

**Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board Meeting and
Weber Area Dispatch 911 and Emergency Services Local Building Authority
Minutes**

December 13, 2017

Board Members in Attendance: Chairman James Minster, Vice Chairman Mike Caldwell, Toby Mileski, Leonard Call, Kerry Gibson.

Additional Attendees: Executive Director Tina Mathieu, Operations Board Chairman Eric Young, Weber County Attorney Brian Baron, Administrative Manager Rayma Ross, IT Manager Kyle Phipps, Operations Manager Kevin Rose, Administrative Assistant Kathy Stokes

1. Welcome – Chairman James Minster opens the meeting with a request of a motion to begin. Toby Mileski makes a motion to begin the Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting and Weber Area Dispatch 911 and Emergency Services Local Building Authority meeting. A second is made by Mike Caldwell. Motion carried. James Minster welcomes everyone. He also expresses his gratitude to be able to be a part of this board for the last eight years.
2. Public Comment: None
3. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District and Weber Area Dispatch 911 and Emergency Services Local Building Authority Meetings – November 27, 2017.
 - b. 2018 ACB and LBA Meeting Schedule: Tina Mathieu – Brings the option of meeting every other month in 2018 instead of monthly. After a brief discussion it is determined that continuing monthly meetings will be the best course of action. If it is determined that a meeting is not needed each month then a meeting could be cancelled.
 - c. 2018 Holiday Schedule: The same holiday schedule as 2017.

A motion to approve the Consent Agenda items was made by Mike Caldwell, a second by Kerry Gibson. Motion carried by unanimous vote.

4. Public Hearing:
 - a. Motion to adjourn public meeting and convene public hearing made by Toby Mileski, a second by Kerry Gibson. Motion carried by unanimous vote.

****In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Weber Area Dispatch 911 and Emergency Services District at 395-8234 at least 24 hours prior to the meeting.****

- b. Public hearing on 2018 Final Budget: Tina Mathieu – Summary of 2018 budget as discussed in the last to meetings. The anticipated revenues would be \$6,912,893, and the anticipated expenditures \$6,842,688. Property tax revenues are numbers received from Scott Parke as anticipated revenues. It is a very conservative estimate. No public comment.
- c. Motion to adjourn public hearing and reconvene public meeting was made by Toby Mileski, a second was made by Mike Caldwell. Motion carried by unanimous vote.
- d. A Resolution of the Administrative Control Board of Weber Area Dispatch 911& Emergency Services District Adopting the Operating Budget of Weber Area Dispatch & Emergency Services District: A Roll Call vote was taken to approve this resolution as follows:
 - Mileski voted: Aye
 - Minster voted: Aye
 - Gibson voted: Aye
 - Caldwell voted: Aye
 - Call voted: Aye
 - Cragun was absent
 - Ebert was absentMotion carried.

5. Action Items

e. Operations Policies:

- i. O-I-015 – Language Interpretation Service: Tina Mathieu - We currently use The Language Line as an interpreter if we receive a non-English speaking caller. Recently we have hired an employee who is fluent in Spanish. Through research we found that we can utilize this employee and perhaps others who speak other languages at a 911 Call Center level by having them certified to show that they meet the requirements. Brian Baron suggests replacing the word “translate” with “communicate” in this policy.
- ii. O-B-001 – Facility Security Authorized Access: Tina Mathieu – We have made changes since we now have control of the doors to the dispatch area. We need to know who is on the dispatch floor and why they are there. Also, that the information they hear will remain confidential and background checks are done before visitors are allowed on the floor.

A motion to approve the Operations Policies with the word change requested was made by Leonard Call, a second by Mike Caldwell. 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 Toby Mileski, a second by Mike Caldwell. Motion carried.
7. Public Hearing:
 - f. Motion to adjourn public meeting and convene public hearing was made by Leonard Call, a second by Mike Caldwell. Motion carried.
 - g. Public Hearing on 2018 Final Budget: Tina Mathieu - The only expenditure will be our Bond payment of \$387,975 for 2018.
 - h. Motion to adjourn public hearing and reconvene public meeting was made by Leonard Call, a second by Toby Mileski. Motion carried by unanimous vote.
 - i. A Resolution of the Local Building Authority of Weber Area Dispatch 911& Emergency Services Local Building Authority Adopting the Operating Budget of Weber Area Dispatch & Emergency Services Local Building Authority: A Roll Call vote was taken to approve this resolution as follows:
Mileski voted: Aye
Minster voted: Aye
Gibson voted: Aye
Caldwell voted: Aye
Call voted: Aye
Cragun was absent
Ebert was absent
Motion carried.
8. Close LBA meeting and reconvene as ACB: A motion to close LBA meeting and reconvene as ACB was made by Toby Mileski, a second by Mike Caldwell. Motion carried by unanimous vote.
9. Chairman's Report: James Minster, Chairman - This is his last meeting a Chairman and as a member of the board. He expresses his gratitude for being on this board and working with Tina. He wished everyone a very Merry Christmas.
10. Director's Report: Tina Mathieu, Executive Director – This year we have lost two employees to Salt Lake City and three to Hill AFB. Each left for \$4 to \$5 more per hour. However, one has returned from Salt Lake City which is good for our center because she is telling our employees that the “grass is not always greener” in other locations. We have also made conditional job offers to six candidates, who will be starting around January 15th. The tow dispatch is going well overall. We have made some minor changes that were requested by the tow companies. The officers and tow companies have indicated that the service is going well. We have billed the tow companies for November and have not received any complaints from the tow companies. We were expecting to have 18 calls per day, but are averaging about 21 calls per day. In November we had 26 calls per day average. We have had a lot of positive feedback with our service. Tina also

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expresses her appreciation for the dispatcher we have, the administrative staff. Also, for the Board members for taking on the huge building project in behalf us, our employees and the citizens.

Toby Mileski adds his appreciation to Mayor Caldwell and Ogden City for the property and for the resources made available to us. He requests that Mayor Caldwell pass this appreciation to Greg Buxton for all his help on this project also.

A motion to adjourn was made by Toby Mileski, a second by Leonard Call. Meeting adjourned.

11. Next Meeting, January 22, 2018

Respectfully Submitted by Kathy Stokes.

Director: Tina Mathew Date: January 22, 2018