

**Approved Minutes of the  
Southwestern Special Service District Meeting**  
held on Thursday, May 5, 2016, 7:00 pm  
At the Winchester Hills Fire Station, Winchester Hills, Utah

- I. Call to Order by Larry Meyers  
Attendance: Jaron Hunt, Cheryl Christensen, Larry Meyers, Ferris Emery, Don Ruesch  
Invocation by Ryan Davis  
Pledge of Allegiance led by Chief Don Christensen
- II. Citizen comments, questions, and requests for future agenda items
  - a. None
- III. Approval of minutes and financial reports
  - A. Cheryl: April 2016 meeting minutes
    - a. Approved
    - b. Motion: Cheryl; Second: Jaron
    - c. Unanimous vote - passed
  - B. Jaron: January 2016 financial report
    - a. Approved; 3-2 vote
      - i. Cheryl, Don R. – abstained
    - b. Motion: Jaron Second: Ferris 2nd
  - C. Jaron: February 2016 financial report
    - a. Approved; 3-2 vote
      - i. Cheryl, Don R. – abstained
    - b. Motion: Jaron Second: Ferris 2nd
  - D. Jaron: March 2016 Financial Report
    - a. Approved; 3-2 vote
      - i. Cheryl, Don R. – abstained
    - b. Motion: Jaron Second: Ferris 2nd
- IV. Business:
  - A. Jaron: Review/approval of pending expenses
    - a. Nothing to review and approve
  - B. Larry: Amendment to Policy & Procedures manual - employee/volunteer issue

- a. Larry had sent out the current Policy & Procedures Manual for the SWSSD and requested that the Board review. He was concerned about the employee / volunteer language.
  - b. Jaron reviewed & gave his suggested revisions to Larry in writing. No other members of the Board had a chance to review.
  - c. Cheryl reviewed and emailed suggested revisions to the Board for review. Agreed with Ferris & Don R. that the changes should wait and the two departments / districts can revise to fit their needs.
  - d. Ferris made a friendly motion to strike this item from the Agenda. Feels that it is inappropriate to make changes so close to the division of the District/creation of the new Diamond Valley District. Both Districts should make their own adjustments to the manual once the separation is completed. Looks forward to when the Manual for the WHFD is much simpler and clearly states that WHFD is an all-volunteer Fire Department.
  - e. Don R. seconded stating it was complicated and should be tabled.
  - f. Jaron wanted to move forward with making the changes for clarification now instead of after you have a problem. Stated, hot issue for him – same definition of employee & volunteers.
  - g. Larry felt it was important that we move forward and update the manual.
  - h. Motion to Strike passed; 3-2
- C. Larry: Discussion of required reports
- a. There are reports due end of June & July.
  - b. Board self evaluation report – first year of this report. Needs to be completed by a Board member. Larry assigned this to himself.
  - c. Don R. requested a copy of the report for Board to review.
  - d. Jaron received a letter requesting a copy of the SWSSD Financial Report to add to the County financials. This was sent to the County by our accountant.
- D. Don: Credit Card receipt procedures.
- a. All credit card receipts need to be reviewed by the Board. Expressed concern that the bills get sent out at the end of the month without the Board actually seeing them.

- b. Jaron stated he scans and emails bills to the Board for review when he sends them to the accountant to be paid. Don R. requested all credit card receipts be compiled and reconciled. 100% review of all credit card spending.
- c. Larry stated all credit card holders will turn receipts in to Chiefs at the end of the month. Photo / text / or hard copy. Chiefs turn in to Treasurer by the end of the month. Stated he wrote and emailed a credit card procedure to the Board. There seems to be a problem with all Board members receiving emails.

E. Cheryl: Requesting update on status/timeline of the creation of the new District and the division.

- a. Jaren brought a copy of the Resolution to create the new District. DVSSD – Diamond Valley Special Service District.
- b. There will be a public hearing at the Diamond Valley Fire Station on June 15, 2016 at 7:00pm.
  - i. County posts the Notices.
  - ii. County will conduct the meeting.
  - iii. County would like the SWSSD Board to attend.
  - iv. After that meeting there will be a 60 day period for public comment.
  - v. DVSSD may be ready to go by October. They are hoping for that so that the Tax Notices that go out in October will have the DVSSD information on them.

V. Fire Chiefs monthly reports:

A. Winchester Hills: Chief Christensen reported

- a. No calls since last meeting (2 weeks ago)
- b. Replaced battery on one of the Fire Trucks.
- c. 1 truck completed yearly inspection; other truck will be inspected the following day.
- d. Conducted Training on Wildland.

B. Diamond Valley: Chief Theobald reported

- a. Conducted Wildland & PPE training
- b. 8 attended Wildland workshop in Cedar City.
  - i. Still looking for engine boss for 2016 wildland fire season.
- c. Filled out UFDAG grant application.
- d. Kade Beecham certified as Instructor.
- e. 2 Calls

- i. 1 medical assist
- ii. 1 car accident
- f. Fire truck / vehicle inspections completed.

\*Don R. asked Brent about an individual who is in the process of building in Winchester that had contacted Brent in regards to getting his permit so he could start the build. Expressed that he felt he was treated rudely by Brent. Both when he called to make the appointment and when he went to Brent's work for the appointment. Was kept waiting. Brent stated he was unaware that he had arrived for the appointment. Don R. expressed need to treat all residents with respect.

\*Larry made a final comment in regard to "online Board training" that needs to be completed by all members of the Board.

\*Jaron stated he had called LeGrand Bitters UASD in regards to him coming to St. George to conduct the training.

Motion to adjourn by Don R., second by Ferris. approved unanimously.

**Next meeting June 2, 2016, 7 pm, at the Diamond Valley Fire Station**

**Meeting minutes approved at the June 2, 2016 SWSSD Meeting**

**SWSSD Board members**

Larry Myers	<a href="mailto:lawandliberty@yahoo.com">lawandliberty@yahoo.com</a>
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