

# Utah Communications Agency Network Executive Committee Meeting December 19, 2006

**Present:**

Steve Proctor, Executive Director, UCAN

Brad Slater, Chairman

Jeff Winterton (not-present) Proxy to Sheriff Slater

Tim Slocum - Department of Corrections

Steve Gray - Bountiful Police Department

Doug Chandler, Department of Technology Services

Paul Burnett, Salt Lake County Sheriff's Office

Dave Bennett, Utah County Sheriff's Office

Steve Foote, South Salt Lake Fire Department.

Dave Hopkins, Department of Transportation

Dan Pearson, South Jordan Police Department

Dave Williams, Tooele County Sheriff's Office

Ed. Alter, State Treasurer

Kathy Trees, UCAN

Jake Hunt, UCAN

Jon Tait, Motorola

Henry Johnson, Motorola

Phil Bates, Department of Technology Services

Gregory Carroll, Granite School District

Stan Godfrey, State Auditor's Office

Jennifer Roth, State Auditor's Office

2:09 P.M. - Tim **Slocum** made a motion to move out of the Executive Session and into the regular Executive Committee Meeting. Steve **Gray** second it. Vote: All in favor.

Meeting was opened at 2:14 P.M. and conducted by Brad **Slater**.

Tim **Slocum** clarified his motion noted in the minutes from the November 21, 2006 meeting. Clarification on the FY 2007-2008 Budget - The motion was that the current rates will be part of the budget for 2007-2008. There will be no change in the present rates and the budget will be adjusted accordingly. Also, Paul **Burnett** made a correction; Chris **Dunn** is now the new Salt Lake County Dispatch Manager. Tim **Slocum** made a motion to accept the amended minutes. Dan **Pearson** seconded it. Minutes were approved as amended. Vote: All in favor.

Sub-Committee Report on the Purchase of a fourth Zone Controller - Steve **Proctor** reported on the options for purchasing the zone controller. Funding issues were discussed and summarized in the Executive Session. Steve passed out the six options as they were discussed in the Executive Session with respect to the zone controller and its audio switch. They are: 1) Do nothing, 2) SLC Option, 3) UCAN purchase the controller/audio switch, 4) UCAN lease the controller, 5) Approach the legislature for an appropriation working with Department of Public Safety (DPS) and the Division of Technology Services (DTS) and, 6) Motorola proposal (Interest free for 6 months and payment wouldn't be due until 1 year later - per Jon **Tait**). Brad **Slater** reported on the discussion from the Executive Session. Brad **Slater** relayed that they would take the next 30 days to contact their local rate payers regarding implications of a decision to purchase the controller and audio switch and see if they are willing to accept a \$9.00 per year increase (per device) in the fee structure to handle the depreciation for the purchase with the idea - and/or hope - that, after the Legislative Session had concluded, there would be a possibility that DPS would purchase that item. We should inform our local rate payers what the implication would be if we purchase outright (the worse case scenario) and within 90 days or so after the Legislature has distributed the \$1.6 Billion surplus, that it could be funded through DPS and, through negotiations, we could facilitate a fourth zone controller. If the State buys the controller, there would be no increase in the rate schedule. Discussion commenced. There was a request to

contact Jon Tait/Motorola and see if 30 more days could be added to the offer to provide time to inform agencies. Jon **Tait** said that Motorola can guarantee it through the end of the year". After that, it goes to whoever needs it and can pay for it first, so there is a risk. Ed **Alter** requested from Motorola a 30-day extension. Jon **Tait** will look into it and he suggested that Steve **Proctor** write a letter stating the Board's intent. A conference call was set-up for December 29, 2006, 10 A.M. for feedback. Kathy **Trees** will prepare a cost summary to reflect each agency's cost. Tim **Slocum** stated that UCAN's intent - depending on the vote of the membership - is to commit to Motorola to purchase the zone controller. If the Legislature comes through, DPS will pick up on that and we will move out of the way and, if it fails, we are the "fail safe". Tim **Slocum** asked Phil **Bates** if DPS was willing to pick that up. Phil **Bates** related it was in the plans they have been working on for over six months. Tim **Slocum** - So Public Safety is willing to do that? Phil **Bates** nodded.

The Audit Report was presented by Stan **Godfrey**/State Auditor's Office who related they have completed the Audit for the year ending June 30, 2006 and, for the financial audit, they issued a clean opinion of the financial statement. This year, unlike last year, there was not a single audit or a federal compliance requirement audit that was necessary because the main federal program previously audited is ending. One of things required by auditing standards is to report to the Board adjustments they propose that are significant. Kathy **Trees** has done a excellent job. One adjustment was proposed but not booked in the statements. It relates to a lease with the American Tower Site - which has changed owners several times - to record an addition of \$104,000 (total amount of the lease agreements). Steve **Proctor** will document attempts to resolve this issue with the (non-responsive) American Tower. If there is no reply, Steve will continue to document attempts to provide an audit trail for the State Auditors to resolve this financial responsibility issue and to show no liability exists to UCAN. Auditors issued a management letter concerning internal controls they felt were significant to the financial reporting but did not issue an opinion on those controls. They looked at compliance with laws, contracts and grants that they felt would have a significant impact, but they are not giving an opinion on that compliance. They are reporting anything significant in those areas. Two recommendations were issued 1) Contract Issue - Contacted Dave **Williams** of Tooele County and he stated that UCAN has met the requirements and there is no UCAN liability. Recommendation - when modifying a contract, do it in writing to protect against legal liability. 2) Payroll Issue - This a very minor finding, where the employees time sheet didn't agree with what the employee was actually paid (2 hours vacation). It didn't get reported properly when they were paid and didn't get entered into the payroll system properly (not a big issue). **Management** and Kathy **Trees** was great to work with. Steve **Proctor** related the same about the Auditor's staff. Steve **Proctor** asked Stan if he has heard anything on the Federal Audit Report because Steve doubts he will every get a response. Stan **Godfrey** related his office contacted the Federal Government and they related the audit is still in process and agrees with Steve that a report might never be issued.

System Changes/Modifications and Accomplishments for November 2006 - December 2006.

- The first batch of rebanding radios for West Valley City has been received, replaced and returned to Motorola.
- The agreement to replace UDOT's mobile radios was completed and sent to Sprint/Nextel for approval. UDOT's 638 replacement fleet radios will need reprogramming. The contract included labor for installation, programming, training and template cost for UCAN and UDOT. This replacement is the largest to date in the country.
- Working on the issue of the difference in cost for making the manufacturer neutral switch on radio equipment. Steve passed a letter that was written to Patty Tikkala - Sprint/Nextel -

who is the highest person over rebanding. Hopefully, we have adequately stated UCAN's case.

- Mount Ogden and South Ogden had path problems attributed to ice damage to the dish located at Mount Ogden. This will require a new dish, antenna mount and a helicopter to get to the mountain.
- Strawberry Peak battery and power supply problems are being repaired.
- Finishing up final touches to Daniels Peak site alarm systems and electronics.
- Hansel Mountain - Completed work on grounding, generator and fuel lines.
- Tabby and Current Creek - Replaced the microwave radio between the two peaks for a more reliable unit. Repaired lightning damaged UPS and Generator.
- Frequency Licensing - Jake **Hunt** and Robert **Brough** completed modifications to the state-wide frequency plan in preparation for license submittal to the FCC and have done a excellent job. This includes licensing the new sites, simulcast network and upgrade to increase frequencies at existing locations..

Steve **Proctor** passed out the yearly meeting schedule for January-December 2007 (also posted on the web).

Dan **Pearson** made a motion to give UCAN personnel ½ day off on Friday before Christmas. Tim **Slocum**/Paul **Burnett** seconded it. Vote: All in favor.

Other Items - Steve **Foote** made a motioned for Steve **Proctor** to write a letter to Motorola expressing our interest in the zone controller and our desire to keep it in a reserve status until we determine exact funding. Vote: All in favor.

Next meeting - January 16, 2007.

Dan Pearson made a motion to adjourn the meeting.