



CEDAR MOUNTAIN SERVICE DISTRICT

3620 Mammoth Creek Rd

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Cedar Mountain Service District

Minutes

November 6, 2025 Board Meeting

This meeting was held in person.

Board members present:

Chairperson Suzy Polnisch - in person

Vice Chair Paula Bell-Saxton - in person

Treasurer Sheryl Snow - Google Meets

District Clerk Zach Hascall - in person

Member Brent Carter - in person

Commissioner Patty Kubeja - Google Meets

Agenda:

Chairperson Suzy Polnisch called the meeting to order at 6:00 p.m.

Prayer - Chief Barnard

Pledge - Zach Hascall

Board Chairperson Polnisch stated the roll call. All members were present.

Public Comment - Scott Bowen of Color Country shared that he was grateful to the fire crew after stopping at the station to report an unattended campfire.

Board Member Comments -

District Clerk Zach Hascall reminded members of the public that any questions or comments regarding District fees should not be directed to the County Treasurer but instead to CMSD at (435) 682-3225.

Consent Agenda -

Zach Hascall made a motion to approve the agenda of Nov 6, 2025 , the Meeting Minutes of Oct 2, 2025 , the expenditures of October 2025 and the Meeting Minutes of the Zion View Town Hall meeting of Oct 4, 2025 .

Paula Saxton seconded the motion.

All were in favor, none opposed, motion passed.

Commissioner Comments -

Commissioner Patty Kubeja reported that two applications for Board member appointments had been received. The RFP for EMS services was completed and received from CMSD. Chairperson Polnisch added that there was a meeting scheduled on Tuesday November 18th at 7pm in Cedar City to discuss WUI (Wildland Urban Interface).

Treasurer's Report - read by Liz Johnson

Assets -

October 31, 2025

Checking/Savings

Fire Operations Checking	\$142,072.84
Snow Removal Checking	\$7,836.94
Dust Checking	\$20,717.42
Fire PTIF 8810	\$359,719.68
Dust PTIF 8811	\$20,059.58
<u>Snow PTIF 8812</u>	<u>\$443,499.49</u>
Total all accounts	\$993,905.95

For the record, Treasurer Sheryl Snow attended remotely. All accounts were in order.

There was a brief discussion regarding the approximate funds surplus of \$400k estimated to remain in the Fire PTIF account at the end of the year.

Clerk's Report - Zach Hascall

Expenses had been routine. The 2025 Budget would not need to be opened because budget expenses were currently at 78.25% and well under total for the year. There are individual sub-categories and line items over budget: Insurance over by 2.4% or \$577; EMS Maintenance and Repair; Licensing Fees. These will be addressed in the December Board Meeting. The first Snow Contractor payments were dispersed in October.

District Manager's Report - Kendalee Cox

The Zion View Town Hall was held and considered to have gone well. Several training sessions were attended for cyber security. PEHP completed health check-ins with staff. Contractors were contacted regarding Stations 2 and 3 security review. Kane County Road Department would continue to assist with road improvements using funds provided by CMSD Dust service funds. Issues with road maintenance should be reported to the District.

Fire Chief's Report - Chief Barnard

The District's EMS relicensure was completed. The new position of Rover Medic was filled and scheduled to begin. EMS equipment had been moved from the old ambulance to outfit the new Rescue 74 ambulance.

Personnel Report -

There was one end of employment and the Seasonal Wildland crew was dismissed.

Zach Hascall made a motion to approve the Personnel Action Report of November 6, 2025.

Paula Saxton seconded the motion.

All were in favor, none opposed, motion passed.

Firefighting/EMS Report - Chief Barnard

Captain Billings presented quotes for the purchase of laryngoscopes with batteries and cases and a training mannequin using funds received through EMS grants.

Zach Hascall made a motion to approve the purchase of laryngoscopes in the amount of \$2,940.32 from Henry Schein as presented.

Sheryl Snow seconded the motion.

All were in favor, none opposed, motion passed unanimously.

Captain Billings presented quotes for the purchase of a new training mannequin and gave the Board an overview of the features that would improve advanced training.

Zach Hascall made a motion to approve the purchase of a new training mannequin with grant funds in the amount of \$9,424.00 from GT Simulators.

Brent Carter seconded the motion.

All were in favor, none opposed, motion passed unanimously.

Wildland Report - Captain Mark Wolcott

Both a Type 3 and Type 6 Engine would be available for Wildland deployments during the Winter. A grant submission for the Prevention and Preparedness Mitigation Grant was underway to acquire funds to remove tree snags and dead trees along Highway 14 and areas within the CMSD District such as HOAs.

2026 Budgets - Zach Hascall

Administrative Staff payroll has been updated and the Clerk is confident with the Budget that was produced in October. There is currently a \$40k deficit showing for 2026 and is within 2% of the total budget. The Board discussed the pros and cons of a perfectly balanced budget. Public Hearings for the 2026 Fire, Snow and Dust

budgets would be noticed for 6 pm preceding the December 4th Board meeting with the monthly Board meeting to follow at 6:30 pm.

Staffing - Chief Barnard

A Fire Training Captain position and description was proposed to go alongside the current EMS Training Captain. This position would organize and track Fire training and certifications. This position includes a \$2/hour pay raise and up to 10 hours of overtime per month equaling approximately \$30k annually.

Zach Hascall made a motion to approve the addition of Firefighter/Training Captain job description and position.

Paula Saxton seconded the motion.

Brent Carter was a nay, all others aye, motion passed with a majority vote.

A Maintenance Manager job position and description was proposed to track fleet vehicle maintenance and scheduling and perform basic maintenance. This position is offered to full-time staff at an increase of \$2/hour and up to 10 hours of overtime per month or to part-time staff in the amount of \$25/hour and up to 15 hours per week while working on duty.

Paula Saxton made a motion to approve the addition of the Maintenance Manager job description and position.

Zach Hascall seconded the motion.

Brent Carter was a nay, all others aye, motion passed with a majority vote.

A job description and position of Firefighter/Social Media Manager was presented to the Board. This position would include a \$1/hour increase and require a minimum of 3 media posts per week with no overtime approved.

Paula Saxton made a motion to approve the addition of the Firefighter/Social Media Manager job description and position.

Sheryl Snow seconded the motion.

All were in favor, none opposed, motion passed unanimously.

Board Member Brent Carter stated that he wasn't discounting the need for the positions but felt this Board was a friend of the Firefighter and not a friend of the taxpayer and he appreciated the Fire Department.

Security Review - Kendalee Cox

A presentation of an IT services quote was given. It was the only quote received after reaching out to multiple vendors. The service includes working with the current IT security provided by the state, managing all workstations, antivirus, email protection,

cloud backup and network firewalls. The Board and District Manager discussed the costs and details of the service.

Sheryl Snow made a motion to approve the South Central Services quote at \$794 for onboarding and \$397/month as presented by Kendalee Cox.

Zach Hascall seconded the motion.

All were in favor, none opposed, motion passed unanimously.

The Board and Manager discussed upgrades that are needed for Stations 2 and 3 living conditions and safety. Quotes would be obtained and presented in the December Board meeting and the income from the sale of the surplus District properties would likely be used with priorities on a wall for Station 2, a wall for Station 3 and siding for Station 2.

GRAMA Appeal - Kendalee Cox

A property owner had submitted a GRAMA request. There was an estimate given for the charges of 6 hours and \$144 for compiling the requested information and the owner had paid the fee. After receiving the information the property owner was questioning the amount of the charge and submitted a request for appeal of the fee. The District Manager explained that the request had required 6 hours of work that was presented in the original estimate.

Zach Hascall made a motion to deny the appeal for the refund of GRAMA fees.

Paula Saxton seconded the motion.

All were in favor, none opposed, motion passed unanimously.

CMSD Website - Tabled until December

Zion View Dust - Zach Hascall

The property owners of Zion View POA presented enough evidence and fulfilled the guidelines of the CMSD Board request to determine the desire to have Dust abatement services added to their subdivision. There was a Town Hall meeting held on October 4th, 2025. Charging the same rate of \$125 to the 655 Zion View property owners would provide enough product to cover between cattle guards on Strawberry Point Road and the subdivision roads. Overall feedback was 2 to 1 in favor of the service. After Board discussion it was decided to hold a Public Hearing in 2026 with an estimate of providing the service in 2027.

A verbal poll of the Board Members in favor of adding Zion View to the CMSD Dust service:

Brent Carter- yes; Paula Saxton - yes; Sheryl Snow - yes; Zach Hascall - yes; Suzy Polnisch - yes.

Policies and Procedures -

Suzy Polnisch proposed that the current binder of Policies and Procedures containing individual executive orders be reworked, updated and combined into a singular similar format at the Employee Manual.

SOPs and SOGs -

Vehicle Assignment and Authorized Use policy regarding the authorized use of CMSD vehicles and apparatus was updated.

Zach Hascall made a motion to approve the updated Policy VI-A-10a Vehicle Assignment and Authorized Use

Paula Saxton seconded the motion.

All were in favor, none opposed, motion passed unanimously.

Wildland Deployment Requirements SOP -

Chief Barnard presented a policy that would require all full time personnel to commit to a 15 day period of their choosing in which they would be required to participate in a Wildland deployment if needed. After discussion it was requested by the Board members to approach the staff to gather input on feelings of such a requirement.

Other Business -

Any candidates for the open Board positions need to have applications submitted to the Kane County Commission by November 17th and the decision would be made in the following Commission meeting.

The December agenda should announce the new members.

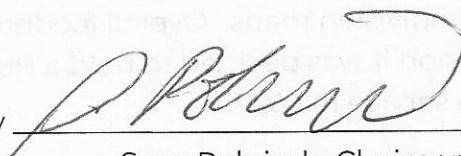
The December agenda will include 2 examples of the District meeting schedule for 2026.

Zach Hascall made a motion to adjourn the meeting

Paula Saxton seconded the motion.

The meeting adjourned at 9:15 pm.

Minutes Approved By



December 4, 2025

Suzy Polnisch, Chairperson

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