

Minutes of North Tooele Fire District
Board Meeting
Stansbury Park Fire Station
179 Country Club
Stansbury Park, UT 84074

Date: December 17, 2025

Board Members present: Rick Pollock, Mark Herrera, Steve Manzione, Scott Bissegger, Kurt Stephensen (online), and Daniel Boone.

Staff present: Chief Kevin Nunn, Deputy Chief Jason Brown, Cassandra Ray, Kim Clausing, and Kaylee Moya.

Others present: Kirk Arnold, Chris Unsworth, Easton Clark, Emily Philips, Clint Wakefield, Cody Colovich

The board meeting of the Board of Trustees was called to order by Rick Pollock at 18:30

Item 2 – Pledge of Allegiance – Daniel Boone

Item 3 – Approval of minutes

Approval of November 19, 2025 and December 2, 2025, board meeting minutes – Motion to approve minutes by Steve Manzione. 2nd by Scott Bissegger All Approved

Item 4 – Firefighter Recognitions

- Kirk Arnold – Fire Investigator
- Michael Fajardin – Firefighter I and II

Item 5 - Monthly Status Report by Chief Kevin Nunn

- Call Volume
 - Current – 1317, 79 since last board meeting (averaging 3 per day)
 - Last year on this date 1295 calls, up by 22
 - Consistent amount of I-80 Response – averaging 12-16
 - 2 fires, 48 EMS, 13 MVA's, 3 Hazardous Conditions, 4 Cancelled, 3 Alarm Activations
- Significant Events
 - Runaway Rail Car on SR138
 - Standard Response Month
- Accomplishments
 - Christmas Party Dec 12
 - Santa run Dec 13
 - Chief taught boy scouts in Indiana about wildland fire management
 - Erda and Lake point both adopted House Bill 48
 - Learned to play emergency operations game for thanksgiving
- Planning
 - Continuity of Operations Plan and Strategic Plan Review
 - Shop with a Hero on Saturday and Sunday this weekend
 - Angel Tree Delivery on Christmas Eve
 - Christmas
 - Polar Plunge on January 1st
 - Community service workers – wash and wax vehicles
 - Instructor Class, Incident Command Trailer, Hazmat Tech, Apparatus Driver/ Operator
 - Side by Side Response plan and policy
 - Winter projects – list is long and distinguished
 - Winter Fire School
 - UFRA Article January – Fitness Related

Item 6 – Fire Marshal Monthly Report by Buck Peck

- Nothing to report.

Item 7 – Grant Projects Monthly Report by Kim Clausing

- We applied for 33 grants in 2025.
- We were awarded 12 grants.
- Most Funds will carry over into 2026.
- Currently working on a Road to Zero Grant to get an incident truck

Item 8 – Public Comment – None**Item 9 – Bills Review**

- Steve Manzione presented the bills/bank registers and the financial statements for November 2025 which were reviewed by the board members. When asked if the board had questions, the board had no questions.

Item 10 – Contract review

- None

Item 11 – Old Business

- 2025 Amended Budget Review and Discussion – Cassandra Ray explained to the board the changes made to the 2025 budget. Changes made to the General Fund; Grants decreased due to not receiving all the grants we applied for and the halt of funds due to the national federal government shutdown during the year. Wildland reimbursement increased due to IROC deployments. Funds transferred to the Reserve account and the Capital Projects were increased. Additional changes were made to account for actuals. Changes to the Impact Fee Fund; Impact Fee revenues decreased due to a decrease in new homes being built. Changes to the Capital Project fund; there was an increase of funds transferred from the General Fund.
- 2026 Final Budget Review including review of Capital Projects and Step Plan – General Fund; not a lot of changes from last review, funding for the proposed Apparatus/Building Manager was transferred to Human Resources professional services. A 2% COLA is included for all employees. Funds were added to build up the Reserve account. The Impact fee account has no changes. Capital Projects Fund; increase of Funds Transfer from the General Fund; Expenses include purchase of an Incident Command vehicle replacement for the Deputy Fire Chief. Changes to the Capital Projects list include removal of completed projects and the addition of a new AV system for the Stansbury Park station and Building Security improvements for all stations. The Step plan is already worked into the budget, which includes a performance pay increase for employees.
- 2025 Fraud Risk Assessment review and discussion – Kurt Stephensen
 - The Fraud Risk Assessment was completed by Kurt Stephensen in cooperation with Cassandra Ray. The review went well and the District received a Low Risk score.

Item 12 – New Business

- Request to adopt the 2021 IFC and Appendices B C and D – Fire Marshal Buck Peck – Presented by Chief Nunn
 - Discussion of the need to adopt the most current IFC instead of having a blanket “adoption of all future updates”. This ensures that each update is reviewed prior to approval.
- Request to adopt the 2006 WUI Fire Code and associated map – Fire Marshal Buck Peck – Presented by Chief Nunn
 - The 2006 WUI Fire Code and map was reviewed by the Board. The Board is in support and had no questions.
- Work From Home Policy and Stipend review – Cassandra Ray
 - Discussed policy with the board and the associated stipend. There was discussion as to the requirements for remote work and the eligibility of the monthly stipend.

Item 13 – Public Comment

- Kim Clausing – Appreciates Safety net set in budget so employees can get paid during extenuating circumstances – such as government shut down.

Item 14 – Action Items

- Public Hearing for the 2025 Amended Budget and the 2026 Final Budget
 - The public hearing for the 2025 Amended Budget and the 2026 Final Budget was opened by Rick Pollock at 1937. There were no comments received by the public. The public hearing was closed at 1938.
- Resolution 2025-21 Approval of the 2025 Amended Budget
 - Motion to approve by Steve Manzione, seconded by Mark Herrera, all approved
- Resolution 2025-22 Approval of the 2026 Final Budget including updating the capital projects list
 - Motion to approve by Steve Manzione, Seconded by Mark Herrera, all approved
- Resolution 2025-23 Approval and acceptance of the 2025 Fraud Risk Assessment
 - Motion to approve by Mark Herrera, seconded by Steve Manzione, all approved
- Resolution 2025-24 Adoption of the 2021 IFC and Appendices B C and D
 - Motion to approve by Mark Herrera, seconded by Steve Manzione, all approved
- Resolution 2025-25 Adoption of the 2006 WUI Fire code and associated map
 - Motion to approve by Steve Manzione, seconded by Mark Herrera, all approved
- Resolution 2025-26 Re-appointment of an Alternate Board Member – Daniel Boone
 - Motion to approve by Mark Herrera, seconded by Steve Manzione, all approved
- Resolution 2025-27 Approval of the NTFD Work From Home Policy and Stipend
 - Motion to approve by Steve Manzione, seconded by Mark Herrera, all approved

Item 15 – Board Calendar

- January 14, 2026, 6:30 Board Meeting, Stansbury Fire Station
- February 18, 2026, 6:30 Board Meeting, Stansbury Fire Station
- March 18, 2026, 6:30 Board Meeting, Stansbury Fire Station

Item 16 – District Events

- January 1 – Stansbury Park Polar Plunge
- January 23-24, 2026 Winter Fire School

Item 17 – Public Concerns – None

Item 18 – Closed session - A closed session was held to discuss the character, professional competence, or physical or mental health of one or more individuals. A Closed session was held to discuss the personnel issues. A sworn affidavit by Rick Pollock is on file in the District office. Motion to close the meeting for these purposes by Steve Manzione. 2nd by Mark Herrera. All approved. The board meeting of the Board of Trustees was called to a closed session at 19:45 hours. No audio or written minutes were recorded per Utah Code 52-4-206(6). The closed session was adjourned at 20:09.

Item 19 - Adjourn Board Meeting – Motion to adjourn board meeting by Steve Manzione, Seconded by Mark Herrera, all approved.

Board Meeting Adjourned: 19:45
Closed Session Adjourned 20:09