

Cedar Mountain Fire Protection District

Minutes

Sept 12, 2023 Board Meeting

This meeting was held in person and via Google Meets

Board members present:

Chairperson Suzy Polnisch - in person
Vice Chairman John Burrows – absent
Treasurer Sheryl Snow – via telephone
District Clerk Zach Hascall - in person
Member and Commissioner Wade Heaton - in person

Agenda

Meeting called to order at 6:11 pm by Chairperson Suzy Polnisch.

Prayer – Sheryl Snow

Pledge - Zach Hascall

Wade Heaton joined the meeting in person at 6:12 pm.

Public Comments - none

Board Member Comments - none

Consent Agenda -

Zach Hascall made a motion to approve the Consent Agenda as presented to include the September agenda, the meeting minutes from August 2023 and the August 2023 expenditures.

Wade Heaton seconded the motion.

All in favor, motion carried.

Treasurer's Report - Sheryl Snow

Assets	<u>08/31/2023</u>
Current Checking/Savings	
Fire Operations Checking	\$7,647.26
Snow Removal Checking	\$6,044.84
Snow Removal Savings	\$95,230.31
Dust Checking	\$57,839.69
Fire Reserve 1	\$9,676.14
Fire Reserve 2	\$3,394.14
Snow Reserve	\$2,991.52

District Clerk Zach Hascall said that Fire Operations has borrowed \$70,000 from snow removal checking that is reflected on the report. Since the report was run, Fire has borrowed \$80,000 from snow removal savings that was not reflected on the report and will need to be paid back.

Clerk's Report - Zach Hascall

Zach talked and gave an update on the previous month's expenditures and wildland expenses as well as projected Fire Expenses for the rest of 2023 and asked Wade Heaton to speak about the TRT money that is expected from the county. There was a discussion from Kane County Commissioner Wade Heaton about the amount of TRT funds amounting to \$1.1 - 1.2M that are available and how they will be distributed between EMS, roads, hospital etc.

Zach Hascall other updates on income; Wildland income that had been billed to date was \$159,000 and change, plus \$100,000 for ambulance deployment on wildland, hospital payroll contribution \$58,000, EMS transports estimated at \$21,000 for a total of estimated \$530,000 between now and end of year; pending all income that results in a deficit of \$333,000. Last year \$400,000 was borrowed as well as \$170,000 of future fees borrowed for a total \$570,000 deficit last year as compared to \$300,000 range this year. It's a step in the right direction, but tight and there is another agenda item to address getting another loan. The faster the income arrives the better and the less money that needs to be borrowed. He said he doesn't feel good about it but better than last year. Wade Heaton said it's a step in the right direction and they aren't solvent but it's a cash flow problem.

Zach said the profit margin averages right around 50% on wildland income. There is more discussion between Board Members regarding expenses vs income and fees. Total increase in expenses from 2021-2022 went up approximately 20% and expected to be an additional 10% from now and potentially looking at a 20% increase in fees.

There was discussion about upcoming Snow contractor contracts and related fees as well as Dust fees and what is remaining in the accounts and what services are needed to address road maintenance and how much to contribute to indirect dust control issues to address road base maintenance, culverts, drainage etc.

District Manager's Report -

Kristy Brinkerhoff presented the report for Josh Jenning who was absent.

August and September were fairly slow, focused on day to day operations cooperating with Chief Barnard. Ground was broken at Station 3 for the large retaining wall and construction began. Roads holding up well for Dust abatement and a reminder to all that Dust abatement is a suppression and not a 100% fix such as chip seal which would cost millions.

Suzy Polnisch led a discussion regarding an interior wall to be designed and built at Station 3 to accommodate bunk rooms.

Fire Chief's Report -

Deputy Chief Flygare presented Chief's report for Fire Chief Barnard who was absent.

There were 2 interfacility EMS transports in August but there had been 5 so far in September mostly from Kanab to St. George but also some out of Page to Phoenix Arizona estimated at \$24,000 in billing income. Winter transports anticipated to increase due to decrease in flight transports. Wildland Engine Crew returned the previous week and are still on the board for deployment. Air packs have been received and all staff fitted. One full time paramedic is leaving for an out of state position and will be replacing him. Department had 6 new recruits start the Fire Academy at Dammeron Valley. Vehicle trackers arrived and will need to be installed. In the process of going through a new vendor to obtain uniform items.

Personnel Report - no changes to date

Zach Hascall made a motion to ratify the Personnel Action Report with no changes to personnel. Wade Heaton seconded the motion.
All in favor, motion carried unanimously.

Firefighting EMS Equipment - no discussion or action

Apparatus Report -

Deputy Chief Wright led a discussion of older vehicles that are being proposed to go to auction as well as the District vehicles that are designated as FEPP, of no further use and belong to the Forest Service. FEPP vehicles will be returned as vehicles were donated.

Surveillance System -

Suzy Polnisch commented on the previously approved quote and purchase of a surveillance system and feels comfortable going forward within budgetary constraints. Zach said that not until the credit line is approved.

Personnel Handbook -

Suzy Polnisch said that the handbook would be addressed in the next month with all the changes that have been made and implemented.

Kane County Hospital Mutual Aid Agreement -

Suzy Polnisch presented the agreement that was proposed by the Kane County Hospital and summarized it by saying "it says if we need help, they'll help us and if they need help, we'll help them, basically" and it talks about licensing and being good neighbors and asks for a motion.

Zach Hascall made a motion to approve the Mutual Aid Agreement between Kane County Hospital and CMFPD for EMS Services.
Wade Heaton seconded the motion.
All in favor, none opposed, motion carried.

Garfield County MOU -

Garfield County MOU proposed for CMFPD to cover emergency calls from Mammoth Creek Road from Hwy 14, Mammoth Creek Subdivision and the road to Hwy 143. Garfield County will pay CMFPD \$500 for call responses that result in no transport. There was a discussion about availability and response.

Wade Heaton made a motion to approve the MOU between CMFPD and Garfield County MOU as presented.

Zach Hascall seconded the motion.

All in favor, none opposed, motion carried unanimously.

District IT Needs -

Suzy Polnisch gave a short update on Google Workspace update, IT monitoring, security and support and said more updates would be coming pending the budget.

SBSU Line of Credit - Zach Hascall

Zach Hascall spoke about the tax anticipation loan that was taken in 2022 and proposed that this year a line of credit be taken to minimize interest payments. He asked to have on record that the Board is approving a line of credit. The line of credit will be on the banking sheet and money would be transferred as needed to avoid fees.

Zach Hascall made a motion to approve a credit line of up to \$400,000 to CMFPD from State Bank of Southern Utah.

Sheryl Snow seconded the motion.

All in favor, none opposed, motion carried unanimously.

After Wade Heaton commented on the need for the line of credit and explained that this was not an unusual strategy for a special service district and not out of the ordinary, Zach Hascall asked for the motion to be stricken so that he could add a key element to the motion.

Suzy Polnisch stated for the record that the motion was struck.

Zach Hascall explained that the tax anticipation loan was acquired by anticipated fees but the line of credit would have to be secured with real assets.

Zach Hascall made a motion to obtain a line of credit from State Bank of Southern Utah not to exceed \$400,000 using Station 2 property as collateral.

Wade Heaton seconded the motion.

All in favor, none opposed, motion carried unanimously.

Rules of Order -

Suzy Polnisch said changes included that motions need to be seconded and wording regarding the Clerk would include "and or their designee". There are 12 pages of rules of order and charts that summarize the rules.

Wade Heaton made a motion to approve the Rules of Order as revised and presented as the New CMFPD Rules of Order.

Zach Hascall seconded the motion.
All in favor, none opposed, motion carried unanimously.

Surplus Property -

There was a discussion regarding Swains Creek surplus properties that were donated to CMFPD and are not being used and the procedure for possible disposal. Wade Heaton said that he spoke with the donors and they have said that they had no issues with CMFPD disposing of them.

Zach Hascall made a motion to approach local brokerages for quotes on their commissions to list and sell the lots in Swains Creek.

Wade Heaton seconded the motion.
All in favor, none opposed, motion carried unanimously.

Other Business -

Wade Heaton said the State Legislature changed state EMS from the Bureau of EMS to the Department of Public Safety and this will be a very beneficial move for entities like CMFPD.

He also said that the County Commission passed an ordinance to allow entities to be able to charge if their entity left their jurisdiction to respond and suggested that the Board consider entering into the same kind of MOU. The Board Members continued a conversation about such agreements and District Boundaries.

Closed Session -

Wade Heaton made a motion to go into and out of Closed Session at the will of the Chair to discuss personnel.

Zach Hascall seconded the motion.
All in favor, none opposed, motion carried.

Into Closed Session at 7:31 pm.

Into Open Session at 7:39 pm.

Return to Hiring Needs -

Chairperson Suzy Polnisch proposed that the District Manager's position evolve into a full time position.

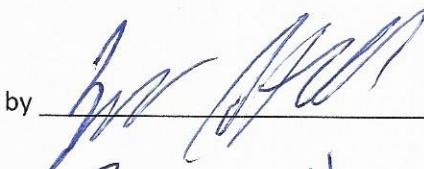
Wade Heaton said that a lot of other Districts in the county have a full time manager and with the addition of services it has become a significant load for the manager and with a full time position it would take a further load off of the Board Members and it is what's needed. Suzy Polnisch clarified that the position would oversee Dust, Snow removal and liaison with the Fire Chief and oversee maintenance, vehicles etc.

Wade Heaton made a motion to advertise for a full time District Manager position.

After discussion the motion was restated.

Wade Heaton made a motion to approve the change in District Manager position from part time to full time and begin the advertising and hiring process
Sheryl Snow seconded the motion.
All in favor, none opposed, motion carried unanimously.

Wade Heaton made a motion to adjourn the meeting.
Zach Hascall seconded the motion.
All in favor, the meeting adjourned at 7:45 pm.

Minutes approved by 
Name Zachary Hascall October 10, 2023

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