



CEDAR MOUNTAIN SERVICE DISTRICT

3620 Mammoth Creek Rd

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Cedar Mountain Service District

Minutes

September 4, 2025 Board Meeting

This meeting was held in person.

Board members present:

Chairperson Suzy Polnisch

Vice Chair Paula Bell-Saxton

Treasurer Sheryl Snow

District Clerk Zach Hascall

Member Brent Carter

Commissioner Patty Kubeja

Agenda:

Chairperson Suzy Polnisch called the meeting to order at 6:05 p.m.

Prayer - Kendalee Cox

Pledge - Zach Hascall

Public Comments -

Chairperson Polnisch read an email from member of the Public Adrian Edwards regarding mag chloride. There was concern regarding the effect of mag chloride which was believed to have killed 20 trees on their property and a request to the District to improve application of the product in the future. The email was assigned to the District Manager for follow up.

Chairperson Comments -

Chairperson Polnisch recognized the promotions of Captain Daniel Matthews and Captain Melissa Billings to Shift Captains.

Consent Agenda -

District Clerk Zach Hascall made a motion to approve the Consent Agenda consisting of the Agenda for September 4, 2025, the Meeting Minutes of August 7, 2025 and expenditures of August 2025.

Paula Saxton seconded the motion

CHAIRMAN | SUZY POLNISCH **VICE CHAIRMAN** | PAULA BELL-SAXTON **CLERK** | ZACH HASCALL
TREASURER | SHERYL SNOW **MEMBER** | BRENT CARTER **DISTRICT MANAGER** | KENDALEE COX

All were in favor, none opposed, motion carried.

The roll call of Board Members was stated by the Chairperson, all members were present in person as well as County Commissioner Kubeja.

Commissioner Comments - Commissioner Kubeja

Kane County would soon be releasing a Request for Proposal for EMS services throughout the County. All communities within the County were to be represented in the Committee who awards the contracts. Many communications were received by the County regarding mag chloride services in Zion View and they were forwarded to CMSD to be addressed.

Treasurer's Report - District Clerk Zach Hascall

Assets -	<u>Aug 31, 2025</u>
Checking/Savings	
Fire Operations Checking	\$226,200.10
Snow Removal Checking	\$8,561.95
Dust Checking	\$17,308.23
Fire PTIF 8810	\$405,109.16
Dust PTIF 8811	\$7,641.48
<u>Snow PTIF 8812</u>	<u>\$531,249.71</u>
Total all accounts	\$1,196,070.63

All accounts were in order.

Clerk's Report - Zach Hascall

Fire fees are 95% collected, interest collection is over budget as well as EMS income and Wildland is also expected to exceed budget.

District Manager's Report - Kendalee Cox

The County Commission meeting was attended to present EMS costs related to the TRT request. Facility assessment due to be completed regarding upgrades to building security. Upcoming community events; Chili cookoff, car show and Trunk or Treat.

Fire Chief's Report - Captain Melissa Billings

Updates: 22 EMS and 19 Fire calls, 4 Interfacility transports, staffing 4 per day and a 5th on weekends, new hires for part time EMTs completed orientation, interviews for full time Paramedics ongoing, Captains testing completed, new extrication equipment put into service, one Wildland crew returning home from Nevada and one currently deployed in Oregon.

Personnel Action Report -

7 part time added, 2 promotions and 1 end of employment for seasonal wildland.

Zach made a motion to approve the Personnel Action Report.

Sheryl Snow seconded the motion.

All were in favor, none opposed, motion carried.

Firefighting/EMS Report -

Ratification of purchases: Engine 76 towing and repair at Little's Diesel; and Engine 75 purchase of tires while on Wildland deployment. Verbal approvals were previously given for these expenses.

Zach Hascall made a motion to approve the repairs of \$6,810 at Little's Diesel and \$3019.80 for tires totaling \$9830.63.

Paula Saxton seconded the motion.

All were in favor, none opposed, motion carried.

2026 Budget Planning -

Planning committee Zach Hascall, Paula Saxton, Kendalle Cox, Admin staff and Fire Chief. Scheduled for September 24, 2025 from 9am-12pm.

Zion View Dust -

Zach Hascall led an in depth discussion regarding the aspects of adding Zion View to Dust services which included: the approval of Kane County Road Department, road conditions and maintenance, number of parcels related to fees, financial aspects, positive and negative Public feedback, documentation required from the POA, potential support from TRT funds and the importance of getting positive feedback from the Public as well as negative.

Suzy Polnisch stated that Zion View is already included in the CMSD boundaries and the Board has the authority to add this service after posting notice and holding public hearings as required. She recognized that Zion View is unique and suggested investigating how to get Strawberry Point Road paved.

Zach Hascall suggested a Town Hall Meeting in Zion View on Saturday Oct 4, 2025 at 12:00 pm. All members were in agreement.

Security Review - Kendalee Cox

There was discussion and review of companies who provided security assessments and risk analysis.

Zach Hascall made a motion to approve the purchase of a risk analysis plus training from Priority Protection not to exceed \$7000.

Sheryl Snow seconded the motion.

All were in favor, none opposed, motion carried.

Surplus Property -

The District received a new offer on one of the Swains Creek surplus properties. The listing price was \$30k, and an offer of \$22k was submitted. After discussion, the Board decided to maintain the current listing of \$30k and not proceed with the offer.

Liening of Properties -

It was brought to the attention of the District by the County Treasurer that 2 properties within CMSD were 3 years delinquent paying District fees and needed to have liens placed on them.

Zach Hascall made a motion to approve liens on parcels Z-109 for \$1,456.71 and Z-110 for \$1,456.71 plus fees and interest as stated in the lien letters.

Sheryl Snow seconded the motion.

All were in favor, none opposed, motion carried.

District Fees and Parcels Verification -

Zach Hascall made a motion to table District Fees and Parcel Verification until the October 2025 meeting.

Paula Saxton seconded the motion.

All were in favor, none opposed, motion carried.

Policies and Procedures -

Driver Operator Program replacing the current *Engineer* policy outlining who is qualified to drive and operate Fire apparatus that is not an ambulance.

Zach Hascall made a motion to approve *SOG 3.05G Driver Operator Program*

Sheryl Snow seconded the motion.

All were in favor, none opposed, motion carried.

Maternity Leave policy outlining requirements and process for an employee requesting maternity leave.

After discussion the policy will be reviewed for financial impact and retitled to parental leave.

GRAMA policy outlining response to requests for government records with updates to fee charges for requests.

Zach Hascall made a motion to approve *GRAMA Policy IV-B-100* with updated pricing contingent on approval from legal.

Sheryl Snow seconded the motion.

All were in favor, none opposed, motion carried.

Other Business -

The next Board meeting will be Oct 2, 2025 .

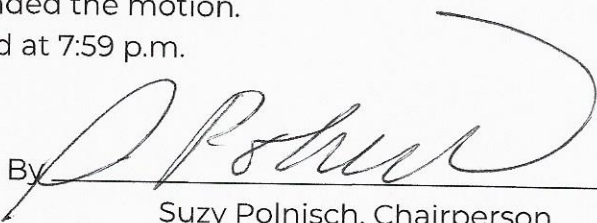
Commissioner Kubeja spoke about House Bill 48 (Wildland Urban Interface- WUI) which was discussed in the Commission meeting. The fee will now be assessed based on square footage of structures and depend on risk level. Each property to be assessed at the highest level of risk initially and reduction based on requests of review by the owner. Tier 1 level is set at \$0.04/sqft and Tier 3 (highest risk) is \$0.22/sqft. The County is expected to adopt the code by January 2026 and may be expected on the 2026 tax roll. The fee is intended to help the State pay for fire protection in high risk areas.

Adjournment -

Zach Hascall made a motion to adjourn.

Sheryl Snow seconded the motion.

Meeting adjourned at 7:59 p.m.

Minutes Approved By  Oct 2, 2025
Suzy Polnisch, Chairperson

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