



CEDAR MOUNTAIN SERVICE DISTRICT

3620 Mammoth Creek Rd
HC 82 Box 1084, Duck Creek Village, UT 84762
T: 435-682-3225 F: 435-682-3206
www.CedarMountainServiceDistrict.gov

Cedar Mountain Service District Minutes December 4, 2025 Board Meeting

This meeting was held in person.

Board members present:

Chairperson Suzy Polnisch - in person
Vice Chair Paula Bell-Saxton - Google Meet
Treasurer Sheryl Snow - in person
District Clerk Zach Hascall - in person
Member Brent Carter - in person
Commissioner Patty Kubeja - in person

Agenda:

Chairperson Suzy Polnisch called the meeting to order at 6:34 p.m.
Prayer - Sheryl Snow
Pledge - Zach Hascall
Board Chairperson Polnisch stated the roll call. All members were present.

Public Comment - none

Board Member Comments - none

Chairperson Comments - Suzy Polnisch

The Chairperson acknowledged all of the work on budgeting and billing over the past couple of years that has created a surplus as opposed to the deficit that the District faced a few short years ago.

Consent Agenda -

Zach Hascall made a motion to approve the agenda of Dec 4, 2025, the Meeting Minutes of Nov 6, 2025 and the expenditures of November 2025.
Sheryl Snow seconded the motion.
All were in favor, none opposed, motion passed unanimously.

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

Commissioner Comments - Commissioner Patty Kubeja

The Commission filled the two CMSD Board vacancies by reappointing Paula Bell-Saxton and appointing new Member Scott Bowen to replace the upcoming vacancy left by Suzy Polnisch whose term expires on December 31, 2025.

Scott Bowen was welcomed. He introduced himself stating that his property was on Empty Saddle and he also has a residence in St. George.

Treasurer's Report - Sheryl Snow

| Assets - | <u>November 31, 2025</u> |
|--------------------------|--------------------------|
| Checking/Savings | |
| Fire Operations Checking | \$279,613.57 |
| Snow Removal Checking | \$4,719.58 |
| Dust Checking | \$1,761.14 |
| Fire PTIF 8810 | \$359,719.68 |
| Dust PTIF 8811 | \$20,059.58 |
| <u>Snow PTIF 8812</u> | <u>\$337,099.49</u> |
| Total all accounts | \$1,002,973.04 |

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

There were no unexpected expenditures. Budget versus actual to be covered later in the meeting.

Suzy Polnisch added that the funds from the sale of the surplus Swains properties was deposited in the amount of \$51,759.77.

There was still some outstanding Wildland billing to be received. Wildland Captain Wolcott said that Wildland Crews are still listed for deployment but nationally it has been very quiet regarding wildfires.

District Manager's Report - Kendalee Cox

The Snow Removal season was officially underway with storms that brought approximately 17" of snowfall. The wet snow caused many challenges with snow removal and future communications with the Public regarding removal was to be improved. The District Manager and District Clerk determine if the road conditions and temperatures are sufficient to plow and limit road damage when the level

reaches 4.5". Contractors and District administrators make snow measurements and compare measurements to ensure accurate accounting.

District IT services were transitioned from Symtec to SC Network Solutions. There was an isolated issue that was corrected and a computer was replaced. The District Holiday party is scheduled for Jan 17, 2025 at 6:00 p.m. and details to come.

Fire Chief's Report - Chief Barnard

Run calls slowed in November. New EMS training mannequins were received and the old ones were donated to Orderville Fire Department.

Staffing updates included: Captain Eric Freiberg applied and accepted the position of Fire Training Captain; Paramedic Erin Bybee applied and accepted the Social Media Manager position; Wildland FF Spencer Cox applied and accepted the position of Maintenance Manager. These are additional job descriptions and duties that include additional pay with restrictions.

The Assistance to Firefighters Grant for the regional purchase of SCBAs (self contained breathing apparatus) was not awarded and the last SCBAs were purchased in 2023.

A new Wildland Engine Type 3 was desired so that there would be one available for each station to respond to structure fires on a daily basis. A Wildland grant was submitted for the purchase of fire mitigation equipment.

Personnel Report -

Full time positions for Wildland Rover Paramedic and AEMT were filled, a part time Paramedic was hired and one end of employment for part time.

Zach Hascall made a motion to approve the Personnel Action Report as presented. Sheryl Snow seconded the motion.

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

Firefighting/EMS Report - Chief Barnard

Chief Barnard talked about a request for purchasing 7 new SCBAs to replace outdated and unserviceable units. This ensures that all staff and vehicles used responding to a structure fire would be properly equipped. Discussion with the Board for a 2 to 4 year plan for building surplus funds and how proper equipment would affect the ISO inspection scheduled for the end of 2026. Discussion of purchases would be covered later in the meeting after 2026 Budget discussions.

Wildland Report - Captain Mark Wolcott

Captain Wolcott said that the award of the Wildland Grant would be known by February 2nd 2026. A dedicated Wildland Type 3 fire engine was desired to have a range of availability for deployment in other states.

2025 Budget summary - Zach Hascall**Fire Budget-**

Three main categories of the 2025 Budget were over budget. After consulting with the District auditors, unused funds from under budgeted categories were to be reallocated to those over budget.

Justification for Fire/EMS 2025 over budget lines:

Line #78 EMS Category of the Fire Budget - EMS equipment purchases exceeded the original budget by \$46k or 16.5% due to extra income received from grants that was used for purchases.

Line #119 Insurance - budgeted for \$24k and exceeded by \$577 or 2.4% due to rate changes after the Budget was approved.

Line #141 Health Wellness - budgeted for \$25.5k and exceeded by \$3,399.40. The Risk Assessment and Training was coded to this category and was an unplanned expense totaling approximately \$7k.

Total expenses year to date were at 85.34% and expected to end closer to 89% of the total Fire budget.

Dust Budget -

No over budget lines. Total expenses were 96.94% of the budget.

Snow Budget -

No over budget lines. Total expenses were 64.81% of the budget.

2026 Budget Resolution CMSD 2025-01 was read by Chairperson Polnisch.

Fire/EMS Expenses \$3,644,174.00

Snow Removal Expenses \$760,000.00

Dust Abatement Expenses \$373,000.00

Sheryl Snow made a motion to approve the 2026 CMSD Budget Resolution 2025-01 as presented.

Zach Hascall seconded the motion.

Roll call vote:

Brent Carter - aye

Zach Hascall - aye

Sheryl Snow - aye

Paula Saxton - aye

Suzy Polnisch - aye

All in favor, none opposed, motion passed unanimously.

Return to 2025 Budget Summary and Firefighting/EMS Needs -

Zach Hascall led a Board discussion about how much money should be held in reserve funds and how much could be expended on current needs. Fire Chief Barnard's first priority was purchasing 7 new SCBAs and second and third priorities were Station improvements and a dedicated Wildland fire engine. The Board discussed each priority at length and the importance of the District being prepared for the ISO inspection which could impact insurance rates in the future.

Zach Hascall made a motion to approve the purchase of 4 full Scott SCBA kits and 2 Scott RIT Pack kits not to exceed \$55k pending procurement policy.

Paula Saxton seconded the motion.

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

Staffing - Chief Barnard

The Chief asked the Board to approve the added position of Data Manager for the Department. This position would include a \$2/hour raise and up to 10 of overtime with Chief's approval. These duties include overseeing programs and applications such as scheduling and reporting software.

Zach Hascall made a motion to approve the position of Data Manager.

Sheryl Snow seconded the motion.

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

2026 Meeting Schedule -

The Board discussed monthly meeting dates for 2026.

Sheryl Snow made a motion to approve Board Meetings for the first Wednesday of each month with the exceptions of April 8th, June 6th and July 8th, 2026.

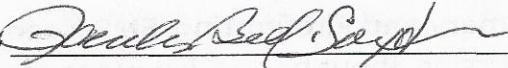
Paula Saxton seconded the motion.

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

Other Business -

District Manager Kendalee Cox presented a plaque of appreciation to Board Chair Suzy Polnisch for service from January 2021 through December 2025.

Sheryl Snow made a motion to adjourn the meeting
Zach Hascall seconded the motion.
The meeting adjourned at 8:57 pm.

Minutes Approved By  January 7, 2026

Paula Bell-Saxton Chair

Name

Title

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