



CEDAR MOUNTAIN FIRE PROTECTION DISTRICT

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Cedar Mountain Fire Protection District Minutes Dec 12, 2023 Board Meeting

This meeting was held in person.

Board members present:

Chairperson Suzy Polnisch
Vice Chairman John Burrows
Treasurer Sheryl Snow
District Clerk Zach Hascall
Member and Commissioner Wade Heaton

Chairperson Suzy Polnisch called the meeting to order at 6:02 pm.

Prayer - Wade Heaton
Pledge - Zach Hascall

Public Comments -

Drake Cherry of Meadow View Heights asked who the new District Manager was and was introduced to Kendalee Cox. He held all other comments for the Public Hearing.

Board Member Comments -

Wade Heaton said that some Board Members terms were ending and said that several members of the community applied for positions. He expressed his gratitude to the Board Members and their service.

Chairperson Comments -

Suzy Polnisch thanked Member Commissioner Heaton for his service to the Board and his contributions. She noted that all five members were in attendance in person and listed each and then requested a motion to go into Public Hearing for the 2024 Budget.

Wade Heaton made a motion to go into and out of Public Hearing at the call of the Chair.

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

Meeting was called out of Open Session and into Public Hearing at 6:07 pm.

Meeting called back into Open Session at 6:40 pm.

Consent Agenda -

Vice Chairman John Burrows made a motion to approve the Consent Agenda including the December Agenda, the Minutes from the November 14, 2023 Board Meeting and the November expenditures.

Zach Hascall seconded the motion.

All in favor, motion carried unanimously.

Treasurer's Report - Sheryl Snow

| | |
|--------------------------|------------|
| Assets - | 11/30/2023 |
| Current Checking/Savings | |
| Fire Operations Checking | (1,769.07) |
| Snow Removal Checking | 69,629.57 |
| Snow Removal Savings | 2,956.61 |
| Dust Checking | 58,548.47 |
| Fire Reserve 1 | 128.06 |
| Fire Reserve 2 | 109.95 |
| Snow Reserve | 108.79 |

Treasurer Snow noted after reading the amounts, that a deposit of TRT(transient room tax) had been deposited into the Fire Operations Checking account and the current balance as of December 7th was \$31,739.97. The SBSU bank line of credit balance was currently at \$281,211.00 and the current available was \$118,789.00

The Board members discussed fee income checks that were received but being held for deposit until the first of the year.

Clerk's Report - Zach Hascall

Zach noted for the record that one main category 'Administration' had gone over budget and that was due to software changes and it had been adjusted for the coming year. Total budgeted was \$31,500, total spent was \$38,923.27 and put the line over at 123.6% but the total budget of Administration category was only 76% of budget.

The Board discussed the First Responders First expense used for first responder mental health with Fire Chief Barnard. He explained that it had been paid with a grant and that the funds had all been used and reapplication would be needed.

There was also a discussion about TRT, Kane County Hospital MOU income and Wildland project income of \$40,000. There was one \$5,000 Wildland deployment outstanding.

There was a discussion about yearly snowfall and Snow funds and how reserve funds would relate to the coming season.

2023 Snow Budget Amendment - Zach Hascall

Zach Hascall explained that last year Snow went over budget due to paying contractor amounts higher than budgeted average. The budgeted amount was \$1,221,950.00 so the budget needs to be amended to \$1,394,598.21 to include December 2023 Snow payments.

Wade Heaton made a motion to open and amend the 2023 Snow Removal Budget and increase the expenses to \$1.4m.

John Burrows seconded the motion

All in favor, none opposed, motion carried unanimously.

2024 Budget - Zach Hascall

For the record, Zach said that fee income decreased by 74 lots and \$30k. Cash flow balance is starting at a negative \$285k and budgeted to end at a negative \$396k which is a net negative \$11k but for all intents and purposes it is balanced.

Income lines for TRT and Grants and EMS were discussed. Wade Heaton said he anticipated the same TRT income of \$150k but it would depend on the future distribution of funds to all county entities.

Wildland income funds were projected to be at \$475k and in 2023 they were \$314k including the fuels reduction project.

Chairperson Polnisch said they are trying to maintain and get into a really good cash flow situation and reduce debt.

The Board discussed EMS services being increased and more being done with the same amount of money and items such as building expenses and apparatus stayed fairly similar to the previous year and Zach said things were improving.

Payroll being the biggest expense was under budget at 85.3% as of December 1st.

EMS transport income for 2023 is close to \$160k and 20% was added for 2024 for Interfacility and call volume increase plus EMS nightly coverage provided by the Hospital. Zach said that EMS had really taken off and was doing well.

Wade Heaton commented that he felt it was their responsibility to be careful as a government entity to not overrule the public with a “we know best” attitude and to be fiscally conservative and responsible and the 2024 Budget was about 10-15% higher than he was comfortable with.

Suzy Polnisch asked what he would cut and said it is a hard conversation because the District cannot live totally off of fees. Wade responded to say that a few years prior they were pulled into a situation that was not sustainable and now tried to work back from that and need to continue to do so and the only way to do it would be to reduce services and that would be the only way to lower fees.

Zach said there was a minority of the public who had voiced discontent with the amount of fees and asked if Wade had gotten any feedback that they are willing to live with less service for less money? Wade said the input he had received was they were comfortable with the level of service but not comfortable with the fee. He also said that their fees were some of the highest of all districts but also provided some of the best services in Southern Utah.

John Burrows said that he wouldn't change anything about the budget but be cognizant of how the public feels, but he was not hearing any complaint about the services, just the fees.

Zach Hascall summarized the 2024 Fire Budget.
Fire/EMS Fund Income: \$2,843,200.00, Expenses \$3,240,065.00 and is a balanced budget with a negative number which puts the District roughly in the same place as last year.

John Burrows made a motion to approve the 2024 Fire/EMS Budget detailed by the Clerk: Income \$2,843,200.00 and Expenses \$3,240,065.00.

Sheryl Snow seconded the motion.

Ayes - 4

Wade Heaton was a Nay

Motion carried.

Snow Fund Budget -

Zach Hascall said that there was to be \$15k in the bank fund at the end of the year. There were 2,996 parcels charged the fee of \$265.00 to total \$794,470.00 in fees and total fee income to work with in 2024 was \$809,470.00. He had broken down expenses for the 2024 Budget into subcategories with \$535,000 estimated (9-14 feet level) for Snow contractor payments, which included a 15% increase, as well as Snow Removal Equipment, and Other Expenses for a total of \$550,000.00.

Reserve left over would be approximately \$255k. There was a previous Board agreement to have one year's worth of reserves to cover a 14'-30' snowfall year in the Reserve Account and that totals \$375k. This year, with the exception of another high snowfall year, would put the 2024 year end at a reserve of \$255k. The Reserve account will grow or decrease based on the budgeted amounts for 2024 using the 9-14' level as a reference.

John Burrows made a motion to approve the 2024 Snow Fund budget including \$794k in projected fee income with contractor and other expenses of \$550k and a projected reserve of \$255k.

Wade Heaton seconded the motion.

All were in favor, none opposed, motion carried unanimously.

Dust Fund Budget -

Zach Hascall said that there was going to be \$35k left in the Dust Reserve at the end of 2023. The number of parcels multiplied by the \$100 fee equaled \$299,800 of income with the total amount to work with for 2024 at \$334,800. Dust was also broken down into subcategories of Product, Water, Surface Improvement and Other Expenses for a total of \$303,000.00 leaving a reserve of \$30k.

The Board discussed the road improvements that were made in 2023 using some of the reserve funds.

John Burrows made a motion to approve the 2024 Dust Fund Budget as presented by the Clerk which included a \$35k carry over from 2023, projected Fee Income of \$300k in 2024, projected expenses of \$303k and remaining \$30k in Reserve at the end of 2024.

Sheryl Snow seconded the motion.

All were in favor, none opposed, 2024 Dust Budget carried unanimously.

Wade Heaton requested that follow up be made to ensure all posting requirements are being followed.

Resolution for 2024 Snow, Dust and Fire/EMS Budgets -

John Burrows made a motion to approve Resolution 2023-02 "2024 Budget Resolution" which includes the following 2024 funds and expenses:

Fire/EMS Fund \$3, 240,065.00

Snow Fund \$805,000.00

Dust Fund \$330,000.00

All in favor, none opposed, motion carried unanimously.

District Manager's Report - Kendalee Cox

Kendalee reported that during the transition she spoke with former manager Josh Jennings to ensure all projects that were in motion were continued and gave updates.

Station 1 internet fiber connection to be installed on the 19th of December. An office was created for the Manager and Fire Chief. Stations 2 and 3 interior wall plans are being created to bring the buildings up to code for living conditions. Station 3 will need some asphalt touchup in the Spring. Our first storm resulted in 8.5" of snowfall. Aspects of Dust service will begin soon for the 2024 season. Bid proposal letters have been sent out requesting other options for accounting services.

There was a discussion about County roads and winter access for the public.

Fire Chief's Report - Chief Barnard

EMS call volume is down. No Interfacility transfers have been run out of Garfield County. There was an MOU signed with Garfield County for CMFPD to respond to Mammoth Creek Subdivision. The Fuels Reduction Project was completed by the Fire crew. Engines 75 and 76 are costing a lot of money in maintenance and there was another plan to use other apparatus throughout the winter when an Engine is not needed to reduce wear and tear. The October and November EMS income checks are due from the Hospital any day. Grant reimbursement funds in the amount of \$2500 was approved to purchase thermal imagers.

Wade Heaton stated that he greatly appreciated all efforts from everyone to save money and make things work.

Personnel Report -

A previous full time employee who left for the summer had returned as a Reserve.

John Burrows made a motion to ratify the Personnel Action Report as presented and read.

Zach Hascall seconded the motion.

All were in favor, none opposed, motion carried unanimously.

Apparatus Report -

Chief Barnard said there were no major changes for apparatus. He presented a Winter Deployment Plan outlining which vehicles were to be used during calls depending on type and needed response as well as snow conditions.

Firefighting/EMS Updates -

Wade Heaton said he had attended several meetings at the Hospital with Chief Barnard and the working relationship with the Hospital has never been better and they are happy to be working with CMFPD.

Chief Barnard gave credit to the CMFPD providers for great service and response in the community resulting in great feedback.

Wildland Season Review-

There will be a comparison of 2021, 2022 and 2023 income and expenses in the next meeting.

Zach Hascall said that the profit margin ranged from 43%-85% of money spent.

Chief Barnard said the Engine Boss position was posted and there is a shortage in people to fill the position and highly sought after. There was a plan to have a full time position for Engine Boss in the department and that was discussed.

Surplus Property -

The District is anticipating receiving a contract to facilitate the sale of surplus property in Swains Creek.

Software Review -

Deputy Chief Flygare reported that there is an ESO scheduling software that will replace the current Aladtec scheduling software and the process of transition was discussed.

John Burrows made a motion to authorize District personnel to move forward with replacing the Aladtec software with ESO software for scheduling, timekeeping and other duties applicable to the specific software.

Wade Heaton seconded the motion.

All were in favor, none opposed, motion carried.

EMS Billing -

Deputy Chief Flygare gave an update on the meeting that was held with Gold Cross Billing prior to the Board Meeting. He said that a lot of questions were answered and there was a better understanding of how to improve their service. Gold Cross

expressed interest in retaining the current contract. Both sides had dropped the ball as far as billing and over the next months there will be follow up.

Personnel Handbook Resolution - Suzy Polnisch

Based on legal counsel's recommendation, there were minor changes made to the Employee Handbook that was approved in the previous meeting.

John Burrows made a motion to approve Resolution 2023-03 accepting the Personnel Handbook as reviewed by Legal as of the November 14, 2023 date including any and all provisions discussed.

Wade Heaton seconded the motion.

All were in favor, none opposed, motion carried unanimously.

Other Business -

The Board discussed the replacements or reappointments of Board Members to be completed before the next Board Meeting.

The District Christmas party is scheduled for the 15th of December.

The meeting schedule was anticipated to be kept the same as 2023.

Providing a way for the Public to listen to meetings was suggested by Wade Heaton and a way to provide reliable access was discussed.

Adjournment -

Sheryl Snow made a motion to adjourn the meeting.

Zach Hascall seconded the motion.

Meeting adjourned at 8:30 pm.

Minutes approved by  January 9, 2024

Name SUZY POLNISCH, CHAIR

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