

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of June 28, 2022

Board Members in Attendance: Russell Porter, Leonard Call, Scott Jenkins, Richard Sorenson

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, Attorney Christopher Crockett, Deputy Chief Shelby Willis, Auditor Chuck Palmer, Former Executive Director Tina Mathieu, 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 meetings on May 24, 2022 and May 31st 2022.
 - b. Ogden-Hinckley Airport Letter of Agreement: We have had an agreement with the Airport for years, but it actually expired in 2014. We just wanted to renew the agreement with them which basically outlines the responsibilities between us, the tower, and Ogden City Fire Department if there is an in-flight emergency. We have three different alerts that are used, whether it is a passenger plane coming in, someone having engine problems, or a plane crash. This is just renewing that agreement that we have had in place; it does not affect any of our current operations policies we have in place.

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meetings on May 24, 2022 and May 31st 2022; and the Ogden-Hinckley Airport Letter of Agreement was made by Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote.

4. 2021 Audit – Chuck Palmer, CPA from Christensen, Palmer & Ambrose Certified Public Accountants Business Advisors: It is their findings that the financial statements for the District in all material respects are fairly presented and it is a clean opinion. They didn't have any findings they needed to report. You have a strong balance sheet. Yours biggest changes on the balance sheet is that the capitol assets which went down 2.5%, that's depreciation. Another big change is your liability went down 39.5%. This is due to the pension and OPEB liabilities. This is not paying off debt, but rather the actuarial assumptions the State Retirement has made with the way the stock market has gone this year, it will probably go back the other way next year. This is also the reason the salaries and benefits show a decrease even though salaries have increased and the new Public Safety retirement costs more, the decrease in the pension liability has reduced the salaries and benefits by 4%. The Fund balance is up and Capitol Projects account is up. Everything else stayed consistent with the prior year. Also, looking at your budget to actual, you were right on in your budget, there weren't any negatives in the budget. We don't have any deficiencies

we need to report on internal controls. Your relationship with the County gives you a double internal control, in his opinion. You have a good system. Overall, a good report all around.

Russel Porter: We are going away from the agenda for just a minute. We invited Tina Mathieu back to present her with a plaque of appreciation for her years as the Executive Director and a gift from the board. Her hard work and dedication to the District are greatly appreciated. (Tina left the meeting after this presentation.)

5. Action Items:

a. Personnel Policies:

- i. J-04 – IT Systems Administrator Job Description: This has been updated. We would like to convert one of our I. T. Specialists positions into the I.T. Systems Administrator that would be more than the help desk, but higher knowledge requirement and hopefully we can be more competitive with pay so that we can attract talented people, retain them for more than a few years, and not lose that knowledge. We have cycled through several of the I.T. Specialist jobs, and every time we lose one of them it seems they have done something that it is hard to replace. We would like to try to keep some institutional knowledge inside the organization, be more competitive with other government agencies and with the private sector. I.T. is a very competitive field.
- ii. J-18 – Information Technology Manager Job Description: When the District was created, we contracted with Ogden City for all I.T. Services. As we grew, we added an I. T. Systems Administrator Job and we had interns come and work with him. Then as we have grown, we have added two I.T. Specialists, and a Database Specialist. The last time we hired for our I.T. Manager job (this is what we refer to the Systems Administrator as) it became very apparent that the job description was very out of date. He does manage employees, so we took a look at the job descriptions of Weber County and Ogden City and came up with this new job description which more accurately describes the job that he is doing.
- iii. J-17 Deputy Director Job Description: This the 3rd time this has come before the board. This is to agree with URS. We have added under the General Purpose “911 dispatch operations” and under Minimum Qualifications “Must be Utah POST Dispatcher certified within 6 months of hire date.” It was approved by URS so this will be the last time this is brought before the board.
- iv. P-013 – Severance Pay Policy: The new job of Deputy Director has been added to this policy.

A motion to approve the changes to Personnel Policies J-04 – IT Systems Administrator Job Description, J-17 Deputy Director Job Description, J-17 Deputy Director Job Description, and P-013 – Severance Pay Policy; and to add Personnel Policy J-18 – Information Technology Manager Job Description was made by Scott Jenkins, a second by Leonard Call. Motion carried by unanimous vote.

- b. Resolution No. 2022-001 – A Resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District approving the certified

property tax rate for the calendar year ending December 31, 2022: Every year by June 22nd we need to have this approved. The rate according to the County and the State will be .000173.

A motion to approve Resolution No. 2022-001 was made by Leonard Call, a second by Scott Jenkins. Motion carried by roll call vote:

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

- c. Resolution No. 2022-002 – Pick Up of Public Safety Retirement Employee Contribution: In 2020 after we had adopted Public Safety Retirement the board also approved for the District to pick up the 2.27% employee contribution. The State has increased that this year to 2.59%. This is a resolution for the District to pick up that increase.

A motion to approve Resolution No. 2022-002 was made by Scott Jenkins, a second by Leonard Call. Motion carried by roll call vote:

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

- d. URS Benefit Protection Contract: House Bill 70 that was passed added a requirement under the retirement system that if a Public Safety Tier 2 employee was injured in the line of duty that the employer is required to continue to pay their retirement benefits while they are out recovering. URS sent us a form to sign that authorizes this. They gave us two options: to opt in using Long Term Disability, or to opt in using Worker's Compensation. Working with the County and URS, the County has opted to use Worker's Compensation and we also feel that is the best way to go. We just need approval to proceed.

A motion to approve URS Benefit Protection Contract was made by Scott Jenkins, a second by Leonard Call. Motion carried by unanimous vote.

- e. PEHP Long Term Disability Contract: While we were looking into the previous item with the County, we discovered we actually do not have a contract for Long Term Disability. We have been paying it, but just using the County's contract. Since we are a

separate entity, we need to have our own contract. This contract is the same as the County's. It basically doesn't change anything; it is just with the District directly.

A motion to approve the PEHP Long Term Disability Contract was made by Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote.

- f. 1Wire – SD-WAN Contract: We recently switched our business phone services to 1Wire. We are in the process of switching our legacy T1 services that provides the non-emergency lines to the floor to 1Wire also, which will save us about \$50 per month. Another service they offer is called SD-WAN a software defied wide area network. This will give us added redundancy, so we have two connections to the internet. If one goes down it switches to the backup. What SD-WAN does is make sure that we don't drop any phone calls and there is no interruption of service, as we do get emergency calls on this 10-digit number. We thought it would be worth the cost to have that additional redundancy so we are not losing phone calls if there is ever a network disruption.

A motion to approve 1Wire – SD-WAN Contract was made by Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote.

- g. Salary Adjustments: Recently the County approved a 6% COLA increase effective last pay period. We traditionally follow what the County is doing with COLA and Merit increases. We also looked at what other 911 Centers and Government entities have done recently. Of the 911 Centers along the Wasatch Front there is one that did a 12.5% increase, one that did a 13% increase, another did a 4.5% increase, and one that did a 5% COLA. Ogden City did anywhere from 8% to 13% COLA increase depending on the department. We looked at that, and with inflation the way it is now we need to stay competitive. We are going through a hiring process right now, we have a lot of application, but were only able to get 17 interviews. We need to be able to attract more employees and retain the employees we have. We are hoping the 6% increase will help with this. We have also created a pay scale for the I.T. Manager, and adjusted the pay scale for the I.T. Systems Administrator (making it a little lower than it was, but higher than the I.T. Specialist). We spoke with Scott Parke from the County, and the District should be able to absorb this financially. We were 8% below in this category last year. And we are on track to be the same this year. But we will watch it, in case a budget adjustment is needed, and budget for it next year. We have more than enough cash to cover it.

A motion to adopt the salary adjustments was made by Scott Jenkins, a second by Leonard Call. Motion carried by unanimous vote.

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 Leonard Call, a second by Scott Jenkins. Motion Carried by unanimous vote.

See Local Building Authority Minutes for agenda items: 7-9

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 Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote.

11. Chairman's Report – Russell Porter, Chairman: Something to keep in mind for next year. Our June meeting will be earlier next year to approve the tax rate before June 22nd. Welcome to Kevin as the new Executive Director.

12. Director's Report – Kevin Rose, Executive Director: This is his first two weeks on the job. He and Scott Freitag have been busy. Last week we had our in-person quarterly training. This was an opportunity for the two of them to reintroduce themselves and share their future goals and vision. They also met with their partners at the County: Sarah Swan, the HR Director, Scott Parke, the Comptroller, and Bryan Baron, our attorney. They had some great discussions which were very educational and look forward to working with all of them going forward.

There are several areas that Kevin and Scott plan to focus on immediately. Recruitment and retention. We appreciate the approval of the COLA increase. There is nothing more devastating than the revolving door of employees. After training them then they leave a year or two later. There are a lot of things we are looking at to retain the amazing employees we have right now. We will be coming back to you with some different ideas, and updates on policies and procedures. Another thing we are looking at is updating our Mission Statement. He doesn't think this has been changed since the District was created. Things have changed a lot in the last 22 years. Also, our Core Values, we currently have 8 Core Values, he would like to whittle that down to around three. Focus in on what our Core Values really are. And let our Mission Statement and Core Values really drive the direction that we go, from top down, from him and Scott all the way to the Dispatch Trainee. As far as the leadership team. We do have the two Operations Manager positions open. We are planning to going through the promotional process in August. Part of that is because with the new Deputy Director position we will be looking at updating the assignments and job descriptions of the Operations Managers and bringing them back to the board in the August meeting. Also, we will be in a better position coverage wise as the dispatchers that are currently in training will be released, and we will not be taking people off the floor to fill these positions.

With this Kevin asked the Board if they would approve a vehicle allowance for the Deputy Director as he will be going to the Capitol and doing similar travelling that Kevin will be doing. It will be coming from the Salary budget and will be approximately \$6,000 per year. The board agreed with giving the vehicle allowance to the Deputy Director.

We had 5 employees that assisted with the airshow on Friday, Saturday and Sunday. All in all, it was uneventful. They learned a lot and enjoyed the opportunity to get outside of the center and be out in the field with the incident commanders and responders.

We are being audited by BCI, which happens every 3 years. We anticipate that we may need to update some policies to comply with several new requirements. We may also need to create a new agreement with Motorola as they have access to our Spillman server for support

purposes. There is a new requirement that support vendors that have access to a server hosting criminal justice information enter into a security agreement to ensure the vendor is compliant with local and federal requirements.

Things coming up: There is no update on the Carrot money he will look into this and report in future meetings. Also, the 2023 budget, which Tina has offered to help him with this year. He and Scott will also be working with Scott Parke with the County to streamline our processes.

13. 2022 Budget Report – Kevin Rose, Executive Director: We are 49.04% through the year. We just received the latest deposit of the 911 Surcharge. It says it is at 35%, but it is only through April, they are always two months behind. So, we are on track there. The Rent shows 80%, this is due to the Bond payment. By the end of the year, we will be on target with that. In the Telephone account there is an issue because the State anticipated that we would be switching to the new 911 network which would eliminate that large bill. They are behind schedule so we are over budget there. Since March Motorola has assumed responsibility for all the 911 bills statewide so we are not paying those anymore. But we will need to do a budget adjustment for this account because of these bills. In Software it shows 57.58 % but we are on target there and will not exceed the budget. Everywhere else. We are on target. No real issues.

14. Next Meeting July 26th, 2022. A motion to adjourn was made by Scott Jenkins, a second by Leonard Call. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director:  _____ Date: 8/23/22