

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes for April 28, 2020

Board Members in Attendance: Chairman Mike Caldwell, Gage Froerer, James Truett, Robert Dandoy, Leonard Call, and Scott Jenkins (arriving after the roll call vote)

Additional Attendees: Executive Director Tina Mathieu, District Attorney Bryan Baron, 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 – February 25, 2020

A motion to approve the Weber Area Dispatch 911 and Emergency Services District meeting minutes from February 25, 2020 was made by Gage Froerer, a second by Leonard Call. Motion carried by unanimous vote.

4. Action Items:
 - a. Resolution No. 2020-1: A Resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District Authorizing Electronic Meetings

A motion to approve Resolution Number 2020-1: A Resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District Authorizing Electronic Meetings was made by Leonard Call a second by Robert Dandoy. Motion approved by Roll Call vote:

Mike Caldwell – Aye
Russell Porter – Absent
Scott Jenkins – Absent
Leonard Call – Aye
Robert Dandoy – Aye
Gage Froerer - Aye

- b. Operations Policies
 - i. O-I-006 – 911 Transfers: The changes we have made are related to the 911 Bill of Senator Harper’s that passed last year. We will now announce

the caller, give an address, and make sure the caller is still on the line when we transfer to another 911 center. This is required by the end of the year, we just wanted to get a jump on it.

- ii. O-C-002 – Breaks: We have changed when dispatchers can sign up for their breaks. In the past they had to wait until they clock in to sign up for their breaks, but they are usually here at least 15 minutes early. This allows them to sign up for their breaks as soon as they get here, which makes it so there isn't a line waiting to sign up making it so there isn't a line waiting. It is better for everyone.
- iii. O-P-009 – Lockdown Channel Testing: This is something we do for law enforcement and fire. It is testing held monthly and it shows them what channel and what to do if there is a disruption in the trunking system, or radio system failure to make sure they can stay in contact with us.

A motion to approve the three operations policies: O-I-006 – 911 Transfers; O-C-002 – Breaks; O-P-009 – Lockdown Channel Testing was made by Jim Truett, a second by Scott Jenkins. Motion carried by unanimous vote.

c. Personnel Policies

- i. P-020 – Annual Leave: This policy allows employees to donate vacation leave to an employee who has exhausted all leave and are on an FMLA event may be able to receive up to 480 hours. If all the donated leave is not used the donating employees would receive hours back proportionately to what they donated. The donating employees and the amount they donated would be confidential. Tina has researched this policy by consulting with Sarah Swan in HR and Bryan Baron, our attorney, and also contacting surrounding cities to see what policies they have or have had regarding this. It is voluntary and confidential. This is something that the employees have asked to be able to do multiple in the past. Annual leave is our vacation leave.

A discussion continued on this item. Below are the points that were discussed:

Scott Jenkins: Why would the District incentivize employees to donate time and the District not give any time? He would just assume let the employee go into the negative and work their way out. It seems that we

are putting a lot of pressure on the employees. He would rather see the agency match instead of making the employees do it all.

Tina Mathieu: It is all voluntary, and something that has been requested on multiple occasions for this by the employees.

Mike Caldwell: On his first day on the job there were five officers shot. All the officers wanted to do something, other than donate cash, so they changed their policy so officers could donate for medical conditions that were in some cases months after the shooting.

Robert Dandoy: When working for the federal government, they have had a policy similar to this for years. It would help prevent a lot of advance leave requests, there is administrative concerns to keep it all straight. Another thing is that the people who donated the hours are the more senior people who could accumulate the hours and the recipient could would be a less senior person who is making less per hour. This would actually save the District money. He feels this is a good proposal, and shows a willingness to take care of each other.

Leonard Call: As hours are donated vs. hours that are given by the agency decreases the hours we would have to carry on the books.

A motion to approve policy P-020 – Annual Leave with the maximum donation of 240 and the District match that amount was made by Scott Jenkins. It will cost more from the District, but he feels that if the employees are willing to give their time we should be willing to give some time also. No second was made.

Gage Froerer made a motion to approve policy P-020 – Annual Leave as written. A second was made by Robert Dandoy. Motion carried by majority vote. Scott Jenkins voting Nay.

- ii. P-021A – COVID-19 Emergency Pandemic Leave: This policy was technically already approve by email. There is one change, instead of an end date it has been changed to: and be in effect until this policy is revoked by the Administrative Control Board. There are no other changes it just allows the employee to go into the negative for their sick leave balance if they or a family member gets sick because of COVID 19. This

helps the employees who do not have the option of working from home, to be able to get a paycheck every two weeks.

A motion to approve policy P-021A – COVID-19 Emergency Pandemic Leave was made by Robert Dandoy, a second by Jim Truett. Motion carried by unanimous vote.

5. COVID-19 Funds – Tina Mathieu, Executive Director: We received a grant for \$174,942. These funds were accompanied by a letter that was not super specific on how the money could be used except The PSAP basically agreed to utilize the funds for PSAP operations and specific to the COVID-19 crisis. The letter also says that if we do not use these funds, we should return them. There is also federal funding available, but it appears that this amount will cover any of the costs related to COVID-19 that may occur. We would like to watch until December to calculate and reimburse ourselves for tow revenue lost, for the first quarter we are down 15.23% in tow revenue. We may also want to consider an employee retention bonus which the UCA attorney recommended we announce now so it is tied to COVID19. We are also looking at a Sonic Wall devise for more secure access to our systems for administration employees who are working from home. We are also purchasing two laptops for our Operations Managers to help them with working from home. Also, supplies needed for COVID19 such as keyboard covers, sanitizer, bleach, the ZOOM account, and a thermometer. We have spent about \$6,300.
6. Chairman's Report –Mike Caldwell, Chairman: Two weeks ago was Dispatcher week. We thanked our Dispatchers with a vehicle parade and video from the Police Department and Fire Department. Also, cards and gifts were given. At last check there was 100,000 views of the video. We just want to make sure the Dispatchers know they are appreciated.
7. Director's Report – Tina Mathieu, Executive Director: We have six new hires that will be released at the end of May. Once they are on the floor and on their own, we will have five openings. Until further notice, we are not going to proceed with any hiring until fall. The only thing that would change that would be if we lost a bunch of people that really forced our hand to hire. We have a few promotions that need to occur, we are going to wait on that as well.

For COVID-19 our current practices are to wear masks whenever we are out of our chair, bleaching areas every 8 hours, having dispatchers sit in the same chair their entire shift Maintaining these practices through May. We are waiting for recommendations from the Governor and the local Health Department for any further changes. Our main goal is to keep employees safe at work and help try to maintain staffing levels.

The first couple of weeks we saw a 25-26% decrease in our law enforcement calls. On the Fire/EMS side we saw a 9% decrease in the first week and a swing to over 15% increase in the weeks following. As we track the COVID-19 call types (includes Breathing Problems, Chest Pains, Cardiac Arrests, Diabetic Patients and General Sick

Person Calls). We are seeing a 28.9% increase this week from the same week last year. However, we are seeing a 4.9% decrease in the same call types from our call volume this week compared to last week. We will continue to monitor this. At this point, we have worked with the fire departments and we have built in our practice database all of the call responses for the call types and incorporated the use of the pandemic card, if we were to every upgrade to an Orange or Red status.

National Dispatch Week went well. The Fire Departments brought in food, there were parades, videos, and gift cards. Our dispatchers felt the love. Our Annual Banquet has been rescheduled for Wednesday, September 16th.

8. 2020 Budget Report - Tina Mathieu, Executive Director: With everything being unknown we still want to be super conservative and save as much money as we can. We have suspended spending as much as we can unless it is COVID related. We are 32.05% through the years, on our 911 Surcharge we are at we are at 15.76% which is because they are two months behind in getting the money here. So we are on track. Miscellaneous revenue is higher but the money is not very much. The UCA Grant has been added to the State Grants. Compared to this time last year we are higher with revenue (without the UCA Grant). Overall we have spent 28.77%. We are over in our rent payment because we had to make that payment early in the year, but we will not go over. We are over in our line charges because we make quarterly payments. We will not go over.
9. Next Meeting May 26, 2020

Respectfully submitted by Kathy Stokes

Director: Tina Mathieu Date: May 26, 2020