

DRAFT MINUTES OF MEETING
DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD
7:00 p.m. Wednesday, May 13, 2020
Via Zoom

Board Members:

Chair: Barbara Hjelle, barbara.dvfssd@gmail.com

Vice-Chair: Mack Sorensen, mack.dvfssd@gmail.com

Treasurer: Brant Smith, dvfssd.brant@gmail.com

Clerk: Ryan Andersen, ryan.dvfssd@gmail.com

Member at Large: Rick Johnson, rick.dvfssd@gmail.com

1. Call to order, roll call, welcome made by Barbara Hjelle.
2. Approval of agenda – Mack Sorensen proposed a change to item #3 Election for new Chairman as the County Commission is going to appoint the new member. Barbara Hjelle added that Insurance Application Guidance for McKenzie Johnson is needed as well. **Mack Sorensen made a motion to approve the agenda as amended. The motion was seconded by Rick Johnson and all were in favor. The motion passed unanimously.**
3. Election of chair and other officers as necessary – tabled.
4. Consideration of approval for a paid fire chief – The Board discussed the determining factors of the proposed decision to be made including what is accomplished by the Fire Chief Search Committee, budget research, and possible budget hearing if needed, and producing an adequate procurement package. Mack Sorensen shared the history of the DVFSSD and how the need has arisen to make this consideration and his vision to recreate a fire department that will create safety for the citizens and a rallying point for interest. Larry Carlon, a member of the public, expressed his opinion that the public should have a say in order to convince the Board of the way the public thinks it ought to be. He is in favor of a professional chief to train and become a part of the community of captain or greater experience. Drea Markham, a member of the public, requested a refund paying of her DVFSSD fee on three Lots as she feels there has not been a fire department up to this point. **Mack Sorensen made a motion that upon approval of the procurement package for a professional fire chief, that the DVFSSD provides sufficient funds to pay that person in accordance with the experience required. Brant Smith seconded the motion and all were in favor. The motion passed unanimously.** Barbara Hjelle shared her suggestions for the future Board to get a set of policies, join the association she previously suggested, and make it very clear in the mission statement that guides the decision of this Board. Her hopes for the Board are for a set of policies and procedures with that morality.
5. Consideration of budget amendments to allow for a paid fire chief – Brant Smith expressed concern regarding personnel issues around discussing a future Chief's wage in a public meeting. Barbara Hjelle clarified that most public agencies have to publish entire expenditure online on the State transparency website. Mack Sorensen added the DVFSSD must reflect the amount and must be presented in a public budget hearing. It was discussed that several different wage options were compiled by the search committee as well as the appropriate time to discuss those numbers. The Board ultimately agreed to discuss the proposed numbers during the open meeting in order to remain transparent. Dave Aranez presented payment options compiled by the committee: \$4,000.00 per month without benefits; \$4,000.00 as an employee, which would be required to pay taxes; \$40,000 per year on a contract basis with a 12% contribution to the Utah retirement system and a \$300.00 per month vehicle allowance; Compensation combination for a total of \$48k per year which the Board would negotiate. Dave Aranez stated that these options are easily doable in a small increase in 2021 of \$8 per month per Lot, possibly for only one year. The yearly total comes out to \$45,400.00. Brant Smith will be able to provide the possibilities within the current budget at a later time in more detail. There was consensus among the Board that the budget will have to be amended, that there is the possibility that there is enough money to cover several months of what might be offered, and to go into more detail at a subsequent meeting at the appropriate time. **No motion will be made at this time.**
6. Consideration of confidentiality agreement for fire chief procurement process. Barbara Hjelle expressed concern regarding specific wording within the presented agreement as she would like it to be more clear that instead of the word "any" material content that it could say content material to the evaluation process or something similar to ensure nothing is disclosed that gives someone an advantage, but stated it is not proper to withhold

information of public matters. Dave Aranez agreed to work on the wording of the agreement to be presented and voted upon at the next meeting. **No motion will be made at this time.**

7. Consideration of fire chief procurement process report and approval of the process. Dave Aranez stated the procurement package is not yet ready for approval. Topic tabled. **No motion will be made at this time.**
8. Consideration of letters to fire chief applicants. Barbara Hjelle explained that as the Board abandoned the prior Board's application process, someone needs to be assigned to draft letters to those applicants thanking them for their application. Mack Sorensen agreed to draft the letters.
9. Consideration of contracts for park and station landscape maintenance. **Mack Sorensen made a motion to retain Classy Lawn Care to take care of the park for \$400.00 per month as soon as possible. Brant Smith seconded the motion.** Dave Aranez requested an agenda item prior to the November budget hearing to put the park to Washington County for care and maintenance as he feels funds should not be taken away from the Department to maintain the park. The requested item will remain on the list to refer to for future discussion. **All were in favor of Mack Sorensen's motion and the motion passed unanimously.**
10. Consideration of renewal of the lease for Rescue Truck 13. – As there is not a written lease on file for current Board review, it was agreed further information is needed prior to making a motion to continue the lease program as is. Mack Sorensen will visit with the Sherriff's Department in order to obtain the necessary information. **No motion will be made at this time.**
11. Consideration of approval of invoice payments. Rick Johnson expressed he feels Colleen's compensation for EMS Training and Fire Chief stipend needs to be separate line items. It was noted that the invoice from Colleen does have separate line items. Colleen Homer explained Dr. Crosby's monthly payment of \$500.00 per month. She works under Dr. Crosby as a training officer and the volunteers work under her. If something goes wrong on a medical call, that falls on the Doctor's medical license as he has malpractice insurance. Additionally, in order to provide medical service, you must have certain licensing, and a requirement to hold a medical license is to have a medical director over the department. Without the medical director, you cannot have a medical license. Rick Johnson requested additional discussion on this in the future. Invoices were presented:

Name	Vendor	Date	Description	Code	Amount
Visa Card Statements			Closing Date		
Colleen Homer - Visa Card 7319			04/09/2020		
	Interest & Fees			4310	
	Spanish Trail	04/01/2020	Fuel	4302	\$ 55.32
Management & Utilities					
	Community Assn Mngmt		Monthly Management	4104	\$ 700.00
	Community Assn Mngmt	04/30/2020	Printing & Reproduction	4163	\$ 2.16
	Community Assn Mngmt	04/30/2020	Postage & Delivery	4308	\$ 4.27
	Wex Diesel	05/26/2020	Vehicle Fuel	4302	\$ 84.62
	Verizon Cellular Phones	5/5/2020	5 lines: 3 people, 2 devices	4402	\$ 151.09
	Dominion Energy		Natural Gas	4410	
	Republic Waste	4/20/2020	Trash cans	4410	\$ 93.18
	Rocky Mountain Power	5/21/2020	Electricity	4410	\$ 82.28
	Medical Director- Dr. Brad Crosby	4/1/2020	Monthly Compensation	4405	\$ 500.00
	EMS Trainer - Colleen Homer	5/1/2020	Monthly Compensation	4404	\$ 599.00
Other Invoices					
	RD Cleaning Services	5/1/2020	Janitorial Services	4312	\$ 55.00
	Curtis Tools	5/7/2020	Annual Flow Testing	4303	\$ 1,390.00
	Curtis Tools	5/7/2020	Mobile Hydro Static testing	4303	\$ 180.00
	Curtis Tools	5/29/2020	Air Test Kit	4303	\$ 450.00

	Curtis Tools	5/9/2020	Annual Compressor Service	4303	\$ 3,487.00
	Washington County	4/20/2020	Notice of Vacancy Posting - Spectrum	4163	\$ 110.04
	Zoom	4/28/2020	Ryan Anderson Reimbursement	4310	\$ 15.96
	UVU	4/14/2020	Fire School Registration for K. Holt/ D. Kirk	4404	\$ 80.00
TOTAL	Reference only. Not meant to match any other Statement.				\$ 8,039.92

Mack Sorensen made a motion to approve all invoices as presented. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.

12. Insurance Application Guidance Needed from Board for McKenzie Johnson, CAM. There is one change from last year's application. It asks the number of employees, typically all members of the department are volunteers but wanted to ensure Colleen didn't need to be included as a paid employee. Colleen Homer stated she feels it is more of a contract. McKenzie Johnson explained a contractor would be required to have their own insurance coverage, as an employee, the DVFSSD would provide that coverage. Colleen feels she is at risk without insurance or any kind of coverage as she does not have her own insurance. Mack Sorensen stated the volunteers, including Colleen, are covered under the DVFSSD policy as there is a monetary limit before requiring to claim them as an employee and he is confident that she is not considered an employee.

13. Reports:

a. Fire Chief report presented by Colleen Homer. Update regarding Agency EMS license due in October, the cost is \$150.00. need that contract signed. Mack or Barbara will sign it. Contacted 911 dispatch, they sent their agreement, is waiting for Doctor Crosby's medical agreement, all stated documents needed to resubmit for re-licensure. She just submitted her third grant for the week for SBCA packs for the firehouse subs foundation. Also submitted for wildland fire PPE grant and medical AED's. At training on Monday night with Diamond Valley, the larger diameter hose that fills our tank started busting during training and it will not pass ISO standards. She obtained a quote for the emergency purchase as soon as possible for \$2,500.00. Barbara Hjelle stated if impossible to do within the purchasing policy timeline, then the emergency procedure can be looked at. Rick Johnson requested input about obtaining used hoses from other departments for less cost. Colleen Homer further explained that three sections were spraying water with pinholes with significant wear and tear and the jacket is starting to separate. Dave Aranez stated if it is significant and affects many sections of the hose, need to replace, or you can cut those sections out and recuff them. Colleen Homer hasn't pressure tested the hose, however, those with experience at training expressed major concern. ISO has to be completed no later than October. **Rick Johnson made a motion to approve the expenditure subject to the Chief testing the hose to determine whether replacement is necessary. Mack Sorensen seconded the motion and all were in favor. The motion passed unanimously.**

b. Financial report – tabled.

14. Approve minutes: TABLED

15. Approve Regular meeting schedule – June 17th, 2020 at 7:00 PM

16. Adjournment - **Mack Sorensen made a motion to adjourn the meeting. Brant Smith seconded the motion and all were in favor. The motion passed unanimously and the meeting was adjourned.**