

**Minutes for the
Administrative Control Board Meeting
Held June 30, 2016 @11:30 a.m.
Weber Center, Floor 1, Breakout Room
2380 Washington Blvd., Ogden, UT 84401**

Board Members In Attendance: Chairman Toby Mileski, Vice Chair James Minster, James Ebert- by phone, Mike Caldwell, Matthew Bell, Leonard Call

Others in attendance: Executive Director Tina Mathieu; Bryan Baron, Weber County Attorney; Tabatha Butler

Excused: Willard Cragun

Staff: Tabatha Butler

1. Welcome- Toby welcomed everyone in attendance.

2. Public Comment- Toby noted we will move public comment to the end of the meeting today.

3. Consent Agenda:

- a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Meeting April 25, 2016
- b. Ratify Tax Rate for Tax Year 2017
- c. Surplus

Mayor Caldwell motioned to approve the consent agenda, Call seconded but noted he would like to confirm if a resolution is needed to ratify the Tax Rate. Unanimous approval.

4. Building Project Discussion and Approval – Tina stated the original drawings of the new building was a square shape with glass continued on the front of the building, which is costly, and the design had no access to first floor offices of the public safety building and this created an ADA access issue. The architect drew up to other designs that did not take space away from the fire department's front drive by shaving off a corner of the new building and added first floor access. However, in these designs we would need approval from Ogden City Planning to be closer to the sidewalk. The changed shape would also allow better clearance for the fire department when exiting onto the street. In the third option, we approached the Police and Fire departments about their needs in the building and with some rearranging this option will allow them more space as well. It would give us 929 more square feet, with more office space for growth in the future. Tina handed

out information on the pros and cons of each option drawn by the architect. Tina stated that she recommended the third for approval. The cost per square foot in option 1 is \$496, option 2 \$493, and option 3 \$486. Mayor Caldwell noted that the shaved building looks better. Call verified that the two restrooms on the first floor would remain public. Toby asked for comment from Commissioner Ebert, he had none without viewing the plans.

Call motioned to approve option 3 for the new building, Mayor Caldwell seconded.

Unanimous.

5. **Chairman's Report** – Toby noted his report focuses on the Morgan contract discussed later in the agenda.

6. **Director's Report** – Tina introduced Tabatha as her new assistant who started a few weeks ago. We have opened new positions, noting that we were unable to hire all 6 in our last hiring session because they were unable to pass their background checks and two employees moved this last month. The current new hires will end their training the first week of August and the new hires will start the following week.

Mayor Caldwell asked about the mental health for the dispatchers given that already challenging morning and if we do crisis counseling. Tina advised that yes, we do offer counseling and the agencies are great to include us in on their debriefs after the major incidents occur. We do utilize the services available and one on one follow-ups with employees.

7. **2016 Budget Review** – Tina stated things are looking good and reminded the board that most of our revenue posts in November.

8. **Morgan County Contract** – Toby noted there was an article in the Morgan news about the increase we are asking for in the contract. We have requested that Morgan County pays the same as Weber residents. It is \$277,000 annually, they agreed to pay quarterly in 2 year contracts. It is estimated it would cost them roughly 2 million to start their own dispatch center. Mayor Caldwell complimented Toby and Tina on their efforts.

Commissioner Ebert stated we need to find a way to give them some type of representation. It was suggested we send documents to Morgan County's board and invite them to the board meetings because the more they are involved the more likely they are to be invested in the agency. Tina noted the tax rate changed so the amount will go down to roughly \$273,000 for the contract.

Commissioner Ebert moved to approve the contract with Morgan County and Call seconded the motion. Uniramous.

9. **Interlocal Agreement For The Provision of Certain Administrative Services** – Toby gave an update that our agreement expires tomorrow. The Comp Controller has some questions and will meet with Tina next week. Toby has asked Tina to review other options for this contract and we will vote on this in the next meeting.
10. **Public comment-** Wadman representative noted that they are getting great feedback on the needs of the new building.
11. Toby noted he is looking at leadership training for the dispatchers. He will bring research to next meeting to decide on a program.
12. Next Meeting, August 22, 2016. Meeting adjourned at 12:05

Director:

Tina Matich

Date:

08-22-16