

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of November 15, 2022

Board Members in Attendance: Russell Porter, Mike Caldwell, Robert Dandoy, Leonard Call, Richard Sorensen

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Deputy Chief Shelby Willis, and Office Manager Kathy Stokes

1. Welcome – Russell Porter, Chairman
2. Public Comment: None
3. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on October 25, 2022

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on October 25, 2022 was made by Mike Caldwell, a second was made by Robert Dandoy. Motion carried by unanimous vote.

4. Closed Session -The Board may consider a motion to enter into Closed Session. A closed meeting described under Utah Code Section 52-4-205 may be held for specific purposes including, but not limited to: strategy sessions to discuss pending or reasonably imminent litigation; certain deliberations and decision making involved in the procurement process. A closed meeting may also be held for attorney client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

A motion to go to a closed session was made by Mike Caldwell, a second was made by Leonard Call. Motion carried by Roll Call Vote as follows:

Russell Porter: Aye
Robert Dandoy: Aye
Mike Caldwell: Aye
Leonard Call: Aye
Gage Froerer: Absent
Scott Jenkins: Absent
Richard Sorensen: Absent

5. Re-Open Public Meeting

A motion to close the Closed meeting and Re-open the Public meeting was made by Leonard Call, a second was made by Robert Dandoy. Motion carried by Roll Call Vote as follows:

Russell Porter: Aye
Robert Dandoy: Aye
Mike Caldwell: Aye
Leonard Call: Aye
Gage Froerer: Absent
Scott Jenkins: Absent
Richard Sorensen: Aye – arrived during the closed meeting.

6. Personnel Policies

a. P-83 – Leave Practices

The change made to this policy will allow all of our employees to opt in to use comp time instead of overtime. With a cap of 80 hours of comp time, then it will automatically pay out overtime.

A motion to approve the changes to Personnel Policy P-83 – Leave Practices was made by Robert Dandoy, a second was made by Mike Caldwell. Motion carried by unanimous vote.

7. 2023 Tentative Budget Overview and Action - Kevin Rose, Executive Director: The additional requests we are proposing for the 2023 budget are as follows:

- 3% COLA has been added to the Salary for 2023.
- Vehicle allowance for the Deputy Director, which was approved by the Administrative Control Board in July, in the amount of \$6,000 per year.
- Office 365 – Which we switched to this year for better security, and use of the cloud instead of needing to house the servers. This is \$14,800 per year.
- Increase Building Budget by \$10,000 for repairs.
- Microsoft Server 2022 for \$5,000. This is server licenses upgrade. What we currently have are at the end of life this year and will not be supported.
- Support Ticket software for \$1,800. We currently use two different systems. Using one system provides better oversight and accountability.
- Remote Desktop Support Software \$1,800 per year will allow IT to connect remotely for troubleshooting and assistance to our agencies.
- Nap Network replacement, which is used to connect our Public Safety agencies and Fire System Learning System \$13,500 to replace routers. We have routers on site at our center and several remote routers at UCA mountain sites that need to be replaced.
- Replacement of NAP firewall that keeps the network secure for \$20,000
- Sd-Wan service approved by the Board this year required an upgrade to UTOPIA fiber. The yearly cost is \$1,600.

- Equipment Maintenance Increase of \$5,600 for extending maintenance on 5 switches, firewall, NAP T1 router and 7% increase in our payroll software. The District's projected revenue for 2023 is \$300,000 more than what we expect in 2022.

A motion to approve the 2023 Tentative Budget for Weber Are dispatch 911 and Emergency Services District was made by Leonard Call, a second was made by Mike Caldwell. Motion carried by unanimous vote.

8. 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 Mike Caldwell, a second was made by Robert Dandoy. Motion carried by unanimous vote.

See Local Building Authority Minutes.

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

A motion to recess as Local Building Authority and reconvene as Administrative Control Board was made by Mike Caldwell, a second was made by Leonard Call. Motion carried by unanimous vote.

11. Chairman's Report –Russ Porter, Chairman: He called 911 Saturday night because a water main broke.

12. Director's Report – Kevin Rose, Executive Director: He has been working on a program that the Ogden City Fire Department spearheaded to bring to our area by the end of the year. This is a program that individuals who are pre-approved and qualified can respond to an incident like a cardiac arrest to perform CPR. The Fire Departments will be educating the public on this.

We have had four of our employees out with COVID in the last couple of weeks. We are hoping we don't see many more. We are in the process of hiring dispatchers. The job is posted now and so far, we have 37 applicants.


13. 2022 Budget Report – Kevin Rose, Executive Director: We are on target with our revenue. As always, the 911 Surcharge payment is a couple months behind, but will catch up. The property tax will start coming in at the end of the year. For expenditures we are over budget in Telephone because of the unanticipated charges. We are also over in Equipment because we thought we were using the COVID funds. But overall, we anticipate we will be under budget. We will need to do a budget amendment because we ended up transferring a little over \$1.7 Million into the Capital Projects fund, and \$250,000 was what was budgeted. Other than that, we are on track.

For the LBA budget. We went over \$1,000 and he will need to check to see if a budget amendment is necessary for that account.

Kevin also congratulates Bryan on the birth of his daughter last Wednesday.

14. Next Meeting December 6, 2022 at Ruby River. A motion to adjourn was made by Mike Caldwell, a second was made by Leonard Call. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director:  _____ Date: 12/7/22