

Utah Communications Agency Network Executive Committee Meeting December 18, 2007

Present:

Steve Proctor, Executive Director, UCAN
Brad Slater, Chairman
Doug Chandler, Department of Technology Services
Steve McCarthy, Department of Transportation
Lindsay Shepherd, South Jordan Police Department
Tim Slocum, Department of Corrections
Ed Alter, Utah State Treasurer
Brent Ball, Summit County Sheriff's Office
Tina Roylance, Layton Police Department
Dave Williams, Tooele County
Paul Burnett, Salt Lake City Sheriff's Office
Steve Foote, South Salt Lake Fire Department

Jake Hunt, UCAN
Kathy Trees, UCAN
Bob Wilenski, Ogden City
Jim Hansen, BEMS
Dave Hopkins, Department of Transportation
Jon Tait, Motorola
JD Cahoon, EFJ Johnson
Dave Shopay, West Valley City
Stan Godfrey, State Auditor's Office
Steve _____, State Auditor's Office
Dave Spataford, Lobbyist

1. Meeting was opened at 2:03 p.m. and conducted by Brad **Slater**.
2. Meeting minutes for November 20 , 2007 were approved. **Tim Slocum** offered the motion to approve the minutes. **Dave Williams** seconded it. Vote: All in favor.
3. System modifications and changes (November to December 2007) -
 - Prime site modifications - The prime site is the network headquarters for the UCAN system. We have been working with **VECC** to remove, change-out and surplus some antiquated equipment in preparation for installing the fourth zone with Carl **McCormick** and his team. The fourth zone equipment has been installed and is about 80% completed. Cabling needs to be installed done and then it will soon be operational for additional site connectivity.
 - We also have some issues with patching repeaters across the zones and Motorola graciously supplied the equipment and hardware for three Central Electronics Banks (which are almost complete) which will allow us to patch across the zones of conventional resources. This will aid interoperability greatly.
 - Park City Fire has asked for help in relocating a paging base station to provide better coverage. Relocation is underway.
 - Doug **Chandler** and his team were thanked for helping UCAN get to Parley's Canyon during a snow storm; the vendor we rent space from didn't think it was necessary to fuel his generator. UCAN had to fill it for him. The power was out, it was the night before a big snow storm and we wanted to assure the site was operational.
 - The Rebanding Infrastructure Agreement Contract with Sprint/Nextel will commence as soon as the user units are complete.
 - Proposed Projects for which groundwork is completed:
 - Logan City/Cache County - This project was generated out of the PSIC Grant Process (Public Safety Interoperability Communication Grant Process) for \$2.5 Million to construct a network to reach into Logan/Cache Valley and Cache

County. We have done site simulations, radio testing and microwave hop analysis are laying the groundwork. We will propose a contract with Logan City and Cache County for including them on the UCAN network using the grant funding. Brad **Slater** suggested that we consider them for a seat on the Board (similar to how we added Salt Lake County) or to define legislation to include them. He asked everyone to think about it and, at the next meeting, discuss how we can do that. We have two choices: either by contract (taking one of the existing seats) or a legislative change that adds a seat or two based upon those kinds of relationships. Steve **Proctor** stated, that attached to the packet, is a request from the Logan City Police Department requesting a seat on the UCAN Executive Board.

- Proposed Project with Summit County to expand radio coverage into the high Uinta recreational areas (which are very critical now). We were awarded some funding.
 - Proposed project with Weber County to expand coverage into the upper valley (Eden, Pineview area) to provide better service. We've been working with Sheriff Slater on this project.
4. Rebanding Report - Steve **Proctor** passed out a proposed schedule through the end of the rebanding process for user units based on agencies utilizing three Motorola teams. We are about 3 weeks ahead of schedule and anticipate completion by Mid April 2008. After that, it will be clean-up time with who was missed due to various reasons. Reminder - The schedule changed and we ask for everyone's patience. We have a Change Order Process underway for EFJ radios. The Change Order is in the contract process with Sprint/Nextel and the TA. If there are any other EF Johnson issues, we need the Change Order to get through the process at the TA. Carl **McCormick**/Motorola related that everything is going well with each team averaging about 150 units a day. Steve **Proctor** related that we have completed just under 6,000 of the 18,500 (our best guess). It fluxuates daily
5. Auditor Report: Stan _____ and Steve _____ /Auditors Office were present. Stan _____ reported there were no issues or problems to be presented. There are a few things in the financial statement and management discussion and analysis (page 7). The financial statements (page 7) this shows a comparison of net assets between 2006 and 2007. Total assets from 2006 to 2007 went from \$33.2 million down to \$32.6 million, a \$623,000 dollar decrease; the majority being capital assets. It gives your operation a unique situation with 2/3 of assets being capital assets. The decrease in total assets is not necessarily bad and because total liabilities also decreased about \$1.5 million. The net affect is that net assets actually increased about \$880,000. UCAN is headed in the right direction because, even though the total assets decreased, liabilities decreased more, mainly due to paying off long-term liabilities (bonds and other commitments). The Statement and Net Assets defines the situation at a certain time. The next statement shows what happened between two points in time. On page 9, is a condensed version of the statement of changes in net assets. During FY 07, total revenues increased \$270,000 compared to the prior year mainly due to charges for services (fees increased \$141,000 and interest income increased \$147,000, so Ed Alter is doing good things with cash invested in his pools). Revenues are up and total expenses decreased \$71,000. Almost half your expenses are due to depreciation of the capital assets, another effect of your equipment and facilities, a huge portion of your operation. Rebanding contributed to the

\$180,000 increase in ending net assets. Rebanding income increased \$144,000 as did expenses which increased \$65,000. Those are the key things that's affected your operations for 2006. So net assets increased while major debt decreased, a positive situation. Nothing in operations indicates a problem. I see the challenge as finding finances or enough income to repair/replace/update as things become obsolete. I think that is the Board's biggest challenge. The capital assets are such a key part of your operations. Our opinion is that the financial statement is clean. Financial statements are fairly presented in all material respects and are in accordance with General Acceptance Accounting Standards as well as Government Accounting Standards. Steve and Kathy have done an excellent job in keeping track the operation properly reporting it in the accounting records and the financial statements. As to Management Letter itself, there are no findings or recommendations. It's a required report after our audits in accordance with Government Auditing Standards. It says that we considered UCAN's internal controls over financial reporting and planning in carrying out our auditing procedures, but our purpose is not to give an opinion on the effectiveness or efficiency of those standards. We usually point out any problems noted in "recommendations"; there were none. Again, there were no findings; can't get a much cleaner audit from our point of view. Any questions or concerns? None noted. Tim **Slocum** made the motion to accept the Auditor's Report. A second was given. Vote: All in favor.

6. Repeater Purchase - Tim **Slocum** made the motion to, at the discretion of the Executive Director, purchase up to 30 repeaters using one of the funding sources for equipment and/or project funding that we carried over from last year - not to exceed \$233,000. The motion was seconded. Vote: All in favor.
7. Legislative Report - Dave **Spataford** met with representative Brad **Dee** and are on a all systems go. We talked about the Task Force issue and we talked about the membership. Representative **Dee** would like local government included on the Task Force. Representatives from the Cities and Counties because they will have to help pay to expand the system. Dave continued on with his briefing. Dave will draft an outline on the topic points to go along with the support letter. Time is of the essence. Dave would like to know when agencies contacts and discussion commenced and offered himself available to support.
8. Other Items - Executive Director Contract for Steve **Proctor** is up for renewal. Doug **Chandler** stated, Mr. Chairman, I make a motion that we continue with another 3-year contact with Steve Proctor to be retained as Executive Director of UCAN. The motion was moved and seconded. Vote: All in favor.
9. Next meeting - January 15, 2008.