



CEDAR MOUNTAIN FIRE PROTECTION DISTRICT

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**Cedar Mountain Fire Protection District
Minutes
March 12, 2024 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 Brent Carter - via Google Meets

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

- Prayer - John Burrows
- Pledge - Zach Hascall

Public Comments - No members of the Public were present.

Board Member Comments -

Suzy Polnisch thanked the staff for efforts to improve financially and recognized all of the work that was put into the FEMA Assistance to Firefighters Grant.

Chairperson Comments - none

Consent Agenda -

Zach made a motion to approve the Consent Agenda read by the Chair consisting of March 2024 Agenda, The Minutes of the February 13, 2024 Board Meeting and the expenditures of February 2024.

John Burrows seconded the motion.

All were in favor, none opposed, carried unanimously.

Treasurer's Report - Sheryl Snow

Assets -	February 29, 2024
Checking/Savings	
Fire Operations Checking	\$143,878.71

Snow Removal Checking	\$148,942.83
Snow Removal Savings	\$0
Dust Checking	\$1,177.12
Fire Reserve 1 PTIF 8810	\$869,399.23
Fire Reserve 2 PTIF 8811	\$309,951.37
Snow Reserve PTIF 8812	\$487,441.73
Station 3 Loan PTIF 7988	\$138,408.23

Clerks Report - Zach Hascall

Zach Hascall noted that a little over \$7000 was gained in interest by putting reserve funds into the PTIF accounts until they are needed. He also said there was a new bill pay system in place that was working well. There was a small hiccup with the new payroll program but that was ironed out and now the admin staff had access to Quickbooks making information more available in real time.

Suzy Polnisch asked about the current income for the year and Zach said that currently they were at 85% with more delinquent fees to come in over the course of the year and said that the last wildland payment from the previous year was received.

District Manager's Report - Kendalee Cox

Kendalee said that a lot of time and effort was put into the FEMA grant and it gave her a better understanding of the district needs. She also thanked Suzy Polnisch for helping with input and proofreading on the grant application. She said that she has been working on updating the Snow RFP to put it out for notice and the dates for opening the bids were tentative. The remaining funds from CIB for the Station 3 loan were possibly no longer available because CIB had been notified that the building was complete but she is still looking into the possibilities. The snow total reached the 9' mark and tier payments were raised to the 9' to 14' level but snowfall was still significantly less than last year. Following up with the Western Kane County Special Service District regarding the areas containing the dumpsters and their district will take over snow removal from those areas and that part in the snow contracts was removed. Signage has been placed in the "Cut" to alleviate the responsibility of the District and the snow contractors. Kendalee said that she has continued to gather information on quotes for District property snow removal equipment in the form of a Bobcat but currently there are some other more important equipment needs. Zach Hascall noted that Snow funds would be used for snow equipment and Fire funds would be used for fire equipment. Kendalee stated that a lot of attention had gone into what is best for the people as well as the Budget and she said that she feels that the best decisions are helping move the District forward.

A question from Suzy Polnisch regarding the new accounting service and new programs and training for payroll and billing Zach Hascall said that there would be an assessment in May regarding what is being billed and provided by the accountants.

John Burrows asked Kendalee her feelings from CIB regarding Station 3 and would moving to get a new loan be the way to go? Kendalee said that since CIB was told the building was complete, the funds that are remaining are earmarked for CMFPD but may not be available but the conversation is still going on after new costs for the needed projects were estimated.

Commissioner Wade Heaton attending the meeting via Google Meets said that when CIB was notified that the building was complete but a retaining wall was still needed, CIB did get it approved though their own Board decision and another secondary application could possibly be approved since the funds are there.

Suzy Polnisch stated for the record that herself Suzy Polnisch, Zach Hascall Sheryl Snow and John Burrows were in attendance in person, Commissioner Wade Heaton was attending online and Member Brent Carter was expected to join the meeting online but currently was not.

Zach Hascall asked the details of amounts regarding the FEMA Grant and its use. Chief Barnard stated that it was a regional grant for PPE specifically SCBAs (self contained breathing apparatus). If awarded, the District would gain over \$500,000 in PPE and equipment.

Suzy Polnisch stated that Member Brent Carter had joined the meeting online.

Chief's Report - Chief Barnard

Chief Barnard said that it had still been slow but the crews responded to a structure fire in the past weeks and saved a cabin with a fire that had started under a deck. Interfacility transports have been slower due to Page and Big Water taking transports out of Page so CMFPD was now third on the list for calls for transport out of Page. EMS Training Captain Melissa Billings was working with staff on recertifications. He said he was very excited to have new Wildland Captain Tyler Hirshfeld onboard and he would give the Wildland update. A full time employee left and the position was not filled in anticipation of restructuring of staff. C4 the old chief's truck was in the shop and the cost of repair was estimated at \$11k and feels it may not be worth the cost of repair. Safety inspections for all wildland vehicles were completed. He thanked staff and Suzy for all efforts on the FEMA grant.

Personnel Report - Suzy Polnisch

Suzy stated from the report that there were 3 people who started since the last meeting including Captain Hirshfeld, a Reserve Paramedic and a Reserve EMT as well as one employee who ended employment on February 25th. Chief Barnard corrected the report to say that both new Reserves were Paramedics.

Zach Hascall made a motion to approve the Personnel Action Report with corrections as stated in the meeting.

John Burrows seconded the motion.

All were in favor, none opposed, motion carried.

Dust Bids-

Zach Hascall said that one bid was received out of 3 or 4 that were sent out. They were the same company who bid the previous year. This year the same company Dustbusters bid the price/ton for product \$85.49, which is up from 2023, freight and application is up to \$69.08 from \$64.06 and everything else is the same with a fuel surcharge sheet attached and the same as previously. Based on last year 1,644.716 tons used is a cost of \$154.57/ton x 1,644.716 comes to \$254,113.08 before 10 to 15% fuel surcharge totals estimated total \$280k to \$290k. Sheryl Snow asked if the increase was within expectations and Zach said yes. Total Dust 2024 income projected at \$304k so it would be slightly tighter with additional road maintenance.

John Burrows prefaced his motion by stating that due diligence had been done to try and give opportunity to other companies to bid and didn't feel the increases were out of line.

John Burrows made a motion to approve the Dust bid as presented and discussed and put the project in the \$290k to \$295k range including a 15% fuel charge as anticipated.

Zach Hascall seconded the motion.

All were in favor, none opposed, motion carried.

Apparatus Report -

Chief Barnard said that some approved vehicles were taken down for the Sheriff's auction. The biggest concern at the moment was the 2018 GMC which needs the new head gasket and has 140k miles. John Burrows said that he agreed with Chief that they were just throwing good money after bad after Zach Hascall said that a lot of money had been spent on repairs for that vehicle. There was a discussion between the Board and Chief about options of auction or trade in value. Chief Barnard said the biggest need was for a Type 6 Wildland vehicle and the current vehicle has broken down in the past. A new one would be approximately \$200k and

the availability and types were discussed. John Burrows said that he would have the crew explore the options of a low interest loan through Zions Bank such as the one that was obtained for the pickup trucks. Zach Hascall said that ground had been gained last year by paying off the loan on the Zoll monitors and suggested the revenue that could be gained by obtaining a new and fully built vehicle would be worth it.

John Burrows led a discussion which was restated by Suzy Polnisch that they should empower Chief Barnard and Kendalee Cox to pursue options and come back to the Board with recommendations as well as make a determination of what to do with the GMC 2500 whether trade in or auction.

Zach Hascall made a motion to dispose of GMC 2500 pickup at the discretion of Chief Barnard and Kendalee Cox whether a trade in or auction based upon surplus property disposal policy.

John Burrows seconded

All in favor, none opposed, motion carried.

Firefighting/EMS Equipment -

Chief Barnard said that they are currently working on equipment inventory but currently there are no needs. Suzy Polnisch asked about replacement of the current fire engines and Chief Barnard spoke about the time frame and costs of Type 3 Fire vehicles and said he was placing priority on the Type 6 vehicle for Wildland. There was a lengthy discussion regarding the current vehicles including wait time on new engines and lifespan of the current engines.

Wildland - Wildland Captain Tyler Hirshfeld

Tyler introduced himself to the Board. He came from Hurricane Valley Fire Wildland where he spent 5 years and prior to that he was in the military.

Tyler explained the goals and objectives of preparedness and the ability to apply for grants for fuels mitigation reducing the burden on the department. He said his goals were to improve training and train firefighters for deployment and availability as soon as possible. The annual safety Tests were underway. Inventory is being taken on equipment and identifying training opportunities and tracking progress is a priority.

Chief Barnard explained that he and Captain Hirshfeld are about two months ahead of schedule from last year and seasonal staff would be hired later but they would like to hire a seasonal part time person to assist Captain Hirshfeld a couple of days per week.

John Burrows made a motion to direct Chief Barnard and Captain Hirshfeld to move forward with the early hiring of part time seasonal help to get ready for the upcoming Fire season.

Sheryl Snow seconded the motion.

All in favor, none opposed, motion carried.

There was a discussion about the apparatus that would be deployed for Wildland. Currently that would be Engine 75 and Type 6 Brush 70 and a Type 4 that needs some maintenance. Chief Barnard said more money is made on a Type 3 such as Engine 75 but having a reliable Type 6 is priority. Having two Type 6's would be ideal in the future.

John Burrows made a motion to allow Kendalee Cox and Chief Barnard to investigate the best option for an additional Type 6 vehicle based on financing.

Zach Hascall seconded.

All in favor, none opposed, motion carried.

Snow Removal -

Kendalee Cox said there were optional days for meeting dates to open Snow bids. April 17th was proposed. A separate meeting to open Snow contract bids is needed due to the different combinations of areas that can be bid upon. Zach Hascall said there are multiple potentials and ten levels of snow tiers to be covered and all of the subdivisions included and expected to take at least two hours. The snow contracts are the same with the exception of the dumpster areas being removed. The Trash District increased their fees due to the increased numbers of dumpsters required on the Mountain so they will now be responsible for snow removal around those areas. Contractors will continue to remove snow around fire hydrants and contractors will also be required to keep a log of equipment and personnel used each month. There was a discussion about the April 16th due date for bids and having the meeting to open bids on the 17th of April.

John Burrows made a motion to move forward with the April 17th Board Meeting to be publicized for the sole purpose of opening the Snow contractor bids.

Sheryl Snow seconded the motion.

All in favor, none opposed, motion carried.

Fire/EMS Staffing Structure

Chief Barnard presented a flow chart for his recommendation of staffing and getting the budget back in order while still having staff for call response and keeping people employed. Chief requested dissolving the two Deputy Chief positions and having those employees go back to the line on shift work. One of those deputies would fill

the vacated full time position and give an extra full time employee to fill future full time positions that may be vacated. He said he feels this will help the budget and still take care of the District. Suzy Polnisch said she really appreciated the efforts made to save money. Zach Hascall asked if Tyler Hirshfeld was seasonal and Chief Barnard said that he was year round with seasonal Wildland in the summer and if the program allowed he would fill the 5th full time position on shifts in the winter months. Only Captain Barnard and Captain Hirshfeld would fall outside of the firefighter 48/96 schedule.

John Burrows made a motion to approve the new pay structure presented by Chief Barnard for the personnel within the District to be implemented Mar 17, 2024 to bring the Deputy Chiefs back to shift duties, those positions may be reinstated by Board action in the future, these changes will be implemented due to budgetary constraints.

Zach Hascall seconded the motion.

All were in favor, none opposed, motion carried.

Pay scale clarification - Chief Barnard said that he will be presenting some pay scale changes to the Board in the April meeting that will include additional pay for filling higher level positions also known as "swing up pay".

FLSA Pay Structure -

Chief Barnard presented a reorganized FLSA pay structure based on a 24 day cycle which most if not all departments in Southern Utah utilize. This is the primary consideration but there will also be some cost savings. This would save approximately \$16k per year overall. This would also balance pay checks and make them more consistent. Zach Hascall said that they switched to the 14 day cycle because the staff wasn't satisfied with the pay stubs did not reflect the hourly rate and asked if they switch back to the 24 day cycle with the staff then be satisfied? Chief Barnard said that he believed it would. Zach said the changes were made for staff so they are happy with the change then he agrees.

John Burrows made a motion to approve the revised FLSA pay structure.

Zach Hascall seconded the motion.

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

Communications Review -

Suzy Polnisch said the biggest update was regarding the Outlook Magazine and possibly transitioning to a newsletter that would be sent out a few times per year and possibly going to an electronic version that would save mailing costs and allow the public to sign up for an emailed copy. The Board discussed the evolving process and

the length of time it would take for the public to become familiar with it. Changing the format would save money in postage, printing and the need for having advertisers to offset the costs. Suzy said there would be more to come. She said there will be some events and possibly another pancake breakfast and participation in events in the Valley such as the upcoming Donkey Basketball game.

Social Media Accounts - Kendalee Cox said that she contacted an expert about recovering the District Facebook account to regain access which was lost due to a password change. The recommendation was to abandon the account and flag it as illegal.

Suzy Polnisch said by the end of the year CMFPD had to change to a .gov url and there was then a discussion regarding the District name and possible change of name. Suzy said that possible names were discussed in previous meetings and suggested they be found.

Other Business -

There will be some more updates to the personnel handbook, communications details and options and possibly updates on technology.

Zach Hascall made a motion to adjourn the meeting.

John Burrows seconded the motion.

Meeting adjourned at 8:20 pm.

Minutes approved by  April 9, 2024

Zach Hascall, District Clerk

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