

# Weber Area Dispatch 911 and Emergency Services District Administrative Control Board July 16, 2019

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

**Additional Attendees:** Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Weber County Comptroller Scott Park, Weber County Treasurer John Bond, Auditor Chuck Palmer, and 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 – May 28, 2019. A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District of May 28, 2019 was made by Gage Froerer, a second by Scott Jenkins. Motion carried by unanimous vote.
4. 2018 Audit Overview – Chuck Palmer: The accounting firm Christensen, Palmer and Ambrose has completed an independent audit of the financial statements of the Weber Area Dispatch 911 and Emergency Services District, and the Local Building Authority. In their opinion the financial statements are materially correct. The District's assets exceeded liabilities by \$1.99 Million at the close of the year. A good increase overall from the prior year.

Some of the changes:

Capital Assets decreased by \$285,000 due to depreciation

Long Term Liability increased by \$1.1 Million due to retirement and post-employment benefits.

Total Expenditures increased about \$57,000 due to building maintenance.

Salaries and Benefits decreased \$470,000

Property Tax revenue increased by \$190,000

Charges for Services increased by \$793,000 due to the cell phone surcharges.

In 2017 there was a net loss of \$642,000, in 2018 there was a net profit of \$251,000. The total Fund Balance for Weber Area 911 and the Local Building Authority is \$2 Million.

The report can answer any questions you may have. The firm also did not find any deficiencies in the internal controls. There were no compliance issues.

A motion to accept the audit as presented was made by Scott Jenkins, a second by Russell Porter. Motion carried by unanimous vote.

5. Action Items:

- a. Resolution No. 2019-001 – A resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District approving the certified property tax rate for the calendar year ending December 31, 2019. A motion to Resolution Number 2019-001, a resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District approving the certified property tax rate of 0.000239% for the calendar year ending December 31, 2019 was made by Robert Dandoy, a second by Russell Porter. Motion carried by unanimous vote.

Scott Jenkins, Chairman of the Governing Board, informs the board that the Governing Board met yesterday and decided to include notice of a possible tax increase of not more than 9% with the documents that will be sent out by the Treasurer's office this year.

Moving to number 9 on the agenda - Tina Mathieu: Last year an outside firm was hired to look at our longtime finances. Fred Philpot did several presentations. The final recommendation from Fred was a 9%, 9%, 9%, and then a 3% tax increase for four years going out. She has been working with Scott Parke and John Bond. Scott has put a projection, and is our recommendation, to do a 9% in 2020 it would sustain the District for the next 5 or 6 years and we don't need to do the additional 9% and 3% that was recommended. That is based on changes with the 911 taxes, property taxes and money that the District has saved. It specifically states in our contract with the County that we must pay any borrowed money back to the County by December 31<sup>st</sup> every year.

John Bond: His prospective is that the District is unable to pay their bills and the County would have left them alone they would be out of money. If nothing is done to increase revenue at this point, then in about 2023 the District would be in the same territory you were a couple of years ago. He is not willing to wait until 2023 and says by 2021 if this occurs he will not continue to invest. He asks the board to consider this, and also to consider the public policy to continue to use the County as a bank. The initial short date for the last 4 years: August 12, 2016; January 27, 2017; January 19, 2018, March 15, 2019. This is the initial day that they ran out of money with no ability to pay their bills. The largest loan dates are December 19, 2016 was \$1.3 Million, December 17, 2017 was \$2.3 Million, December 12, 2018 was \$1.8 Million, and so far this year \$608,000 invested from the County. We are trending in the right direction, but cannot recover without an additional tax increase. Because of this early decision it will save the District about \$23,000 for the mailings.

Scott Parke: Recommends a Fund Balance of 16.76%, or two months of operating expenses. The District is currently does not meet this recommendation. He outlines the different options to consider:

Option 1: No change. Which really isn't an option to stay above the minimum fund balance policy and also stay above zero which we are required to by State Law. Doing nothing really isn't an option in the long run. You can "kick the can" down the road a little if you wanted to because we are still above zero for a little bit.

Option 2: A 6% tax increase in 2020. This is the minimum we can do to get by. There is a risk because of the margin of error that this wouldn't be enough.

Option 3: A 9% tax increase in 2020. We would not need to consider another increase for 5 or 6 years. He does not believe another 9% in 2021 or 3% in 2022 would be necessary with this option unless there is a massive downturn in the economy or something similar.

Option 4: A 9% tax increase in 2021.

He recommends at least 6% to 9% tax increase in 2020 would put us going in the right direction. A 9% increase is the preference and his recommendation.

6. Chairman's Report –Mike Caldwell, Chairman: Nothing new to report at this time. Expressed his appreciation for the support of Scott and John to bring us this information.
7. Director's Report – Tina Mathieu, Executive Director: We have 6 new employees beginning on August 2<sup>nd</sup>. Of the 6 we hired in March, 5 have successfully passed their first stage of training of call-taking and fire dispatching and are on their own and will be moving into radio training.

We are working with the chiefs to try to help resolve a tow issue related to motorhome calls. We have made a strong suggestion to OPD on a potential way to incentivize towers to be willing to tow the motorhomes. Yesterday we had a request for a tow for a motorhome and called over 15 different companies before someone finally agreed to tow it. Representative Malloy has reached out to me to meet and discuss the tow bill that he is drafting for 2020 trying to get the pass through fee and the situation with the motorhomes which is a statewide problem. She will follow up with Senator Harper on the status of the legislative audit. She is expecting that someone will be contacting her for the audit. She has been interviewed for the 9-1-1/UCA audit as of last week.

We have processed almost 208,000 calls – to include 911 and non-emergency. This is approximately 1,087 calls per day, 244 are 911 calls, on average. We are now processing approximately 933 incidents per day, which is about a 20% increase since May. We are answering our 911 calls within 15 seconds approximately 97.39% of the time and our average call duration is 133.6 seconds or 2.2 minutes.

In March, 2019, Representative Torres from California introduced a bill that would categorize public safety telecommunicators as a protective service occupation under the Standard Occupational Classification System. Currently Telecommunicators are classified as secretarial. Recently the language was added to the National Defense Authorization Act and it passed the House as of last Friday.

8. 2019 Budget Report - Tina Mathieu, Executive Director: Looking at the Budget to Actual. In revenue the only thing that is below where we are supposed to be is the 911 Surcharge, but as always it is 2 months behind. As for expenditures the only area we are over is the building maintenance because we paid the bond payment early in the year. The line charges are paid quarterly so they are actually on target along with the software charges. We are 53.7% through the year and have spent 43.46% of our budget overall.
9. 2020 Budget Recommendations – Discussed before item 6 above.

10. Election of Administrative Control Board Officers - By the resolution that created the District it says that the officers of the Board shall be elected for a 2 year term at the first meeting of the Board after July 1 in odd years. The election shall be the last item of business and the newly elected officers shall assume office immediately following the election. Chairman Caldwell asks for nominations. Leonard Call makes a motion to nominate Mike Caldwell to continue as Chairman of the Weber Area Dispatch 911 and Emergency Services District Administrative Control Board, a second is made by Robert Dandoy. Motion carried by unanimous vote. A motion to nominate Russell Porter as Vice-Chair of the Weber Area Dispatch 911 and Emergency Services District Administrative Control Board is made by Robert Dandoy, a second by Scott Jenkins. Motion carried by unanimous vote.

11. Next Meeting August 27, 2019. Meeting adjourned.

*Respectfully submitted by Kathy Stokes*

Director: \_\_\_\_\_



Date: \_\_\_\_\_

