

**Weber Area Dispatch 911 and Emergency Services District
Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board
Meeting Minutes of August 22, 2023**

Board Members in Attendance: Russell Porter, Robert Dandoy, Gage Froerer, James Harvey, and Leonard Call

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Lieutenant Mark Horton, 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 meetings on June 20, 2023

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meetings on June 20, 2023 was made by James Harvey. A second motion was made by Robert Dandoy. Motion carried by unanimous vote.

4. Action Items:
 - a. Operations Policies
 - i. O-I-010 TTY Procedures: Updated to coincide with standard operating procedures with our new phone system.
 - ii. O-J-010 Activation of Special Teams: Removed the word pagers since there are no more pagers. Also updated to current operating procedures.
 - iii. O-L-003 Medical Responders: Dispatch does not cancel units that is up to the area unit.
 - iv. O-J-028 A Child Is Missing – RESCIND: Replaced by Amber Alerts.
 - v. O-K-005 Power Line Problems – RESCIND: Duplicate to Fire and Medical polices.

- vi. O-K-004 Knox Box – RESCIND: No longer use in engines.
- vii. O-K-011 Heavy Rescue Task Force – RESCIND: No longer have a task force.
- viii. O-T-004 Satellite Phone – RESCIND: No longer have a satellite phone.
- ix. O-N-003 Monitoring of VHF Radio Channel – RESCIND: No longer have VHF.

A motion to approve the changes to Operations Polices: O-I-010 TTY Procedures, O-J-010 Activation of Special Teams, and O-L-003 Medical Responders; and rescind polices O-J-028 A Child Is Missing, O-K-005 Power Line Problems, O-K-004 Knox Box, O-K-011 Heavy Rescue Task Force, O-T-004 Satellite Phone, and O-N-003 Monitoring of VHF Radio Channel was made by Gage Froerer. A second motion was made by Leonard Call. Motion carried by unanimous vote.

b. Emergency Dispatcher II Reclassification: Recommendation to reclassify Dispatcher IIs at Lead Dispatchers. Reasons for this are scheduling, moving them all back to the regular shift bid, trimming the number of the positions down from 15 to 12 total positions, making training their primary role, and preparing them for future leadership roles. The budget impact for this year would be about \$4,000. We still need to meet with each of the Dispatcher II employees individually to give them the opportunity to move into the Lead Dispatcher role with he pay increase or step down without losing pay if they are not ready for the additional responsibilities. This is the recommendation we received from Sarah Swan from Weber County HR.

c. Personnel Policies

- i. J-12 Job Description: 911 Lead Dispatcher: Updated to coincide with the recommendations to reclassify.
- ii. J-13 Job Description: Emergency Dispatcher II (RESCIND)

A motion to approve the modification of Personnel Policy J-12 Job Description: 911 Lead Dispatcher and rescind J-13 Job Description: Emergency Dispatcher II, and to modify any current policy replacing Dispatcher II and Dispatcher III to Lead Dispatcher, was made by James Harvey. A second motion was made by Robert Dandoy. Motion carried by unanimous vote.

- d. State Parks Dispatch Agreement: Includes a total of 6% increase from the previous contract, then a 3% increase each year.
- e. Wildlife Resources Dispatch Agreement: Includes a total of 6% increase from the previous contract, then a 3% increase each year.

A motion to approve the State Parks Dispatch Agreement and the Wildlife Resources Dispatch Agreement was made by Gage Froerer. A second motion was made by Robert Dandoy. Motion carried by unanimous vote.

- f. Utah Law Enforcement Information Sharing Agreement: The SIAC are using a new vendor for Law Enforcement Information sharing. Since we house the server, we have put together an agreement which will require us, all our law enforcement agencies, and the Department of Public Safety sign that would outline the governance of that data and what limitations they have. This was presented to the Police Chiefs at their last meeting, they were all on board and are going to take it back to their cities. Once everyone has signed off, we can give the RMS access to the new vendor with the restrictions the agencies outlined in the addendum. This will be a great resource for our officers, but we also wanted to make sure there is a legal agreement in place with control.

A motion to approve the Utah Law Enforcement Information Sharing Agreement was made by Leonard Call. A second motion was made by Robert Dandoy. Motion carried by unanimous vote.

- g. Surplus: The I.T. items have all been replaced and we would like to surplus the list of items.

A motion to approve the surplus items listed was made by Leonard Call. A second motion was made by James Harvey. Motion carried by unanimous vote.

5. Chairman's Report – Russ Porter, Chairman: Is glad to be back. Asks the new Operations Advisory Committee Chair to introduce himself. Lt. Mark Horton from the Weber County Sheriff's Office.
6. Director's Report – Kevin Rose, Executive Director: Met with Ogden city and we are moving toward the Condo insurance insuring entire building. We will keep our policy in force until that is in place.

The P25 radio project is still projected to be cut over the first quarter of next year. We have been working with the committee and with the agencies to make sure we are all working together on talk groups. UCA has also agreed to put a new site in the Liberty area and in Ogden Canyon.

We currently have 69.5 full-time employees. Since our last meeting we have had one employee terminated and two resign. We posted a new dispatcher job in July. The results of the posting were, 135 applications, 36% tested, 46% of those passed, we ended up interviewing 14 people, we selected 6, and of the 6 only 2 passed the background. We have reopened the posting. With this last opening we have 184 applications. They are in the testing process. We are hoping to hire 4 out of this group. One thing we found that was interesting is that about a quarter of the candidates in both groups marked that the minimum

pay they would accept was more than our starting wage. He will keep the Board updated on this process.

7. 2023 Budget Report – Kevin Rose, Executive Director: We are 64% through the year. The property tax income will show up in November. We are also hoping for about \$300,000 from UCA. For expenses we are on track. Personnel is at 56%, which is our largest category. We are well under in Training and Travel. We are over in the usual individual line items, but overall will be good by the end of the year.
8. Election of Administrative Control Board Officers: Traditionally the Vice Chair will move to the Chair position, and the board will nominate a new Vice Chair. Robert Dandoy nominates Russell Porter to remain the Chair.

A motion to have Russel Porter remain the Chair for the next two years was made by Robert Dandoy. A second motion was made by Leonard Call. Motion carried by unanimous vote.

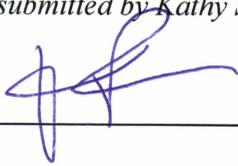
A motion for Robert Dandoy to remain the Vice Chair for the next two years was made by Leonard Call. A second was made by James Harvey. Motion carried by unanimous vote.

The Chair, Russel Porter, and the Vice Chair, Robert Dandoy, accepted the positions.

9. Next Meeting September 26, 2023. A motion to adjourn was made by James Harvey, a second motion was made by Leonard Call. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: _____



Date: _____

9/26/23