

# **Moab Valley Fire Protection District Commission Meeting**

**45 South 100 East, Moab Utah 84532**

**May 16th, 2023 - 4:00 p.m.**

## **A. Call to Order:**

1. The meeting was called to order by Chairman Archie Walker at 4:00 p.m.
2. Commissioners Present: Chairman Archie Walker, Commissioner Jim McGann, Commissioner Charlie Harrison
3. Staff Present: Chief T.J. Brewer, Battalion Chief Brandon McGuffee, Administrator Cathy Bonde, Captain Shea Walker

## **B. General Business:**

1. Commissioner Harrison motioned to approve minutes from the regular Commission meeting on April 18<sup>th</sup>, 2023. The motion was seconded by Commissioner McGann, and it passed unanimously.
2. Citizens to be Heard – None were present.
3. Commissioner McGann asked about some overlap in the expense transaction list between the previous and current meetings. Cathy Bonde explained that there was some overlap due to billing. Commissioner Harrison motioned to approve bills. Commissioner McGann seconded, and the motion passed unanimously.

## **C. Chief's Report**

1. Chief Brewer reported 32 total calls to service since the last Commission meeting. He stated in the past we did a poor job of tracking our calls, but we have remedied the issues. Our record of call volume is steadily increasing, and Shea Walker has been doing an excellent job of keeping on top of it. Commissioner McGann inquired about the ability to track calls by region; in District, Grand County out of District, San Juan County. Captain Shea Walker informed the Commissioners that we are able to track calls based on region.
2. Chief Brewer attended multiple meetings since the last Commission meeting including Flood preparation meetings, NFPA 1403 Curriculum Development, Certification

Council, County Commission, Meeting with Castle Valley Fire, several State DNR meetings, and Chief meetings hosted by UFRA.

3. Clark Maughan started with us last week. His schedule is Monday thru Wednesday 9:00 a.m. to 2:00 p.m. and as needed.
4. Mark Marcum, Ryan Burraston and Traedyn Brewer have been working hard on getting the wildland engine ready and equipped to respond to resource orders. They have also been putting in a lot of training to prepare to respond. We will make them available nationally next week.
5. The FEPP truck is painted, and we have it. There have been issues with the air system, and Donnie McCandless will take the air system out so we can get the truck into service. We will need to purchase some equipment for service, but we have most of what we need already. We plan on selling Engine 10 and Engine 6-2 when the FEPP truck is up. We will also be looking to purchase a new Chief's truck.
6. Operation Thorny Subject has begun. We will primarily be chipping along with Team Rubicon to reduce fuels along Mill and Pack Creeks. Property owners have signed permission to be on their property. Kara Dohrenwend of Rim to Rim Restoration has done a lot of the work to get permissions along with Duncan Fuchise with the State.
7. In the meeting with Castle Valley Fire, we discussed when to respond and not respond within each other's Districts. We will respond when directly requested of the Castle Valley Fire Chief. We also discussed annexation, and Castle Valley would like to annex Castleton into their District. We discussed an MOU for mutual aid and will draw up an agreement. We are both in agreement that we do not need a financial note tied to the aid.
8. Chief Brewer did further research into nepotism laws, and we are in compliance. He also had conversations with other Chiefs around the State in relation nepotism. Added discussion was had on the ability to post future openings internally first.

#### **E. Old Business:**

1. Annexation – Some discussion on annexation took place during the Chief's report. The County Commission voted to appoint three Commissioners to a committee in relation to annexation. The committee consists of Commissioners Walker, Hedin and Winfield. Chair Archie Walker volunteered to represent the Fire Commission at meetings with the County. Fire District staff continues to work on annexation.

The Commissioners were presented with a draft term sheet in relation to annexation which includes funding, needed repairs to the Thompson Fire Station, and transfer of fire assets to Moab Fire, as well as some other items.

3. Job Descriptions – This is ongoing.

#### **G. New Business:**

1. Equipment Purchases – Discussed in the Chief's report. A brief discussion was had on current equipment.

2. Utah Local Government Trust-Insurance – Cathy detailed a new requirement in order to be insured by Utah Local Government Trust. The requirement is obtaining a score of 356 or higher on the Fraud Risk Assessment. The requirement is being placed on the Trust by underwriters. In order to meet the point requirement for coverage, Moab Fire must implement some new policies including a fraud hotline, an internal audit policy, and 40 hours of annual training in finance, budgeting, and/or other financial areas by a member of the management team.

We are currently creating a link on our website for risk management and reporting fraud.

Cathy presented the Commissioners with a draft of an Internal Audit Policy. Implementation of this policy will most likely add to our Other Professional Services expense line item. The Commission discussed options for meeting this requirement, and the Department has reached out to Cody Deeter of EFG Consulting for a quote on providing services. He provides auditing services for the County, and they have given good feedback on his work.

Cathy will acquire the 40 hours of training per year and will look for as much free training as possible, but this requirement will add cost to the Education expense line item in our budget.

3. 2023 Fraud Risk Assessment - A 2023 Fraud Risk Assessment meeting the point requirement was presented. Commissioners decided to postpone a vote on the Internal Audit Policy and 2023 Fraud Risk Assessment until the June meeting.

4. Commissioners discussed moving the July meeting. This will be decided at the June meeting.

#### H. Adjourn:

1. Chair Walker adjourned the meeting at 4:54 p.m.

 \_\_\_\_\_ Date 25 July 2023

Archie Walker, Chair

Attest:  \_\_\_\_\_

Cathy Bonde, Clerk