

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

August 28, 2017

Board Members in Attendance: Chairman Toby Mileski, Vice Chairman James Minster, Willard Cragun, James Ebert, Kerry Gibson, Leonard Call, Mike Caldwell
Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Operations Board Chairman Eric Young, and Kathy Stokes

AGENDA

1. Welcome – Chairman Toby Mileski begins meeting at 11:31 a.m.
2. Public Comment - None
3. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Meetings June 26, 2017. Motion made by Kerry Gibson, second by James Minster. Motion carried by unanimous vote.
4. Action Items
 - a. Personnel Policies:
 - i. P-007, Merit Pay Adjustments – Rescind
 - ii. P-009, Merit Pay Increases
 - iii. P-012, Payroll Records
 - iv. P-024, Leave Without Pay
 - v. P-036, Performance Standards
 - vi. P-039, Code of Conduct
 - vii. P-048, Drug and Alcohol Testing
 - viii. P-056, Recorded Communications
 - ix. P-057, Dress and Grooming Standards
 - x. P-062, Corrective and Disciplinary Action
 - xi. P-076, Continuity of Government

Reference changes to renumber these polices to keep in line with other policies. Requesting Policy P-007, Merit Pay adjustments be rescinded because it is the same as P-009, Merit Pay Increases. Motion to approve Personnel Policy changes made by Kerry Gibson, second by Willard Cragun. Motion carried by unanimous vote.

b. Operational Policies:

- i. O-O-11, CJIS Security
- ii. O-R-001, Recognition Awards

Changes to Policy O-O-11, CJIS Security are based on the recommendations from the F.B.I. And an Employee of the Month was added to Policy O-R-001, Recognition Award. Motion to approve these Operation Policies made by Mike Caldwell, second by Kerry Gibson, motion carried by unanimous vote.

c. Surplus

Disposal of Surplus Property items from the move to surplus, destroy or gift of Ogden City. Motion to approve made by Kerry Gibson, second by Willard Cragun. Motion carried.

5. Chairman's Report –Toby Mileski, Chairman: There are a couple of items that will need to be considered for the next year, and two and three years. Savings for large expenses to be considered in the budget are Spillman \$175,000 per year, phone logging upgrade \$50,000 per year, and phone equipment upgrade \$300,000 per year. If we consider putting this money aside then the District will not need to borrow money from the county in the middle of the year.
6. Director's Report – Tina Mathieu, Executive Director: We recently lost two long term employees, one to Salt Lake City for \$5.00 per hour pay raise, the other to Box Elder for the 20 year retirement. One other was thinking about leaving but decided to stay. We just released two of our new hires from their initial call taking fire training dispatch. We just hired two more people about two weeks ago, and we are starting the testing process for current applicants. We are currently down by seven people. In July we attended the Bureau of EMS Annual Awards Banquet. One of our dispatchers, Lori Poulsen, received The Dispatcher of the Year award. We were invited by Riverdale Block Party where the Tornado touched down and presented a plaque to the District for our role in helping that day. We need to decide on a date of the Ribbon Cutting Ceremony. After a brief discussion it was October 10th at 11:00 a.m.
7. 2017 District Budget Report - Tina Mathieu, Executive Director: We are approximately 65% through the year and we have spent approximately 65.4% the reason for this is the Software category is high because \$8,900 that was approved in May to bring that up to 125%, and the Equipment because of the \$1.4 Million. The other categories are below budget, which will make us closer to being in-line with our budget.

Tina is working with UCA to correct the numbers that were sent out to show the 911 Texts that The District receives. It may take a couple of months to see the true increases.

8. Recess as Administrative Control Board and convene as the Local Building Authority

9. Building Expansion Report - Tina Mathieu, Executive Director
 - a. LBA Budget Report: We are 91% through the project and we have spent 58% which includes what we have drawn down on the bond. We are within budget on Construction and Contingency, and will not go over budget on those items. We are adding bollards in the parking lot to protect the building and glass. This will add about \$10,000 to the Contingency budget, but we will still be within budget. For the interior budget we have \$750,000 approved, and have spent \$670,671. There are more expenses but Tina is confident that we will be \$300,000 under budget when it is all done. We have about 30 more days of the remodel.
 - b. Discussion and action on building expenses: It was decided no action was needed for the bollards, it will just be taken from the Contingency budget.
10. Recess as Local Building Authority and reconvene as Administrative Control Board
11. Motion to close public meeting, in accordance with Utah Code Ann. § 52-4-205 to discuss pending or imminent litigation and to discuss the character, professional competence, physical or mental health of an individual. Motion made by Mike Caldwell, second by Kerry Gibson.

Motion carried by Roll Call vote:

Caldwell, Mike voted: Yes

Call, Leonard voted: Yes

Cragun, Will voted: Yes

Ebert, James: Absent

Gibson, Kerry voted: Yes

Mileski, Toby voted: Yes

Minster, James voted: Yes

12. Resume public meeting and motion regarding closed meeting. Motion to resume public meeting made by Kerry Gibson, second by James Minster. Motion carried by unanimous vote.
13. Tour of Building Expansion. Tour will be after meeting is adjourned.
14. Election of Board Officers:

Chairman nominations – James Minster is nominated by Mike Caldwell. Toby Mileski is nominated by Kerry Gibson. James Minster receives four votes, to be elected as Chairman. Through discussion it is suggested that James Minster and Toby Mileski reverse roles, make James Minster Chairman and Toby Mileski Vice-Chairman. Mike Caldwell is also nominated for Vice-Chairman by James Minster. Toby Mileski withdraws his nomination. Motion to elect Mike Caldwell by acclamation was made by Toby Mileski, second by James Minster. Motion carried.

15. Next Meeting, September 25, 2017

Meeting adjourned at 12:12 p.m.

Director: Tracy Mathieu Date: 10/24/17

Respectively submitted by Kathy Stokes