

**Weber Area Dispatch 911 and Emergency Services District
Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board
Meeting Minutes of June 20, 2023**

Board Members in Attendance: Russell Porter, Robert Dandoy, Mike Caldwell, and Richard Sorensen

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Deputy Chief Shelby Willis, Managing Officer at Christensen Palmer & Ambrose Chuck Palmer, 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 May 23, 2023

A motion to approve the meeting minutes from May 23, 2023 was made by Mike Caldwell. A second motion was made by Robert Dandoy. Motion carried by unanimous vote.

4. 2022 Audit: Chuck Palmer: Moved to later in the meeting.
5. Action Items:
 - a. Operations Policies
 - i. O-E-004: Care of Headsets: Updated to be in line with what we are currently doing to care for headsets.
 - ii. O-O-001: Criminal Justice Information System Security: Updated to include new FBI requirements.
 - iii. O-G-003: Peer Support Team: New policy as the legislature now allows 911 Centers to have a Peer Support Team.

A motion to approve operations policies O-E-004: Care of Headsets, O-O-001: Criminal Justice Information System Security, and O-G-003: Peer Support Team was made by Mike Caldwell. A second motion was made by Robert Dandoy. Motion carried by unanimous vote.

- b. Resolution No. 2023-001 – A Resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District approving the certified

property tax rate for the calendar year ending December 31, 2023: Proposed tax rate is .000073.

Robert Dandoy makes a motion approving Weber Area Dispatch 911 and Emergency Services District certified property tax rate for the calendar year ending December 31, 2023. A second is made by Mike Caldwell. Motion carried by Roll Call Vote:

Richard Sorensen: Aye
Mike Caldwell: Aye
Robert Dandoy: Aye
Russell Porter: Aye
Leonard Call: Absent
Gage Froerer: Absent
James Harvey: Absent

- c. Forest Service Contract: Negotiated a 6% increase for the first year, and 3% annually for the remainder of the contract.
- d. Utah Highway Patrol Contract: Negotiated an \$86,000 increase. The one change requested was to forward any GRAMA requests we received regarding a UHP call directly to them to handle. This was agreed upon.
- e. Department of Corrections Contract: Negotiated 6% increase with a 3% increase each additional year for a 5-year contract.

A motion to approve the contracts for the Forest Service, Utah Highway Patrol, and the Department of Corrections was made by Richard Sorensen. A second was made by Mike Caldwell. Motion carried by unanimous vote.

- f. Judgement Levy: Kevin Rose – He received an email from the Auditor’s Office indicating we are eligible for a Judgement Levy in the amount of \$11,752.62. To do this we would need to go through a Truth in Taxation process, which would cost considerably more than the Levy amount.

The Board made the decision not to pursue the Judgement Levy.

Going back to item 4 on the agenda the 2022 Audit: Chuck Palmer – Christensen, Palmer & Ambrose completed an **Independent Auditor’s Report and in their opinion, the financial statements** they received from Weber County present fairly, in all material respects, the perspective financial position of the governmental activities, the aggregate discretely presented component units, and each major fund of the District, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. This is the highest opinion they can give. Included in the audit are two other reports. Internal Controls, which are good since approval starts at the District then goes through the County’s internal controls giving the District a double set of internal controls on

expenditures. The other is a report that is issued to the State of Utah which there were no finding in any areas.

6. **Chairman's Report:** Russ Porter, Chairman – Nothing to report at this time.
7. **Director's Report:** Kevin Rose, Executive Director: **This is Chief Willis' last meeting.** Lt. Horton will be Ops Chair for the coming year and will be attending our next meeting. We appreciate Chief Willis' willingness for the past year and one half of keeping everybody engaged with the Operations Advisory Committee and making it successful.

Building insurance update. We are meeting on Monday with Ogden City to go over this. We found out that Ogden City has been paying insurance for their portion of the building, our portion is now insured by our policy. However, hopefully we will end up getting our portion of the building insured under the Condo Association. Then we can cancel our policy. This will be compliant with the Law.

This has been a crazy month. We have had two officer involved shootings within a week. Our dispatchers did a phenomenal job. Even the new dispatcher did a fantastic job. Ogden City Police Department sent us a letter of appreciation for the incident they were involved in.

The P25 project is still moving forward. We are still planning on the first quarter of next year.

For personnel, we have had one dispatcher resign to go to VECC. We anticipate she will be back. Our lateral hire will start in July. With that we are at 72.5 full time employees and are maintaining our staffing level. The support of this Board is greatly appreciated.

8. **2023 Budget Report – Kevin Rose, Executive Director:** We are 45% through the year, and in all of our accounts we are in the mid to upper 30% total used. We anticipate receiving more revenue this year because of the increases in our contracts. We will probably be over in the Telephone account which has been discussed, and also in the Contracted Services because of the insurance predicament. We should be able to cover that by the end of the year. We are currently under budget.

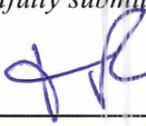
Mayor Caldwell added his comments to go with the Ogden City Police Chief concerning the officer involved shooting. He added that after listening to the radio chatter and all that went on during the situation and how dispatch helped coordinate through all that. He came here that afternoon after people were decompressing. He finds it hard to believe the District has to get legislative approval to have a peer support program. This program has done a tremendous amount of good for the Police Department.

Chief Willis adds her appreciation for being able to attend the Board meetings. She appreciates the collaboration of the agencies as they work together. She has learned much about dispatch and has loved serving on the Ops Board.

9. Next Meeting July 25, 2023. Since this meeting is the day after a State holiday, the Board agreed to cancel the July meeting. The next meeting will be August 22, 2023. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: _____



Date: _____

8/22/23