

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of December 6, 2022

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

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Deputy Chief Shelby Willis, 911 Manager Kris Zobell, 911 Manager Tim Lewis, I T Manager Dane Cabaness, and Office Manager Kathy Stokes

1. Welcome – Russ 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 November 15, 2022

A motion to approve the meeting minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on November 15, 2022, was made by Mike Caldwell, a second was made by Leonard Call. 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 Leonard Call, a second was made by Mike Caldwell. Motion carried by unanimous vote.
 - b. Public hearing on adjustments to 2022 Budget – Kevin Rose: The adjustment to the 2022 budget is to increase the transfer to the Capital Improvements Fund by \$1,478,886.
 - c. Public hearing on 2023 Final Budget – Kevin Rose: No changes have been made from the tentative budget discussed in our last meeting.
 - d. Motion to adjourn public hearing and reconvene public meeting.

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

e. Action on adjustments to 2022 Budget

A motion to approve the adjustments to the 2022 budget was made by Leonard Call, a second was made by Mike Caldwell. Motion carried by unanimous vote.

f. Resolution No. 2022-003 - Resolution of the Administrative Control Board of Weber Area Dispatch 911 & Emergency Services District Adopting the Final 2023 Operating Budget of Weber Area Dispatch & Emergency Services District

A motion to approve Resolution No. 2022-003 - Resolution of the Administrative Control Board of Weber Area Dispatch 911 & Emergency Services District Adopting the Final 2023 Operating Budget of Weber Area Dispatch & Emergency Services District was made by Leonard Call, a second was made by Mike Caldwell. Motion carried by roll call vote:

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

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 Leonard Call, a second was made by Mike Caldwell. Motion carried by unanimous vote.

See Local Building Authority Minutes for Agenda items 6-8

9. 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.

10. Action Items:

a. Personnel Policies

- i. J-13 Emergency Dispatcher II – Kevin Rose: There are two proposed changes. Since we do not currently have a Training Specialist the Dispatcher II will now report to the 911 Manager, and the minimum qualifications have been changed from 3 years of dispatcher experience to 2 years.

- b. 2023 ACB/LBA Meeting Schedule – Kevin Rose: Proposed we continue to meet the fourth Tuesday of the month except for June we will meet a week earlier due

to the Statute for approving the tax rate. Also, November and December meetings are earlier in the month.

- c. Master Lease Renewal – Kevin Rose: As discussed, this is renewing for next year.
- d. Mountain Valley Mechanical Maintenance Contract – Kevin Rose: This is renewing this agreement for HVAC maintenance; this is reflected in the budget.
- e. Westnet Fire Station Alerting Maintenance Contract – Kevin Rose: Westnet manages and maintains our Fire Station alerting system. No changes from this year.

A motion to approve all Action Items a, b, c, d, and e was made by Leonard Call, a second was made by Mike Caldwell. Motion carried by unanimous vote.

- 11. Chairman’s Report –Russ Porter: Expresses his appreciation.
- 12. Director’s Report – Kevin Rose, Executive Director: We are in the hiring process and are doing backgrounds on six candidates, tow are former employees. We are hoping they all pass the background and final interview. We have also just had an employee return who left only a few months ago to go to Salt Lake. We are well on our way to being fully staffed for the first time since Kevin has been here.

We met with our employees on our new comp time and trade policies. The meeting was very positive, and the employees expressed their appreciation for allowing comp time.

- 13. 2022 Budget Report – Kevin Rose: We are 93% through the year. We have spent 85% of our budget, so we are on tract to come under budget this year. We are over in the Telephone expense as discussed in prior meetings. We are still waiting for this year’s property tax to come in from November. The Capitol Project Fund shows the transfer that was approved. Overall, we are looking good.

- 14. Next Meeting January 24, 2023

A motion to adjourn was made by Leonard Call, a second was made by Mike Caldwell. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director:  _____ Date: 1/25/23