

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes for December 10, 2019

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

Additional Attendees: Executive Director Tina Mathieu, District Attorney Bryan Baron, Operations Advisory Committee Chair Lt. Casey Warren, Operations Manager Kevin Rose, Operations Manager Scott Freitag, IT Administrator John Carlin, Office Manager Kathy Stokes

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 – November 19, 2019

A motion to approve the minutes of the Weber Area Dispatch 911 and Emergency Services District – November 19, 2019 was made by Scott Jenkins, a second by James Truett. Motion carried by unanimous vote.

4. Action Items:
 - a. Operations Policies
 - i. O-J-001 – Police Dispatching: For our law enforcement when there is a significant incident we will clear the channel and add a channel marker so others know that the channel is clear. We have been asked by some of the agencies to remove the channel marker. We have changed the policy to only add the channel marker upon request. A motion to approve Operations Policy O-J-001 – Police Dispatching was made by Russell Porter, a second made by Robert Dandoy. Motion carried by unanimous vote.
 - b. Personnel Policies
 - i. F-007 – Financial Reserves Policy: This policy will help ensure that we keep an equivalent to 16.67% in the unassigned Fund Balance as a reserve. If we start to get near that then measures will be taken. This has been discussed before, but this is the first time we will be able to pass this policy and not immediately be in violation of it. A motion to approve Personnel Policy F-007 – Financial Reserves Policy was made by Robert Dandoy, a second by Russell Porter. Motion carried by unanimous vote.

- c. 2020 ACB/LBA Meeting Schedule: This just continues on the same schedule as we are on now on the same week of the month. Scott Jenkins suggested an 11:45 start date instead of 11:30 because of the Commission meeting on the same day. A motion to approve the 2020 ACB/LBA Meeting Schedule with a new start time of 11:45 am was made by Leonard Call, a second by Robert Dandoy. Motion carried by unanimous vote.
 - d. 2020 Holiday Schedule: This is the same as this year. A motion to approve the 2020 Holiday schedule was made by Russell Porter, a second by James Truett. Motion carried by unanimous vote.
 - e. Master Lease Renewal: This is something that we need to do every year for our creditor, Capitol One, for our bond. We just have to have a letter indicating we approve the amount of the lease from LBA for our building. A motion to approve the Master Lease Renewal was made by Robert Dandoy, a second by Russell Porter. Motion carried by unanimous vote.
5. 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 Scott Jenkins, a second by Russell Porter. Motion carried by unanimous vote.
6. Approval of minutes from Weber Area Dispatch 911 and Emergency Services Local Building Authority - November 19, 2019
- A motion to approve the Weber Area Dispatch 911 and Emergency Services Local Building Authority from November 19, 2019 was made by Scott Jenkins, a second by Russell Porter. Motion carried by unanimous vote.
7. Master Lease Renewal: This also has to be approved by the Local Building Authority. A motion to approve the Master Lease Renewal was made by Leonard Call, a second by Robert Dandoy. Motion carried by unanimous vote.
8. Recess as Local Building Authority and reconvene as Administrative Control Board: A motion to recess as Local Building Authority and reconvene as Administrative Control Board was made by Russell Porter, a second by James Truett. Motion carried by unanimous vote.
9. Chairman's Report –Mike Caldwell, Chairman: Thanked our Governing Board for their support with the Truth in Taxation hearing. Thank you for that we know it is not always comfortable. We appreciate your willingness do this and get stuff done.

10. Director's Report – Tina Mathieu, Executive Director: We started 2019 off with 70 employees and we are ending 2019 with 70 employees. What is sad is that we lost 17 and hired 17 this year. One terminated for not showing up for her first day, 4 terminated while in training and 1 terminated POST application. Of the resignations – 2 moved out of state, 1 moved out of the Country, 1 for emotional issues, 1 after having a baby, 1 we asked to resign and 3 resigned to pursue other interests and 1 resigned and came back and 1 retired.

With regards to tow issues, I have been asked to meet with Representative Maloy on Thursday to discuss a potential solution to the issues that I have raised with him about the current law. He invited Gary Crane from Ogden City and Neil Schultz to also be in attendance. As I mentioned last month, I have sent him draft language that would essentially allow Special Service Districts to charge the fee to the towers. He has made it clear to everyone that is attending that we are not rehashing the past, but only there to speak to a resolution. I feel a little stuck in that I can't go to a meeting and agree that we will provide free dispatch services to a private entity when (a) I don't have the authority to agree to that and (b) I don't believe we should. We are charging Public Safety entities for our services and we are charging other private companies for our services, such as the board up companies and I don't believe that it is good policy to provide a for profit subsection free services. I will attend the meeting and participate and report back next month. It is getting down to the wire on the session beginning and I hope to have some idea of where Maloy is at with this issue. If, at the end of the day, he chooses to not make any adjustments, I will go to Bramble and see if he will make it happen for us.

Scott Jenkins asked what it would mean if we are not allowed to charge the tow companies and discontinue this service. Tina answer was that she has spoken to the Police Chiefs in Chief's meeting and they are aware this could happen. They have indicated that they would put out and RFP and go to a single source tow provider so the officers will be able to call just on vendor and not have to work off of a list. We currently have 47 tow companies on our list. Harrisville and Riverdale are currently doing sole sourcing. The small companies that Neil Schultz is representing do not know that this is the case. It was suggested that Tina set up a meeting with Neil Schultz and a few of the Board members to explain our position on this issue.

Overall 2019 has been a good year. We have been very successful in many area. Financially there is Obviously there were some financial highlights this year, with the passage of SB154 and the ongoing funding that will provide for the 911 phone system and ESInet projects, the elimination of the hold harmless so we can collect all of the money that we earn based on the 911 call volume and ending with the tax increase for 2020.

We have been successful from a quality standpoint as well. Our employees are averaging 98.66% compliance on our law enforcement calls; 99.71% on our medical calls and 98.94% on our fire calls. Our fire call reviews is new this year and I am very happy to finally have that in place.

Incident and Call Summary for 2019 – to date. We have processed over 380,235. Our average calls processed per day was 1,108 the past month. And we answered, on average 251 911 calls per day. We are now processing approximately 941 incidents per day. We are answering our 911 calls within 15 seconds approximately 97.52% of the time and our average call duration is 179.8 seconds. These successes are not easy. The quality and timeliness of our organization is through solid work and significant dedication to our organization, our citizens and our agencies. I have the opportunity to associate with every PSAP in this state on a regular basis and I can assure you, we have some of the very best and brightest employees at Weber. Four of them are sitting with us here today. Kathy is a lifesaver. She is organized and works her heart out. She never drops the ball and is the thread that keeps everything together. John Carlin is our IT Manager. He has a ton of responsibility and is doing a great job. Scott Freitag is our Fire Operations Manager, he has been here about 14 months. He has had a lot of successes putting together swift water rescue and the Fire QA. Kevin Rose is the Law Enforcement Operations Manager works well with the law enforcement. He puts together policies and is able to help and use his experience of working here for a long time and as a Deputy Sheriff/Paramedic in Davis County to relate to our officers. Casey Warren is our Operations Committee Chair this year. He was thrown under the bus and elected him when he wasn't there. He has done a great job and given us a great deal of support. And thanks to all of you (the Board Members) she appreciates you and all the dispatchers appreciate all you do for them.

11. 2019 Budget Report - Tina Mathieu, Executive Director: We are 94.24% though the year. We have collected 44.2% of our revenue. The 911 Telephone surcharge is only updated through September. We should be on target for this when the rest of the money comes in. For expenditures we are at 78.65% we are on target to come in under budget on this also as discussed in previous meetings. We are constantly trying to look for ways to save money.

12. Motion to close public meeting to discuss the character, professional competence, physical or mental health of an individual. A motion to close the public meeting was made by Russell Porter, a second by Robert Dandoy. Motion carried Roll Call vote.

Caldwell, Mike voted: Aye
Call, Leonard voted: Aye
Jenkins, Scott voted: Aye
Froerer, Gage voted: Absent
Dandoy, Robert voted: Aye
Porter, Russell voted: Aye
Truett, James voted: Aye

13. Motion to open public meeting and action on closed meeting. A motion to open the public meeting and take action on closed meeting was made by Leonard Call, a second by James Truett. Motion carried by unanimous vote.

14. Next Meeting January 28, 2020. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Mathien. Date: 02252020