

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of June 22, 2021

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

Additional Attendees: Executive Director Tina Mathieu, District Attorney Bryan Baron, Operations Advisory Committee Chair Will Farr, 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 Administrative Control Board meeting on May 11, 2021

A motion to approve the minutes from the Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on May 11, 2021 was made by Russell Porter, a second by Scott Jenkins. Motion carried by unanimous vote.

4. Action Items:
 - a. Operations Policies:
 - i. O-C-007 – Part-Time Dispatcher Coverage: This policy has been changed with the references to the new leave policy that has been approved by the Board.
 - b. Personnel Policies:
 - i. J-005 – Operations Specialist
 - ii. J-006 – Training Specialist
 - iii. J-015 – Emergency Dispatcher Trainee

The three personnel policies have been updated with the new language to match Senate Bill 1004 that was passed during the Special Legislative Session.

A motion to approve Operations policy O-C-007 – Part-Time Dispatcher Coverage, and the Personnel Policies J-005 – Operations Specialist, J-006 – Training Specialist, and J-015 – Emergency Dispatcher Trainee was made by Leonard Call, a second by Russell Porter. Motion carried by unanimous vote.

- c. Resolution 2021-001 – A Resolution of the Administrative Control board of the Weber Area Dispatch 911 and Emergency Services District Approving the Certified Property Tax Rate for the Calendar Year Ending December 31, 2021.

The tax rate to approve is .000215, last year we were at .000241. That will give us \$4.8 Million in property taxes.

A motion to approve Resolution 2021-001 was made by Scott Jenkins, a second by Gage Froerer. Motion carried by Roll call vote as follows:

Mike Caldwell – Aye
Russell Porter – Aye
Scott Jenkins – Aye
Leonard Call – Aye
Robert Dandoy – Absent
James Truett – Absent
Gage Froerer – Aye

- d. Allstream Contract – Document ID: 16242850551801

This contract is to combine and reduce some of the cost that we have. Tina and Bryan have been working with this company to change some of the legal language in the contract. If the Board chooses to approve this contract Tina would suggest that it is contingent on legal approval. Or we can bring it back to the Board at a later date. We are currently paying CenturyLink \$1105 per month for this service, but this contract would bring that cost down to \$754 per month. This would cover our non-emergency lines. One of the advantages of this service is that Allstream has a backup. So if their lines went down they would re-route it through Verizon cell lines. So we would not lose our non-emergency lines.

It was decided by the Board to table this contract until it has been approved by legal.

5. **Chairman's Report** –Mike Caldwell, Chairman: Did not have anything to add right now.
6. **Director's Report** – Tina Mathieu, Executive Director: We have begun a new hiring process with 8 openings. It is open until Thursday. Our anticipated hire date is late August. We are obviously hoping to keep some employees through the summer.

We have had all of the administrative training on the new phone system. This week the employees that we have selected to be trainers will be conducting training classes to train the remainder of our employees. Our cutover date will be July 6th at 7:00 a.m. It will take most of the day and our goal is to have all of the positions cutover that same day. Once we complete the cutover and the other PSAPs that are currently sharing a system with us complete cutover, we should be able to discontinue some of those contracts, as the services that we are currently paying for will then be covered by UCA. That cost

savings will be approximately \$18,000 per month. Hopefully this will begin in September.

She has been working on a way to get be able to qualify for ARPA funds. She has been told that the legislature expected that there would be Districts that would need and qualify for funding and they are working on a process. She will continue to work with Rep. Last and others to be sure that we get some funding. She will keep you updated and ask for help if needed.

7. 2021 Budget Report – Tina Mathieu, Executive Director: We are 47% through the year. We have collected a total of 18.8% of our revenue to date. As usual the 911 Surcharge account is low, because that is money that has been collected through March. So we are fine there. For Expenditures we are exceeding the 47%, but they will not be over at the end of the year.

One project that we are anticipating next year is upgrading the Fire Alerting system. This will be a cost of around \$1 Million.

8. Next Meeting July 27, 2021 – It was decided to cancel this meeting, so the next meeting will be in August. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Mathieu Date: 8-24-2021