

North Summit Fire District
Minutes of the Administrative Control Board meeting
Held Thursday, July 9th 7pm
Coalville fire station
86 E. Center Street
Coalville, UT. 84017

Present: Board members Gale Pace, Dick Butler, Mary Richards, Marcy Hansen. Arlin Judd excused.
Others present: Mark Robertson, Assistant Chief Jody Robinson, Tyler Rowser and Marc Giauque

Review of June minutes. Board reviewed and approved minutes of the June board meeting.

Operations report, Jody Robinson:

Jody noted there were 39 calls in June, including a structure fire and some medical calls. He stated the district was working on completing the last brush truck. Marcy Hansen inquired about construction of the temporary station in Tollgate. Chief Robinson said they're still working to get building permits but the site is being prepared. Marcy Hansen also asked about County Ordinance 17b-1-301.1 which states a written contract needs to be written up between the Chief Executive and the board. It was decided that the County Attorney would be asked to draw up a contract that will be presented to the board later.

Gale Pace asked about recruiting for the Fire Corps. Chief Robinson stated not a lot has been done yet. Marcy Hansen suggested maybe the district could do some advertising at the County fair.

Chief Robinson also told the board a movie company is looking at renting a couple of district trucks for a film. He stated the district would be paid at the same rate it would for a wildland fire.

Financial report, Mark Robertson:

Mark Robertson explained that a lot of the expenses for the previous month were related to repairing and building trucks. The board also discussed the officer of the day program and some extra pay for firefighters who were paid for an incident that lasted longer than two hours.

Marcy Hansen inquired about the trust fund for Jeremy Morgan. Mark Robertson said the trust fund was still going strong and that the District had raised and deposited about \$6,200 into his fund.

Melvin Richins made a motion to approve the financial statement, seconded by Marcy Hansen. Motion passed.

Audit report, Mark Robertson.

Mark Robertson stated that the annual audit pointed out some needed changes in policy, including that the minutes of every meeting be posted within two days of approval on the state web site. The audit, he said, also pointed out the need for a written policy on Government Records and Management Act issues. He stated that a draft GRAMA policy is written and that ties and records policy according to audit. Records person needs state training. Mark suggested board members needed to receive annual training on open meetings. Mark stated he would

follow up with the chief to help facilitate some training. Dick Butler stated that in Henefer City, each city council member is given a copy of the rules and regulations, then are asked to sign a document stating they've read and understood them.

There was also a question raised over responsibilities in the audit related to the collection of money that is sent into the district. The concern was that only one person is present to receive checks, etc. sent into the district. The audit pointed out that in such a small district, it was only a minor concern. Other options were discussed, such as having a separate PO box for accounts receivable. Mark Robertson stated the item would be placed again on the agenda for August.

Other business:

Gale Pace showed the board a book that included some of the history of firefighting in Wanship. It included information about a fire in 1958 that destroyed a church and a brush fire in 1966. Marc Giauque mentioned he had a file at the station with district history and would love to include the book in the file.

Motion to adjourn: Made by Dick Butler, seconded by Marcy Hansen. Motion passed.