

SALT LAKE VALLEY EMERGENCY COMMUNICATIONS CENTER

BOARD OF TRUSTEES MEETING

October 21, 2020 Meeting Minutes

MEMBERS PRESENT:

Mr. Dan Petersen – UFA, Chairman
Mr. Korban Lee – West Jordan, Vice-Chairman
Ms. Wendy Thomas – Herriman
Mr. Doug Hill - Murray
Mr. Gary Whatcott – South Jordan
Mr. Kane Loader – Midvale
Mr. Kyle Kershaw – South Salt Lake
Mr. David Brickey - Riverton
Mr. Mike Reberg - SLCO
Mr. Scott Harrington – Taylorsville
Mr. Jake Petersen – UPD
Mr. Wayne Pyle – West Valley City

MEMBERS ABSENT:

Mr. David Dobbins - Draper
Mr. Mike Morey - Alta
Ms. Gina Chamness – Holladay
Mr. Mark Reid – Bluffdale
Mr. Tim Tingey – Cottonwood Heights

OTHERS PRESENT:

Mr. Scott Ruf – Director, VECC
Mr. Clint Jensen – Dep. Dir, VECC
Ms. Colleen Jacobs - West Valley City
Ms. Andrea Partridge – VECC
Mr. Troy Carr – Herriman
Mr. Terry Addison – South Salt Lake
Mr. Warren James – Bluffdale
Mr. Robby Russo – Cottonwood Heights
Mr. Chad Pascua – Murray
Mr. D. Burchett – UFA
Mr. Riley Pilgrim – UFA
Mr. D. Dern – UFA
Mr. Don Hutson – Draper
Mr. Clint Smith – Draper
Ms. Dana Howell - Auditor

Mr. Dan Petersen called the meeting to order at 2:07 p.m.

APPROVAL OF SEPTEMBER 16, 2020 TRUSTEE’S MEETING

Motion –

. . . by Mr. Kane Loader, to approve the minutes of the September 15, 2020 Trustee’s meeting as written; the motion was seconded by Mr. Gary Whatcott; the motion carried unanimously.

PUBLIC COMMENTS

There were no public comments received for this meeting.

SELECTION OF NEW VICE-CHAIR TO THE BOARD OF TRUSTEES

Chief Petersen recognized Brett Woods contributions to the Board; he was a very good Vice-Chairman and worked very hard and added a lot of value to the dialogue. He opened the floor to Wayne Pyle to present his nomination. Wayne felt that Korban Lee would be a great fit for this position and would enable him to get

integrated further into the organization. He has great and long experience in this and other entities. He spoke with Korban who said he would be willing to do this, and Wayne nominated Korban Lee to fill this position. Chief Petersen verified with Korban that he was willing to accept the nomination and he was happy to do it. Chief Petersen asked if there were any other nominations. He then asked for a motion to close the nominations.

Motion –

. . . by Mr. Gary Whatcott, to close the nominations, the motion was seconded by Mr. Mike Reberg; and the vote was unanimous to accept the nomination of Korban Lee as the new Vice-Chairman for the Board of Trustees; the motion carried unanimously.

ANNUAL FINANCIAL AUDIT FY2020

Clint Jensen commented that the FY2020 audit has been completed, and he turned the time over to Dana Howell to review specifics on the audit. Dana Howell pointed out that it was an unqualified opinion just saying that the financial statements are fairly presented in accordance with the generally accepted accounting principles. There was nothing to point out there. On page 13 of the actual document, the Statement of Net Position, she wanted to point out a few small things. They have set up work in process for the ongoing CAD project, which is included in non-depreciable capital assets, which is similar to last year, and it was cleaned up from the initial vendor working on it to the ongoing work with Versaterm. There is also about \$3 million in restricted cash and cash equivalent which is also related to the funds that came in from the settlement from the prior vendor that is available for use in the CAD project. In connection with that, there is a footnote on page 24, note D, which explains what makes up this restricted cash and cash equivalent and most of it is the CAD-related project costs. There is about \$113,000 in unspent lease proceeds, but just so you are aware, even though there is a lot of cash there, it is restricted for a particular use. On page 15 of the financial statements, the Statement of Revenues, Expenses and Changes, the only thing she wanted to point out was there was a large loss this year, largely related to the costs associated with bringing UPD on board. In connection with that, and in a separate footnote F on page 27, they have a calculation regarding the net revenue debt coverage ratio with regard to the revenue bonds and the bond covenants require that you have a minimum ratio of 1.25, but because of the large loss that was incurred in FY2020, the ratio is actually in the negative and so it didn't meet this covenant. It will be addressed by increasing member assessments in 2021. This was the only major thing she wanted to point out in terms of the financial statements themselves. Jake Petersen commented that they specifically noted on page 15 the loss related to bringing UPD on board, and he asked where in the audit does it have details outlining that. Dana mentioned that it is primarily on page 15, looking at the under-operating expense, and it's just one of the factors under the operating expenses, there is a line item. It's a lot more than last year as last year was only about half of a year and her understanding is the costs associated with it just weren't addressed well and associated with the billings that were necessary. It is not just UPD, but costs in general are just up. Clint Jensen mentioned that there were several line items that were overspent. Jake Petersen understood, he was just wondering if there was some part in the narrative portion where it was explained in more detail. Dana mentioned on page 9, there was discussion about the impact from bringing UPD on and also a discussion that operating expenses had just increased in general largely due to bringing UPD on, which include overall increased personnel expenses. Chief Petersen added that basically the auditors are just stating that the way it was managed at VECC, the expenses became greater because of overspending in line items and maybe a lack of control, but it's not a UPD problem, it's a VECC problem that occurred that now we have to recover from. Dana had two other letters that everyone received; one has 3 or 4 reports on it, called the Compliance Report. It talks about general compliance under government auditing standards and the first letter is just indicating that they reviewed internal controls and compliances and didn't notice anything which would be reportable. There were no significant deficiencies that they noted. The next letter is the report on state compliance, and they must do some specific testing on that particular compliance requirement. They test the different things that are noted in the bullet points according to the compliance audit guide and in connection with that, they did find 2 small findings that are reported on the last page of the document. One was just that some of the minutes from calendar year 2020 hadn't been posted to the VECC website and that has since been rectified; everything is posted. The second one is that there was some money left over from the lease proceeds that didn't get included in a money management report that gets filed on an annual basis. This is an unusual one, there is not usually money sitting there. Since the time of the audit, this report has been amended and those funds have been reported properly. These aren't a big deal, just things that they ran across that needed to be reported. The final thing is a letter, communication with those charged with governance. It's basically boiler plate language saying there were no new accounting policies that were

adopted during the year, there are some estimates that are part of the financial statements, including the URS information that provides the pension liability, and we just have to accept that these are estimates. They also point out a few of the disclosures, one she mentioned earlier, the footnote that mentions the restricted assets and long-term obligations regarding the rate covenant. They had no difficulties involved in the audit, and in fact it went very smoothly this year. There were no disagreements with management and management didn't consult with any other auditors and there were no other findings to report. Chief Petersen requested a motion to accept the SLVECC basic statement auditing report.

Motion –

. . . by Mr. David Brickey, to accept the Salt Lake Valley Emergency Communications Center basic financial statements audit report; the motion was seconded by Mr. Scott Harrington; the motion carried unanimously.

BOARD OF OPERATIONS BOARD BRIEFING

Chief Colleen Jacobs mentioned that most of the items discussed at the Police Operations meeting will be reviewed here and so she will leave it to Scott Ruf to address. She did mention the police agencies are continuing to work together to streamline response processes to help with dispatch efficiency. Now that Fire is up and running on Versaterm, there is more focus with the police agencies, and they are starting to make that adjustment. They are anticipating it to be more challenging as they are also switching their RMS at the same time. On the Fire Operations meeting, Chief Pascua mentioned AVL and that SLC is not using it within their boundaries. It was asked how they could be sure border cities get closest unit. These are things being worked on. There was a delayed response due to issues with SLC and VECC transferring of units. They are working on a solution rather than a work-around. They discussed adding channel assignments to the time of dispatch and VECC is working on some of the delayed response issues. Also discussed was SLC responding on another channel to a SSL call; this can cause a duplicate call here at VECC. VECC was reminded to notify BC's of move-ups. On penalties, there is a lot of flexibility with these in terms of location, time of day and agency specific. There were no penalties when the Versaterm system was implemented. Putting ambulances on AVL was discussed, along with the possible financial implications. This was tabled to discuss in the future when further data is in place. There will be another meeting in November for Response Chiefs.

Chief Petersen quickly introduced Wendy Thomas, the Interim City Manager with Herriman.

LEGISLATIVE AUDITOR REPORT

As discussed in August and again in September, Scott will explain where VECC is at as an organization, what are the current standards, and where are we at in relation to those standards. For this month, he will discuss what steps can be taken immediately within this fiscal year to begin moving and implementing some of these changes, working towards the standards. Also, as part of the commitment that Scott Ruf and Chief Petersen made to Senator Harper and Rep. Wall, was, in an effort to show that we are committed to improving our performance, is to provide a monthly report of that performance of where we're at and how we're progressing and the changes we are making. This report, disseminated to all, addressed call answering times, call order of answering priorities and Fire/EMS call processing times. The focus will be where we were in 2019, where we have been the previous 3 months, and the previous month. Our intent is to report and document and continue to build on it. Scott has worked to recreate the performance standards as presented in the UCA/State 911 audit which was presented to the State Legislature. He feels comfortable in that these are numbers that truly reflect what was reproduced from the ECATs system, the state standard for UCA and the Auditor to move forward. The numbers for VECC have not been great, which is no surprise, and there are many contributing factors, but we are focusing on the changes being made here at VECC and the support from the Board, and what we need to do to move forward. There are some technology challenges and upgrades that we will be making. In August and adopted in September were the call answer standards approved for this fiscal year by the Board which were 85% of 911 calls within 15 seconds or less; the NENA standard is 90%, and 90% in 20 seconds or less; the NENA standard is 95%. For call processing times for Fire/EMS, 90% of all calls within 60 seconds; the NFPA standard is 90%. Transfers should be less than 2% of all 911 calls from VECC to another PSAP. This was a standard set within statute of SB130. Scott showed where VECC was in 2019, within the last 3 months and in September. The numbers are not great, but they are good baseline, and we will continue to make progress moving forward. We are making a lot of changes and progress and these benchmarks can be reasonably hit over the course of the fiscal year while continuing to show progress and increasing these performance

measures with a full commitment moving into FY22 with support of the Board. This was a starting point, adopted by the Board of Trustees for FY21 with the intent of moving forward toward the national standards as soon as possible, but to hit them in FY22. There were some call-out notes; there have been a lot of changes with the legacy phone equipment, the merger of UPD, and some issues with our carriers. These are not excusing, but in transparency, we are aware of the deficiencies and there are more contributing factors than just money and staffing. We are in the process of a new 911 phone system, which will be reconfigured and built to the standards and safeguards of the industry and we will gain efficiencies there. Scott will continue to provide an executive summary including where we are today, where we anticipate the end of FY21 and how we are moving forward. Scott will also provide a status dashboard of where we were in 2019 and 2020. As we increase staffing based upon the reports we are getting, we are coming closer to meeting the standards in various parts of the day. We have 12 people in training and as we release these people and continue to backfill positions, Scott is confident we will see improvements and will hit the standards by the end of this fiscal year, if not sooner. Moving into FY22, we will continue to make improvements and ultimately hit the National standard. One of the things Scott was asked is what can we do in FY21 within the current budget. With the move to the new 911 phone system and the new ESInet by UCA, that shifts some of the expenses away from VECC regarding 911 circuits and the selective routers around the state. On the old system, VECC pays for around 3,600 of the selective router circuits which accounts for approximately \$63,000 a month to VECC. Once we transition to the new phone system in November or December of this year, we will begin to realize those cost savings. Scott will recommend, beginning in January 2021, to implement some of the staffing needs against these funds. He believes we will be able to fill open budgeted positions but also look to begin to staff 50% of all the requesting and future fiscal years immediately with those immediate savings. Those savings would cover the costs of approximately 50% of the personnel asks that will be needed to move forward. The ECAT staffing forecast model, it was said that VECC requires 6-8 call takers 24/7, but this only accounted for actual 911 calls; they did not take into consideration administration or non-emergency lines or abandoned lines. VECC's true numbers for staffing according to the national standards model is 14-18 call takers on duty during the high parts of the day, which is around 10:00 – midnight. We are seriously short of those numbers. Some adjustments have been made currently, but we will continue to have to increase staffing and other things there which will be a fiscal impact moving forward. When the report is run as it is intended to run, VECC's numbers are the 14-18 call takers, with 10-12 in the slower periods, which is around midnight to 7:00 or 8:00. Building these in and looking at personnel needs and the projects moving forward, from a fiscal standpoint, these numbers are adjusted based upon current staffing models and adjustments we can make to staffing. The numbers we are asking for are reasonable to achieve those standards and scheduling. On the transfers, which was a big part of the SB130, with the cad2cad aggregator, in 2019, we were at 26.78% and we would have been at 17% without transfers to SLC or DPS/UHP. Earlier this year, we merged the phone system, and with UPD here, there was a huge drop in 2020. In the last three months, we are now at 8.8%. Once we get rid of the transfers to SLC and provided UHP comes on board with the cad2cad aggregator, we will be well within the 2% transfer limit as call out by SB130. We have done everything we can do from a technology standpoint, staffing and capital investment. There is no indication that SLC will not participate in the common CAD, and if DPS delays or chooses not to participate, we have done everything we can. The intent and one of the commitments Scott made to the Legislative Committee was to disseminate these reports to the various Senate and Legislative Chairs so that they have this information monthly and they will be able to look it over and contact us with any questions or concerns. This will provide transparency moving forward. Chief Petersen wanted the Board to make sure to understand that in August, the Board asked what the standard is, and now the numbers are available, and this will be publicly distributed. He doesn't believe the Legislature will love seeing these numbers, not having much improvement from 2019 on the call taking. However, explaining the reasons, they will anticipate a need to see improvement through the end of this year. There has been a real improvement on processing times. Scott will present this information to the Board each month and then take it to the Legislature, specifically Senator Harper and make sure he is aware of it. It's important for the Board to ask any questions to make sure they are comfortable with the numbers. Doug Hill commented that as he understands it, VECC is being measure by national standards, but he hears Scott say that VECC doesn't meet the standards as far as staffing goes. Chief Petersen explained that we are being held to a time, but the standards are suggesting certain stepping levels to meet that time. Scott explained the different standards and mentioned they are finally in line with call answer times for 911. There is a staffing model through the ECATs system, which is what the state subscribes to and they use that state-wide as their numbers and standards. The 14-18 number is based on our call volume. The only true staffing standards out there are under the NFPA, and they require a minimum of 2 telecommunicators if you're going to answer 911's and/or dispatch fire rescue.

There are no other national standards with regards to staffing. Chief Petersen said that the audit has focused on the call answer times, but the focus previously was on the transfers. Both are critical issues at a state level. Doug is concerned because in his experience, national standards have been a utopian goal when you have unlimited resources. He hates to have a national standard dictating what our resource requirements are going to be. Scott believes that we do have staffing concerns. However, with the CAD project, the new phone system, and operational changes, he is confident we can meet the standards. Until we get all of this into place and start to show improvement, we may still come up short, but we will be able to very clearly communicate why that is. If we don't make the attempt and don't get close to making the standards, the repercussions, or the removal of the 911 fees, which make up about 50% of our operating budget, are things that Scott is concerned about. Gary Whatcott commented that we have measured before and we knew we were short. But the Boards over the years had chosen to stay within a certain budget. It's always been constrained to the budget process. There was never a long-term sustaining of our measurement; there have been spot checks here and there but have never met that standard that he can recall. The measurement has been used as a goal to achieve, and he believes that the standards should be a goal, they aren't the mark, necessarily. We know how these standards are formed, and they don't always fit every operation. He is concerned that the state looks at these as ultimate goals, rather than giving us discretion to ensure we are doing the right job even if we aren't meeting the goals. Chief Petersen believes that member of the State sees these as the minimum standard, not just a goal. Our job is to communicate effectively with the Legislature, and Scott did an exceptional job in the last session to let them know the credibility of where we're at, our challenges, and what we're able to do and it will go a long way for us to maintain the focus on this that we need to.

FOLLOW-UP ON ADOPTED PERFORMANCE MEASURES & FINANCIAL NEEDS/REQUIREMENTS TO MEET STANDARDS FOR FY2021 & FY2022

As part of the request of the next budget process, from a personnel perspective, we believe from the change of our schedule model, the call volume, and reworking a lot of things, there is a budget proposal request for 16 additional 911 call takers inclusive of 4 over-hires, due to training and turn-over. We believe the cost savings in several areas we would be able to sustain and be able to make that personnel impact. Scott's request within this fiscal year, should the Board approve it, is to approve 50% of the request for FY22 after the new year as we will start seeing those cost savings on the 911 circuit side immediately. It's already budgeted for and will be an expense we will not have. It's around \$800 - \$900k per year for the 16 positions inclusive of benefits and salary. Chief Petersen did not believe the Board needed a lot more information at this point; this request will come before the Budget and Finance Committee as we go forward. The Board will get to determine if we move forward and/or the pace we move forward. Scott will then communicate at a State level to tell them what our goals and standards are.

CAD PROJECT UPDATE

The Fire Rescue went live the week of September 29th and we have implemented full AVL dispatch closest unit for the valley apart from SLC proper. Overall, this has been one of the smoothest and most successful CAD transitions Scott has been a part of in his career, which goes to the commitment of all the member agencies, Chiefs and staff to make sure we are successful in these deployments. South Jordan Police Department has already begun their meetings to transition to Versaterm. They are on track to be online by the end of November or early December, quickly followed by Murray, West Jordan, West Valley and South Salt Lake. We are still working through some of the border issues. Sandy City Fire has committed as well and is dispatching by AVL via SLC911. We are working through the challenges of the border between West Valley, UPD and South Salt Lake, specifically in addressing some of the concerns that the Chiefs have and the way the responses are being handled by the respective dispatch centers. Scott is having follow up discussions with UPD and the transition committee for the City of Taylorsville to move to their own police department. They have some follow up meetings scheduled next week. There is one position Scott will have to take regarding the transition for them to be able to move July 1, 2021. From an emergency response perspective, we don't see any concerns as far as call taking, dispatching of resources, and getting help there. But Scott cannot jeopardize the timeline as far as moving from 2 CAD systems. We will do anything to make sure everyone is successful, but Scott cannot continue to support 2 CAD systems and he doesn't want to jeopardize that transition of everyone off the Spillman platform and on to Versaterm.

DIRECTORS DREPORT

We currently have 11 new hires in training with 5 new ones starting last week. This will be the last group prior to the holidays and the beginning of the year and then we'll look to do some hiring classes right after the new year continuing to move forward. On the new phone system, we are scheduled to do training and configuration over the coming weeks with the go-live in mid-December for both SLC and VECC. This is a state UCA-sponsored project; they hold the contracts and are funding the project and we are working with them to implement the technology state-wide. The Wasatch Node are all in the region 1 and will all be going live with the new phone system in November and the ultimately in December, we will be transitioned over. The U of U and DPS dispatch centers have also committed to buying into the phone system so that we will all be on the same platform. The U of U has also committed to go fully to the Versaterm CAD and RMS; Scott has a meeting Friday with them to discuss this transition and plan. The CAD-to-CAD aggregator is still in development and will fix the transfer issues with DPS, provided they do their side of the work.

DEPUTY DIRECTOR ADMIN/FINANCE REPORT

Clint Jensen provided some financial reporting for the Center. The first report was budget to actual revenues and expenses. He provided FY2019 and FY2020 for comparisons. Our property and liability insurance and software maintenance are higher than our current fiscal year to date; we're only at 25% of the year complete but we are higher due to timing of those payments. Looking at the fund balance report, the beginning cash balance is what the new fiscal year started at. He included the 6 accounts that VECC maintains and displayed the money coming in, interest and transfers, as well as cash disbursements going on and the ending cash balances as of September 30th. These reports will be presented each month. Clint also included a check register just to report all the details. Kyle Kershaw asked on the fund balance report if it was the Key Bank account which was omitted off the funds and deposit report that was noted in the audit. Clint verified that it was. Doug Hill thanked Clint for the reports and felt it was important that the Board gets these. Clint mentioned he is continuing to look at a lot of the accounting processes; one of the things realized is that the payroll process is very cumbersome and full of errors. He recommended to Scott to move to an outsourcing of that payroll process; we are proposing that we move to Paycom. This will streamline payroll and all the different applications and spreadsheets we are currently using to track our personnel and costs associated with that. This has been kicked off in the past few weeks and we are in the process of cleaning data and getting this transition completed and running by December so that we can do payroll in December. This means all the year to date data would be transferred over as well so that they can do W2's and other reporting. Scott commented that we have already moved forward on this and all these disparate systems have really cost a lot of money annually, and we have realized budgetary savings in the thousands of dollars by outsourcing payroll and eliminating a lot of these systems. There isn't a need to make huge investments or budget adjustments to accommodate what we need to achieve administratively. It's just reworking and reevaluating our processes and reallocating those funds by eliminating a lot of the stuff we have used in the past. Clint also presented a report of the URS review/audit, which we are currently going through now. It hasn't been completed but we suspect that none of their findings will cost us anything if anything we may have over-contributed in the past. He has a meeting with them tomorrow. Kyle Kershaw commented that URS goes through a rotation of these audits and he does not believe they audited VECC out of suspicion of irregularity; it's just every URS member gets audited every few years.

In reviewing the capital needs proposal, Scott has commented on this in the past with Center upgrades and some of the challenges we've been having and the lack in the budget of capital reserve funds and funds for HVAC and mechanical. One of the things he is putting together to review is our vision for the Center, which feeds into staffing, improvements, efficiencies, and recruitment. Scott is envisioning an overhaul of the center, which he has shared in the packet. The center is over 20 years old and we need to invest back into the center and implement new technology and layout. The way the dispatch floor is laid out isn't efficient for supervisory and situational awareness. He displayed some of the renderings of the project including making everything uniform and constant. Scott brought JRCA, the original architect, back in to assist us and they have provided phases and Scott is proposing as part of the capital and restructuring of debt and personnel needs in our long-term fiscal plan. We are hoping through savings and other realizations by increasing these efficiencies that as this debt begins to sunset, we will be in a better fiscal position to deal with the 30-year fixes; the mechanical and top dollar enhancements we will need in order to move forward. Clint put together a 10-year snapshot of what the financial plan would be with the new debt, the capital project, and new hires, without the over-hires. And then they did a similar plan they would as the Board to consider during the budget process. To stabilize

the projections moving forward, on even years, it was a 3% projected increase and on odd years, a 1.5% increase to account for anything in health benefits, salaries, and things like that. Clint added that the only exception to this would be the 911 franchise taxes growing modestly at 1%. Scott believes, as part of the budget process, we need to start looking at long-term capital reserve and capital improvements as we retire debt if we are fortunate enough to move forward in that direction and be able to do things by cash, if possible. There are other liabilities out there, which VECC has never done, which is retirement salary-type of cash outs and those funds where we have pay-outs for people that retire or leave VECC. Clint also mentioned that we are anticipating some savings, specifically with EMD and Centurylink. On the assumed debt service, right now, it is at \$6.5 million with 3% interest.

Scott reported we are approaching our open enrollment for health benefits and he will need some direction on it. He met with Gallagher, our benefits service broker, and he got the background on how we got to where we are today. For this open enrollment, we made a lot of changes and did things they recommended that should have been done at the last open enrollment but was either disregarded or it was decided to go in a different direction. One of the things done previously was they froze the traditional PPO plan for anyone that was already in the system and then pushed all the employees to these high deductible plans, but the way they were administered were a little off. We asked Gallagher to reevaluate what we have and if we could realize any savings. We have realized savings and have made some significant improvements to our plan offering and a richer plan for our employees with no increase to our health premiums. This included reducing a deductible on the traditional health plan from \$1000/\$2000 to \$500/\$1000. We currently do an 85%/15% across the board on all the insurances. We are offering 100% employer paid for dental and vision and we have encouraged employees to go to the Value Health Savings Plan and the HSA plan with Select Health. There is a benefit to the employee, and we are going to do a better job of communicating during open enrollment; we will make it mandatory for employees to attend the meeting. We want people to understand these different plans. As an incentive to move employees to the Value Health plan for this next open enrollment, VECC will fund their deductible within the HSA 100% in 2021. This would be \$2000 for a single and \$4000 for a family. We would then fund it in subsequent years at 50%, or \$1000 for single, \$2000 for a family. The net cost is approximately \$30,500, and we would realize a savings of \$28,500 but in this fiscal year, overall, the offset is \$300. The other change we want to make to incentivize this is for anyone in the current traditional plan would maintain the 85%/15%, there would be no incentive unless the move; they would be grandfathered. If they are in the current Med Health Savings, there would be no incentive. If people move to the Value Health Savings, they will realize the 100% contribution to the HSA. However, if people choose to move to the PPO, they will pay 15% of the tiered rate within the HSA plan and then 100% of the difference between the PPO and the HSA. Scott asked if he was okay to move forward with this. Because this is within budget, Chief Petersen felt this was acceptable.

FINANCE AND & AUDIT COMMITTEE APPOINTMENTS

There were some draft appointments at the last meeting. Chief Petersen thinks that the Finance Committee right now shows as himself as Chairman, Korban Lee as Vice-Chair, Scott Harrington, Kyle Kershaw, Jake Petersen, and Bruce Kartchner. He asked if there was anyone else wanting to serve on this committee. The intent of this is to review member assessments, budget; it will be the first place to have these dialogues of a deeper nature, with no decision-making authority. He recommended that the Chair and Vice-Chair not be on the Audit Committee as they are intimately involved in the process. He believes those on the Audit Committee are Kyle Kershaw, Jake Petersen, Tony Hill, and Bruce Kartchner. It was asked if anyone else wanted to be on either committee or appoint someone from their finance divisions to be on the Audit Committee. Wayne Pyle asked for Chief John Evans to be on the Finance Committee. David Brickey asked if Kevin Hicks from Riverton could be part of the Audit Committee. There were no objections to these assignments.

Motion –

. . . by Mr. David Brickey, to move into a closed session to discuss imminent litigation; the motion was seconded by Mr. Jake Petersen; the motion carried unanimously by roll call vote.

The meeting went into a closed session.

Motion –

. . . by Mr. David Brickey, to move back to open session; the motion was seconded by Mr. Wayne Pyle; the motion carried unanimously by roll call vote.

The meeting moved back to open session.

There was nothing more to discuss at the meeting.

The meeting adjourned at 4:06 p.m.