

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes July 30, 2018

Board Members in Attendance: Chairman Mike Caldwell, Leonard Call, James Ebert, and Russell Porter.

Additional Attendees: Executive Director Tina Mathieu, and Kathy Stokes

1. Welcome – Mike Caldwell, Chairman
2. Public Comment: None
3. Employee Recognition - *Tina Mathieu, Executive Director:* Rayma Ross is our Administrative Services Manager and is retiring tomorrow. She has been amazing and Tina would like to thank her for the amazing job she has done for the District. Tina presented Rayma with a plaque and thanked her for 30 years of service.
4. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District and Weber Area Dispatch 911– June 25, 2018: A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District and Weber Area Dispatch 911 for June 25, 2018 was made by Leonard Call, a second by Russell Porter. Motion approved by unanimous vote.
5. Action Items:
 - a. Personnel Policies:
 - i. P-010 – Compensatory Time and On-Call – *Tina Mathieu:* This is for a change in this policy in which an on-call employee will be paid time and one-half for any hours over 40 per week to comply with FMLA. Also, it is requested that the on-call bonus is effective January 1, 2018. It should be \$5,500 for the year and is in the 2018 budget. A motion to approve P-010 – Compensatory Time and On-Call specifically updating the compensatory time and on-call backdating it to January 1, 2018 was made by James Ebert, a second made by Russell Porter. Motion approved by unanimous vote.
 - b. Weber Area Dispatch & Utah Highway Patrol Dispatch Services Agreement 2019-2024 – *Tina Mathieu:* This is a draft agreement for the board to approve. If approved then she and the Chair will meet the Highway Patrol. It is a 3% increase which is consistent with our other agreements. We are currently in a 2 year agreement which expires December 31, 2018. In the past we have always had 5 year agreements but they weren't happy with the pricing, and requested a 2 year agreement this time. The prior 5 year contract was not fulfilled. UHP ended

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up paying less. We need to start on this as soon as we can because they will start putting together their budget for the next legislative session. James Ebert asked who dispatches UHP for Davis, Salt Lake County, and Utah County. Tina's response was Davis County Dispatch does Davis County, TOC. This causes a very high transfer rate because Salt Lake County has 5 dispatch centers, and Davis County has 4. James Ebert suggests that we may need someone to run a bill requiring UHP to work through a specific entity whether it is a District like in Weber County or County Center like they have in Davis to create some continuity for your budget with UHP. Seemingly they are strong arming people to get the lowest cost and eventually what happens is that cost is being passed on to the other servicing the district or the county. It seems this is not a very effective system UHP is using and it is not serving the public very well. Tina indicates that she agrees with what he is saying and it can be something that we talk about and she will look into it. A motion to approve the Utah Highway Patrol Service Agreement as presented was made by James Ebert. A second made by Russell Porter. Motion approved by unanimous vote.

6. Air Ambulance Dispatch Fees - *Tina Mathieu, Executive Director*: We have had some questions as to why we don't charge \$17 for dispatching Air Ambulance. The reason is that technically Air Ambulances are part of EMS system. They are certified through the State Bureau of EMS as we are. She just wanted to make sure the board agrees that we do not charge them as we do the tow companies. It is suggested that the definition of EMS be put in some kind of policy so it is in policy if it ever becomes an issue. The board members in attendance agree that Air Ambulance should not be charged dispatch fees.
7. Organizational Structure - *Tina Mathieu, Executive Director*: Rayma is retiring tomorrow and Tina would like to change our Organizational structure. We currently have an Administrative Services Manager and Operations Manager. The Administrative Services Manager has 2 Specialists under her and the Operations Manager has about 64 people under him. With our Administrative Services Manager leaving she would like to change that position to an additional Operations Manager. Then the equal out the Specialist, Supervisors and Dispatcher for each Manager. Also, one would focus on the Law agencies and one the Fire/EMS. Both would still attend both Sub-committee meetings. This would bring more balance which would be better for the employee and the agencies. There would be no changes in the budget for this change. The Board members in attendance agree with this change and recommend Tina proceed with the hiring process for an addition Operations Manager.
8. Chairman's Report –*Mike Caldwell, Chairman*: Does not have a lot for this group. He has been concentrating on the Rodeo this month.
9. Director's Report – *Tina Mathieu, Executive Director*: We have received 36 applications for the dispatcher position, and approved 4 for background packets. She is hoping that all 4 will work out. Two of our current employees are looking at other agencies. One has been offered a job at Hill Air Force Base and the other is looking at

Box Elder. We are still in our busy time and processing over 1,200 calls per day. The call volume should decrease in September to around 1,100 calls per day. The financial analysis is moving along. Her next conference call with Fred is next Wednesday. Fred is planning to bring a draft to the next Board meeting. Tina also expresses her appreciation and would like to recognize our Weber County Attorney, Brian Baron, for all his help. We are lucky to have him, he has been really good. He presented an appealed case a records requester appealed our declination of releasing records to him. The State agreed with our decision not to release the call information because the caller could be in jeopardy if the information was released.

10. Budget Report - *Tina Mathieu, Executive Director*: As always we have little revenue until the end of the year. For expenditures we are 57.8% through the year, and we have spent 46.65% overall in our budget. We are not over in any areas that would balance out by the end of the year. For the most part we are doing well with our budget. The radio upgrade will be in 2019 and Tina plans to put it in the 2019 budget. She is waiting for more information from UCA for more details.

11. Next Meeting, August 27, 2018 – Meeting Adjourned.

Respectfully submitted by Kathy Stokes

Director:  Date: 9/20/18