

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Special Meeting

Executive Conference Room  
60 N Main St

Coalville, UT 84017

**March 13, 2024**

1 Vice Chair Donaldson called the meeting to order at 6:10 PM

2 **Board Members Present**

3 Chair Roger Armstrong – Remote 6:16 PM

4 Vice Chair Don Donaldson - Remote

5 Treasurer Ari Ioannides

6 Louise Willoughby

7 Chris Robinson - Remote

8 John Adams - Excused

9 Steven Dallin - Excused

**Staff Present**

Ben Nielson, Fire Chief

Nick Jarvis, Deputy Fire Chief

Tyler Rowser, District Clerk

Ryan Stack, Deputy County Attorney

**Public Present** – Electronic

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12 **Item 2 Roll Call**

13 A quorum was present.

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

16 a. Purchase, exchange, or lease of real property

17 b. Pending or reasonably imminent litigation

18 c. Personnel – to discuss the character, competence, or physical or mental  
19 health of an individual

20 No members called for a closed session.

21 **Item 4 Reconvene in Open Meeting**

22  
23 **Item 5 Pledge of Allegiance**

24 Vice Chair Donaldson lead the board and public in the pledge of allegiance.

25 **Item 6 Work Session**

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27 a. **Welcome Steven Dallin to the board as the Henefer Town**  
28 **Council representative.**

29 Table

30 b. **Chief's Report. Discussion of current operational status.**

31 a. **Buildings**

32 Chief Neilson updated the board on the mold issue at  
33 Station 21. Alpine conducted a post-mitigation sampling,  
34 and the mold was removed. Alpine will send us the  
35 documentation for cleaning the building for use.

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**b. Apparatus**

After having the ladder truck from Ogden inspected, it was determined that it would be too expensive to fix it so that it would be operational.

The Mini Pumper is getting the equipment put on it to be ready to put into service.

**c. Training**

Firefighters have completed 300 hours of training in February.

Firefighters and a few other agencies participated in Ice rescue training at Echo State Park.

3 personnel attended fire investigation training in Windover to keep up their certification.

**d. Operations (Medical/Fire)**

Review the attached monthly statistics.

**e. Misc.**

Assistance to Firefighters Grant (AFG) is a 95/5 grant; we applied for money to buy firefighters a second set of turnouts. We will have to put up a 5% match.

**f. Insurance Services Office (ISO) rating change.**

We lacked training records and other records to prove pump testing, we are now 5/5X down from 6/6X.

**Item 7 Public Input**

none

**Item 8 Consent Agenda**

d. Accounts Payable January & February 2024

e. Minutes of January 11 & February 8, 2024

Board Member Willoughby motioned to approve the consent agenda; Vice Chair Donaldson seconded the motion, a vote was called all ayes, and the motion passed.

**Item 9 Consideration of Approval**

Chief Neilson explained to the board that due to an accident of not recording the February 8, 2024 meeting, we are bringing the voted-on items back to the board to be ratified to keep things transparent with the public.

**a. Discussion and possible appointment of Auditor for the 2023 financial year.**

The board discussed the matter. Board Member Willoughby motioned to ratify the motion from the February 8th meeting. Board Member Robinson seconded the motion. A vote was called; all ayes and the motion passed.

79                   **b. Discuss and possible approval to enter into a purchase**  
80                   **agreement for a mini pumper and set a maximum amount for**  
81                   **purchasing the mini pumper and necessary equipment.**  
82                   The board discussed the purchase of the mini pumper. Treasure  
83                   Ioannides motioned to ratify the motion from the February 8<sup>th</sup> meeting;  
84                   Board Member Robinson seconded the motion; a vote was called, all  
85                   ayes and the motion passed.

86                   **c. Discussion and possible approval of surplus property**  
87                   The board discussed the truck to be surplus. Board Member  
88                   Willoughby motioned to ratify the motion from the February 8<sup>th</sup>  
89                   meeting; Board Member Robinson seconded the motion, a vote was  
90                   called, all ayes, and the motion passed.

91 **Item 10 Board Comments.**

92 Board Member Willoughby asked that we look into doing a mailer to the citizens  
93 and what that would cost to keep them up to date on the district's events.  
94 Treasurer Ioannides is concerned about not having the last meeting recorded and  
95 what we can do to ensure it does happen.

96 **Item 11 Adjourn.**

97 Board Member Willoughby motioned to adjourn; Board Member Robinson seconded  
98 the motion, a vote was called, and all ayes adjourned at 7:15 PM.