

# Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of March 23, 2021

**Board Members in Attendance:** Chairman Mike Caldwell, Scott Jenkins, Gage Froerer, Leonard Call.

**Additional Attendees:** Executive Director Tina Mathieu, District Attorney Bryan Baron, Operations Advisory Committee Chair Will Farr, Office Manager Kathy Stokes, and Washington Terrace Economic Development Director/City Manager Tom Hanson

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 December 8, 2020.

This item was pushed due to an error on the agenda of the dates of the minutes to approve. The correct item will be added to the next Administrative Control Board meeting.

4. Action Items:
  - a. Washington Terrace RDA/CRA Interlocal Agreement – Tom Hansen: Expresses his thanks for working with them on this CRA that we are bringing to the area. If you haven't heard, Golden West Credit Union will be keeping their campus expansion here in Weber County. It is such a great opportunity. They will be building two 100,000 square foot buildings. The first building will be going up very shortly and a second building will follow. That will trigger a 50/50 split with the Taxing Entity. There is a 16 year cap as far as timing. Your portion cap is \$68,405. There a couple minor tweaks to the document that have been added. Under 3.5 the Termination clause was added, and under that section (a) 1 and 2 – Termination for Cause. Also, the base year and taxable value in 2.1 and then on B in the Recitals the date was changed to today's date, March 23, 2021.

A motion to approve the Washington Terrace RDA/CRA Interlocal Agreement by Scott Jensen, a second by Leonard Call. Motion carried by unanimous vote.

- b. Operations Policies:
  - i. O-C-007 – Part-Time Dispatcher – Tina Mathieu: This policy has not been updated for years, the changes are the hours that the part-time

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dispatchers work, 29 hours per week and 1508 in a calendar year. The number of hours does not change their retirement, we still do not need to give them any benefits with 29 hours.

Scott Jenkins asks why we do not offer retirement to a part-time employee working 30 hours to help with retention. Many people would work this shorter shift, which may help with their personal life responsibilities. Tina will look into a possible 30 hour part-time position as another option and report on this at a later date.

A motion to approve Operations Policy O-C-007 – Part-Time Dispatcher was made by Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote.

c. Personnel Policies – Tina Mathieu:

- i. P-029 – Holiday and Personal Days: Was changed some of the language in section C. 1. to reflect how we manage our time and where it is maintained. Also, section F added IT and other as identified to show that they do want them to work overtime on holidays. Section G clarifies that Dispatchers will receive 8 hours for holiday pay even if they work.
- ii. P-021 – Sick Leave: Changed section C. 7 to match our other policies to notify the Operations Manager.
- iii. P-004 – Employee Classifications: We changed the probationary period to 12 months and extended to 18 if needed. This is a recent change that was made in another policy.
- iv. P-039 – Code of Conduct: This policy has not been updated in a long time. She and Bryan worked together on this to update it with more appropriate language and complies with new laws about discrimination and references.

A motion to approve the Personnel Policies as recommended was made by Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote.

5. Chairman's Report –Mike Caldwell, Chairman: We appreciate everything Tina does at the Legislature this year. It was an awkward and unique year.
6. Director's Report – Tina Mathieu, Executive Director: We received 108 applications for our Dispatcher opening that we recently posted for. Of those, we interviewed 16 and have 6 going through the background investigation. We currently have six openings as we have recently had to terminate two employees within the past two weeks.

Some of what occurred and pass the Legislature this year. We have changed one of our policies regarding concealed weapons on our side of the building. The mental health program for first responders passed so we will be looking to applying for a grant from that program. She will also change job descriptions to reflect the change of the requirement to be a U.S. Citizen.

Last month she reported that 30% of our employees had chosen to get vaccinated, now we are up to approximately 42%. As a follow up to prior meetings we are participating in a large statewide salary and benefits study that the State has contracted with a third party provider to complete. We will also work with HR before presenting any information to you.

We are currently holding CAD calls from Versaterm both on the old Versaterm server and in a SQL database. We are only required to keep these records for a period of 3 years. These records are between 08/31/2001 and 03/07/2016 – so well beyond the period that we need to keep them. The issue this causes us is that if we get a GRAMA request for these records, we have to provide them. We are having issues accessing the system and would like to decommission the CAD server and delete the records on the SQL server, there by relieving us of any GRAMA requirements and further effort to maintain the server and data. We will be doing this on or about April 1st.

7. 2021 Budget Report - Tina Mathieu, Executive Director: We have collected 3.85% of our Revenue and we are 22.46% through the year. In Expenditures our Salaries and Benefits will drop because we estimated about 2% higher on the retirement than it actually ended up as. We will do an official budget amendment in November. We are over in Publications because we paid \$540 to post the ACB positions in the newspaper as required by law. We are also over in our telephone expenses and line charges by a small amount because of our quarterly contracts. Overall we have spent 14.39% of our budget so we are well below to date. For our Cash Flow we have \$2.69 Million. In September of 2020 we borrowed \$147,783 from the county, whereas in September of 2019 we borrowed \$1,002,998. We are definitely moving in the right direction.
8. COVID-19 Funding – Tina Mathieu: We received \$174,942 last year from UCA. Last year we spent \$92,001 on personnel which included the Covid Bonus and leave used because of Covid. Also \$3,385 on supplies, \$9,159 for Equipment, and \$4,276 on other expenses. For a total of \$108,821 spent last year. Of the remaining \$66,121 we have spent \$8,062 for personnel, \$189 for supplies and \$32 for other expenses. We have \$57,837 remaining. We are planning on buying some laptops and other things with it. We would also like to keep some in the bank for unexpected expenses.
9. Motion to close public meeting for a discussion regarding deployment of security personnel, devices, or systems (UCA 52-4-205 (1) (f))

A motion to close the public meeting for a discussion regarding deployment of security personnel, devices, or systems was made by Scott Jenkins, a second by Leonard Call.

Roll Call Vote:

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

Public meeting is closed.

10. Motion to open public meeting and action on closed meeting.

A motion to open the public meeting was made by Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote. No motion needed for the action on closed meeting.

11. Next Meeting April 27, 2021

*Respectfully submitted by Kathy Stokes*

Director: Tim Mahoney Date: 05/10/2021