

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of April 26, 2022

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

Additional Attendees: Executive Director Tina Mathieu, District Attorney Bryan Baron, Deputy Chief Shelby Willis, 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 March 22, 2022.

A motion to approve the meeting minutes from the Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on March 22, 2022 was made by Scott Jenkins, a second by Mike Caldwell. Motion carried by unanimous vote.

4. Action Items:

b. Operations Policies:

- i. O-K-013 – Burn Permits: The only change is in section 2b. We updated the website address to an in-house address, so the policy would not need to be updated each time the specific address changes.

A motion to approve Operations Policy O-K-013 – Burn Permits was made by Robert Dandoy, a second by Gage Froerer. Motion carried by unanimous vote.

c. Personnel Policies:

- i. F-006 – Fund Balance: Tina Mathieu recently met with Scott Parke to discuss the Fund Balance. After this discussion they are recommending that in the event that the reserve exceeds 35% of the next year's budget expenditures the excess reserve would automatically transfer into the Capitol Projects account (both upon the approval of the Board), then when this account is fully funded any additional excess reserve would be transferred to paying extra on our debt obligation. This is the recommendation in conjunction with Scott Parke.
- ii. P-083 – Leave Practices: Changes are based on this year's new statutes. Paid Bereavement has been changed to match the statutes. Also, Juneteenth has

been added as a Holiday, but Columbus Day has been taken out to match what the County is doing.

A motion to approve the changes to approve Personnel Policies F-006 – Fund Balance and P-083 – Leave Practices was made by Robert Dandoy, a second by Mike Caldwell. Motion carried by unanimous vote.

- d. Goserco, Inc Extended Warranty Plan-Tina Mathieu: This is a four-year maintenance plan for our new logging recorder (actually 5 years because the first year is free). She is recommending this plan because we already have the money budgeted for this and will actually be under budget for this project, and it would be good to have this in place.

A motion to approve the Goserco, Inc Extended Warranty Plan was made by Gage Froerer, a second by Scott Jenkins. Motion carried by unanimous vote.

- e. Interlocal Agreement Regarding the Westnet First In Equipment-Tina Mathieu: Last month the Board approved the annual maintenance agreement with Westnet. This is the Interlocal Agreement with our agencies to show that we pay money to Westnet for equipment on behalf of them. This is to show why we are billing the agencies. She will also take this to the Chief's meeting to remind them of it.

A motion to approve the Interlocal Agreement Regarding the Westnet First In Equipment was made by Scott Jenkins, a second by Mike Caldwell. Motion carried by unanimous vote.

5. Five Year Plan Review-Tina Mathieu: This is part of her recent discussion with Scott Parke. The 2021 budget has not yet been audited so the information is still just expected. The expected amount of our Fund Balance for 2021 is 55%. With the new policy, to keep it at 35% we would transfer to the Capital Projects through 2025 and also pay off some of the debt. We will actually be in good shape through 2027 because our Fund Balance is still at 30% which is much above the 16% floor that we set in our policy. The projections for 2023 are higher because of the way everything is going right now. One of the worries for next year is a possible 15% increase in health insurance. We are also looking at \$3 Million to replace the RMS system in 2023 from the Capital Projects Fund. She recommends, and Scott Parke agrees, that we not consider a tax decrease in the fall because we are just getting to a good place.
6. Weber State University – Dispatch Services Agreement-Tina Mathieu: Historically our contracts have an annual 3% increase. Weber State's contract is low in terms of when we started our center, they were given a good deal. Since the last contract was signed the law has changed and now no one can create a new 911 center in a county if there already is one. So, Weber State could not say to us that they don't want to pay this contract and they are just going to start their own 911 center. This has been a threat in past contract negotiations. She has gone through different ways of determining billing and in her meeting with Scott Parke they came up with having our contract mirror the CPI. She and Scott recommend for Weber

State this year is a 10% increase and each year after that the increase will be based on the CPI. We have been a great benefit for them. They have used our CAD/RMS system at no cost, and we are also flexible with them. Our contract is Monday through Friday after 5 p.m. before 8 a.m. all the weekend and holidays, but if they have something come up we will cover for them with no problem. Also, since the law changed, they had to change their PBX system and if we get a 911 call for them during their hours, we will log it in CAD for them and electronically route them. We do a lot for them during the hours that they are there anyway. This contract is \$31,000 beginning July 1 through June of next year, then adjust the contract each year.

7. Chairman's Report –Russ Porter, Chairman: He will be not be able to attend the May 24th meeting. Request Robert Dandoy conduct that meeting.
8. Director's Report – Tina Mathieu, Executive Director: We currently have had two employees resign in the last two weeks. We just hired one dispatcher with experience from a neighboring 911 Center and Tina has six interviews scheduled for Thursday. She is excited to be able to have so many applicants pass the background and recommended for hire.

Just a reminder, as you go through budget process with your Chiefs. If you budget money for radios for the new radio system, she recommends that you do not spend any money until we find out if we are going to get the \$50 plus million that was requested from the legislature to offset the costs of the radios for local agencies. This would be State ARPA funds. She can't be too specific, but would strongly recommend you wait and thinks there is some really good news forthcoming.

She reported last month that a Davis county commissioner toured our facility. Since that time, we have had all three of the county commissioners, their HR director, their finance director and the sheriff come for a tour and a discussion. They seem serious about trying to create what we have here, but still have some significant hurdles in getting Layton City to commit. But seem more serious than she has ever seen. As mentioned last month, it would be great for us if Davis County would consolidate. To be able to utilize them for our backup would be much better than our current situation, which is using SLC911 as our backup.

IHC has reached out to the paramedic agencies regarding a Paramedicine program that they want to expand to Weber County. They have been doing something in Salt Lake County for about a year. In a nutshell, the program would allow for some patients that meet a certain number of criteria to be able to go home to heal, rather than stay in the hospital. The hospital would send the patient home with some medical equipment and a tablet that the hospital would perform daily telehealth visits and constant monitoring of vital signs. If a problem arose with the patient that the hospitalist wanted to have eyes on the patient, they would call us and have us dispatch a paramedic unit to respond and perform a health assessment with the hospitalist on the telehealth screen. The paramedic agencies are discussing impact, payment (for non-transport services, which doesn't normally occur on a regular 911 call), etc. She hopes she is not out of line, but did advise IHC that we too would need to charge them per call, if we were to enter into such a program – predicated, of course, if our paramedic agencies choose that direction. Her thought behind charging them is that they are making

money off their patient and now, they would be using our services to dispatch a response to again, help them perform their job, that they will be getting paid for. She didn't want to leave anything on the table and definitely didn't want them to think that we would be willing to do something for free. She hopes the Board is okay with her saying that, obviously there aren't any contracts on the table yet, and before anything ever occurred, it would need to come to the Board for approval.

9. 2022 Budget Report – Tina Mathieu, Executive Director: We are currently 31.78% through the year. We have received 8.82% of our revenue. The 911 Telephone Surcharge accounts shows the amounts for January and February only. We are on track with this account.

We have spent 25.36% of our budget. The Building Maintenance looks a little high. This is because we had a leak in our I.T. Server room. This account looks high right now but will not be by the end of the year. We are high in the Telephone account and will be about \$55,000 over at the end of the year and need to do a budget adjustment. This is for the 911 bills, because Motorola did not convert over when scheduled. They have started paying this bill this month, so we will not be paying this anymore. Except there may be a small fee at the end. The Line charges will be fine and the Software will be fine.

We currently have \$750,000 in our Capital Projects Fund.

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

Bryan Baron: To clarify on the closed meeting, one topic clearly is authorized by Open and Public Meetings Act, the other is to talk about the mental health of employees. Even though it says of an "individual" we are talking about a group of individuals and mental health, so he feels we can still use this provision.

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 by Gage Froerer.

Motion carried by roll call vote:

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

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

A motion to open public meeting and action on closed meeting was made by Mike Caldwell, a second by Robert Dandoy. Motion carried by unanimous vote.

12. Next Meeting May 24, 2022. A motion to adjourn was made by Scott Jenkins, a second by Gage Froerer. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Matmer. Date: May 24, 2022