

Approved Minutes
Southwestern Special Service District Meeting
held on Thursday, September 1, 2016, 7:00 pm
at the Winchester Hills Fire Station, Winchester Hills, Utah

- I. Call to Order
 - Invocation & Pledge of Allegiance
 - Invocation – Ferris Emery
 - Pledge – Don Reusch

 - Board members present
 - Larry Meyers
 - Cheryl Christensen
 - Don Ruesch
 - Ferris Emery
 - Jaron Hunt

- II. Citizen comments, questions, and requests for future agenda items
 - A. Citizen comments
 - None

- III. Approval of minutes and financial reports
 - A. Cheryl: August 2016 meeting minutes
 - Motion to accept the minutes as were provided to the Board prior to the meeting
 - Motion – Don R.
 - 2nd – Cheryl
 - Vote was unanimous

 - B. Jaron: May 2016 Financial Report
 - Motion to approve the May 2016 Financial Report as presented by Hinton Burdick
 - Motion – Jaron H.
 - 2nd – Don R.
 - Vote was unanimous

C. Jaron: July 2016 Financial Report
Don R. requested that the approval of the July SWSSD Financials be tabled to the October meeting as the Board did not have time to review them. Tabled.

IV. Business:

A. Jaron: Review/approval of pending expenses
Pending expenses reviewed & approved

B. Jaron: Time to update Inventories
Recommended that we review twice a year. County is requesting that both Fire Departments review their inventories before the separation is complete. Jaron requested that this item be put on the October Agenda again to review.

C. Ferris: GRAMA (Document drafted)
Discussion of the Grama Form. Copy had been emailed to the Board for review. Everyone had a chance to review it.
Motion – Ferris; to accept this as the SWSSD official form.
2nd – Don R.
Unanimous vote. Copy attached to the meeting records.

D. Larry: Records retention policy
a. Do we have the “schedule” to attach?
Tabled to Oct meeting

E. Larry: Funds receiving and depositing policy
Tabled to October meeting

F. Cheryl: Discuss 2017 Preparation of Budgets
a. Don R. – assigned to work with Chief Christensen WHFD to draft WHFD 2017 Budget. Discuss in October meeting.
b. Draft Budget WHFD considered in November meeting
c. Budget hearing December
d. SWSSD Budget presented will be for WHFD only
e. Jaron stated that the Washington County Commission plans to appoint the Diamond Valley Specila Service District Board at the County ‘s October meeting so they can prepare the DVFD 2017 Budget and follow the proper timelines. Be ready to go January 1, 2017.

G. Cheryl: Requesting a verbal update at the meeting for the benefit of the public on status/timeline of the creation of the new District and the division

Moving forward. Jaron already gave the update on the new Districts Board plans and 2017 Budget plans. Nothing more to add.

H. Don R.: Update new plan inspector for Impact Fees SWSSD

Spoke to UVU – the only Fire Inspector class was September 8 & 9 in Cache County/Logan, and it lasts for 2 days. (40 hour class) They will let him know if there will be a class closer. Don R. stated he will keep watching & checking.

V. Fire Chiefs monthly reports:

A. Winchester Hills

- a. 6 calls
 - i. 2 brush fire
 - ii. 1 auto accident
 - iii. 3 medical assist

B. Diamond Valley

- a. Received contact from the sales person at Brindley Fire. NJ truck should be available the second week of October.
 - i. Chief Theobald stated they had a volunteer to drive the truck back to Diamond Valley – no charge
- b. 0 calls this month
- c. Got turned down on regional grant for SCBA equipment.

Don R. - Motion to close the meeting

2nd – Ferris

Unanimous vote

Next meeting October 6, 2016, 7 pm, at the Diamond Valley Fire Station

SWSSD Board members

Larry Meyers lawandliberty@yahoo.com

Ferris Emery ferrisemery@gmail.com

Jaron Hunt jaron-hunt@leavitt.com

Cheryl Christensen cheryl.swssd@gmail.com

Don Reusch don@rueschmachine.com

MINUTES APPROVED AT THE OCTOBER 6, 2016 SWSSD MEETING