



WASATCH COUNTY FIRE PROTECTION SPECIAL SERVICE DISTRICT

FIREBOARD MEETING MINUTES

Tuesday, December 9, 2025 • 3:30 PM MST

25 N Main Street
Heber City, Utah 84032

Councilmembers in Attendance: Mark Nelson, Erik Rowland, Colleen Bonner, Fire Board Vice Chair Karl McMillan, Kendall Crittenden, Luke Searle, Fire Board Chair Spencer Park.

Absent: None.

Staff Present: Chief Eric Hales, Jason Provost, Assistant Chief/Operations; Troy Morgan, Battalion Chief/Fire Warden; Stacy Carpenter, Deputy Chief Financial Officer; Kierstan Smith, CPA

CALL TO ORDER

Chair Park called the Wasatch County Fire Protection Service District Board Meeting to order on Tuesday, December 9, 2025, at 3:30 pm.

APPROVAL OF MEETING MINUTES

Chair Park reported that the first item on the agenda is to approve November 5, 2025, public hearing minutes and regular meeting minutes for November 12, 2025.

A motion was made by Councilmember Crittenden to approve the minutes from November 5, 2025, the public hearing meeting and November 12, 2025, the regular fireboard meeting. The motion was seconded by Councilmember Bonner, and it passed unanimously.

APPROVAL OF WARRANTS

The warrants totaled \$1,356,035.58. Chief Hales reported the largest item in the warrant's report is the down payment for the training tower that was discussed at the last meeting. The expense was under \$300,000, and the other expenses are payroll, and operating costs, etc.

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

CHIEF'S REPORT:

Councilmember Crittenden stepped out of the meeting at 3:31pm and returned to the meeting at 3:33pm.

Chief Hales presented to the Board:

- 2025 Year-to Date – November 2025: The District calls were down a little bit last month; however, there was a significant dump truck fire in Midway, and then there was a small structure

fire that originated by a clothes dryer. The District held the Apparatus Driver Operator Training (ADO) for firefighters. The prior month, staff trained on the engine, (which is the pumper truck), while this month staff is training on the aerial (ladder truck). In addition, they also took the final state written and practical on Saturday. All the staff passed the practical exam. Staff are waiting for the results on their written exam.

- The District continues to utilize the building on Moulton Lane for monthly training drills, which has been a great asset to us.
- The Grand Hyatt graciously provided Thanksgiving meals to our crew at the Jordanelle Fire Station.

DISCUSSION AND POSSIBLE APPROVAL OF 2025 FRAUD RISK ASSESSMENT QUESTIONNAIRE

Chief Hales reported that the District is required to complete a Fraud Risk Assessment annually. This year the District is in the very low category with a 370 score and continues to trend in the right direction. He commended the staff on working towards lowering the risk assessment year after year. After the questionnaire has been approved, Chief Hales and Fire Board Chair Spencer Park will sign the document.

A motion was made by Councilmember Crittenden to approve the 2025 Fraud Risk Assessment Questionnaire as presented. The motion was seconded by Vice Chair McMillan, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY 412: OVERTIME

Chief Hales reported that the District periodically reviews policies to see if there are any policies that need to be updated, and to make sure that the District is operating within each policy guideline. The overtime policy has been identified as a policy that needs to be updated. The District's fulltime fire operations personnel fall under the FSLA "7K exemption", which allows overtime to be calculated over a 28-day cycle. However, since the District's pay cycle is every two weeks, the District would like to reduce the cycle period to a 14-day cycle with overtime paid in excess of the normal 106 hours

A motion was made by Councilmember Bonner to approve the changes to Policy 412: Overtime as presented. The motion was seconded by Vice Chair McMillan, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY 413: VACATION, HOLIDAYS, TRADE PRIVILEGE, AND LEAVE OF ABSENCE

Chief Hales reported that the verbiage in Policy 413: Vacation, Holidays, Trade Privilege, and Leave of Absence is primarily being changed to coincide with Policy 420: Sick Leave Donation Program (Medical Emergency Shared Leave) that was approved in last month's meeting. The policy states that administrative and operational personnel can accrue/bank a maximum number of sick hours and upon retirement eligible employees who have completed a minimum of five years of continuous service shall receive compensation for 50% of their unused sick leave balance. The intent of the policy did not change, but some of the verbiage was updated to help eliminate any confusion.

A motion was made by Councilmember Crittenden to approve the changes to Policy 413: Vacation, Holidays, Trade Privilege and Leave of Absence as presented. The motion was seconded by Councilmember Rowland, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY 415: TIME OFF REQUESTS

Chief Hales reported that the District's maximum staff is 21 personnel per day and the minimum staff is 19 per day. With that being said, the District has limited how many captains can be off at one time. As a result, the District has added the minimum staff requirements in the policy, so the minimum staff requirements are maintained. The goal is to have at a minimum of 19 personnel per day, which allows the District to appropriately staff the ambulances, engines and daily operations. The District is comfortable with up to three (3) personnel per day taking vacation. These changes to the policy will help streamline this process and maintain the District's daily staffing levels for service. There is an expectation for personnel to plan their vacations within the year to up to 18 days out when submitting vacation time for approval. Otherwise, personnel will be required to find a staff member, with equal rank and certifications, to trade shifts.

Councilmember Searle ask Chief Hales how do you disseminate this information to staff once a policy has been approved. Councilmember Crittenden has the same question. Chief Hales reported that the District has a policy program called Lexipol, and once the policy has been approved by Fireboard, the policy is electronically sent to all staff members to acknowledge the policy. During the policy draft process, the District will research similar districts and other departmental policies to incorporate best practices in the District policies. Afterwards, the policies are reviewed by the District's legal team and then presented to the Fireboard for approval. Councilmember Crittenden noted that the referenced Policy Number 413: Vacation, Holidays, Trade Privilege, and Leave of Absence was missing from Policy 415: Time Off Requests in the first paragraph of 415.1 Purpose and Scope, and the second sentence of, "which is outlined in **Policy Number 413: Vacation, Holidays, Trade Privilege, and Leave of Absence** while ensuring safe and effective staffing levels." Chief Hales reported that the circular reference to Policy Number 413: Vacation, Holidays, Trade Privilege, and Leave of Absence will be added in Policy 415: Time Off Requests.

A motion was made by Vice Chair McMillan, to approve the changes and additions to Policy 415: Time Off Requests as discussed and presented. The motion was seconded by Councilmember Crittenden, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY 429: DRUG & ALCOHOL-FREE WORKPLACE

Chief Hales reported that Policy 429: Drug and Alcohol-Free Workplace has changes under 429.3.2 Medical Cannabis. The addition to the policy reads, "employees who possess a valid medical marijuana card, are allowed to use medical marijuana, but they may not use medical marijuana within 12 hours before the start of their shift." The red redacted verbiage, "Possession, use, or being under the influence of medical cannabis on duty is prohibited and many lead to disciplinary action." was inadvertently redacted but needs to remain as part of the drug and alcohol-free policy. The corrections will be made to the policy.

A motion was made by Councilmember Searle to approve Policy 429: Drug & Alcohol-Free Workplace with the amended changes and to ensure that “Possession, use, or being under the influence of medical cannabis on duty is prohibited and many lead to disciplinary action” remains as part of the policy as discussed and presented. The motion was seconded by Councilmember Bonner, and it passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY 514: WEBSITE PRIVACY NOTICE

Chief Hales reported that the last policy is Policy 514: Website Privacy Notice. This policy was brought to the District’s attention by the state of Utah as a requirement to have a website privacy policy and notice displayed on the District’s website. The District used the County’s policy to create the content of this policy. The information was entered into the District’s Lexipol program and then formatted to resemble the layout of other District policies.

A motion was made by Councilmember Crittenden to approve Policy 514: Website Privacy Notice as presented. The motion was seconded by Vice Chair McMillan, and it passed unanimously.

ADVISORY COMMISSION UPDATE

Chief Hales reported that there was not an Advisory Commission update since there was not a meeting held this month. There was discussion on what was the purpose of the advisory commission and if it was necessary to hold the meeting on a monthly basis. The consensus was that it still serves a purpose, and it is beneficial to have representatives from Heber, Midway, Daniel and Hideout in attendance to discuss updates and collaborative outreach efforts. It was concluded that having a meeting on a quarterly basis would be more beneficial and just as productive.

OTHER

None.

CLOSED SESSION

None.

ADJOURN MEETING

Chair Park called for a motion to adjourn the December 9th regular meeting at 3:58 pm.

A motion was made by Councilmember Crittenden to adjourn the December 9th regular meeting at 3:58pm. A motion was seconded by Councilmember Bonner, and it passed unanimously.