

Weber Area Dispatch 911 and Emergency Services District  
Weber Area Dispatch 911 and Emergency Services District  
Administrative Control Board  
Meeting Minutes of December 5, 2023

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

**Board Members Excused:** Mike Caldwell and Richard Sorensen

**Additional Attendees:** Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Lieutenant Mark Horton, IT Manager Dane Cabaness, 911 Manager Kris Zobell, 911 Manager Tim Lewis, 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 November 21, 2023

A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on November 21, 2023 was made by James Harvey. Robert Dandoy made a second motion. Motion carried by unanimous vote.

4. Public Hearing:

- a. Motion to adjourn public meeting and convene public hearing:

A motion to adjourn the public meeting and convene the public hearing was made by Robert Dandoy. James Harvey made a second motion. Motion carried by unanimous vote.

- b. Public hearing on 2024 Final Budget – No comments

- c. Motion to adjourn public hearing and reconvene public meeting:

A motion to adjourn the public hearing and reconvene the public meeting was made by James Harvey. Gage Froerer made a second motion. Motion carried by unanimous vote.

- d. Resolution No. 2023-002 - Resolution of the Administrative Control Board of Weber Area Dispatch 911 & Emergency Services District Adopting the Final 2024 Operating Budget of Weber Area Dispatch & Emergency Services District

The proposed budget is the same as the tentative budget that was adopted in our last meeting in November. There were some questions then about looking at a flat dollar amount for the salary increase instead of a percentage. Kevin discussed this with Scott Parke to look at what that would be. If we did a flat rate, it would be \$2.20 per hour. We are trying to accomplish a couple of things. The first, in our original proposal, was a longevity increase. That was a 3% increase based on years of service. That is to reward our employees that are staying with us and to help with the compression issues. Currently an employee working here for 3 years is only making 2.9% more than a new employee starting today. The second is to help us remain competitive with a market adjustment. We looked at what all the surrounding 911 Centers are starting at, and what their pay raises are compared to ours. Our proposed increase does not put us anywhere near the highest paid 911 Center, which is the State, but it keeps us competitive. This will help us hire and retain employees. One thing we have been trying to do is attract lateral hires. We have had several applicants, but we have struggled to come close to their pay. Part of this is the compression issue that we have. As you recall, 2 years ago we did a \$2.00 per hour flat increase to help with the cost of living and inflation. However, this has caused a compression issue from top to bottom. We can look at somebody who has 5 years of experience at another 911 Center but when fitting them into our pay scale in line with our 5-year employees, it is challenging to meet or even come close to what they are currently earning. A percentage increase would help with the compression issue we have especially for the first 3 to 4 years, and even throughout the pay scale. The \$2.20 per hour flat rate would have the same impact on our budget, but would not address the compression issue, it would make it worse. For instance, a 2-year employee is making 2.9% more than a new employee. If we did the \$2.20 increase the result would change that to only 2.6%. Whereas if we do the 5% adjustment and the 3-year longevity, the separation would be 6.3%. Kevin's recommendation is to move forward with the 5% market adjustment, and the 3% longevity based on the hire date.

A motion to approve Resolution No. 2023-002 - Resolution of the Administrative Control Board of Weber Area Dispatch 911 & Emergency Services District Adopting the Final 2024 Operating Budget of Weber Area Dispatch & Emergency Services District was made by Leonard Call. Robert Dandoy made the second motion. Motion carried by Roll Call vote:

Robert Dandoy: Aye  
Gage Froerer: Aye  
James Harvey: Aye  
Leonard Call: Aye  
Russel Porter: Aye  
Mike Caldwell: Absent  
Richard Sorensen: Absent

5. 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 Gage Froerer. James Harvey made a second motion. Motion carried by unanimous vote.

See Local Building Authority Minutes for Agenda items 6 through 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. Robert Dandoy made the second motion. Motion carried by unanimous vote.

10. Action Items:

a. Personnel Policies

i. P-069 Quality Assurance & Improvement

As we discussed in our last meeting, we are expanding our quality assurance reviews. Historically we reviewed police, fire, and medical calls. We are adding radio dispatching and calls that do not result in a call that is entered. This policy expands our QA program so we will also be doing quality checks on police and fire dispatching techniques, and customer service on calls that are not entered. This would include calls asking questions such as how to do something, or who to contact for certain situations. This feedback will be used for the evaluation program that we are implementing for 2024.

A motion to approve the changes to personnel policy P-069 Quality Assurance & Improvement was made by James Harvey. Robert Dandoy made the second motion. Motion carried by unanimous vote.

b. 2024 ACB/LBA Meeting Schedule: Every 4<sup>th</sup> Tuesday of the month, except for November and December due to the holidays will be the 3<sup>rd</sup> and 1<sup>st</sup> Tuesday, respectively. Also, June is on the 3<sup>rd</sup> Tuesday because the tax rate must be approved before June 20<sup>th</sup>.

A motion to approve the 2024 ACB/LBA Meeting Schedule changing July's meeting to July 16<sup>th</sup> was made by Leonard Call. Robert Dandoy made the second motion. Motion carried by unanimous vote.

c. Master Lease Renewal

A motion to approve the Master Lease for 2024 was made by James Harvey. Gage Froerer made the second motion. Motion carried by unanimous vote.

11. Chairman's Report –Russ Porter, Chairman

Thanks to everybody for all your hard work this year. And Merry Christmas.

12. Director's Report – Kevin Rose, Executive Director

Thank you for all your hard work this year. We appreciate the Board's support for the District and all our employees. We are finalizing our evaluation criteria. We will have this done by the end of the year to start in 2024. The new criteria are taking out the much subjectivity that is currently in our evaluation criteria. He feels this is huge part of having a successful pay per performance program. This objectivity will make this fairer for the employees.

Since this was going to be Mayor Caldwell's last meeting, we have a gift for him for his service on the Board. This is his last meeting as a member of the Administrative Control Board. He has done a lot as a Board member. He was very instrumental in us getting the new building, in gifting us the property. He has done a excellent job and done a lot for the District. We appreciate his service.

This has been a busy year. We have had an unbelievable year. Some of the calls that we have dealt with are calls that you usually get about every 5 years. We have had multiple calls of this type this year. And to watch our dispatchers power through, take care of business and rise to the occasion has been humbling to see. We appreciate them.

13. 2023 Budget Report – Kevin Rose, Executive Director

We are 93% through the year. We have 2 pay periods left and we are expecting to come in under budget. We are currently at 86% of Salaries. One concern he had this year was the overtime budget. Last year the Board approved for our employees to give away shifts and earn comp time instead of overtime if they desired. He and Scott were concerned that this would adversely affect the overtime budget. We are currently under budget for overtime. We budget \$250,000 every year for overtime, and we are now at 75% of that budget. He feels this is because we have been able to maintain our staffing levels at the best he has seen since he has been here.

We have also received more revenue than anticipated, largely due to the grant revenue from UCA for the Dispatch 911 performance.

14. Next Meeting January 23, 2024

A motion to adjourn was made by Leonard Call. Gage Froerer made the second motion. Meeting adjourned.

*Respectfully submitted by Kathy Stokes*

Director: \_\_\_\_\_

Date: \_\_\_\_\_