

# Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of August 24, 2021

**Board Members in Attendance:** Russell Porter, Scott Jenkins, Leonard Call, Robert Dandoy

**Additional Attendees:** Executive Director Tina Mathieu, District Attorney Bryan Baron, Operations Advisory Committee Chair Will Farr, Auditor Chuck Palmer, and Office Manager Kathy Stokes

1. Welcome: Russell Porter, Vice Chair
2. Public Comment: None
3. Consent Agenda:
  - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on June 22, 2021

A motion to approve the minutes from June 22, 2021 was made by Scott Jenkins, a second by Robert Dandoy. Motion carried by unanimous vote.

4. 2020 Audit Report – Chuck Palmer: Presents the Independent Auditor’s report. In their unqualified opinion, the most unbiased opinion they could give, there were no material findings or material problems with the financial statement. Current assets are up from last year almost \$1.5 Million most of that in cash, other changes are to pension, obligations, deferred outflow, and deferred inflow. Property taxes are up 14%. The largest increase was the COVID Grant. Looking at the funds balances of Dispatch, the Local Building Authority, and Capital Projects all balances are good they didn’t see any problems there. Over all he thinks the District is following along with their plan. Everything is positive numbers on the budget to actual. He feels the District is headed in the right direction. Again there were no issues or findings with the internal controls. It’s stronger because of the approval processes that are used. Overall everything was clean.
5. Action Items:
  - a. Operations Policies:
    - i. O-A-007 – Building Maintenance: This was re-written to make it clear how to differentiate problems from our side of the building and tracking the problems, since this policy has not been updated since we added on to the building and we now own our part of the building.
    - ii. O-E-005 – Computer Problems: This should really be “System” Problems. We are re-writing this to identify who to call and how to call them out when we do have system issues. Our I.T. guys will document any issues.
    - iii. O-E-006 – Power Outage: Changes to clean up the current policy based the on the alarms and how to handle them.

*\*\*\*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.\*\*\**

- iv. O-K-003 – Fire Status Checks: Changes were made at the Fire Department’s request, they are mostly about their hospital time.

A motion to approve the changes to the Operations Polices was made by Robert Dandoy, a second by Leonard Call. Motion carried by unanimous vote.

- b. Peddler’s Catering Contract – 2021 Annual Banquet: This is the third party catering contract for the Awards Banquet. Peddler’s is one of Monarch’s recommended vendors.
- c. The Monarch Venues Contract – 2021 Annual Banquet: We decided to have our Awards Banquet at the Monarch instead of the Timbermine this year. The Monarch has given us a substantial discount. Instead of the regular rate of \$2,000 they it is a \$900 flat fee which includes all of our AV. Even though the contract says September 15<sup>th</sup>, both vendors have been contacted and will allow us to change the date for free.

A motion to approve the Peddler’s Catering Contract for 2021 and the Monarch Venues Contract for 2021 was made by Scott Jenkins, a second by Leonard Call. Motion carried by unanimous vote.

- d. Participating Addendum Between Weber Area 911 District & Century Link Communications LLC – ref Choice Business Prime Lines (3) Renewal: This is a renewal on three of the phone lines going into the 911 center. Each line is \$18.00 per line. It will probably be something we will end up cancelling out of, because we are currently reviewing CenturyLink contracts and looking at other providers. However, renewing this contract will make it so the rates won’t go up. If we do have to cancel it will be very minimal because to the cost of each line. Bryan has also reviewed this.

A motion to approve the Participating Addendum between Weber Area 911 District & Century Link Communications LLC was made by Robert Dandoy, a second by Leonard Call. Motion carried by unanimous vote.

- e. Dispatch Services Agreement with UHP: Our contract with UHP expired June 30<sup>th</sup>. After discussing this with Colonel Rapich, Tina’s recommendation to the Board is a 5% increase to their current contract for a total of \$256,355. In the draft she has indicated a one year contract, but the Board may want to consider a two year contract. UHP has not had an increase for many years.

She has been looking at our other contracts and she feels that the contract with Weber State is low. It just doesn’t come close to the services we provide for them. Weber State’s contract is up in 2023. This will give us time to look at the way we are billing for our services and be more consistent. It would actually be more cost effective for the University to allow the District to handle all their calls 24/7.

Scott Jenkins comments that we should be consistent. If Weber State is not paying what they should be paying, we should increase their contracts, but do it in small increments over time, not make big changes all at once.

A motion to approve the Dispatch Services Agreement with UHP for two years was made by Leonard Call, a second by Robert Dandoy. Motion carried by unanimous vote.

6. Chairman's Report –Russell Porter, Vice Chair: He excused Mayor Caldwell from this meeting, and has nothing to report at this time.
7. Director's Report – Tina Mathieu, Executive Director: We hired five employees, they began yesterday. This leaves us with five openings.

We cutover to our new phone system on Tuesday, August 3<sup>rd</sup>. It was a very smooth process. We had extra coverage to help with the process. We cutover the back-up center at the Sheriff's office first and then transitioned the main floor. The remainder of the PSAPs that we shared a phone system with for the past ten years will cutover by the end of this week. This will then allow us to cancel a service with Century Link that is currently costing us approximately \$2,000 per month. We will complete the cutover to the new ESinet or backbone and routing solution of the new system late September. Once we complete that process, we will be able to cancel our service with Century Link that costs us about \$16,000 per month. We are still in the process of reviewing all of our current solutions provided by Century Link and examining ways we change providers and potentially save additional money.

She has reached out to Senator Stevenson about the gap in the ARPA funds availability to Special Service Districts. He told her to write up my proposal and send it to him directly and he would help with it. As she has mentioned previously, we have a need to begin replacing our fire station alerting infrastructure. We have been working with the vendor and the price to replace all of the elements would be approximately \$1 Million. Originally her plan was to strategically select elements to replace and do it over the next several years. However, if there is a chance that we could get some ARPA funds for the project, she will try for those and if not successful, revisit our primary plan. She has a meeting with our vendor today to get some additional specifics on the information that they sent us. Once she writes up a draft, she would love some input from someone from one of your offices that has experience with the ARPA funds to provide some feedback on how to best address this before she sends it to the Senator.

We have decided to postpone our awards banquet from the September 15<sup>th</sup> date. Kathy will send a cancellation to remove that from your calendars. We are hoping to do something late October or very early November.

We nominated one of our employees for the Dispatcher of the Year award on a statewide level with the Bureau of Emergency Medical Services. She was selected and will be receiving that award tomorrow.

We tentatively budgeted \$13,000 for Providence Mental Health Services. The money was budgeted with the caveat that it would come back to the Board for final approval to move forward with a contract. She has been working with Bryan on contract issues with the company and since that time, a private donor has paid our contract fees for one year. The donor is requesting to remain anonymous to us and has provided the check, addressed to our organization,

to the company. They are waiting to present the check to us until we can finalize the contract. Hopefully it will be ready to be on the September agenda. This service is so important for our employees. Their jobs are very difficult and they endure a ton of verbal abuse from our callers and mental anguish from the calls that they deal with every day. She is excited to get this contract to you and start utilizing this service for our employees. We have been advised by Previdence that two of our employees have reached out to them, because they heard about them through the Peer Support group with Ogden City and have received some services from them. Previdence has been kind to help our employees for free essentially and without a contract. She doesn't know who the employees are, but is grateful that they have sought out the help.

In other awesome news, in the 2020 Session you may recall there were some changes made to the statute related to 911 call transfers and other standards that needed to be met to qualify for additional funding by the PSAPs. The standards to meet include: answering 911 calls 90% of the time in 15 seconds and 95% in 20 seconds. We were at about 98%. We also had less than the 2% transfer rate. We met all of the requirements and therefore we were eligible to receive the funds. We are the largest center in the State to qualify. In the budget last year, she estimated that the funds we might receive would be around \$200,000. However, we received our check last week and it was for \$247,500. So, \$47,500 more than we had anticipated. It would have been substantially more if there wasn't the restriction that no single PSAP can be distributed more than 15% of the funds. We were the only PSAP to cap out at the 15%.

8. 2021 Budget Report – Tina Mathieu, Executive Director: We are currently 64.65% through the year. In Revenue we are low on receiving the 911 Surcharge, but it is a few months behind, so we are still on target with that. The 911 Grant money that was carried over from last year was \$66,121 and also reflects the \$247,500 that we just received. So we are doing well there.

In Expenditures we are over in the Publications account because of the ad we paid for to advertise for the new Board members at the first of the year, but we will be fine at the end of the year and will not exceed in that account. Also, the Controlled Assets account is high, but we will not exceed in that account either. We have not spent any money for the Local Building Authority yet.

9. Next Meeting September 28, 2021.

A motion to adjourn was made by Leonard Call, a second by Robert Dandoy. Meeting adjourned.

*Respectfully submitted by Kathy Stokes*

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



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

