

**CACHE COUNTY FIRE DISTRICT BOARD OF TRUSTEES
MEETING MINUTES
December 18, 2024**

The Cache County Fire District Board convened in a regular session on December 18, 2024 @ 2:30 p.m. in the Cache County Historic Courthouse, County Council Conference Room, 199 North Main, Logan, Utah.

ATTENDANCE

Fire District Board Members in Attendance:

David Zook – County Executive
David Erickson – County Council
Kathryn Beus – Cache County Council

Advisory Members in Attendance:

Rod Hammer – Cache County Fire Chief

Advisory Members Absent:

Dirk Anderson – Chief Deputy County Executive

Others in Attendance:

Tara Taylor - Minutes
Jason Winn – Cache County Deputy Fire Chief/Fire Marshal
Jeris Kendall - Attorney
Eric Davis - Attorney



1. CALL TO ORDER

David Zook called the meeting to order at 2:30 p.m.

2. ITEMS OF BUSINESS

A. APPROVAL OF AGENDA – December 18, 2024

ACTION: Motion was made by David Zook and seconded by David Erickson and Kathryn Beus to approve the agenda for December 18, 2024 as written.

B. APPROVAL OF MINUTES – November 12, 2024

ACTION: Motion was made by Kathryn Beus and second by David Erickson to approve the meeting minutes of November 12, 2024 as written.

3. DISCUSSION ITEMS

A. District By-Laws Review

-There was a discussion of the by-laws that have been created and updated. The by-laws were revisited and it was concluded that they were in sync with the State Law and no changes were made to them. Jeris Kendall presented an informative power point with great discussion in relation to the statue and steps of future changes within the district.

B. Resolution to Adopt By-Laws

- After clarification and answering of questions, a motion was made by Kathryn Beus and seconded by David Erickson to approve the By-Laws.

c. Review of Financial Study Proposal

-Zion Bank will be conducting the study for \$22000. Rod Hammer will send out an acceptance letter to Zion for the study. David Zook, David Erickson, Jeris Kendall, Kathryn Beus, and Rod Hammer will be involved in the scope of what is on the proposal. Jason Winn suggest that a field trip to all the stations throughout the County be done for a visual and understanding of the current situation of the stations. Motion made by David Zook for the Study Proposal be done by Zion Bank and seconded by David Erickson and Kathryn Beus.

4. ADJOURN

The meeting adjourned at 3:09 p.m.



Fire District

BOARD OF TRUSTEES



The Fire District can Provide Paramedic and Emergency Services

17B-1-202(6)

For a special district created before May 5, 2008, the authority to provide fire protection service also includes the authority to provide:

- (a) paramedic service; and
- (b) emergency service, including hazardous materials response service.

The County can Provide its Services to the Fire District

11-13-202(1)

Any two or more public agencies may enter into an agreement with one another under this chapter:

(a) for joint or cooperative action;

(b) to provide services that they are each authorized by statute to provide[...].

Written Consent from Local Governments with Fire Departments

17B-1-202(4)(a)

“[A] special district may not be created to provide and may not after its creation provide to an area the same service that may already be provided to that area by another political subdivision, unless the other political subdivision gives its written consent.”

The municipalities need to give written consent acknowledging to the Fire District that they are okay with having a fire department and being part of the District.

Once established, the new Board will need to make decisions on the following issues to ensure that the Fire District is acting in its best interest:

1. Contract with Cache County to provide services under the Interlocal Cooperation Act;
 2. The person who will execute and oversee the interlocal agreement with Cache County for the District needs to be someone with executive and administrative authority to direct the business of the District;
 3. There will need to be a separate personnel management function and system as dictated by state code for special districts;
 4. The Fire District will need to hire an attorney for issues between the County and the Fire District;
 5. Contract with the municipalities who have fire departments within the District.
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Next Steps for the Fire District

1. Establish the Bylaws of the District;
2. Work with the Cache County Clerk to file necessary papers with the Lieutenant Governor's Office (to include an updated map);
3. Appoint new Board Members;
4. Training for Board Members as required by Utah Code § 17B-1-312;
5. Appoint a Treasurer and a Clerk of the District;
6. Hire an executive/administrative officer for the Fire District;
7. Establish Personnel Policies and Regulations;
8. Hire an attorney to begin negotiating the terms for an interlocal agreement with Cache County;
9. Draft and sign an interlocal agreement with the Cache County Council for services from the County; and
10. Draft and sign an interlocal agreement with municipalities who have fire departments.

Next Steps for Cache County

1. The County Council will need to decide whether to maintain the Cache County Fire Department or to transition employees and services to the Fire District;
 - a. We will recommend to the Council that they have a workshop with the Attorney's Office to discuss the legal concerns for:
 - i. Having and maintaining a Fire Department and
 - ii. Contracting with the Fire District to provide services to the District.
2. If the County keeps the Fire Department, the County must establish the Fireman's Service Council and the underlying merit system for all Fire Department employees;
3. Rebranding the Fire Department if that department is maintained; and
4. Transitioning to the municipal services tax for the Fire Department.

Questions?
