

DRAFT MINUTES OF REGULAR PUBLIC MEETING
Northwestern Special Service District
June 09, 2026 at 6:30 PM
Brookside Fire Department – 436 E Wells Fargo Dr., Brookside, UT 84782

Board Members Present:

Mike Johnson – Veyo
Mark Cain – Central
Slade Hughes – Veyo
John Leavitt – Veyo
Rosemary D’Amato – Central
Paula Guthrie, Board Clerk - Excused Absence



Fire Chiefs Present:

District Chief Guthrie
Central Chief Flores
Veyo Chief Larsen

Three members of the community were in attendance.

The meeting was called to order at 6:30pm, followed by the Pledge of Allegiance and an invocation from staff.

The minutes from the May, 2026 board meeting were discussed.

A motion to approve the minutes was made, seconded, and passed 5-0.

Financial Report and Discussions

- PTIF (Public Treasurers' Investment Fund): End of May balance – \$205,069
May interest earned ~ \$657
- Zions Bank: End of May balance: \$112,998
- Total Cash-on-Hand – \$305,440
- Fuel for April: \$824 due to high call volume and fuel cost increases.

A Motion to approve financial reports was seconded and passed 5-0.

Standby Fee Collection

- Standby fees collected: Brookside \$37,000; Central \$106,000; Gunlock \$16,000; Veyo \$56,900.
- Additional income: \$825 in transfer fees; \$3,600 in late fees.
- Approximately \$60,000 in standby fees remain outstanding.

2025 AUP Audit Results

- Independent CPA AUP audit had no exceptions aside from two findings:
 - Finding 1: The District GRAMA officer position was not filled after previous officer left.
 - Resolution: Rosemary D’Amato completing training;

Resolution No 2026-0601, Appointment of District Records Officer – A Resolution appointing Rosemary D’Amato as GRAMA Officer was approved 5-0 and read into the record.

- Finding 2: 2025 Fraud Risk Assessment not posted to the state website

- Resolution: The Assessment is complete and signed. It will be posted to the Auditor's website. The task was added to annual checklist.
- Audit costs may exceed expectations due to the time to reconstruct historical depreciation records.

A Motion to approve the audit report and response was passed 5-0

2025 Fraud Risk Assessment

- Annual self-assessment reviewed; low risk due to strong financial policies implemented in 2025:
 - The Directors signed conflict of interest forms.
 - Tight procurement with real-time monitoring.
 - Documented travel and reimbursement policies.
 - Separation of AR/AP duties.
 - CPA oversight of management.
 - Deficiency: Although not mandated, a lack of written annual commitment to "ethical behavior" deducted 20 points; to be reviewed.
 - We need to add a fraud reporting link on the district website. The Webmaster was advised.
- The 2025 *Fraud Risk Assessment* was endorsed by Chairman Johnson & Treasurer D'Amato and will be posted to the State website.

2027 budget planning: Staff started budget planning sessions today; YTD finances were discussed. We are \$137,425 under budget YTD, even after major purchases (VFD Water Tender, mobile radios, VFD emergency generator, ALS rescue equipment).

Quick Response Vehicle Acquisition

We have an urgent need for an EMT quick response unit (QRU) for Veyo Fire Department, as was previously discussed. Director Cain identified an opportunity to purchase two (2) used 2024 Chevrolet 1500 4WD LTZ Crewcab trucks from our current vendor at an excellent price. They are both low mileage >29,000 and includes a 5-year/100,000-mile warranty, for under \$50,000 each including installed emergency operation equipment. One truck will replace the Central Fire Explorer which will be used by District Chief Guthrie, and the other to Veyo Fire for QRU use. The VFD truck will be configured as a BLS unit for the foreseeable future.

A motion authorizing Director Cain to execute a purchase agreement, not to exceed \$50,000 for each vehicle, passed 5-0.

Old Business:

1. An MOU between Veyo Culinary Water Association (VCWA) and NWSSD on behalf of Veyo Fire Department to waive each other's fees, will be presented to VCWA for approval at their next board meeting (still yet to be determined).
2. The Board formally approved a previously reviewed *Clerical Services Agreement* with Paula Guthrie, that simply reimburses her for out-of-pocket expenses such as mileage and authorized training. *The Agreement was approved 5-0.*

A plan for a firefighter compensation plan and volunteer incentives, including per-call fees and stipends for chiefs on standby call was discussed.

- Explored chief stipends under \$2,000 annually;
- Consider per-call stipends for volunteers; parameters and tracking to be defined.
- IRS Form 1099 threshold has increased to \$2,000 annually.
- Budget outlook: equipment/infrastructure spending stabilizing; potential to fund incentives in 2027.
- Zions cashback card program accrues funds outside budget to support incentive pilots.
- Administrative considerations: tracking calls, participants per call, fairness, accounting, minimum training attendance tied to incentives.
- Emphasis on incentives to improve recruitment/retention; align with training consistency.
- EMT insurance program interest increased; now has a waiting list.
- Plan to advocate for legislation to make all rural volunteer firefighters eligible, with minimum training requirements; coordinate with program originators and broader coalition to expand and fund the program.
- Goal to add insurance benefit to volunteer “perk list.”

The Chiefs were requested to report on the types & number of calls the fire departments have responded to, using data from 2025 and 2026.

Station Chief's Reports:

Chief Flores – Central Fire Department

Brookside had a brush fire resulting from a mowing incident. A fire aerial unit that was flying by asked if assistance was needed but the fire was already controlled.

A Flag Retirement Ceremony is planned at CFD; burning nylon/polyester is toxic—will demonstrate by burning a small piece; only cotton flags to be burned individually in two barrels; keep event low-key due to fire season. Dates like September 11 or November 11 suggested to avoid peak fire season; final date not decided. We aim to engage community and recruit volunteers; plan to install a permanent flag drop box; future events could include July 4 and Veterans Day. Plan to obtain new flags for stations before July 4.

Funeral Services for Enterprise Firefighter Chris Teeter Announced viewing (Friday, June 12, 2026, 6:30–8:00 PM) and memorial (Saturday, June 13, 2026, 10:00 AM) at MacArthur Funeral Home. A procession from St. George to Enterprise at 11:30 AM is planned with multiple departments and DNR; Winchester to hang an 85-foot flag from Highway 18 overpass. Coordination for traffic control is pending with sheriff's department.

Chief Larsen –Veyo Fire Department – The library kiosk has been installed, as well as the standby generator.

District Chief's Report – Chief Guthrie; There will be a 4th of July parade in Gunlock with food at the park. A nocturnal home structure fire in Gunlock resulted in a firefighter medical incident. The firefighter has since recovered.

The District once again supplied standby fire apparatus and personnel for a local movie set that was using live fire scenes. There were no incidents to report.

SR-18 chiefs are planning a Mass Casualty Incident training on September 2 simulating a mass casualty at a marathon start; media outreach planned.

Directors / Staff Comments:

District Clerk Paula Guthrie: Excused Absence

PIO Slade Hughes – N/A

Director Leavitt – N/A

Treasurer Rosemary D'Amato – N/A

Vice Chair Mark Cain – A new WASHCO Ordinance 2026-1319-O amends Washington County Title 4, Chapter 4 regarding burn permits; Director Cain voiced concerns about limited public notice and lack of input from Route-18 Chiefs Association and County Chiefs Association and that a new Ordinance that effects the entire fire community and residents has been silently passed.

Director Cain would like to push for legislation to reimburse volunteer fire departments for non-fire calls for service on State property (Route 18, highways, State parks), seeking reimbursement for non-district residents.

The District Workman's Compensation Policy is up for annual renewal. It was discovered that the prior bookkeeper was registered as a District Officer and Treasurer on the insurance website, even using his STG personal address as our District location. This indiscretion has now been corrected.

Chairman Mike Johnson – Staff needs to continue working on improvement of documentation and records management.

Final Public Comments:

Mr. Poppitt & Mr. Owens (Central) discussed the St. George Marathon that uses district resources without compensation. It appears the district has no legal duty to support private events. Perhaps the district should consider an ultimatum if compensation is not provided? Central Fire engines and paramedic teams work from ~3:00 AM to ~8–9:30 AM; past compensation has been minimal (e.g., a burrito/t-shirt). There are fire safety concerns from wood pits and embers; there was a historical rule against lighting fires if wind >10 mph; is there a need to clarify and communicate rules?

There was additional discussion regarding ambulance response times and that the County Commission stated it is committed to redistrict the ambulance transport boundaries to allow Gold Cross Ambulance to respond to the District boundaries

Adjournment: The meeting was adjourned at 8:26 pm.