

# Utah Communications Agency Network Executive Committee Meeting December 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  
Steve McCarthy, Department of Transportation  
Dave Bennett, Utah County Sheriff's Office  
Ed Alter, State Treasurer  
Phil Bates, Department of Public Safety  
Dan Pearson, South Jordan Police Department  
Tim Slocum, Department of Corrections  
Jeff Winterton, Wasatch County Sheriff's Office

Kathy Trees, UCAN  
Jake Hunt, UCAN  
David Hopkins, Department of Transportation  
Craig Gibson, Layton Police Department  
Bob Wilenski, Ogden City  
Jon Tait, Motorola  
Chris Dunn, Salt Lake City Police Department  
Carol Groustra, Department of Public Safety  
Laura Lewis, Department of Public Safety  
State Auditors - Stan Parish and Natalie Grange

- ▼ Meeting was opened at 2:01 P.M. and conducted by Brad **Slater**.
- ▼ Meeting minutes from November 22, 2005 were approved. Tim **Slocum** offered the motion to approve and Steve **Gray** seconded it. Vote: All in favor.
- ▼ Steve **Proctor** reviewed system changes, modifications and updates from November to December 2005:
  - All repairs at Clayton Peak are completed.
  - Black Crook now has two 1,000 gallon fuel tanks, two separate generators and a new ventilation system with ice shielding.
  - Connectivity at Jordanelle is complete and will be on-line by January 2006.
  - Rebanding discussions continue with Nextell. When planning contract is ready, it will be brought to the Board for approval.
  - Cal Mountain site is operational.
  - Steve presented UCAN Goals for January 2006 - December 2006.
- ▼ First Report - UCAN's Financial Statement Audit Report for FY2005 (prepared by UCAN). The Single Audit Report prepared by the State Auditors were passed out. Ed **Alter** encouraged everyone to read the Management Discussion and Analysis (pages 5-10) because that's Management's representation of who we are and what we're doing. You should understand and agree with that. Stan Parish /State Auditor related their opinion that the Financial Statement is fairly presented. Second Report - Single Audit - No findings.
- ▼ Budget Meeting - Tim **Slocum** said the first quarter report had no findings or issues and he appreciates Kathy **Trees** for her hard work.
- ▼ Annual Review - Brad **Slater** will do Steve's Performance Evaluation January 2006.

Discussion will encompass Goals for 2005 and new Goals established for 2006. Brad encouraged the members to call him with suggestions for additional goals. Steve also encouraged members to offer suggestions.

- ▼ System Outage - Steve **Proctor** presented the system outage and sequence of events which caused the Zone Controller to go down. The problem was a failed sync card. After discussions with Motorola (Jon Tait) and Steve, Motorola shipped a new Zone Controller. A system outage will be scheduled to install it. The outage has reminded users of the necessity to know where their look-down channels are and where to go when the system goes into site trunking. Steve recommended doing system outage exercises (as a test, if possible) as training for possible future system outages. Steve asked for recommendations. Discussion commenced. Jake **Hunt** related UCAN's notification procedure before the system is shut down for maintenance. Each center will contact their people and discuss the options.
- ▼ Performance Report - Steve **Proctor** presented the Top 13 Talk Groups with average annual push to talks at 86 million calls /24 hours.
- ▼ UCAN's calendar schedule and agenda items for January thru December 2006 were presented and approved with two dates corrected. They will be posted on UCAN's website: [www.ucan800.org](http://www.ucan800.org). Dan **Pearson** offered the motion to approve and Steve **Gray** seconded it. Vote: All in favor.
- ▼ Steve **Proctor** presented the committee members length of duty which was discussed with Bryce **Petty**/Assistant Attorney General. Bryce suggested leaving the two-year terms as they are and when the terms expire, hold an election or have the Executive Committee extend the two-year terms for another 4 years. If a member chooses not to run, an election would be held. Replace Pink **Evans** name with Paul Burnett.
- ▼ Steve **Proctor** passed out a Safecom Bulletin. Safecom requested Steve to continue to participate for another year. The meetings are quarterly and they pay for all expenses. Steve feels it's important for UCAN to continue being involved.
- ▼ Steve **Proctor** passed out a list prepared by Jake **Hunt** on the state's stand-alone repeaters, locations and their coverage area as requested by Dan **Pearson**.
- ▼ Excess Olympic equipment will be re-deployed to other areas for use. Dan **Pearson** offered the motion to approve and Steve **Gray** seconded it. Vote: All in favor.
- ▼ Steve **Gray** made the motion to adjourn. Tim **Slocum** seconded it. Vote: All in favor.
- ▼ The next regular meeting is January 17, 2006 (Tuesday) at 2:00 P.M. at UCAN - 5360 S. Ridge Village Drive, WVC (5400 South and 5885 West).