

Utah Communications Agency Network Executive Committee Meeting September 20, 2005

Present:

Steve Proctor, Executive Director, UCAN
Brad Slater, Weber County Sheriff's Office
Paul Burnett, Salt Lake County Sheriff's Office
Steve Gray, Bountiful Police Department
Doug Chandler, Department of ITS
Phil Bates, Department of Public Safety
Tom Kuhlmann, Provo City
Gerald Maughan, Midvale Police Department
Jeff Winterton, Wasatch County Sheriff's Office

Steve Foote, South Salt Lake Fire Department
Steve McCarthy, Department of Transportation
Kathy Trees, UCAN
Jake Hunt, UCAN
Bob Wilenski, Ogden City
Gary Lancaster, VECC
Brent Chandler, DNR
Justin Watters, Utah County
Bill Aldous, Motorola

- ▼ Meeting was opened at 2:01 P.M. and conducted by Brad **Slater**.
- ▼ Meeting minutes from July 19, 2005 were approved. Tom **Kuhlmann** offered a motion to approve the minutes. Gerald **Maughan** seconded it. Vote: All in favor.
- ▼ Steve **Proctor** requested adding to the agenda (under other items) three policies for review and approval: Motor Vehicle Disposal, Disposal of Surplus Property and Leasing Transmitter Space.
- ▼ Steve **Proctor** reviewed system changes, modifications and accomplishments from July to September 2005:
 - Constructions Projects (coverage area, reconstruction and/or repair):
 - Echo Canyon - Summit County
 - Cal Mountain - Weber, Box Elder Counties
 - Ford Ridge - Utah, Wasatch and Carbon Counties
 - Black Crook - Reconstruction, adding to the emergency generator building.
 - Clayton Peak - Ice damage repair
 - Summit Justice - Jordanelle
 - Hobble Creek
 - American Fork Canyon
 - Hobble Creek - Reviewing site location options with Springville Fire and P.D.
 - American Fork Canyon - Working with Utah County. Site is ready for installation. Working on connectivity to the system (either a radio or fiber connection).
 - Layton Site - Trade for space at Jordanelle with T-Mobile (no cost to UCAN).
 - Prime Site - Working on rewiring.
 - Winter site preparations underway: Generators, fuel, site maintenance.
 - Clayton Peak - Repairs in process.
 - Jake **Hunt** and Doug **Chandler** - Rewriting Interoperability Protocols.
 - UCAN Vehicles - Replacements in process.
 - Two staff members hired: Paul Smuin (Radio System Maintenance Technician) and Jeremy

- White (Site Maintenance Technician).
- Katrina Report - Mississippi and New Orleans - Steve provided an update on their communications.
- UCAN Communications Sites and Facilities :
 - Tower foundation and building built to regional earthquake standards.
 - Racks of equipment braced and grounded.
 - Antennas, coaxes and ancillary equipment grounded.
 - Generators configured to run site systems and A/C.
 - Fuel Tanks - Have 250 gallon and 500 gallon capacity. May consider 1,000 gallons.
 - Adjust fuel and batteries to accommodate a 7-day outage.
 - Redundant or hot-standby microwave where possible. Geography hinders some paths.
 - Redundant battery chargers.
 - Prime site and VECC is “Base Isolated” against earthquakes.
 - Dishes have ice shields.
- Steve updated the Rebanding Project.

- ▼ Personnel Issue - Steve **Proctor** was approached by an individual seeking employment. Discussion commenced. Steve **Gray** motioned to allow Steve **Proctor** to gather information and negotiate the best deal as discussed in the Executive Session. Information will be presented to the Board for review and/or approval. Gerald **Maughan** seconded it. Vote: All in favor.
- ▼ Steve **Proctor** updated the Rebanding Process which formally begins February 1, 2006 and must be completed by May 6, 2006. Steve passed out a Statement-Of-Work (SOW) that is directed to Motorola for their cost as noted in the SOW. Budgets will be mixed and that is the point at which we begin to negotiate with Nextel/Sprint. Part of the SOW will include an inventory of the infrastructure pieces and system user devices. A list will be assembled of all user devices (agency-by-agency) that need replacement or can't be re-banded. Nextel/Sprint will replace them. The SOW will include software costs and infrastructure pieces. Steve passed out a proposed Letter of Authorization for agencies to sign with UCAN on the Rebanding Project. In summary, agencies will allow UCAN and the Executive Committee to represent them during the Re-banding Project. In this process, the Licensee is the one being re-banded and the un-licensed agencies are users on the network. This letter will allow UCAN to represent all agencies currently using the UCAN system to inventory and allow UCAN to get the radios they need replaced in the que with Nextel. A meeting is scheduled with Motorola to discuss the SOW. Open for discussion. **REMEMBER** - re-banding costs are covered by Nextel and it's our responsibility to estimate accurately and then negotiate with Nextel. A committee from this board should be involved in this process. The SOW will identify what radios need to be replaced.
- ▼ Gerald **Maughan**, Chairman of the Nominating Committee passed out the Nominating Committee recommendations to be placed on the October 18th ballot for election. Also, other person(s) can be nominated from the floor before the election and placed on the ballot. Recommendations are:

2-Year Term

Weber/Morgan County
Summit County
Utah County

Representative

Sheriff Brad Slater
David Thomas
Dave Bennett

4-Year Term

Salt Lake County
Davis County
Tooele County
Wasatch County

Representative

Chief Dan Pearson
Steve Gray
David Williams
Sheriff Ken VanWaggoner

At-Large

Four Year
By Contract
Two Year

Representative

Chief Steve Foote
From Salt Lake County
Craig Dearden

- ▼ Draft Budget Presentation - Kathy **Trees** and Steve **Proctor** provided the budget update. No user rate increases for 2006-2007.
- ▼ Steve **Gray** made the motion to adjourn. Gerald **Maughan** seconded it. Vote: All in favor.
- ▼ The next regular meeting is October 18, 2005 (Tuesday) at 2:00 P.M. at UCAN - 5360 S. Ridge Village Drive, WVC (5400 South and 5885 West).