

# **Cedar Mountain Fire Protection District**

## **Board Meeting Minutes April 13, 2021**

This meeting was held virtually via Zoom and in person

### **Board Members Present:**

Chairperson Suzy Polnisch

Vice Chairman John Burrows

Treasurer Sheryl Snow

District Clerk Zach Hascall

Member and Commissioner Wade Heaton

Meeting is called to order at 6:32 p.m. by Suzy Polnisch

Prayer- John Burrows

Pledge of Allegiance – John Burrows

### Public Comments-

Matt DeLoe of Mirror Lake Estates Subdivision participated via Zoom call and makes detailed comments regarding agenda item #12 Dust Abatement. He states that he has previously emailed this information to the CMFPD Board but wants to comment for public record and information. He states confirmed property damage and tree death in his subdivision due to the use of magnesium chloride. He details the very high levels of chloride tested by various named laboratories and universities. He says that based on the surveys of his neighborhood and testing results, it would be a stretch to believe that anything other than magnesium chloride killed the pines, aspens and fir trees in his subdivision. He requests that the Board please consider alternative products that are not toxic to trees and competitive in price to magnesium chloride. In conclusion he invites any of the board to meet so he can show them the property damage in the neighborhood.

### Board Member Comments –

John Burrows makes a comment addressing the Department. He says that he would like to have a clearer overview of all of the district programs which would include Structural, Wildland and EMS. He explains it will help with budgeting.

Wade Heaton says that he would like the public to know the CMFPD Board is doing very well and how the Commission really appreciates them and all of the effort and their willingness to serve.

Suzy Polnisch says that as the Chair she appreciates her fellow board members and reminds those in the community that the meetings are for the board members to share and gather information and work together to make decisions.

**Consent Agenda –**

John Burrows makes a motion of approval of the consent agenda which includes, approval of current agenda, approval of minutes for March 23, 2021 Board Meeting and approval of March expenditures as received and reviewed.

Zach Hascall seconds.

All are in favor, motion carries unanimously.

**Treasurer’s Report – Sheryl Snow**

Three PTIF accounts (public treasurer’s investment funds, interest accounts combined)	= \$562,893.52
CIB account (community impact board funds for building station #3)	= \$503,961.16
State Bank Fire Checking account	= \$423,398.95
State Bank Snow Checking for snow removal and emergency funds	= \$269,855.07
Mountain America capital improvements funds	= \$228,861.01
Zions Bank Fire Checking account	= \$155,093.03
Total Checking/Savings	= \$2,144,008.74

**Clerk’s Report – Zach Hascall**

The budget used to date is 33.2 percent. It is roughly 8 percent over for the year overall. He emphasizes the need for himself and the board to scrutinize every expense request and purchase and follow procurement purchasing policies and procedures to stay on track. He also proposes an interim purchasing policy.

Zach Hascall makes a motion for an interim purchasing policy to include as stated that any purchase under \$100 requires no preapproval, purchases between \$100 and \$2,500 require District Manager preapproval, purchases over \$2,500 require District Board preapproval and any purchase over \$2,000 requires the addition of two separate bids from vendors before preapproval.

John Burrows seconds

All are in favor, motion carries.

Following the motion there is a long discussion between board members and comments made regarding the need for following purchase and procurement policies regarding the budget and preapproved spending limits.

## **Budget –**

There is a discussion that follows about firefighters scheduling and pay and overtime hours. There is also a discussion regarding budget lines nearing their limit and the ability to move monies between lines within categories to cover lines that need more attention.

## **District Manager's Report – Josh Jennings**

Josh gives an overview and says all operations seem to be running well. His communication between everyone have been good and he is continuing to get up to speed and settling into his position.

There is a discussion between District Manager and Board Members regarding the board meeting packet and agenda information and attachments and the need to get concise materials such as purchase overviews and bids to the board in packet form one week prior to the meetings.

Josh Jennings gives an update on Station #3 construction. There has been more excavation to remove clay and replace with other material. There have been recent change orders to include increased sewer, water, power and pavement and a need to increase spending of an additional \$17,000 to accomplish these changes.

John Burrow makes a motion to approve \$17,000 for the change order on Station #3.

Wade Heaton seconds

All are in favor, motion carries

Josh Jennings, District Manager gives an update on Station #2 at Elk Ridge and there is a discussion between Josh and the board regarding exterior maintenance and Josh will follow up with bids from contractors.

Josh gives an update on the burn pit and opening dates. He reports that the road is still too muddy and not ready. It is clarified that there is no permit required and no charges to use the burn pit. District Manager will continue to monitor and contact the contractor used in the past to maintain the burn pit.

Josh's update on procurement policy is for District Clerk and Treasurer to continue with process they have started. He reports that they are very close to getting all board members on the signer card for the bank account and all old signers have been removed.

Josh Jennings and Wade Heaton comment on future training in human resources and creating a personnel policy and also creating a social media policy that will clearly outline what type of material should be posted, who is to do the posting, etc.

Josh reports that he had a meeting with Sheriff's Department and Dispatch. There has been an MOU with the Kane County Hospital and it will need to be updated in the future when the CMFPD transport license is granted and the department is up and running with the EMS Program.

## **Chief's Report – Chief Chris Rieffer**

Chief Rieffer explains the authority of Utah Bureau of EMS and how they dictate where and how each district will provide emergency medical services. He says that he has been having negotiations with communities in the Long Valley corridor regarding services that will be provided by CMFPD. He says he will be working with District Manager Josh Jennings regarding personnel and operational policies.

## **EMS Report – Deputy Chief Adam Scott**

### April EMS Report as of 11am 4/6/2021

Calls for service – 34 year to 4/6/2021.

- 2020 calls from 1/1/2020 to April 30<sup>th</sup> = 26
- 2021 calls 1/1/21 – 4/6/21 = 34
- Increase of 48% vs. last year
- 2020 EMS to 4/30/2020 =15
- 2021 EMS to 4/6/21 = 26
- Increase of 73% vs. last year
- March 2020 call volume total 4(EMS)
- March 2021 call volume total 14(8EMS)
- Increase of 71%

There is a discussion between Deputy Chief Scott and Board Members regarding EMS vendors and costs to stock up on supplies and medications for three ambulances. He is also recommending that the board approve the EMS Billing service contract with Gold Cross Ambulance. He is projecting that by May 15<sup>th</sup>, 2021 CMFPD will receive its paramedic license and be ready for service. There is a discussion between board members regarding requests and budget.

John Burrows makes a motion to approve \$8,193.16 clarified by Zach Hascall.

Zach Hascall seconds.

All are in favor, motion carries unanimously.

There is a discussion regarding the bids from vendors to offer services in EMS billing that the board members have had time to review.

John Burrows makes a motion to direct staff to enter into an agreement with Gold Cross Ambulance for billing services for the district.

Wade Heaton seconds.

All are in favor, motion carries.

Deputy Chief Scott presents options for ambulance purchases including lease of a new vehicle, two options for used vehicles with quotes and the needed equipment to outfit the ambulance chosen.

There is a lengthy discussion between the Board and Chief Scott detailing vehicle age and condition, pricing, interest rates, payment options, new lease versus used, warranty, delivery times and availability of each vehicle presented.

John Burrows makes a motion to approve to direct staff to purchase new leased ambulance from Ken Garff at the price of \$157,800 on the 5-year schedule with Zions's Public Finance with a 10 percent contingency over the purchase price to outfit with gurney, radio and stair chair.

Wade Heaton seconds.

All are in favor, motion carries.

Chairperson calls a five-minute break at 8:50 p.m.

Back in session at 8:55 p.m.

Wade Heaton comments that the district will be eligible to apply for EMS Grant and says that he and the district manager have also looked into EMS insurance.

### **Wildland Fire Program – Chief Rieffer**

Chief Rieffer says that it is dry and hot and the fire season has started already. He comments about a recent wildfire outside of the district that was responded to by CMFPD.

There is a lengthy discussion regarding the potential to recover costs when there are responses to fires outside of the district. Possibility of annexing neighboring subdivisions into the district to provide services. Chief Rieffer to propose recommendation to the board.

There is a discussion between the board member and Chief regarding the budget and spending on Wildland Program.

#### **Apparatus Report- Captain Tim Mayhew**

- Both Engines outfitted and ready for deployment.
- Gear and Inventory have been ordered and 85 percent have been received.
- Seasonal Outlook is a very bad fire season. Planning level is at a #2 which was not reached until June in the last fire season of 2020.
- All fulltime wildland personnel are ready to respond to any district wildland incidents.
- Wildland personnel to begin 8 day critical training beginning April 14 and following training will be placed on national availability for deployment.
- Procurement request to increase wildland purchase limit for supplies by \$5000.

There is a discussion between board members and Capt. Mayhew regarding his request and the need for additional spending for wildland clothing.

Zach Hascall makes a motion to approve the additional expenditure on the February 9<sup>th</sup>, 2021 original approval of \$39,896.99 to \$46,364.55 and in addition a new startup authorization of up to \$5000 until the wildland program is 100 percent ready for deployment and to be specific to the wildland program.

John Burrows seconds.

All are in favor, motion carries.

#### **Snow Removal Contracts –**

Zach Hascall says that he will be meeting with Wade Heaton and Josh Jennings to prepare the contracts to put them out for bid. The conversation is postponed until the next board meeting.

#### **Dust Abatement –**

Suzy Polnisch clarifies that the Dust Abatement Committee is officially Zach Hascall and John Burrows and asks if there is an update.

Zach Hascall reports that they are looking at the costs per lot and alternative products. Products, cost, safety are all of concern and more contact with the community is needed to get all subdivisions onboard for the service. The service will not be added to CMFPD in the year 2021.

There is a discussion among board members that addresses ground water issue, investigating different products as opposed to magnesium chloride and experimental testing in limited areas, public hearings that will be required to add dust abatement to the district and the possibility of receiving grants to aid in costs of application.

#### **District Facilities –**

Short term housing solutions are discussed and Chief Rieffer says that at the moment he is able to house the current staff with current fire stations and does not need additional temporary housing. He will continue to work with Wade Heaton and Josh Jennings regarding future of the facilities.

#### **District Equipment – Deputy Chief Jim Jones**

Reports that most major repairs on vehicles are done and he's not aware of any major upcoming repairs and he is working with the District Manager. He also gives a report on older vehicles that may need to be replaced due to age and cost efficiency of repairs.

There is a board discussion regarding vehicles that are of little value and the possibilities of replacements.

#### **Legal –**

Zach Hascall says that legal counsel has given them an outline of purchasing policy and he has given that to the Chiefs.

**Purchasing Policy** – was covered in the Clerk’s Report.

**Operating and Employee Policies –**

Suzy Polnisch says that the board needs to have more conversation regarding the implementation of fines and fees within the district along with the implementation of a Fire Marshall to be accompanied by a job description.

**Insurance Policies –**

Josh Jennings says that he is going to meet with Wade Heaton and the Chiefs and they need to review some of the insurance needs and he will bring back recommendations in the next meeting. He is also following up on the board members bond insurance.

Wade Heaton talks about the current accident and incident insurance and workman’s compensation insurance and the need to reduce unnecessary insurance costs.

**Employee Benefits –**

There is a discussion between board members and the possibility of approaching the county to see if the district would be able to participate in their current benefits program to be more cost effective. And the options available through our current insurance agent.

**District Communications – Suzy Polnisch**

Suzy says that the district websites need design updates. She presents costs estimates from three companies for design and print of a district newsletter and believes it possible to have one produced by early June. There is a board discussion regarding costs and deadlines.

John Burrows makes a motion to move forward to update the district communications design using the overview that was provided by Suzy Polnisch and to proceed with the 2021 newsletter of costs only up to \$10,000.

Wade Heaton seconds.

All are in favor, motion carries.

**ISO – Chief Rieffer**

Chief Rieffer requests the item be tabled until he can provide a more detailed assessment to the district manager.

Wade Heaton says he has had communication with the ISO inspectors and they will not be able to perform the inspection until August.

**Personnel Requests and Recommendations –**

Zach Hascall comments on recent request for training reimbursement and reiterates that any major training and expenses need to be known and preapproved by the board.

**Other Business –**

There is a board discussion regarding the need to have a second board meeting in April on the 27<sup>th</sup>. And it is noted that the district audit is scheduled for May 10<sup>th</sup>.

John Burrows makes a motion to go into and out of Closed Session at the discretion of the Chairman to discuss personnel issues.

Wade Heaton seconds.

**In Closed Session at 10:15 p.m.**

**Out of Closed Session at 11:33 p.m.**

The Board is directing the District Manager to address personnel issues that were discussed in closed session along with the applicable policy matters.

John Burrows makes a motion to adjourn.

Zach Hascall seconds.

Meeting adjourned at 11:34 p.m.

Minutes approved by \_\_\_\_\_ Date \_\_\_\_\_  
Suzy Polnisch, Chairman

Signed copy on file at 3620 Mammoth Creek Road, Duck Creek Village UT 84762