

**Administrative Control Board and Weber Area Dispatch 911 and Emergency Services Local Building  
Authority Meeting Minutes**

**April 24, 2017**

Board Members in Attendance: Chairman Toby Mileski, Vice Chairman James Minster, James Ebert, Kerry Gibson, Leonard Call

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Operations Board Chairman Eric Young

1. Welcome by Chairman Toby Mileski, meeting begins at 11:34 a.m.
2. Public Comment: none
3. Consent Agenda:
  - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Meetings March 27, 2017. Motion by Leonard Call, second by James Minster. Motion carried.
4. Action Items
  - a. Personnel Policies:
    - o P-66, Dispatch Certification & Recertification Requirements - Rescind
    - o P-67, Re-Certification Requirements – Rescind
  - b. Operational Policies:
    - o O-D-003, Dispatch Certification & Recertification Requirements
    - o O-I-006, 911 Transfers
  - c. Surplus
  - d. Dispatch Services Agreement – Weber State University, 2017 – 2022
  - e. Dispatch Services Agreement – UHP, 2017 – 2022

All of item 4 will be postponed. Items 4a, 4b, 4c will be pushed to a future Administrative Control Board Meeting. Item 4b will be discussed in the Chairman's Report, and item 4e will be pushed to a future Administrative Control Board Meeting because the meeting with UHP is scheduled for Friday.

5. Chairman's Report – *Toby Mileski, Chairman.*

One Appeal Hearing has taken place, the other is scheduled for next week.

After reviewing the numbers regarding contract with Weber State University (WSU) it was discovered that we are significantly under-charging for the service provided. WSU is currently paying \$4.40 per hour, and our cost for this service is over \$16 per hour plus benefits. Hours of service are 10 p.m. to 8:00 a.m. five days per week, 24 hours both weekend days, and 24 hours per day on each holiday. They also are able to use the CAD/RMS system 24/7. Another benchmark to consider is the Salt Lake City 911 Center charges \$10 per call for Law Enforcement

and \$30 per call for Fire/Medical. It was decided to present this information to Chief LaBlanc and bring the results of this meeting back to the Board.

Copies of credit card purchases were distributed for the first quarter of 2017 for review by the Board members. This information will be provided each quarter. A new card for the Local Building Authority interior expenses has been ordered. Copies of this billing will be presented to the Board each month until it is cancelled when the building is complete.

6. Director's Report – *Tina Mathieu, Executive Director*

Four new dispatchers have recently been hired. We are currently in the process of interviews to hire four more. We just lost a long term employee to Salt Lake City.

We celebrated Dispatch week in April. The celebration went well.

Tina will be meeting with the Tax Commission soon to go over the 911 and changes and how the money is distributed.

Tina will not be on the UCA board after July 1<sup>st</sup>. She expresses her appreciation to all for the support she received and for the opportunity to serve on this board.

7. 2017 Budget Report - *Tina Mathieu, Executive Director*

District Budget: We are 31.2% through the year.

Highlights: Publication expenditures Year to date 40.68% which in job advertisements in the Standard Examiner, which is no longer required. We also publish through KSL, 911 publications, and Facebook. Facebook is referenced most on applications. Services are 45.67% which includes the Employee Loan Program. We are currently working with the Clerk/Auditor's office to get the loan payments credited back to this account. Software is 98.47% because of some of the warranties that were due. Will not overspend in this account. Equipment is 97.28% for yearly equipment costs, we will also stay within budget for this account.

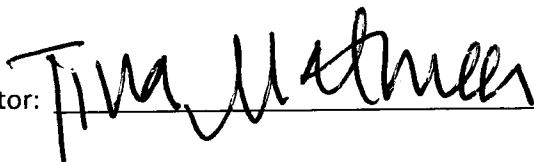
8. Building Expansion Report - *Tina Mathieu, Executive Director*

We are 55% through the project, 44% into our timeline. Construction is moving along well. We are currently making interior purchases, this account will be increasing as progress continues and more purchases are made. The architect and contractor firms have been great to work with and have absorbed some extra costs that have come up. The finish date is September 30<sup>th</sup>.

9. Next Meeting, May 22, 2017 will be held at the Francom Public Safety Center, 2186 Lincoln Avenue, Ogden, UT 84401.

Meeting adjourned at 12:03 p.m.

Director: \_\_\_\_\_



Date: \_\_\_\_\_



*Respectively submitted by Kathy Stokes*