

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes September 20, 2018

Board Members in Attendance: Chairman Mike Caldwell, Leonard Call, Jim Truett, Robert Dandoy, and Scott Jenkins.

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Weber County Treasurer John Bond, Weber County Auditor Scott Parke, Financial Analyst Fred Philpot, and Kathy Stokes

Excused: James Ebert, Ian Nelson

1. Welcome – Mike Caldwell, Chairman
2. Public Comment: None
3. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District – July 30, 2018. A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District for July 30, 2018 was made by Robert Dandoy, a second by Leonard Call. Motion carried by unanimous vote.
4. Action Items:
 - a. Operations Policies:
 - i. O-J-001 – Police Dispatching
 - ii. O-J-022 – Criminal Justice Information System Alerts
 - iii. O-K-002 – Airport Alerts
 - iv. O-K-007 – Changing Police Unit Status – RESCIND
 - v. O-J-021 – Clearing Police Calls – RESCIND

Tina Mathieu – We are adding the information from, O-K-007 – Changing Police Unit Status and O-J-021 – Clearing Police into policy O-J-001 – Police Dispatching (items i, iv, and v) so that it is in one policy.

Policy O-J-022 – Criminal Justice Information System Alerts was voted on by e-mail by the Board Members so you are just ratifying that today.

Policy O-K-002 – Airport Alert was updated with new procedures on the testing with the tower. Also, a code for inflight medical emergency was added.

All of these policies have been approved by the Operations Advisory Committee.

Robert Dandoy asked about the channel marker that has recently been implemented. He has heard from the Roy Police Chief that the officers don't like this change. Tina Mathieu answered that the majority of the agencies attending the committee meetings approved this change. There has been low attendance on the law enforcement side at these meetings, and this has been mentioned in the

Chief's meetings. She will contact Chief Marino about this matter to discuss the issues he has with this policy.

A motion to approve policies O-J-001 – Police Dispatching, O-J-022 – Criminal Justice Information System Alerts, and O-K-002 – Airport Alerts; and rescind policies O-K-007 – Changing Police Unit Status and O-J-021 – Clearing Police Calls was made by Robert Dandoy, a second by Scott Jenkins. Motion carried by unanimous vote.

- b. Interlocal Agreement for the Provision of Certain Administrative Services: Tina Mathieu – This is an expired agreement we have with the county, it expired June 30, 2018. This agreement is with Weber County to offset the need of having HR, Legal, Accounts Payable, and Receivable in house. We input our bills and deposits into the Munis system through the County log in. This helps with our audits because the county finance employees also review our payments. The current cost is \$57,750. It will go into effect July 1, 2018 and expire June 30, 2020. The recommended changes are the annual increase from 5% to 3% and who signs the agreement. Leonard Call recommended that the term be changed from a two year agreement to a five year agreement. Scott Jenkins recommended that the payment change to a quarterly payment.

A motion to approve the Interlocal Agreement for the Provision of Certain Administrative Services with the amended changes was made by Scott Jenkins. A second by Leonard Call. Motion carried by unanimous vote.

5. Financial Analysis Presentation – *Fred Philpot*
(Please see the *Financial Sustainability presentation following the minutes.*)

Fred Philpot indicated that to get to the recommended fund balance of 16.7% there is a need for a one-time tax increase of approximately 25% which would be approximately \$8.69 increase per year impact on the average home. The discussion was that there wasn't a desire for a double digit tax increase, so an alternative was to do a 9% increase for three years in a row and 3% for the following four years after that ending in 2025.

A 9% increase would be approximately \$3.08 increase per year on an average home. The one-time action of 25% would get to the fund balance of 16.7% and would mean no more borrowing from the county throughout the year and have additional cash on hand for additional expenses. The alternative 9% for three years and 3% for four years would also get the District to the 16.7% fund balance but will take longer to get there. Both projections will allow the District to retain the level of service, accounts for the anticipated call increase, and the need to increase the number of employees by 2.13 by 2025.

When voted in as a Special District the maximum tax rate that the voters approved was .000387. Even at the year 2025 it will be .000343, which is still less than was approved by the voters.

The Board agreed to recommend the 9% for three years and 3% for four years which would get the District to the 16.7% fund balance by the year 2025. Chairman Caldwell will put an informal request in with this recommendation to initiate the process to move to the Governing Board.

6. Chairman's Report – *Mike Caldwell, Chairman*: UHP is one of the holdouts on the contract. They do not agree with the 3% increase and are asking for additional services without additional costs to them. We will continue to work on this with them.
7. Director's Report – *Tina Mathieu, Executive Director*: We have lost another long term employee to Hill Air Force Base. We recently hired three additional employees. Looking to hire another group at the first of the year. Our call volume has decreased to below 1200 call per day. We are currently at about 1135 calls per day. We passed the BCI audit with flying colors.
8. Budget Report - *Tina Mathieu, Executive Director*: We are 71% through the year. We've spent a total of 59% of our budget overall. There are a couple areas that are higher, but they will not make us go over our budget. In Publications we may go over by a couple hundred dollars due to the ad placed at the first of the year to replace a Board Member. Other than that we should not go over in any other area.

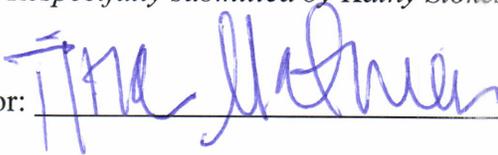
A Governing Board meeting will be set up so they can vote on the changes. Treasurer John Bond will need the okay to print and send out the postcards to the public. A Public Hearing meeting is scheduled for October 26th at 6:00 p.m. at the District. Tina will send out an e-mail with the dates of the meetings.

9. Next Meeting, October 22, 2018

Meeting Adjourned.

Respectfully submitted by Kathy Stokes

Director: _____



Date: _____

