

Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board And
Weber Area Dispatch 911 and Emergency Services Local
Building Authority Meeting Minutes
December 10, 2018

Board Members in Attendance: Chairman Mike Caldwell, James Ebert, Scott Jenkins, Leonard Call, Russell Porter, Robert Dandoy

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Operations Manager Kevin Rose, Operations Manager Scott Freitag, Systems Manager John Carlin, and Administrative Assistant Kathy Stokes

1. Welcome – James Ebert, Vice Chair opens the meeting with all attendees introducing themselves: Bryan Baron, Scott Jenkins, Kathy Stokes, John Carlin, Kevin Rose, Scott Freitag, Bob Dandoy, Russ Porter, James Ebert, Leonard Call, and Tina Mathieu. Chairman Mike Caldwell was not at the meeting at this time, but will arrive soon.
2. Public Comment
3. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District – November 26, 2018 and November 28, 2018.
 - b. Approval of minutes from Local Building Authority of Weber Area Dispatch 911 & Emergency Services District – November 26, 2018 and November 28, 2018.

A motion to approve items a and b was made by Robert Dandoy, a second by Russel Porter. Motion carried by unanimous vote.

4. Action Items:
 - a. Operations Policies:
 - i. O-I-018 – Wireless 911 Disconnect Silent Calls Policy
 - ii. O-I-005 – 911 Landline Hang up Calls
 - iii. O-I-007 – 911 Wireless Call Response Notification – RESCIND

Tina Mathieu: All three policies are related (O-I-018, O-I-005, and O-I-007). We would like to rescind policy O-I-007, the information from this policy has been appropriated into O-I-018 and O-I-005. The changes added are using a third party provider to locate a caller if our map is not locating the caller. A motion to approve these policy changes was made by Scott Jenkins, a second by Robert Dandoy. Motion carried by unanimous vote.

b. Personnel Policies:

- i. J-009 – Office Manager – Tina Mathieu: This is a recommendation to change Kathy’s title from Administrative Assistant to Office Manager, which changes her job description to acknowledge what she does. The changes also expands her pay range, which was already approved in the budget and doesn’t have a budget impact, but gives more growth on the end of her pay scale. The job description matches up with what we are having her do.
- ii. P-081 – Loyalty Program – Tina Mathieu: We have just added a policy number the Loyalty Program, which was approved in our last meeting. Robert Dandoy asked if this program will help in employee retention. Tina answered that the employees who have left to go to other dispatch centers have stated that more pay and better retirement are the reasons for leaving. She has received a lot of positive feedback from employees. The discussion continued with requests to re-evaluate this program periodically to show that it is accomplishing what it is intended. Also, what is the legal liability to the employees if the program is discontinued or changed? A five year option to evaluate or change was also suggested. Tina requests that if this policy is approved it will be effective January 1, 2019.

A motion approve J009 – Office Manager changing from Administrative Assistant and to table policy P-081 – Loyalty Program to the next meeting was made by Robert Dandoy, a second by Leonard Call. Motion carried by unanimous vote.

- c. 2019 ACB and LBA Meeting Schedule – Tina Mathieu: Recommends moving this monthly meeting to Tuesday instead of Monday for 2019. The reasons for this are that Monday for the first three months is the legislative session, also many of the holidays fall on Monday. A motion to approve the 2019 ACB and LBA Meeting schedule was made by was made by Russell Porter, a second by Scott Jenkins. Motion carried by unanimous vote.
- d. 2019 Holiday Schedule – Tina Mathieu: This is the same holiday schedule as last year. A motion to approve the 2019 Holiday Schedule was made by Leonard Call as second by Russel Porter. Motion carried by unanimous vote.
- e. Interlocal, Agreement for the Provision of Certain Administrative Services: Tina Mathieu – The only change is the date. The date changes from July 1 to December 1. A motion to approve Interlocal, Agreement for the Provision of Certain Administrative Services was made by Leonard Call. A second by Russel Porter. Motion carried by unanimous vote.

- f. Master Lease Renewal – Tina Mathieu: Read directly from the letter to be sent to Zions Bank:

“Pursuant to section 4.1 of the Master Lease Agreement, please be advised that Weber Area Dispatch 911 and Emergency Services District, Utah, has renewed the Master Lease for the Renewal Term commencing January 1, 2019 and shall terminate on December 31, 2019. The District has appropriated funds in the annual budget for the payment of Base Rentals and reasonably estimated Additional Rentals to become due during such Renewal Term.” Which is basically saying that the budget has been approved and we will be making the bond payment. A motion to approve the Master Lease renewal was made by Robert Dandoy, Second by Russel Porter. Motion carried by unanimous vote.
5. Recess as Administrative Control Board and convene as the Local Building Authority. A motion to recess as Administrative Control Board and convene as the Local Building Authority was made by Scott Jenkins. A second by Russell Porter. Motion carried by unanimous vote.
6. Master Lease Renewal: A motion to Recess as Administrative Control Board and convene as the Local Building Authority was made by Leonard Call. A second by Robert Dandoy. Motion carried by unanimous vote.
7. Recess as Local Building Authority and reconvene as Administrative Control Board: A motion to recess as Local Building Authority and reconvene as Administrative Control Board was made by Leonard Call. A second by Robert Dandoy. Motion carried by unanimous vote.
8. Chairman’s Report –Mike Caldwell, Chairman – push agenda item to the end of the meeting for Chairman Caldwell to arrive.
9. Director’s Report – Tina Mathieu, Executive Director: We have 7 new dispatchers starting today. This is our biggest group ever. The 3 that were hired previously were just released, which gives a 100% success rate on this program. We have recently lost 5 people. One going to Davis County to be a jailer and one retiring after 32 years of service. Overall it has been a great year. We won three awards. We got the tax increase for which all the work your hard work is very much appreciated. Tina recently met with the representative from our EAP service. We have had a record year for usage of this program. She is happy to see that the employees are using this program. It’s good for us to have emotionally strong employees and it is a free service.
10. 2018 Budget Report - Tina Mathieu, Executive Director: We are 94% through the year. We will be on track with our revenue. We will track 2018 revenue through March because we will receive 3 more payments for our telephone surcharges to March because they are 2 months behind. We are over budget in 3 accounts:

- Publications because of the advertisement for the ACB position at the beginning of 2018. We have increased this account to \$1,100 for 2019 so this won't happen next year.
- Office Supplies and Expenses because of the cost of mailings for the tax increase cost of \$34,000.
- Line charges we are over because we were billed late for fourth quarter 2017 payment of \$1,617 which was paid the first quarter of 2018 after 2017 budget was closed.

We will still finish paying the 2018 bills through January to get all caught up, and we should still be \$285,000 under budget. A motion to accept the 2018 budget was made by Russell Porter a second by Leonard Call. Motion carried by unanimous vote.

11. Motion to close public meeting to discuss the character, professional competence, physical or mental health of an individual. A motion to close public meeting to discuss the character, professional competence, physical or mental health of an individual was made by Robert Dandoy, a second by Russell Porter. Motion carried by Roll Call vote:

Caldwell, Mike voted: Not present (Arrived during closed meeting)

Call, Leonard voted: Aye

Jenkins, Scott voted: Aye

Dandoy, Robert voted: Aye

Porter, Russell: Aye

Truett, Jim voted: Not present

12. Motion to open public meeting and action on closed meeting. A motion to open public meeting and action on closed meeting was made by Robert Dandoy, a second by James Ebert. Motion carried.

We continue with agenda item number 8. Chairman's Report –Mike Caldwell,
Chairman: We appreciate everybody's involvement in the tax increase. It was the best thing to do and your work is appreciated.

Robert Dandoy mentions that some of the comments made by citizens in the Public Meeting were interesting, especially the concept of a flat tax for 911 instead of basing the amount on the property value. He is not sure there is a solution, but it is something to look into. He also wanted to go on record as saying he was impressed by the way the board and the commissioners handled that meeting was very professional, direct, and worked really well. They kept the meeting professional and without emotions.

The discussion continued on the tow dispatching issues discussed in that meeting. A few of the tow companies are not happy they are paying tow dispatch fees. This is an issue the tow companies will need to take to legislation. At this point we will continue to charge the \$17 fee in 2019.

A motion to approve the salary adjustment for the Director and continue was made by James Ebert, a second by Scott Jenkins. Motion approved by unanimous vote.

13. Next Meeting, January 29, 2019 – A motion to adjourn was made by Scott Jenkins, a second by Russell Porter. Meeting Adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Halpin Date: March 26, 2019