

**WASATCH COUNTY FIRE PROTECTION SPECIAL SERVICE DISTRICT BOARD
MEETING**

DATE: Wednesday, November 12, 2025

Regular Meeting held at 25 N Main Street, Heber City, Utah 84032 @ 2:00 PM MST

Those in Attendance:

Mark Nelson – arrived at 2:16pm

Erik Rowland – not present

Colleen Bonner

Fire Board Vice Chair Karl McMillan – arrived at 2:28pm

Kendall Crittenden

Luke Searle - arrived at 2:34pm

Fire Board Chair Spencer Park

Chief Eric Hales

Assistant Chief/Operations Jason Provost

Assistant Chief/Director of EMS Clair Provost

Stacy Carpenter, Deputy Chief Financial Officer

Lindsey Beckstrom, HR Coordinator

Kierstan Smith, CPA

Chair Park called the Wasatch County Fire Protection Service District Board Meeting to order on Wednesday, November 12, 2025, at 2:10 pm.

Chair Park reported that the Wasatch County Fire District is having a special meeting today due to the regular scheduled meeting falling on Veterans Day, November 11, 2025. The Fireboard is waiting for Councilmember Nelson to arrive shortly to have a full quorum to vote.

CHIEF'S REPORT:

Chief Hales presented to the Board:

- 2025 Year-to Date: The District found out last week that Big D Signature, and AJC Architects, received an award from the Utah Construction and Design Magazine on behalf of the Station 51 building. The station was the most outstanding municipal project in 2025, which is accomplishment for them. The photos in the magazine were taken by photographer, Alan Blakely.

- Fire Prevention Week was most notable in October 2025. This year, the District was very proactive in our Fire Prevention Division. One of the District's new inspectors, Megan Luke, put together a school program for all the elementary schools. There was a poster contest, and the winners received a ride to school in a fire truck. The District also opened the stations for groups to tour after school. The program was very successful, and the District will continue to build this event.
- The Wasatch County Sheriff's Department invite the District to participate in trunk or treat at Southfield Park.
- The District is getting ready for the winter season and is working towards preventive messaging, i.e. traffic accidents, CO-type calls.
- The District has a big meeting tomorrow with Summit County and Wasatch County regarding the new Deer Valley Resort expansion and how the calls from dispatch will be relayed between both counties. Deer Valley Resort's expansion consists of 2,000 acres; a total of 100 ski runs on the Wasatch County side of the mountain. There's 8-10 additional lifts and a gondola from the Wasatch side. The Deer Valley Ski Patrol will take care of the initial accident response to the injured skier and bring them to the base for transport or to a helicopter landing zone. There are several landing zones identified on the mountain for serious, critical patients. Depending on which side of the mountain the accident occurs will determine if they are transported to Silver Lake or East Village.
- Kierstan Smith, CPA reported that for the 3rd Quarter Financials for the District, on the revenue side of things, the District was right in line, even though property taxes, sales and use taxes look lower, like we're running behind schedule, we are, in fact the District will pull everything from January and February back into the year. Overall, the District is going to end up higher on revenues over what was budgeted for in the 2025 budget. On the expense side, salary and benefits are right in line with the budget. Right now, the District is running a bit high for operating expenses. However, the 2025 budget will be amended to account for the \$500,000 that was approved by the board to buy the piece of land for Station 57. There will be some line-item changes, just moving money around between line items. But nothing significant in the changes there. As far as the cash flow is concerned, the District is already at 161% of budget with impact fees. Overall, the District looks good.

A motion was made by Councilmember Bonner to accept the 3rd quarter financials as presented. It was seconded by Councilmember Crittenden, and it passed unanimously.

APPROVAL OF MEETING MINUTES

Chair Park reported that Councilmember Mark Nelson arrived at 2:16pm to attend the meeting.

A motion was made by Councilmember Bonner to approve the minutes from the October 14, 2025, fireboard meeting. It was seconded by Councilmember Nelson, and it passed unanimously.

APPROVAL OF WARRANTS

Warrants totaled \$2,337,288.31. Chief Hales pointed out that the District made a significant payment to Xtreme Cube for the construction of the Station 56 project and AJC Architects for the schematic design of Station 56, which was about \$475,000. The District paid the annual CIB Loan #B2403 Series 2023 in the amount of \$669,600, which included principal and interest. The

District initially had a lease agreement with Park City Fire for a chipper; however, the District used some of the surplus vehicle proceeds to buy the chipper outright at \$32,000.

A motion was made by Councilmember Crittenden to approve the warrants as presented. The motion was seconded by Councilmember Nelson, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY 420 SICK LEAVE DONATION PROGRAM (MEDICAL EMERGENCY SHARED LEAVE)

Chief Hales explained this policy will allow eligible members of the District to voluntarily donate sick leave to assist a member that is dealing with a medical emergency and is running out of sick leave. This was addressed last year, at some point, but the District really wanted to look into the IRS legalities and Fair Labor Standards Act requirements. By working with the legal department, the District was able to create a policy that meets all the requirements as outlined by those legislative bodies. There are built-in stipulations in the policy that prevent an employee from dropping below a certain amount of sick leave.

A motion was made by Councilmember Crittenden to approve the Policy 420 Sick Leave Donation Program (Medical Emergency Shared Leave) as presented. The motion was seconded by Councilmember Bonner, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF RECOMMENDED FUNDING RELATING TO THE WCFPSSD OPERATING RESERVE ANALYSIS 2024

Vice Chair Karl McMillan arrived at 2:28pm to attend the meeting.

Kierstan Smith, CPA reported that the District has a reserve fund for operations that is under policy and each year the District brings it to the Board to discuss funding it for the year. How it works is the District takes the operating cash on hand at the end of December 2023 compares it to the same operating cash on hand at the end of December 2024. It's then determined how much of that money the District wants to fund the operating reserve. The District is proposing to fund \$750,000 to the operating reserve. The actual 3-month operating reserve would be just over \$2.6 million if approved.

A motion was made by Councilmember Nelson to approve the recommended operating reserve analysis 2024 as presented. The motion was seconded by Councilmember Crittenden, and it passed unanimously.

PRESENTATION AND DISCUSSION OF PROPOSED 2026 BUDGET AND 2025 AMENDED BUDGET

Kierstan Smith, CPA reported that since there has been discussion of the 2025 budget amendment earlier in the meeting, she will move to the 2026 proposed budget. The District is looking at leaving the middle levy the same and keeping the sales and use tax steady with what it has been. What the District has seen in prior years is a really steep incline, and then this last year, it's kind of flattened out, so we're staying with the flattened-out projection. On the revenue side, the District is being conservative with ambulance revenues since we're comfortable with the numbers we have. On the expense side, the plans for this next year are all centered around capital outlay. It will be the training tower, Station 56, and a ladder truck. And then everything that the District

will need for those capital items, i.e. fire truck hoses and nozzles, construction of Station 56, i.e. furnishings, etc. On the staffing side, there are 5 new employees.

A motion was made by Councilmember Crittenden to set the budget public hearing for December 9, 2025, at 6:00pm. The motion was seconded by Councilmember Bonner, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF AWARDING CONTRACT FOR 2026 FIRE FACILITY TRAINING TOWER

Councilmember Luke Searle arrived at 2:34pm to attend the meeting.

Chief Hales reported that one of the capital improvements for 2026 is adding a training facility to the Station 56 or Station 51 property in Heber City. This District would like to begin the agreement with the contractor. There are 3, if not 4, senior members of our department that are retiring in 2026 and the District would like to have the training tower in place before the next hiring in 2026. The training tower will be up to 4 floors at 44 feet high, which is the maximum height for a building in the flight path. It gives the District training opportunities to recreate a high-rise building with standpipes and stairwells. There are other fire department agencies that would use the facility, and the District will get credit with the ISO office insurance rating. The contractor is a sole source vendor due to the specific requirements that are provided in the training tower, i.e. burn rooms, etc.

A motion was made by Vice Chair McMillan for approval of awarding contract for 2026 fire facility training tower as presented. The motion was seconded by Councilmember Crittenden, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 25-04 PUBLIC ENTITY RESOLUTION

Chief Hales reported this resolution allows Kierstan Smith, CPA and Stacy Carpenter to access the District PTIF accounts and initiate transfers to/from the PTIF accounts. If approved, the resolution will need a signature from Chair Park.

A motion was made by Councilmember Crittenden to approve Resolution 25-04 Public Entity Resolution as presented. The motion was seconded by Councilmember Nelson, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF CHIEF ERIC HALES ANNUAL REVIEW AND WAGE INCREASE

Chair Park reported that he and Vice Chair McMillan met with Chief Eric Hales this week to discuss his annual review and wage increase.

A motion was made by Chair Park to approve Chief Eric Hales' annual review and wage increase. The motion was seconded by Vice Chair McMillan, and it passed unanimously.

ADVISORY COMMISSION UPDATE

No Advisory Commission updates were provided. The meeting was cancelled this month.

OTHER

None.

CLOSED SESSION: PERSONNEL

None.

ADJOURN MEETING

A motion was made by Councilmember Crittenden to adjourn the November 12th meeting at 2:40pm. A motion was seconded by Vice Chair McMillan, and it passed unanimously.