

Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board
Meeting Minutes of October 28, 2025

Board Members in Attendance: James Harvey, Robert Dandoy, Gage Froerer, Leonard Call, and Richard Sorensen

Excused Board Member: Russell Porter and Benjamin Nadolski

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Weber County HR Director Emily Wilde, Captain Armando Perez, Sarah Towne and Scott Madeline from Baker Tilly, Brigham City Fire Chief Brandon Thueson, Brigham City Police Chief Chad Rayes, and Office Manager Kathy Stokes

1. Welcome – James Harvey, Vice Chair
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 September 23, 2025

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meetings on September 23, 2025 was made by Gage Froerer. Robert Dandoy made the second motion. Motion carried by unanimous vote.

4. Compensation Study Review – Sarah Towne, Consulting Manager

Presented the findings of a compensation study that included the Area Dispatch, detailing the methodology and phases of the study. She emphasized the importance of the study in developing a new pay structure for Dispatch. She outlined the recruitment and retention challenges faced by the organization, highlighting a comprehensive data collection effort to update job descriptions and evaluate positions. The SAFE tool was introduced to assess job roles based on compensable factors, allowing for a comparison of positions internally and externally with peer organizations. Sarah outlined the process of creating a new pay plan for Weber Dispatch, highlighting the significance of understanding market data and internal position comparisons. The proposed hybrid pay structure features a minimum, midpoint, and maximum salary range, allowing for progression based on tenure and performance. This plan aims to attract and retain employees while ensuring competitive compensation. Sarah presented a competitive pay structure for Dispatch positions, highlighting that the classification process does not consider individual employee factors such as performance or length of service. She detailed four implementation scenarios aimed at aligning current salaries with the new pay structure, ensuring that no employee would receive a pay decrease. She provided insights into the current compensation structure, noting that many long-tenured employees are not reaching their market value. She suggested a plan that includes a

minimum 3% adjustment for all employees and a strategy to improve their range penetration based on time in position.

Kevin Rose addressed the personnel budget, and mentioned a proposed tax increase of \$275,000 and operational cuts that would help manage costs, projecting a stable financial outlook for the next five years. The discussion also touched on the merit-based compensation system and its impact on employee retention. Kevin will evaluate the implementation scenarios for the new pay structure and incorporate the proposed pay plan into the tentative budget for next month.

5. Brigham City Dispatch Services

A significant portion of the meeting was dedicated to discussing the potential for Brigham City to join Weber Area Dispatch 911 and Emergency Services District. Concerns were raised regarding the impact on existing relationships with DPS. The board acknowledged the challenges faced by Brigham City emergency responders in terms of dispatch efficiency and highlighted the technological advancements that could facilitate better service delivery through the District.

The discussion included operational changes necessary to accommodate Brigham City's dispatch needs, including staffing adjustments and the integration of call systems. The board emphasized the need for clear communication protocols to maintain effective service delivery across jurisdictions. Both the police and fire departments are expected to benefit from improved coordination and response times.

In conclusion, the meeting underscored the importance of equitable compensation and effective dispatch services. The board agreed to continue exploring the integration of Brigham City into the District while ensuring that the existing relationships with DPS intact. The next steps involve drafting a contract agreement that reflects these discussions and addresses potential operational challenges in the future.

6. Action Items:

a. Operations Policies

i. O-K-001 Fire and Medical Dispatching

The new dispatch process automates medical and fire call dispatching immediately when a nature code is entered. We have designated four working channels: Ogden medical and Ogden fire, all other agencies on the other two channels (one for fire and one for medical).

ii. Mental Health Crisis

Dispatchers will use crisis intake call types and an emotional control tool to assess danger and determine the appropriate response, emergency dispatch or crisis line transfer.

iii. Ungovernable Juvenile

Dispatchers will assess safety risk and transfer non-emergent calls as appropriate to the crisis line.

iv. Automatic Notifications

The policy has been updated with new procedures for automatic notifications from personal devices or automobiles.

b. Personnel Policies

i. P-014 Employee Benefits

Updated with the additional pay for employees certified in language interpretation.

c. Agreement to be Dispatched for Tow Services

Basically, the same agreement as in the past. There are a few minor changes suggested by our attorney, Bryan.

A motion to approve all action items was made by Leonard Call, with a promise to bring back the fire and medical as he would like to see how it works. The second motion was made by Richard Sorensen. Motion carried by unanimous vote.

7. Chairman's Report – James Harvey, Vice Chair

Nothing to report.

8. Director's Report – Kevin Rose, Executive Director

Incident of the month: we had a bad accident up on I84. It was stressful and emotional. It was a fatal accident, but our dispatchers did a fantastic job. Our center received two awards this year from the State APCO Conference: Incident of the Year, and Technician of the Year went to Lori Poulsen who does a fantastic job. We have had no personnel separations since our last meeting. Our three new hires are progressing well.

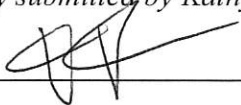
9. 2025 Budget Report – Kevin Rose, Executive Director

We are on target to be under budget.

10. Next Meeting November 18, 2025. A motion to adjourn was made by Robert Dandoy. Gage Froerer made the second motion. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: _____



Date: _____

11/18/25