

SALT LAKE VALLEY EMERGENCY COMMUNICATIONS CENTER

BOARD OF TRUSTEES MEETING

May 20, 2020 Meeting Minutes

MEMBERS PRESENT:

Mr. Dan Petersen – UFA, Chairman
Mr. Brett Wood – Herriman, Vice-Chairman
Mr. David Dobbins – Draper
Mr. Doug Hill – Murray
Mr. Gary Whatcott – South Jordan
Mr. Kane Loader – Midvale
Mr. Kyle Kershaw – South Salt Lake
Mr. Ryan Carter – Riverton
Mr. Korban Lee – West Jordan
Mr. Mark Reid – Bluffdale
Mr. Mike Reberg – SLCO
Mr. Tim Tingey – Cottonwood Heights
Mr. Scott Harrington – Taylorsville
Mr. Jake Petersen – UPD
Mr. Wayne Pyle – West Valley City

MEMBERS ABSENT:

Mr. Mike Morey; Alta
Ms. Gina Chamness; Holladay

OTHERS PRESENT:

Ms. Colleen Jacobs - West Valley City
Ms. Andrea Partridge – VECC
Mr. Jonathan Bridges – VECC
Ms. Beth Todd – VECC
Ms. Lisa Burnette – SLC911
Mr. David Sanderson – VECC/DS Accounting
Mr. John Evans – West Valley City Fire
Mr. Robbie Russo – Cottonwood Heights Police
Mr. John Eining – Draper Police
Mr. Don Hutson – Riverton Police
Mr. Scott Young – SCM/Legal Counsel
Ms. Kim Vachon - Versaterm

Mr. Dan Petersen called the meeting to order at 2:00 p.m.

PUBLIC COMMENTS

There were no public comments received for this meeting.

CAD PROJECT UPDATE

Scott Ruf reported that the project is on track; the timeline was edited a bit to coincide with the results of today's meeting. The kickoff meeting has tentatively been scheduled for June 3rd and June 4th. The technical specifications have been sent out to all VECC agencies. Fire will be going first, and we are still on track for the end of September for a cut-over and go live, followed by the police agencies. It will go South Jordan, Murray, and West Jordan and then West Valley and South Salt Lake will be on the back end.

Scott wanted to discuss Cottonwood Heights, Draper, and Riverton. He displayed the UCA budget for the CAD project and reviewed it. With the settlement a few months ago with UCA, we retained all the funds. The budget projection was put together independent of the Operations budget. It hits all the marks of the expectations of the agencies for both Police and Fire. Scott also included the partnership with UHP, SLC911 and VECC for the cad2cad which will assist in eliminating transfers. All knowns were budgeted in and he built in contingency of about \$75k. The RMS/MRE support for the second year was backed out and will be a discussion later. The biggest issue involves Cottonwood Heights, Riverton, Draper and Herriman moving over to Versaterm first.

Scott's understanding was that portion of the project was completed. However, the way the contracts are done, 2 agencies were put under SLC and 2 were put under the SLCo UPD. To meet the terms of the grant and common CAD platform for the Valley, we needed to bring them back into the project, requiring a modification from what was a subscription model to the legacy pricing and original 1997 SLCo/UPD contract. When you go to legacy pricing, the expectation is when the product and application is delivered, installed, configured and there is a go-live and acceptance, that benchmark payment is due to the vendor. In the subscription model, those agencies would be paying money in perpetuity, the CAD MDT is moved back into the project, which you will see under expenses, in the total amount of \$338k. This was put back into the budget and Versaterm is expecting payment upon acceptance and we need to make them whole. You see the same thing with the RMS/RME for \$139k. There is also onboarding credits, the costs of training and set up to the agencies going forward. It is at \$148k and Scott is asking the Board to allow this credit towards Cottonwood Heights, Riverton, Draper and Herriman be repaid as a credit against the assessments or somewhere later in the FY2021. We are on track to meet the needs of all the agencies, in Scott's opinion, based on the budget and the funds sitting in our trust account for this project. It is being treated as a capital project outside of the budget; it is not being mingled with the FY2021 budget as it is a multi-year project and it needs to be as clean as possible from an accounting perspective. There are a couple of outstanding issues as far as clarification with regards to the interfaces for UHP, SSL and WVC. Kyle Kershaw asked if the CAD project would be considered its own cost center inside of the FY2021 budget. Scott is treating it as its own separate fund and independent. Wayne Pyle wondered how the financing of the interface for the Spillman RMS for West Valley and South Salt Lake will be viewed and if it is included in the CAD project. Scott's mentioned that the reason he wants to credit back the 4 agencies their onboarding costs is that will give him approximately \$250k within the project to achieve what Wayne is asking for. When DPS and Capt. Trotta, Lisa and Scott met to discuss the Cad2Cad aggregator, Scott wondered if UHP, and Versaterm and Central Square are already going to engage and all the information in Versaterm will go into this hub, if the Cad2Cad information will already be in the hub, he wants to take this information and get it the rest of the way to the 2 agencies. The cost of the hub, the Central Square and Spillman piece was not discussed. Scott spoke with Chief Jacobs and Chief Carruth on some of the cost savings to move to a single server so that we are not pushing this to multiple jurisdictions. Then we only must do it one time to one single data base and you still maintain the integrity of the records. Wayne just wanted to bring this up and remind everyone so that it does not get lost in the discussions. Chief Petersen commented that the CAD project would get everyone on a common CAD, get the connections made to a single law RMS, and then through the 911 fees, get the station alerting functioning for fire. What many didn't know what that we were unable to use CAD funds for the RMS function; as we moved forward to Versaterm, part of the agreement was to move forward and follow through with the commitment to the RMS. The challenges we have is that some of the funds dedicated have been spent multiple times and we just must deal with that. We made an agreement during that time at VECC when we went to UCA for that package that we were committed to this as a VECC project collectively, whether the funds were restricted or not, and we would make this happen. Doug Hill had a question about the onboarding credits, he wondered if the credits were to VECC or to the cities. Scott gave a detailed explanation on these credits and that they would go back to the 4 cities.

Consider Resolution T20-11 Accepting Amendments and Exhibits Related to Original 1997

SLCO Versaterm Agreement

Scott explained the amendment to the SLCo contract and exhibits, mentioning that these have all been reviewed by SLCo, UPD legal, VECC legal, and they are all approved as to form. Scott Ruf and Scott Young also went back and forth with Versaterm on the exhibits and the language that are VECC-specific. All legal has weighed in. All the one-time costs and annual support for the CAD MDT for police and fire will be covered by VECC. RMS will be covered one-time up front including on-boarding. These were the costs paid for by the 4 cities, whereas, the other cities will have these costs covered. The only thing going forward would be the annual support; each year as we receive these invoices, they will be passed on to those agencies for the RMS piece going forward. The RMS upgrade, CAD upgrade and full-time support are global to the coalition and we will break those apart based on SLCO and SLVECC agencies and will be encumbered in the annual assessments as operating costs. As upgrades occur, they will already be pre-paid.

Motion –

. . . by Mr. Tim Tingey, to approve Resolution T20-11 as written; the motion was seconded by Mr. Gary Whatcott; the motion carried unanimously by roll call vote.

OPERATIONS BOARD BRIEFING

Chief John Evans reported that the Fire Users went over one of the protocols that deals with the pandemic; they will not change anything at this time but will keep monitoring what is happening. They discussed the CAD project, which has already been addressed. There are some issues that a few of the cities will have to work through with mapping, especially with the fire services going to AVL-type dispatching. There were some software updates regarding paging.

Chief Colleen Jacobs reported that the Police Users did not meet in April or May; they are next scheduled to meet on June 4th. Everything else discussed is on the agenda for this meeting which will be covered.

DIRECTOR'S REPORT

Scott reported that there have been a lot of operational changes: Beth Todd has assumed the role of Operations Liaison for both police and fire. We moved to a new platoon schedule on May 3rd, which is already seeing some benefits; people seem to be adapting well and Scott is receiving a lot of positive feedback. It is also allowing us to stabilize staffing and we have already seen a decrease of about 30% in overtime. We have also launched our new training division and Scott is working on the new Shift Commander positions. These new positions will provide stability on the dispatch floor and will rein in a much cleaner chain of command.

With regards to radio resources, at the Operations Board and a previous budget discussion at a Trustee Meeting, we have engaged on the police side of sharing resources. There was clarification and a quick remedy of a problem between the 4 agencies that moved to Versaterm with regards to service and request, which was creating some frustrations in dispatch and on the Operations side for the agencies. This was remedied and put into effect immediately. It did lead to a discussion with people moving to Versaterm as far as what would be the best way to balance the radio load. Individual channels were brought up and Scott proposed a more global solution for things like service and request, and breaking the County up into quadrants or North, East, South and West and making these channels global. Once we are all on a common CAD, we'll be able to utilize the technology and no matter where you are in the County, you can go to the West-side channel and get the information. It is all about officer and public safety and increasing efficiencies and service levels for the agencies. The Chiefs' seemed to really like that approach and then they can just focus on operation-type things, such as what are the right partners to leverage their day-to-day operations. Scott is trying to take this time and do parallel with the CAD project so that as we bring agencies on board, we have an accepted and approved communication plan in place that we can readily deploy. He will lay all the information out and then each agency can tell him what they want operationally.

On some of the technical changes and updates, Scott already briefed some of you, VECC completed our phone merge as well as the Versaterm CAD upgrade to 7.6 in conjunction with SLC and the coalition. On the phone merge, the entire floor is on a single phone system. There is still some cross-training to be done, but we are already seeing improvements and we have pretty much eliminated the need to transfer across the floor. Under the UCA and statute mandated Senator Harper's desire, we have knocked out over 30% of the transfers just by the phone merge. As we continue down the road with SLC and UHP, the number of transfers will continue to decrease and nearly eliminate within Salt Lake County. We are upgrading to a new business phone system which will be deployed next week. This will include some additional numbers to allow for direct calling to agencies dispatchers. It will also allow us to manage call flow so if channels are busy, even call takers will be able to assist the officers if possible. We will be taking some time over the next fiscal year to look at all the administrative work we do that has filtered in such as records functions and grama requests for the agencies and other things that could be handled by the agencies and their records divisions. Scott wants to do an assessment and work with the Chiefs to present a plan. For the Fire group and paging, we engaged with Hiplink and are negotiating a quarterly cost with them and the Spillman piece was completely cut out as their numbers were coming back at 5-times the cost. This will also be able to address with UPD and SLCo the issues they have with search and rescue and swat. It is a much more dynamic interface and once it is built, the agencies will manage it themselves. We also just had an emergency repair of about \$15k; one of the air conditioning motors fried. We replaced both as they are 25 years old. During FY2021, Scott will come back with a more capital approach and direction on what we need to do on this building, which is approaching 30 years old.

Scott was approached again by ABC news as one of 8 PSAP's in the Country to do a special. He has not committed to anything; he did have an initial conversation with them. Unless he is directed otherwise, he can get some further information from them. Chief Jacobs did express some concerns with some of the information sharing that might happen. Doug Hill commented that without knowing all the information, Murray would be a no as well; he sees no benefit or good. Lisa Burnette also mentioned that they approached SLC months ago and she told them no. After further discussion Scott will get back with them and tell them no for now.

UPDATE ON FILLING DEPUTY DIRECTOR OF ADMIN AND FINANCE POSITION

Scott posted this position in several different places and received about 15 applications with about 4 or 5 very strong candidates. A handful of these are local with many years of governmental finance oversight. His intent to move this process forward is he is engaged, for an interview board, and reached out to Tony Hill, the CFO for UFA. He's offered to be on the board and draft the process. Scott reached out to MaryBeth Thompson, with SLC, who was involved with the UCA reconciliation audit, and she has some strong members on her team who are really experts in internal controls and auditing. Scott would also like to engage Camille Johnson with Snow, Christensen and Martineau, for the labor relations/HR component of the oversight. He also reached out to Kyle Kershaw, a CFO with SSL, who has agreed to help. Scott will finalize the process with these individuals and then set up interviews in the next few weeks, and hopefully be prepared to present a final candidate to this Board in the June meeting. Chief Petersen mentioned that this position as defined would work for Scott, but since it works in the finance realm, once piece he's asked for is that the Board reserve the right for final decision making with regards to termination issues with this position.

REVIEW FINAL AGREEMENT FOR LEGAL COUNSEL

Consideration of Resolution T20-12

At the direction of the Board last month, it was approved to accept the proposal for Snow, Christensen and Martineau to provide legal services to SLVECC. Scott was directed to engage with Scott Young and the firm for terms and conditions. This resolution is adopting those final terms and conditions. After discussions with the Chair, Vice Chair and Snow, Christensen, under section 4 of fees and expenses, it includes a retainer, to address a labor relations specific person, to deal with labor and HR matters. It is tied to a retainer to make it clean and easier to budget. It also gives flexibility. It's structured that there is an understanding that some years, we might come a little under, some years, we may go a little over, and it's built in so that we will pay the retainer annually and in lower years, they will keep the retainer. In higher years, they might write some of the costs off. There will also be things written in independently. This retainer and fees will be reviewed annually. Under section 5 under the Term, this agreement will renew annually, but there is a severability clause. Another highlighted question was regarding Scott Young notifying the Scott Ruf when using a shareholder with a higher hourly billing rate. Scott Ruf's understanding is Scott Young is SLVECC's legal counsel, and if there is an engagement inside the firm due to case or outside the scope of what the agreement is, there will be pre-discussed negotiated terms with full disclosure before we move that project or that litigation forward. There were a few questions brought up which were discussed and reviewed.

Motion –

. . . by Mr. Doug Hill, to approve Resolution T20-12, with 2 amendments; striking the language allowing Snow, Christensen and Martineau to retain documents when there is a dispute over fees and also if there is a shareholder with a higher hourly billing rate assigned to a project, Snow, Christensen and Martineau will contact Scott Ruf for approval; the motion was seconded by Mr. Korban Lee; the motion carried unanimously by roll call vote.

CONSIDERATION OF RESOLUTION T20-13 INTERLOCAL AGREEMENT WITH SLC

Back in early April, the Salt Lake County Mayor, under an emergency Covid-19 public order 20-01, a Covid-19 taskforce was initiated. They were to engage with all law enforcement in the valley in the County, to deal with social distancing issues in public places. VECC was included in this. One of the requirements was that VECC be required to provide a channel and a dispatcher from 0900-2100. Because of the exigency of the request, Chief Petersen and Mr. Wood gave Scott permission to execute this Interlocal agreement subject to bringing it to this Board for approval. As of this date, Scott has not been approached to as to the status of this taskforce, but that is what the intent was. We would provide the dispatching services and be reimbursed for the cost to provide those services. It was asked what the mechanism and source of the reimbursement would be. Scott mentioned in the original draft, it was subject to federal funding. He had Scott Young change the language that

if this taskforce were to be initiated and we provide service, that we would be reimbursed for actual costs up to the point and time that the taskforce was terminated. Scott assumed it was federally funded, but it was written that the County would make us whole should they initiate the taskforce.

Motion –

. . . by Mr. Tin Tingey, to approve Resolution T20-13; the motion was seconded by Mr. Mike Reberg; the motion carried unanimously by roll call vote. 1:32:25

CONSIDERATION OF RESOLUTION T20-14 RENEWAL OF AGREEMENT FOR DR. O'DRISCOL

Under the EMD protocols, we are required to have a Medical Director on staff to oversee our policies and procedures for anything medically related. Dr. O'Driscoll has been the Medical Director for VECC for at least the past 3 or 4 years, maybe longer. His original contract expired the Spring of 2020; this is an extension and renewal of that agreement for Dr. O'Driscoll to remain on as the SLVECC Medical Director. This agreement was reviewed by Scott Young.

Motion -

. . . by Mr. Gary Whatcott, to approve Resolution T20-14; the motion was seconded by Mr. Korban Lee; the motion carried unanimously by roll call vote.

CONSIDERATION OF RESOLUTION T20-15 AMENDMENT TO THE FY2020 BUDGET

Scott explained that this Resolution is to address the funds we received from UCA, the one-time pandemic funds for operations, and it was given to all PSAP's; VECC received \$534,322. Scott presented a budget of how he would like to use that money. It breaks down into technology, upgrades, and continuity of operations. We ran into weaknesses with Zoom meetings and video conferencing and when the earthquake hit, it exposed more weaknesses or our ability to tie in to the EOC or other agencies. The original resolution had a Cisco WebEx solution, but Scott received negative feedback on this, so we really approached it from a more user-friendly and scalable and adaptable technology using smartboards, monitors and video conferencing. It's been designed in a way that if we get hit with a pandemic worse, or later in the fall, we would be in a position to segment even VECC out; we would have separate rooms to be able to do phones and dispatching or move people to the EOC and do different things. Scott is proposing to upgrade computers and laptops to all-in-one computers that we can easily set up and replicate the dispatch center anywhere in the valley if there is connectivity. One of the challenges we had from the fire user and the medical side was moving from EMD over to an APCO intelcom solution, which is all AI-driven in the background. We are able to track calls, have dashboards, and still have resources for police and fire, but in real time, the agencies will be able to see clusters of medical, fire or police calls and give real-time summaries and access to the phone calls, the CAD views, the resources and chats related to the call. Scott wants to use part of the money to deal with the fire rescue side. Under the pandemic, he believes this would apply for the heat mapping and the tracking of the pandemic or other fire/medical emergencies we might have moving forward. He would also like to offer retention bonuses to those people who stuck through it, a nice one-time fund for the dispatchers. One of the things Scott offered was paid leave for COVID-related cases. When he adopted his policy, if an employee was symptomatic or ordered by the health department or your physician to be tested, he put them on paid administrative leave to lessen the financial stress. A percentage of our overtime costs related to filling shifts and things related to the pandemic. Also included was recognitions and various meals through this pandemic when people got stuck at work. We have made a big purchase of masks, wipes, sprays and various other supplies. We have increased our cleaning service to include deep cleaning of surfaces and door handles. Chief Petersen asked if anyone had concerns or challenges with where Scott wanted to spend this money. Kyle Kershaw asked about using federal money for some of the payroll costs; has Scott been assured by either UCA or anyone else that using the \$150k for the retention bonus is an allowable use of the federal funds. Scott commented that these are not actually federal funds. These are 911-fee money funds that UCA has released and the retention bonus was a UCA-approved idea; everything on Scott's list has been pre-approved by UCA and their legal counsel. It was asked if we needed a public hearing on an amendment like this. A date will be set for the public hearing which can be the same time as the budget adoption. This specific item has already been on the agenda, it was properly noticed and if we allow public comment, this can be voted on.

Chief Petersen opened the meeting for any public comment on this item. There was nothing received via email and no comments from the public. Chief Petersen then closed the public hearing.

Motion –

. . . by Mr. Kyle Kershaw; to adopt Resolution T20-15, which amends the FY2020 budget by \$534,322 with the source of the funds coming from UCA, with the expenditures as drawn out in the schedule provided by Mr. Scott Ruf; the motion was seconded by Mr. Wayne Pyle; the motion carried unanimously by roll call vote.

Consideration of T20-08 COVID-19 Retention Bonus

This resolution, as previously discussed, addresses the policy related to the one-time retention bonus.

Motion –

. . . by Mr. Doug Hill, to adopt Resolution T20-08 as presented; the motion was seconded by Mr. Gary Whatcott; the motion carried unanimously by roll call vote.

Consideration of T20-09 COVID-19 Technology Enhancements

This resolution, as previously discussed, addresses the policy related to the technology upgrades related to video conferencing and updating the various rooms to accommodate some flexibility.

Motion –

. . . by Mr. Doug Hill, to adopt Resolution T20-09 as presented; the motion was seconded by Mr. Kane Loader; the motion carried unanimously by roll call vote.

PRESENTATION OF FY2021 PROPOSED BUDGET DOCUMENT

Scott Ruf briefed everyone and sent out documents to the Board going over the budget. Scott added a section addressing the voting rights and weighted voting pursuant to the Interlocal agreement. In this budget, Scott is proposing to move to a salary step system; there is no proposed salary adjustments or COLA. With this will be the adoption of a clear career path for each position. This decision was based on what was done during quarters 2 and 3 of FY20 with all the various COLAS and market adjustments done. There were major inequities in how things were previously done. By transitioning to this, it will be clearer for everybody, and from a budgeting perspective, it will stabilize that moving forward. How he will approach this is whatever the hourly rate is today, the employee will be placed in the salary step system closest to the current hourly rate but not below and regardless of years of service. This really levels the playing field. This is tied to performance and there will be language in there that will allow Scott to withhold or delay a step if need be. If the employee is over the current step but below the next step, depending upon their anniversary date, they might be frozen until their anniversary date later in the fiscal year and then they will move to the next higher step. By the end of FY2021, everyone will be on a level playing field and very clean. In addition to employee compensation, Scott has included funding increases for overtime and specialty pay. The overtime went down, but it has been segregated out as it was all lumped into one. Going to the platoon system, under FLSA, and reclassifying the employees as salary non-exempt, there is built in overtime under FLSA we must pay. This incumbers the built-in overtime and then we put a percentage on top of that for unplanned leave. Pay such as training, lead or differential pay was never budgeted for; it was just lumped into the overtime, which is not a true number. Scott has broken all of this out and made a correction with the TS department in the on-call pay to bring us in line with the Utah code. This is all broken out and we will be able to track this as we go through the fiscal year and it will be presented monthly or quarterly on how we are trending and where things are, giving a more transparent picture of the budget. Benefits were changed prior to Scott's arrival; they will be reviewed later in this fiscal year. VECC will continue to cover 85% of the benefit with 15% being paid for by the employee. Scott is drafting, as part of the health package, for discussion later, an opt-out. We have some unique situations here that was not necessarily uniformly done. If you are married here, you get certain benefits by not taking the plan but other people that do not take the plan do not get anything. This feeds into the whole discussion about inequities and equitable treatment of employees in like positions. Scott will prepare something more formal later in the year but wanted to bring it up. On capital improvement, there are no capital improvement programs in the FY2021 budget. The only thing reflected here is the debt service related to the fire station alerting that terminates May 2025, but he wanted to include the information as it is a capital improvement tied to revenue bonds and debt service. A lot of this came directly out of the bond document and audit report. Scott addressed the grant funded program, which was the UCA grant and the computer aided common CAD solution. There is something about budget amendments included and what our process will be.

The calendar was missed, but we are on track budget-wise for May and June 2020 and it was discussed in March and it has been published. Scott thanked Mr. Hill and Mr. Lee in assisting with the budget format. The general summary was pulled directly out of the audit document for the previous year to give some historical data. The revenues are 911 fees provided by the state through the state tax commission, agency assessments, and then miscellaneous fees, such as grama requests and the UCA lease. Scott will be working on creating a more formal process for grama; it is a big burden on the center, and it takes a lot of time. He will make sure our fees are based upon Utah code under the grama requests. He included a summary of the revenue and assessments, of what was previously agreed to. You will see the 12% for FY2021. There is also a summary of personnel; approximately 76% of our entire budget is personnel. The rest of the budget are leases and contracts. Scott mentioned the step plan again, salary and wages, and the overtime costs. \$450k in the budget is the scheduled overtime and then he is built in a percentage on top for unplanned overtime. We are on track FY20 to hit \$1.2 million in overtime. By the platoon schedule alone and other things, we should see a savings to overtime. Premium incentive pay and on call pay were mentioned again. Korban Lee asked if the move to a step plan was for all employees or just the operational employees. To be uniformed, Scott was going to apply it across the board. He took the existing salaries, not adding to the top end but stretching it at the bottom end as many of our people have been here many years, so he took their salary, and then adjusted the steps to account for new hires. He addressed the retirement, resignation and termination payouts. These are not really budgeted for; we currently have 7 people who are eligible for retirement, but only 1 person has committed to retiring in the fall. Part time employees will be transitioning to variable hour employees under FLSA, which deals with the benefits portion of it. Before it was method based or hourly and it created a problem for benefits when you apply the 30 hours per week whereas a variable hour employee is allowed to look at the end of the year and with the hard caps on what they are allowed to do, we don't anticipate it being an issue. Through attrition, we will cut back our number of permanent part time employees. We have so many now and a lot of them are not meeting the minimum qualifications. Medical for half of the fiscal year was increased 6.9%. Scott will dig into this more once a finance administrative director is on board and these types of contracts and benefits will be reevaluated. In new position requests, this board approved a Deputy Director of Admin and Finance which is in the FY21 budget. The Training Quality Assurance Manager is a new position but pulled out of our existing pool of supervisors. The 4 Shift Commander positions will be pulled from the existing 12 operation supervisors and then we will have 8 operational supervisors remaining: 2 per squad. Office Administrator is a new position which will rebalance the needs for the agency and reassigning some of our HR positions; it is a very entry level position who will do reception and administrative work. On the adjusted positions, the Deputy Director position has been reserved, so it is left in the budget unfilled but funded. When the time comes, Scott will come back to the board with his plans for this position. We went from 2 operations managers to one; Beth Todd is now the Agency Operations Liaison. We currently have an Admin/Hr. Coordinator and the new Office Assistant will assume the office assistant position, and the HR Coordinator will be more focused on what she currently does with benefits and EAP. It is a slight adjustment to the position, all in, it is about 11% across the board. In Technical Services, last year when the market adjustment took place, it was for Operations, and there were some significant holes in the TS division. This job has changed with the coalition and other needs and Scott is proposing a 15% salary increase inclusive of salary and benefits to approx. \$108k per year. In the Salt Lake market, a like position is \$116k, so it is still below the median, but it is not as off as it was. Similar to the Network Security Engineer, it is still under the median for the market but it's an increase to the current position of approx. 10%. The Administrative Services Manager will be just a change in title. For some reason, this position as always treated as hourly, but she was classified as exempt. In reviewing this, she will be made non-exempt, and change her from a manager to a supervisor position, equivalent to what a watch commander position would be under the new salary step system. All Communications Officers will be moved to 1, and their positions will be salary non-exempt. Chief Petersen commented that everyone seems to be supportive and happy with the budget. Korban Lee expressed some concerns with the step increase. He is very happy with the presentation and with the work Scott has done as the new Director. He does have a bit of heartburn moving everyone over to a step and grade system. Korban does not love the fact that people make the same amount of money just because they work the same amount of years. In public safety, it is a much bigger tradition and much more common. His particular concern is it becomes particularly problematic in years where there is no COLA adjustment or in years of a recession where the step increase cannot be funded. Compression can occur. Scott commented that on the operations side, he is trying to level the playing field. Also, as a Communications Officer 1, you cannot go all the way through the steps unless you are qualified. Hiring is step one. Step 2-5 is a Call Taker. If the employee decides to not go past a Call Taker, they are done at step 5. If a call taker learns police or fire, one of the disciplines, they can go

up to step 10. If they are all 3, that is when they move up to Step 15. Korban Lee commented that he really liked this career ladder. And he is not saying he is unsupportive, but he would be much more supportive if it were the step and grade for the operations positions rather than the entire organization. He feels that Administrative, HR and Finance functions do not tend to lend themselves as well to a step and grade. They tend to have salary ranges and they are put in the range based on their skill level, experience and performance. Overall, Korban is very impressed. Scott believes that step increases are manageable based on how they are applied. He is happy to adjust this a bit and send a few options out for review and then include whatever the board wants in the final budget. Doug Hill also supports the step plan, but the board must be committed to it. If the board starts freezing steps because of revenue constraints, that does create a lot of compression problems. He would also hope that Scott would tie the performance evaluations to the step plan so that the below-average and below-expectation employees do not automatically get step increases without meeting a certain benchmark. This was always Scott's intent. They either meet or exceed, or they do not get it. And then there is a performance plan. Then if they really do not meet it, maybe they should not be here. After further step discussion, Chief Petersen suggested that the board move ahead, accept the budget and then set the hearing for the next meeting to be adopted. What could be done through the Benefits and Compensation sub-committee is have the group get together and dig into this plan to make sure everyone is comfortable with it; it could be done between now and June. Scott could share his plan, and a few could get together and discuss and bring back a plan that this group is good with. Korban Lee agreed with a committee. Chief Petersen suggested not nominating anyone at this time. Scott should set up a meeting and invite anyone who wishes to attend. He would suggest noticing it as a public meeting so they are not limited, and the purpose of that meeting would be to discuss the step plan benefits compensation and come back to the boards with a recommendation. It can then be decided to be imbedded in the budget as approval or passed as a resolution moving forward. Scott wanted to quickly mention Priority Dispatch. He and Lisa have been in discussion about this. Scott Young has reviewed the endowment and if there is notification, there is no fiscal or financial penalties and Scott has been keeping to the terms of that as far as notifications for Police and Fire. As discussed earlier, Scott would like to begin to move away from Priority Dispatch and move to the APCO Intelcom for EMD. And we get police and fire as a resource, separately. Scott believes the endowment covered our expenses. It covered the program and the application, but it does not cover the support, which is over \$215K per year. By moving to APCO, it is a one-time cost of \$240K and the ongoing cost is 20% of the software positions, which is around \$36K per year. The transition within the budget is existing fund, it saves us money in the long run, and it gives us the flexibility to be adaptive to our needs and not be held beholden to Priority Dispatch. Scott wants direction because he wants to pull the trigger and move in this direction sooner than later. Since we took the endowment, we have spent over \$1 million in support and maintenance for a system that would have cost us \$200K if we had gone with another vendor. Chief Petersen proposed that it be left up to Police and Fire Operations. Police and Fire are already gone, this would just be for EMD. Scott will discuss it further with them in June, but it has been discussed before.

Motion –

. . . by Mr. Doug Hill; to approve Resolution T20-16, adopting the FY21 tentative budget as presented and set a public hearing for Wednesday, June 17, 2020 at the Board meeting, with the amendments of the correct dates and changing the wording to scheduling; the motion was seconded by Mr. Tim Tingey; the motion carried unanimously by roll call vote.

Gary Whatcott just wanted to make sure that the tentative budget is available to the public. It should be posted somewhere that anyone interested in reading it has access to it. Scott mentioned it has been posted to our VECC website.

Chief Petersen asked Scott to set up the compensation meeting to review his plan and invite all board members to attend and notice it as a public meeting between now and June 17th.

There was nothing further to discuss at this meeting.

The motion adjourned at 2:38 p.m.