

Weber Area Dispatch 911 and Emergency Services District Administrative Control Board Meeting Minutes January 22, 2018

Board Members in Attendance: Chairman Mike Caldwell, Leonard Call, James Ebert, James Truett, and Russell Porter.

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, and Kathy Stokes

Excused: Robert Dandoy, Ian Nelson

1. Welcome – Chairman Mike Caldwell welcomes everyone to the meeting.
2. Public Comment – None
3. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District and Weber Area Dispatch 911 and Emergency Services Local Building Authority Meetings – December 13, 2017. A motion to approve the minutes from the December 13, 2017 minutes from Weber Area Dispatch 911 and Emergency Services District and Weber Area Dispatch 911 and Emergency Services Local Building Authority Meeting was made by James Ebert, a second by Leonard Call. Motion carried.
4. Action Items
 - a. Operations Policies:
 - i. O-P-010 - Board Up Company Call Out – A new Policy with the new Tow Dispatching and basically fine-tuned.
 - ii. O-F-001 – Responsibilities of Positions – Added that dispatchers need to sign out of the phone system when going on break. Also, to show their status if not on an active call.
 - iii. O-I-001 – Call Taking – Changed some of the language to coincide with the Responsibilities of Positions policy.
 - iv. O-K-002 – Airport Alerts – Changed Nature Codes to match CAD system. Also, added an additional Nature Code for Airplane crashes away from the airport.
 - v. O-J-005 – Tow Dispatching – Changed some of the wording to make it clearer.
 - vi. O-I-017 – Complaints on Law Enforcement & Fire Fighter Personnel – New procedure to make handling complaints a little more discreet when putting them in the system.

****In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Weber Area Dispatch 911 and Emergency Services District at 395-8234 at least 24 hours prior to the meeting.****

b. Personnel Policies:

- i. J-005 – Operations Specialist – Changing the name from Administrative Services Specialist. This job directly relates to operations and moving this position to be under the Operations Manager instead of the Administrative Manager.
- ii. J-006 – Training Specialist – Added certifications required to maintain, be able to perform as a dispatcher, and do Quality Assurance reviews.
- iii. J-007 – Administrative Specialist – Changed from Emergency Operations Specialists. Will also maintain certifications, be able to perform as a dispatcher, and do Quality Assurance reviews.
- iv. J-008 – CAD Specialist – Works under the IT Manager. This is Tammy's job. She will be retiring April 1st. Made a couple of adjustments based on technology and systems that are required.

A motion to approve the Operations Policies and Personnel Polices listed in Action Items (4a and 4b) was made by James Ebert, a second by Leonard Call. Motion carried by unanimous vote.

- c. Master Lease Renewal – This is required for our Bond. Tina read the lease for the year 2018. A motion to approve the Master Lease Renewal made by James Ebert, a second by Russell Porter. Motion carried.

5. 2018 Meeting Schedule – It was verified with the Board Members that the forth Monday of each month is still a good time to meet. It was agreed that the meeting schedule will continue on the forth Monday of each month.
6. Chairman's Report –Mike Caldwell, Chairman: Since this is his first meeting as Chairman there is nothing to report this month.
7. Director's Report – Tina Mathieu, Executive Director: Welcome to our new Board Members Mayor Porter and Mayor Truett.

Today we have six new hires, this brings us within two of being fully staffed. Three of our last four that were hired have passed their training.

Tow Dispatch – as of today we are averaging 21 tows per day. There are 12 companies that have not paid their November bill. We have had one incident of a tow company calling to complain to a dispatcher. This is a violation of their contract and will not be tolerated. We have also had issues with heavy and light tows. We are in the process of working this out and will be meeting with the Heavy Tow companies today.

The Legislative session began today. The only Bill that you may want to be aware of is Senate Bill 28. It would require the District to register (on a registry that has not yet been created) costing us extra money be on the register and give a lot of power to the State Auditor to withhold our funds including property taxes. He already has the power to withhold our State 911 funds. Tina requests that the Board members read the bill to see if

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they agree that it is overreaching then take issue with the lead to help kill this bill. This is the only bill Tina is aware of to watch. Senator Harper sent Tina some language that he received from CenturyLink and Comcast. CenturyLink wanted to change the statute to take relieve them of any liability if there is a problem with service or systems. Comcast wants to change the language on how PBX lines are calculated so they limit how much we can charge for 911 calls. Tina suggested getting a financial breakdown to determine the amount of savings this will be for Comcast. It may drastically decrease our revenue. Tina will keep the Board updated.

Several of our contracts (Morgan County, AP&P, Forest Service and Wildlife) will be expiring this year. Tina has drafted some new contracts and has turned them over to Brian to review. Tina will have a draft of the contracts for the Board to review in the next meeting.

8. Budget Report - Tina Mathieu: Executive Director: There isn't much to report on the budget. We haven't collected much revenue, most of our expenditures so far have been salaries year to date.
9. Election of Administrative Control Board Officers – Leonard nominated Commissioner Ebert for Vice Chair, then amended the motion to include Mayor Caldwell as Chairman and Commissioner Ebert for Vice Chair. Russell Porter seconded the motion. Motion carried by unanimous vote.
10. Next Meeting, February 26, 2018

Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director: Tina Mathieu . Date: 02/26/18