



## CEDAR MOUNTAIN SERVICE DISTRICT

3620 Mammoth Creek Rd

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[www.CedarMountainServiceDistrict.gov](http://www.CedarMountainServiceDistrict.gov)

## Cedar Mountain Service District

### Minutes

**June 7, 2025 Board Meeting**

This meeting was held in person.

#### **Board members present:**

Chairperson Suzy Polnisch - in person

Vice Chairman Brent Carter - in person

Treasurer Sheryl Snow - absent

District Clerk Zach Hascall - in person

Member Paula Bell-Saxton - in person

Commissioner Patty Kubeja - in person

#### **Agenda:**

Chairperson Suzy Polnisch called the meeting to order at 10:02 a.m.

Prayer - Fire Chief Forrest Barnard

Pledge - Zach Hascall

Public Comments - none

Board Member Comments - none

#### **Consent Agenda**

Zach Hascall made a motion to approve the Consent Agenda consisting of: the June 7, 2025 Agenda; May 1, 2025 Board Meeting Minutes; and the expenditures of May 2025.

Paula Bell-Saxton seconded the motion.

All were in favor, none opposed, motion carried.

#### **Meeting Agenda**

#### **Commissioner Comments -**

Commissioner Kubeja said that she was happy to attend the meeting and thanked the Board for their work.

#### **Treasurer's Report - read by Assistant Clerk Liz Johnson**

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## CEDAR MOUNTAIN SERVICE DISTRICT

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Assets -	<u>May 31, 2025</u>
Checking/Savings	
Fire Operations Checking	\$213,506.69
Snow Removal Checking	\$10,334.32
Dust Checking	\$4,495.64
Fire PTIF 8810	\$998,845.48
Dust PTIF 8811	\$285,656.78
<u>Snow PTIF 8812</u>	<u>\$579,435.15</u>
Total all accounts	\$2,092,274.06

All accounts were in order.

### **Clerk's Report - Zach Hascall**

Dust service in progress and the first payment was expended. Payroll expenses are increasing as expected with increases in Wildland staffing. Largest expenses in May were the purchase of new ambulance equipment, approximately \$100k, and installation expected with arrival of new ambulance. There were no unexpected expenses. The final payments for Snow removal are due to be paid in June.

### **District Manager's Report - read by Chief Barard**

Airline flights have been booked for travel to pick up the new ambulance. There was no damage reported by the utility companies for the Snow season and final payments will be dispensed. The Dust abatement service is underway with week 3 completed. Pancake Breakfast is scheduled for July 26th at Station 1 from 8 am to 12 pm with the Sheriff's Department providing food and multiple agencies planned to include a safety fair with equipment demonstrations. Chairperson Polnisch and the District Manager attended training on May 29th. The transition to .gov url was completed.

Chairperson Polnisch explained that the training included government data governance, compliance, privacy and reporting.

### **Fire Chief's Report - Fire Chief Forrest Barnard**

Call volume was increasing and is expected to continue with the busier season. Training Captain Melissa Billings gave an update on the process of the District ambulance transport relicensure. Captain Billings also spoke about the EMS equipment that had been requested with the 2026 EMS Competitive Grant submission. Chief Barnard talked about the successful extrication equipment demonstration that was presented on May 19th. A Wildland crew had recently been deployed. Fuels Reduction Project paperwork was completed and submitted and expected to begin the next week. The new wildland fire danger signs were installed by the Wildland crew around the District.

**Wildland Report - Chief Barnard**

The first payment for Wildland deployment had been received in the amount of \$66k. The wildland fire in Kanab that Cedar Mountain Fire responded to has been billed and approximately \$2500 was expected.

**Personnel Action Report - Chairperson Polnisch**

There were no Regular employment additions, 5 Wildland Seasonals added, no Leaves of Absence, 1 End of Employment Full Time and 1 End of Employment Part Time.

Zach Hascall made a motion to approve the Personnel Action Report dated May 2025.

Brent Carter seconded the motion.

All were in favor, none opposed, motion carried.

**Firefighting/EMS Report -**

Chief Barnard presented quotes from 3 vendors for new extrication equipment and gave details of each with his preference and said if the request was approved, the old equipment would still be used as backup equipment. District Clerk Hascall said that the request was expected and added into the budget for 2025.

Zach Hascall made a motion to approve the purchase of TNT Elite Extrication equipment in the amount of \$42,760 as presented by Chief Barnard.

Paula Bell-Saxton seconded the motion.

All were in favor, none opposed, motion carried.

**Wildland Report -**

Zach Hascall spoke about the recent fire that was started at the Burn Pit/Slash Pit and how WKCSSD plans to change the name from "Burn Pit" to something more appropriate. The cause was presumed to have been started by the dumping of hot ashes/coal. A recent lightning strike in Swains Creek was extinguished by the Fire Department and a Forest Service Crew. Stage 1 Fire Restrictions are in place which means that campfires are allowed only in approved fire pits in developed areas but not while dispersed camping in the forest.

**Policies and Procedures -**

Chief Barnard presented Policy 8.01P Version 2: Outside Employment and outlined the process of having Full Time employees who obtain outside employment report their details. This is consistent with the existing District Policy IV-A-106, and it provides additional clarification and a mechanism for reporting and approval, which previously was not included.

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## CEDAR MOUNTAIN SERVICE DISTRICT

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Zach Hascall made a motion to approve Policy 8.01P version 2 Outside Employment. Paula Bell-Saxton seconded the motion. All were in favor, none opposed, motion carried.

Chief Barnard presented the Longevity Payscale policy that accompanied the pay scale approved in January 2025. The details included the requirements to be met before a \$1 pay increase would be given to full time staff who have completed 24 months of employment.

Zach Hascall made a motion to approve Policy 8.13P Longevity Pay. Paula Bell-Saxton seconded the motion. All were in favor, none opposed, motion carried.

### **Other Business -**

Zach Hascall led a discussion regarding dispersed camping campfires and suggested that the County reassess the firepit inspection guidelines. This included jurisdictional response to Wildland incidents as well as responsibility of responding to structure fires outside of the District. Commissioner Patty Kubeja asked Chief Barnard about any mutual aid agreements that were in place. She added that Kane County was spending \$50k on a feasibility study of how best to provide Fire services to all residents of the County. The discussion continued about CMSD district coverage, liability and response to the areas of Long Valley on Hwy 89. Further discussion to be added to the July board meeting

### **Closed Session - none**

### **Adjournment -**

Zach Hascall made a motion to adjourn.

Paula Bell-Saxton seconded the motion.

Meeting adjourned at 11:08 am

Minutes Approved By



Paula Bell-Saxton

July 3, 2025

Paula Bell-Saxton, Vice Chair

Signed copy on file at 3620 N Mammoth Creek Road, Duck Creek Village, UT 84762