

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

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 Chair, Dave Wade, 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 August 25, 2020

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District meetings on August 25, 2020 was made by Russell Porter, a second by Scott Jenkins. Motion carried by unanimous vote.

4. Action Items:
 - a. Personnel Policies
 - i. J-01 - Executive Director
 - ii. J-03 - Operations Manager
 - iii. J-15 – Emergency Dispatcher Trainee

The changes to the three policies are the same. They have been changed to match the URS language requirement of the job descriptions for the Public Safety Retirement to show the positions will have the POST training.

A motion to approve the three Personnel Policies J-01 – Executive Director, J-03 – Operations Manager, J-15 – Emergency Dispatcher Trainee with the amendment to Policy J-01 – Executive Director to “hold” the POST Certification, instead of “current” POST Certification was made by Leonard Call, a second by Robert Dandoy. Motion carried by unanimous vote.

5. Chairman’s Report –Mike Caldwell, Chairman: We have appreciated what Dispatch has done with the higher statistics and call volumes. We appreciate the support you give the agencies.
6. Director’s Report – Tina Mathieu, Executive Director: We are down four employees at this time. At this time we know we will possibly be down one additional employee

within about 4 weeks. Because of this, we will more than likely not be able to wait until after the first of the year to hire additional dispatchers.

The windstorm was quite eventful for dispatch. On the second Tuesday in September, 2019 we took a total of 1,266 calls. From midnight to noon, we took over 1,400 calls. During the 6 a.m. hour we took 235 calls. That is 3.91 calls per minutes. The total call count for that day was over 1,800. We never hold calls for our fire departments. That day was the exception. At one point we had so many calls holding for Ogden Fire they had a Battalion Chief come in and help determine which calls they would just simply cancel and which resources they would send on which call first. Our dispatchers absolutely rocked it.

She was been notified that our Center has won an award, on a statewide level. Also, two of our employees will be receiving awards. Because this is a public meeting, I won't be more specific at this time, but this is very exciting for us!

She has been receiving clips from the different episodes. I can show you some of them today. Again, this will air September 28th on ABC.

7. 2020 Budget Report - Tina Mathieu, Executive Director: We are 71.24% through the year. We have captured 31% of our Revenue. As far as overall spending we have spent 62% of the budget. Some of the areas we are currently over are the same as we have discussed (rent, telephone, and controlled assets) all of which we will not go over at the end of the year. We are low in training and travel because of COVID. To date we have a balance of \$147,783.07 that we have borrowed from the County. The next 911 tax payment we will get will take us back into black. This same time last year, we owed the County \$1,002,998. The year prior, we owed the County \$1.2 M and in 2017 at this same time, we owed the County \$1.7M. In speaking with Scott Parke, he believes that we will not have to borrow money from the County next year.

Of the \$174,942 we received, we have spent \$90,289 – of which \$79,800 was spent on bonuses. The remainder that we have is \$84,553.

8. Next Meeting October 27, 2020.

Meeting Adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Mathieu Date: 10/27/2020