

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of December 8, 2020

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

Additional Attendees: Executive Director Tina Mathieu, District Attorney Bryan Baron, and Office Manager 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 meetings on November 17, 2020.

A motion to approve the minutes from the November 17, 2020 meeting was made by Scott Jenkins, a second by Gage Froerer. Motion carried by unanimous vote.

4. Public Hearing:
 - a. Motion to adjourn public meeting and convene public hearing

A motion to adjourn public meeting and convene public hearing was made by Robert Dan Dandoy, a second by James Truett. Motion carried by unanimous vote.

- b. Public hearing on adjustments to 2020 Budget – Tina Mathieu: She is proposing making the following changes to the 2020 budget. In Revenue is proposed that we add \$3,000 in interest we anticipate receiving and \$174,942 which is the money we received from UCA regarding Covid19. This will bring us to a total revised Revenue of \$8,280,351. In Expenditures she is proposing that we adjust the Software account from \$47,894 to \$51,000 for some extra purchases we had to make because of Covid. This will come out of the Covid money, but the budget still needs to be adjusted. And the Controlled Assets account from \$34,700 to \$41,000. This is because we had an expense from 2019 this year. Also, a recommendation to create a Capitol Funds account and move \$250,000 to that account for future use. That brings the total budgeted amount to \$7,733,624.
- c. Public hearing on 2021 Final Budget – Tina: For the 2021 Budget in general our anticipated Revenue for 2021 is \$8,703,544. This includes a slight increase in our Property Tax, Delinquent Property Tax, Vehicle Registration (which she conferred with Scott Parke on), Dispatch Fees, 911 Telephone Tax, Nap Fees we charge our agencies to connect to our system, Miscellaneous fees are basically the GRAMA requests, our estimated Interest earned, Grant money from UCA from Legislation passed in the 2020 session for meeting the minimum standards, EMS Grant, and Health and Wellness Program. Our actual Fund Balance in January 2020 was just over \$2 Million. Our estimated Fund Balance in January 2021 is \$3,667,231. And in December 2021 our estimated Fund Balance is \$3,901,594. On the Expenditures the changes from the tentative budget from last meeting are in Salaries it only included the merit increase and nothing else. Last meeting there were some questions of how we determine the pay scales. By policy we do a salary survey every 3 years. The last one was done in 2018 where the Board at the time chose to

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go with the Northern Utah salary range because it was less than the Statewide or the Wasatch. With the decrease in the Salary account the FICA, and Retirement, and unemployment accounts also decreased. One other increase is for Prevedence. They came back with a contract cost of \$13,000 which is added into the budget, with the caveat that she work with them to see if it can be decreased. Those are the only changes which will bring us to the projected expenditure amount of \$8,569,181. This includes \$250,000 transferred into our Capital Projects Fund. There is a difference of about \$130,000 between Revenue and Expenditures.

Leonard Call comments that the increase in the cost of the Public Safety Retirement is part of the benefits the Dispatchers are receiving this year, which is why the COLA has been taken out.

Scott Jenkins is concerned that we are putting out almost \$500,000 extra that is a benefit to the Public Safety employee. We need to take this into consideration when we are also adding a merit increase. Also, with Public Safety retirement the employee will not need to work the full 30 years any longer. They will be able to retire earlier. He has a hard time voting for the 3% increase on top of the additional retirement benefit.

Tina Mathieu responds to his concerns. The Public Safety retirement will allow the newest employees to retire sooner. Those who have been in the system for 10 years receive an early age deduction. Only 3% of the dispatchers will retire. We have taken away the Loyalty bonuses to offset the cost. She worries that when we do the market study that we will so far behind that it will either need to be made up then, or be low on wages. She is concerned that with the increase in health insurance and taking away a COLA will be a concern for the employees.

Mike Caldwell agrees that it is important to keep the wages with the market. He remembers when he came into office they had not had an increase in Public Safety for 6 years and ended having to do their first Truth in Taxation in almost 28 years for almost 30%. Also, this has been an exceedingly difficult year with the call volume and the type of calls they are receiving. He feels we lose more by not giving the merit increase to the people who have weathered this year, but agrees with the COLA being taken out.

Gage Froerer asked where we are right now with our wages. Are we low now or in line with other dispatch centers? He understands the merit, but he also agrees with Commissioner Jenkins that we have been pretty generous with the Public Safety retirement.

Tina Mathieu responded that she is not sure without actually doing the survey. On the last survey we are still low statewide. However, we have lost 4 of our employees to Salt Lake City for \$3.00 more, and one other to another Salt Lake entity. We also lost 3 or 4 employees to Hill AFB who indicated they would get better wages and Federal Government retirement.

Leonard Call asks us not to lose sight of the goal. We voted to change the retirement for recruitment and retention purposes.

d. Motion to adjourn public hearing and reconvene public meeting

A motion to adjourn the public hearing and reconvene public meeting was made by Leonard Call, a second by Robert Dandoy. Motion carried by unanimous vote.

e. Action on adjustments to 2020 Budget

A motion to approve Resolution 2020-004 which is the 2020 budget adjustment was made by Robert Dandoy, a second from Russell Porter.

Roll Call Vote:

Mike Caldwell: Aye
Russell Porter: Aye
Scott Jenkins: Aye
Leonard Call: Aye
Robert Dandoy: Aye
James Truett: Aye
Gage Froerer: Aye

Motion carried by unanimous vote.

f. Resolution No. 2020-005 - Resolution of the Administrative Control Board of Weber Area Dispatch 911 & Emergency Services District Adopting the adjusted 2021 Operating Budget of Weber Area Dispatch & Emergency Services District.

A motion to approve Resolution 2020-005 a Resolution to approve the 2021 budget was made by Russell Porter, a second by Robert Dandoy.

Roll Call Vote:

Mike Caldwell: Aye
Russell Porter: Aye
Scott Jenkins: No
Leonard Call: Aye
Robert Dandoy: Aye
James Truett: Aye
Gage Froerer: No

Motion passes by majority 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 Gage Froerer. Motion carried by unanimous vote.

See LBA Minutes for agenda items: 6 – 8

9. Recess as Local Building Authority and reconvene as Administrative Control Board

A motion to recess as the Local Building Authority and reconvene as the Administrative Control Board was made by Gage Froerer, a second by Robert Dandoy. Motion carried by unanimous vote.

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10. Action Items:

- a. Amendment #3 to Special Billing Agreement DPR-0876 between the Automated Geographic Reference Center and Weber Area Dispatch 911 – Tina Mathieu: This is an amendment to our agreement with the AGRC. This is a 3 year agreement which is what we typically do. They are in charge of doing all of our GIS work. It also pairs up nicely with the new 911 phone system. They do a great job and are easy to work with. It is not to exceed \$35,000 per year, in the past we have been between \$28,000 and \$32,000, we have not reached the \$35,000.
- b. 2021 ACB/LBA Meeting Schedule – Tina Mathieu: We have left it on the third Tuesday of the month at 11:45 am, unless there is a holiday.
- c. 2021 Holiday Schedule – Tina Mathieu: This is the same holidays we have had.
- d. Master Lease Renewal – Tina Mathieu: This is the same letter that the LBA approved, it has to be approved by the Administrative Control Board also.
- e. Motorola Vault Contract – Quote 1265991 – Tina Mathieu: This contract is for \$0. This is a contract that she brought before the Board a couple of months ago, but Bryan had expressed some concerns with Motorola. Bryan has been awesome to work with Motorola and get some of these things changed. This will allow us to store items related to cases in a cloud back up instead of in the actual server which will save us space. Some of our agencies have already signed up to use this cloud. This is now a Bryan approved contract.

A motion to approve the five Action Items (10 a, 10 b, 10 c, 10 d, 10 e) was made by Russell Porter, a second by James Truett. Motion carried by unanimous vote.

11. Chairman's Report –Mike Caldwell, Chairman: He doesn't really have a report, but does have a question. There are 72 open police bills for Legislation. Are there any bills that will affect 911 this year?

Tina Replies: She has been asked to help with two bills so far this year. One that will affect 911 in which they are trying to fix VECC through statute, which she does not agree with. Another that stems from the 911 Audit we have talked about. She is working to eliminate the duplicate EMD certification required by the Bureau of EMS for the State. Also, she will be working on the Public Safety Retirement issue with the early age reduction. She hasn't seen anything else that will impact us, she will keep the Board advised of any changes.

12. Director's Report – Tina Mathieu, Executive Director: We successfully altered our testing procedure for potential new hires to perform it completely electronically. We were able to implement the new process fairly quickly and stay on target for our January 11th hire date. We are in the need of seven dispatchers and are in the middle of completing background checks on seven candidates.

We have tested performed over 30 tests. To date we have only had five employees contract COVID. We have not had any workplace spread. We don't currently have any employees out at this time. We obviously feel very fortunate but we are definitely not letting our guard down. To date, of the \$174,942 in COVID money, we have spent a total of \$96,620. Of that spent, \$3,385 has been spent on supplies (wipes, masks, hand sanitizer, etc.); \$9,159 has been spent or is projected to be spent on equipment (this includes laptops, web cameras, extra VPN licenses, air filters and our potential on-line candidate testing

estimated at almost \$4,300); the remainder spent has been for bonuses (\$79,800) and Zoom account fees. This leaves us a remainder of \$78,322 which I am planning to official address at our next meeting. For now, we will roll this remainder over to 2021.

As we know, COVID has ruined almost everything in 2020, which also includes having to cancel our awards banquet this year. We have been presenting the employees with their awards while on the floor, in front of their peers. Trying to make the best out of the worst. We have such great employees. The awards committee had a big job in narrowing down the winners for each category. Another exciting note is that we submitted many of our employees for awards through APCO and our organization was awarded with three statewide awards. They include Dispatcher of the Year, Supervisor of the Year and Incident of the Year for a large center. This is really exciting for our organization.

Currently we owe the County approximately \$418,000. Obviously this this excellent news! Much better than we have been in many years.

She acknowledge the great job Chief Wade has done as the Operations Chair. He is a great advocate for dispatch, and always so supportive of us. She appreciates how he leads the Operations Committee and the positive way he approaches things. He has been great to work with this year.

As we close this year out, I will say that this has been, by far, in my almost 30 years in the business, been the most difficult. I typically don't sleep very well, as I worry a lot about everything related to work. But this year, the level of stress has been monumental. She has constantly worried that all of our employees could and still can get sick all at once and we won't have anyone to answer the phones. Our dispatchers have done a phenomenal job. They have adapted, maintained our standards, and have absolutely stepped up and done an amazing job, despite of the extra stressors they have had with kids at home, daycare closing down, things in chaos. They have answered more calls than they have, ever, in the history of our center and still maintaining an incredible average, exceeding national standards. I could not be more fortunate to work with this amazing group of people which also includes our Board. Thank you for your support through everything.

13. 2020 Budget Report - Tina Mathieu, Executive Director: As expected our 911 Surcharge is low. We still haven't received our September money. For August we are at 68% and we are still on track. Our Tow fees are low because of the slowdown in March and April because of everything shutting down. The miscellaneous revenue his high because of the \$7,200 we were paid for doing the TV show. In Expenditures we are 93.7% through the year. In Salaries and Benefits we have spent 82% of our budget. Telephone charges does look like high but we are still anticipating almost \$24,000 from UCA as reimbursement for maintenance for our phone system. We will never have to pay this again. Controlled Assets have been adjusted as we talked about earlier. Overall we have spent 82.9% and we are almost through 2020, thank goodness.

14. 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, second by Russell Porter.

Roll Call Vote:

Mike Caldwell: Aye
Russell Porter: Aye
Scott Jenkins: Aye
Leonard Call: Aye
Robert Dandoy: Aye
James Truett: Absent (excused from the meeting prior to vote)
Gage Froerer: Aye

15. Motion to open public meeting and action on closed meeting.

A motion to open public meeting and action on closed meeting Russell Porter, a second by Scott Jenkins. Motion carried by unanimous vote.

16. Next Meeting January 26, 2021. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Mathien Date: 01.26.2021