

# Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes March 26, 2018

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

**Additional Attendees:** Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Weber County Treasurer Scott Bond, Weber County Comptroller, Morgan County Emergency Services Director/Fire Chief Ian Nelson, South Ogden Information Services Manager Brian Minster, and Kathy Stokes

**Excused:** Kerry Gibson

1. Welcome – Chairman Mike Caldwell welcomes everyone to the meeting.
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 – January 22, 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 – January 22, 2018 was made by Russell Porter. A second was made by James Truett. Motion carried by unanimous vote.
4. Action Items:
  - a. Operations Policies:
    - i. O-J-022 – Criminal Justice Information System Alerts: Alerts such as Amber Alert, Missing Persons Advisory, and Blue Alert are identified in this policy. The verbiage is directly from the Bureau of Criminal Identification Manual and there is not much we can change on this because of our requirements.
    - ii. O-J-026 – Endangered Person Advisory - RESCIND – This was merged into other policies.  
A motion to approve the Operations Policies as outlined was make by James Ebert, and second by Russell Porter. Motion carried by unanimous vote.
  - b. Personnel Policies:
    - i. P-010 – Compensatory Time – This item was tabled.

- c. Surplus – Items on the Surplus Memo, 8 training computers and 1 printer. All old and outdated with no value. Request they be destroyed.

A motion to destroy these items was made by James Ebert, a second by James Truett. Motion carried by unanimous vote.

- d. Agreement Between the Weber Area Dispatch 911 and Emergency Services District and Morgan County for Dispatch Services – We have usually signed 5 year agreements, however; the last agreement was for 2 years at their request because of the increased cost of our service. It will come due January 1, 2019. The changes we are proposing are to change the term to 5 years and add automatic renewal.

A motion to authorize the Executive Director and the Chairman to meet and negotiate this contract with Morgan County was made by Russell Porter, a second by Robert Dandoy. Motion carried.

- e. Forest Service Dispatch Services Memorandum of Agreement  
f. Adult Probation and Parole Dispatch Services Memorandum of Agreement  
g. State Parks Dispatch Services Memorandum of Agreement  
h. Division of Wildlife Services Memorandum of Agreement

Items e through h are basically the same. All are due July 1, 2018. The new dates, name of the Chair, and a 3% increase per year have been added to these contracts. A mathematical error was identified on the contracts and will be corrected before negotiation. A motion to approve the corrected contracts for negotiation was made by Leonard Call. A second by Russell Porter. Motion carried.

5. Management Control Agreement between the District and South Ogden City – *Brian Minster, South Ogden City*: The purpose for this agreement is to have the District facilitating our connection to see the database at the State. The information that comes through that database is South Ogden City's and we reserve the right to control that on our end with our computers and so forth. The language is pretty much taken verbatim out of the BCI Manual. This agreement request is the result of a recent BCI audit.

James Ebert asks if the District has similar agreements with other agencies. Tina's reply is that we have standard agreements with the each of the other agencies that are provided by BCI and UCJIS that she has signed and each agency Chief signs. This is something different. Our Attorney, Brian Baron has reviewed the agreement. The only thing he noticed was a comma in the first paragraph after 911. A motion to approve the Management Control Agreement between the District and South Ogden City was made by James Truett, a second by Leonard Call. Motion carried by unanimous vote. Tina signed the agreement.

6. Request for Proposals for Weber Area Dispatch 911 & Emergency Services District Financial Analysis – *Tina Mathieu, Executive Director*: As per the request of the Board Tina has been working with John Bond and Scott Parke for the last couple of years on long range financial planning. A couple of years ago the District signed a contract with the County to borrow money to bridge the gaps we have between our revenues and expenditures because we received a substantial amount of our revenue at the end of the year from property taxes. With the spending decisions that have been made in the last couple of years of spending we have used a good portion of our fund balance to purchase software with the cash we have had on hand. Without any changes in our revenue and decreasing our personnel, which would result in lowering our standards of service, if we don't do something before the end of 2022 we will have exhausted our entire fund balance. And as John Bond has mentioned in previous meetings it is his decision based on his responsibility to the Weber County citizens to not lend the District money to bridge that gap after the year of 2021. Based on this information my recommendation to the Board is to go through an RFP processes to analyze, evaluate, and provide recommendations for improving our financial capital improvement conditions of the District. A consultant will prepare an analysis of the current financial conditions and provide a financial analysis and recommendations for financial improvement. When we became a Special Services District in 2005 the voters approved a property tax not to exceed .000387 we are currently levying a property tax of .0000277. Since the District was created we have not had a property tax increase.

The scope of the work outlined in the RFP would be:

- a. Financial records review and analysis. And provide a written evaluation and analysis of current conditions and future liquidity.
- b. An analysis of the current level of service provided by the district compared to state and national standards and make recommendations on the appropriate tax revenues required to maintain either the current level of service and/or the required level of service based on the state and national standards. (Which is timely because of the possibility of receiving substantial additional grant money from UCA for centers meeting or exceeding those standards.)
- c. Analyze the District's list of equipment and assets, and make recommendations on how to create and manage a capital facilities plan, and pay for necessary equipment and improvements in the future.
- d. Provide a document with capital improvement, and overall financial improvement recommendations, and implementation strategies.

The timeline that is recommended is to post the RFP by the end of the week. Close the receipt of proposals by April 30<sup>th</sup>, and award the project by May 23<sup>rd</sup> and commence work by May 30<sup>th</sup> with a completion date no later than July 18<sup>th</sup>; so we could review it in our July Board meeting. The estimated cost for this project would be between \$10,000 and \$15,000. This amount may be able to be absorbed in the current budget, but if not

Tina recommends that we open it up in November and transfer the money from the fund balance to cover the cost.

John Bond commented that the goal is to get the information to make better decisions. He repeated what Tina stated, that without changes in either revenue or expenses the County will not lend the District money in a few years because he would see it has too high of a risk for the County. A financial analysis would provide the tools needed to determine what steps can be taken to make the changes necessary.

After further discussion a motion to approve the Request for Proposal as outlined was made by Robert Dandoy, a second by James Ebert. Approved by unanimous vote.

There will be a committee put together to review the recommendations. It was recommended that Scott Parke, John Bond, Tina Mathieu, Leonard Call and Russel Porter be a part of the committee.

7. Chairman's Report – *Mike Caldwell, Chairman* – The last two months have been spent at the Capitol, so he does not have anything substantial to report at this time.
8. Director's Report – *Tina Mathieu, Executive Director*- We had six new hires begin in January. They should complete their training by mid-April. We are in the process of hiring an additional 7 people. We have had a couple people retire, a couple people were let go during training, another is leaving to be a trooper, and another one quitting because of the stress. Tammy Weese is retiring April 5<sup>th</sup>. She has been in the industry for 44 years. Her party is next Thursday from 2-4 p.m.

The generator issues of a couple of months ago has been fixed. There were several follow up meetings to review and tests to make sure we do not have this issue in the future.

We have created a media website. The media scans our channels often, but still call in to see what is happening. The website will show only open calls and those where an officer has arrived. It is only for the media and they will need a login to be able to view the website. A few types of calls will not show to help ensure the safety of the officers and public. So far Ogden Police Department and all the Fire Departments would like to be added to the website. We plan to meet with the other Police Chiefs to see if they would also like to be added.

The Time Capsule is almost ready. We are planning to have it sealed during Dispatch Week which is April 8<sup>th</sup> through April 15<sup>th</sup>. This is week to show appreciation to our Dispatchers. The barbeque will be Wednesday, April 11<sup>th</sup>, we will send out an appointment to each Board member.

9. Budget Report - *Tina Mathieu, Executive Director*- We are 23.3% through the year. We have collect 3.35% of our revenue. We are currently two months behind collecting the 911 fees from the State. We are at 17.29 % with our expenditures. The Software and

Controlled Assets appears to be overspent, because we purchase items at the first of the year that will not be purchased throughout the rest of the year. The Publications will be over budget because of the ad placed in the Standard Examiner at the first of the year.

10. Next Meeting, April 23, 2018

Meeting adjourned.

*Respectfully submitted by Kathy Stokes*

Director: Tina Mathien. Date: June 25, 2018