

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes of October 25, 2022

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

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Deputy Chief Shelby Willis, Weber County Comptroller Scott Parke, and Office Manager Kathy Stokes

1. Welcome – Russell 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 27, 2022

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on September 27, 2022 was made by Scott Jenkins, a second by Robert Dandoy. Motion carried by unanimous vote.

4. Action Items:
 - a. Approval of Tow Dispatch Agreement
 - b. Approval of Hazmat Dispatch Agreement
 - c. Approval of Board Up Dispatch Agreement

Our agreements with the Tow, Hazmat, and Board Up companies are up for renewal. These companies already have agreements with our Agencies. There is one minor change. Instead of requiring that records are kept indefinitely by these companies as previously required, it has been changed to requiring records are kept for 3 years.

A motion to approve the Tow Dispatch Agreement, the Hazmat Dispatch Agreement, and the Board Up Dispatch Agreement adding the authority for Kevin Rose to sign for the District was made by Robert Dandoy. A second was made by Mike Caldwell. Motion carried by unanimous vote.

- d. Excess Funds Received from the Utah Communications Authority

In the 2022 Budget \$200,000 was budgeted as revenue from the Utah Communications Authority for our share of the 911 Funds for qualifying PSAPs. We just received a check for \$300,000. Some of the requirements to receive these funds are 90% of our 911 calls must be answered within 15 seconds (we were at 97.6%), 95% of all calls had to be answered within 20 seconds (we were at 98%), another is how many calls are

transferred. All of this has to do with the job that our dispatchers do every day. They get extremely busy, but they are cognitive of the calls coming in. They are finishing up the non-emergency calls and getting to the 911 calls. Also, retaining calls instead of transferring to other PSAPs, and ensuring that we are meeting these standards. It is proposed that with the addition \$100,000 of unexpected revenue the employees are rewarded with a \$1,000 bonus which would total \$73,202. It is a way to show that we appreciate their hard work and to keep it up. This was definitely a team effort.

The issue of increasing salaries was discussed and the need to keep some money available to deal with the challenge of keeping up with increasing salaries. A recommendation was requested. The recommendation was made by Robert Dandoy: He likes the idea and the opportunity for recognition, but he agrees maybe \$500 would be more appropriate for the recognition. Then save the extra money for the need of increasing salaries.

A motion to approve the bonuses in the amount of \$500 for each employee was made by Gage Froerer, a second by Robert Dandoy.

5. Chairman's Report –Russ Porter, Chairman: For the first time one of his Driver's Ed students told him that when she grows up, she wants to be a 911 Dispatcher. He told her what an awesome decision that was.
6. Director's Report –Kevin Rose Director: There is a project that was spearheaded by Ogden City called Pulse Point. Ogden City got funding from Ogden Regional and McKay for this project. It interfaces with the CAD system. Anytime we receive a call with a cardiac arrest when CPR or an AED is needed a nearby person who is certified and registered with this program will receive an alert to go and assist. The dispatcher will also be alerted that the person is coming to help so the caller and the responder know someone is coming to help with CPR. We are hoping this will have a good impact and help increase the cardiac arrest survival rate. We will keep you updated.

Another project the Sheriff's Office is working on is a system called Live 911. This gives the officer the ability to listen to the 911 call while it is happening. Kevin sees at least two advantages of this program. First an appreciation for the dispatcher and what they have to deal with to get information to the Officers, and second there is no delay in getting information. This will be a very interesting project. The County is paying for all of it, so there is no cost to the District.

The IT Systems Administrator position was not filled. The available candidates were not what we need for this position. We are looking at doing something different for this position and will have more information in our next meeting. Also, as you know we just promoted two managers. Kevin, Scott, and the two managers were able to participate in leadership training provided by the Sheriff's Office. It focused on outward interactions with people. It was good training.

As mentioned in our last meeting, our Fire Station Alerting System is 14 years old and in need of a refresh. We have attempted to get bids from our current vendor and are having the same issues of getting responses from them as was discussed before. We have reached out to another vendor to get an idea of what it would cost to replace this system. We have had discussions with the Chiefs about this. They are in agreement something will need to be done to this system. There will be a cost either way, whether we stay with the current vendor to do a refresh, or go with a new system. The last time we heard from the current vendor, 2 or 3 years ago, the cost was around \$1 Million. Tina tried to get ARPA funds for this but was not successful. He just wanted to let the Board know this is something that is coming. This is for both software and hardware.

There are three Board positions ending this year. We are working with the Commissioner's office to get those posted.

Kevin turns time over to Scott to give the personnel update.

Scott Freitag, Deputy Director: We are doing pretty well on staffing. Now that we have the two managers in place, we will do the promotion for a supervisor position in November. Our next training class will be in January. The posting for that is out right now. Because COVID has decreased, we have been able to do more community events. We are also able to have people from the agencies come in and do sit a-longs, and have our new employees do ride-a-longs with the agencies, which is good for training and relationships. We have not had to let anybody go for several months; but we have lost three people to other agencies. We plan to do a District wide survey of all our employees to get employee feedback.

7. 2022 Budget Report – Kevin Rose, Executive Director: We are still on target to be under budget this year. We received a lot of our revenue from last quarter fees. We just received a payment for the 911 Surcharge. For expenditures, as you know, we will be over on the Telephone budget. There will also be a budget amendment for the \$1.7 Million that will be transferred to the Capital Project Fund since it is more than was budgeted.
8. 2023 Budget Preview - Kevin Rose, Executive Director: In 2023 we are trying to streamline the budgeting process. We are following the same process that the County uses. We will use the same Revenue and Operating expenses every year, then make requests for the additional requests we have for the upcoming year. For 2023 the requests we are asking for are:
 - Vehicle Allowance for the Deputy Director \$6,000
 - Office 365 exchange server \$14,800
 - Building Repairs \$10,000
 - Microsoft Server Licenses \$5,000
 - New Ticket Support \$1,800
 - Remote Desktop \$2,000
 - NAP Firewall Replacement \$20,000
 - NAP Equipment Replacement \$16,500
 - SD WAN \$1,600
 - Equipment Maintenance \$5,600

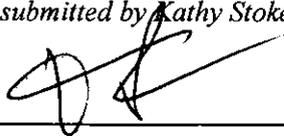
- Personnel 3% COLA and 2.5% Merit Lump Sum (Proposes Lump Sum be paid from the 2022 budget, but adverting it as the 2023 Merit increase)

Kevin also expresses his appreciation for Scott Parke and Steffanie Ebert for all their help with this budget process.

9. Next Meeting November 15, 2022. A motion to adjourn was made by Robert Dandoy, a second by Gage Froerer. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: _____



Date: _____

11/15/22