

# **Moab Valley Fire Protection District Commission Meeting**

**45 South 100 East, Moab Utah 84532**

**March 19, 2024 - 4:00 p.m.**

## **A. Call to Order:**

1. The meeting was called to order by Chairman Archie Walker at 4:00 p.m.
2. Commissioners Present: Chairman Archie Walker, Commissioner Jim McGann, Commissioner Charlie Harrison
3. Staff Present: Chief TJ Brewer, Administrator Cathy Bonde, Battalion Chief Brandon McGuffee
4. Also Present: Mike Kelso

## **B. General Business:**

1. Approval of Minutes – Commissioner Harrison motioned to approve minutes from the February 20, 2024 Commission meeting. Commissioner McGann seconded, and the motion passed unanimously.
2. Citizens to be Heard – None wishing to speak.
3. Approval of Bills - Commissioner Harrison motioned to approve bills. Commissioner McGann seconded, and the motion passed unanimously.

## **C. Chief's Report**

1. Chief Brewer reported there were 36 incidents since the last Commission meeting. One major incident was a structure fire at Moab Springs Ranch. Our firefighters did a phenomenal job in preventing the fire from spreading to an adjoining structure. Tactics and leadership presented were excellent.
2. We have hired our seasonal wildland employees. They are Ben Ryan, who is currently a volunteer with the Department, and Cole Smith. They will start April 1. Chief Brewer stated he is excited about the growth of this program and the upcoming season.
3. Mark Marcum and Cody Thurlo are currently in Oklahoma on a resource order. They are primarily there for initial attack.

4. Our new engine will be done mid-April. We will send a couple of people out to do final inspection once Pierce lets us know it's ready.
5. We have started installing our new radios. We are missing a few things that we still need to pick up from UCA.
6. We have had two companies trained and tested on extrication awareness and operations. Our volunteers tested with an extremely impressive time. We have also had one company training on hazmat awareness and ops. They will be testing out this weekend. The curriculum was implemented in the State toward the end of last year, and our Department is among the first to be tested.
7. Commissioner McGann asked about the structure fire at Moab Springs Ranch. Chief Brewer stated he was impressed by our volunteers. Shea Walker, the duty officer that night, was first on scene and gave a phenomenal size up. A private fire hydrant was right across the road from the structure but did not work. The next incoming engine found a water source/supply. All firefighters performed amazingly and continued to stay on scene to monitor after it was assessed some could be dismissed. Chief Brewer immediately called in an investigator from the State, and a State fire marshal was here 4 hours after the phone call. Discussion ensued about issues with the hydrant and private hydrants vs. public hydrants.

#### **E. Old Business:**

1. Annexation – Chief Brewer stated we have not heard back from the County on a meeting. Cathy sent Mallory Nassau and follow-up email today inquiring.
2. Job Descriptions – Chief Brewer said we have paused this until the Commission decides what they want to do in terms of a salary survey.
3. Salary Survey – Commissioner McGann spoke with Mike Swallow of CompSurvey who performs salary surveys for Grand County. The County salary survey costs approximately \$85,000.00, and for our size department the cost would be between \$4,000.00 and \$6,000.00. It would tie into job descriptions. He would come and interview employees and talk about our needs. It would take 2-3 weeks to complete the work. Commissioners discussed the value and consequences of doing a salary survey. Chief Brewer asked if annexations would change our needs and whether or not a salary survey would be best held off until those issues are resolved. Discussion was also had on tax income, tax revenue from annexation and a potential future tax increase. After discussion on the value of a salary survey and potential consequences, Commissioners asked that Cathy obtain proposals for consideration.

#### **F. New Business:**

1. Organizational Chart – Chief Brewer presented a current draft of an organizational chart. He went over the positions, and explained that some positions are vacant, but the idea was to create an organizational chart that could expand. The chart was created by position, not person, and is divided into Ops and Support Services.

2. Procurement Policy – Cathy presented Grand County's procurement flowchart. Both she and Chief Brewer feel it fits well with our organization. It's a guideline to ensure we do purchasing appropriately and consistently. Discussion was had on cost thresholds that trigger different processes. Discussion was also had on having a Commission pre-approved capital procurement list that would streamline purchases for items already agreed upon as necessary. Chief Brewer stated he has discussed procurement policy with other Chiefs, and that information is being taken into consideration for our policy. Commissioners decided to re-visit the procurement flowchart at the next Commission meeting.

**G. Closed Session:**

1. Commissioner Walker moved to enter closed session to discuss personnel issues at 5:22 p.m. Commissioner Harrison seconded, and the motion passed unanimously.
2. Commissioner Walker moved to leave closed session at 5:42 p.m. Commissioner Harrison seconded, and the motion passed unanimously.

**H. Adjourn:**

1. Chair Walker adjourned the meeting at 5:42 p.m.

\_\_\_\_\_  
**Date** \_\_\_\_\_

**Archie Walker, Chair**

**Attest:** \_\_\_\_\_

**Cathy Bonde, Clerk**

# Moab Valley Fire Protection District Closed Session Form

**Date:** March 19, 2024

**Commissioners Present:**

Archie Walker  
 Jim McGann  
 Charlie Harrison

**Others Present:**

TJ Brewer, Chief  
 Cathy Bonde

**Motion to enter Closed Session made by:** Commissioner Walker  
**Seconded by:** Commissioner Harrison \_\_\_\_\_

**Time In to Closed Session:** 5:22 p.m. \_\_\_\_\_

**Motion to adjourn Closed Session made by:** Commissioner Walker

**Seconded by:** Commissioner Harrison \_\_\_\_\_

**Time Out of Closed Session:** 5:42 p.m. \_\_\_\_\_

**Purpose of Closed Recorded Session:**

- Pending or Reasonably Imminent Litigation
- Purchase, Exchange, Lease or Sale of Real Property, including any form of a water right or water shares (UCA 52-4-205(1)(d) & (e))
- Investigative Proceedings Regarding Allegations of Criminal Misconduct
- Commercial Information Obtained from a Property Taxpayer (UCA 59-1-404)

**Purpose of Closed Unrecorded Session (affirmation required)\***

- Deployment of Security Personnel, Devices or Systems (**unrecorded**)\*
- Character, Professional Competence or Physical or Mental Health of an Individual (**unrecorded**)\*

**\*Affirmed by Commission Chair (for unrecorded session)**

\*If unrecorded, Chair swears and affirms that the sole purpose for closing the meeting was to discuss one of the following: the deployment of security personnel, devices or systems; or the character, professional competence or physical or mental health of an individual.