

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Regular Meeting  
Executive Conference Room  
60 N Main St  
Coalville, UT 84017  
October 12, 2023

1 Chair Armstrong called the meeting to order at 6:06PM

2 **Board Members Present**

3 Chair Roger Armstrong - Remote  
4 Vice Chair Jim Rees  
5 Treasurer Ari Ioannides - Remote  
6 Louise Willoughby  
7 Chris Robinson – Remote (Excused at 8:27PM)  
8 Don Donaldson - Excused  
9 John Adams

**Staff Present**

Ben Nielson, Fire Chief  
Tyler Rowser, District Clerk  
Ryan Stack, Deputy County Attorney  
Nick Jarvis, Captain

**Public Present – Electronic**

10

11 **Item 2 Roll Call**

12 A quorum was present.

13 **Item 3 Closed session in compliance with Utah Code §52-4-205(1) as**  
14 **needed, to discuss:**

- 15 a. Purchase, exchange, or lease of real property  
16 b. Pending or reasonably imminent litigation  
17 c. Personnel – to discuss the character, competence, or physical or mental  
18 health of an individual

19 Board Member Robinson motioned to go into closed session for  
20 Purchase, exchange, or lease of real property, Board Member  
21 Willoughby seconded the motion, a vote was called all ayes, motion  
22 passed closed session started at 6:08PM.

23 All board members were present except John Adams recused himself,  
24 and Ben Nielson, Nick Jarvis, Tyler Rowser, and Ryan Stack.

25 Vice Chair Rees, motioned to move to Personal, Board Member  
26 Willoughby seconded the motion, a vote was called, all ayes motion  
27 passed, personal began at 6:25PM

28 All board members were present, and Ben Nielson, Nick Jarvis, and  
29 Ryan Stack.

30

31 **Item 4 Reconvene in Open Meeting**

32 The Board reconvened at 6:43PM

33 **Item 5 Pledge of Allegiance**

34 Chair Armstrong lead the board and public in the pledge of allegiance.

35 **Item 6 Work Session**

36

37 **a. Chief's Report. Discussion of current operational status.**

38 Ben updated the board on the operations of the district and how the  
39 repairs of Station 21 are going.

40 **b. Review and Discussion of the proposed 2024 Budget and**  
41 **Amended 2023 Budget**

42 Chief presented the proposed 2024 budget and amended 2023 budget.

43 **2. Public Input**

44 None

45 **3. Consent Agenda**

46

47 a. Accounts Payable September 2023

48 b. Minutes of September 14, 2023

49 Board Member Willoughby motioned to approve the consent agenda  
50 items, Board Member Adams seconded the motion, a vote was called,  
51 all ayes, motion passed.

52

53 **4. Consideration of Approval**

54

55 **a. Discussion and Possible Approval of Job Descriptions for**  
56 **Deputy Fire Chief, Administrative Battalion Chief, Deputy Fire**  
57 **Marshal, and Engineer**

58 Chief Nielson went over the proposed job descriptions. Board Member  
59 Adams motioned to approve the Deputy Fire Chief, Administrative  
60 Battalion Chief, Deputy Fire Marshal, and Engineer job descriptions,  
61 Board Member Willoughby seconded the motion, a vote was called, all  
62 ayes, motion passed.

63 **b. Discussion and Possible recommendation to the Summit**  
64 **County Council of a resolution of intent to annex territory into**  
65 **North Summit Fire Service District.**

66 Table

67 **c. Discussion and Possible approval of purchasing 2 new F150's**  
68 **for new Admin staff.**

69 Chief discussed the resining behind buying 2 F150's now vs. waiting  
70 until next year. Board Member Adams motioned to approve the  
71 purchase not to exceed \$111,756, Board Member Willoughby seconded  
72 the motion, a vote was call, Members Willoughby, Adams, Ioannides,  
73 and Armstrong Aye, Member Rees Nay, motion passed.

74 **d. Discussion and Possible Approval of Resolution NSFD 2023-04**  
75 **A Resolution Authorizing the Opening of a Secondary**  
76 **Checking Account to Receive Authorized Payments for**  
77 **Emergency Medical Services.**

78 Vice Chair Rees motioned to approve Resolution NSFD 2023-04,  
79 Treasurer Ioannides seconded the motion, a vote was called, all ayes,  
80 motion passed.

81

82 **5. Board Comments.**

83 Treasurer Ioannides, wanted to thank the Chief for keeping a tight watch on  
84 the budget this last year.

85

86 **6. Adjourn.**

87 Board Member Willoughby motioned to adjourn, Vice Chair Rees seconded  
88 the motion, a vote was called, all ayes, motion passed, adjourned at 8:34PM