

**Weber Area Dispatch 911 and Emergency Services District
Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board
Meeting Minutes of May 23, 2023**

Board Members in Attendance: Russell Porter, Robert Dandoy, Leonard Call, Gage Froerer, and Richard Sorensen

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Christopher Crockett, 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 March 28, 2023

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meetings on March 28, 2023 was made by Gage Froerer. The second was made by Robert Dandoy. Motion carried by unanimous vote.

4. Action Items:
 - a. Operations Policies
 - i. O-J-004: Service Channel: Updated agencies, updated electric monitoring, and added will close the channel if necessary.
 - ii. O-I-002: Telephone Interrogation Skills: Updated to reflect current technology resources and procedures regarding obtaining addresses and phone numbers.
 - iii. O-K-006: Carbon Monoxide Alarms: Changed to indicate that we will call the Gas Company if advised to by the incident commander.
 - iv. RESCIND O-K-012: Hazmat Task Force: This is an old policy that had been replaced several years ago.

A motion to approve the changes to Operations policies: O-J-004: Service Channel; O-I-002: Telephone Interrogation Skills; O-K-006: Carbon Monoxide Alarms; and rescind

O-K-012: Hazmat Task Force was made by Richard Sorensen. The second was made by Robert Dandoy. Motion carried by unanimous vote.

- b. Agreement to be Dispatched for Tow Services: Changes include clarification that tow companies will be charged per vehicle towed. It has also been updated with recent legislation to add language that tow companies may pass through the fees charged by the District and charge an additional fee to absorb the dispatch fees that cannot be passed on because the vehicle was abandoned and beginning 1/1/2025 the District will calculate the abandonment rate annually as required by Utah Code and publish the rate on the District's website.

A motion to approve the Agreement to be Dispatched for Tow Services was made by Gage Froerer. The second motion was made by Robert Dandoy. Motion carried by unanimous vote.

5. Chairman's Report – Russ Porter, Chairman: Recently watched a program about a person calling 911 to order a pizza who was really needing help. Asked if our dispatchers are trained for situations like this. Kevin answered that our dispatchers are trained to watch for such situations listening to background noise and verbal clues from callers.
6. Director's Report – Kevin Rose, Executive Director: This has been a crazy year with unusual radio traffic. Some of the calls we have had recently are the officer involved shooting with the structure fire, officer down, kidnappings, active shooter, plain crashes, swift water rescues. After reviewing the calls from dispatch centers throughout the state, the SIAC on the school shooting requested to use our phone call to play for the legislators because ours was the best of all of them. Our swift water rescue plan requires huge coordination with our dispatchers, police, and fire on one common channel. This plan was formed and implemented 3 years ago, with check points down river where responders go. The dispatchers involved with this are extensive. Kevin has witnessed outstanding team effort here. Our dispatchers have done an amazing job.

Our dispatcher week was very successful. We appreciate the Board members that were able to attend the Awards luncheon. We will be showing our support for EMS and Law Enforcement weeks.

As a reminder, the UHP contract is due to expire in June. We have been working with them and hope to bring it to the Board at the June meeting.

We are currently using a 25-year-old analog radio system that is being replaced during the 1st quarter of next year with a standard-based P25 digital radio system statewide. This is a huge undertaking by UCA. As a dispatch center we have been coordinating this change with our agencies. We have been proactive with our planning and are on target to make this a smooth transition.

For the personnel update: we are currently at 72.5 full-time employees. We have maintained our staffing level for the last year, which is fantastic. The changes we have made with vacation leave have been positive changes. We just extended a job offer for a lateral position to a person moving here from Colorado. She will be starting at the end of June. This will

bring us to where we want to be. The overtime cost is still unknown, but so far, we are on budget. Our last hire group was in January, we lost one the first day on the floor. The other 4 are doing great.

7. 2023 Budget Report – Kevin Rose, Executive Director: We are 39% though the year. There are just a couple of items to point out. The overtime is at 25% but this account has not been updated for the last pay period. Our retiree insurance is affected by a policy which was updated in 2014 that required us to pay 5 years of insurance premiums. We are at 52% in this account but we have had several people drop off so we should not be over by the end of the year. The telephone and line accounts are high because both have bills from UCA paid quarterly. The telephone may go over budget a little because of the charges that we thought would go away but have not. We are still working on this. He sat down with the Insurance agent recently and discovered that there was a misunderstanding regarding coverage. They determined that the building (structure) needed coverage. He added that coverage, but the additional cost is \$10,000 per year. He will double check with the HOA to see if there is coverage there as required by State Law. He believes we will be alright in that account at year end because of savings in other areas. Software and equipment is high because we renew subscriptions at the first of the year. We have an opportunity to buy radios at a very good rate if we purchase them by the end of June. Fortunately, we were able to save money in the controlled assets budget by not replacing the NAP core switches and hardware. Instead, we did some reconfiguration using VPN tunnels. This will give us the funds to purchase the radios.

LBA and Capitol Project budgets are on track. All in all, we are looking good for the budget.

8. Next Meeting June 20, 2023. A motion to adjourn was made by Leonard Call. The second was made by Richard Sorensen. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: _____



Date: _____

6/20/23