SALT LAKE VALLEY EMERGENCY COMMUNICATIONS CENTER

BOARD OF TRUSTEES MEETING
May 17, 2017 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. Kyle Kershaw; South Salt Lake
Mr. John Guildner; Alta
Ms. Jackie Nicholl; SLCO
Mr. Layne Morris; West Valley City
Mr. Blair Camp; Murray
Mr. Ryan Carter; Riverton
Mr. Kane Loader; Midvale
Mr. Brent Wood; Herriman

MEMBERS ABSENT:
Mr. Brad Christopherson; Taylorsville; Vice Chairman
Sheriff Jim Winder; UPD
Mr. Bryan Roberts; Draper
Mr. Mark Palesh; West Jordan
Mr. Mike Watson; UFA
Ms. Gina Chamness; Holladay
Mr. Mike Shelton; Cottonwood Heights

OTHERS PRESENT:
Mr. John Evans; West Valley City, Board of Operations Vice Chairman
Mr. John Inch Morgan, VECC Executive Director
Mr. Mark Whetsel; VECC TS Manager
Ms. Missy Widdison; VECC Supervisor
Ms. Chris Dunn; VECC Supervisor
Ms. Andrea Partridge; VECC Admin. Services Manager

APPROVAL OF MINUTES OF APRIL 13, 2017 BOARD OF TRUSTEE MEETING

Motion –
 . . . By Mr. Kane Loader, to approve the minutes of the April 13, 2017 Board of Trustee Minutes as written; seconded by Mr. Blair Camp; the motion carried unanimously.

OPERATIONS BOARD REPORT
Chief John Evans commented that at the Board of Operations meeting, they discussed issues with the Police Department and the dispatching protocols, which are being worked on. Some of the Fire protocols have been changed. They discussed the CAD and there were suggestions made that Operation doesn't take time off during the summer due to everything going on with the CAD. John will discuss this further, but they discussed Fire station alerting. One of the things that everyone needs to realize is until everyone is on the same system there will never be redundancy between Salt Lake and VECC.

EXECUTIVE DIRECTOR'S REPORT
CAD/RMS/FBR/MPS Project Update
John Inch Morgan wanted to mention that he is doing monthly updates, located on the Share Point, which everyone is invited to access at SLCAD.INFO. Those without credentials can email John and he will send them out. Every document that has been dealt with with the CAD, RMS, Field-Based Reporting and the Mobile Public Safety is located on this site. There are progress reports, agendas, and reference materials. He displayed a summary report from last month on what has been accomplished so far. Because the system is GIS-Based, everyone has been working hard to get the data bases together. There is a lot of information to be entered or

converted over. This has been the focus recently. On the Police side, for the past 2 days in the morning, members from all of the agencies have met to identify their RMS, Web RMS, conventions and protocols. There are workshop builds where they are entering data and identifying some of the differences between agencies in what a code is called or what they see on the screens. They are coming together to identify codes that mean the same to all. It does require a little bit of modification. John is also including in the Share Point things that are on the schedule as far as goals and objectives that have not been accomplished. Some of these things have been on us, but for the most part, it's been on Hexagon in retooling their approach. John also has objectives for the next little while. A few of the high priority things needed are in red. One of the stumbling blocks has been getting them certified through BCI with all of their clearances. BCI has had an FBI audit, which did not come out very well. They need to crack down on their security and each agency that has access to the BCI data will have to go through and re-write policies or submit them, or sign an agreement with BCI that certain policies will be followed. Hexagon has not been one who has wanted to send their security policies and how they handle and access data, and to send it outside the walls of their building is something they are objecting to do. John proposed to have an FBI agent in Huntsville to go in and certify that all of the elements are in their policy, if that could be transferred to an agent here. The Feds are willing to do this. We are currently about 1/5th of the way through where we need to be and the target to stand this up is next March/April. Many of these documents are included in the shared Dropbox as well as the Share Point.

CAD Data Conversion Cost

The cost to convert all of the data we have in Versatirm and Spillman will be impossible, they can convert everything in Versatirm into a CAD document, but looking at the analysis, the Spillman data is so poorly put together and disjointed that we are better off doing data entry rather than trying to develop a script that will convert the data. The cost to convert Versatirm is $35k but it has been constructed in such a way that it is pretty easy to do. One thing we need to make a determination on will be is it worth trying to enter the data or write scripts to convert the data. In a lot of different ways, the CAD data we have is probably something we can depend on, but, there may be hazards that need to be identified. We need to look at what is important to try to convert or enter in. John feels that a lot of the hazards we have, whether it be locations, materials or individuals, are probably better to be updated on an ongoing basis. Some of these individuals will have moved within a 5-year period. We may want to go back 5 years, but John doesn't know that it's worthwhile going back further. John said we can maintain a legacy base of Spillman data so that when something comes up, they still have the data. Midvale City did that when they converted from Spillman to Versatirm. Someone suggested having Utah County to store this information. John will contact Regina and see what can be worked out. This is a great way to clean up the data. John will have more information to come on this, but it doesn't seem that there is a physical or monetary solution that takes the Spillman data because it is so disjointed and hasn't been kept in a uniform fashion. Kyle Kershaw asked if the decision is made to do data entry to standardize Spillman, would it be handled at a VECC level or an agency level. John said it would be both. Initially, we would depend on the Versatirm conversion to identify from a CAD standpoint what information we would keep and access. Then from an individual Police department basis we would have each department identify the names and locations that are high priority for them. Part of it will be determined on what the Operations Board and eventually Trustees decides. Chris Dunn mentioned that Spillman has a program called Insight that a lot of agencies throughout the State utilize. Perhaps they could convert some of the information for VECC. John said this is an important topic for this group because there could be a budget impact.   He has mentioned before that he has requested 2 different funding sources for additional funds for records and data conversion. He's still working on the Federal level and has also gone to some members of the Legislature and asked them for $3 million for record conversion. Some of that would be state-wide and some would go to record conversion in Weber County, so there is the possibility to obtain some additional funds with a special allocation to the CAD fund to help with conversions.

Fire Station Alerting Systems

As we look at the CAD conversion and some of the goals we have, we want to be sure that wherever a call comes in, we don't transfer it, and that we can bring in a dispatcher from another agency, but we are able to interrogate and set off station alerting from either center. If the call is directed to us and it's a high priority, we can dispatch Sandy or SLC and they can dispatch us as we go forward if this is the most efficient way to do it. The problem is doing this is while the CAD can work integrated with both systems and those records are immediately created to be able to dispatch and do the alerting system, Salt Lake City would have to buy a Zetron system that would communicate with all of the stations in the VECC realm and VECC would have to buy

a Phoenix system to do the SLC and Sandy areas. This doesn't seem to be a very good option. VECC's Zetron system is about 12 – 15 years old, and we are beyond where we should be for an upgrade. Money will need to be spent and it makes sense to be on the same page. Salt Lake City and Sandy have been with US Digital Design Phoenix G2 system for 3-4 years and it seems to be a good system. John Inch Morgan and Chief Evans were instructed to look into this and bring more information forward. This is a budget issue which is why John wants to spend some time on this. The biggest Fire department will be UFA and John spoke to them yesterday at the UFA meeting and they were in favor of moving ahead. Part of what they have been discussing is utilizing some of the savings in the 800 MHz radio which no longer has to be paid by each individual department. Over a 3 year period the system may be able to be paid for without any additional cost to agency budgets. John and Chief Evans met with Chief Cline with Sandy, who is in charge of the conversion to the Phoenix system, and he is calculating that the range is $18k to $48k, but it would depend on the station itself. Chief Evans mentioned that it will depend on the size of the station and what each station specifically wants. John Inch calculated that at $18k per station, that would come out to $846,000. He showed basic models and one thing they would need is a floor plan for all of the stations and have the system designed. The basic model has a message sign, a speaker and then in the common area is a message sign and the controller itself. A standard floor plan includes more devices including a speaker with a red flashing light and more reader boards. John feels that as we start looking at this, there are a few budgetary issues which the Trustees need to consider whether we move forward and how we do so. John has made contact with US Digital to try and get some additional and more concrete information moving forward. On the high side we are about $1.7 million and the low side is about $846,000. Kyle Kershaw asked if these were one-time costs or if there were annual licensing fees. John mentioned that there was a one-time cost for the equipment and then annual fees, which are about the same costs depending on the equipment and maintenance costs. John wanted to emphasize that VECC is at a point right now where we need to do something with the Zetron system. The system right now is a sequential notification system, which means it notifies one station and then 27 seconds later it notifies the next company, etc. This can be very time consuming before we get everyone out the door. With the new systems, they have concurrent notifications. If there is a major fire, everyone who comes up on the recommend will be notified immediately, saving time. It was asked if each agency would handle their own or would it be an assessment and VECC would work with the company. John said this was a decision to be made at this meeting. He proposes that something to look at is with the reduced radio fees and additional dispatch fees coming in, John suspects that there will be around $1.5 million more coming in. It could be decided that VECC will pay for the cost and then it's a shared cost with new money coming in and an increases assessment. John feels we are better off by buying a complete package. We can negotiate a better deal with the upgrade of 47 stations in the Valley than having each go and negotiate independently. In looking at sole-sourcing as an option, John feels we can make the justification because the whole reason we started this was of the difficulty in having 2 different systems on the same CAD system and sending out the notification. It was asked what the justification would be for VECC to purchase more than the basic package. Kane Loader recommended maybe looking at a basic price per station, covered by VECC, and then add-ons would be an additional cost. It would depend on the size of the stations. Gary Whatcott is in favor of VECC purchasing for each station as a group, but he doesn't know how to be fair about it going into each station. The timing needs to go fairly quickly because as new stations are being ordered and built, we need to be sure we don't buy Zetron and then have to upgrade again. Chief Evans commented that something needs to be done with the system we have. A structure fire with 4 units has a longer response time because of the outdated system. Gary Whatcott thinks we need to explore it and get options now, including financial options. John will have some idea of what is needed based on recommendations. What needs to be considered now is how to make that purchase whether it's on an individual basis or as a consortium contract where everyone has obligation to pay for upgrades, or is there another methodology for contracting it for pay. There are a few ways to finance this. There is additional funding coming in, the budget can be opened and Trustees can allocate some of this for purchase. The assessments could be increased and VECC could pay for the purchase. VECC could also agree and purchase the basics and then have it allocated into the individual city budgets. Kane Loader believes that VECC needs to take the lead and come up with a basic package for each station and then allow each department to add to the station what they want. Gary Whatcott agreed and feels that VECC should do the financing as well, whether it be a bong or lease purchase. John said that the additional revenue for VECC, the $.10 will start flowing in September. Fees will be assessed in July but there is a 2 month lag, which means what is received in July was assessed in May. The Phoenix corporate office is in Phoenix, and John thinks their people should fly up here and bring their technical staff and have some discussions and presentations in July for our groups. He has made contact with their sales team to get basic information but for the next meeting, he would like to have

concrete data and have them be able to answer any questions we may have. Mark said outside of the hardware costs, there would be some form of monthly fee for IP connectivity between VECC and each station. Gary Whatcott suggested that the agencies use their money saved from the radio fees to assist with other purchases for the station alerting system. Mark commented that if we migrate away from the Zetron radio frequency, we need to make sure that all 47 stations have some sort of Cat 5 connection cable from there to here in one form or another. John said that VECC needs to perfect the pricing is to have basic station floor plans so that we can have them take a look at it. It needs to be reviewed city by city. Chief Evans mentioned that one of their Zetrons went down and they had to purchase one off EBay.

Fiscal Year 2017 Year-End Budget

John commented that normally if we were making budget adjustments, he would bring it back, have a public hearing and then have the Trustees make adjustments at the end. He is not contemplating doing this. He feels that the budget adopted a year ago is still working for us. There are minor changes with John has the authority to move from one department to another, but total amount of expenditures and revenues coming in will be sufficient for what we are doing. Kyle Kershaw said he hasn't seen a monthly financial statement for a while and he would like to see something posted monthly in the shared Dropbox. John will make sure that Dave Sanderson does this as he publishes financials monthly. Kane Loader brought up the issue of holding a public hearing after-hours; it cannot be held during this meeting. John said that the budget has already passed and we did hold a public hearing during the 1400 hour. Kane commented that in order to be compliant with State law, the meeting has to be held after 1700 or 1800. If we have to adopt the budget again, we'll need to do it after a public hearing. John requested a date from the Board. The Board discussed different dates of availability and where to host the meeting. They also decided that the budget would be re-adopted at the June Trustee meeting. The meeting will be held on Monday, June 5, 2017 at 1800 at Midvale City Hall.

UCA Letter Regarding SB0198

Each agency should have received a notification from Dave Edmunds on the radio fees. This is just to make sure that each city received the notification and knew what was happening with these fees.

DISCUSSION OF STRATEGIC GOALS – FISCAL YEARS 2018 THROUGH 2021

With the budget hopefully being adopted in June, John would like to start working on a Strategic Plan again. He suggested that as we start looking at goals and objectives for the next 3 years, that in the next few months we have a joint Operations/Trustees meeting. John will send out the Director's Goals and Objectives so that everyone can look at them and edit them, giving us a basis for discussion. This is probably a good idea to have it sooner rather than later so we can discuss the Phoenix Station Alerting system and some other issues that now that the budget has changed with radio and additional fees, we can identify needs, opportunities and concerns. John would like to schedule July or August to have the joint meeting. He said if the Board wants to take a month off, July would be the best month, and then they should hold a joint meeting in August.

Motion –
. . . by Marc Reid, to cancel the Trustee meeting in July and then hold a joint Board of Operations/Trustees meeting in August; seconded by Brett Wood; the motion carried unanimously.

The joint meeting will be August 16, 2017 and John suggested moving the meeting to 10:30 a.m. which is when the Operations Board normally meets, which will give us more time to get into some issues.

CITY/TOWN MASTER PLAN AND ANTICIPATED PUBLIC SAFETY CHANGES

John mentioned that we do have a good relationship with all the Cities and planning commissions as they approve subdivisions and things. But as we get into the GIS-base CAD and RMS, it's important that we have the information timely. We ran into a situation where a subdivision had been in existence, but it hadn't been updated and someone responding couldn't find the location. Mark Whetsel wanted to make everyone aware that moving forward, it will require more effort in the way the data's converted from the GIS ESRI stuff we currently use now and converting it into a different format and entering it. There will be some give and take in the next 6 – 12 month in making sure we get timely data so that everything is converted and entered into the CAD so that we have accurate information in the 2 locations, the CAD and the web-RMS. Communication is

important and it seems that most everyone is pretty good. Gary Whatcott asked if VECC had any capital projects for the building that needs to be done. John explained that there is an amount of money in the budget to keep the building up and running. We just completed a chiller project that didn't increase the assessments and we believe the amount being utilized is sufficient for the next little while. This amount will be re-budgeted each year for the different projects. There will be a parking lot project coming up at some point in time. Another project coming up is upgrading the UPS system and Mark is beginning to get quotes for this. Regular maintenance has been done on the batteries and so Mark doesn't think this will be too bad.

ROUND TABLE DISCUSSIONS – INTRODUCTION OF ITEMS FOR FUTURE MEETINGS
There was nothing further to discuss at this meeting.

The meeting adjourned at 1517.