Location: 3047 N. 400 W. Spanish Fork, UT 84660
Date: November 14, 2024
Time: 9:00 a.m.

Board of Directors

I. Call to order: Terry Ficklin, Chairman

II. Consent Calendar: Terry Ficklin Chairman
a) Meeting Minutes - October 2024
b) Warrant Register for - October 2024

III. Business and Action Items:
a) L3H Radio cut-over November 18th.
b) Transfer audit
c) White Paper

IV. Policies
a) 4.11 Personnel Complaint Investigations – Suzee Anderson
b) 7.04 Training Opportunities, revised – Director Heidi Healy

V. Operations Chair Report: Chief Eddie Hales – excused

VI. Director's Report: Heidi Healy, Executive Director

VII. Open Forum
Next Meeting: December 12, 2024

Attendance in person or
ZOOM Meeting

BOARD OF DIRECTORS
Meeting Minutes
Thursday, October 10, 2024
Central Utah 911 Dispatch
3047 N 400 W
Spanish Fork, UT

Members in Attendance:
Shane Sorensen, Alpine City, via Zoom
Ernie John, American Fork City, Vice-Chairman
Bob Morgan, Town of Cedar Hills, via Zoom
Jared Peterson, Elk Ridge City, via Zoom
Jeff Weber, Eagle Mountain City, via Zoom
Hollie McKinney, Town of Fairfield, via Zoom
William McMullin, Town of Genola, via Zoom
Scott DaBell, Lehi City, via Zoom
Seth Atkinson, Nephi City
Scott Spencer, Payson City, via Zoom
Terry Ficklin, Salem City, Chairman
Norm Beagley, Santaquin City, via Zoom
Mark Christensen, City of Saratoga Springs, via Zoom
Seth Perrins, Spanish Fork City, via Zoom
Dorel Kynaston, Woodland Hills, via Zoom
Eric Ellis, Vineyard City
Julie Fullmer, Vineyard City, alternate, via Zoom
Mike Smith, Utah County

Absent Members:
David Gustin, Town of Cedar Fort
JC Reynolds, Town of Goshen
Brittney Bills, Highland City
Marvin Kenison, Juab County
Todd Williams, Pleasant Grove

Others in Attendance:
Heidi Healy, Central Utah 911, Executive Director
Noreen Stone, Central Utah 911, Operations Manager
Micah Clark, Central Utah 911, IT Manager
Logan Durrans – Central Utah 911, IT Specialist
Suzee Anderson, Central Utah 911, Business Manager
Rachel Glassford, Central Utah 911, Performance Development Manager
April Robbins, Central Utah 911, Performance Development Supervisor – Police
Chief Eddie Hales, Central Utah 911, Operations Board Chairman
Seth Wold, Rapid SOS
Jon Haderlie, Larson & Company

Call to Order
Terry Ficklin called the meeting to order at 9:01 a.m.

Consent Calendar
Terry Ficklin recalled each item in the consent calendar and asked for a motion.

> **Ernie John made a motion to approve the consent calendar.**
> **Scott Spencer seconded the motion, and the motion passed unanimously.**

> **Jon Haderlie joined the meeting at 9:03 a.m.**
> **Mike Smith joined the meeting at 9:04 a.m.**

Business and Action Items
L3H Radio Update
Director Healy shared information about the upcoming cut-over scheduled for November 14th. There were concerns about the sound quality and the tight schedule. **Micah Clark** explained the process of the cut-over. Currently, there is not a location set for radio reprogramming. There was discussion regarding Juab County radio coverage.

FY2024 Audit Report
Jon Haderlie, with Larson & Company, discussed the financial statements and audit results. They issued an unmodified opinion on the financial statements, indicating no findings or issues. He highlighted the importance of identifying potential issues that could affect the organization's financial situation. Mr. Haderlie also discussed the management discussion and analysis, comparative schedules, and the schedule for the URS contributions. They noted that they did not find any deficiencies or controls that would rise to the level of a significant deficiency or material weakness. Lastly, he mentioned that they issued an unmodified or unqualified opinion on compliance with specific areas of the Utah State code. Mr. Haderlie discussed the financial highlights, including an increase in unrestricted deposits and a decrease in capital assets due to depreciation. **Mark Christensen** expressed concerns about the thin margins, but Jon reassured him that operating this way is acceptable. **Jon Haderlie** recommended setting aside funds for future capital replacements.

> **Jeff Weber joined the meeting at 9:06 a.m.**
> **William McMullin joined the meeting at 9:08 a.m.**

Mark Christensen voiced concern about the narrow margin impacting decisions. **Seth Perrins** clarified the philosophy is not to grow the net position significantly, which explains the change from budgeted amounts to actual amounts. **Mark Christensen** articulated concern about raising pay rates with such a narrow margin. **Scott DaBell** questioned whether increasing the pay rate would have a greater effect on cities that have higher call volumes. **Suzee Anderson** discussed the fee structure. **Scott DaBell** requested historical information regarding fee increases and call volume.

> **Norm Beagley made a motion to accept the FY2024 Audit.**
> **Eric Ellis seconded the motion, and the motion passed unanimously.**

Jared Peterson joined the meeting at 9:18

Starting Wage

Suzee Anderson presented the requested data regarding a wage increase. She gave a brief description of the billing process. **Scott DaBell** inquired what the current hiring and retention rate were. **Seth Perrins** expressed frustration at the current hyperinflation level. Questions were raised regarding past salary raises. Discussion ensued regarding differing cities net change in salaries across member cities and merit vs. step increases. **Mark Christensen** and **Seth Perrins** emphasized the need to adjust the pay plan at the beginning of the fiscal year. **Seth Perrins** and **Dorel Kynaston** emphasized the importance of retaining employees, especially those who have completed training and are performing well and the cost of being understaffed. **Scott DaBell** expressed concerns about the potential impact of a new fire station on their budget, but it was clarified that historically the calls would just be reallocated, not increased. The proposed raise would not change the budget for the current year. Seth then made a motion to approve the wage scale as presented, which was seconded by Norm and passed.

Seth Perrins made a motion to accept the new wage scale.
Norm Beagley seconded the motion, and the motion passed unanimously.

White Paper Draft

Director Healy expressed thanks to Seth Atkinson for his help with the white paper draft. Specific examples were incorporated into the final draft. **Seth Atkinson** presented a draft document addressing a widespread problem in the state, initially developed for Utah County but applicable to other areas. He advocated for starting the legislative process soon. **Ernie John** declared he felt the document was ready to distribute. **Seth Perrins** suggested sharing the document with the League of Cities and Towns staff before further distribution. He spoke of conversations with representatives. **Seth Atkinson** hoped the bill could just add language to exempt transfers with DPS. **Mike Smith** raised concerns about potential conflicts of interest and desire for consolidation efforts. He suggested getting the paper to the Association of Counties. Discussion ensued as to whom to contact and which committee would oversee the bill. The decision was made to get any changes to Seth Atkinson by Friday, October 18, 2024 and then the paper would be distributed.

Risk Assessment

Suzee Anderson presented the risk assessment that was sent out. Opinions were shared on the assessment.

Norm Beagley made a motion to accept the risk assessment.
Seth Perrins enthusiastically seconded the motion, and the motion passed unanimously.

Policies

4.11 Personnel Complaint Investigation

Suzee Anderson presented changes that Vaughn Pickell felt necessary. The board wanted to table the policy until the changes were made and could be read through.

Mark Christensen made a motion to table policy 4.11.

Ernie John seconded the motion, and the motion passed unanimously.

7.01 Communications Training and Evaluation Program
Rachel Glassford explained the changes were the CU911 would pay for the initial certification. However, if an employee steps down from being a CTO within a year of the certification, the employee will pay CU911 back the initial cost. Also, if an employee does step down, they will need to wait one year to become a trainer again.

7.02 Dispatcher Certification Requirements
Rachel Glassford explained the updates were made to remove EFD protocols because we have our own fire protocols. Changes were made to the CPR certification. It is recertified through IAED.

7.04 Training Opportunities
Rachel Glassford explained the changes were that if an employee requests to go to training but cancels due to no fault of CU911, the employee will repay the costs associated with registration. **Norm Beagley** felt there needed to be consideration given for emergency reasons.

9.15 Audit Policy and Committee
Noreen Stone explained the changes were that the audit will happen yearly instead of every six months.

11.01 General Guidelines
Noreen Stone explained the update stated to use the standard operating procedure for 911 call answering.

13.02 Burn Line
Noreen Stone explained that we are removing step by step instructions, software names, etc. which are now in a SOP. The policy states it is our intention to do the burn line recording and check the burn lines on the weekend.

13.07 Working Fire Notifications
Due to the action of the Operations Board, this policy was tabled.

13.11 Fire Call Processing
Rachel Glassford explained this new policy was created due to having our own fire protocols. It states how fires calls will be processed.

18.05 On-Call Shifts
Noreen Stone stated the change was to remove the requirement to answer within 30 minutes. Also, it was added that text and/or voicemail will serve as notification.

Norm Beagley made a motion to table policies 7.04 and 13.07.
Mark Christensen seconded the motion, and the motion passed unanimously.

Seth Atkinson made a motion to accept policies 7.01, 7.02, 9.15, 11.01, 13.02, 13.11 and 18.05.
Jeff Weber seconded the motion, and the motion passed unanimously.

Operations Board

Chief Eddie Hales, chairman of the Operation Board, reported on the recent meeting. Fortinet/NLE attended the meeting to provide information regarding the VPN. No decisions were made. The L3Harris update was given. A discussion was made regarding the use of the term “Utah” over the radio, instead using the term “local”. Fire agencies have requested to allow other PSAPs to dispatch resources from neighboring cities without a phone call or intercom communications. Central Utah 911 and Metro have had successful testing and approval to start. The data load with Station 84 in Lehi was successful. UHP informed the board of the switchover of Millard County. There could be a possible communication error affecting Juab County.

Director’s Report

Director Heidi Healy told of the upcoming Spillman Administrator course. The new fire protocols will go live in November. She reported on new trainees and a new lateral hire. The CAD to CAD with DPS is still not working. She expressed her interest in the new interagency paging.

Open Forum

Adjourn

Next Meeting: November 14, 2024.

> **Scott Spencer made a motion to adjourn.**
> **Mike Smith seconded the motion, and the meeting adjourned at 10:25 a.m.**

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Approval Signature – Chairman Terry Ficklin Date

Central Utah 911
Invoice Register: 10/1/2024 to 10/31/2024 - All Invoices

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
289882-03	Albee, Melissa	11538	10/11/2024	10/11/2024	$53.25			
					53.25	911260.04.911	Employee recognitions	Plate Smash
1131219	APCO INTERNATIONAL INC	11551	10/17/2024	10/17/2024	$1,861.00			
					1,861.00	911210.01.911	APCO Memberships	APCO Memberships
287311399106X1	AT&T MOBILITY	11564	10/28/2024	10/28/2024	$139.92			
					139.92	911440.06.911	Cell phones	02593562
PR092724-465	Child Support Services	11518	10/3/2024	10/3/2024	$502.62			
					502.62	9112236	Child Support Payable	Child Support
PR101124-465	Child Support Services	11539	10/17/2024	10/17/2024	$502.62			
					502.62	9112236	Child Support Payable	Child Support
PR102524-465	Child Support Services	11545	10/31/2024	10/31/2024	$502.62			
					502.62	9112236	Child Support Payable	Child Support
	Vendor Total:				**$1,507.86**			
09.11.2024	Clark, Micah	11531	10/1/2024	10/1/2024	$183.58			
					183.58	911150.01.911	Mileage	Mileage
2024072771	Cyracom	11565	10/31/2024	10/31/2024	$1,150.23			
					1,150.23	911240.04.911	Language Line	Interpertation Services
25102850734017	Department of Govenment Operations	11540	10/10/2024	10/10/2024	$71.00			
					71.00	911310.07.911	Public education supplies	CPR
25102850734045	Department of Govenment Operations	11540	10/10/2024	10/10/2024	$2,510.30			
					573.95	911150.04.911	Lodging	Hotel for TAC conference
					38.96	911220.01.911	General office supplies	Office Supplies
					37.01	911220.01.911	General office supplies	Office Supplies
					81.95	911220.05.911	Postage	Postage
					750.00	911260.04.911	Employee recognitions	Gift Cards
					25.09	911310.05.911	Professional development traini	Senior Meeting
					149.00	911310.05.911	Professional development traini	Training
					19.00	911310.07.911	Public education supplies	Stickers
					20.42	911310.07.911	Public education supplies	Pins
					46.50	911320.01.911	IAEFD Certs/Recerts	EFD
					30.93	911410.02.911	Computer peripheral/tools/acces	Adapters
					51.98	911410.02.911	Computer peripheral/tools/acces	Extension Cords
					15.00	911420.13.911	HR LMS	Forms
					45.99	911510.01.911	Work area health/sanitization su	Kleenex
					236.28	911510.01.911	Work area health/sanitization su	Wipes
					158.92	911510.01.911	Work area health/sanitization su	Kleenex
					73.78	911520.02.911	Janitorial services and supplies	Tissue
					143.70	911520.02.911	Janitorial services and supplies	Paper Towels
					11.84	911530.01.911	Grounds maintenance	Wasp Spray
	Vendor Total:				**$2,581.30**			
189401292 - Part	Desert Rock Capital	11520	10/3/2024	10/3/2024	$461.32			
					461.32	9112232	Garnishments payable	Garnishment
189401292 - Part	Desert Rock Capital	11552	10/31/2024	10/31/2024	$328.42			
					328.42	9112232	Garnishments payable	Randy Thurgood Garnishment
189401292 Part	Desert Rock Capital	11541	10/17/2024	10/17/2024	$395.26			
					395.26	9112232	Garnishments payable	R. Thurgood
	Vendor Total:				**$1,185.00**			
28522	EQUATURE / DSS CORPORATION	11553	10/31/2024	10/31/2024	$5,296.33			
					5,296.33	911430.10.911	Logging Recorder Maintenance	Logging Recorder

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
Adjustments 10.3	Equitable Financial Life Insurance Com	11546	10/31/2024	10/31/2024	($510.03)			
					-510.03	9112225	Employee life ins payable	Adjustments
PR092724-581	Equitable Financial Life Insurance Com	11546	10/3/2024	10/3/2024	$766.51			
					766.51	9112225	Employee life ins payable	Elective Life Insurance
PR101124-581	Equitable Financial Life Insurance Com	11546	10/17/2024	10/17/2024	$1,941.07			
					766.51	9112225	Employee life ins payable	Elective Life Insurance
					219.30	9112225	Employee life ins payable	Basic Life & AD&D Insurance
					919.74	9112225	Employee life ins payable	Long Term Disability
					35.52	9112225	Employee life ins payable	Dependent Life Insurance
	Vendor Total:				**$2,197.55**			
232-223	Festin, Jessica Rose	11554	10/25/2024	10/25/2024	$107.90			
					107.90	911260.04.911	Employee recognitions	Peer Support Movie Night
froagk1	Health Equity	EFT	10/1/2024	10/1/2024	$77.70			
					77.70	9112230	HSA payable	Account Fees
gee0cru	Health Equity	EFT	10/31/2024	10/31/2024	$75.60			
					75.60	9112226	Health ins payable	Monthly Fees
PR092724-446	Health Equity	EFT	10/3/2024	10/3/2024	$6,271.73			
					709.22	9112230	HSA payable	HSA Single - July Benefit
					5,562.51	9112230	HSA payable	HSA Family - July Benefit
PR101124-446	Health Equity	EFT	10/17/2024	10/17/2024	$6,371.73			
					709.22	9112230	HSA payable	HSA Single - July Benefit
					5,662.51	9112230	HSA payable	HSA Family - July Benefit
PR102524-446	Health Equity	EFT	10/31/2024	10/31/2024	$6,203.81			
					709.22	9112230	HSA payable	HSA Single - July Benefit
					5,494.59	9112230	HSA payable	HSA Family - July Benefit
	Vendor Total:				**$19,000.57**			
PR092724-448	ICMA 401A	EFT	10/3/2024	10/3/2024	$11,052.34			
					8,247.62	9112224	Retirement payable	401A ICMA
					2,804.72	9112224	Retirement payable	401A Loan ICMA
PR101124-448	ICMA 401A	EFT	10/17/2024	10/17/2024	$10,398.78			
					7,594.06	9112224	Retirement payable	401A ICMA
					2,804.72	9112224	Retirement payable	401A Loan ICMA
PR102524-448	ICMA 401A	EFT	10/22/2024	10/22/2024	$311.73			
					170.64	9112224	Retirement payable	401A ICMA
					141.09	9112224	Retirement payable	401A Loan ICMA
PR102524-448	ICMA 401A	EFT	10/31/2024	10/31/2024	$10,651.32			
					8,072.47	9112224	Retirement payable	401A ICMA
					2,578.85	9112224	Retirement payable	401A Loan ICMA
	Vendor Total:				**$32,414.17**			
Dani Andreasen	ICMA 457	EFT	10/31/2024	10/31/2024	($203.47)			
					-203.47	9112224	Retirement payable	457 Loan Overpayment
PR092724-449	ICMA 457	EFT	10/3/2024	10/3/2024	$12,484.76			
					9,505.36	9112224	Retirement payable	457 ICMA
					2,979.40	9112224	Retirement payable	457 Loan ICMA
PR101124-449	ICMA 457	EFT	10/17/2024	10/17/2024	$11,757.96			
					8,702.96	9112224	Retirement payable	457 ICMA
					3,055.00	9112224	Retirement payable	457 Loan ICMA
PR102524-449	ICMA 457	EFT	10/22/2024	10/22/2024	$362.77			
					275.23	9112224	Retirement payable	457 ICMA

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
					87.54	9112224	Retirement payable	457 Loan ICMA
PR102524-449	ICMA 457	EFT	10/31/2024	10/31/2024	$12,141.28			
					9,173.82	9112224	Retirement payable	457 ICMA
					2,967.46	9112224	Retirement payable	457 Loan ICMA
	Vendor Total:				**$36,543.30**			
PR092724-444	IRS Tax Deposit	EFT	10/3/2024	10/3/2024	$17,824.08			
					4,582.06	9112221	Federal taxes payable	Medicare Tax
					13,242.02	9112221	Federal taxes payable	Federal Income Tax
PR101124-444	IRS Tax Deposit	EFT	10/17/2024	10/17/2024	$16,627.81			
					4,276.80	9112221	Federal taxes payable	Medicare Tax
					12,351.01	9112221	Federal taxes payable	Federal Income Tax
PR102524-444	IRS Tax Deposit	EFT	10/22/2024	10/22/2024	$475.43			
					79.82	9112221	Federal taxes payable	Medicare Tax
					395.61	9112221	Federal taxes payable	Federal Income Tax
PR102524-444	IRS Tax Deposit	EFT	10/31/2024	10/31/2024	$18,912.95			
					4,633.36	9112221	Federal taxes payable	Medicare Tax
					14,279.59	9112221	Federal taxes payable	Federal Income Tax
	Vendor Total:				**$53,840.27**			
346999	JAN PRO	11555	10/31/2024	10/31/2024	$1,396.00			
					1,396.00	911520.02.911	Janitorial services and supplies	Janitorial Service - November 20
POST Meals 10.2	Jensen, Cassidy	11556	10/24/2024	10/24/2024	$33.95			
					33.95	911150.06.911	Meals - at training	POST Meals
POST Mileage 20	Jensen, Cassidy	11556	10/24/2024	10/24/2024	$227.80			
					227.80	911150.01.911	Mileage	POST Mileage
	Vendor Total:				**$261.75**			
22491226	Larson & Company	11533	10/3/2024	10/3/2024	$10,400.00			
					10,400.00	911240.02.911	Audit service - financial	Audit - FY2024
Adjustments 10.3	MetLife	11547	10/31/2024	10/31/2024	($53.63)			
					-53.63	9112227	Dental ins payable	Adjustments
PR092724-684	MetLife	11547	10/3/2024	10/3/2024	$2,658.65			
					882.42	9112227	Dental ins payable	Dental Ins Pre Tax Family-Plat
					124.92	9112227	Dental ins payable	Dental Ins Pre Tax Two Party-P
					26.67	9112228	Visions ins payale	Vision Ins Single
					32.04	9112228	Visions ins payale	Vision Ins Two Party
					231.84	9112228	Visions ins payale	Vision Ins Family
					438.35	9112233	Guardian payable	MetLife Pre Tax Hospital Indemn
					176.97	9112233	Guardian payable	MetLife Accident - Low
					416.92	9112233	Guardian payable	MetLife Accident - High
					328.52	9112233	Guardian payable	MetLife Pre Tax Critical Illness
PR101124-684	MetLife	11547	10/17/2024	10/17/2024	$3,974.80			
					1,504.86	9112227	Dental ins payable	Dental Ins Pre Tax Family-Plat
					414.96	9112227	Dental ins payable	Dental Ins Pre Tax Single-Plat
					391.68	9112227	Dental ins payable	Dental Ins Pre Tax Two Party-P
					26.67	9112228	Visions ins payale	Vision Ins Single
					32.04	9112228	Visions ins payale	Vision Ins Two Party
					231.84	9112228	Visions ins payale	Vision Ins Family
					438.35	9112233	Guardian payable	MetLife Pre Tax Hospital Indemn
					176.97	9112233	Guardian payable	MetLife Accident - Low
					420.51	9112233	Guardian payable	MetLife Accident - High
					336.92	9112233	Guardian payable	MetLife Pre Tax Critical Illness

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
	Vendor Total:				**$6,579.82**			
Garnishment Rev	MLC	X999	10/31/2024	10/31/2024	($2,259.80)			
					-2,259.80	9112232	Garnishments payable	Reversal
PR092724-708	MLC	X999	10/3/2024	10/3/2024	$2,569.32			
					2,569.32	9112232	Garnishments payable	Garnishment
PR101124-708	MLC	X999	10/17/2024	10/17/2024	$2,307.34			
					2,307.34	9112232	Garnishments payable	Garnishment
PR102524-708	MLC	X999	10/31/2024	10/31/2024	$1,834.80			
					1,834.80	9112232	Garnishments payable	Garnishment
reversal 10.17.20	MLC	X999	10/17/2024	10/17/2024	($2,307.34)			
					-2,307.34	9112232	Garnishments payable	Reversal to pay to Desert Capita
	Vendor Total:				**$2,144.32**			
S106536584.001	MOUNTAINLAND SUPPLY COMPANY	11543	10/15/2024	10/15/2024	$90.73			
					90.73	911530.01.911	Grounds maintenance	Snow Shovels
1028226	NATIONAL BENEFITS SERVICES LLC	11557	10/31/2024	10/31/2024	$52.00			
					52.00	911110.03.911	Employee benefits	Administration Fees
391508641001	ODP Business Solutions	11558	10/16/2024	10/16/2024	$55.45			
					55.45	911520.02.911	Janitorial services and supplies	Soap
0124110271	PEHP	11548	10/31/2024	10/31/2024	$2,541.94			
					2,541.94	9112226	Health ins payable	Adjustments
PR092724-558	PEHP	11548	10/3/2024	10/3/2024	$429.88			
					125.16	9112226	Health ins payable	Traditional Insurance - Single
					129.52	9112226	Health ins payable	Traditional Insurance - Double
					175.20	9112226	Health ins payable	Traditional Insurance - Family
PR101124-558	PEHP	11548	10/17/2024	10/17/2024	$60,841.28			
					4,244.52	9112226	Health ins payable	HDHP - Single Plan
					39,049.40	9112226	Health ins payable	HDHP - Family Plan
					2,550.60	9112226	Health ins payable	Traditional Insurance - Single
					8,786.12	9112226	Health ins payable	HDHP - Double
					2,639.84	9112226	Health ins payable	Traditional Insurance - Double
					3,570.80	9112226	Health ins payable	Traditional Insurance - Family
	Vendor Total:				**$63,813.10**			
INV4182	RapidSOS, Inc	11524	10/3/2024	10/3/2024	$29,880.00			
					29,880.00	911420.15.911	Rapid SOS/Prepared 911	Rapid SOS
Mileage 10.07.20	Robbins, April M.	11559	10/31/2024	10/31/2024	$76.38			
					76.38	911150.01.911	Mileage	Mileage
4816	SPANISH FORK CITY	11534	10/1/2024	10/1/2024	$398.45			
					196.00	911440.08.911	Internet	Internet
					202.45	911540.02.911	Water and sewer	Water & Sewer
12556384	Spectrotel	11535	10/1/2024	10/1/2024	$970.21			
					970.21	911440.01.911	911 phones (selective router, N	Acct# 467942
72759	Stone Security	11560	10/31/2024	10/31/2024	$46,469.89			
PO# 10543					46,469.89	911740.07.911	Security System	Video Surveillance
5982	The Partridge Group	11527	10/3/2024	10/3/2024	$2,652.00			
					2,652.00	911240.06.911	Pre-Employment Psychological	C.Jensen / A.Zeeman / C.Leber
INV-0018900	Threads Culture	11561	10/26/2024	10/26/2024	$309.60			
					309.60	911420.13.911	HR LMS	Threads Software
61846	UTAH COUNTY AUDITOR	11536	10/4/2024	10/4/2024	$1,840.39			
					1,840.39	911540.01.911	Electricity	Electrical Usage - September 20

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
61847	UTAH COUNTY AUDITOR	11536	10/4/2024	10/4/2024	$750.25			
					750.25	911440.07.911	Fiber connectivity	Copper Telecommunications Pai
	Vendor Total:				**$2,590.64**			
1616310	UTAH LOCAL GOVERNMENTS TRUST	EFT	10/3/2024	10/3/2024	$432.47			
					432.47	911110.03.911	Employee benefits	Workers Comp
K. Luke 401k port	UTAH RETIREMENT SYSTEMS	EFT	10/3/2024	10/3/2024	$21.79			
					21.79	9112224	Retirement payable	K. Luke adjustment paid
PR092724-151	UTAH RETIREMENT SYSTEMS	EFT	10/3/2024	10/3/2024	$26,033.90			
					23,617.38	9112224	Retirement payable	State Retirement URS
					2,212.86	9112224	Retirement payable	401k URS
					203.66	9112224	Retirement payable	401K Loan URS
PR101124-151	UTAH RETIREMENT SYSTEMS	EFT	10/17/2024	10/17/2024	$24,118.63			
					21,788.20	9112224	Retirement payable	State Retirement URS
					2,126.77	9112224	Retirement payable	401k URS
					203.66	9112224	Retirement payable	401K Loan URS
PR102524-151	UTAH RETIREMENT SYSTEMS	EFT	10/22/2024	10/22/2024	$467.05			
					467.05	9112224	Retirement payable	State Retirement URS
PR102524-151	UTAH RETIREMENT SYSTEMS	EFT	10/31/2024	10/31/2024	$25,951.27			
					23,481.13	9112224	Retirement payable	State Retirement URS
					2,266.48	9112224	Retirement payable	401k URS
					203.66	9112224	Retirement payable	401K Loan URS
	Vendor Total:				**$76,592.64**			
163013427 - Part	Utah State Tax Commission	11529	10/3/2024	10/3/2024	$1,135.72			
					1,135.72	9112232	Garnishments payable	Garnishment
163013427 - Part	Utah State Tax Commission	11544	10/17/2024	10/17/2024	$1,029.72			
					1,029.72	9112232	Garnishments payable	M. Legerski
208154624 - Part	Utah State Tax Commission	11529	10/3/2024	10/3/2024	$822.28			
					822.28	9112232	Garnishments payable	Garnishment
208154624 - Part	Utah State Tax Commission	11544	10/17/2024	10/17/2024	$882.36			
					882.36	9112232	Garnishments payable	C. Chipman
208154624 - Part	Utah State Tax Commission	11562	10/31/2024	10/31/2024	$948.94			
					948.94	9112232	Garnishments payable	Chance Chipman Garnishment
PR092724-445	Utah State Tax Commission	11549	10/3/2024	10/3/2024	$5,671.55			
					5,671.55	9112223	State taxes payable	State Income Tax
PR101124-445	Utah State Tax Commission	11549	10/17/2024	10/17/2024	$5,384.39			
					5,384.39	9112223	State taxes payable	State Income Tax
PR102524-445	Utah State Tax Commission	11549	10/22/2024	10/22/2024	$103.10			
					103.10	9112223	State taxes payable	State Income Tax
PR102524-445	Utah State Tax Commission	11549	10/31/2024	10/31/2024	$5,957.94			
					5,957.94	9112223	State taxes payable	State Income Tax
	Vendor Total:				**$21,936.00**			
CIV202410-0000	Utopia Fiber	11537	10/1/2024	10/1/2024	$588.00			
					588.00	911440.08.911	Internet	Internet
PR092724-456	VASA Fitness	11550	10/3/2024	10/3/2024	$34.00			
					34.00	9112234	Golds Gym Member payable	Gym Membership
PR101124-456	VASA Fitness	11550	10/17/2024	10/17/2024	$34.00			
					34.00	9112234	Golds Gym Member payable	Gym Membership
	Vendor Total:				**$68.00**			

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
			Total:		$425,819.68			

Amount	Account No.	GL Account Summary
484.47	911110.03.911	Employee benefits
487.76	911150.01.911	Mileage
573.95	911150.04.911	Lodging
33.95	911150.06.911	Meals - at training
1,861.00	911210.01.911	APCO Memberships
75.97	911220.01.911	General office supplies
81.95	911220.05.911	Postage
53,840.27	9112221	Federal taxes payable
17,116.98	9112223	State taxes payable
145,550.11	9112224	Retirement payable
2,197.55	9112225	Employee life ins payable
63,888.70	9112226	Health ins payable
3,265.21	9112227	Dental ins payable
581.10	9112228	Visions ins payale
18,924.97	9112230	HSA payable
8,148.34	9112232	Garnishments payable
2,733.51	9112233	Guardian payable
68.00	9112234	Golds Gym Member payable
1,507.86	9112236	Child Support Payable
10,400.00	911240.02.911	Audit service - financial
1,150.23	911240.04.911	Language Line
2,652.00	911240.06.911	Pre-Employment Psychological
911.15	911260.04.911	Employee recognitions
174.09	911310.05.911	Professional development traini
110.42	911310.07.911	Public education supplies
46.50	911320.01.911	IAEFD Certs/Recerts
82.91	911410.02.911	Computer peripheral/tools/acces
324.60	911420.13.911	HR LMS
29,880.00	911420.15.911	Rapid SOS/Prepared 911
5,296.33	911430.10.911	Logging Recorder Maintenance
970.21	911440.01.911	911 phones (selective router, N
139.92	911440.06.911	Cell phones
750.25	911440.07.911	Fiber connectivity
784.00	911440.08.911	Internet
441.19	911510.01.911	Work area health/sanitization su
1,668.93	911520.02.911	Janitorial services and supplies
102.57	911530.01.911	Grounds maintenance
1,840.39	911540.01.911	Electricity
202.45	911540.02.911	Water and sewer
46,469.89	911740.07.911	Security System
425,819.68		**Total**
$425,819.68		**GL Account Summary Total**

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04.11 Personnel Complaint Investigation

04.11.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of members of Central Utah 911(CU911). This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other administrator.

04.11.2 POLICY

CU911 takes seriously all complaints regarding the service provided by the organization and the conduct of its members.

The department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state, and local law. It is also the policy of the organization to ensure that the community or service agencies can report misconduct without concern for reprisal or retaliation.

~~Any investigation of employee conduct that does not follow these procedures will not be admissible in the employee's records nor shall it be used against them in any way.~~

04.11.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of organization policy, procedure, or rule or of federal, state, or local law,. Personnel complaints may be generated internally by the public or by any user agency.

Complaints about conduct or performance that, if true, would not violate any department policy or federal, state, or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such ~~inquires~~inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the organization.

04.11.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

1. Informal – A matter in which the supervisor is satisfied that appropriate action has been taken by a person of rank greater than the accused member.
2. Formal – A matter in which it has been determines that misconduct, improper job performance, organizational policy, Federal, State, or local laws have been violated. Such complaints must be referred to the ~~Office of Professional standards~~Professional Development Manager.
3. Suspended – A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the ~~office of Professional Standards~~Professional Development Manager, such matters be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

~~Suspensions less than 3 days can be processed and implemented by administration and are not appealable with proper documentationdocumentation.~~Suspensions less than 3 days can be processed and implemented by administration with proper documentation, and are not appealable.

04.11.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

1. Individuals or groups from the public, outside agencies, or service agency may make complaints in any form, including in writing, by email, in person or by telephone.
2. Supervisors shall initiate a complaint process based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

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3. Anonymous and third-party ~~complaint~~complaints should be accepted and investigated to the extent that sufficient information is provided.
4. Tort claims and lawsuits may generate a personnel complaint.

04.11.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

04.11.4.1 COMPLAINT FORMS

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Personnel complaint forms are available electronically in the Document Library of Frontline Policy Tracker.~~will be maintained in a clearly visible location in the public area of the facilities~~.

04.11.4.2 ACCEPTANCE

All complaints will be courteously accepted by any organization member and promptly given or directed to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be documented by the receiver of the complaint on a complaint form and shall be directed to a supervisor or the ~~Office of Professional Standards~~Professional Development Manager. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant.

A complainant shall be provided with a copy of his/her statement.

04.11.5 DOCUMENTATION

Employees shall encourage the complainant to complete a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints should also be documented and referred to the ~~Office of Professional Standards~~Professional Development Manager.

04.11.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows. If an investigation is to be conducted of an administrative peer or supervisor wherein there could be claim of bias, an outside agency can be called upon to aide in conduct of the investigation.

04.11.6.1 SUPERVISOR RESPONSIBILITES

In general, the primary responsibility for the initial investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement or allegation of involvement regarding the alleged misconduct. The Executive Director or the authorized designee may direct that another supervisor investigates any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of the supervisors include but are not limited to:

1. Respond to all complainants in a courteous and ~~profession~~professional manner.
2. When appropriate, ensuring immediate medical attention is provided.
3. Make any reasonable effort~~s~~ to have the complainant fill out a written complaint form.
4. Make reasonable efforts to obtain names, addresses, dates, times, and telephone numbers.
5. Resolving those personnel complaints that can be resolved immediately.

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a. Follow-up contact with the ~~complainant;~~complainant, the ~~Office of Professional Standards~~Professional Development Manager, and management should be made as reasonably as possible.
b. If the matter is resolved and no further action is required, the supervisor will note the resolution and forward the entry to the ~~Office of Professional Standards~~Professional Development Manager.

6. Promptly contacting the Human Resources department for their roles in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.
7. Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the receiver shall notify the Manager and the Executive Director as soon as practicable and refer the investigation to the ~~Office of Professional Standards~~Professional Development Manager.
8. Forwarding unresolved personnel complaints to the ~~Office of Professional Standards~~Professional Development Manager who will determine whether to contact the complainant or begin an internal investigation.
   a. The original complaint form will be directed to the ~~Office of Professional Standards~~Professional Development Manager.
   b. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of the complainant is at issue, a supervisor shall refer the matter directly to the ~~Office of Professional Standards~~Professional Development Manager.
9. When it is determined that the investigation requires additional information and evidence gathering, the supervisor shall forward the personnel complaint to the ~~Office of Professional Standards~~Professional Development Manager to conduct an investigation.
   a. Evidence includes but not limited to:
      i. Chat Logs
      ii. Video Recordings
      iii. Audio Recordings
      iv. CAD Records
      v. Emails
      vi. Interviews
      vii. Time records
10. Evidence gathering for any investigation of misconduct shall only be conducted by the ~~Office of Professional Standards~~Professional Development Manager or under the direction of the Executive Director.
11. Administration can check any records or documents of CU911 as needed.
~~10.~~12. Personal email or phone records can only be checked if permission is given by the employee.
~~11.~~13. ~~Random checks of these items are not permitted unless authorized in writing by the Executive Director.~~

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04.11.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

1. Interviews of an accused member, involved parties, or other necessary to the completion of the investigation shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off duty, he/she shall be compensated.
2. Unless ~~waved~~ waived by the member, interviews of an accused member shall be conducted at ~~Central Utah 911~~CU911 or other reasonable and appropriate place.
3. All interviews shall be conducted by interviewer in the presence of a witness.
4. No more than two interviewers should ask questions of an accused member.
5. Prior to any interview, a member shall be informed of the nature of the investigation, the name of the investigator(s), and all other persons to be present during the interview.

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6. All interviews shall be for a reasonable period and the member's personal needs should be accommodated.
7. Any member refusing to answer questions directly related to the investigation may be ordered to answer question administratively and may be subject to discipline for failing to do so.
    a. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been advised of Garrity.
    b. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of process, timing, and implications).
    c. No information or evidence administratively coerced from a member may be provide to anyone involved in conducting the criminal investigation or to any prosecutor.
8. The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview.
9. Members and interviewers shall be notified prior to the interview that the interview will be recorded.
10. Recordings made without the knowledge of the recording by the other party will not be admissible as evidence and shall not be used against the party who does not have knowledge of the recording.
11. All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview.
12. All members shall provide complete and truthful responses to questions posed during interviews.
13. No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

04.11.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

1. Complaint - Include the identity of members, the identity of the assigned investigators, the initial date and source of the complaint.
2. Background – Provide a brief summary of the facts giving rise to the investigation.
3. Investigation – List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation.
4. Findings – A separate recommendation finding should be provided for each allegation.
5. Discussion - A recommendation regarding further action or disposition should be provided.
6. Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

04.11.6.4 DISPOSITIONS

Each personnel complaint shall be classified one of the following dispositions:

1. Unfounded – When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.
2. Exonerated - When the investigation discloses that the alleged act occurred, but the act was justified, lawful and/or proper.
3. Not sustained - when the investigation discloses there is insufficient evidence to sustain the complaint or fully exonerate the member.

4. Sustained – A final determination by an investigating officer(s), commission, board, hearing officer, or arbitrator, as applicable, following an investigation that the actions of an employee were found to violate law, department policy or that there was improper job performance.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

04.11.6.5 EVIDENCE
Materials collected during in the investigative process shall be considered evidentiary until proven otherwise. At no time shall an employee of the organization make copies of or store evidentiary materials obtained through CU911 equipment, software, or monitoring devices in a personal file or on a personal device.

The investigators compilation of evidentiary materials collected during the investigation include but not limited to:

1. Recordings,
2. Notes,
3. Statements
4. Research
5. Tangible evidence

04.11.6.6 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within reasonable amount of time.

If an investigation cannot be completed within a reasonable amount of time of discovery, the assigned investigator or supervisor shall ensure that an extension or delay is warranted and shall communicate with parties involved regularly with regards to the delay(s).

04.11.6.7 NOTICE TO COMPLAINTANT OF THE INVESTIGATION
The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

Specific information regarding investigative information shall not be provided to the complainant.

04.11.7 ADMINISTRATIVE SEARCHES
Assigned lockers, storage spaces and other areas, including desks, and offices, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched at times for non-investigative purposes such as obtaining a needed report, radio or other document or equipment. Such searches shall be conducted under the direction of the Executive Director, their designee or by authorization from the employee.

Lockers and storage spaces may only be administratively searched in the member's presence, with the member's consent, with a valid search warrant or where the member has been given reasonable notice that a search will take place.

04.11.7.1 DISCLOSURE OF FINACIAL INFORMATION
An employee may be compelled to disclose personal financial information under the following circumstances.

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1. Pursuant to a state law or proper legal process.
2. Information exists that tends to indicate a conflict of interest with official duties.
3. If the employee is assigned to or being considered for a special assignment with a potential for bribes or other improper inducements.

04.11.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the organization, the Executive Director or authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

1. May be required to relinquish any department badge, identification, or any other department equipment.
2. Shall be required to continue to comply with all polices and lawful orders of a supervisor.
3. May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to always remain available for contact during such shift and will report as ordered.

04.11.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a local police agency or sheriff shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Executive Director shall be notified as soon as practicable when a member is accused of criminal conduct.

A member accused of ~~a~~ criminal conduct shall be advised of his/her constitutional rights. The member should not be administratively ordered to provide any information in the criminal investigation

~~Central Utah 911~~CU911 may release information concerning the arrest or detention of any member, including an communications officer that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

04.11.10 ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Executive Director.

04.11.10.1 EXECUTIVE DIRECTOR RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Executive Director shall review the recommendation and all accompanying materials. The Executive Director may modify any recommendation and/or may return the file to the ~~Office of Professional Standards~~Professional Development Manager for further investigation.

Once the Executive Director is satisfied that no further investigation or action is required by staff, the Executive Director shall determine the amount of discipline, if any, that should be imposed. In the event that disciplinary action is proposed, the Executive Director shall provide the member with a pre-disciplinary procedural due process hearing by providing written notice of the charges, proposed action and reason for the proposed action. With some exceptions, written notice shall be provided within a reasonable amount of time from the date of discovery of the misconduct. The Executive Director shall also provide the member with:

1. Access to all the materials considered by the Executive Director in recommending the proposed discipline.

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2. An opportunity to respond orally or in writing to the Executive Director within seven days of receiving the notice.
    a. Upon a showing of good cause by the member, the Executive Director may grant a reasonable extension of time for the member to respond.
    b. If the member elects to respond orally, the presentation may be recorded by the organization. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Executive Director shall consider all information received in regard to the recommended discipline. Within 30 days of the decision, the Executive Director shall provide a written notice to the member including the grounds and reasons for discipline and the effective date of discipline. Once the Executive Director has issued a written decision, the decision shall become effective.

04.11.10.2 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Executive Director or the authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

04.11.10.3 NOTICE REQUIREMENTS

The disposition of any civilian's complaint shall be released to the complaining party within 30 days of the final disposition. This release shall not include what discipline, if any, was imposed.

04.11.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee(s) with an opportunity to present a written or oral response to the Executive Director after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

1. The response is not intended to be an adversarial or formal hearing.
2. Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
3. The employee may suggest that further investigation could be conducted, or the employee may offer any additional information or mitigating factors for the Executive Director to consider.
4. In the event that the Executive Director elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
5. The employee may thereafter have the opportunity to further respond orally or in writing to the Executive Director on the limited issues of information raised in any subsequent materials.

04.11.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

04.11.13 DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, demotion, reduction in pay or step, or termination from employment. Employees will have the opportunity to present information or dispute information the ~~Office of Professional Standards~~Professional Development Manager has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information.

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04.11.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS
At-will and probationary employees and those members other than non-probationary employees may be released from employment for non-disciplinary reasons (e.g., failure to meet standards) without adherence to the procedures set forth in this policy or any right to appeal. However, any probationary employee subjected to an investigation into allegations of misconduct shall be entitled to those procedural rights, as applicable.

04.11.15 RETENTION OF PERSONNEL INVESTIGATION FILES
All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

07.04 Training Opportunities

07.04.1 PURPOSE

To establish fair training opportunities for all Dispatchers, Seniors, Supervisors, Trainees and Administrative staff. This ensures that all employees have an opportunity to earn and build Continuing Dispatch Education (CDE) hours and Continual Medical Education (CME) training hours for continued certification and to increase skills and knowledge.

07.04.2 TRAINING

1. In addition to basic certification training, re-certification training and In-Service training provided by Central Utah 911 (CU911), employees may desire to attend outside training to improve their skills, knowledge and build training hours. Such trainings will be made available as scheduling allows during normal work hours or on an employee's day(s) off and at CU911's expense.
2. Training opportunities may be offered according to the Dispatcher's job assignment, incentive or need.
3. Employees may become aware of training opportunities that did not come through CU911. Employees may bring these trainings to the attention of the Performance Development Manager for approval.
4. Employees may attend outside training on their own time and at their own expense. They will submit verification of completed training to the Performance Development Manager, to be added to their training records and additional training hours.
5. Employees that request to attend training must attend the training. If they are unable to attend the training for any reason that is no fault of CU911, they must pay/reimburse CU911 the costs associated due to cancelling. If there are extenuating circumstances as to why the employee is unable to attend, the Executive Director will take it into consideration when determining whether to waive the employee's need to pay/reimburse the costs.

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