**Minutes for the**

**Administrative Control Board and Local Building Authority Meetings**

**Held November 28, 2016**

**Weber Center, Floor 1, Breakout Room**

**2380 Washington Blvd**

**Ogden, UT 84401**

**Board Members in Attendance:** Chairman Toby Mileski, Vice Chair James Minster, Matthew Bell, Willard Cragun, James Ebert, and Mike Caldwell.

**Others in attendance:** Executive Director Tina Mathieu, Weber County Attorney Bryon Baron, and Laura Pare’.

**Excused:** Leonard Call.

1. **Welcome-** Toby welcomed everyone to the meeting at 11:30 a.m. and introduced Tina’s new Administrative Assistant Laura Pare’.
2. **Public Comment-**None.
3. **Consent Agenda-**
	1. **Approval of minutes from Weber area Dispatch 911 and Emergency Services District Meeting September 19, 2016.**
	2. **Operations Policies**
		1. **O-J-018 – Mobile Data Terminals (MDT’s)**
		2. **O-J-004 – Service Channel**

Motion to approve items 3a and b by Bell and seconded by Minster. Unanimous for all those in attendance.

1. **Action Items:**
	1. **2017 Tentative Budget-**Tina led the discussion on specific tentative budget line items. Scott Parke has provided feedback and the recommendations have been inserted.

Tab 1, Budget Summary:

Revenue-Property Tax, Vehicle Registration Fees, and Delinquent Taxes information came from Scott based on tax rate and projected increase. Dispatch Fees had the greatest increase to 82.74% by adding on Morgan Contract. Anticipated 2017 Dispatch fees is $622,017, Telephone line, Nap, Misc, State Grant, Designated Capital projects (last Spilman payment). Questions on the 9-1-1 Telephone Tax: three audits, discussion on process and problems. One recommendation from audit is to have funds distributed by volume not population as it is done now. Calls are 85% from cell phones. Prospective Legislation from committee including Van Tassel, Handy, and Harper passing this session will help. Additional possible increase by three cents. Would help us, rural and possibly decrease Davis and Utah counties. Utah County receives $30 per call and we receive $16. Senator Harper is drafting a bill and will be meeting with Senator Van Tassel. Once released, will email the bill to ACB.

Expenditures-Projected 2016 amounts are $300,000 less than approved. Some categories in bold were discussed at meetings earlier this year and moving to different accounts was approved as long as the overall budget total didn’t increase. Contracted Services of $378,000 includes the Wadman Contract of about $260,000. Salaries came in about $300,000 less than budgeted. Amounts were able to be rolled in. Increase in health insurance due to additional employees or conversion from single to family. Dispatch pays lesser portion of HAS than the county. Discussion on possible conversion to Public Safety retirement and a private retirement system vs. the State retirement system. Board should develop a contingency plan for change in Tier 2 retirement. Weber County HR requires paid advertisement in the Standard Examiner. Most applicants come through Facebook, KSL or our associations, not the Standard Examiner. Approval to not be required to advertise positions with the Standard would decrease substantially.

Tab 2, Budget Detail: Page 2, there is an overall reduction of $3,245 requested. An increased amount on Item B (BCI TAC)-in St George, Item C-Spillman (in Park City instead of Salt Lake and includes five free passes) less expensive for lodging than mileage, and three to bi-annual Phone Users Conference in Longmont, CO. Increase on IT technical courses. Decrease on Tuition Assistance as no one took advantage of it this year. Reduced to 5, it is a benefit if employees want to take advantage of it. Page 3, overall increased account by $1,350. Special events-Ribbon Cutting, Annual Awards Banquet increased by $500 because it’s a positive thing with a great turnout (this year every employee except six who were working the floor attended), office expense and supplies-Laura certified as a notary. Promotions went down by $400. Equipment maintenance down by $48,000. $50,000 reduction is cost savings. Fire RMS increased. QBCI interface $10,000 not needed. Increase in first in maintenance only due to getting it on an annual basis. Building maintenance decrease $22,000, pay rent until July to the City, O&M will change with new building. Will separate out the electricity. No rent to LBA as no payment until 2018. Will bring payment amounts to next meeting. Page 5, telephones down $2,920, line charges even, and service fees increasing $8,200. Item C should be down -2,000. Last year approved health incentives for employees and now developing plan. Propose an employee loan program dedicating $20,000 to buy exercise equipment. ($2,000 max/paid back in two years payroll deduction/$25 fee/waiting list) Board liked the idea and suggested to raise to $31,000 to cover 13 employees at a time. Page 6, increase in contracted services $24,000 estimate requested by Scott Parke to borrow money from the county or a tax anticipation note. This amount is the potential interest paid. Will discuss this later with the contract. Recommended having a paramedic do training and Medical/Fire quality assurance as single source contract. Board will have approval of final contract. Software increased by $18,000. (Four ProQA electronic medical cards added) ESRI maintenance required. Controlled assets down by $21,000. Page 7, equipment last CAD RMS payment due/last one until 2026.

Tab 3, Fund Balance: Clear as written.

Mileski entertained a motion to adopt with changes Tina was directed to make and a Public Hearing to be advertised at Hug-Hess on December 12 at 11:30 a.m. Motion to approve by Ebert and seconded by Bell. Unanimous for all those in attendance.

* 1. **WestNet Limited on-Site Maintenance and Technical Support Statement of Work-**motion to approve by Bell and seconded by Ebert. Unanimous for all those in attendance.
	2. **Interlocal Agreement for the Provisions of Certain Administrative Services-**motion to approve by Bell and seconded by Caldwell. Unanimous for all those in attendance.
	3. **Agreement to Lend/Borrow Money Between Weber County and the Weber Area Dispatch 911 and Emergency Services District-**off the agenda until the meeting on December 12, 2016
	4. **Cooperative Agreement for Shared/Hosted 911 Call Handling System-**motion to approve by Bell and seconded by Caldwell. Unanimous for all in attendance.
1. Motion by Bell and seconded by Minster to Recess as Administrative Control Board and convene as the Local Building Authority. Unanimous for all those in attendance.
2. **2017 Tentative LBA Budget-**motion by Bell to approve as written and seconded by Minster. Unanimous for all those in attendance.
3. **Wadman Construction Contract-**discussion on deed, LDS Church clauses, Page 6, 9.1.6 three addendum not attached. Brian to review. Motion by Bell to approve pending Brian’s approval and seconded by Ebert. Unanimous for all those in attendance.
4. Motion by Minster and seconded by Bell to close LBA meeting and reconvene as ACB.
5. **Chairman’s Report-Toby Mileski, Chairman-**Tina covered the money and possible tax anticipation notes or borrowing from the county and the 9-1-1 fees. John Bond will have the information at the next meeting. Mayor Caldwell asked to be excused for another meeting.
6. **Director’s Report-Tina Mathieu, Executive Director-**Thank everyone who attended the Award Banquet. Two officers and a paramedic were killed. Delivered gift baskets and cards to the dispatch services. Will do dispatch services for Box Elder funeral. Question on retention and how it has been improved. More media outreach was requested.
7. Motion made by Mileski and seconded by Bell to close public meeting to discuss the character, professional competence, physical, or mental health of an individual. Roll call vote: Bell aye, Cragun, aye, Ebert aye, Mileski aye, Minster aye.
8. Motion made by Bell and seconded by Cragan to open public meeting and action on closed meeting. Unanimous for all those in attendance.
9. **Next Meeting, December 12, 2016.** Noting the next meeting will be held at 11:30 a.m. at Hug-Hes Café, 360 East 2600 North, North Ogden.

**Minsters motioned to adjourn the meeting seconded by Bell, Meeting adjourned at 12:00pm.**

**Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**