

**Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board & Weber Area Dispatch 911 Local
Building Authority Meeting
Meeting Minutes of December 7, 2021**

Board Members in Attendance: Russell Porter, Mike Caldwell, Scott Jenkins, Leonard Call

Additional Attendees: Executive Director Tina Mathieu, District Attorney Bryan Baron, Operations Manager Kevin Rose, Operations Manager Scott Freitag, I.T. Administrator Dane Cabaness, Operations Advisory Committee Chair Will Farr, and Office Manager Kathy Stokes

1. Welcome – Russ Porter, Chairman

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 November 8, 2021

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on November 8, 2021 was made by Scott Jenkins, a second by Mike Caldwell. Motion carried by unanimous vote.

4. Public Hearing:

- a. Motion to adjourn public meeting and convene public hearing

A motion to adjourn public meeting and convene public hearing was made by Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote.

- b. Public hearing on 2022 Final Budget: No comments on the final budget.

- c. Motion to adjourn public hearing and reconvene public meeting

A motion to adjourn public hearing and reconvene public meeting was made by Mike Caldwell, a second by Leonard Call. Motion carried by unanimous vote.

- d. Resolution No. 2021-002 - Resolution of the Administrative Control Board of Weber Area Dispatch 911 & Emergency Services District Adopting the adjusted 2022 Operating Budget of Weber Area Dispatch & Emergency Services District

The final 2022 budget is the same as proposed 2022 budget in the November 8, 2021 meeting. A motion to approve Resolution No. 2021-002 - Resolution of the Administrative Control Board of Weber Area Dispatch 911 & Emergency Services District Adopting the

adjusted 2022 Operating Budget of Weber Area Dispatch & Emergency Services District was made by Scott Jenkins, a second by Leonard Call. Motion carried by roll call vote:

Leonard Call – Aye

Russell Porter – Aye

Mike Caldwell – Aye

Scott Jenkins – Aye

Gage Froerer – Absent

Robert Dandoy – Absent

5. 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 Mike Caldwell, a second by Scott Jenkins. Motion carried by unanimous vote.

See LBA Minutes for agenda item: 6-9

10. 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 Leonard Call. Motion carried by unanimous vote.

11. Action Items:

a. Operations Policies:

i. O-I-002 – Telephone Interrogation Skills – Tina: The changes to this policy are regarding anonymous callers. Our recommendation is to delete the caller's information. We still have it, but it will not be on the call record. In addition, since we are having SPIDR reach out to the callers for a survey we would not want them to reach out to an anonymous caller. Also on page 5, we have made changes to the high priority calls.

b. 2022 ACB/LBA Meeting Schedule – Tina Mathieu: We are proposing to keep our meetings on the Tuesdays at 11:45. Once this is approved, Kathy will send out appointments to your calendars.

c. 2022 Holiday Schedule – Tina Mathieu: These remain the same as they have for the last 4 or 5 years.

d. Master Lease Renewal – Tina Mathieu: It has been approved by the LBA, but also needs to be approved by the District.

e. RingCentral PS Agreement – Tina Mathieu: We would like to wait on this. We would like to allow Dane to research this and make some recommendations. In addition, there is a conflict on what they are charging the correct amount for their 911 fees. Which we would like to look into further.

A motion to approve Action items a, b, c, and d: Operations Policy O-I-002 – Telephone Interrogation Skills; 2022 ACB/LBA Meeting Schedule; 2022 Holiday Schedule; and Master Lease Renewal was made by Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote.

12. Chairman's Report –Russ Porter, Chairman: Attending the Awards Banquet last night was awesome and a reminder of the type of calls the District has to deal with. Staying on the phone for 58 minutes to help a caller. Those stories and others were a reminder of what they have to deal with and was interesting to hear.
13. Director's Report – Tina Mathieu, Executive Director: We had 174 applicants for our dispatch position that we opened earlier this month. That was an increase of 40 from the previous time. She believes there is a direct correlation to the increased salary. We had made tentative offers to eight people; however, we washed four out in the background process. We are slated to hire four that will begin in January. She expressed her thanks for taking the time to attend the Awards Banquet. It is an awesome opportunity to thank our employees. We rebooked the same place for our 2021 awards banquet the week of April 12th next year. Next month we will bring the contract to you all and then we will get a placeholder on your calendars. We did order you all a little something for Christmas, but the supply chain issues are going to be the Grinch of Christmas. She will personally deliver them to you as soon as we receive them. She expressed her gratitude to the Board and for the level of support that they provide our organization. She appreciates the level of engagement from the Board, the time taken to listen and understand how and what we do and really take ownership of our organization, and respects them for that. She values the Board and the fact that you are involved and can speak to what we do here. She expressed her appreciation for Kevin, Scott, Kathy, and looks forward to working with Dane. She appreciates the support shown for our employees. She also expressed her appreciation for allowing her to be your director, it truly is an honor.
14. 2021 Budget Report – Tina Mathieu, Executive Director: We are 93.42% through the year. For revenue the 911 Surcharge only shows through September, so we should be on target with that. For expenditures, we are over in Software and Controlled Assets but overall we have only spent 80.58% of our total budget.
15. Next Meeting January 25, 2022

A motion to adjourn was made by Leonard Call, a second by Scott Jenkins. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Mathieu Date: 01/25/22