

Weber Area Dispatch 911 and Emergency Services District
Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board
Meeting Minutes of September 26, 2023

Board Members in Attendance: Russell Porter, Robert Dandoy, James Harvey, and Leonard Call

Board Members Excused: Mike Caldwell, Gage Froerer, and Richard Sorensen

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Lieutenant Mark Horton, 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 August 22, 2023

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on August 22, 2023 was made by Robert Dandoy. A second motion was made by Leonard Call. Motion carried by unanimous vote.

4. Action Items:
 - a. Operations Policies
 - i. O-J-019 Special Function Officers: Updated old verbiage – no longer Category 2 officers, they are now called Special Function Officers. The language has been updated to reflect how we currently operate.
 - ii. O-J-015 Runaway and Missing Juveniles: Updated to current operating procedures, also changing the references from desk officers to patrol units.
 - iii. O-P-001 Suspicious Mail/Package Incidents: Updated to reference the Hazardous Materials policy which also covers pre-arrival information.
 - iv. J-008 Driver's License and Motor Vehicle Requests: Removed 10 code references with plain speech. Removed the paragraph on warrants served in error as that process has changed and we no longer do that.

A motion to approve the changes to Operations policies O-J-019 Special Function Officers, O-J-015 Runaway and Missing Juveniles, O-P-001 Suspicious Mail/Package Incidents, and J-008 Driver's License and Motor Vehicle Requests was made by James Harvey. A second motion was made by Robert Dandoy. Motion carried by unanimous vote.

- b. Morgan County Dispatch Agreement: This contract is tied to the current tax rate. It renews at the end of the year. Currently they are paying \$283,000. The new contract is for \$303,404.68. We have also changed some language because this contract now includes the new public safety entity, Wasatch Peaks Ranch Road and Fire District.

A motion to approve the Morgan County Dispatch Agreement was made by Leonard Call. A second motion was made by James Harvey. Motion carried by unanimous vote.

5. Chairman's Report –Russ Porter, Chairman: Nothing to report at this time.
6. Director's Report – Kevin Rose, Executive Director: Every year we can apply for the "carrot" money from UCA. Any PSAP that meets the minimum standards for transfer rates, call answer times, training standards, and such are eligible to apply for a percentage of the funding. Last year we received \$300,000. This year we budgeted for \$200,000. It turns out there were no PSAPs along the Wasatch Front that met the minimum qualifications. The change this year was that all PSAPs in the county had to meet the minimum qualifications for any PSAP in the county to be eligible. So that excluded all of Salt Lake County, Utah County, and Davis County. We are getting \$440,000. Great news. This is probably the highest we will get, next year will likely be less.

P25 update: We are still on schedule for the spring of 2024. There is a Stakeholders meeting next month in St. George where UCA will give us an updated timeline. We are preparing for this the best we can and are hoping it will be a smooth process.


Personnel: As you recall in the last meeting, we discussed our hiring process and that we reopened the job posting to see if we could get more qualified candidates. From both postings we had a total of 319 applicants. Of those only 104 completed the test, 46 passed the test, 34 interviewed, we gave conditional offers to 12, 4 failed the background, of the remaining 8 only 3 were hired. Of the remaining 5 one did not complete his POST background packet, so we withdrew our offer to him, and the other 4 withdrew. This is the first time he is aware that we have had this much of a challenge. Some of the factors we know we are competing with are higher pay, the ability to work from home, and the job market. He has discussed this with other PSAPs, and during the budgeting process has been talking with Scott Parke. Everyone is trying to see how to handle this challenge. The State just raised their starting pay to \$25 per hour. We are not looking at going that high but are looking at what other PSAPs are paying. He will have his draft budget at the next meeting to go over any requests.

7. 2023 Budget Report – Kevin Rose, Executive Director: As before, we are still on target to be under budget. With our comp time program, he and Scott were worried that we would be heavy in the overtime budget, but we are actually under budget in that category. And

while we are having issues in hiring new employees, we are not having the retention issues we have had in the past. Our staffing numbers have been pretty good. We are happy to see that the change we made with trades and overtime hasn't really had any impact on our overtime budget. Our employees can have time off and it hasn't affected our budget. We are happy about that. We are over in some areas in the budget, but overall, we should be under budget by the end of the year. We are working on the 2024 budget, and one thing we are working on is to trim down the operational budget to what it actually costs to operate the 911 Center.

8. Next Meeting October 24, 2023. A motion to adjourn was made by Leonard Call. A second motion was made by Robert Dandoy. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director:  _____ Date: 11/21/23 _____