

**Weber Area Dispatch 911 and Emergency Services District
Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board
Meeting Minutes of March 26, 2024**

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

Board Members Excused: Richard Sorensen and Benjamin Nadolski

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 February 27, 2024

The motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meetings on February 27, 2024 was made by James Harvey. Robert Dandoy made the second motion. Motion carried by unanimous vote.

4. Action Items:
 - a. Personnel Policies
 - i. P-087 Website Privacy Policy: This policy was created to follow Utah State Law and will be posted on our website.

The motion to approve Personnel policy P-087 Website Privacy Policy was made by James Harvey. Leonard Call made the second motion. Motion carried by unanimous vote.
 - b. Policy Consolidation: In 2024, the District acquired a suite of software products known as Power DMS. With this new software we will be moving, consolidating, and cleaning up policies and procedures for the District. We currently use Navex for managing our policies. We are in the process of moving all our policies, including Operational, Personnel, and General policies to PowerDMS. This Board has responsibility for approving all new, modified, consolidated, and rescinded policies. The bylaws do not have a carveout for permitting administrative personnel to make

grammatical, formatting, or minor updates to items such as definitions, references, numbering, titling, etc. To more efficiently move and clean up policies from Navex to PowerDMS, we are asking the Board to approve management's discretion in making minor corrections and updates that do not substantially change the meaning, procedure, costs, intent, and/or function of any policy or procedure.

Gage Froerer made the motion to grant the Executive Director and administrative staff the authority to make minor updates, changes, and corrections to established policies and procedures during and after the transition from Navex to PowerDMS. All substantial changes, including consolidation, creation, or rescission will be approved by the ACB. James Harvey made the second motion. Motion carried by unanimous vote.

- c. Surplus: Surplus memo included one Apple iPad Tablet that is not repairable and request approval to destroy.

The motion was made by Leonard Call to dispose of the surplus item. James Harvey made the second motion. Motion carried by unanimous vote.

- d. Rack Space Lease: Agreement with Utah Communications Authority with no cost increase.

The motion to approve the Rack Space Lease Agreement with Utah Communications Authority was made by Robert Dandoy. The second motion was made by Leonard Call. Motion carried by unanimous vote.

- 5. **Chairman's Report** –Russ Porter, Chairman: Tells of an experience he recently had when calling 911 regarding a suspicious vehicle and persons in a parking lot. He was impressed with the dispatcher and the questions that were asked to help ensure officer safety and the safety of others in the area.
- 6. **Director's Report** – Kevin Rose, Executive Director

The P25 project is still on schedule. There will be a soft cutover in the next month or so. UCA is planning to put up a new trunk radio site in the upper valley which is needed and will provide better coverage for police and fire. We currently have a conventional site up there that they need to switch to manually to reach us. They are also looking at putting a site at the top of Ogden Canyon to provide coverage down the canyon. This is something we have been requesting for years. We are on target to switch to the new system by the end of the year. We have been preparing for this and are hoping all goes well.

PowerDMS is another project on which we are working. The components of this system are training records, training programs, quality assurance, quality improvement, employee performance, employee onboarding, employee offboarding, scheduling, timeclock, and policies and procedures. We currently have several systems to cover all of this. It will be a huge advantage to have it all under one platform. As mentioned before, we are in the process of moving our policies to this software. April 1st is the cutover for most of these projects

including onboarding, offboarding, evaluations, daily observation reports, policies, and procedures. Lori, our project manager, has been doing a fantastic job. The next stage will be scheduling and timekeeping.

He was just informed from our Local NENA (National Emergency Number Association) chapter we won the Center of the Year Award. Which goes to show what an incredible job our employees do every day. We also appreciate Scott for entering the nominations for these awards.

The incident of the month for February was an incident that occurred on February 12th . We took a call from a female at Snowbasin saying they needed ski patrol because someone was below John Paul chairlift and was buried in the snow. Within one minute the ski patrol arrived but the caller was too far away to speak with them and unable to get patient information. Our supervisor noticed we were getting limited information and called ski patrol to gather more information. At the same time ski patrol was calling us. A dispatcher answered the call, however; they were only able to relay that a skier had fallen off a cliff. Ski patrol was enroute and they were requesting a helicopter on standby. Another supervisor made the call to AirLife, then called Ski Patrol back to get updates and let them know we had a helicopter on the way. Ski Patrol provided that the patient was agonal breathing and not moving at the time. Sharma on Fire2 dispatched the medical units and gave them updated information. BT61 asked for a helicopter to be put in the air, and she advised him Ski Patrol had already requested one and we already had called AirLife. Meghan, training with Matt on County, dispatched the upper valley deputy, and updated the patient's condition as the updates came in. She informed them that Ski Patrol was enroute, and we had already called for a helicopter. Supervisors, Alicia and Chris, both continued to coordinate with AirLife setting up the ground contact, LZ channel, and relaying patient information. Meghan updated the deputy of the patient being in cardiac arrest, and although the deputy arrived at Snowbasin lodge fairly quick, he was not with the patient and not able to coordinate with AirLife. At 1400 hrs. Desiree, training with Kelli, took over Fire2 and Karen took over County, jumping right in to continue relaying information with units on scene. The medical group with the patient advised they were able to get a pulse, place a tourniquet, and had him loaded to fly to McKay. This incident took place over a 3-hour period, with lots of coordination between several working parts. It required a lot of communication between the dispatchers, deputies, medical units, as well as with Ski Patrol and AirLife. The dispatchers all had great documentation in the notes, making all the information easily accessible to everyone, and did an amazing job relaying information as it came in. This is a great example of teamwork, communication, and a job well done! This incident is one of the many incidents we deal with in the upper valley, Morgan County, and in remote areas. They are long incidents that are incredibly involved and require us to continue to relay information to all the involved parties using radios and telephones. This is a great example of how that all works and the excellent job we did in communicating and relaying information.

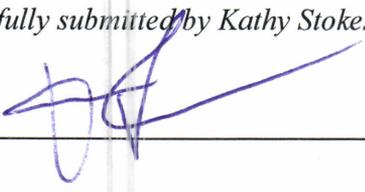
For the personnel update. In our last meeting he indicated that we had hired four new employees. We had one that resigned because of family issues after the first week of training. The remaining three are currently on the floor training. We had one employee resign after 17 years. She was just burnt out, as you know this is an extremely hard job with stress and shift work. She was able to find a job where she works Monday through Friday. That leaves us

with four vacancies. Once we get this group through, we will look at doing another job opening.

7. 2023 Final Budget Report – Kevin Rose, Executive Director: Our third-party auditor is currently doing the audit for 2023. We anticipate having the information on this in our next meeting. The preliminary numbers indicate we are under budget about \$323,000 and we collected revenue of \$770,000 over what we anticipated. A big chunk of that is the carrot money we received from UCA, and interest earned that we did not anticipate. All in all, we were able to transfer a little over \$400,000 to our capitol projects, and about \$600,000 into our fund balance.
8. 2024 Budget Report – Kevin Rose, Executive Director: We are about 22% through the year. We are doing well overall. We are over on a couple of accounts. Payments are made on a quarterly basis for equipment, and annual renewals are paid at the first of the year in the software account. It will all balance out in the end. So far, we don't see any concerns.
9. Next Meeting April 23, 2024. A motion to adjourn was made by Robert Dandoy. Leonard Call made the second motion. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: _____



Date: _____

4/23/24