it's shipped from US Digital. Once this is received, it will have to be tied to the mountain top radio sites and an interface will have to be in place for Spillman, which is being worked on.

UPD/VECC Merger Update

Gigi Smith introduced Lt. Justin Hoyal with UPD, who is currently over Communications, and thanked him for all his hard work and for always being available. In 2011, it was determined that a study would come into VECC and they put together some guiding principles. Gigi presented these principles. This led to the GeoComm study that they gave us in 2012. Right after this, in 2013 the new Interlocal agreement came out. Lt Hoyal commented that the merger was announced earlier this year, which will happen January 1st. Several question and answers sessions have been conducted with both centers; personnel from both centers have been answering questions and giving out information. There have been changes in policies and ultimately, we are taking the best of both worlds to make one great organization as we move forward. Another thing that has been started is a bi-weekly newsletter written by John, which goes out to both organizations. This keeps everyone up to date as to what is happening. There have been several joint trainings as well and continuing to move forward, there will be several more taking place. We have also done sit-alongs, dispatchers are visiting each center to see how things are handled at both places. A computer from UPD has been set up in the VECC training room so that they can start testing systems and making sure that Versaterm will communicate with the systems here at VECC. The testing so far has gone very well. There is a small problem with speed and SL

County IS is upping the bandwidth so that this speed won't be an issue any further. Currently, UPD is down 4 full-time dispatchers and they conducted interviews and made some selections today, which went very well. This will ultimately get them fully staffed. There are a few committees that have been put together, made up of employees of both centers. Then they can go out to their peers and share the information with them. The Morale Committee was put together and the goal was to get to know each other and come up with some ideas such as a joint Facebook Page, and having BBQ's and other socials to meet each other. The Policy/Best Practices Committee is a combination of UPD and VECC policies, taking Best Practices from both and combining them into one policy. The Scheduling Committee comes together to compare what both centers do to determine how to schedule everyone. Lt Hoyal commented on how the physical merge will take place and where everyone will be seated on the dispatch floor. New wiring has been run out on the floor in order to connect all the new stations. There are three phases to the merge; furniture, personnel and then the last bit of furniture. After this they will schedule testing dates to make sure everything is transferred, and all equipment has been moved. They will also start cross-training. For the first little while, radios, channels and operations will stay status-quo. UPD personnel will continue to dispatch for UPD areas and VECC will dispatch VECC areas. Once the new CAD comes up and training takes effect, everyone will be training on it. On the Call-Taking process, right now, UPD is all EMD certified. They use the card system but they are not familiar with the software system we use for Pro-Qa. They won't need to go through the whole certification, but just a refresher and quick course to make them familiar with the software. We will also work in certifying them on Police and Fire. John mentioned that one of the most important points that the GeoComm study put out was the transferring of calls. Also, discussion with Legislators over the past three years includes creating funding, which we are taking advantage of, to work together and not transfer calls. There are many good reasons above and beyond everything we've discussed in having a consolidated center. With the new CAD system, we will all be able to train together and learn everything the same way. We are looking to go live with this new system in the spring of 2019, and we are determining now when to begin that training. One of the questions that come up a lot from our police agencies is our Call Taking protocols. The Pro-Qa for police seems to have been cumbersome in some of the questioning. John commented that we, along with SLC, have made almost 400 changes to the protocols, but, they have now allowed agencies to write their own standard procedures. He has signed the new SOG, which now follows Standards 10, making things more user-friendly. Leslie Devey gave some examples of the new standards and scoring. Sheriff Rivera offered her thanks to Gigi and Justin.

Jeff Monson is working on putting good information out to both Centers, making sure the information received is appropriate. We do want to make this a new organization. Jeff and David Warnock have been working together on combined polices, redoing and reintegrating these policies from both organizations. Our policy manual is much better because of this. Benefit comparisons have been put together in determining where we are in each organization. We are trying to bring the best from both organizations together.

Mark Whetsel mentioned that we have been actively working behind the scenes with many vendors and people from all aspects of this. Mark believes we are above and beyond the curve at this point. Cables and wires are all in, it was verified that we have enough radio connections and have been installed, and we have received quotes on getting the furniture moved to the center. We will be working with Motorola and UCA to get the radio equipment installed and we are working on the NICE audio recording equipment agreement. With two centers, we have different versions of software and different licensing we've had to work on and update. Mark is waiting on the MOU to be finalized to determine which assets will be in which building. The actual move will begin October 1st and will be completed no later than December 31, 2018. Mr. Gary Whatcott was appreciative of all the efforts being made on behalf of everyone. He feels it's the right thing for everyone involved.

2018 FY PRELIMINARY FINANCIAL INFORMATION

John Inch Morgan said there were two things he wanted to cover on the budget; the current budget we are in right now and the proforma budget for both the combination of the two. We are increasing our budget and employees by 50% and it's an important and detailed subject for this Board to be aware of, as the governing body of this organization. Dave Sanderson presented the current budget; it's an enterprise fund and some of the equipment has been capitalized and depreciation is included as well which are non-cash items. We increased from a small amount of cash to \$1.6 million unrestricted cash, primarily due to the increase of 9-1-1 revenues. We budgeted \$6.5 million and we will receive \$7.3 million. This has helped our bottom line. \$1.6 million is right where we want to be; it's not too much, not too low, and it is a good number to be going into the merger as we don't know exactly how finances will come out and how we will be affected financially. In the

MOU, UPD has agreed to pay the cost associated with the merger. This will be set up financially and Dave will create a UPD cost-center and all the costs will go directly or be allocated. John commented that our goal over the past few years has been to build the fund-balance to the point where we have operating costs. He anticipates moving forward, after the Fire Station Alerting system, it will help a lot and possibly decrease when looking at member assessments as this money coming in is an ongoing funding source. As more and more cell phones and phone lines coming in, it will only increase. The estimates coming in for the UPD merger indicate that there will be savings to both VECC and UPD members going forward. Dave also mentioned restricted funds listed on the budget, which is due to the CAD project; the lease on the CAD and UCA money. John has included in the Drop box the VECC budget, the UPD budget and a combined budget. One thing not included in the budgets is the compensation adjustments in both VECC and UPD going forward. Some of this is a differential in the way the compensation changes were updated in both entities. John mentioned there may need to be a mid-year adjustment however, he is pretty confident that we are where we need to be.

John reported that he, David Church, and Harry Souvall have been working on the Interlocal Agreement. It was started as an MOU, but Harry wanted to turn it into an Interlocal, which John felt was fine because then both Boards approve it. It was introduced last month at this meeting, but there have been a few changes as they have gone through this. They were going to include exhibits that listed all the employees but they decided not to do this. The principles that are included will apply to all employees of both organizations which means these lists will not be necessary. There are 2 different Interlocal Agreements John has put into the packet. There was pretty much agreement on everything but there is a fairly large discrepancy between the way VECC and UPD handles holidays. One version of the Interlocal reflects the VECC policy and the other is reflective of the UPD policy. Jeff explained the way that VECC pays out holiday pay. The employees are paid 96 hours throughout the year; they don't get the actual holiday off. Employees receive 3.70 hours per pay period of holiday pay on their time cards and over the year, they are paid the 96 hours. UPD does allow holidays to accumulate into an accrual account and they are given these days off at a different time if they end up working on the holiday. John doesn't care for the 26 payments they get because it becomes part of their base-pay and they forget it's actually payment for the holiday. Then when it comes to the actual holiday, say the 4th of July, and they work it, they don't feel they are getting extra pay for it. John's preference is to let people identify and know that if they work a holiday, there is an additional compensation benefit. There is any way with either system, but this one is more visible. He would prefer to treat it the way UPD treats it. The struggle John has is if we take away that extra pay each pay check, it appears there is a reduction to overall compensation even though they would receive the time and a half if they worked the holiday and they would have the choice for a floating holiday to take another day off. Sheriff Rivera asked if both sides have been asked their preference. John said everyone would like the time and a half and floating holiday, but no one wants their pay reduced as well. This is the dilemma we are up against. Mr. Layne Morris said he trusted whatever Management wanted to come up with. The Board didn't think the possible slight increase in cost was significant enough to not do it. Mr. Gary Whatcott asked John to do what was in the best interest of the employees and to bring back a recommendation to this Board. John would recommend right now maintaining their compensation and offer everyone the time and a half reflective of UPD's current policy.

Discussing the MOU, Mr. Kyle Kershaw asked if UPD's fees would be reduced if they couldn't get out of their Versaterm contract. John commented that if Versaterm or any other software licensor will not transfer those licenses to us and they are required to pay, VECC will reduce that budgeted amount by that license cost. Otherwise, if they can be transferred so that everything is self-contained, the budgeted amount from UPD will be the fee that we deal with. We will look at the difference being reconciled at the end of the year, as he believes there will be savings there. It is just a safeguard as they transfer the budget to us for this next year, if they have to continue to own those licenses, there's no double penalty to them. Kyle also questioned the 15% payout of UPD's accrued leave. John said that UPD currently budgets that amount for that property right obligation. The idea is that not everyone will leave at the same time, and if they do, they will leave before the merger itself. If people do leave, the obligation is there to deal with that, which gives the rest of the members some protection going forward. With any one of our organizations, we do not budget 100% of that liability, most do 15-20%. What UPD is doing here is transferring that entire amount they have budgeted previously to VECC for their employees that may leave.

Motion –

. . . By Mr. Kane Loader, to approve the Memorandum of Understanding as presented; seconded by Mr. David Brickey; the motion carried unanimously.

HEXAGON PROJECT SCHEDULE & SIGNIFICANT MILESTONES

John Inch Morgan has included in the packet a Hexagon timeline. With Chief Carr and the demos that we are doing, the important thing to consider is the status report we are currently doing; CAD and MPS. In looking at this, you will see when we think we are going to implement RMS and field-based reporting and some of the other software components.

NEW BUSINESS INTRODUCTION OF TOPICS FOR FUTURE MEETINGS

John Inch Morgan asked the Board that if they had any topics for future meetings to discuss, to send him an email or text and he will add it.

There was nothing else to discuss at this meeting.

The meeting adjourned at 3:30 p.m.