

Draft Minutes of the

Dammeron Valley Fire Special Service District Monthly Administrative Control Board Meeting

Tuesday, December 11th, 2018 7:00 PM

Chairman: Amanda Ballif * Vice Chairman: A B Johnson

Treasurer: Don Stingley (Excused) * Clerk: Gabriel Bilek * Member at Large (Grants and Park): Mike Thomas

1. **Welcome and Attendance –** *(Public will please sign role provided)* Amanda Ballif welcomed all in attendance and the volunteer fire fighters.
2. **Acceptance and Approval of the Agenda**
 - a. Mike Thomas made a motion to approve the agenda, Gabe Bilek seconded the motion, motion passed unanimously.
3. **Approval of Prior Meeting's Minutes**
 - a. Mike Thomas made a motion to approve the November 13th, 2018 Administrative Control Board Meeting Minutes, approved as amended, Gabe Bilek seconded the motion, motion passed unanimously.
4. **Chair Opens Discussion for Public Comments**
 - a. Amanda Ballif invited the public to comment. No comments were made.
5. **Fire Chief Report**
 - a. Amanda Ballif Fire presented a question from last meeting regarding an update regarding fire hydrant testing status. Mike Thomas stated that 50% of hydrants have been tested, however, the project will need to continue in the spring in warmer temperatures.
 - b. Amanda Ballif Fire presented a question from last meeting regarding the evacuation plan. Mike Thomas stated the map has been updated and given to the Fire Chief. The Fire Chief will give the map and a letter to Community Association Management to be sent to the community. An evacuation drill will be scheduled.
6. **Financials Report – presented by Gabe Bilek**
 - a. Operating: \$115,092.48
 - b. Money Market (Reserve): \$56, 698.36
 - c. Total Year to Date Income: \$114,240.83
 - d. Fees that have not been collected will be refunded when tax bills are paid.
 - e. TOTAL Year to Date Expense: \$96,403.61
 - f. Invoices to be approved:

Visa Card Statements			Closing Date 11/10/2018		
Lance Cornwall - Visa Card 0330					
	Interest & Fees		Zero	4310	
Kevin Dye - Visa Card 8003					
	Interest & Fees		Zero	4310	
	Super 8 Motel, Moab, Utah	10/15/18	Rooming for training		\$ 567.24
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Lance Cornwall- Visa Card 0330			Closing Date 12/10/2018		\$ 212.11
	Nest Lab				\$ 212.11

Kevin Dye- Visa Card 8003			Closing Date 12/10/2018		\$ -
	Interest & Fees		Zero	4310	
	Apple Itunes				\$ 0.99
	Walmart				\$ 35.89
	The Uniform Center				\$ 169.98
	Maglebys Restaurant				\$ 25.76
	Costco				\$ 32.86
	Costco				\$ 521.30
	Apple Itunes				\$ 0.99
Don Wallace - Visa Card 8029					
	Amazon		StrongArm F-250 Super Duty Hood Lift		\$ 30.45
	Amazon		Credit from Mike Thomas Purchase in error		\$ (72.89)
OPEN Fire-EMT - Visa Card XXXX			In Process for Kalico Holt		NA
DVFSSD - Visa Umbrella 7997					\$ (10.00)
Management & Utilities					
	Community Assn Mngmt		Monthly Management	4104	\$ 700.00
	Community Assn Mngmt		Printing & Reproduction	4163	
	Community Assn Mngmt		Postage & Delivery	4308	
	Wex Diesel	11/30/18	Vehicle Fuel	4302	\$ 142.87
	Verizon Cellular Phones	12/5/18	5 lines: 3 people, 2 devices	4402	\$ 147.17
	Dominion Energy	12/4/18	Natural Gas	4410	\$ 180.61
	Republic Waste	12/20/18	Trash cans	4410	\$ 77.21
	Rocky Mountain Power	11/30/18	Electricity	4410	\$ 92.05
	Medical Director- Dr. Brad Crosby	12/2018	Monthly Compensation	4405	\$ 500.00
	EMS Trainer - Colleen Schank	11/2018	Monthly Compensation	4404	\$ 80.00
Other Invoices					
	RD Cleaning Services	11/30/18	Janitorial Services		\$ 71.50
	Amanda Crosby		Appreciation Gift		\$ 200.00
	Tiffany Olson		Appreciation Gift		\$ 100.00
	Carrie Crane		Appreciation Gift		\$ 100.00
	McKenzie Johnson		Appreciation Gift		\$ 100.00
	TRI Air Testing		Air Analysis and Fees		\$ 430.80
	Veyo Merc		Fuel		\$ 66.04
	Gabriel Bilek (Amazon)	11/5/2018	Philips DVT8010 Voice Recorder & Mics		\$ 230.85
TOTAL	Reference only. Not meant to match any other Statement.				\$ 5,282.28

- g. A motion was made by Gabe Belik to approve the invoices, seconded by Mike Thomas, all voted in favor and the motion passed unanimously.

7. GRAMA Report: Gabe Belik received an email stating he must renew the exam for conducting a corporate meeting. No others received such notice. Gabe Belik's certification expired on December 4th, 2018. He is going to redo his certification. Gabe Belik will investigate to ensure no others need to recertify.

8. Grants Report: Mike Thomas stated that the Fire House Grant is open, however it is undecided at this time what will be applied for. There is a new resident that has joined the fire department that used to be an LA sheriff deputy. He has experience with many grants and is going to assist to possibly locate resources we are unaware of.

9. Parks Report:

- a. Mike Thomas declared that Washington County Commission would be asked for the RAP tax to pay for fence along culvert at the park. Applications must be submitted in January 2019 and DVFSSD is eligible. Fence along culvert as well as landscaping instead of a raw ditch is a possibility. DVFSSD qualifies and that is what the RAP tax is intended for. Bids are needed, and an application must be obtained from the county. Gabe Bilek inquired about guidelines concerning basketball courts, multi-use sport court, pickleball, tennis court, etc. Amanda Ballif stated that RAP tax is for recreation, arts and parks. Mike Thomas stated that an application can be submitted for the RAP tax every year. Gabe Bilek asked about the status of the sprinkler system. Mike Thomas responded, both valves have been dug out and shut off. He continued to explain that the valves are leaking, and the drinking fountain has been turned off. Someone will need to be hired to repair it in the spring. Gabe Bilek suggested using the RAP tax to repair the irrigation. Amanda Ballif suggested a committee to look at the application process. Mike Thomas agreed to obtain the application from the county.

10. Old Business

- a. AB Johnson presented the update on the Fire Station carpet replacement stating a color had been chosen. Mike Thomas declared that the color of carpet has been changed to red. The Fire Department really liked the red and the Fire Chief went down and changed the color. It is the same product that was voted upon and approved, just a different color. AB Johnson stated 50% of the invoice needs to be paid and the carpet won't be here until mid-January. CAM cut the entire check for the full amount of the invoice. The project should be complete by the end of January.

11. New Business

- a. Amanda Crosby presented the Interlocal Agreement and Resolution for DVFSSD from the Trust letter. She stated the insurance company is required by Utah code to maintain a signed copy. The document is intended to provide protection on both sides. The document had been signed initially, but it needs to be updated. A representative contact is available if needed. Mike Thomas made a motion to update with Chairman signature, Gabe Bilek seconded that motion, motion passed unanimously.
- b. McKenzie Johnson presented the Exposure Recap produced from the 2017 Workers' Compensation Payroll and Class Code Audit. Amanda Crosby has sent an email to follow up to make sure this is being recorded correctly. When she spoke to them previously it sounded as if there may be a new representative. The Fire Chief needs to review the audit. The Firefighter's appreciation checks are listed as income, CAM will research this and update accordingly. A copy of the letter was provided to the Fire Chief.
- b. Mike Thomas presented discussion on the EMS monitors. Currently, DVFSSD has one Phillips monitor and has applied for grants for a second monitor. The current monitor has a cable that needs to be replaced. Kevin Dye has been in discussion with a Phillips representative and the current unit is no longer being made. Kevin Dye stated that the AED pads do not work, and Phillips

no longer supports or builds the machine, however, may have a replacement in 2022. Other Fire Departments have switched to Zoll. DVFSSD primary interfaces with Gold Cross in the field. Gold Cross has not yet committed to what machine they will be using. The cable replacement costs \$1,000. When Kevin Dye was looking to apply for a grant for a refurbished Phillips machine, the cost was \$8,000.00. The Zoll's refurbished machine costs \$2,500.00. Gabe Bilek inquired if the machine comes with a print out that can be given to Gold Cross. Kevin Dye stated that Intermountain facilities used to use Phillips and have now switched to Zoll. Gold Cross has a lot of ambulances that will need replacing and, in the past, have chosen their machines based on hospital equipment. Kevin Dye suggested DVFSSD purchase Zoll machines. It would be about \$5,000.00 for possibly two machines. Mike Thomas made a motion for to purchase the Zoll machines, Gabe Bilek seconded the motion, motion passed unanimously.

- c. Mike Thomas presented discussion for Rescue 13 replacement. When DVFSSD went from being private to a special service district, that came with better insurance and eligibility for federal grants. One program available is government fleet lease. A program for brand new trucks, ability to lease a brand-new Dodge Cummins truck for less money than it is costing to maintain the current vehicle. The program includes a one-year lease up to 35,000 miles for \$2,000.00 per year. This amount is currently budgeted to maintain an 18-year-old truck. With the program, DVFSSD would have a brand-new truck with a full factory warranty and zero maintenance costs guaranteed. The biggest issue is the lights and sirens that would need to be transferred to the new vehicle. Mike Thomas has researched options available and there might be some upfront costs. The program allows you holes to be drilled and use stickers to be used. DVFSSD is already qualified, we just need to call them and tell them to order. Washington County has already agreed that we would piggyback on their contract. Equipment in the excursion will fit with modifications, including 80 pound stokes which are 8 feet long and the new truck would have a 6.5-foot bed. Mike Thomas will obtain a copy of the contract from Washington County which has already been reviewed by the County attorney. Mike Thomas made the recommendation to try the program out for one year. Gabe Bilek inquired if the insurance policy would transfer. Mike Thomas stated that yes, the policy will transfer. It is unknown at this time if DVFSSD would keep the old truck. A new vehicle in the program would be four wheel drive, with the option to choose colors, and a long or short bed available. Dodge has a Ram bed that has storage built into bed rails, which the gear would fit in the water proof locked truck bed. The Mega Cab could be used for blankets and pillows storage and 5 passenger seating. There is a 110 plug in the back, as well as 20 MPG and Navigation built in. Gabe Bilek requested more details on the proposal to be approved on next months agenda. A quote, bid, offer, or proposal is needed. Amanda Ballif will help Mike Thomas write up a proposal. Gabe Bilek stated a document is needed including all the numbers involved in the program. AB Johnson stated a written proposal is needed for a vote. Mike Thomas stated he would like to get the truck ordered as the lease will be under the County. Gabe Bilek asked who the check written out to. Mike Thomas stated that Horsepower Fleet is the leasing company. Amanda Ballif suggested to call an emergency meeting for approval before the end of the year to use 2018 financing. Gabe Bilek suggested to take funding out of the reserves in 2019. Gabe Bilek requested verification of insurance for any increase for a newer vehicle. CAM will make a call to the insurance company. Amanda Ballif stated the proposal of the program to be moved to the January 2019 Agenda after the County contract and insurance quote is obtained. Kevin Dye to make a list of hardware needed.
- d. Kevin Dye presented discussion on the 1980s K-12 saw model that needs repairs and possible replacement. The K-12 saw is utilized to cut through anything, including blades for masonry, metal, diamond blades, etc. Used by DVFSSD to cut open vehicles. The saw was taken in for service and it

needs more parts than cost effective. Bids have been obtained for new ones at \$900.00 per saw compared to \$1200.00 - \$1500.00. In the past and present Kevin Dye has only had one saw, an additional one would be preferable on Brush 3 which is capable of off-road. The blades would be interchangeable. There isn't a need for a bigger saw. Kevin Dye proposed to purchase two (2) two-stroke gas driven pull-start K-12's. If cutting into a block wall is necessary, we could cut through and get people out that have no other way. The saw is multi-use in many ways. The current saw is from the 1980's. Gabe Bilek made a motion to purchase two new saws for \$900 each, Mike Thomas seconded that motion, motion passed unanimously. The saws are tax exempt.

- e. Kevin Dye started discussion to obtain bids for a small "flood" trailer to hold supplies for likely future flooding or events needing these supplies (wheelbarrows, shovels, buckets, etc.) With the floods this year, DVFSSD ended up with thousands of dollars of donated equipment with no place to store it. Trailer can be utilized for supply storage for the ability to hook on and go to help others in need. Kevin Dye mentioned he had seen other departments pull a single axel trailer around a house you couldn't drive around with a truck and trailer. The trailer would also take a lot of weight off of the trucks storing extra equipment. DVFSSD currently has a two-axle trailer fully loaded for wildland. Gabe Bilek suggested if a new trailer is going to be purchased, a 2-axle trailer might as well be purchased. Amanda Ballif stated bids are needed for a new trailer. Kevin Dye will obtain them. Gabe Bilek suggested a super duty single axle trailer with enough square footage for all the supplies. The trailer proposal to be added to next month's agenda and obtain bids beforehand to expedite the meeting.
- f. Kevin Dye presented discussion for the need for fire extinguishers for the cold ice foam fire retardant. There is retardant foam sitting in a bucket, which is the top known foam. Extinguishers are needed to put it in to pressurize. The extinguishers are refillable and cost \$350.00 per extinguisher. The purchase of three extinguishers is preferable. The process to use the foam is to add the material, add water, add material again and then pressurize it. A training will be conducted where we can present the different types of fires and how well it works. Mike Thomas made a motion to buy three (3) extinguishers not to exceed \$1200.00, Gabe Bilek seconded that motion, motion passed unanimously.

12. Comments and Announcements from the Board: Amanda Ballif presented holiday gifts to CAM. Funds for Fire Department volunteer appreciation are budgeted. CAM needs specific names and amounts. Kevin Dye stated that the amounts are calculated by years of service. More personnel are staying on longer which results in bigger bonuses. The appreciation gifts make a big difference to the volunteers. Due to losing a couple of people would put several hundred back in. The remaining amount in the personnel account is \$7,288.00. Kevin Dye stated this year's amount would total upwards of \$6,000.00 but not to exceed \$6,000.00. A policy was approved 6 years ago with a formula to calculate the individual amounts. Gabe Bilek made a motion to approve personnel appreciation funding not to exceed \$6,000.00 in total, Mike Thomas seconded that motion, motion passed unanimously.

13. Request for Closed Session – no requests were made.

14. Chair Opens Discussion for Public Comments

- a. Gary Jensen inquired about the frequency of the certification of the compressor. Kevin Dye stated it is required quarterly. Gary Jensen questioned the \$2,000.00 invoice for TEI air testing. Kevin Dye stated that the total of \$2,000.00 is for ALL of the county. Mike Thomas made a motion to modify the payment to TEI to \$430.80, Gabe Bilek seconded that motion, motion passed unanimously.
- b. Gary Jensen expressed his appreciation for the board . Mike Thomas thanked Gary Jensen for attending the meetings and answering all historical questions.

15. Adjournment: A motion was made by AB Johnson to adjourn, seconded by Mike Thomas, all voted in favor, motion passed unanimously.

DVFSSD, 1261 N. Dammeron Valley Drive East, Dammeron Valley, Utah 84783

DVFSSD Public Notice Website and Contact Info. www.dvfssd.com

- ❖ **The official meeting records of Dammeron Valley Fire Special Service District are the audio recordings accessible on the Utah Public Website. www.utah.gov within 24 hours of the meeting. These written meeting minutes are a summary made available as a courtesy.**

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