

Moab Valley Fire Protection District Commission Meeting

45 South 100 East, Moab Utah 84532

November 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, Battalion Chief/Fire Marshal Brandon McGuffee, Administrator Cathy Bonde
4. Others Present: Mike Kelso, Mike Price, Engine Captain/Thompson Fire Chief Mark Marcum

B. General Business:

1. Approval of Minutes – Commissioner Harrison motioned to approve the minutes from the October 15, 2024 meeting. Commissioner McGann seconded, and the motion passed unanimously.
2. Citizens to be Heard – None wishing to speak.
3. Approval of Bills – Commissioners chose to return to this topic once checks are signed.

C. Chief's Report

1. Chief Brewer reported 48 calls to service since the last regular commission meeting.
2. Chief Brewer stated he would be attending a certification council meeting on Wednesday and would be dropping Engine 161 at Outback to get rear emergency lights put on it. These lights are in addition to what the engine came with. A hitch step has also been ordered for the engine.
3. The certification council has voted to start doing online testing. This past Saturday, Moab Fire firefighters participated on their first online testing. The biggest benefits are quick test results and less paperwork.
4. Chief Brewer informed commissioners he was part of a UFRA committee looking into charging for testing. It was decided that departments of the 5th and 6th class counties would remain the same, and there would be a significant increase for other counties. With 5th and 6th class, the first test is free, and there is a minimal charge for re-testing.
5. Fire prevention was successful again this year. Brandon does a great job, and Chief Brewer said he has received feedback from several people saying the same. Commissioner Walker asked if we have worked out the transportation issue for kids. Brandon said we are working on it. Chief Brewer added that having more staff this year helped with being able to go into the schools due to the lack of transportation.
6. Chief Brewer and Cathy have been busy with annexation and finalizing the budgets.

7. Chief Brewer stated we have had no success in selling Engines 10 and 6-2, and he suggested significantly lowering the sale price. Discussion has been to lower the price of Engine 10 to \$20,000 and retain 6-2 until we get the fuels mitigation truck.
8. New radios have been working out well. The kinks talked about in the last commission meeting are being worked out.
9. 6-3 is having motor issues. Ryan has followed Commissioner Harrison's advice, and we hope that will take care of the problem.
10. Legislative meetings are in full swing and will take up quite a bit of time. Chief Brewer stated he is trying to run a bill that will allow firefighter license plates to be taken away from firefighters who have been dishonorably terminated.
11. We are in full swing of creating organizational charts and operational plans for the expanded area of our district. We will be prepared to respond in 2025. The biggest concern is if we have multiple simultaneous calls, particularly if they are in the further reaches of our district. Commissioner McGann stated his concern with the wildland program has always been sending resources out of district. Chief Brewer said the alternative would be to increase taxes significantly as the wildland program is currently covering wages for those people.
12. Clark has been busy preparing us for the CWDG grant workload. We have signed all necessary documents to move forward. We have ordered a pickup truck with a skid unit, chainsaws, and PPE in preparation. All will be billed to the grant.
13. Chief Brewer thanked his staff, saying they have gone beyond his expectations for annexation and the CWDG grant. Staff has also expressed support in moving forward with the understanding that the work load will increase significantly with CWDG and the annexation.

D. Annexation Update and Discussion:

1. Cathy informed commissioners she received an email back from the State after the annexation petition was submitted. It stated there were 2 deficiencies. One is that the map needs to be a certain specified map approved by the county surveyor. That is currently in the county surveyor's hands. The second deficiency seems as if it would have been met by the resolution declaring annexation. Cathy has sent a question about it to our attorney and will call the State to get clarification on this particular deficiency. Once those two items are in place, the full petition will need to be re-submitted to the State. Commissioner McGann asked about the map, and Cathy stated the map we submitted was not sufficient. It needs to be done by the county surveyor, be signed by him, and meet some other criteria.

E. Old Business:

1. BME Engine – Cathy stated we will talk further about the engine when we discuss budgets, but the latest update is that we will not see the engine until February or March of 2025.

F. Action Items:

1. Fraud Risk Assessment – Cathy referenced the assessment is in each commissioner's packet, and stated all commissioners have taken the open and public meetings training, so we are ready to approve this year's fraud risk assessment. Cathy said it is similar to last year, and our score is low risk. Our policy is to follow Grand County policies on issues we

do not have our own policies on. Commissioner McGann said he thought commissioners should start stating any conflict they may have at meetings. He stated he may have a conflict with his wife being on the county commission, and Commissioner Walker may have a conflict with his son being employed by the district, and those conflicts could be declared at the beginning of a meeting or prior to voting on an issue where the conflict may come into play. Commissioners further discussed this idea. The general consensus was to declare any conflict before a vote.

Commissioner Harrison made a motion to approve the 2024 fraud risk assessment. Commissioner McGann seconded with agreement commissioners would acknowledge any conflict before a vote. Cathy suggested a conflict policy be put in place. The motion passed unanimously.

2. Draft Budgets – Cathy went over highlighted items on the proposed 2024 amended budget. She stated one of the main changes since commissioners last saw the budget is that the BME and fuels mitigation trucks will not be available to us until 2025, so those items were moved from the draft 2024 amended budget to the draft 2025 budget.

Under income in the draft 2024 amended budget, income from the WRI grant was moved fully to the 2025 budget. Part was in 2024 and part in 2025, but after discussion staff came to the conclusion that we probably would not see that revenue in 2024.

Income from the CWDG grant in the 2024 budget is decrease due to the fuels mitigation truck not being available to us until 2025. The 2025 proposed budget in turn reflects an increase in income from the grant.

With annexation, the district will receive an additional \$140,000 from Grand County. In the last draft, those funds were in the 2024 general budget and were going to be used for the down payment on the BME engine. Since we will not be purchasing the BME in 2024, the additional funds from Grand County are now reflected in the capital projects budget where they will remain until they are needed for the BME engine.

Fee schedule income was decreased from the previous draft to closer reflect what we expect to see this year.

In expenses, additional funds are expended in wildland supplies and that line item will be adjusted to reflect the wildland camping gear recently purchased.

The insurance line item was increased due to recent completion of our annual workers compensation audit which resulted in additional premium owed.

Cathy moved to the CIB Pumper Engine line item to inform commissioners that the manufacturer just sent us an additional bill for changes made to the engine. The changes were made in the summer, and this is the first we have seen any billing. Chief Brewer is verifying the charges before we pay them. The bill will be paid out of our capital projects fund since all other out of pocket costs for the engine have come from that fund.

BME engine and fuels mitigation truck have been removed as expenses in 2024 and moved to 2025. An expense was added for a skid attachment for the fuels mitigation truck. We needed to purchase that item now for delivery in February and funds will be reimbursed from the CWDG grant.

The department remains in the black with the proposed amended 2024 budget.

Cathy drew attention to the final 2023 general budget profit and loss post audit. This document is used to track the amount available in our fund balance. When a year runs in the black, the balance is either transferred to our capital projects fund or rolled into our fund balance that can be drawn on for unforeseen or emergency needs. As of the end of 2023, the fund balance is \$428,218.03. For comparison, that fund balance equates to 17.75% of expenses in our 2025 budget or half the cost of a new, unequipped engine like Engine 1.

Moving to the 2025 proposed budget, income changes include putting all WRI grant income into 2025 and increasing income from the CWDG grant based on the fuels truck moving from 2024 to 2025.

The accounting of 2025 income from Grand County had all been reflected in the capital projects budget, but the updated budget versions reflect some of those funds moved into our general budget to cover Thompson costs as well as moving the \$140,000.00 from Grand County that was deposited into the capital projects budget in 2024 back into the general budget for the BME engine in 2025.

For 2025 expenses, another seasonal firefighter position was added that should mostly be covered by the CWDG Grant.

Cathy explained the breakdown of non-wage compensation into subcategories for the proposed 2025 budget. There is an overall increase in the net of this line item based on employees and discussion of increasing duty officer pay.

Education and Travel expense line items have been increased. Specialty Rescue has also increased from the previous draft budget. Chief Brewer stated this is primarily for 5 gas meters. A grant may come through to cover the cost, but there is no guarantee of that yet. At least one meter will go to Thompson.

Wildland Supplies and PPE have both increased. Chief Brewer stated some materials used in current turnout gear is cancer causing, so we plan to start replacing our turnout gear with non-PFA gear.

The Insurance line item was increased due to the workers compensation audit.

The Fuels Mitigation expense line item will be reimbursed by the CWDG grant.

The 2025 proposed budget now reflects the BME Engine and fuels mitigation truck. As stated earlier, some of the \$100,000 capital equipment line item has been moved to the BME Engine down payment to meet that expense. Discussion was had on the BME loan payment which would start in 2026.

Cathy went over the amended 2024 and proposed 2025 capital projects budget. She explained the interest share income line item and how that is calculated as well as the limited expense line items. Chief Brewer stated the first expenses in relation to Thompson will be addressing safety issues.

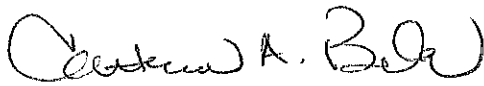
Commissioner Harrison made a motion to send the budgets to public hearing on Monday, December 9, 2024 at 6:00 p.m. Commissioner McGann seconded, and the motion carried unanimously.

G. Adjourn:

1. Chairman Walker adjourned the meeting at 4:45 p.m.

 Date 9 December 2024

Archie Walker, Chair

Attest: 

Cathy Bonde, Clerk