

**The Meeting of the Utah Communications Authority's PSAP Advisory Committee**  
**Wednesday, April 21, 2021 1:00 P.M**  
**Meeting Location: Telephone Conference Bridge**

***Meeting Minutes***

**1. WELCOME**

Meeting was called to order at 13:00 hours by Chairman Kevin Rose

**2. ROLL CALL – PSAP ADVISORY COMMITTEE MEMBERS**

Shelley Peterson-Present

Justin Grenier-Present

Neil Johnson-Present

Karl Kuehn-Present

Beth Todd-Present

Jack Walkenhorst-Present

Alicia Gleave-Present

Kevin Rose-Present

Travis Trotta-Present

**3. MOTION TO ACCEPT MINUTES FROM FEBRUARY 21, 2021 PSAP  
ADVISORY BOARD MEETING**

Motion: Approve February 21st meeting minutes made by Beth Todd

Second: Shelley Peterson

Vote: The motion passed with all in favor.

**4. ESINET/CPE PROJECT UPDATE – MELANIE CRITTENDEN**

Region 1 – 28 of 28 circuits are in, tested and ready. Couple minor issues being addressed, but will be ready soon. Pseudo training held last week.

Region 2 – Equipment has shipped to all but Rich and Sanpete. Need to schedule a couple calls for some loop issues.

Region 3 – Completed kick off meeting and policy routing today. Will check for loop issues and schedule meetings if needed.

Region 4 – Kick off and policy routing meetings are scheduled next week and first week of May.

Region 5 – On site right now in San Juan to complete the 30<sup>th</sup> and final site visit. Kick off meeting scheduled next week and policy routing shortly after. Working to get a FOC (firm order commitment) date between Lumen and Vesta.

Things progressing forward in a good way:

MSAG data has been received and we are moving forward with that.

## **5. P25 PROJECT UPDATE – HAROLD CLEMENTS**

Beginning installation process that will take two years.

L3 Harris has half of the sites to be installed ready for this build season.

Still remediating half of the sites.

It is estimated to begin moving onto the new system the end of 2023. The consoles will be coming in near the end the system installation as the migration begins.

## **6. INTEROPERABILITY DIVISION UPDATE – GORDY COLES**

Doing trainings with P25. Wanting to increase the frequency of those training to quarterly. End-users and for interoperability can go to the website for the dates and WebEx links for the class. End users have radio usage and both trainings have fleet map information. Many good classes are coming up and the information is on the website.

COM-L training was the beginning of this year. There are 11 COM-L trainees now and they are working through the task book to become state recognized as a certified COM-L. Wanting to have them work through a live event to complete the task book.

## **7. 911 AND INTEROPERABILITY DIVISION'S STRATEGIC PLAN – QUIN STEPHENS**

Statutorily we are required to bring the plans up to date and where they are up to date. Updates are not substance changes. Public Safety Advisory Committee statutorily has the obligation to review the radio and interoperability pieces of the strategic plan and PSAP Advisory Committee has the 9-1-1 piece. These plans will be taken to the Board on May 5 and any feedback from these committees will be looked at and will be presented to the board next month.

9-1-1 Strategic Plan:

Beth: Last sentence of page bottom11 - 5.1 9-1-1 Network, sentence is incomplete. "All aspects of this managed system, the ESInet, NGCS, and hosed call handling equipment, the NENA NG911 I3-compliance standards"

Quin: Will be rewritten

Beth: Section 5.3 Second paragraph, incomplete sentence.

"Notwithstanding, UCA looks forward to this day and considers some of the non-voice data that NG911..."

Quin: Will be rewritten

Beth: 5.5 incomplete sentence "The new NG911 system will provide the requisite levels of cyber security to help ??? PSAPs and callers from the crippling effects of cyber-crimes committed on the 911 system.

Quin: Will be rewritten. The entire document will be reviewed and assure that everything is complete before being presented to the Board.

Karl: Appendix A – Utah PSAP Table – change Box Elder. They are still a stand-alone system today.

Shelley: County class changes this year and each affected county needs to be confirmed. Cache will be a 3<sup>rd</sup> class county

Kevin: There is a statement that 30 PSAPs are on the legacy system and will need to be updated with these centers coming online.

Interoperability Strategic Plan:

No additional input

## **& UCA PROPOSED RULE CHANGES TO R174-1 – KEVIN ROSE**

Currently out for public comment. Anything that needs discussed?

Beth:

174-1-506 Radio Consoles - Sections 2 & 3 at the bottom refer to call taking positions, which is already stated in the call taking section. This should probably be there for the radio consoles due to the section, but wasn't for sure.

Quin: Probably right

Karl: Could probably be a copy paste issue

Karl: Three items

1) Regarding 174-1-306 iii and 506

Talks about exigent circumstances within a three-year period goes to the Executive Director and does not come back to this committee and the 9-1-1 division. What is a case that is so exigent that only the director makes the decision?

Quin: Anything needing a quick decision regarding funding, etc. Or anything significant enough that it cannot wait to go through the full process of public comment and committees.

2) 501

This how this works in real life. Public works is a tier 2 and is probably wise move if they have to save public safety component during a crisis. However, public works is an essential function during certain events and could be a public safety issue in certain situations. Can the tiers be removed individually and not a broad reach.

Quin: Need to be addressed by need and not by category. It will be done surgically and not as a whole group. The goal on that day would to be as surgical as possible.

3) 701 appeals process

The 7-day period to provide a document is far too short. If an aggrieved party needs to put things together properly. An option could be notification within 7 days is reasonable but having all documentation should be 15 or 30.

Quin: Open to a different number. Goal is to create certainty. Any number can be utilized. It is a balance. Is it important enough to delay the rule?

Shelley:

Section 403 – No current CAD money for reimbursement.

Question on section (3) eligibility for reimbursement to someone that would like to join in with another already established system. There will be costs for someone to join an already existing system. It seems to disqualify those wanting to join another agency.

Quin: There would be a fair argument that they have to purchase their portion to become part of the shared CAD.

Beth: Can see the concern because of what is stated in 4B.

Kevin: You are expanding the shared system and creating something new. The intent is to have monies available. It is a valid conversation.

Kevin: We have a role to determine the formula suggestion to calculate increases in the number of consoles. Board must schedule a date on/before June 15, 2022. We have 120 days to work on the formula. Once we are given notice, we have 30 days to make a recommendation.

Quin: There must be a progressive means to determine and increase or potentially a decrease of consoles.

Kevin: We should work on it now knowing that it is coming.

Karl: Can we get current console utilization? How many consoles are being regularly and to what extent? Mic keys, work load, etc.

Quin: Much easier on the radio side opposed to the phone side. If each PSAP gives consent to obtain their ECATS for the specific/data being shared with the PSAP Advisory Committee.

Alicia: Is there any method to pull VHF statistics for those frequencies that are not patched to an 800 talk-group? No, there is not, we will need to determine a way to get statistics to assist determining that workload.

Subcommittee developed to determine a feasible formula:

Karl-chair, Justin, Alicia, Neil and Beth will create the matrix to determine this information.

The subcommittee will report to the committee in 6-8 weeks, at next scheduled meeting in June.

## **9. EMS COMMITTEE'S EMD VENDOR RULE DISCUSSION – KEVIN ROSE**

Kevin is the EMD representative on the EMS Committee. There is a requirement that the BEMS committee would put in rule the guidelines of what qualifications a vendor must have to use them as EMD. We have a couple options: 1) come up with our own requirements or 2) copy existing ASTM standard already out there.

Kevin will suggest to the BEMS that they validate the ASTM standard and make the statement that they are using the existing standard. IAED, APCO, PowerPhone are the systems that are being used within the state and they are all currently compliant. All centers would be eligible to use their existing protocols.

## **10. EXPIRING COMMITTEE MEMBER TERMS**

PSAP Advisory Committee

This committee has 9 members as follows, 1 representative from:

a PSAP managed by a city

**a PSAP managed by a county**

a PSAP managed by a special service district

**a PSAP managed by DPS**

a PSAP from a county of the 1st class

**a PSAP from a county of the 2nd class**

a PSAP from a county of the 3rd or 4th class

**a PSAP from a county of the 5th or 6th class**

a member from the telecommunications industry

These are the individuals who were appointed by the Board in their meeting on June 12, 2019, along with the dates their terms expire:

Karl Kuehn - June 11, 2023

**Neil Johnson - June 11, 2021**

Kevin Rose - June 11, 2023

**Travis Trotta - June 11, 2021**

Beth Todd - June 11, 2023

**Justin Grenier - June 11, 2021**

Shelley Peterson - June 11, 2023

**Alicia Gleave - June 11, 2021**

Jack Walkenhorst - June 11, 2023

Letters for name submissions to this committee have no designated place that the letter needs to come from. The member could submit his own letter, with his qualifications. Send the letters to Dave and Quin and they will present all letters to the Board at June 23<sup>RD</sup> Meeting.

Discussions with the PSAP Advisory Committee on these name submissions will be reviewed at the next scheduled meeting, June 9, 2021. GET IT DONE NOW! If you do not want to continue, please find someone that is qualified

## **11. NEXT MEETING**

June 9 at 13:00 after the PSAP Director's Meeting.

## **12. MOTION TO ADJOURN**

Motion to adjourn: Karl Kuehn

Second: Justin Grenier