



**WEBER FIRE DISTRICT  
2023 WEST 1300 NORTH  
FARR WEST CITY, UTAH  
December 12, 2023**

Members Present: Kevin Ward, Chair  
Gordon Cutler  
Ryan Hill  
Scott Van Leeuwen

Mike Hancock, Vice Chair  
Val Heiner  
Jim Truett  
David Yonan

Members Absent: Boyd Ferrin

Rob Vanderwood

Others Present: Paul Sullivan, Fire Chief  
David Reed, Deputy Chief  
Jared Taylor, Fire Marshal  
Amy Hugie, Attorney

Britt Clark, Deputy Chief  
Cody Draheim, Division Chief  
'Andrea Fiske, District Clerk

1. Chair, Kevin called the meeting to order at 5:30 p.m.
2. Pledge of Allegiance led by Kevin.
3. Opening Ceremony offered by Gordon.
4. Public comments: NONE
5. Approval of November 14, 2023, Board Meeting Minutes.
  - Motion to approve November 14, 2023, board meeting minutes made by Scott, second by Mike.
  - All present members voted aye. Unanimously approved.
6. Discussion and action on the following Resolution.
  - Presented by 'Andrea
  - Resolution 21-2023, a resolution approving and reestablishing the annual meeting schedule for the Board of Trustees of the District for the calendar year of 2024 and providing for an effective date.
  - Meetings in 2024 will continue to be held on the second Tuesday of each month.
  - Motion to approve Resolution 21-2023 made by Mike, second by Val.
7. Review and Approval of Amended Rules and Regulations:
  - Presented by Chief Sullivan
  - 200.02 - FMLA
    - Three sections were added to the FMLA Rules and Regulation to clarify what constitutes time off during FMLA.
    - Motion to approve Rules and Regulations 200.02 FMLA made by Val, second by Gordon.
    - All present members voted aye. Passes unanimously.
  - 300.03 Severance Pay
    - This new policy will protect appointed employees from being terminated without cause without pay security. Gordon asked if contracts would be better for our currently appointed employees. Discussion about the pros and cons of each.
    - Motion to approve Rules and Regulations 300.03 Severance Pay made by Scott, second by David.
    - All present members voted aye. Passes unanimously.
8. Discussion and approval of the Fraud Risk Assessment
  - Presented by Ryan
  - The Audit Committee met with 'Andrea to discuss and complete the fraud risk assessment.
  - As a committee reviewed the separation of duties and reviewed the policies and other items on the risk assessment list; we scored perfectly.
  - Motion to approve the Fraud Risk Assessment made by Mike, second by Jim.
  - All present members voted aye. Passes unanimously.

9. Discussion and action on 2023 Tentative Budget – Resolution 22-2023, a resolution adopting the budget, together with its associated forms, schedules, and attachments, for the Weber Fire District for the fiscal year from January 1, 2024 to December 31, 2024; adopting pay, compensation and staffing plans and schedules for employees and appointed and elected officials; ratifying and adopting the District’s administrative policy; and providing that this ordinance shall take effect immediately upon its adoption and posting.
  - Presented by ‘Andrea
  - No changes since the November meeting. Anticipated fund balance at the end of 2024 - \$7.9M.
  - Motion to approve Resolution 22-2023 - 2024 Tentative Budget made by Scott, seconded by Val.
10. Administration Report
  - HazMat Presentation by Captain Jeremy Winn
  - Chief Sullivan - thanks to all our employees and the board. Great to work with everyone.
  - Chief Clark - hams were delivered to all employees and board members for Christmas.
  - Chief Reed - great employees like Captain Winn with his dedication and passion make WFD a great place.
  - Chief Draheim - shout out to the crew, they had a cardiac arrest early and made a difference in the patient’s life.
  - Chief Taylor - thank you for your support.
  - ‘Andrea - thanks to the audit committee for meeting late to complete the risk assessment.
  - Merry Christmas all around
11. Board Presentations
  - Jim - echo comments, great team
  - David - great leadership makes WFD great.
  - Ryan - got reelected, glad to serve more time.
  - Mike - echo comments, well-oiled machine.
  - Scott - more proud every year, employees are changing lives
  - Val - appreciates everyone, so proud to be part of WFD.
  - Kevin - thank you and appreciates everyone.
  - Merry Christmas and Happy New Year all around. David handed out a gift of appreciation to everyone on the board and administration.
12. Adjournment
  - Motion to adjourn made by Mike, second by Jim.
  - All present members voted aye.
  - Adjourned at 6:53 p.m.

The next Regular Meeting is Tuesday, January 9<sup>th</sup>, 2023, at 5:30 p.m.

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Kevin Ward, Chair

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Boyd Ferrin, Treasurer