

Cedar Mountain Fire Protection District
Minutes
December 14, 2021 Board Meeting

This meeting was held in person and virtually via Google Meets

Board members present:

Chairperson Suzy Polnisch

Vice Chairman John Burrows – via google meets

Treasurer Sheryl Snow – via google meets

District Clerk Zach Hascall

Member and Commissioner Wade Heaton - via google meets

Meeting called to order at 6:43 pm by Suzy Polnisch. Wade Heaton has not yet joined the video call but they have a quorum.

Board Comments - there are none

Public Comments - there are none

Consent Agenda -

John Burrows makes a motion to approve the consent agenda as detailed in the December 14, 2021 agenda which includes approval of the minutes from the November 9th and November 22, 2021 meetings and approval of November expenditures as presented.

Zach Hascall seconds.

All in favor, motion carries.

Agenda

Treasurer's Report - Sheryl Snow

ASSETS	<u>10/31/2021</u>	<u>11/30/2021</u>
Checking/Savings		
PTIF 7988	227,066.30	227,066.30
PTIF 8812	202,697.90	202,697.90
PTIF 8811	202,697.90	202,697.90
PTIF 8810	158,691.53	158,691.53
State Bank Fire Checking	67,173.23	77,343.81
Snow Emergency Fund	64,506.25	64,510.11
Snow Removal Fund	<u>70,933.32</u>	<u>20,319.02</u>
Total Checking / Savings	993,766.43	953,326.57

Sheryl Snow reports that she has been working with Zach Hascall to update the names on the PTIF accounts from the previous board to the current board members.

The board members have a short discussion regarding the snow fund accounts and the updated users for the PTIF accounts and the status of the one PTIF account used for the construction of Station #3.

Clerk's Report - Zach Hascall

Zach doesn't have anything specific to report since they have just had a budget hearing for 2021 and they have discussed the reasons for the overages. He says the snow contractors have received their second payment of the year. There is a discussion regarding the outstanding revenue payments and what will be received before year's end.

Suzy Polnisch says for the record that Wade Heaton has joined the meeting at 6:51 pm.

Zach Hascall says there is an outstanding balance on wildland income of approximately \$45,000.

District Manager's Report - Josh Jennings

Burn pit has been closed for the season and will be prepared for winter burning.

District Insurance policies - UCIP application has been accepted and payment will be sent in January and a significant amount of money will be saved by switching over to UCIP.

Dust Service - still waiting on quotes from other vendors besides the current one from Dustbusters.

Long term equipment - new trucks to arrive soon and GPS tracking systems being installed before they go into service.

Employee physicals and drug testing are discussed by the district manager and board members.

The issues of PTO tracking and updating employee policies are also discussed.

Snow update - the district has met with the Sheriff regarding vehicles and obstructions that prevent the contractors from plowing.

Station #3 update - the CIB funds are going to cover the construction of a retaining wall and the general contractor has agreed to the project. Estimated cost is about \$35,000 but can be covered by the CIB grant.

Small equipment is due to be inventoried and tracked.

Digital fuel gauges to be used on bulk fuel tanks to track usage.

Burn pit solution for 2022 is that it will be taken over by Western Kane County Service District and be located near station #1 to be centrally located and more details will be forthcoming.

Chief's Report - Deputy Chief Adam Scott

EMS and Fire calls are up for the year. EMS and ambulance calls will decrease during the slow part of the season.

Delivery of two Ford pickup trucks due within a week. The Dodge pickup is due the week of Christmas. The new ambulance is being outfitted and decals installed.

ISO inspection went well and final reports are being submitted. It may take up to 6 months to be notified of the new rating and once it is finalized, homeowners in the Swains Creek area will be able to notify their insurance companies of the new rating.

There are 9 candidates graduating from the Dammeron Valley Fire training program for Fire I and Fire II and Firefighter Alfred has passed all practical exams for Paramedic certification and takes his national written test this week to become a fully certified paramedic.

District Equipment -

Deputy Chief Jones says they still have broken down vehicles as reported last month. They are not essential vehicles and are waiting for the new year to get vendor bids to repair and upgrade current vehicles. There needs to be a discussion regarding the ambulance which is 20 years old and in need of a new engine which could cost \$10,000 to \$15,000 to repair. Possible solutions need to be discussed further.

Governing Board Officers and Responsibilities -

Suzy Polnisch did not complete the update on policy and procedure regarding board officers to include a Vice Chairman. This will be added to the January meeting.

Repeater - update on current need and use.

Wade Heaton says he does not have an update at this time.

Board Reports -

John Burrows: Facilities and Operations - has no updates.

Zach Hascall: Finance - says the bulk of his update has been covered by the public meetings and he has touched on the future of fees and PTO tracking and is making progress.

Wade Heaton: ISO - nothing to report.

Suzy Polnisch: Communications, HR and Payroll - says a banner to advertise the subscription program has been ordered and still waiting for delivery.

Sheryl Snow: Legal and Grants - asks if any others have input on the FEMA Assistance to Firefighters Grant and status if anyone has been working on the grant. She will continue to work on this.

Other Business -

Zach Hascall has talked to the water district and if a second sewer hookup is needed in the future, that decision will need to be made when the sewer project begins again in the Spring of 2022. An impact fee of \$2500 would be charged but there would not be a monthly bill until a connection is made. If a connection is made after the fact the fee would be significantly higher.

Suzy Polnisch says the next monthly meeting is scheduled for January 11th and all reports are due by the 4th or 5th of January and a second meeting would be held on the 25th of January.

John Burrows says he will be out of town and will try to attend.

Closed Session - Suzy Polnisch says they have a need for a closed session and asks the board members as well as Josh Jennings the district manager to attend.

Wade Heaton makes a motion to go into and out of Closed Session at the discretion of the Chair for the purpose of discussing personnel.

Sheryl Snow seconds
All in favor, motion carries

Suzy Polnisch calls the meeting into Closed Session to discuss personnel at 7:44 pm.

Suzy Polnisch calls the meeting out of Closed Session and into Open Session at 8:24 pm

Wade Heaton makes a motion to adjourn
Sheryl Snow seconds
All in favor, the meeting adjourned at 8:25 pm.

Minutes approved by Suzy Polnisch Jan 11, 2022

Name and Title  Chairman

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