

**APPROVED MINUTES OF MEETING**  
**DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD**  
**7:00 p.m. Monday, April 27, 2020**  
**Via Zoom**

**Board Members:**

**Chair:** Barbara Hjelle, [barbara.dvfssd@gmail.com](mailto:barbara.dvfssd@gmail.com)

**Vice Chair:** Mack Sorensen

**Treasurer:** Brant Smith

**Clerk:** Ryan Andersen

**Member at Large:** Rick Johnson

Public notice is hereby given that the board of the DVFSSD will hold a public meeting via Zoom at 7 p.m. Monday, April 27.

1. Call to order, roll call, welcome conducted by Barbara Hjelle. She expressed the importance of public participation as well as the respect of the time of the meeting. She proposed a time limit at which time speakers may be muted if needed. A 5-time limit was agreed upon by the Board.
2. Approval of agenda – **Mack Sorensen made a motion to approve the agenda as amended. Brant Smith seconded the motion and all were in favor. The motion passed unanimously.**
3. Approval of prior meeting minutes – Tabled
4. Fire chief report presented by Interim Chief Colleen Homer. She discussed her accomplishments over the last couple of months. The Water District has given the go-ahead to proceed with hydrant testing. She explained that state and national grants have not been obtained in the past because the Department has not been compliant with NFIRS where all calls must be reported. The last year that was reported was 2011. She has been in contact with a national and state rep, they now know Dammeron Valley is on the map. She has spent countless hours documenting the last two years minimum of reports for medical and fire calls. AFG Airpack grant that was submitted, as long as we are working on getting NFIRS compliant, they are willing to work with the Department. The Wildland Grant is in progress and is due May 8<sup>th</sup>. Equipment, masks, and SBCAs have been recertified. Appropriate equipment has passed inspections. Air compressor to refill tanks has been revamped. Two rescues in service are fully certified and primary fire apparatuses are in service. One part is needed for the engine, but completely functional at this time for the current needs. The brush truck fully functioning, and repairs are completed.
5. Consideration of resolution establishing fire chief procurement process, including determination of compensation, if any, to be offered –Barbara Hjelle expressed her appreciation for the thoughtful written comments received from the public which all indicated a desire for a paid Chief. She explained the decision to be made is in regards to the budget. The County's possible plan is to have a Westside Special Service District with a paid Chief that would oversee all of the departments along Highway 18 was discussed. Dammeron Valley has changed. If we are going to get the safety training for our EMS, we can't just go pay a fire chief. The Board discussed items that would need to be accomplished in order to move forward with the procurement of a paid fire chief, mainly budgetary research and possible amendments. It was clarified that the Reserve Account maintained by the SSD can only be utilized for capital expenses. The Board agreed public education on the topic is necessary prior to amending the budget. Barbara Hjelle opened the topic for discussion with the public in attendance. Larry Carlon suggested obtaining input from members of the community that are qualified to interview potential applicants as the Board is not qualified. Curt Shelley stated the two separate issues that need to be touched on is the process to procure a new Chief and the budget. Steve Friend discussed a list of minimum qualifications put together by the search committee previously that he feels should be utilized at this time. The Board discussed requirements in order to hold a closed meeting. **The Board agreed a motion is not needed at this time and to add the topic as an agenda item at the next meeting to look at the procurement package, refine it, and possibly accept it and go into a closed meeting to discuss applicants.**
6. Consideration of resolution establishing conflict of interest policy – The Draft Conflict of Interest policy by Barbara Hjelle explained the need for the policy in order to address possible issues with volunteers on the Fire Department also serving on the Board. The Board discussed Brant Smith's employment with Western Rock as they conduct work for the developer of Dammeron Valley. The Board agreed there is not an issue with Brant

Smith's employment in regard to the proposed policy. **Mack Sorensen made a motion to approve the policy as written. Brant Smith seconded the motion and all were in favor. The motion passed unanimously.**

7. Consideration of resolution governing the use of electronic meetings – Barbara Hjelle modeled the policy very carefully after the County Commission ordinance and additional sources. **Brant Smith made a motion to adopt the policy as it is outlined in the packet. The motion was seconded by Mack Sorensen and all were in favor. The motion passed unanimously.**
8. Consideration of resolution establishing online meeting service (Zoom account) \$15.00 – **Mack Sorensen made a motion to adopt the resolution on a month to month subscription. Ryan Anderson seconded the motion and all were in favor. The motion passed unanimously.**
9. Consideration of resolution approving membership in Utah Association of Special Districts – **Mack Sorensen made a motion to approve the membership. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.**
10. Consideration of resolution clarifying records management for emails – tabled.
11. Consideration of resolution establishing regular monthly meeting schedule – tabled.
12. Consideration of schedule for work meeting(s) – tabled.
13. Consideration of procurement for security camera system – The Board and Chief Colleen Homer discussed the proposed system as well as bids necessary to abide by the purchasing policy. The Board and Chief agreed to table the topic.
14. Review and consideration of business from meetings prior to April 2020 – tabled
15. Financial report – McKenzie Johnson will work with Brant Smith and Ryan Anderson as needed on the financials to properly report in future meetings.
16. Confirm schedule for next meeting – tabled.
17. Adjournment – **Mack Sorensen made a motion to adjourn the meeting. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously and the meeting was adjourned.**