

# Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of October 26, 2021

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

**Additional Attendees:** Executive Director Tina Mathieu, Attorney Liam Keogh, 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 September 28, 2021

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on September 28, 2021 was made by Gage Froerer, a second by Leonard Call. Motion carried by unanimous vote.

4. Action Items:
  - a. Operations Policies:
    - i. O-O-005 NCIC Transactions: This policy was changed to show that since AP&P doesn't not have employees to watch for transactions, we will do the transactions for them.

A motion to approve Operations Policy O-O-005 NCIC Transactions was made by Robert Dandoy, a second by Scott Jenkins. Motion carried by unanimous vote.

- b. Updated Comcast Business Service Order Agreement – Push
5. Chairman's Report –Russ Porter, Chairman: We are going to need to replace Mayor Truett since he is not running this year.
6. Director's Report – Tina Mathieu, Executive Director: We had 174 applicants for our Dispatcher position. Last time we had 130. She feels the increase is due to the \$2 per hour increase in pay. We are grateful for that, and our employees have been very grateful. Thank you so much for that. As a reminder, on your calendars we have our Awards Banquet on Monday, December 6<sup>th</sup>.

7. 2021 Budget Report – Tina Mathieu, Executive Director: We are 81.9% through the year. Our Telephone Service Charge is where it should be, the report shows low because it shows the money to August. So we are on target. The only things on expenditures are the Software and Controlled Assets accounts. They are slightly over, the Controlled Assets account is over due to the COVID spending. We spent COVID money, but we pulled it out of that account. We will reflect that on the revenue side. We will do a budget adjustment in our December meeting for that. But overall we have spent 71% of our budget, and we are 81% through the year, so we are doing well. She also pointed out that in 2017 we were receiving \$137,000 on average per month from the State Tax Commission. With the changes that we have made statutorily that amount has increased to where we are now getting about \$215,000 per month. She has also been working with a senator and representative on the bill to make changes to the 911 fee. The \$.02 has been agreed on, it may be deferred to July of 2023, or July of next year. Either way it will be in the bill. Tina also introduces Liam Keogh from the County Attorney's office, helping us today at Bryan's request, because Bryan had to excuse himself from today's meeting.
8. 2022 Budget Preview - Tina Mathieu, Executive Director: Today is a preview of the 2022 budget so any changes can be made before the November meeting.

#### In Revenue:

The 2022 anticipated revenue for the Property Tax, Delinquent Taxes, and Vehicle Registration are all numbers that she obtained from Scott Parke. He has also double checked the numbers so she can make sure there are no errors. So, on the Revenue our Property Taxes, Delinquent Taxes, and Vehicle Taxes are anticipated to go up. Our Dispatch fee will go up a little bit because of the increase with our contract from UHP. She left the 911 Phone Tax the same because she is not sure it will go up. It may also increase because she has discovered that Ring Central, the company that the Weber Fire District uses, and the company that Valley Emergency (the 911 Center in Salt Lake County) uses charges \$1.00 or less when they cut over, and by law they should charge \$1.49 by statute. She has taken this to Senator Harper and Gary Steinepreis from LSA, they are going to see what kind of audit they can do. If we can find it, and fix it then we will be getting a lot of money. Then we may be able to look at a tax decrease for our citizens. She also added \$200,000 in the State UCA fund. This year we received \$247,000 for meeting the standards. But we may not receive as much if the other 911 Center qualify for some of these funds. The EMS Grant will be lower at \$3122.

#### In the Expenditures:

Salaries and Benefits a 3% salary increase and a 2% one-time bonus, the same as what the County is doing. Health insurance increased 8% or 9%. Everything else in this category has been the same. Unemployment claims decreased this year, but budgeted the same amount.

Training and Travel is reduced because employees have airline credits from the CAD conference that was cancelled this year. The other big decrease is the Utah EMD

certification and recertification account because of the bill that passed in 2022 so we don't need to pay the State to get a reciprocal license. Technical Course account was reduced by \$2,200. For a total reduction of \$9,110.

Subscriptions and Memberships has an increase in APCO memberships so more employees can get trainings on a national level and other benefits from being a member. She has added the Providence payment will be due again in September of 2022.

Publications is pretty much the same. She may add an additional \$540 to post the ACB position.

Business Expenses stayed the same.

Office Expenses went down a little bit because we don't pay the copier usage as much anymore.

Promotion stayed exactly the same.

Telephone is the highlight of the budget. Because of legislation we are able to decrease our budget by \$231,000. Also, that funding for the 911 phone system sunsets in 2025, but in the 911 Bill this year Senator Harper and Representative Handy have agreed to push the sunset to 2035.

Building Expense pretty much stayed the same. There is a small increase in repairs and HVAC.

Bond Payment is what it is.

Employee Loan Program is staying the same.

Equipment Maintenance account has an overall reduction of \$415.00. The big saving is on the CAD/RMS Server because we replaced it this summer and won't need anything in that account until 2024. We will need to replace a couple of switches and other maintenance.

Line Charges: We need to increase our speed. We are looking at going to fiber and are getting bids from Utopia and Comcast.

Service Fees stayed the same.

Contract Services will increase. This is due to an additional increase in our contract for our Account and HR Contract with the County. We have a 3% increase built into the contract, but Scott has asked for a 5% increase for an additional 2%. The County is in the process of purchasing a new HR system. They are including us in the process and would may move to using that system instead of looking at our own evaluation system and time keeping system. The additional 2% will cover our cost for using the system. If the

Board approves this Tina will bring an addendum to that contract to the next meeting for approval. Also, Bryan has requested a 5% increase. There is an overall increase of \$5,927 in this account.

Special Services stays the same.

Software is an account that fluctuates depending on what we need to purchase. Overall it will decrease by \$5,723.

Controlled Assets will go down by \$800.

Equipment request this year are potentially some First In upgrades of approximately \$10,000. If you recall the First In system to upgrade the entire system would be about \$1 Million. The Logging recorder upgrade would be purchasing a new logging recorder. We were hoping that UCA would have this feature in their new system. They will with the radio side, but not on the phone side. So, we will need to purchase a new one. This would be for a new system plus 5 years of maintenance. But with the ARPA request she has been working on with Senator Stevenson she would like to do \$1 Million for a First In upgrade and the whole \$226,000 for a logging recorder. That would be an ask for \$1.2 Million in ARPA funds. She is not sure when she will hear about this request.

Transfers to other funds. This year the Board approved to put \$250,000 into the Capital Projects Fund this year. She is asking to put \$500,000 into this fund this year and \$220,000 in 2022.

Overall our Revenue will be about \$2,611 more than our expenditures.

For the Fund Balance, in January 2021 our Fund Balance was \$3,360,862. Our anticipated Fund Balance in January of 2022 is \$3,966,089, and in January of 2023 it could be at \$3,982,089.

For our Capital Projects, some of what we are saving for over the next few years are in 2022 the Logging Recorder and in 2026 we are looking at \$3 Million for the CAD/RMS service. The \$3 Million is an estimate and she hopes to know more in 2023 on this cost. But when we get to 2026 we will have that in our Capital Projects fund so we won't have to pull that from our Fund Balance. Also, for our building, Ogden City has been good to us to let us pay that off in a no interest loan on a rolling 5 years. We have done a lot of projects with Ogden City such as the roof, the boiler, the parking lot, and a new gate. Also, this year we are doing a new camera system. We are going to do the generator next year. This is all built into our building fund and O&M, which is good for us.

For the Five Year Forecast: Scott helped with this. At the end of 2022 we would have a Fund Balance of 46.48%. Per policy we cannot get below 16.67%. The goal is to keep it at 33%. We are a little higher than that but in 2027 we start coming down, but it gets us over that hump, and if the CAD project turns out to be more than \$3 Million in 2026 you will be able to pull from our Fund Balance.

The Local Building Authority budget is just the bond payment and our Trustee payment.

9. Motion to close public meeting to discuss the character, professional competence, physical or mental health of an individual.

A motion to close the public meeting to discuss the character, professional competence, physical or mental health of an individual was made by Mike Caldwell, a second by Scott Jensen. Motion carried by Roll Call vote:

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

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

A motion to open the public meeting was made by Mike Caldwell, a second by Gage Froerer. Motion carried.

A motion based on what was discussed in the closed meeting, to grant Tina a consecutive points of 3% and 2% and increase the car allowance from \$300 to \$500 was made by Leonard Call, a second by Scott Jenkins. Motion carried by Roll Call vote.

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

11. Next Meeting November 8, 2021 at 7:00 AM. A motion to adjourn was made by Mike Caldwell, a second by Scott Jenkins. Meeting adjourned.

*Respectfully submitted by Kathy Stokes*

Director: Tom Mathieu Date: 11/08/2021