Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board
Meeting Minutes of September 22, 2026

Board Members in Attendance: Russell Porter, James Harvey, Gage Froerer, Leonard Call, Ann Jackson, and Benjamin Nadolski

Excused Board Member: Richard Sorensen

Additional Attendees: Executive Director Kevin Rose, Deputy Director Scott Freitag, District Attorney Bryan Baron, Deputy Chief Brandon Storey, Brandon Storey, Audit Partner Kyle Greene and Office Manager Kathy Stokes

1. Welcome – Russ Porter, Chair
2. Public Comment
3. Consent Agenda:

    a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on August 25, 2026

    A motion to approve the meeting minutes from Weber Area Dispatch 911 and Emergency Services District Administrative Control Board meeting on August 25, 2026 was made by Leonard Call. James Harvey made the second motion. Motion carried by unanimous vote.

4. Financial Audit 2025 Budget – Kyle Greene, Audit Partner

The auditor reported that the District's financial statements and compliance results were in good standing. No significant financial reporting, internal control, or compliance concerns were identified. The auditor also expressed appreciation for the support provided by the County and Dispatch during the audit process.

The auditor issued an unmodified opinion on the 2025 financial statements, indicating that the statements were fairly presented. The audit was completed with assistance from the District, Weber County, and its accounting team. They reviewed the District's assets, liabilities, revenues, expenditures, and fund balances.

The District's primary assets consisted of cash and investments, along with capital assets. Approximately $1.6 million in property tax receivables had already been collected, primarily through January and March collections. Major liabilities included outstanding bond payments, post-employment benefits, and compensated absences.

Property taxes were the largest revenue source, accounting for approximately $5.9 million of the reported $10.7 million in revenue.

Personnel costs, including wages and related benefits, represented the largest portion of expenditures, totaling approximately $8.1–$8.3 million. Additional expenditures included materials and services.

The General Fund ended the year with approximately $5.4 million. The Local Building Authority Fund ended with a balance of approximately $15,000, supporting debt-related obligations. The Capital Projects Fund ended the year with approximately $2.6 million

remaining after using existing fund balance and receiving no additional transfers during the year.

No deficiencies in internal controls considered to be material weaknesses were identified. Testing of the applicable state compliance requirements revealed no issues. The auditor issued a clean opinion on compliance, indicating that the District met the applicable requirements reviewed during the audit.

5. Action Items:
    a. Operations Policies
        i. O-K-003 Fire Status Checks

        This update has been reviewed and approved by the Operations Committee and was presented for consideration. The primary revisions included updating terminology to reflect the CAD system, renumbering the policy, and clarifying procedures for unit status checks and safety monitoring. The fire chiefs provided input on the timing requirements and procedures because the policy affects all participating fire departments. Updates and changes include the following:

        - The required time for dispatched units to acknowledge and respond to calls.
        - Procedures for dispatchers to follow when units fail to respond or return to service within the required time including contacting a battalion chief or fire chief when a unit cannot be reached.
        - Extending the hospital status timer from 20 minutes to 30 minutes. Dispatchers will contact the crew when the timer expires to confirm whether the unit is ready to return to service. Units will not automatically be placed back in service without confirmation from the crew.
        - If the unit is unavailable, the next available ambulance will be dispatched as needed.

        These changes were intended to improve operational safety, reduce potential liability, and ensure units are ready before receiving additional calls.

        The policy number was also clarified during the approval process. The correct revised policy number is O-053, replacing the former designation O-K-003.

        A motion to approve Operations Policy O-053 Fire Status Checks was made by Benjamin Nadolski. James Harvey made the second motion. Motion carried by unanimous vote.

    b. Personnel Policies
        i. O-C-002 Breaks

        The Breaks Policy was brought back for further consideration following the previous meeting, as Brian had not yet completed a full review. The policy was returned to Brian for review, and his recommended revisions were presented.

The primary changes to the Breaks Policy address leave practices and lactation accommodations. The policy was updated to include provisions for lactation breaks and access to an appropriate space for employees who need to express breast milk. Employees who need lactation breaks will coordinate arrangements with their supervisors to ensure the necessary time and space are provided. The revisions reflect the organization's updated leave practices, including provisions related to maternal and paternal leave.

The existing provisions governing regular breaks and paid meal breaks were not changed.

A motion to approve Operations Policy O-C-002 Breaks was made by Leonard call. Ann Jackson made the second motion. Motion carried by unanimous vote.

6. Chairman's Report –Russ Porter, Chair: Nothing to report.
7. Director's Report – Kevin Rose, Executive Director
8. For August's Incident of the Month, we wanted to recognize dispatchers for their teamwork during a serious accident on I-84 near the mouth of Weber Canyon on August 15th. The incident began with multiple 911 calls reporting a semi vs. Tesla, with conflicting information about the location. Call takers quickly worked together to confirm the accident was in the eastbound lanes and update responders. The incident escalated when UHP advised the driver of the Tesla was pinned, unconscious, and initially appeared not to be breathing. Fire began preparing for a lengthy extrication while I-84 eastbound and access from Highway 89 were shut down. Throughout the incident, the entire floor stepped up. Police radio dispatchers answered holding 911 calls while continuing to manage their own incidents, and call takers prioritized emergency traffic to keep the 911 lines moving. Crystal coordinated the Fire 4 working incident and changing extrication plans, while Trevor managed County traffic and kept track of the freeway closure. In an unexpected connection, dispatch also received a welfare check for an individual who had gone for a drive. His phone was plotting near the mouth of Weber Canyon, and he was ultimately determined to be the driver of the Tesla. The driver was successfully extricated and transported to McKay-Dee. This incident was a great example of teamwork across the entire floor. Everyone communicated, adapted as information changed, and stepped in wherever they were needed.

   Personnel update: No employees had left since the previous meeting. A lateral position was opened, and one candidate is under consideration. The candidate has several years of dispatching experience in Davis County. A final interview is expected to be scheduled. An additional hiring process was open and we are currently in the testing period. We are hoping to fill five positions through this recruitment process. The previous two or three

hiring groups had produced a limited number of qualified candidates, making recruitment challenging.

9. 2026 Budget Report – Kevin Rose, Executive Director

   We are on track to finish the year under budged, with no significant concerns. This is contributed to some unexpected personnel savings, including reductions in retirement contributions and an unanticipated disability-related refund. We have had expenses from a project initiated last year carried into this year. These expenses were able to be absorbed within the current budget.

   We are in the process of preparing the initial draft of the 2027 budget. The preliminary operations budget was submitted to Stephanie for review. The largest outstanding consideration is personnel costs, which represent the most significant portion of the budget. We are currently evaluating several options in coordination with the County. One issue is cost-of-living adjustments. The Baker Tilly compensation study used comparison data that was approximately one year old when implemented. Given subsequent cost-of-living increases and changes in compensation at comparable agencies and organizations, we believe additional adjustments may need to be considered. We are evaluating options to address these concerns while ensuring that any proposed increases remain financially sustainable. We should also receive additional revenue from property taxes and 911 surcharges from taking on additional agencies in Box Elder County. However, under the current statutory funding formula, it will take approximately three years to realize the full increase in funding associated with the additional call volume. There may be potential legislative changes during the upcoming session which could allow us to receive the increased funding sooner. We plan to present a preliminary overview of the 2027 budget at the next month's meeting.

10. Next Meeting October 27, 2026. A motion to adjourn was made by Leonard Call. James Harvey made the second motion. Meeting adjourned.

Respectfully submitted by Kathy Stokes

Director:  Date: 11/3/26