

**FINAL**  
**Approved Minutes of the**  
**Southwestern Special Service District Meeting**  
held on Wednesday, April 20, 2016, 7:00 pm  
At the Diamond Valley Fire Station, Diamond Valley, Utah

- I. Call to Order by Larry Meyers  
Attendance: Jaron Hunt, Cheryl Christensen, Larry Meyers, Ferris Emery, Don Ruesch  
Invocation by Dee Parry & Pledge of Allegiance led by Scout Troop 574
  
- II. Citizen comments, questions, and requests for future agenda items
  - a. None
  
- III. Approval of minutes and financial reports
  - A. Cheryl: February 2016 meeting minutes
    - a. Approved
    - b. Motion: Cheryl; Second: Jaron
    - c. Unanimous vote
  - B. Jaron: November 2015 financial report
    - a. Approved
    - b. Motion: Jaron Second: Ferris
    - c. Unanimous vote
  - C. Jaron: December 2015 financial report
    - a. Approved
    - b. Motion: Jaron Second: Ferris
    - c. Unanimous vote
  - D. Jaron: January 2016 Financial Report
    - a. Held for approval May meeting
  - E. Jaron: February 2016 Financial Report
    - a. Held for approval May meeting
  
- IV. Business:
  - A. Jaron: Review/approval of pending expenses
    - a. Jaron and Larry reviewed the credit card charges and approved the payment be made, \$975.50. Cheryl expressed concern that all credit card purchase receipts are being obtained by Treasurer. That the account purchases are being reconciled and all receipts are being obtained. Jaron stated that all credit card receipts are not being turned in. Larry stated that he would

draft a policy and submit for the May meeting. Board discussed the following.

- i. Receipts to Chief by the end of the month for all purchases
    - ii. Chief forward all receipts to the Treasurer before the meeting
  - b. Regular small expenditures were reviewed and paid. i.e., utility bills.
- B. Jaron: Discussion of structure truck purchase for DV Fire Department
  - a. Presented by Shane Bennett. He went to New Jersey to inspect the truck prior to committing to purchase. Also took Mike Gyllenskog, pump inspector.
  - b. Showed photos of the truck.
  - c. Stated he would rate the truck an 8 on a scale of 1-10
  - d. Truck has 25,181 miles on inspection; 2682 Engine hours; Did not get the pump hours. They are sending a copy of three years pump test history. Holds 750 gallons of water on board. 40 gallon foam tank.
  - e. Cannot take possession of the truck until November. Originally was April 1, 2016. New Jersey Fire Department will keep truck insured and maintained until November. If anything happens to the truck it is agreed that the New Jersey Fire Department will return the truck to the condition it was in at the time of inspection.
  - f. Purchase price \$50,000; Will cost approx. \$5,000 - \$8,000 to transport truck to Utah.
  - g. Don Ruesch motioned that we purchase the truck and that SWSSD put a \$5,000 deposit on the truck to secure the agreement. Seconded by Jaron . Unanimous approval
- C. Larry: Amendment to Policy & Procedures manual - employee/volunteer issue
  - a. Larry stated that he has sent the proposed changes to the Board. Don R asked if there was a copy with the changes in red? There is not. Larry explained that he went through and added the word and/or volunteer where the manual addressed employee. Ferris and Cheryl had not read through the changes. We will discuss again at the May meeting.
- D. Don: Follow up on citizen comment at February meeting stating lack of equipment & safety concerns DVFD.

- a. Larry stated that he had received an email from Chief Theobald that was forwarded to the Board prior to the meeting. Multiple Board members had not seen the email. Brent stated that he had met with Mr. Hennessey who had expressed safety concerns in Diamond Valley due to a lack of equipment at the DVFD. Brent stated all safety concerns were addressed. Mr. Hennessey was not present at this meeting.
- E. Larry: Discussion of required reports
  - a. Tabled to May meeting

V. Fire Chiefs monthly reports:

- A. Diamond Valley: Chief Theobald reported
  - a. Held in training in February, March & April.
  - b. Structure Engine site inspection completed
  - c. UFDAG grant application due 4/22/16
  - d. No calls to report
  
- B. Winchester Hills: Chief Christensen reported
  - a. Held training in February, March & April
  - b. Met with State Fire Marshall
  - c. 1 Medical Assist call

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

Next meeting May 5, 2016, 7 pm, at the Winchester Hills Fire Station