

**Weber Area Dispatch 911 and Emergency Services District  
Weber Area Dispatch 911 and Emergency Services District  
Administrative Control Board  
Meeting Minutes of November 21, 2023**

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

**Board Members Excused:** Mike Caldwell

**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 meeting on September 26, 2023 and October 24, 2023.

A motion to approve the meeting minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on September 26, 2023 and October 24, 2023 was made by Gage Froerer. The second motion was made by Leonard Call. Motion carried by unanimous vote.

4. Action Items:

a. Operations Policies

- i. O-C-002 Breaks: Updated to align with our current operating procedures.
- ii. O-J-032 Reckless Driving Complaints: Also updated to align with our current operating procedures such as when an officer is dispatched, or the caller is kept on the line. Both policy changes have been approved by the Ops Committee.

A motion to approve the changes to Operations Policies O-C-002 Breaks and O-J-032 Reckless Driving Complaints was made by Richard Sorensen. The second motion was made by Leonard Call. Motion carried by unanimous vote.

- b. Administrative Services Agreement: This agreement with the County expires at the end of this year. We are very pleased with their services. The agreement increased from \$105,000 to \$130,000 and is a 5-year contract.

A motion to approve the Administrative Services Agreement was made by Gage Froerer. The second motion was made by Richard Sorensen. Motion carried by unanimous vote.

- c. Legal Services Agreement: Our Legal Services Agreement with Bryan Baron also expires at the end of the year. We are pleased with his services as well.

A motion to approve the Legal Services Agreement was made by Richard Sorensen. The second motion was made by Leonard Call. Motion carried by unanimous vote.

- d. Surplus: This is for 4 of our TVs that went out this year. This request is to dispose of them.

A motion to approve surplus of 4 TVs was made by Leonard Call. The second motion was made by Richard Sorensen. Motion carried by unanimous vote.

- 5. Chairman's Report –Russ Porter, Chairman: Wishes all a Happy Thanksgiving and expresses that he is thankful for all attending the meeting.
- 6. 2024 Tentative Budget Overview and Action – Kevin Rose, Executive Director: We took all the feedback from the last meeting and incorporated that into our tentative budget. With that we are requesting a 5% market adjustment and a 3% longevity increase based on years of service. Essentially an employee hired before 2021 will receive the full 3% increase, from there it is broken down in 4-month periods at .5%. So, if they were hired after September 1, 2023 they would not receive the longevity increase, and 4 months from then on it is .5% up to 3%. The cost of that is reflected in the tentative budget.

We have also received a quote for our building insurance. The Condo Association will be taking on the cost of this insurance for the building, which does save us some money. When we got the building insurance this year it cost a little more than \$10,000. With the Condo Association we will pay about \$1,800 per year. He also received a quote for our normal insurance. Both adjustments are reflected in the tentative budget.

We previously had a request for \$20,000 to replace our firewall. We were able to find the money this year to replace that. However, he is requesting that we keep \$15,000 budgeted as a contingency for the P25 cutover in 2024. There will most likely be unforeseen costs associated with this project.

These are the only changes to the presentation from the last meeting. With these changes he was able to get an updated Fund Balance forecast to 2031 from Scott Parke. This includes our maintenance for our RMS system we will start paying for in 2025. Based on the projection we would hit the minimum in 2029. That is when we would be looking at changes and possibly tax increases.

## Budget Discussion:

Robert Dandoy: There are three things that are really important here. COLA, cost of living allowance set by the Federal Government and tracked every year. What was presented was a 4.5 or 4.2 but the COLA really is a 3.2. Separation, which is keeping it so that the new person coming in isn't competing at the same pay as the three- or four-year person. If they figured that out at the County that's perfect. And the merit. He has not heard any conversation to make a distinction for our personnel for some type of pay for performance. You don't have to have it, but he has heard people talk about it in local government that it is all about merit pay. He has read that the County plan is close to trying to move people either by bonus or by salary increase because their performance warrants it. Those are the three conversations to come out of the last meeting. And he is not sure those conversations are going to continue for what we are about to approve here today.

Kevin Rose: The pay for performance is our objective. We had a good conversation about that in the last meeting. A big part of that is to make our annual evaluation for each employee as objective as possible, so every employee understands where they need to be and what the expectations are. We are completely redoing our evaluations. In fact, this was part of his report today. We are changing it to have categories and criteria that are completely objective, leaving it up to the employees to be as successful as they want. Our current evaluation is very subjective and would cause a lot of problems if we were to base the merit increase off this evaluation. We will have that done to implement for 2024. We have already discussed this with the employees at our quarterly training last week. The proposed salary increase is based off of a market adjustment and longevity increase. We did the market study internally working with Weber County HR and Scott Parke.

Gage Froerer: Is a firm believer in pay for performance. However, he does realize that there must be a culture change within the organization that the managers understand and buy into pay for performance. He has been working on this for the last four years in the county. It has gotten better, but it is a hard conversation to have with employees. But at the end of the day the benefits go to the person you are having the discussion with and who you may motivate to take a step up.

Robert Dandoy: Happy to see that we are moving forward toward the pay for performance.

Leonard Call: He prefers COLA increases that are dollar driven instead of percent driven. The increase in the cost of bread is the same for all employees, so the pay increase should be the same.

A motion to approve the 2024 Tentative Budget was made by Robert Dandoy. The second motion was made by Gage Froerer. Motion carried by unanimous vote.

Leonard Call requests an additional proposal to be presented in the December meeting of a dollar amount increase for the COLA versus the percentage amount proposed today.

Gage Froerer also requests getting with Scott Parke and looking at a one-time bonus versus merit going forward. Not for 2024, but for the future.

7. Recess as Administrative Control Board and convene as the Local Building Authority

A motion to recess as Administrative Control Board and convene as the Local Building Authority was made by James Harvey. The second motion was made by Robert Dandoy. Motion carried by unanimous vote.

See Local Building Authority Minutes for Agenda items 7.a. and 8.

9. Recess as Local Building Authority and reconvene as Administrative Control Board

A motion to recess as Local Building Authority and reconvene as Administrative Control Board was made by James Harvey. The second motion was made by Robert Dandoy. Motion carried by unanimous vote.

10. Director's Report – Kevin Rose, Executive Director: Update on the P25 radio project. It was originally planned to start in January of next year. They had some issues with the dive coverage test. It is now planned for August of 2024. That will move us to around November or December to cutover if there are no more delays. We have received training for the new radios and plan to train the dispatchers around this time next year.

We have added new areas to our Quality Assurance (QA) checks. Historically we have done QAs on police and medical calls. Several years ago, UCA implemented a rule that we also needed to do QAs on fire calls. So, to date you do QAs on police, medical, and fire calls. This gives a great picture of how we are handling these calls, but we have determined we are missing a big part to which is the actual dispatching part. We have added Radio dispatching QAs, and No Call Entered (NCE) calls QAs. This is when a call is not entered because it was not necessary to dispatch an agency for the call. We will also evaluate Customer Service. By adding these we are now measuring 360° of the job that we do. This also feeds back into the evaluation and pay per performance. As mentioned, we are overhauling our annual evaluation. This is planned to be completed by the first of the year. With the new evaluation the employees will have an evaluation every four months at the end shift rotation. This will give them immediate feedback so there will not be anything unexpected for the annual evaluation and give them an opportunity to improve. His big objectives for the evaluations were to make sure they were fair to the employees and that the employees get that feedback.

Lastly, we hired three new employees. They have passed their POST and EMD tests. They have also finished their classroom training and are now on the floor. We are excited to have them and are hoping they work out great.

11. 2023 Budget Report – Kevin Rose, Executive Director: We are currently 89% through the year. We have not received the property tax yet this year. We expect most of that in December. On Wages and Benefits we have utilized 79.9%. We are coming in under budget in most of our line items. We had additional revenue that we didn't budget, the additional \$220,000 from UCA. There were a couple of unexpected expenses such as telephones, which we are over in that line item. But we are still under budget overall. We are on track to come in under budget by the end of the year.

12. 2024 Budget Preview – Kevin Rose, Executive Director: This item has already been discussed. One more item to mention is the Employee contribution that will be required by URS beginning in July. This is an employee mandated contribution of 2.1% for the majority of our employees. We took this into account with the 2024 budget.

13. Next Meeting December 5, 2023 at Ruby River. A motion to adjourn the meeting was made by Richard Sorensen. The second motion was made by James Harvey. Meeting adjourned.

*Respectfully submitted by Kathy Stokes*

Director:  \_\_\_\_\_ Date: 12/5/23