

Utah PSAP Advisory Committee

Meeting Minutes

Date: Wednesday, March 3, 2026

Time: 1:02 PM

Location: Virtual / Recorded

Recorder: Committee Recording

### **1. Welcome and Attendance – Lisa Kehoe**

- The meeting was called to order by Lisa Kehoe, who confirmed attendance from committee members and guests, including representatives from UCA and agencies presenting requests.
  - PSAP Advisory Committee members:
    - PRESENT:
      - Lisa Kehoe
      - Heather Perkins
      - Chad Imlay
      - Jenny Swenson
      - Kevin Rose
      - Kordine Nelson
      - Karl Kuehn
      - Wally Perschon
      - Jeremy Hales
    - NOT PRESENT:
  - UCA Staff:
    - PRESENT:
      - Kati Peters
      - Melanie Crittenden
      - Tina Mathieu
      - Phil Krebs
  - Others:
    - PRESENT:
      - Alicia Gleave

- Brenda Butterfield
  - Stephanie Richards – Vernal
  - Christian Newlin
  - Amie M
  - Monica P
  - Nickie
- Karl recused himself from committee deliberations to present on behalf of Layton City.

## **2. Agenda Adjustments**

- Approval of previous meeting minutes was moved to later in the agenda to prioritize agency presentations.

## **Agency Requests and Presentations**

### **3. Layton City Reallocation Request**

- Karl Kuehn presented Layton's request to reallocate five VESTA and six L3 Harris radio positions from Davis County Sheriff's Office to Layton, as part of ongoing PSAP consolidation.
- Layton will become the sole PSAP in northern Davis County, increasing staff from 22 to 47 FTEs.
- The reallocation is based on anticipated call volume and operational needs after consolidation, with no net increase in positions.
- No objections or additional questions were raised.

### **4. Springville Addition Request**

- Brenda Butterfield requested one new VESTA phone console and one L3 Harris radio console for Springville, citing minimum staffing requirements and operational challenges during busy periods or equipment failures.
- Discussion noted an increase in call volume since 2019 and the need for redundancy.

## **Discussion and Deliberation**

- Melanie Crittenden (UCA) provided data on PSAP positions, staffing, and system capacity, and clarified that the cost of new or reallocated positions is typically borne by the requesting PSAP.
- Melanie Crittenden (UCA) and committee members discussed the practice of reallocating equipment from under-utilized or consolidating centers rather than purchasing new consoles.
- Committee members discussed justification for Springville’s request, noting a lack of budgeted FTEs and mixed trends in call volume.
- Concerns were raised about approving additional consoles without corresponding staff.
- It was agreed to amend Springville’s request to a VESTA phone console only, with the option to revisit the radio console request once staffing is secured.

### **Motions and Votes**

- Motion passed to approve Layton’s full reallocation request.
  - Motion to approve Layton’s full reallocation request made by Walter Perschon.
  - Seconded by Jeremy Hales and Chad Imlay.
  - Vote: approved unanimously
- Motion (as amended) passed to approve a VESTA phone console for Springville, with the expectation of a future request for a radio console if staffing is added.
  - Motion to approve an amended request made by Jeremy Hales
  - Seconded by Chad Imlay
  - Vote: approved unanimously
- Clarification on if Brenda needed to submit amended documentation for the Springville request.

### **Other Business**

#### **5. Approval of Previous Minutes**

- January 14, 2026, meeting minutes were approved.

#### **6. Review of Minimum Standards and Best Practices**

- The committee discussed the need for an annual review of standards and best practices for Minimum Standard # 10 - Continuity of Operations (COOP) Planning, Best Practice # 1- Mental Health Protocol; and consideration of additional best practices relating to cybersecurity and notification timelines for PSAP remodels or reallocation requests.
- Heather Perkins volunteered to lead a subcommittee, with Jeremy Hales offering support.

#### **7. Scheduling Next Meeting**

- Next meeting scheduled for April 15, 2026, at 2:00 PM.

#### **8. Roundtable and Adjournment**

- No additional business was raised.

#### **9. Meeting adjourned**

- Motion to adjourn made by Jeremy Hales
- Seconded by Karl Kuehn