

# Utah Communications Agency Network Executive Committee Meeting June 20, 2006

## **Present:**

Steve Proctor, Executive Director, UCAN  
Ed Alter, State Treasurer  
Paul Burnett, Salt Lake County Sheriff's Office  
Dave Hopkins, Department of Transportation  
Tim Slocum, Department of Corrections  
Dave Bennett, Utah County Sheriff's Office  
Steve Foote, South Salt Lake Fire Dept.  
Steve Gray, Bountiful Police Department  
Jeff Winterton, Wasatch County Sheriff's Office  
Kathy Trees, UCAN

Bob Wilenski, Ogden City  
J.D. Lougee, Provo Police Department  
Carol Groustra, Department of Public Safety  
Jake Hunt, UCAN  
Tina Roylance, Layton PD  
Dave Shopay, West Valley City  
Jon Tait, Motorola  
Tom Kuhlmann, Provo City  
John Pratt, DNR - Wildlife Resources  
Rachel Moore, Provo Police Department

Meeting was opened at 2:00 P.M. and conducted by Ed **Alter**.

Minutes from May 16, 2006 were approved. Tim **Slocum** offered the motion to approve and Steve **Gray** seconded it. Vote: All in favor.

Steve **Proctor** reviewed accomplishments, changes and system modifications from May 2006 to June 2006:

- Five employees were re-certified on tower climbing, an OSHA and annual requirement. It involved one day classroom training and one day of tower climbing and rescue techniques. Jake **Hunt** discussed the importance of actions involved with the process. We will need to update and re-certify our equipment at a \$10,000 cost for harnesses, ropes, clips, helmets, etc. We're required to have at least two people at each tower climb in case a rescue is needed. We need the certification to maintain antennas, coaxial cable, etc.
- Wasatch Simulcast Update - All equipment is ordered, remodeled Quarry Mountain, the Jordanelle site is under construction, expect microwave delivery to Lewis Peak any day, experienced delivery problems with the electronics.
- Quarry clean-up was initiated and more is needed; new wall, rodent clean-up, paint and relocate racks of equipment. A before and after picture from the test equipment on the interference (signal strength) indicates what site clean-up accomplished. A reading was taken from the signal going through the tower top amplifier before clean-up. The "after" test equipment pictures show a remarkable interference signal reduction due to tower equipment removal. It was time well spent.
- We've been working with Park City PD. They identified coverage problems. We're reviewing possible new sites (Bald Mountain and Areir Hill).
- Hansel Mountain will enhance coverage along the freeway to the Idaho border. The site needs paint inside and out, a new roof, a new generator and rodent treatment.
- Rebanding work continues.
- Finished a 3-week Inspector General's Audit on all five Grants we received during the Olympics..
- We're preparing for Fiscal Year End financial report.
- Conducted training on MCM tracking software for work tickets on the rebanding process.

Audit Committee Report Update - Chairman Tim **Slocum** reported everyone looked good, as we're supposed to be. We've been cautious about the maintenance/repair budget. The budget is increasing and may be "over". In other areas, we're on budget or under. We don't foresee any budget overruns.

- On Budget 2007 we put in an approximation on staff COLA's or merit increases so we can complete the budget process and approve it. We based it on what the actual's are going to be for the States across the board; namely 2.75%. We will need to approve that for the Budget. Tim **Slocum** offered the motion to approve and Steve **Gray** seconded it.  
Vote: All in favor.

Inspector General Federal Audit Report - They audited all five UCAN grants and other grants that we were a part of, including Ogden City and the Grant for the Olympic equipment from the Department of Defense. They wanted all statistics; how many calls were made, where the money came from, improvement of radio communications, how it was, how it changed the way we do business and all financial information. The State Audit is November 2006.

Steve **Proctor** presented a spreadsheet that gives project tracking for the rebanding project to date. All agencies were encouraged to submit their radio inventory as soon as possible. Discussion commenced. Jon **Tait** volunteered and is scheduled to provide upgrade rebanding radio prices for entities at our next UCAN meeting. Dave **Hopkins**/UDOT shop rate is \$40 per hour and charge 1 hour per unit. Dave will email his rates to Steve.

Minimum Radio Requirement - Jake **Hunt** passed out a draft document regarding concerns created by the purchase of low tier radio equipment. Discussion commenced. If you don't have Smartzone, it might be time to upgrade. Jake **Hunt** and Jon **Tait** will modify the document to be reader-friendly.

Other Items - Utah County hired a contractor for American Fork Canyon who's working on connectivity and it may be completed by mid-July. Dave **Bennett** will work with us on Hobble Creek. A proposed budget will be prepared for each site for the Board's approval. Jeff **Winterton** has the building and just about permitted at Daniels Canyon..

Next meeting - July 18, 2006.

Steve **Gray** made the motion to adjourn. Vote: All in favor.