

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of May 24, 2022

Board Members in Attendance: Robert Dandoy, Mike Caldwell, Leonard Call, Scott Jenkins

Additional Attendees: Executive Director Tina Mathieu, District Attorney Bryan Baron, Deputy Chief Shelby Willis, and Office Manager Kathy Stokes

1. Welcome – Robert Dandoy, Vice Chairman

2. Public Comment: None

3. Consent Agenda:

- a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meetings on April 26, 2022 and May 12, 2022.

A motion to approve the meeting minutes from the Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meetings on April 26, 2022 and May 12, 2022 was made by Mike Caldwell, a second by Scott Jenkins. Motion carried by unanimous vote.

4. Action Items:

a. Personnel Policies:

- i. J-001 – Executive Director Job Description
- ii. J-016 – Deputy Director Job Description

Under Minimum Qualifications a paragraph has been added to satisfy the POST and URS requirements. “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 the five years immediately before the day on which the application is made; and (B) has legal authorization to work in the United States”.

A motion to approve the changes Personnel Policy J-001 – Executive Director Job Description was made by Scott Jenkins, a second by Mike Caldwell. Motion carried by unanimous vote.

A motion to approve the changes Personnel Policy J-016 – Deputy Director Job Description was made by Leonard Call, the second by Mike Caldwell. Motion carried by unanimous vote.

5. Chairman's Report – Robert Dandoy, Vice Chairman: Nothing to report at this time. He had one comment relative to the upcoming interviewing process. He has done a number of interviews on panels and has found that one person, perhaps the chair person, be the only one to ask the questions. This will be less intimidating to the candidates. The group agreed to handling the interviews in this manner.
6. Director's Report – Tina Mathieu, Executive Director: We are down three dispatchers and we have lost one I.T. person. We have already started a new hiring process for dispatchers with a hire date in August. With regards to our I.T. Department. She thinks it would be worth looking at a potential restructuring and alteration of a few of the job descriptions. This is an area that changes so much and is also very competitive. We have such important systems; it is really important to try to retain the I.T. personnel that we hire and put so much money into training. Another issue is the specialized software training. It is extensive and very expensive and potentially detrimental to the organization to continue to have turnover. She would recommend to the new director to work on this and bring this to the Board. It would be valuable to the organization for the Board to consider some changes, not more people, just utilize the positions differently, more efficiently.

Items coming up are the carrot money, or extra grant money we started getting last year. We received just over \$200,000 last year. This year you should receive a bit more than \$200,000 because she found out that the amount of money that will be in the grant is about \$500,000 more than last year. She is thinking the District will receive about \$250,000.

Tina has already started drafting the 2023 budget and will do all she can to train the new Director when selected. Some of the things that has been accomplished since she has been here are financial stability (thanks to the tax increases), positive staffing changes (she has hired approximately 90% of our awesome employees), our desperately needed building, she feels we have raised the bar quite a bit. It is hard to leave, she also expressed her appreciation to be able to work with each of the Board members.

She has resubmitted the request to Brad Last for ARPA funds. It has been hinted that there will be a special session, and she has asked if there is a way he would consider wrapping it into the other ARPA funds that would be appropriated during the special session.

7. 2022 Budget Report – Tina Mathieu, Executive Director: The budget is looking good. As usual the 911 Surcharge looks low, but it is only through February so all is well there. Remember next January the District will start receiving \$.02 so this revenue will increase. In expenses, all the line charges will be fine except for you will need to do a budget hearing for the telephone charges as has been discussed in prior meetings. This is because with the new phone system they didn't convert us to the new ESInet quick enough so we had to pay those CenturyLink bills. Motorola is now paying those bills. There will also be increases in the line charges, but this is making it more stable. Our

new IT Manager has made is so we have a lot more redundancy in our switches and routers, and is making more stable. It is all good stuff that he has done.

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

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

Caldwell, Mike voted: Aye
Call, Leonard voted: Aye
Jenkins, Scott voted: Aye
Froerer, Gage voted: Absent
Dandoy, Robert voted: Aye
Porter, Russell voted: Absent
Sorensen, Richard voted: Absent

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

A motion to open public meeting and action on closed meeting was made by Scott Jenkins, a second was made by Leonard Call. Motion carried.

10. Next Meeting June 28, 2022. A motion to adjourn was made by Scott Jenkins, a second was made by Leonard Call. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: _____



Date: _____

6/28/22