

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

October 23, 2017

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

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

1. Welcome –James Minster, Chairman begins meeting.
2. Public Comment - None
3. Consent Agenda:
 - Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Meetings August 28, 2017. Minutes correction on item 14, last sentence should read “Motion to elect Mike Caldwell by *acclamation* was made by...”. Motion to approve minutes from Weber Area Dispatch 911 and Emergency Services District Meetings August 28, 2017 with correct wording made by Toby Mileski, second by Mike Caldwell. Motion carried.
4. Action Items
 - Personnel Polices:
 - i. P-057, Dress and Grooming Standards – Correction, employees may wear flip flops. Motion to approve P-057, Dress and Grooming Standards was made by Toby Mileski, second by Mike Caldwell. Motion carried by unanimous vote.
 - ii. P-062, Corrective & Disciplinary Action – This policy was changed after the last appeal making it so an appeal will not go to the Operations Board, but will go to the Administrative Control Board. The change we are recommending is an appeal will go directly to Administrative Law Judge. This will allow the case to be reviewed by facts alone keeping emotions and politics out of the appeal decisions. Motion to approve P-062, Corrective & Disciplinary Action made by Toby Mileski, second by Mike Caldwell. All members voted Aye, except Leonard Call who voted Nay. Motion carried by majority vote.
 - Operation Policies:
 - i. O-L-005 Air Ambulance & Air Support – The change in this policy is that if one Air Ambulance decline because of weather another Air Ambulance will not be called. Leonard Call had questions about weather in other areas, such as Morgan County, if an Air Ambulance from Park City can be

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called. Motion to table this item for further discussion with the Operations Manager made by Toby Mileski, second by Mike Caldwell. Motion carried.

- Standard Response Protocol: Active Assailant Incidents – Wording changes to match the County’s wording from Homicide Task Force to Critical Incident Task Force on page 19 first paragraph under the heading: county Attorney’s Office. Motion to approve Standard Response Protocol: Active Assailant Incidents made by Toby Mileski, second by Leonard Call. Motion carried by unanimous vote.
 - Surplus – Eight items to destroy. Motion to approve made by Leonard Call, second by Mike Caldwell. Motion carried by unanimous vote.
5. Chairman’s Report – James Minster, Chairman: Amazed that the building is finally complete after 8 years of being on this board and working on getting it done for the entire 8 years. Mayor Toby Mileski is presented an appreciation plaque for his contribution as Chairman for the lastyears.
 6. Director’s Report – Tina Mathieu, Executive Director: Ribbon cutting ceremony is tomorrow from 11:00 a.m. to 1:00 p.m. After a short ceremony there will be guided tours of the new space. The Chamber will be in attendance with ribbon cutting scissors and ribbon. Our Annual Awards Banquet is scheduled for November 14th. Board members are invited.
 7. 2017 District Budget Report - Tina Mathieu, Executive Director: Year to date we are 80% through the year, and have spent 76% of our budget. There are nothing that has not already been discussed in earlier meetings.
 8. Tow Dispatch – Tina, Mathieu, Executive Director: V.I.P. is done on November 15th. We are in a position to take this over. We have already purchased the software from Spillman. Tina suggests that the Board Members meet with the Tow Association to review expectations and get recommendations. Net income from this program \$3872.00 Some of the items we are proposing:
 - A \$17.00 charge for each tow, also a fee if a tow company passes on a call.
 - Have AT&T reprogram a Weber County Sheriff radio channel to accommodate the tow activity.
 - An online rotation lists that the tow companies can access.
 - Contact e-mail address specifically for the tow companies to contact dispatch.
 - Tow companies will be taken off rotation if they do not pay within 60 days of the invoice.
 - No gratuity or payment of any kind will be accepted from the tow companies by dispatch other than the billed amount.
 - Draw up a contract with specific rules regarding tow calls.

A motion approve the Tow Dispatch One Year Contract to be drawn up and because of the time restraint sent to the Board members electronically for review was made by Mike Caldwell, a second by Toby Mileski. Motion carried by unanimous vote.

9. 2018 Tentative Budget Overview - Tina Mathieu, Executive Director:

- Overall the Revenue sources are Property Tax Assessment, Vehicle Registration, Delinquent Taxes, Dispatch Fees (increase), NAP fees, Miscellaneous, EMS Grant, Capitol Projects, Health and Wellness Loan Program and Fund Balance. Notice that there for the first time in several years there is no request for Fund Balance increase.
- There is an overall increase of 3.11% in Salaries and Benefits.
- In Training and Travel there is one line item that has increased by 106.67% due to a new charge of \$113 per person for Utah Bureau EMD Certifications and re-certifications. This is a new charge for background checks. However, the background checks have already been run for POST certifications and IAEMD certifications. Tina is looking into getting this changed. We reduced other line items in this group to decrease this by 0.55%.
- Subscriptions and Memberships is the same.
- Publications dropped by 65.38% because we no longer need to post job openings in the Standard Examiner.
- Business Expenses increased by 7.89%, the increase is due to the Awards Banquet – more of our employees are attending each year.
- Office Supplies went up because two accounts have been merged which makes this seem like a larger increase than it actually is.
- Promotions stays the same.
- Telephones have been reduced by 1.5%
- Building Maintenance increased because of our Bond payment. We no longer lease, but the O&M charges remain. This amount may change as we find out what the O&M charges are.
- Employee Loan Program has been reduced by 50%.
- Equipment Maintenance overall reduced by 21.56%. However, we will need approval from the Board for the increased Logging Recorder maintenance. This prepays five years of maintenance for this line item and saves money in the long run. Then that line item would be at zero for the next five years.
- Line Charges increases 2.3% for cable and internet, but we still get our secondary for fee.
- Service Fees stays the same.
- Contracted Services increase due to the increase in our website hosting. But the overall increase is only 5.06%.
- Special Services stays the same
- Software is reduced by 9.18%
- Control Assets is also reduced by 37.41%
- Equipment does not change. Tina is working on a grant to upgrade phone upgrade.

10. Recess as Administrative Control Board and convene as the Local Building Authority. Motion to recess as Administrative Control Board and convene as the Local Building Authority made by Mike Caldwell, second by Kerry Gibson. Motion carried by unanimous vote.

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11. Building Expansion Report - Tina Mathieu, Executive Director

- LBA Budget Report – The building is almost complete. Some expenditures remain, but we will still be under budget.
- Discussion and action on building expenses - Tina will look into whether or not the LBA should pay the bond payment instead of the District.

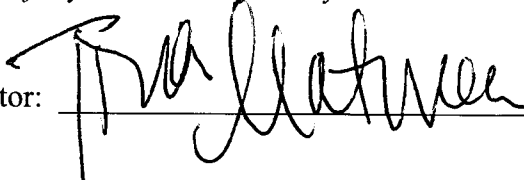
12. Recess as Local Building Authority and reconvene as Administrative Control Board.
Motion to recess as Local Building Authority and reconvene as Administrative Control Board made by Kerry Gibson, second by Toby Mileski. Motion carried by unanimous vote.

Meeting Adjourned.

13. Next Meeting, November 27, 2017

Respectfully submitted by Kathy Stokes.

Director: _____



Date: _____

