

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes June 25, 2018

Board Members in Attendance: Chairman Mike Caldwell, Leonard Call, Robert Dandoy, and Russell Porter.

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Morgan County Emergency Services Director/Fire Chief Ian Nelson, Chuck Palmer of Christensen, Palmer and Ambrose P.C., and Kathy Stokes

1. Welcome – Mike Caldwell, Chairman
2. Public Comment: None
3. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District and Weber Area Dispatch 911 and Emergency Services Local Building Authority Meetings – March 26, 2018. A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District and Weber Area Dispatch 911 and Emergency Services Local Building Authority Meetings of March 26, 2018 was made by Russell Porter, a second by Robert Dandoy. Motion carried by unanimous vote.
4. 2017 Audit – *Chuck Palmer*: Just completed an audit for the District. It is a very clean opinion, everything looks good. The first few pages of the Management Discussion and Analysis gives you a pretty good overview of what's happened. The biggest change is the conversion of the cash to the building. Your capital assets increased 160% over last year, current liabilities went up a little. Probably your biggest entity wide change that I saw was your unrestricted net position went from -\$143,000 to -\$199,000 a change of 63%. Your expenditures increased \$785,000, most of that was in Salaries and Benefits a lot of that was your old PEB and pension increases. Your salaries increased \$202,000 and pension cost increased \$117,000 your old PEB liabilities increased \$144,000. The PEB increases and pensions are something you don't see on a monthly basis, but are something to be aware of. Property Taxes increased 4% and charges for services increased about 28%. Your revenue is up 13% this year, your expenses increased about 12%. Entity wide you do end up with a loss this year of \$642,000 which is a little bit larger than the prior year. Entity wide you are picking up depreciation and debt. On page 9 you see the fund statements. Total assets for the 911 are just over \$2M and your fund balance is \$449,000. You do have a good fund balance. Page 11 is the Income Statement and your total revenues of \$6.5M for 911 and \$6.3M in expenditures. On a fund level basis you have a positive income there. The Building Authority shows a net loss, but that's because we show the expenditures for the building as an expense. Footnotes are found on page 13 so you can get more information on terms used in the report. Page 19 shows Capitol Assets and Long Term Liabilities. Page 20 has

information about your Pension Plan. Page 29 is you Budget to Actual, you were under budget on everything there were no findings with the State Auditor on the Budget to Actual. You have very good internal controls. Clean Opinion all the way around. A motion to adopt the audit as presented was made by Russell Porter, a second by Leonard Call. Motion carried by unanimous vote.

5. Action Items:

a. Operations Policies:

- i. O-Q-001 Agency Records Requests
- ii. O-I-002 Telephone Interrogation Skills
- iii. O-M-003 Mutual/Automatic Aid Dispatch Guidelines
- iv. O-K-010 May Day, Emergency Radio Alarms, and Fire Fighter in Need of Law Enforcement Assistance
- v. O-C-003 Shift Assignment & Bid
- vi. O-C-004 Vacation Bid

All of the operations policies have been though the Operations Committee and updated to how we actually do business. Clarification was made on item - i. O-Q-001 Agency Records Requests – removing the word term GRAMA from the agency’s request because they are actually the owner of the records, therefore; do not need to do a GRAMA request. Also, clarification on item – iii. O-M-003 Mutual/Automatic Aid Dispatch Guidelines – Roy City responds to Hill Air Force Base to coincide with the agreements the Fire Departments have with each other.

b. Personnel Policies:

- i. P-010 – Compensatory Time and On-Call: This policy has changed for the I.T. department to add the on-call bonus at \$50 per day on Saturday, Sunday, and Holidays. If the time exceeds 30 minutes they accrue the time at time and ½. They are limited to accruing more than 24 hours. This is updated to be in line with the agencies we serve. The \$50 only increases the budget by \$5,700 per year. There was a concern that the 30 minutes at straight time may be in violation of FLSA. Tina and Bryan will research this further, and adjust it if necessary, and bring it to the next meeting
- ii. P-070 – Records Classification and Requests: Considered and make the policy in line with the law and reference the different types of requests.

c. Surplus – This is just a bunch of broken chairs and old cell phone and speakers.

- d. Forest Service Contract: The contract was changed to add their Federal information which is the last 20 pages. Bryan have reviewed the contract approved it.

A motion to approve all items under Action Items with the exception of Personnel Policy P-010 – Compensatory Time and On-Call is made by Leonard, a second by Robert Dandoy. Motion approved by unanimous vote.

6. A Resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District Approving the Certified Property Tax Rate for the Fiscal Year Ending June 30, 2019. This year is .000234, this current year was .000257, we have to do that to maintain the same property tax revenue which is essentially \$3.6 M. We have to go to this rate unless the Commissioner decide to do a Truth in Taxation. This is for this coming fiscal year. We did get an increase from new growth. We need the resolution approved to certify the new tax rate. A motion to approve Resolution Number 2018-006 A Resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District Approving the Certified Property Tax Rate for the Fiscal Year Ending June 30, 2019 was made by Robert Dandoy, a second by Russell Porter. Motion carried after Roll Call vote:

Caldwell – Aye
Call - Aye
Porter - Aye
Dandoy - Aye

7. Chairman's Report – *Mike Caldwell, Chairman*: He appreciates Tina's looking over the contracts. Some of the groups have tried to slip little things in and tried to change the way we do business. Tina is watching out for our people and the people we serve. This is appreciated. She does a great job.
8. Director's Report – *Tina Mathieu, Executive Director*: All of the contracts have been signed now. We have a signed contract from AP&P for the next 5 years. The next one for the August meeting will be the Highway Patrol contract which expires December 31st. We want to get that one started so they incorporate it budget process for the Legislature. As for personnel we have 3 new hires who started a month ago. They just completed classroom training and are assigned to trainers on the floor for about 8 weeks. Our job posting for new dispatchers just closed. We received 35 applications of that 27 have been booked for pre-interview testing. We are currently down 6 dispatchers. It is likely we will not get more than two new hires. We will likely go through a new hiring process in September. However, we are better staffed than this time last year which is great news because our call volume has increased 1.52% from June 2017 vs June 2018. We are moving from our busy season into our crazy season. To show this our difference in call volume from May to June – in May we processed 1169 per day, and so far in June we have processed 1221 calls per day. Tina was asked to present in the Governor's Tow Advisory Board in May. The Board is chaired by Malloy and Ipson, board members

include people from UDOT, UHP, State Tax Commission. Tow companies are represented, private citizens, and the league of cities and towns. She was asked to explain why we charge for tow dispatch. She explained that tow companies and board up companies are not defined as public safety, therefore; we cannot use public funds to dispatch them. Several other dispatch centers have said they are going to start charging. The State agreed that we are doing the right thing. We just changed our insurance carrier to Olympus to include cyber coverage and their bid was better. Tina has met with the company doing the financial analysis with Scott Bond, and has been gathering the information they requested. Part of the analysis is what it would look like if we decreased our level of service and the cost saving of reducing employees. In April 2018 the Utah Communications Authority Board approved a strategic plan related to 911 PSAPs to include minimum standards and best practices. There will be a financial tie that is somewhat voluntary right now, but by January 2020 they will be directly tied to the \$0.09 fund from the 911 tax on the cell phones and the national standards. Of all the PSAPs in the State we are the only one that has met all the standards. The Financial Analysis will include the costs of maintaining 100% of standards on down to 60%. They will meet next week again. We have received two grants. We applied for a grant from Fire House Subs for AEDs and were approved for about \$3,500. We now have an AED on the first floor and one upstairs. As part of the April UCA strategic plan we have been approved for them to reimburse us for our phone maintenance through June 30, 2019. We are just waiting for the bill from CenturyLink to pay then ask for reimbursement.

9. Budget Report - *Tina Mathieu, Executive Director*: We are doing well on our miscellaneous revenue with an increase of 116.7% unfortunately that's only \$1,100. Everything else is just slow to come in. As far as the expenditures we are 48.2% through the years. We are under budget on everything except publications and software, because we pay for those in January and we will not go over budget. We are currently at 39.89% spent. In July of next year the Hold Harmless on the 911 revenue will go away – hopefully as long we can go through another session without anyone trying to make that change. Senator Harper is not willing to change that. Tina has been asked to attend a meeting with CenturyLink and their attorney on behalf of Senator Harper to talk about language changes as far as their liability – they basically want better than governmental immunity because they were sued in Washington State, they don't want to warranty anything they provide for 911, which will hurt them as UCA goes out for phone bids. If we can get that it would mean an additional couple hundred thousand dollars in revenue. Right now we are losing about \$30,000 a month that is going to other PSAPs because we are taking their calls.

10. Next Meeting, ~~July 23, 2018~~ it was agreed to change the meeting date of July 30th at 9:00 a.m.

Leonard Call moved to adjourn, Russell Porter seconded. Meeting adjourned.

Respectfully submitted by *Kathy Stokes*

Director: _____

Tina Mathieu

Date: _____

07/20/18