

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of November 17, 2020

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

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 meetings on October 27, 2020.

A motion to approve the of minutes from Weber Area Dispatch 911 and Emergency Services District meetings on October 27, 2020 was made by Scott Jenkins, a second by Gage Froerer. Motion carried by unanimous vote.

4. Action Items:
 - a. Personnel Policies
 - i. J-15: Emergency Dispatcher Trainee – Tina Mathieu: This policy was updated with to show the completion date of POST Certification as required by URS for Public Safety Retirement.

A Motion to approve Personnel Policy J-15: Emergency Dispatcher Trainee was made by Leonard Call, a second by Robert Dandoy. Motion carried by unanimous vote.

5. 2021 Tentative Budget Overview and Action - Tina Mathieu: This is the detailed Tentative Budget for 2021.

Salaries and Benefits include a 3% merit increase and 3% one-time COLA payment to be paid in January to help offset the additional health insurance premium and higher out of pocket costs. The Retirement increases because of Public Safety Retirement. The Loyalty program will be taken out. Unemployment Comp Fund has been increased by \$2,160 as recommended by Scott Parke.

In Training and Travel we will save quite a bit of money in 2020. In 2021 it will increase by 3% because of the cost of the BCI TAC Conference will be out of state next year. Subscriptions and Memberships will increase because of the potential contract with Providence Mental Health. We are still negotiating this and looking at other solutions.

****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.****

The Publications account will be reduced substantially because we are no longer doing tax increases so we don't need the additional money there. Business Expenses will increase by \$500.

The Office Expenses will decrease because we are not doing tax increases.

Promotions will stay the same.

The Telephone account will increase mainly because our Language Line payments have increased. At the recommendation of Mayor Dandoy Tina has looked into using machine translated resources but there is liability issues with this because we need translations to be verbatim and those that she has looked into do not do this. The Center Connectivity will be reduced by \$6,000.

Building expenses decreased because we were able to fine tune the budget because we now have historical information. The Rent is the Bond payment and the Bond Trustee Fee.

The Employee Loan Program is loans to our employees for exercise and emergency equipment.

Equipment Maintenance is an overall increase of \$1,865. The increase is from replacing the CAD/RMS servers, the added cost of the EMD medical training for our dispatchers, Priority Dispatch Maintenance, and the Payroll System support. The Cable and Internet costs will increase by \$950.

There aren't any changes in the Service Fees account.

Contract Services will decrease by 3.71%.

The Special Services account stays the same.

The Software account will decrease because we will not need the \$15,250 for back up maintenance until 2023, however we will see increases in the software licensing, Anti-Virus Software, and online testing for dispatcher candidates. For an overall decrease of \$3,918.

Controlled Assets will increase because all the CPUs on the dispatch floor are due for replacement next year. This will not be this high every year.

Equipment will increase for the CAD/RMS servers of \$235,390, the First In Upgrade for \$10,000, and the logging recorder upgrade for \$25,000. The logging recorder is an estimate that may be needed because of the way the new system works this may be necessary.

Transfer to Other funds is for Capital projects fund that would be \$250,000. This account would also earn interest. This fund is to save up money for the new CAD System and software that will need to be purchased in the next few years so we don't drain our fund balance.

Robert Dandoy asks about the 3% COLA and merit increase. He is concerned that the agencies we work with may not receive the bonuses the District is receiving and this does have a ripple effect with the agencies.

Tina's clarifies the COLA is a one-time payment at the first of the year that will not change the current pay scale. It is designed to cover the increase of insurance costs and cost of living. It is less expensive for the District to do this. The merit increase is 3%, also the current pay scale we have in place, is earned by the employee at their anniversary date.

Scott Jenkins is also concerned about the amount of bonuses the employees will receive along with the Public Safety retirement. He won't vote for this.

Gage Froerer would also like to see salary studies to justify these increases. Also, he indicates that Weber County employees are not receiving a straight 3% merit increase, it could be 1% to 5% with an average of 2%.

Tina responds that we do salaries surveys. We do statewide and northern studies. The Board voted for the northern survey because it was less. Our current pay scale is based upon these studies the Board approved. The COLA recommendation is paid like a bonus because we are following what the County is doing and recommended. The merit increase is also based on a statewide salary survey and the medium amount. She assures that these salaries and pay scale are not arbitrary at all and it is continually reviewed. She respects your "no" vote, but asks for an alternative recommendation because we have to have a tentative budget approved today by law. She is happy to bring back numbers for review.

A motion to approve a tentative 2021 budget with a 2% COLA bonus and to review the merit increase and salary information was made by Gage Froerer, a second was made by Scott Jenkins. 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 Leonard Call, a second by Robert Dandoy.

See LBA Minutes for agenda item: 7

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 Scott Jenkins, a second by Gage Froerer. Motion carried by unanimous vote.

9. Chairman's Report –Mike Caldwell: This week 10 of the 15 dispatchers at Davis County were out because of COVID. He would like to thank Tina for her leadership and direction in providing them the service. Not by sending people down to get exposed, but by using technology to offer help and answer their calls. That was an amazing story. He appreciates the work that the District does and the professionalism.

10. Director's Report – Tina Mathieu: We had to halt our testing process for our dispatch positions due to the COVID outbreak and the new order from the Governor. We have been looking into alternative methods to test potential new hires electronically. We are trying to keep things on track for our expected hiring date of January 11th.

To date we have five employees contract COVID. For the first time, we have two employees out currently with COVID. They have approximately one more week before they will be eligible to return to work. We have been very, very lucky. But I also believe we have been very, very vigilant. We have not had a single work exposure, to date. And we have not experienced a staffing crisis. Lately this has only been because of our ability to rapid test our employees. In the past two weeks we have tested 15 employees that have come to work or called in and expressed concern with a potential exposure and/or symptoms. Having the ability to test our employees and have them continue working has been a game changer for us. If we were out those 15 employees that we have tested over the past two week, we would be in the middle of a staffing crisis. A week and a half ago we received a very concerning call from Davis Dispatch stating that they only had 3 healthy employees that were either not positive with COVID or in quarantine because of multiple potential exposures within dispatch. They requested our employees to respond to their location to help offset their staffing shortage. Obviously my initial concern in sending our employees to their facility is the very fact that they are so short is because of exposures at work. We have not had a single work exposure, so my answer to having our employees go to their facility was no. After discussing the situation with Mayor Caldwell and Commission Jenkins, as the Chairs of the Administrative Control Board and Governing Board, we did however offer to allow their 911 calls to be transferred to our facility and then we would electronically transfer their CAD calls from our CAD to their CAD. After we began making some staffing arrangements, I spoke with the Manager again to verify whether or not they have had their employees tested. She hadn't heard of the rapid antigen tests and we made arrangements for their dispatchers to utilize some of our tests. After she did some checking, she realized that a fire department in their area also had access to the tests and offered to test her employees. Testing turned their crisis around and they no longer were in need of our services. This is the second center with a staffing crisis because of COVID have implemented a sign up for those that are willing to work, if needed, to help

cover our own staffing shortages, if they arise, or help us help another center if we are called upon again. Our awesome employees are willing to come in and help.

To date, we have tested 15 of our employees. Of those that we have tested, we have had one test positive. There are some that, based on their exposure, we have or are testing daily, prior to letting them come into the center until the exposure period has expired. We are currently actively monitoring 5 employees. Meaning they will be tested until that potential risk period has elapsed. These tests are a life saver for us. We are literally doing every possible thing we can think of or that has been recommended by State Health Department or CDC to keep our employees as safe as possible while at work. As you know, we have been very strict at our facility and we have been on complete lockdown since March. We have never reduced our restrictions and/or our mask requirement. We are hoping that we will have access to a vaccination for our employees late December.

To date, of the \$174,942 in COVID money, we have spent a total of \$96,595. Of that spent, almost \$3,400 has been spent on supplies – wipes, masks, hand sanitizer and stuff like that, \$5,100 has been spent on equipment – this includes laptops, web cameras, extra VPN licenses, air filters and our potential on-line candidate testing estimated at almost \$4,000; the remainder spent has been for bonuses \$79,000 and Zoom account fees. This leaves us a remainder of \$78,357 which I am planning to official address at our next meeting.

11. 2020 Budget Report - Tina Mathieu: We are 87.95% through the year. The Telephone Surcharge is artificially low. It is the same amount as last month because we have not received the monthly payment from the State Tax Commission. This number reflects through August, so we are still on track for what we have budgeted. The Miscellaneous Revenue is 660% of what we budgeted, \$7,200 of that is what we were paid to film the Emergency Call TV show.

Our expenditures are at 76.13% overall. Our overages include the Telephone and Line charges which we will not exceed. The Controlled Assets are over because we had to pay a \$3,000 expense from 2019 in 2020 unexpectedly. This will one of the things we address in our 2020 Budget hearing we will have next month. If you choose to we will go back for 2020 to create the Capitol Project fund, and add \$1,000 to the Controlled Assets account so we will not go over. Overall the budget is on track and we have no reason to believe that we will be anything but.

12. Next Meeting December 8, 2020. This meeting will also be through video conferencing. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Mathieu Date: Dec. 00, 2020