



## CEDAR MOUNTAIN FIRE PROTECTION DISTRICT

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# Cedar Mountain Fire Protection District Minutes Jan 9, 2024 Board Meeting

This meeting was held in person.

### **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

Chairperson Suzy Polnisch called the meeting to order at 6:04 pm.

Prayer - Sheryl Snow

Pledge - Zach Hascall

Public Comments - No members of the Public were present.

Board Member Comments - none

Chairperson Comments -

### **Swearing in of Board Members -**

Suzy Polnisch stated that it was a new year and reappointed Board Members Sheryl Snow and Zach Hascall were to be sworn in.

Assistant Clerk Liz Johnson read the Oaths of Office for both Sheryl and Zach. Oaths were stated verbally and signed.

### **Election of Board Officers -**

John Burrows made a motion to retain Board Officers as in the past. Suzy Polnisch as Chairperson, Zach Hascall as Clerk, Sheryl Snow as Treasurer and himself as Vice Chairman.

Zach Hascall seconded the motion.

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

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**CHAIRMAN** | SUZY POLNISCH  
**DISTRICT CLERK** | ZACH HASCALL

**VICE CHAIRMAN** | JOHN BURROWS  
**MEMBER** | WADE HEATON

**TREASURER** | SHERYL SNOW  
**DISTRICT MANAGER** | JOSH JENNINGS

The Chairperson stated for the record that there was a quorum present with Zach Hascall, herself in person and Sheryl Snow and John Burrows via google meets in attendance.

**Consent Agenda -**

John Burrows made a motion to approve the Consent Agenda as presented which included the Agenda for January 9, 2024, the Minutes of December 12, 2023 Board Meeting and Public Hearing and the December 2023 expenditures.  
Sheryl Snow seconded the motion.  
All were in favor, none opposed, motion carried unanimously.

For the Record, the contents of the Consent Agenda were stated by Suzy Polnisch.

**Annual Meeting Schedule -**

Suzy Polnisch presented the 2024 Annual Meeting Schedule with the monthly Board Meeting scheduled for the second Tuesday of each month.

Sheryl Snow initiated a short discussion regarding the summer events and meeting times. Suzy Polnisch said that events would remain separate from the meeting schedule.

Zach Hascall made a motion to approve the 2024 monthly Board Meeting schedule as presented for the second Tuesday of each month at 6:00 pm at Station 1.  
John Burrows seconded the motion.  
All were in favor, none opposed, motion carried unanimously.

**Treasurer's Report - Sheryl Snow**

Assets -	12/31/2023
Checking/Savings	
Fire Operations Checking	5,759.54
Snow Removal Checking	15,432.26
Snow Removal Savings	2,957.11
Dust Checking	35,665.47
Fire Reserve 1	128.66
Fire Reserve 2	110.46
Snow Reserve	109.30

Sheryl and Zach said that there were fee income deposits since the beginning of January which totaled roughly 80% of all fee income with \$1.2m deposited in Fire,

\$400k-500k in Snow and there was approximately \$900k in Fire Checking. Zach said that there was \$170k-180k in Dust.

Suzy Polnisch stated for the Record that the bank account amounts that were read were for the end of December and approximately 80% of fee income had been deposited.

### **Clerks Report - Zach Hascall**

Zach said that he would like the Board to look at the summaries in the financial statements.

Budget Line #14 County Fee Income - Fire. He said that there were fees deposited in 2022 that were in the 2023 budget in the amount of \$178k and that accounts for the 90.2% collection rate of fees on the December 2023 report. He said he was very happy to announce that no fee income for 2024 had been deposited before January and going forward the statements would be accurate regarding fee collections to be used this year.

Zach also said that some areas of income fell short but others were over expectation and total income ended at 85-87% of what was budgeted.

Administrative expenses were over budget due to software subscriptions that overlapped but the current list of software was under budgeted amount for 2024.

All other categories of Fire were at or under budget. Zach said that payroll was at 85% of budget which he felt was very good and progress was being made. He said 2023 started with -\$600k and 2024 was starting at -\$385k which although still a negative number was an improvement over the course of 12 months.

Zach said that the Snow budget was over but amended in the last meeting and had been expected.

Dust overview was under budget at 80% of budget and included road improvements as well so the fund was looking good. He said that the fee amount could potentially be decreased in the coming years as long as the cost of the product does not increase dramatically.

Zach said that there were a couple of bills that were not invoiced on time and they were paid at the end of 2023 which included the 2022 Audit and EMS equipment.

Suzy Polnisch stated for the Record that the Board has 5 Members. Former Member Commissioner Heaton was now an advisor and the Commission was due to appoint a 5th Member in February.

### **District Manager's Report - Kendalee Cox**

Station 1 update - Internet fiber installation and hookup was completed.

The Christmas party and pinning ceremony was a big success and very professional.

Snow update - currently 22.5" of snow had been received and appreciation for the contractor was expressed.

Finances - search for an accountant was underway and waiting for bids. The line of credit was paid off and the goal for 2024 was to not draw off the line of credit and look to be frugal.

Grants update - Work on Grants continues as well as looking for training opportunities.

### **Chief's Report - Fire Chief Barnard**

Call Volume update - 351 calls in 2023

EMS updates - crew members headed to a meeting for EMR (emergency medical responder) which is a step below EMT but allows Reserves and new employees without certifications to work on EMS calls using classes and training that could be provided by CMFPD.

The community Burn Pit to be burned in the coming days.

Staffing update - two new Reserves and one is a Paramedic.

Equipment update- utilizing different vehicles in the winter to accommodate the road conditions.

Training - crew will hold weekly training on Thursday nights and some Saturdays to help with Reserve training.

### **Personnel Action Report -**

Suzy Polnisch said that the report showed two new Reserves since the last meeting, one Medic and one EMT and on Reserve that had left.

Zach Hascall made a motion to ratify the Personnel Action Report dated January 9, 2024.

Sheryl Snow seconded the motion.

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

### **Apparatus Report - Deputy Chief Wright**

Chief Wright gave an update on vehicle status and service and vehicle waiting to be towed by Ladd's Towing.

Chief Barnard said that they had met with a vendor representative on new vehicle apparatus and most manufacturers are 36 months out from production completion and some 5 years.

### **Firefighting EMS Equipment -**

There was a discussion between the Fire Chiefs and the Board regarding the quotes for purchase of Thermal Imaging equipment and an associated grant to help pay for the equipment.

Zach Hascall made a motion to approve the purchase of Thermal Imaging Camera in the amount not to exceed \$2500.

John Burrows seconded the motion.

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

### **Wildland Historical Review -**

Zach Hascall spoke about the historical data collected on Wildland deployments and said that the program had a 60% profit margin before overhead. The 2022 profit margin was 33.25% and 2021 had a total profit margin of 73% because there were a lot more fires and deployments.

There was a discussion about Wildland apparatus for deployment and possible options for vehicles and refits and preparedness.

Chief Barnard discussed adding a new Engine Boss position and making Station 3 primarily a Wildland deployment station.

Zach Hascall made a comment about fee structure and how they should relate to income sources.

### **Surplus Property -**

Suzy Polnisch summarized that in the past months staff had reached out to all local realtors regarding surplus property in Swains Creek and received one response . The

listing agreements from them were received ready for signature. She said the agreements were for one year and approval is needed to sell the surplus lots that were gifted.

Zach Hascall made a motion to approve signing the listing agreement to list properties 540 N Grassy Trail and 550 N Grassy Trail.

John Burrows seconded the motion.

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

### **Wildland Captain Position -**

Fire Chief Barnard gave an overview of the Wildland Captain position. This new position would be a full time employee in charge of Wildland training, personnel, apparatus, fuels mitigation on the mountain, work a 40 hour week March through December and a Firefighter 48/96 shift during the winter months. He said that this type of position comes with a specific set of skills and it was getting harder and harder to find a seasonal person to fill the position. The Board and Chief discussed how the difference in pay between a 40 hour week and 48/96 schedule would be handled. He presented the amount of payroll needed to hire for the position. Suzy Polnisch summarized from the amounts that the District would be looking at a salary in the amount of \$45k plus change. Zach asked if having this employee year round would produce an added \$90k of income and Chief replied "at least" and said that having a reliable person would result in crews getting extended on wildland deployments which did not happen in the past season which indicated lack of performance. Zach Hascall talked about the income goals for the Wildland Program.

Zach Hascall made a motion to hire a full time Wildland Captain as presented by Chief Barnard.

Sheryl Snow seconded the motion.

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

### **Proposed Wage Structure Update -**

Suzy Polnisch stated that there were classifications in pay scale that were not covered in the current scale and there were current employees who would qualify for the new changes and this would rectify that. Fire Chief Barnard said that the basic pay scale was pretty comparable to what he feels it should be. He presented a wage scale increase to fill in some spaces when people were promoted and the only pay increase on the full time scale would be basic paramedic which was lower than other places were paying. New positions included FF/Captain/Paramedic, Full Time in house Engine Boss and "swing up" positions when filling another position while on duty out of their classification and currently only 3 employees would be affected by

the change. Zach Hascall led a discussion about the percentage of payroll increase and budget effects.

Suzy Polnisch stated for the record that Wade Heaton had arrived at the meeting at 7:00 pm.

Zach Hascall made a motion to approve the newly formatted pay scale with additional positions as presented by Chief Barnard.

John Burrows seconded the motion.

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

### **Stepped Longevity Wage Proposal - tabled until February**

#### **EMS Training Captain Revised Pay -**

Suzy Polnisch said that the position of EMS Training Captain was previously approved by the Board and included a stipend pay increase but after legal review that proposal needed revision.

Chief Barnard explained that the proposal was to hire for the position internally, give that person a \$2/hour raise added to their base wage. That person would work 10 hours of time outside of regularly scheduled work and in addition to regular hours with a strict 10 hour limit under his direction. Total cost comparisons were presented to the Board. The position was approved by the Board in October pending pay structure approval.

Zach Hascall made a motion to approve the pay scale for EMS Captain position with a \$2/hour raise.

Sheryl Snow seconded the motion.

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

#### **Technology -**

Deputy Chief Flygare explained that the ESO software installation was underway and should be up and running by February. Previous Aladtec software was paid for the month of January.

Sheryl Snow asked about getting Quickbooks up and running for the office and Zach said that would take place once the new accounting service was in place.

**Other Business -**

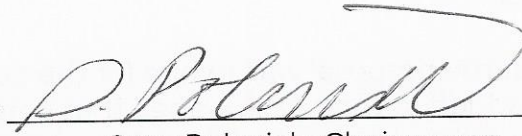
Chief Barnard said that new vehicle radios had been received and installation of radios was going to be expensive. Deputy Chief Wright said that the only quote she received was for \$14,000 for the installations.

Commissioner Heaton stated that the Commission had reappointed Zach Hascall and Sheryl Snow and the fifth board member would be appointed in February.

Suzy Polnisch said that she was very pleased with the presentations at the meeting and thanked everyone for their work in getting the meeting completed ahead of time. She said next month there would be some PR and Communications items and upcoming events to schedule and discuss.

Sheryl Snow made a motion to adjourn the meeting  
Zach Hascall seconded the motion  
Meeting was adjourned at 7:27 pm.

Minutes approved by

  
Suzy Polnisch, Chairperson

February 12, 2024

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