

**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT
Administrative Control Board Hearing**

May 15, 2024
7:00pm

**NEW HARMONY FIRE STATION
1388 South Old Hwy 91**

Agenda

- I. Open Meeting: Clay Huckaby.
 - Time:
- II. Attendance: Cathye Huckaby.
- III. Review/Approval of Meeting Minutes: Clay Huckaby.
- IV. Financial Report – John Southwick/Cathye Huckaby.
 - Balance Sheet.
 - Budget vs Actuals.
 - Expenditures.
- V. Vacant Position Applications Review and Appointment: Clay Huckaby.
- VI. Board Members Required Training: Cathye Huckaby, Jim Banks.
 - Email 5-13-24 from Cathye Huckaby.
 - OSA Mandatory Training: Open & Public Meeting, Board Member Training, NIM.
 - ICS Board Training.
- VII. Policy Proposals: Clay Huckaby, Cathye Huckaby.
 - Revised By-Laws, Page 2: Re: Emails.
 - Accounting.
 - Record Retention.
- VIII. Impact Fee Proposals: Clay Huckaby.
- IX. Grant Updates: R. C. Huckaby.
- X. Board Member Presentation : John Southwick.
 - Wildfire Fuels Management Program and Wildfire Prevention Program.
- XI. Chief Report: Jim Banks. Update.
 - 800 MHz Radio Update.
 - EMR Licensing Report.
 - General Update
- XII. Office Manager Report: Cathye Huckaby.
 - VISA Limit Increase.
- XIII. Fire Association Reports:
- XIV. Community Remarks:

XV. Meeting Adjourned:

Institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USAD, Assistant Secretary for Civil Rights Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W., Stop 9410 Washington, DC 20250-9410 Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TTD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer."

Public Notice Updated for New Harmony Administrative Control Board



From <support@helpdesk.utah.gov>
To <cathye.huckaby@newharmonyfire.org>
Date 2024-05-14 15:13

Utah Public Notice

Revised Notice

[New Harmony Administrative Control Board](#)

[NHVSSD -Administrative Control Board Monthly Meeting](#)

Notice Date & Time: 5/15/24 7:00 PM -5/15/24 9:00 PM

Description/Agenda:

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

Administrative Control Board Hearing

May 15, 2024

7:00pm

NEW HARMONY FIRE STATION

1388 South Old Hwy 91

Agenda

- I. Open Meeting:
 - Time:
- II. Attendance: Cathye Huckaby
- III. Review/Approval of Meeting Minutes: Clay Huckaby.
- IV. Financial Report - John Southwick/Cathye Huckaby.
 - Balance Sheet.
 - Budget vs Actuals.
 - Expenditures.
- V. Vacant Position Applications Review and Appointment: Clay Huckaby.
- VI. Board Members Required Training: Cathye Huckaby, Jim Banks.
 - Email 5-13-24 from Cathye Huckaby.
 - OSA Mandatory Training: Open & Public Meeting, Board Member Training, NIM.
 - ICS Board Training.
- VII. Policy Proposals: Clay Huckaby, Cathye Huckaby.
 - Revised By-Laws, Page 2: Re: Emails.
 - Accounting.
 - Record Retention.
- VIII. Impact Fee Proposals: Clay Huckaby.
- IX. Grant Updates: R. C. Huckaby.
- X. Board Member Presentation : John Southwick.
 - Wildfire Fuels Management Program and Wildfire Prevention Program.
- XI. Chief Report: Jim Banks. Update.
 - 800 MHz Radio Update.
 - EMR Licensing Report.
 - General Update
- XII. Office Manager Report: Cathye Huckaby.
 - VISA Limit Increase.
- XIII. Fire Association Reports:
- XIV. Community Remarks:
- XV. Meeting Adjourned:

Institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.(Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USAID, Assistant Secretary for Civil Rights Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W., Stop 9410 Washington, DC 20250-9410 Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TTD or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.'

Notice of Special Accommodations:

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Cathye Huckaby at 435 767-1893

Notice of Electronic or telephone participation:

NA

Other information:

Location:

1388 S. Old HWY 91, NEW HARMONY, 84757

Contact information:

Cathye Huckaby , cathye.huckaby@newharmonyfire.org, (435)767-1893

To stop receiving email notifications for this public body, please click this link:

[Unsubscribe](#)

Public Notice for New Harmony Administrative Control Board



From <support@helpdesk.utah.gov>
To <cathye.huckaby@newharmonyfire.org>
Date 2024-04-01 12:24

Utah Public Notice

[New Harmony Administrative Control Board](#)

[NHVSSD -Administrative Control Board Monthly Meeting](#)

Notice Date & Time: 4/17/24 7:00 PM -4/17/24 9:00 PM

Description/Agenda:

To Be Announced

Notice of Special Accommodations:

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Cathye Huckaby at 435 767-1893

Notice of Electronic or telephone participation:

NA

Other information:

Location:

1388 S. Old HWY 91, NEW HARMONY, 84757

Contact information:

Cathye Huckaby , cathye.huckaby@newharmonyfire.org, (435)767-1893

To stop receiving email notifications for this public body, please click this link:

[Unsubscribe](#)

5-18-24

[illegible]

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD MEETING

March 20, 2024

NEW HARMONY FIRE STATION

1388 South Old Hwy 91

Meeting Minutes

I. Open Hearing: R C. Huckaby.

- a. Meeting called to order at 6:59 pm.

II. Attendance: C. Huckaby.

- a. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein, Vice Chairperson (via telephone); John Southwick, Treasurer; Member; Cathye Huckaby, Board Clerk/Office Manager.
- b. Board Members Absent: Scott Pace, Member.
- c. Fire Department Volunteers: Chief Banks, Fire Chief; Richard Carter Lieutenant
- d. Fire Association Members: Jeannie Brown, Treasurer; Mary Ellen, Secretary.
- e. Community: None.

III. Reading and Approval of Previous Meeting Minutes – R C. Huckaby.

- a. Members had the opportunity to review the Administrative Control Board (ACB) Meeting Minutes of February 21, 2024. No changes were requested (See Attached).

Motion: A motion was made by John Southwick the ABC Meeting Minutes February 21, 2024, be approved as reviewed. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.

IV. Financial Report: John Southwick

- a. NHVSSD Balance Sheet dated as of 3-18-2024, was reviewed (See Attached).
- b. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 3-18-2024 was reviewed (See Attached).
- c. NHVSSD Expense Report for 2-9-2024 to 3-18-202 was reviewed (See Attached).
- d. No questions or concerns were presented .

Motion: A motion was made by Pat Fleckenstein that the financial reports reviewed and discussed be approved. John Southwick seconded the motion. Motion carried unanimously by all present.

V. Scott Pace Resignation: R C. Huckaby.

- a. On 3-13-2024, Scott Pace sent an email to Chairperson Huckaby, resigning due to family commitments.
- b. Upon receipt of Scott Paces resignation, Chairman Huckaby posted the notice for the opening. Applicants are requested to send a letter of intent and a brief resume to his email.

Motion: A motion was made by John Southwick that Scott Pace be thanked for his service to the NHVSSD, and his resignation be accepted. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.

VI. Follow-up on Impact Fee Study: R C. Huckaby.

- a. A second bid was received; however, a third is forthcoming; therefore, the Chair requests the matter be tabled until the next meeting.

VII. Increase the VISA limit from \$2500 to \$5000: Jim Banks/Cathye Huckaby.

- a. The Office Manager spoke with Amanda Jacobson, SBSU Account Manager, regarding the proposed increase. To do so the district must fill out a new credit application (which has been received and completed) and submit the application along with ACB meeting minutes showing the Board's approval.
- b. The credit card payment is typically paid in full each month; however, on occasion a purchase needs be made as an emergency and at times the payment and purchase conflict not allowing the purchase to be made. The limit has never been increased. The card is used only when other forms of payment are not accepted or not available.

VIII. Placques for Retired Board Members: R C. Huckaby.

- a. It is proposed that the Board honor Darren Adair, Scott Pace and other retirees with a plaque.

Motion: A motion was made by John Southwick that placques be presented to Darren Adair, Scott Pace and other Board retirees as deem appropriate. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.

IX. Savings on Trash Pick-up: John Southwick

- a. Following-up from last month, John learned that Washington County will not provide trash cans and referred him back to Republic Services, who is our dumpster provider. Republic's representative stated they would not provide trash cans to a business in lieu of the dumpster. They pointed out that we are already getting a good deal on the cost of the monthly pick-up dumpster. If we signed today, instead of 20 years ago, it would cost us close to \$750 per month instead of \$375 per month.
- b. John is going to pursue this further.

X. Board Member Reports: John Southwick.

- a. John Southwick, would like to research and advocate for a NHVSSD based Wildfire Fuels Management Program and a Wildfire Prevention Program. He will make a presentation to the Board next month.

XII. Chief Report: Jim Banks/Richard Carter.

- a. Richard Carter presented the Board with a policy proposal for a NHVSSD "Ride Along/Volunteer Work Program Waiver and Guidelines. Kristen Carter used the City of Ogden's vetted policy as a guide (See Attached).
- b. The proposal was well thought out and the board supported the proposal with changes made to only #6 in the guideline. Requested change: the clothing must in no way look like the volunteer is a trained professional or member of the department.

Motion: A motion was made by Pat Fleckenstein that the proposed "Ride Along/Volunteer Work Program Waiver and Guidelines" policy, with the changes stipulated to Guideline #6 be adopted as part of NHVSSD's Policy and Procedures. John Southwick seconded the motion. Motion carried unanimously by all present.

- c. Chief Banks reports that the "non-ambulance" has been assigned as Squad 181. Chief has requested the Fire Association consider funding the wireless Accessories needed.
- d. It is expected that EMR licensing will be submitted by the end of March.
- e. HVFD completed the County Wildfire Training.
- f. The Training schedule is completed through June 2024.
- g. The State mandatory transition to 800mhz is proving more difficult due to the State's programming issues. Chief Banks is meeting with Motorola to get assistance.
- h. ICS Federal Review Training is needed. More information forthcoming.

XIV. Office Manager Report: Cathye Huckaby.

- a. End of the year reporting is being completed.
- b. Both Chairperson Huckaby and Clerk Huckaby have completed the required GRAMA 2024 Training (See Attached).
- c. Clerk Huckaby has also completed DOSA yearly training requirement on "Open and Public Meetings Act Training 2024 (See Attached).
- d. Board Members are required to complete yearly training, see the Office of State Auditor Website for information.

XV. Fire Association

- a. There will be a Pancake Breakfast and Fire Awareness Project on Saturday, May 4th; followed by a Community Clean-up Saturday May 11th.

XVI. Community Comment:

- a. No Comment.

XVII. Meeting Adjourned at 8:01pm

Motion: A motion was made by John Southwick to adjourn the meeting. The motion was seconded by Pat Fleckenstein. Motion carried unanimously by all present.

Institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USAD, Assistant Secretary for Civil Rights Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W., Stop 9410 Washington, DC 20250-9410 Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TTD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.”

Attachments:

ACB-FB Meeting Agenda 3-20-2024

Utah Public Notice of Meeting 3-19-2024, 3-14-2024

NHVSSD Public Sign-in Sheet 3-20-24

ACB-FB Meeting Minutes 2-21-2024

NHVSSD Balance Sheet 3-18-2024

NHVSSD Budget vs Actuals January – December 2024 as of 3-18-2024

Expense Report 2-9-2024 to 3-18-2024

Scott Pace Resignation emails (2) 3-13-2024

Title Page of Impact Fee Report Sample, The Utah Land Use Institute

Title Page of Impact Fee Report Hyrum City 11-2020

Title Page of Impact Fee Report City of Orem

Impact Fee Estimate, David Shil, Infinity; email 3-3-2024

Harmony Valley Fire District Ride Along/Volunteer Work Program Waiver & Guidelines (Proposal)

Harmony Valley Fire District Ride Along/Volunteer Work Program Waiver & Guidelines (Proposal) - Requested Changes to #6.

Cathye Huckaby Records Officer Cert. Course – 2024

Clay Huckaby Records Officer Cert. Course – 2024

Cathye Huckaby Cert. Course – Open & Public Meetings Act Training 2024

New Harmony Valley Special Service District

Balance Sheet

As of May 13, 2024

| | TOTAL |
|--|-----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| State Bank - Building Fund | 577.46 |
| State Bank - Capital Projects | 4.48 |
| State Bank - Contingency Fund | 23,279.21 |
| State Bank - General Fund | 65,107.82 |
| State Bank - Impact Fees | 267,631.68 |
| Total Bank Accounts | \$356,600.65 |
| Other Current Assets | |
| Due from other governments | 12,278.43 |
| Uncategorized Asset | -1.00 |
| Total Other Current Assets | \$12,277.43 |
| Total Current Assets | \$368,878.08 |
| Fixed Assets | |
| General Fixed Assets | 6,725.09 |
| Buildings and Improvements | 335,373.53 |
| Emergency Vehicles | 439,249.00 |
| Land | 8,750.00 |
| Machinery and Equipment | 347,324.17 |
| Total General Fixed Assets | 1,137,421.79 |
| Total Fixed Assets | \$1,137,421.79 |
| Other Assets | |
| Construction in Progress | 0.00 |
| Total Other Assets | \$0.00 |
| TOTAL ASSETS | \$1,506,299.87 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| *Accounts Payable | 93.11 |
| Total Accounts Payable | \$93.11 |
| Other Current Liabilities | |
| Accounts Payable | 0.00 |
| Accrued Interest Payable | 0.00 |
| Total Other Current Liabilities | \$0.00 |
| Total Current Liabilities | \$93.11 |

New Harmony Valley Special Service District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

| | TOTAL | | | |
|--|--------------------|---------------------|-----------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| Charge for Services | 1,368.90 | 7,500.00 | -6,131.10 | 18.25 % |
| Contribution from Fund Balance | | 49,385.00 | -49,385.00 | |
| Donations | 1.00 | 2,000.00 | -1,999.00 | 0.05 % |
| Grants | | 10,000.00 | -10,000.00 | |
| Impact Fee Revenue | 5,000.00 | 35,000.00 | -30,000.00 | 14.29 % |
| Property Tax | 21,482.75 | 110,000.00 | -88,517.25 | 19.53 % |
| Total Income | \$27,852.65 | \$213,885.00 | \$ -186,032.35 | 13.02 % |
| GROSS PROFIT | \$27,852.65 | \$213,885.00 | \$ -186,032.35 | 13.02 % |
| Expenses | | | | |
| Administration | | 1,600.00 | -1,600.00 | |
| Accounting (HintonBurdick) | 3,000.00 | 12,000.00 | -9,000.00 | 25.00 % |
| Bank service Charge | 50.00 | | 50.00 | |
| Chief Banks | 3,000.00 | 12,000.00 | -9,000.00 | 25.00 % |
| Office Manager | 2,910.00 | 12,000.00 | -9,090.00 | 24.25 % |
| Postage | 68.00 | | 68.00 | |
| Printing | 24.97 | | 24.97 | |
| Total Administration | 9,052.97 | 37,600.00 | -28,547.03 | 24.08 % |
| Call out reimbursement | 9,280.00 | 26,000.00 | -16,720.00 | 35.69 % |
| Contracted Services | 147.97 | 8,965.00 | -8,817.03 | 1.65 % |
| Lexipol | 3,689.28 | | 3,689.28 | |
| Other | 311.51 | | 311.51 | |
| Professional Organizations/ Dues | 476.00 | | 476.00 | |
| Streamline Web Services | 600.00 | | 600.00 | |
| Total Contracted Services | 5,224.76 | 8,965.00 | -3,740.24 | 58.28 % |
| Debt Service | | 33,000.00 | -33,000.00 | |
| Election Costs | | 0.00 | 0.00 | |
| Emergency Medical Response | | 3,500.00 | -3,500.00 | |
| Insurance | | 15,000.00 | -15,000.00 | |
| Workers Comp | 741.00 | | 741.00 | |
| Total Insurance | 741.00 | 15,000.00 | -14,259.00 | 4.94 % |
| Misc | | 4,000.00 | -4,000.00 | |
| Operations Maintenance & Repair | 120.00 | 27,500.00 | -27,380.00 | 0.44 % |
| Equipment Repair | 5,915.76 | | 5,915.76 | |
| Fuel | 894.76 | | 894.76 | |
| Total Operations Maintenance & Repair | 6,930.52 | 27,500.00 | -20,569.48 | 25.20 % |
| Purchase of Fixed Assets | | 5,000.00 | -5,000.00 | |
| Safety Equipment | | 10,000.00 | -10,000.00 | |
| Turn-Outs | 1,307.83 | | 1,307.83 | |
| Total Safety Equipment | 1,307.83 | 10,000.00 | -8,692.17 | 13.08 % |
| Station Supplies | | 14,800.00 | -14,800.00 | |
| Office Supplies | 1,993.17 | | 1,993.17 | |

—

—

—

New Harmony Valley Special Service District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

| | TOTAL | | | |
|-------------------------------------|----------------------|---------------------|-----------------------|------------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Total Station Supplies | 1,993.17 | 14,800.00 | -12,806.83 | 13.47 % |
| Training | 3,920.00 | 9,800.00 | -5,880.00 | 40.00 % |
| Travel, Meals, Mileage | | 1,400.00 | -1,400.00 | |
| Meals | 337.52 | | 337.52 | |
| Total Travel, Meals, Mileage | 337.52 | 1,400.00 | -1,062.48 | 24.11 % |
| UTILITIES | 260.00 | 12,000.00 | -11,740.00 | 2.17 % |
| Gas and Electric | 1,845.72 | | 1,845.72 | |
| Internet Access | 614.69 | | 614.69 | |
| Telephone | 450.00 | | 450.00 | |
| Waste Dumpster | 1,496.80 | | 1,496.80 | |
| Total UTILITIES | 4,667.21 | 12,000.00 | -7,332.79 | 38.89 % |
| Total Expenses | \$43,454.98 | \$208,565.00 | \$ -165,110.02 | 20.84 % |
| NET OPERATING INCOME | \$ -15,602.33 | \$5,320.00 | \$ -20,922.33 | -293.28 % |
| Other Income | | | | |
| Interest Income | 2,766.19 | 6,000.00 | -3,233.81 | 46.10 % |
| Total Other Income | \$2,766.19 | \$6,000.00 | \$ -3,233.81 | 46.10 % |
| Other Expenses | | | | |
| Contribution to Fund Balance | | 0.00 | 0.00 | |
| Interest Expense | 23.68 | 11,320.00 | -11,296.32 | 0.21 % |
| Total Other Expenses | \$23.68 | \$11,320.00 | \$ -11,296.32 | 0.21 % |
| NET OTHER INCOME | \$2,742.51 | \$ -5,320.00 | \$8,062.51 | -51.55 % |
| NET INCOME | \$ -12,859.82 | \$0.00 | \$ -12,859.82 | 0.00% |

New Harmony Valley Special Service District

| Selected | Date | Type | No. | Payee | Category | Total | Action |
|----------|------------|-------|------|--|--|------------|--------|
| | 05/06/2024 | Check | 4308 | TINK'S SUPERIOR AUTO PARTS | Equipment Repair | \$279.71 | |
| | 05/06/2024 | Check | 4307 | Banks, James | Chief Banks | \$1,000.00 | |
| | 05/06/2024 | Check | 4306 | Weidner | Turn-Outs | \$1,307.83 | |
| | 05/06/2024 | Check | 4305 | Streamline | Streamline Web Services | \$600.00 | |
| | 05/06/2024 | Check | 4304 | John D. Theodosiou | Equipment Repair | \$300.00 | |
| | 05/06/2024 | Check | 4303 | Cathye Huckaby | Office Manager | \$577.50 | |
| | 05/06/2024 | Check | 4302 | ROCKY MOUNTAIN POWER | Gas and Electric | \$95.90 | |
| | 05/06/2024 | Check | 4301 | Dominion Energy | Gas and Electric | \$96.07 | |
| | 05/06/2024 | Check | 4300 | WCF Mutual Insurance Company | Workers Comp | \$164.00 | |
| | 04/17/2024 | Check | 4299 | VISA | --Split-- | \$834.90 | |
| | 04/17/2024 | Check | 4298 | Shell Small Business | Fuel | \$134.05 | |
| | 04/17/2024 | Check | 4297 | Malcolm Tonneson | Equipment Repair | \$1,569.21 | |
| | 04/17/2024 | Check | 4296 | John D. Theodosiou | Equipment Repair | \$700.00 | |
| | 04/10/2024 | Check | 4295 | UTAH ASSOCIATION OF SPECIAL DISTRICTS | Professional Organizations/ Dues | \$435.00 | |



1

2

| Selected | Date | Type | No. | Payee | Category | Total | Action |
|----------|------------|-------|------|--------------------------------|----------------------------|------------|--------|
| | 04/10/2024 | Check | 4294 | Dominion Energy | Gas and Electric | \$250.75 | |
| | 04/10/2024 | Check | 4293 | L.N. CURTIS & SONS | Equipment Repair | \$1,760.60 | |
| | 04/10/2024 | Check | 4292 | Western Pest Control | UTILITIES | \$65.00 | |
| | 04/10/2024 | Check | 4291 | Republic Services | Waste Dumpster | \$374.71 | |
| | 04/10/2024 | Check | 4290 | WCF Mutual Insurance Company | Workers Comp | \$45.00 | |
| | 04/10/2024 | Check | 4289 | Hinton Burdick CPAs & Advisors | Accounting (HintonBurdick) | \$1,000.00 | |
| | 04/10/2024 | Check | 4288 | Cathye Huckaby | Office Manager | \$645.00 | |
| | 04/10/2024 | Check | 4287 | Heber Barlow | --Split-- | \$400.00 | |
| | 04/10/2024 | Check | 4286 | Kristen Carter | --Split-- | \$840.00 | |
| | 04/10/2024 | Check | 4285 | Richard Carter | --Split-- | \$770.00 | |
| | 04/10/2024 | Check | 4284 | Warren Dutson | --Split-- | \$120.00 | |
| | 04/10/2024 | Check | 4283 | Chris Fryer | Call out reimbursement | \$80.00 | |
| | 04/10/2024 | Check | 4282 | Gail Goodman | --Split-- | \$360.00 | |
| | 04/10/2024 | Check | 4281 | Maddalyn Goodman | --Split-- | \$360.00 | |
| | 04/10/2024 | Check | 4280 | Wes Goodman | --Split-- | \$890.00 | |
| | 04/10/2024 | Check | 4279 | Clair Hansen | --Split-- | \$440.00 | |
| | 04/10/2024 | Check | 4278 | Brandon Laaksonen | Call out reimbursement | \$200.00 | |
| | 04/10/2024 | Check | 4277 | DAVID OSBORN | --Split-- | \$200.00 | |
| | 04/10/2024 | Check | 4276 | Malcolm Tonneson | --Split-- | \$610.00 | |
| | 04/10/2024 | Check | 4275 | Don Williams | --Split-- | \$640.00 | |
| | 04/10/2024 | Check | 4274 | John Wray | --Split-- | \$680.00 | |

| Selected | Date | Type | No. | Payee | Category | Total | Action |
|----------|------------|-------|------|----------------------|----------|----------|--------|
| | 03/18/2024 | Check | 4273 | Shell Small Business | Fuel | \$386.01 | |

Re: Board Vacancy

2 messages

Ryan Frisby <frsby3053@aol.com>

Sun, May 5, 2024 at 8:49 PM

To: R CLAYTON HUCKABY <clayton.huckaby@nhfd.info>

Clay,
That'll be fine, I'll get you my resume shortly.
Long and short of it:
Graduated from University of Redlands with a BA.
Worked up as a meter reader to geoundman, then apprentice and lineman for the City of Banning. 2004-2016
Supervisor for Southern California Edison from 2016-2019
Board member of the Elizabeth Bixby Janeway Foundation 2017-present
Boarmember of the Preston B. Hotchkis foundation from 2011-2019...Chairman 2019-present.
There is a lot more in there but those are the major talking points.

Thanks,
Ryan Frisby

(951)-314-1650

Sent from my iPhone

On May 4, 2024, at 9:46 PM, R CLAYTON HUCKABY <clayton.huckaby@nhfd.info> wrote:

Hi Ryan,

Just a note to let you know that the board will meet on May 15 to consider filling the vacancy. If I can present your name for the vote please let me know. If not, I truly appreciate that you considered my offer!

Kindest regards,



R CLAYTON HUCKABY
ADMINISTRATIVE CONTROL BOARD

WWW.NHFD.UTAH.GOV

435-867-1398 EXT 3

R Clayton Huckaby <clayton.huckaby@nhfd.utah.gov>

Sun, May 5, 2024 at 8:54 PM

To: Ryan Frisby <frsby3053@aol.com>

Ryan, thank you very much! Redlands? I was born in Redlands but, I graduated from CSU. I did take music seminars at Redlands! I love the campus!

Talk to you soon!

11

12

13

14

15

16

17

18

Education

National Joint Apprenticeship Training Committee (NJATC)
(2007-2010)

- Completed 3 years of coursework with a GPA of 3.0 and attended hands on courses consisting of Climbing School, Work Methods, Rubber Gloving and Hot sticks

University of Redlands
(1999-2004)

- Bachelor's Degree in Communicative Disorders
- Science Oriented

Midland High School
(1995-1999)

- Private Boarding School: College Preparatory
- Held numerous jobs concurrently: janitorial, window glazing and replacement, dishwasher, manager of carpentry, and breakfast cook

Professional Experience

Board Member

(2017-Present) Elizabeth Bixby Janeway Foundation

- 50 million dollar 501 C-3
- Delegate \$2.5 million dollars in grants annually
- Check in on operations, budgets, projects and board meetings of foundations that receive grants
- Review of financials and approvals of annual expenses

Chairman

(2017-present) Preston B. And Maurine M. Hotchkis family foundation

- Manage assets, board and financial responsibilities
- Monitor progress and management of organizations who receive grants
- File, coordinate and execute yearly financial transactions

Production Specialist

(2013-2018) Southern California Edison
Romoland, California

- Primary role was to schedule work for district 77 electric line crews in a 300 square mile service territory consisting of 118 linemen, foremen and groundmen
- Assed manpower and build crews based on the needs of the district work requirements
- Managed crews on site with regards to safety, cost efficiency and GEO 95 and OSHA compliance
- Reviewed jobs out of planning regarding constructibility, feasibility, and adherence to local and federal regulations
- Ordered and created outages, No Test Orders, traffic control, permit notification and material orders for each individual job and schedule crews to complete them
- Emergency response
- Managed grievances
- Organized and coordinated multiple branches within Edison to efficiently execute jobs
- On call first responder



Journeyman Lineman/Electric Department

(2003-2013) City of Banning

Banning, California

- Worked throughout departments beginning as water and electric meter reader
 - Managed a crew of up to four meter readers
 - Helped install software and routing equipment
 - Oversaw all connects and disconnects of water and electric accounts within the city
 - Obtained excellent customer service techniques, time organization, and stress management
 - Overcame public obstacles such as threatening animals, difficult customers, and complicated situations.
 - Duties included inventory, occasional meter reading and service work, general public works, dig alerts, tree trimming, banner installation and removal for city events, sub-station safety watch, equipment and truck maintenance, and working with high voltage in a dangerous and demanding environment, safety advisor, and union steward.
- Involved with the installation and maintenance of overhead and underground electric utilities both primary and secondary voltage in accordance with G.O. 95 & 128
- Obtained Status of Journeyman

Equipment Operator

(1999-2003) DJ's Equipment

Laguna Niguel, California

- Operated and maintained water trucks, dump trucks, loaders, and backhoes
- Washed streets, curbs, and gutters
- Managed catch basins and water quality entering the storm drains
- Administered billing duties
- Obtained job site cleanliness and public relation skills

General Ranch Hand

(1997-1999) Bixby Ranch Company

Santa Barbara County, California

- Operated a 20,000 acre cattle ranch
- Cared for about 2,500 cattle
- Intensive manual labor and maintenance of property and equipment
- Obtained exceptional time management skills



Certifications

Commercial Driver's License

Underground Utility Location

Forklift Operator

Digger Derrick Operator

Personnel Lift Truck Operator

Electrical Line Tree Clearance

Enclosed Space Entry

CPR

First Aid

AED's

Passed the IBEW Journeyman Test on August 15th, 2011

Rubber glove certified

Hotstick certified



Mandatory Training Reminder



From <cathye.huckaby@newharmonyfire.org>

To Pat Fleckenstein <pat.fleckenstein@gmail.com>, Clay Huckaby <clayton.huckaby@nhfd.utah.gov>, Eric Kerns <erickerns1@gmail.com>, John Southwick <jsouthwick108@gmail.com>

Date 2024-05-13 12:43

Board Members

As mentioned previously ... it is yearly training time. Here is a list. We also need NIMS and ICS ... more on that at the next meeting.

Office of State Auditors Mandatory Training: <https://resources.auditor.utah.gov/s/article/Training-All>

1. Local Districts and Special Services Board Member Training. (John and Pat)
2. Open and Public Meeting Training Act (Yearly): Everyone except Cathye Huckaby

Thanks all.

Cathye

4. Public Purpose. The purpose of the district is to provide the services and exercise the powers stated in the creation documents of the district; and to exercise all powers conferred upon such districts by law.

D. ADMINISTRATIVE CONTROL BOARD OR ACB.

1. Authority. If the District is governed by an administrative control board (the "ACB"), the members of the ACB may be appointed and/or elected as specified by the creating county or municipality and as provided by law, particularly Utah Code Title 17D, Chapter 1, Part 3.
2. Oath of Office. Prior to assuming official duties, each ACB Member is to take and subscribe, before an officer authorized to administer oaths, to an oath as required by Utah Code Ann. § 17B-1-303(3). However, the failure of an ACB Member to take the required oath shall not invalidate any official act of that ACB Member.
3. Fidelity Bond/Insurance. A corporate surety bond or theft or crime insurance, as allowed by law, for the faithful performance of their duties is required for each ACB Member as provided in Utah Code Ann. § 17B-1-303(7) at the expense of the District, in the amount and with the surety, sureties, insurance company or insurance companies prescribed by the ACB.
4. Term of Office. The term of each ACB Member is four (4) years and until the ACB Member's successor is elected or appointed, as appropriate, and has qualified, all as provided in Utah Code Title 17D, Chapter 1, Part 3, and any applicable provision in Title 17B, Chapter 1 of the Utah Code. An ACB Member appointed to fill a vacancy will serve the unexpired portion of the term of the ACB Member being replaced. The term of a person elected or appointed to serve on the ACB, subject to the above and except as may otherwise be provided by law, commences at noon on January 1 following the ACB Member's election or appointment.
5. ACB Vacancies. To the extent allowed by law, a vacancy in a ACB Member's term of office shall be deemed to exist in the case of death, resignation, disqualification of the ACB Member (as, for example, when a ACB Member ceases to be a registered voter who resides within the boundaries of the District, the ACB Member ceases to be an officer or employee of the creating county or municipality, the ACB Member has been declared to be of unsound mind by order of a court, or the ACB Member has been convicted of or pled guilty or "no contest" to a felony. All vacancies which may occur on the ACB will be filled as provided for by the creating county or municipality. Anyone elected or appointed must agree to use email during their tenure in office. Utah Code Ann. § 20A-9-201, prevents anyone from running for two elected offices in the same year.

**New Harmony Valley Special Services District
New Harmony Fire Department**

RESOLUTION NUMBER 1-2024: Record Retention Policy

Upon motion duly made and the unanimous vote of the Board the following resolution was adopted by the New Harmony Valley Special Services District during the May 15, 2024, Administrative Control Board Meeting, New Harmony, Utah.

Records Retention Policy

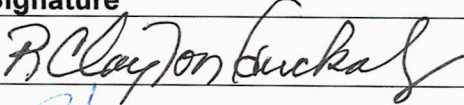
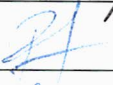
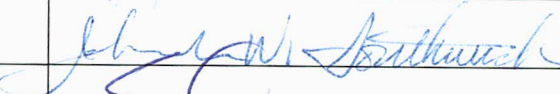

Records Maintenance.

In accordance with the State of Utah's, Little Manual for Local and Special Service Districts (Revised 2024) the district shall implement the attached record maintenance procedure to ensure due diligence in maintaining and preserving records safely and accurately over time. The Fire Chief shall appoint a Custodian of Records who will oversee the records management program, including the records retention schedule (Utah Code 63A-12-103). This policy will be an amendment to the Chapter 8, Record Management of the NHVSSD Policy Manual.

**New Harmony Valley Special Services District
New Harmony Fire Department**

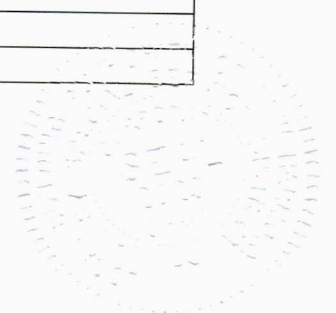
| RECORD CLASSIFICATION RETENTION SCHEDULE | | | |
|---|-------------|-------------------------|---------------|
| RECORD | TYPE | MINIMUM STANDARD | POLICY |
| Meeting Minutes | Public | Permanent | Permanent |
| Meeting Agenda | Public | 2 years | 2 Years |
| Annual Financial Reports | Public | Permanent | Permanent |
| Budgets | Public | Permanent | Permanent |
| Bank Statements | Public | 4 Years | 4 Years |
| General Ledger | Public | 10 Years | N/A |
| Timesheets | Public | 3 years | N/A |
| Accounts Payable & Receivable | Public | 4 Years | 4 Years |
| Deposits Slips | Public | 4 Years | 4 Years |
| Check Register | Public | 7 Years | 7 Years |
| Receipt Books | Public | 3 years | 3 Years |
| Fixed Asset List | Public | 10 Years | 10 Years |
| Procurement Documents | Public | 4 Years | 4 years |

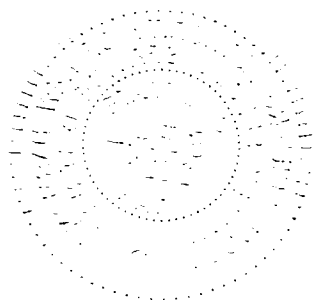
Administration Control Board Members voting in favor of adopting this NHVSSD Record Retention Policy.

| Name | Signature | Date |
|---------------------------------------|--|-------------|
| R. Clayton Huckaby, Chairperson |  | 5/15/24 |
| Pat Fleckenstein, Vice Chairperson |  | 5/15/24 |
| John Southwick, Treasurer |  | 5/15/24 |
| Eric Kerns, Member |  | 5-15-24 |
| | | |

Administration Control Board Members opposed to adopting this NHVSSD Record Retention Policy.

| Name | Signature | Date |
|-------------|------------------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |





**New Harmony Valley Special Services District
New Harmony Fire Department**

RESOLUTION NUMBER 2-2024: *Accounting - Receiving, Recording, Time Frames for Monetary Deposits.*

Upon motion duly made and the unanimous vote of the Board this resolution was adopted by the New Harmony Valley Special Services District during the May 15, 2024, Administrative Control Board Meeting, New Harmony, Utah.

Definition: As per the Utah State's Little Manual for Local Districts (Revised 2024) , "Accounting" is the process of keeping track of money, other items of worth (assets), and what is owed to others (liabilities).

Standards Outlined in Utah State's, Little Manual for Local Districts (Revised 2024): It is important for the district to accurately keep track of such information not only for its own use, but also to be accountable to its constituents and to complete legally required reports. Accounting need not be complicated. All it requires for small districts is a carefully kept, readable checkbook, which has been reconciled to the bank statements. The following should be done:

- All money received by the district should be deposited into the district bank account and recorded in the accounting records.
- Payments should not be made using cash on hand unless the cash is part of a properly established petty cash fund.
- A running checkbook balance should be kept.
- All entries made in the checkbook should be:
 - o Immediate, so nothing is forgotten.
 - o Clearly written.
 - o Well explained (for example, it is not necessary to write "Deposit" because that is obvious by the column it is placed in, but it is necessary to explain where it came from and what it was for).
- The checkbook should be reconciled monthly to the bank statement. Bank statements should be kept for four years, and check registers should be kept for seven years. For small districts, the checkbook could be the official financial record of the district and should be safeguarded. The balances, deposits, and check amounts in the checkbook should be used to complete the required annual financial statements.

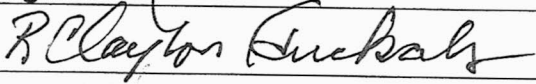

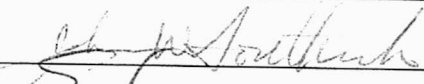

**New Harmony Valley Special Services District
New Harmony Fire Department**

NHVSSD Accounting Policy

Checking and Saving Accounts: The NHVSSD shall use QuickBooks and/or a written Checkbook ledger to record all transactions. Each individual account shall be reconciled to the respective bank statement in a timely manner (not to exceed 30 days from the end of the month) and in consideration of the work schedule of the volunteer/contract employee. A second level review of each Bank Account reconciliation shall be completed by the Administrative Control Board (ACB) Treasurer or another ACB member at a minimum each quarter. In addition,

- All money received by the district should be deposited into the district bank account no later than 5 working days and recorded in the accounting records within 24 hours of receiving the check/money.
- Payments should not be made using cash on hand unless the cash is part of a properly established petty cash fund.
- A running checkbook balance should be kept.
- All entries made in QuickBooks checkbook should be:
 - Immediate, so nothing is forgotten.
 - Clearly written.
 - Well explained.
- Only those persons listed as signatories to the Bank Account may sign checks. All Checks must have two signatures.
- The person receiving cash cannot be the person depositing the cash. A payee must be given a receipt for the cash received.

Administration Control Board Members voting in favor of adopting this NHVSSD Record Retention Policy.

| Name | Signature | Date |
|---------------------------------------|--|---------|
| R. Clayton Huckaby, Chairperson |  | 5/15/24 |
| Pat Fleckenstein, Vice Chairperson |  | 5/15/24 |
| John Southwick, Treasurer |  | 5/15/24 |
| Eric Kerns, Member |  | 5/15/24 |
| | | |

Administration Control Board Members opposed to adopting this NHVSSD Record Retention Policy.

| Name | Signature | Date |
|------|-----------|------|
| | | |
| | | |
| | | |

March 21, 2023
Clayton Huckaby
Clayton.huckaby@nhfd.info

Dear Chief:

Based on our conversation earlier today, at your request Zions Public Finance, Inc. (ZPFI) submits this Proposal to prepare Fire Impact Fees for the New Harmony Fire District. Our consultants have prepared hundreds of impact fees and are well acquainted with Utah law regarding impact fees.

Information Needed

In order to draft impact fees, we would need the following information from the District:

1. **Calls for Service** for past year (fire and EMS) or past two years segregated by the same categories for which you want to charge fees (i.e., residential, commercial, institutional, etc.)
 - a. We also need the calls originating from local traffic (calls from within the District) and from traffic calls outside the district, as well as mutual aid calls (outside District). If traffic calls can't be easily identified as originating within or outside of the District, some entities have simply estimated the percent of pass-thru traffic calls.
2. **Existing Stations/Facilities**
 - a. Existing stations, name of station, location, building square feet
 - b. If no new facilities are planned, then we need the actual cost of the existing facility at the time it was purchased (so that new development can buy into the excess capacity); land costs should also be included
3. **Projected Future Facilities**
 - a. Projected construction year of any new facilities that will be constructed within the next 6 years
 - b. Is the station: an expansion, rebuild/replacement, or a new facility?
 - c. Planned floorspace of the future facility
 - d. Acreage or estimated acreage of the future facility
 - e. Projected cost of future facility
 - f. Method of funding
 - g. If no new facilities are planned in the next 6 years, then the estimated timeframe when the existing facilities will reach capacity. In other words, how long before additional facilities will be needed and constructed?
4. **Financing**
 - a. If impact fees are already in place, please provide the current fund balance
 - b. Indicate if any bonds are currently outstanding on fire facilities
5. **Growth Projections**
 - a. Growth projections for the District – or who to contact at the County to get this information





6. Fire Vehicles

- a. Currently owned fire vehicles that cost in excess of \$500,000 fully equipped, year of purchase, purchase price and useful life
- b. Any fire vehicles that will cost in excess of \$500,000 that will be purchased in the next 6 years, purchase price, anticipated year of purchase and useful life

Proposed Fee

The fee proposed for to draft impact fees for New Harmony Fire District in accordance with all requirements of Utah law 11-36a, is \$8,000.

Please feel free to let us know if you need further information.

Best Regards,

Susie C. Becker

Susie Becker

Vice President | Zions Public Finance, Inc.

