

Administrative Control Board and Weber Area Dispatch 911 and Emergency Services Local Building

Authority Meeting Minutes

March 27, 2017

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

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Chief Jason Poulson

1. Welcome by Chairman Toby Mileski, meeting begins at 11:40 a.m.
2. Public Comment: none
3. Consent Agenda:
 - a. Approval of Minutes from Weber Area Dispatch 911 and Emergency Services District Meeting December 12, 2016 and February 22, 2017. Motion to approve by James Minster, second by Kerry Gibson. Motion carried.

4. Action Items

a. Personnel Policies:

- o P-021, Sick Leave
- o P-025, Funeral Leave

Policies came up for review and changes were made to be in line with the policies of board members. Motion to approve Personnel Policies P-021, Sick Leave and P-025, Funeral Leave by Willard Cragun, second by Kerry Gibson. Motion carried.

- o P-052, Romantic Relationships in the Workplace

Pushed for review at a future date.

b. Operational Policies:

- o O-C-008, Staffing Levels and Open Shifts

A new policy that has been tested for six months. Staffing levels are assessed and updated quarterly to make sure there is significant coverage based on call volume. Also, to help ensure all Supervisors are equal in the allowing time off. Short notice time off is denied if current staffing is level below minimum. Mandatory overtime is required if staffing levels will go below minimum. This policy has been tested and mandatory overtime has not been required. Motion to approve by Leonard Call. Second by James Minster. Motion carried.

c. Surplus

As per policy 2003-03, Disposal of Surplus Property, a list of items were presented as surplus, obsolete or unusable to either surplus or destroy. A brief

discussion determined that all items that are usable can be donated and tracked. Also it is best to donate to non-profit organizations if possible. Toby Mileski will make some calls to see what organizations would be interested. Motion to approve surplus list made by James Minster, second by James Ebert. Motion carried.

- d. Dispatch Services Agreement – Weber State University, 2017 – 2022
- e. Dispatch Services Agreement – UHP, 2017 – 2022

Discussion on amount of automatic increase to annual contracts. Yearly increase should be in line with the operational costs increase. WSU 2% - 5% with seven month notice for their budget. UHP determine percentage of operational cost increase. Strive for 5 year contract with yearly increase that increase. Contracts will be brought before the board at a later date. After negotiation process begins.

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

Delayed until closed meeting. Will have information on the purchases needed for the next 5 to 8 years at the next meeting.

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

- Just hired 4 new dispatchers.
- Senate Bill 198 passed which will provides funding of \$140 Million 800 Radio upgrades needed to help ensure radios do not fail because parts are not available. Radio fees will go away which will save our Public Safety agencies of over \$440,000 per year as of July 1, 2017. The 911 fees will increase from \$.61 to \$.71 which will be dispersed based on call volume instead of the billing address of the user of the phone. This will be an increase of \$581,586. Because of the 2 year Hold Harmless, the first two years would actually be approximately \$460,000 also beginning July 1, 2017.

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

- We have collected 1.4% of our annual revenue. Spent 33% of our budget. Actually in line with where we should be. Explanations for three accounts:
 - Employee Loan program has been successful, working with Scott to get payments credited to our account.
 - Software 98.46% spent because of some of the warranties that were due. Will not overspend in this account.
 - Equipment is at 97% spent because of our last payment for nine years to Spillman of \$1.4 Million. The NAP equipment upgrade of \$40,000 is scheduled after we move into the new building.

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

The plan is to have the expansion completed by June 30th. Cutover the week of July 25th. We are 32.97% into the project, expenditure are \$1.2 million on construction, 86 on contingency, and zero on interior. For revenue, year-to-date 681 is the amount that the County has drawn on our bond.

Change order on electrical of \$83,000 (reduced by \$10,000), carpet change for special static free carpet.

Tentatively approved interior budget \$1.12 Million. Estimates to date: IT (moving equipment and new log in recorder) \$233,000, Furniture \$415,000, Miscellaneous \$44,000. Total interior cost just under \$700,000 which is a cost savings of \$128,000. It is agreed to move forward. Any contracts will be reviewed by the County Attorney. Also, if the lowest bid is not used, or unforeseen issues arise the Board should approve it.

Thank you to Chief Poulson for his work as Operations Board Chair last year. A plaque was given to Chief Poulson.

9. Motion to close public meeting to discuss the character, professional competence, physical or mental health of an individual made by Leonard Call, second by Gibson.

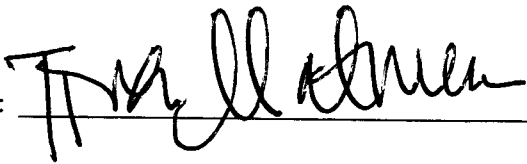
Roll call vote: Leonard Call: Aye
Willard Cragun: Aye
James Ebert: Aye
Kerry Gibson: Aye
Toby Mileski: Aye
James Minster: Aye
Mike Caldwell: Absent

10. Motion to open public meeting by James Ebert, second by Kerry Gibson. Motion carried. No action required taken on the closed meeting.

11. Next Meeting, April 24, 2017. Motion to adjourn made by James Ebert, second by Leonard Call. Motion carried. Meeting adjourned at 1:15 p.m.

Respectively submitted by Kathy Stokes

Director: _____



Date: _____

