

Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board
Meeting Minutes of May 12, 2022

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

Additional Attendees: Executive Director Tina Mathieu, District Attorney Bryan Baron, Weber County Commissioner James Harvey, and Office Manager Kathy Stokes

1. Welcome – Russ Porter, Chairman

2. Public Comment: None

3. Action Items:

a. Personnel Policies:

i. J-001 – Executive Director Job Description: This job description has been cleaned up and now includes the supervision of the Deputy Director if the Deputy Director is approved. The minimum qualifications have been changed from 5 years of experience to 8 years. This part actually reads:

“Education and Experience: Hold a Bachelor degree in Business, Management or a related field. AND Eight (8) years of experience in a medium to large PSAP as a Communications Manager or a combination of experience in the public safety field. Ideally three or more of those years of progressively responsible administrative or management experience in the operations of an emergency communications center.

OR

A combination of education and experience. AND Hold certification for Peace Officer Standards and Training Dispatcher and other certifications the District deems necessary for the position.”

ii. J-016 – Deputy Director Job Description: This position takes some tasks away from the director, but also has a lot of overlapping so they are hand in hand more. It would be the Executive Director’s task to hire the Deputy Director’s position. To keep the employee count at 75, it is recommended to the Board that this position be added and the Dispatcher 1 position count change from 43 to 42. All other position counts remain as they are now.

A motion to approve the changes to Personnel Policy J-001 – Executive Director Job Description and add Personnel Policy J-016 – Deputy Director Job Description was made by Leonard Call, a second by Mike Caldwell. Motion carried by unanimous vote.

b. Approve Deputy Director Position

A motion to add the Deputy Director position and eliminating one Dispatcher 1 position was made by Leonard Call, a second by Mike Caldwell. Motion carried by unanimous vote.

A motion to close public meeting to discuss the character, professional competence, physical or mental health of an individual was made by Scott Jenkins, a second by Gage Froerer. Motion carried by roll call vote:

Commissioner James Harvey left the meeting at this time.

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

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

A motion to open public meeting and action on closed meeting was made by Scott Jenkins, a second by Mike Caldwell. Motion carried by unanimous vote.

5. Next Meeting May 24, 2022. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Mathieu Date: May 24, 2022