

# Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of October 27, 2020

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

**Additional Attendees:** Executive Director Tina Mathieu, District Attorney Bryan Baron, Operations Chair Dave Wade, and Office Manager Kathy Stokes

1. Welcome – Mike Caldwell, Chairman: Welcomes everyone to the meeting and expresses his appreciation for the willingness to meet electronically instead of in person during the pandemic.
2. Public Comment - None
3. Consent Agenda:
  - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District meetings on September 17, 2020.

A motion to approve the minutes from the Weber Area Dispatch 911 and Emergency Services District meeting on September 17, 2020 was made by Russell Porter, a second by Robert Dandoy. Motion carried by unanimous vote.

4. Action Items:
  - a. Personnel Policies
    - i. O-J-030 Requests for 10-33 and 10-78 – Tina Mathieu: These requests are used when officers need backup. We have changed this so these calls are sent out to all the police channels. This has gone through the Operations Committee and they have approved it.

A motion to approve Policy O-J-030 Requests for 10-33 and 10-78 was made by Scott Jenkins, a second by Russell Porter. Motion carried by unanimous vote.

4. Action Items:
  - b. Intrado Maintenance Renewal – Tina Mathieu: This renewal is for the time period of October 1<sup>st</sup> through December 31<sup>st</sup>. We are in the process of upgrading our phone system at zero expense to us because we received funding through the legislature a couple of years ago. The cost of this is \$17,766.20. It is reimbursable through UCA but we have to front the funds. Bryan has reviewed this and put his stamp of approval. It is only for three months because the project to cut over to the new phone system has been delayed by Motorola. Right now we are tentatively scheduled to cut over on December 10<sup>th</sup>.

A motion to approve the Intrado Maintenance Renewal was made by James Truitt, a second by Robert Dandoy. Motion carried by unanimous vote.

- c. Statement of Work between Westnet, Inc. and Weber Area Dispatch 911 – Tina Mathieu: This is an annual agreement we do every year with Westnet for our First In Fire Station alerting system. This is how we page our Fire Stations. Bryan has also reviewed this agreement. The only thing that has changed is the hourly rate that has increased from \$145 to \$185. We have never had to pay an hourly rate because everything we have had done has been covered. We have a very good relationship with WestNet and they have kept the same maintenance price since it was installed in 2011. There are no other changes to this document.

A motion to approve the Statement of Work between Westnet, Inc. and Weber Area Dispatch 911 was made by Russell Porter, a second by Leonard Call. Motion carried by unanimous vote.

5. 2021 Weber Area Dispatch 911 Budget Preview – Tina Mathieu: This is just a review of the budget so you can see where we are. You will vote on this in the next meeting. Our budgeted revenues for 2020 was \$8,102,409. Our estimated revenues are coming in at \$8,474,490. Our anticipated revenue for 2021 is just over \$8.7 Million. The property tax, delinquent tax, and vehicle registration she received by working with Scott Parke the Weber County Comptroller. The dispatch fees are our contracts that we have with outside agencies that are not Weber County which total \$636,683, and our tow dispatch fees she has budgeted again this year for \$100,000. Our 911 telephone tax is estimated to be just over \$2.5 Million. Our Nap fees are the same. Miscellaneous fees, what we receive for GRAMA requests, is estimated at \$1,000. The interest for 2021 is again estimated by Scott Parke for money we will receive from the bank is \$5,000. The \$200,000 for State 911/UCA Funds is a very rough estimate we will receive for meeting the State requirements that was passed in the last legislative session. UCA will determine what this amount will be and we will probably know by December and January. This money will be divided out similar to how the 911 surcharge tax is divided. The EMS Grant we have been awarded for next year is \$5,481. The Health and Wellness is at \$7,500 and you will see that in the expenses. Our total amount of Revenue in 2021 \$8,703,544 which is a 7.42% increase over 2020.

Scott Jenkins is happy to see that we actually have interest earnings this year. He is also wondering since the revenues over last year are over \$300,000. Do we need to cut back a little?

Tina Mathieu answers that we really don't have any money in savings now. When you see the plan with the expenditures. Our actual fund balance in January 2020 was \$2,020,917, the estimated fund balance in January 2021 is \$3,323,469. This is what we knew was going to happen when you did the tax increase, that we would see this big influx then we would come back down and balance it out.

For expenditures in 2020 the Board approved \$7,475,218 and our estimated use is \$7,171,939. Salaries and Benefits includes the transition to Public Safety Retirement and removes the Loyalty Program. The salary also includes their annual increase, the shift differential, and a 3% COLA to be paid in one payment. Our Subscriptions cost is higher because she is recommending entering into a contract with Providence to help our employees when they need immediate mental health assistance. That is why there is a 92% increase on that account. Publications decreased 62% because we are not required to do the public notices we have had in the past. Training and Travel increases by 2.76% for trainings that are scheduled out of state. Our Business expense increases by 2.73%. Our Office Expense decreases by 27% the biggest decrease is because of the cost of printing and postage for a tax increase which we will not do. Promotions account stays the same. Equipment Maintenance increased by 1% so we can upgrade our EMD software to the Gold package. Building expenses are down slightly because we were able to reduce our OMS for the Condo Association we have with Ogden City. Our rent decreased slightly. Our Telephone account decreased slightly but even though our telephone costs will decrease we have seen a significant increase in the use of the language translator service we use. The Line charges will increase by 10% because we have increased our internet speed. The Service Fee are the same. The Employee Loan Program is the account she mentioned that is zeroed out as the Wellness Program in revenue. The Contracted Services decreased by \$7,652 because we are budgeting zero dollars in interest that we would need to pay to the County. Our contracts for our Legal and Administrative services with the County does increase, our insurance will increase, and our audit costs will increase. The best news in this account is that we will not need to pay interest. Special Services is the same. Software costs decreased by \$15,000 because we have paid some of our contracts for 3 years. This account goes up and down depending on when the contracts are due. Our Controlled Assets increased by 72% because we need to replace monitors, training laptops, 22 computers on the floor, web cameras for the training room and conference room are some of the things that will need to be replaced. For Equipment for 2021 we need to replace our CAD/RMS servers we have had for 5 years for \$230,000. She was hoping to receive a grant from UCA, but is not sure this will happen. We have been invited to Davis County next week to discuss possibly sharing a server with them. This may be a good option. There is also \$10,000 for First In upgrades. Also, \$25,000 will be for a Log in Recorder. The last item is her recommendation to transfer \$250,000 into the Capitol Project Fund.

Robert Dandoy suggests we look into using machine translator technology instead of using Language Line. He will send some information to Tina for her to review. Also, he would like to hear more details on the COLA and the merit increase percentage for our next meeting.

6. 2021 Weber Area Dispatch 911 LBA Budget Preview: This item was pushed to the next meeting because it was not on the agenda correctly.
7. Chairman's Report –Mike Caldwell, Chairman: Has nothing to report or add at this time.

8. Director's Report – Tina Mathieu, Executive Director: We are down four employees at this time. We are in the process of accepting applications for the position of Dispatcher. To date we have received 190 applications. The position is open through Thursday and then we will begin the hiring process. Our hire date for this group will be January 11th.

Of the \$174,942 COVID 19 funds we received, we have spent \$96,383 of which \$79,800 was spent on bonuses. The remainder that we have is \$78,559.

URS has approved all but one of our job descriptions for the conversion to Public Safety Retirement. She is working with them now on the last one and will bring that to the Board in November. She is also working to complete the remainder of the forms necessary.

Two of the police departments that we serve have notified us of changes that they are making to their tow rotations. Ogden City is going sole source and has selected a single provider. North Ogden has notified us that they are making changes, however, they have not sent us the final information, so we are not 100 percent sure what they are planning to do. Both cities changes will be effective this coming Monday, November 2nd at 8 am.

She is not sure if you have been watching the show, Emergency Call, but we had some awesome segments on again last night. We have had a ton of positive comments and it has been really great for our employees to get some attention for the excellent work that they do. The show is currently ranked 4th out of the top 12 new shows. The article cited that the show has over 4.2M views. So that is really exciting.

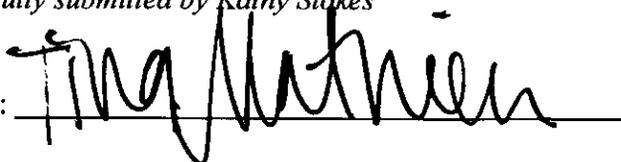
To date our current balance that we owe the County is \$593,832. However, we just got a 911 tax payment of \$201,146 and we have sent out \$158,768 in invoices for 4th quarter contracts, which would leave us a balance due to the County of \$233,918. Obviously still in a much more favorable position financially than this time in the past three years.

9. 2020 Budget Report - Tina Mathieu, Executive Director: For the revenue our Tow Fees are at 55% this is still due to the slow 3 months we had. We will come up short on this but it is increasing now. The 911 Surcharge is through August so we are fine on this. For expenditures we are 81.92% through the year and we have spent 72.74% of our budget. A couple of areas so high. The Telephone is high because we had to pay our Intrado Maintenance and CenturyLink owes us some credits. So we should be fine in this account. We are over in the Controlled Assets and she is estimating that we will be over \$2,800 so we will need to open up the budget. The reason we were over is because we had to put a 2019 expense that had to be posted in 2020.

10. Next Meeting November 17, 2020. Meeting adjourned.

*Respectfully submitted by Kathy Stakes*

Director:



Date:

