

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

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Date: March 14, 2026 - 8 am

Board Members present: Rick Pollock (Board Chair), Mark Herrera, Steve Manzione, Scott Bissegger, Kurt Stephensen.

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

Others Present: Kirk Arnold

The workshop session of the Board of Trustees was called to order by Rick Pollock at 8:13am.

**Item 1 – Pledge of Allegiance** – Scott Bissegger

**Item 2 – Review of NTFD Organizational Chart**

- The board reviewed the NTFD Organizational Chart and they thought it looked great.

**Item 3 – Review of NTFD Strategic Plan**

- The Board reviewed the NTFD Strategic Plan and had no recommended changes.

**Item 4 – Review and Discussion of NTFD Continuity of Operations Plan**

- Chief Nunn went over the Continuity of Operations Plan with the board and asked if they'd want to be part of it when activated and the feedback was mixed.

**Item 5 – Projects Review**

- Burmester Inland Port Station status – The inland port donated a 4 million station with 2 acres. They are working on the architecture plans for the station.
- ST62 - Lake Point Station status – Haven't done anything with it yet. Chief Nunn would like to finish parts of the station.
- ST65 - Arrowhead Station status – Could possibly be doing a land swap to be in the same area of Erda's municipal buildings.

**Item 6 – Apparatus**

- Acquisition of Ladder Truck – Hoping we would have a grant by now to buy a ladder truck, still working on getting funding.

**Item 7 – Administration**

- Purchase ordering system implementation – Cassandra Ray updated the board that we are implementing a PO system to help monitor our purchases better as a District through our accounting system Caselle. This should be going live in May 2026
- Lincoln Dinner - update by FM Buck Peck
- Creation of an Internal Audit Committee - Results from 2025 fraud risk assessment – Cassandra Ray advised the need to create an Internal Audit Committee. It is not required for a Local District under 17B but it is a good idea for better practices of oversight and transparency. Board members would be on the committee. Admin staff would only be advisory. Mark Herrera, Steve Manzione and Rick Pollock volunteered to be on the committee.

- Tax Anticipation Loan for 2026 – Cassandra Ray is in process of getting the TAN application ready. We will continue to utilize the TAN loan process until we have enough in the reserve funds to cover.

#### **Item 8 – Future Funding**

- Potential countywide EMS sales tax ballot measure - presentation by Kim Clausing

#### **Item 9 - Review and Updates to Board and Administrative Policies**

**The Board reviewed the NTFD Board Policies and made the recommended changes and are set to be adopted at the next board meeting**

- Purchasing Policy
- Surplus Property
- Retirement Benefits
- Elective Deferred Savings Plans
- Comp Time Policy
- Cash and Check Procedures
- Expenditures and Accounts Payable
- Fixed Asset and Capital Expenditures

#### **Item 10 - Closed Session**

- A closed session will be held to discuss the character, professional competence, or physical or mental health of an individual. Motion to approve by Mark Herrera. 2<sup>nd</sup> by Scott Bissegger, all approved.

#### **Item 11 – Adjourn -11:27**