

# Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of May 11, 2021

**Board Members in Attendance:** Chairman Mike Caldwell, Scott Jenkins, Gage Froerer, 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 meetings on February 23, 2021 and March 23, 2021.

A motion to approve the of minutes from Weber Area Dispatch 911 and Emergency Services District meetings on February 23, 2021 and March 23, 2021 was made by Scott Jenkins, a second by Russell Porter. Motion carried by unanimous vote.

4. Action Items:
  - a. Operations Policies:
    - i. O-C-001 – Leave Requests and Coverage Methods
    - ii. O-I-006 – 911 Transfers

The first policy Leave Requests and Coverage Methods has changed quite a bit. It is how we have been doing business for a while, so we have tested it. We will allow for there to be 24 hours of leave taken per day. It has been helping us with coverage and has been less subjective for the person doing our scheduling.

For the 911 Transfers policy. A couple of months ago you approved a policy that was a statewide protocol that was a statewide statute. This policy is similar and has the same verbiage. We have added that if there are exigent circumstances a 9-1-1 call may be transferred or conferenced. In reviewing our records we have found that during COVID the officers have been asking our dispatchers to transfer calls to them, so they did. This causes us grief because we may put us outside of the statute requirement and might not qualify for the money given by UCA. This policy references the other policy and uses the same language, so there is no mixed message and it is clearer.

A motion to approve Operations policy changes to policies O-C-001 – Leave Requests and Coverage Methods and O-I-006 – 911 Transfers was made by Russell Porter, a second by Robert Dandoy. Motion carried by unanimous vote.

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

b. Personnel Policies:

- i. J-005 – Operations Specialist
- ii. J-006 – Training Specialist
- iii. J-015 – Emergency Dispatcher Trainee
- iv. P-020 – Annual Leave – Rescind
- v. P-021 – Sick Leave – Rescind
- vi. P-024 – Leave Without Pay – Rescind
- vii. P-025 – Funeral Leave – Rescind
- viii. P-026 – Military Leave – Rescind
- ix. P-027 – Administrative Leave – Rescind
- x. P-028 – Court Duty / Jury Duty – Rescind
- xi. P-029 – Holiday and Personal Days – Rescind
- xii. P-058 - Attendance and Punctuality
- xiii. P-079 – Holiday Compensation for Part-Time Employees – Rescind
- xiv. P-081 – Loyalty Pay Program – Rescind
- xv. P-083 - Leave Practices

The Operations Specialist, Training Specialist, and Emergency Dispatcher Trainee policies have identical changes based on SB 102 that passed and went into effect May 5, 2021. Instead of just requiring an employee to be a United States Citizen, it reads as it does in statute “Must be either a United States Citizen or a lawful resident of the United States who: (A) has been in the United States legally for at least five years; and (B) has legal authorization to work in the United States.” We advocated for that and it was changed in Code.

For the next twelve policies, we are asking that the first 11 be rescinded and combine them into the last policy P-083 – Leave Practices. The changes that were made when they were combined are:

- Annual Leave: Changing to match the County. For an employee hired after June 1, 2021 when they voluntarily terminate they will only be paid for up to 80 hours of their vacation hours.
- Sick Leave: Changed to match the County. Offers partial benefits to full-time employees working 30 hours per week. We currently do not have a 30 hour per week employee or part-time employee at this time and are not planning to have them in the near future.
- Funeral Leave: Changed to match the County.
- Holiday and Personal Days: Added the holidays in the policy instead of bringing the list to the Board for approval every year.
- Holiday Compensation for Part-Time Employees: Would receive some hours just not as many as the full-time employee.
- Leave without Pay: Matching the County policy.

Added the failure to report to work has been added to Policy P-058 Attendance and Punctuality.

A motion to approve the Personnel Policies was made by Robert Dandoy, a second by Gage Froerer. Motion carried by unanimous vote.

5. Central Office Failure Reroutes - Tina Mathieu, Executive Director: Historically when 100% of our 911 calls were made on landlines, but now 90% of our 911 calls are from cell phones. We currently have backup lines for the people calling from landlines in Huntsville, Morgan County Sherriff's office, Mt. Green, 3 in Ogden, and Roy Fire. Weber Fire and Roy are in the process of changing their vendors and would like to do away with their lines. We are asking to do away with all these lines except Morgan County Sherriff and not ask our agencies to pay for them, or pay for those we are paying for.

A motion to authorize the District to do away with any of the condition four routing lines was made by Gage Froerer, a second by Scott Jenkins. Motion carried by unanimous vote.

6. Morgan County 911 Century Link Bill - Tina Mathieu, Executive Director: We were approached by Morgan County recently that they are paying almost \$7,000 a year for a 911 line, that we should really be paying for. We should really be paying this bill. It is \$582 per month, but by August or September this bill will be reduced.

A motion to pay Morgan County 911 CenturyLink Bill will be paid by the District was made by Scott Jenkins, a second by Gage Froerer. Motion carried by unanimous vote.

7. COVID-19 Funding Expenditure Request - Tina Mathieu, Executive Director: We still have some COVID money. Our beginning balance as of January 1, 2021 was \$66,121. We have spent \$8,300 mostly on disinfectant wipes, Zoom, and cameras for our Zoom meetings. Items she is requesting to be purchased with this money are: 4 handheld radios, LED display Boxes for consoles, boxes for indicator lights, TV for first in monitor, replacement laptops and training laptops, iPads, mobile radios for console 21 and 22, replacement monitors, and camera for conference and training rooms. If the Board approves these expenditures we would still have \$30,282.72 remaining of the COVID money.

Motion to approve COVID-19 Expenditures was made by Robert Dandoy, a second by Scott Jenkins. Motion carried by unanimous vote.

8. Chairman's Report –Mike Caldwell, Chairman: Nothing to report at this time.
9. Director's Report – Tina Mathieu, Executive Director: We hired three employees a week ago Monday and still have six openings. We will begin the hiring process again in June with an anticipated hire date in late August. We are hoping to keep some employees through the summer.

Approximately 57% of our personnel choose to get vaccinated, this is up from 42% the last time we met. We have resumed almost all of our protocols at this point. The chiefs would still like for us to ask COVID questions on every single call. She will address it with them again next month in hopes that we can discontinue that line of questioning.

She is still working on this concept. The policy today was a first step. She feels it would be most prudent to limit the number of positions that we would allow in this capacity since we still need 6 full time employees.

She has been looking at the contracts we have with the non-Weber county agencies. The UHP contract will be expiring at the end of next month. She has been waiting for information from them since last fall. She has spoken with the Colonel again last week, he promised it soon and said that they have been making some changes and would have it to me ASAP. She has been looking at how other centers that have contracts to determine pricing. UHP runs five different PSAPs and have five different formulas on how they charge. And then they have their model that they give to the PSAPs that they contract with in hopes that those PSAPs will charge them based on this funding model that they themselves don't use to charge the agencies that they serve.

For our phone system, since our last meeting, our current provider has begun working with our new provider. They have provided the data set that was needed and installed the circuits to the Las Vegas site and the Chicago site. We now have training dates set for June and a cutover date set for July 6<sup>th</sup>. When we began the project, we basically said that the only month we did not want to cutover in was July. But, given the totality of the circumstances, we are going to cutover in July, because at this point it would be irresponsible to try to hold out for August. As we transition and the providers finalize the conversion process, we should begin to see the cost savings that she has been telling you about for the past 1 ½ years. On top of the savings that we will see due to UCA becoming responsible to cover some of those costs, we are currently going through all of the services that our current vendor provides and determining what other vendors can be utilized for the services that we will be responsible to cover. For the contracts that we can terminate with our current vendor, it would be my recommendation that we do not provide the 30-day termination notice until after the new vendor begins providing the services and a smooth transition has occurred. It may become necessary to vote on a contract by email and ratify in our June meeting, based on the timing of everything. She will keep you up-to-date electronically if this becomes the situation.

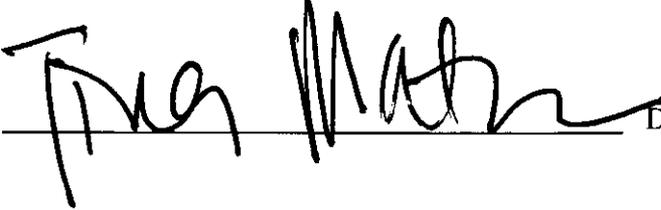
Thank you for helping us celebrate dispatch week. Your attendance was much appreciated. Our annual awards banquet has been scheduled for September 29<sup>th</sup>. Kathy will send an appointment to you ASAP so you can have the night blocked out for us. And, as a reminder, the Emergency Call TV show will begin to air again on channel 4 on Friday, June 4<sup>th</sup>. You have an appointment on your calendars already.

10. 2021 Budget Report – Tina Mathieu, Executive Director: She recently met with Scott Parke and John Bond. They changed up our budget report just a little bit. We are currently 34.5% through the year. The 911 Surcharge is only at 16.2% because we have

just collected through February. We are right on target with that. We are a little higher on our contract fees because they are collected quarterly. For expenditures we are high in our Publication account because we paid \$540 for a newspaper ad for the ACB position. We will probably exceed that budget item. Controlled Assets are at 41%, but we won't exceed that account at the end of the year. We do not expect to borrow any money from the County at all this year.

11. Next Meeting June 22, 2021. Meeting adjourned.

*Respectfully submitted by Kathy Stokes*

Director:  Date: 06/22/2021