

**Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board And
Weber Area Dispatch 911 and Emergency Services Local
Building Authority Meeting Minutes
March 26, 2018**

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

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, and Administrative Assistant Kathy Stokes

1. Welcome – Mike Caldwell, Chairman
2. Public Comment – Neil Schultz, President of the Ogden Weber Tow Association: Would like to answer questions you may have about the bill that was recently passed. This bill will eliminate the tow dispatch fee that is currently charged to the tow companies effect July 2021. Neil personally pays \$2,550 out of his pocket for these fees for his companies.

Commissioner Jenkins: This comes down to the fact that the towers are put in a hard spot. On one hand the we cap what they can charge, on the other hand there is a minimum fee, which means they can't pass that fee on. The legislature does need to do something about this, but it is not our problem. This will be a discussion for another time, and he hopes we can come to a resolution to make our towers happy and the District does not lose money.

Mayor Call: This is an issue to address, because they are private companies. The question is are we going to subsidize a private company. This will be a tough decision, they assist public safety but they are not public safety. It will be something to look at.

Neil Shultz: Gives a little history. About 45-46 years ago the towers of Weber County took it upon themselves to pull together the dispatch and agreed to pay for it at that time. Which created an opportunity for the cities around the county to not pay for that service, so the towers of Weber County have subsidized it for 40 plus years. What we are asking is to return to what normal is, since no one else in the state and 98-99% of the United States the towers do not pay for dispatch calls. According to all the legislators and chiefs that he has talked to in this last legislative session it is the city's responsibility and has been for decades. That is the only thing they are attempting is to return to normal.

Commissioner Jenkins: Because we chose to create a District it is not normal. We may have a decision to make: do we raise taxes or let the cities handle it on their one. This is a conversation for another date.

3. Consent Agenda:

- a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District – December 10, 2018.
- b. Approval of minutes from Local Building Authority of Weber Area Dispatch 911 & Emergency Services District – December 10, 2018.

A motion to approve Approval of minutes from Weber Area Dispatch 911 and Emergency Services District and the minutes from Local Building Authority of Weber Area Dispatch 911 & Emergency Services District for December 10, 2018 was made by Robert Dandoy, a second by Gage Froerer. Motion carried by unanimous vote.

4. Action Items:

- a. Operations Policies:
 - i. O-P-011 – Emergency Notification System – Tina Mathieu:

This is a new policy on using Code Red owned by the county. Since we have access to this system we wanted to formalize a policy on its use.

There was some discussion on the effectiveness of the Code Red system in light of the resent use of it by Sandy City. Code Red is a volunteer system that citizens opt-in for. Because it is a volunteer system it isn't very effective. Another system we can use is I-PAWS which is federally owned and is not a volunteer system but can only be used for certain events. We are working on a policy for this system. We have access to both systems and are able to send out alerts when requested by our agencies.

We give this information to the public at our events and recommend all agencies also give this information out and push the Code Red program with information on how citizens can sign up. Tina will forward this information to the Board members to educate the public and get more citizen participation in this program.

A motion to approve Operations Policy O-P-011 – Emergency Notification System was made by Scott Jenkins, a second by Robert Dandoy. Motion carried by unanimous vote.

- b. Personnel Policies:
 - i. P-081 – Loyalty Program – Tina Mathieu:

This is a new policy that was discussed in previous meetings. It has been approved in the budget. The \$70,000 amount was approved knowing that some of the employees will be eligible this year that take the cash option instead of the retirement option. The changes based on conversations in past meetings allows for employees to receive \$5,000 cash or have \$10,000 put in a District supported retirement plan when they completed 5 years of service and every 5 years after

that. It is less expensive than the Public Safety retirement which was about \$350,000 more per year. As discussed we ask that this would be effective starting January 1, 2019.

Bryan Baron was asked if there was a legal issue of what the district's liability would be to an employee if the policy was cancelled in the future. His research shows a case in 2006 which sets a precedent in which the policy can be changed; however, if the employee has completed the terms of the offer (reached the anniversary date) they are entitled to the payment. It is clarified in the policy that they must reach the 5, 10, 15, 20, 25 years before payment is made.

A motion to approve Personnel Policy P-081 – Loyalty Program was made by Leonard Call with the amendment “The benefits under this policy are conditional on available funding and this policy may be terminated at any time”. A second was made by James Truett. Motion carried by unanimous vote.

- c. WestNet Contract – Tina Mathieu: This is a formality. This is a contract we have had in place for eight years. It services our fire stations paging equipment, towers and repeaters. This contract has never increased, and the money has been budgeted. A motion to approve the WestNet Contract was made by Scott Jenkins a second by Russell Porter. Motion carried by unanimous vote.
5. Budget Process – Scott Jenkins: Taking off his dispatch hat and putting on his Governing hat. After going through the budget this past year and seeing how it was handled by previous commissions, the Governing Board requests that the Executive Director, Tina Mathieu, report to them on the Weber Area Dispatch 911 and Emergency Services District's budget quarterly and work with Scott Parke annually on the budget. Hopefully, this will do away with this issue of not having your budget and the funds for the budget lined up on a regular basis. He feels the reason we are at this point is because the commissioners have become too far removed. The Governing Board needs to be more involved in the budgeting process. This will be done in a Quarterly Governing Board meeting. It will be posted as a Governing Board Meeting.

Bryan Baron suggests adding the role the Administrative Control Board will play in the budgeting process so it is in writing.

To clarify the process: Tina as the Executive Director would bring recommendations to the Administrative Control Board, then the Administrative Control Board would make recommendations to the Governing Board. The Governing Board would make the approvals. The Governing Board is notifying the Administrative Control Board of this change in the budgeting process at this time.

Truth in taxation meetings may also be held every year to see if a tax increase is needed to keep the tax increases (if needed) to a minimum instead of getting in the bind we found ourselves in this last year.

6. 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, as second by Russell Porter. Motion carried by unanimous vote.
7. Certificate of Authorized Representatives – Tina Mathieu: Zions Bank requires that we produce a Certificate of Authorized Representatives of the Local Building Authority. This will be passed around so each board member can sign it, then Tina will send it into Zions Bank.
8. Recess as Local Building Authority and reconvene as Administrative Control Board
A motion to recess as the Local Building Authority and convene as Administrative Control Board was made by Russell Porter, as second by Scott Jenkins. Motion carried by unanimous vote.
9. Chairman's Report –Mike Caldwell, Chairman: Pushing this to Tina as they worked together a lot at the Legislative Session over the last two months.
10. Director's Report – Tina Mathieu, Executive Director:

Personnel Issues: As of last month we have released five new dispatchers on their own. They have been trained on call taking and fire dispatching. They will work in this capacity for a minimum of three months. After they have three successful evaluations they will be put in line to be trained on police/law enforcement radio channels. Three weeks ago we hired six new people, they will be in classroom for another three weeks before they are released on the floor to sit with trainers to take live calls. We know have four openings. We were fully staffed for about four days, then we had two people quit and we had to let two people go. The two people we let go were in training and were not able to handle the volume of calls. We recommended they go to a smaller center since they have been certified and may do better in a smaller center. Of the two that quit, one was pregnant and stressed and the other said she was having emotional and significant challenges with it.

In January our dispatchers were awarded the Fun to Do Good award from Fat Cats, for positively impacting our community. They brought in pizza and drinks for the dispatchers. Also, we had our Awards Banquet in February. Thank you to all who attended. It was a great night and is a good time to honor the great work our dispatchers do every day. April 14th – 20th is Dispatcher week. We do little treats each day for our dispatchers and also a barbeque. We will get the information on the barbeque out to you as soon as we have it.

Legislation: In the last session Senator Harper ran a bill for 911 that provides long term funding for the phone system and other components of the phone system. Utah Communications Authority issued two RFPs last fall that were to replace and create a statewide phone system and replace the ESINet, but when they got them back they didn't

have the funding for them so the RFPs were cancelled. When Tina contacted UCA to find out what they planned because our maintenance contracts expire in June, they indicated they would move forward with it and rebill the 911 centers the difference. After researching this Tina discovered it would cost our Center over \$580,000 per year. Tina called Senator Harper and asked if he would add 911 funding to his bill for the long term costs and ongoing costs. He did. After much work the bill was passed on the last day of the session. We have long term funding that will sunset in 2025. This is awesome news for us because it would have potentially cost us \$580,000 per year. Tina has confirmed with the UCA Director that they will pay our upcoming maintenance contract that we need to begin July 1, 2019. This will save us \$130,000ish. The other good news is that the Hold Harmless was not extended so revenue of \$75,000 that we had accounted for in our budget will start July 1, however, after reviewing the Tax Commission's statements it should be about \$90,000. Tina thanks the County for letting Steve Hunter help us with the 911 Bill. The additional revenue will go to adding to our fund balance and possibly not increasing taxes as much as was planned.

Commissioner Jenkins added that Tina was a "rock star" going way above her responsibilities as Executive Director to get this bill passed.

The last item of this report is the bill that Neil Schultz brought up earlier. As he mentioned the date in the bill is July 1, 2021 to no longer be able to charge tow fees. In the meantime the tow companies were approved for a pass through, which means they can pass that fee on to the customer. In doing simple math with the number of tows that we called out last year, without any storage fees we estimated the tow companies collectively (about 40 of them) were able to earn about \$2 Million from the tows that we called for. The total fees we collected were about \$112,000. To offset that cost it would be just over a 3% tax increase. The tow advisory board that was in place will not be in place as of July 1, 2019. One of the things that was negotiated with Representative Malloy is an audit of the tow industry through the State Legislative Office, and in particular the fee. We asked that be put in there because we are unique as a Special Service District and by the Special Service District statute it specifically states that we can enter into a contract to collect fees for the commodities and services which we provide. One of the things we will bring up to the auditors is that we charge other entities. We don't want other entities to come to us and say they will not pay for our services. Tina will keep the Board updated when the audit is scheduled and throughout the year. Tina did not know the entire scope of the audit, but our fees will be included.

Commissioner Jenkins comments about the basic structure anomaly. The tow companies are not asked to bid they are just put on a list eliminating the competitiveness, but they are bookended on what they can charge. The only way to be competitive is to cut costs.

Mayor Dandoy asks is the cost incurred because of dispatch different than an individual calling. Is there a price difference to the non 911 calls? Is there a tradeoff where to tow companies can charge the non 911 calls a little more to keep them viable?

Neil Shultz answers: Many companies do and many don't. There was a cost study done about 5 years ago that he did not feel was accurate. Forty percent of his work is abandoned and not paid for so they are losing money by paying the dispatch fees. He would like to be available or make anything available they he can to make everything better on both sides.

Mayor Caldwell suggests this is an issue that will need to be looked at later when we have more information from the audit.

11. 2019 Budget Report - Tina Mathieu, Executive Director: We are 23.3% through the year, we have spent 17.18% of our budget and have received 5.75% of our projected revenue. There are a couple of areas we are high in, such as Building maintenance because of our Bond payment. Overall it will balance out throughout the year.

A motion to approve the budget as presented was made by James Truitt, a second by Scott Jenkins. Motion carried by unanimous vote.

12. Next Meeting, April 23, 2019

Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: _____

Tina Mathieu

Date: _____

4/23/19