

**Weber Area Dispatch 911 and Emergency Services District  
Weber Area Dispatch 911 and Emergency Services District  
Administrative Control Board  
Meeting Minutes of March 28, 2023**

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

**Additional Attendees:** Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Weber County Comptroller Scott Parke, 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 meetings on January 24, 2023

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meetings on January 24, 2023 was made by Gage Froerer, a second was made by Leonard Call. Motion carried by unanimous vote.

4. Action Items:
  - a. Board & Seal Agreement

This agreement was approved in our last meeting. However, after it was signed a couple of issues were found. Morgan County was listed as a municipal corporation and not a political subdivision, and other minor changes.

A motion to approve the Board and Seal Agreement was made by Robert Dandoy. A second was made by Leonard Call. Motion carried by unanimous vote.

- b. Personnel Policies
  - i. P-083 Leave Practices: updated to align with changes that were made with trades, also a line was added to clarify that comp time could not be used in lieu of sick leave.
  - ii. P-006 Shift Trades – RESCIND

- iii. P-069 Quality Assurance & Improvement: We overhauled out Quality Assurance Program. Changed from percentages to High Compliant, Compliant, Low Compliant, and Non-Compliant. Our intent is to recognize employees doing a good job, and correct employees who may need help in certain areas.
- iv. P-085 Lateral and Rehire Training: Updated this policy to allow lateral and re-hires accelerated training depending on experience.
- v. J-12 Emergency Dispatcher III: Change the job title to Lead Dispatcher.

A motion to approve the changes to Personnel Policies P-083 Leave Practices, P-069 Quality Assurance & Improvement, P-085 Lateral and Rehire Training, and J-12 Emergency Dispatcher III (authorizing changing other policies with the job title of Dispatcher III to Lead Dispatcher as needed); and to rescind P-006 Shift Trades was made by Leonard Call. A second was made by Robert Dandoy. Motion carried by unanimous vote.

5. Chairman's Report –Russ Porter, Chairman: Happy to see everyone this month after not meeting last month. The Dispatch Awards Banquet is Thursday afternoon.

Jim Harvey asks how Live 911 is going for Dispatch. Kevin Rose responds that it is going well. Officers can obtain officer safety information as soon as it is given. They are also able to see caller location information. He is also seeing that the Dispatchers are more appreciated when the officers hear what they deal with to get information to them. Currently the Sherriff's Office is the only entity in the area with this, they have purchased the hardware. If other agencies in the area want it all they need to do is purchase the licenses.

Time is turned over to Scott Parke to discuss the 2022 Budget.

Scott Parke: The District is in a much better position financially than a couple of years ago. The Fund Balance is \$3.6 Million. That is approximately 5 months of operating expenditures. A very healthy Fund Balance. Tax revenue is up about 3%. In the Expenses: we were able to save money on Telephone expenses; Payroll expenses are up about 17%. We were within budget on Payroll, just slightly over on Materials and Services. But overall, we are within budget. He has been working with Kevin and Scott to make sure our budgets are as tight as they need to be. There is \$2.2 Million in the Capitol Projects fund. We are in the strongest position since he has started working with the District.

6. Director's Report – Kevin Rose, Executive Director: Some of the Bills that passed ate HB59. Corrected the oversight for Peer Support for Entities like us. SB27 about the Tow Industry. Nothing changed as far as our dispatching billing. As a result of this Bill, he will work with Bryan to change our contracts with the Tow companies regarding the vehicle abandoned rate. SB212 made changes to the UCA. This bill affects us because of our transfers to 988.

We are working on contracts with UHP and Morgan County. These both expire at the end of June. At this time we don't see any issues with these.

Two weeks ago, we had visitors from Davis County to see what it means to consolidate.

We look forward to the Awards Banquet on the 6<sup>th</sup>. We hope you can all come. We appreciate all you do.

Scott Freitag: In the last WACOG there was a discussion on reverse 911 (Code Red). The Weber County Emergency Manager may talk about having the system housed in the District. She is looking at different companies and this is not decided, but he wanted to give the Board a heads up that this may be part of her discussion.

7. 2023 Budget Report – Kevin Rose, Executive Director: We are about 24% through the year. We are pretty much on target. We have used the majority of the Software and Equipment account because many of our software subscriptions are due at the beginning of the year. There was an unexpected charge for Actuarial Services of \$2400 that was paid, but we should be within budget in the Contracted Service account by the end of the year. We are on track for where we are in the year.

We are watching DPS and Box Elder. DPS just made a substantial increase for all their dispatchers in the State. They are starting their dispatchers at \$25.00 per hour and their current dispatchers have received a 15% increase. Box Elder is doing a \$2500 sign on bonus for new employees. We will watch this to see if we will start losing employees. We have been looking good as far as our staffing numbers are concerned. This is something that we want to keep on our radar.

8. Next Meeting April 25, 2023. A motion to adjourn was made by Jim Harvey, a second was made by Leonard Call. Meeting adjourned.

*Respectfully submitted by Kathy Stokes*

Director:  \_\_\_\_\_ Date: 5/23/23