

**APPROVED MINUTES OF MEETING
DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD
7:00 p.m. Wednesday, June 24, 2020
Dammeron Valley Fire Station
Accommodations made Via Zoom**

Board Members:

Chair: Vacant

Vice-Chair: Mack Sorensen

Treasurer: Brant Smith

Clerk: Ryan Andersen

Member at Large: Rick Johnson

Member: Christina DuBois

CALL TO ORDER AND ROLL CALL conducted by Mack Sorensen, Vice Chairman.

APPROVAL OF AGENDA - A motion was made by Ryan Anderson to approve the agenda as presented. The motion was seconded by Christina DuBois and all were in favor. The motion passed unanimously. Mack Sorensen made a motion to move #9 on the agenda into the place of #3. Christina DuBois seconded the motion and all were in favor. The motion passed unanimously.

FIRE DEPARTMENT REPORT - Mack Sorensen explained that Interim Chief, Colleen Homer, resigned on Monday morning and the possible scenarios the Board was faced with at that time. **Rick Johnson made a motion to appoint Christina DuBois as Interim Chief until a permanent Chief is selected, during which time she will not be a member of the Board until the permanent Chief has been procured. Brant Smith seconded the motion and all were in favor. The motion passed unanimously.** The Board further explained that Mack Sorensen will not be a voting member during the period that there is an even number of Board Members.

APPROVAL OF MINUTES:

Approval of May 13, 2020, Draft Minutes

Approval of April 27, 2020 Draft Minutes

Approval of April 23, 2020 Draft Minutes

Approval of February 11, 2020 Draft Minutes

Ryan Anderson made a motion to accept and approve all minutes as presented. Brant Smith seconded the motion and all were in favor. The motion passed unanimously.

PARK REPORT: LAWN MAINTENANCE, RECOGNITION OF DV PARK VOLUNTEERS, FLAG - Mack Sorensen explained the landscape company who previously serviced the park will no longer be used as the Board decided that the people of Dammeron Valley need to come together to take care of the park. Multiple members of the public have contributed to the recent clean-up of the park and were thanked by the Board. **Ryan Anderson made a motion to purchase three flags for the Fire Station. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.**

CONSENT EXPENDITURE AGENDA - presented by Brant Smith

Chief Homer Visa Credit Card - \$796.72 total

Management & Utilities - \$2,402.25 total

Other Invoices - \$1,750.19 total

Ryan Anderson made a motion to accept all invoices as presented and process for payment. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.

RETROACTIVE PERMISSION TO APPLY FOR, ACCEPT, AND DISBURSE FUNDS FOR VARIOUS GRANTS – presented by Christina DuBois

Firefighters grant - for \$46,722.00 requiring a 5% match of \$2,224.86 for Air packs

Stop the Bleed grant for a training kit of unknown value

CPR Savers grant for and AED for \$995 with a \$350 match

Wildland grant for \$6,660 in personal protective gear

\$2,845 for a snap tank and tools, assumed no match

Christina DuBois explained she needs to see the applications submitted by the previous Interim Chief for additional information. **Ryan Anderson made a motion to accept the applications for the grants and the funds required to match. Brant Smith seconded the motion and all were in favor. The motion passed unanimously.**

FIRE CHIEF RECRUITMENT STATUS REPORT, APPROVAL OF PROCESS AND SALARY - Dave Aranez presented a letter drafted to the SSD Board June 2020 from the Fire Chief Search Committee stating the purpose of the committee. The committee consists of two Board Members and three Dammeron Valley residents with related experience. The letter described the intended Fire Chief application process as well as the importance of confidentiality throughout the process. A Confidentiality Agreement would be needed. Mack Sorensen thanked the committee members for volunteering to take on this task and asked that the public would have compassion and honor regarding the work being done by the committee. Curt Shelley developed a timeline and a website where the job description and duties are listed at dammeronvalleyfireandrescue.com. Sherry Mandel inquired if the future Chief will be required to be a resident of Dammeron Valley, to which Dave Aranez confirmed. It was recommended by the Search Committee that the successful candidate has residency within 6 months within 5 miles of the Station. Curt Shelley provided a timeline in general terms, with Board approval, the position will be posted tomorrow, and applications would be accepted until the end of July. By August 5th, the Board will review and narrow down applicants and notify them accordingly. Interviews will then will take place in the middle of August. An open house will be held in the middle of July so applicants can view the facility and meet the community. Then, in-person interviews and practical will be conducted. By the end of August, the Committee is hoping to have the selected candidate. The Board can then announce the new Fire Chief the first of September. Joel Burnham inquired if the position is full or part-time, to which it was confirmed to be full-time. Mack Sorensen explained the salary will likely be around \$40,000.00 per year. Dave Aranez added that the successful applicant will enter into negotiations regarding benefits, the contract, etc. Andrea Markham inquired about the expected increase in fees. Mack Sorensen stated the amount has not yet been determined, however, he doesn't anticipate it would go above \$300 annually. Brant Smith added that at the formal budget hearing he will have a presentation with a clear picture moving forward of what the fees will look like. Andrea Markham stated she would still like a refund or a proration of the fees paid for her lots and would like a call from the district attorney. Mack Sorensen encouraged her to can contact the district attorney. Ryan Anderson added that the money from the fees is available for use and will be used for the fire department. **Brant Smith made a motion to approve the report presented by Dave Aranez regarding the procurement process and to move forward with posting the job. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously. Ryan Anderson made a motion to allocate \$1,000.00 for marketing for Fire Chief. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.**

Sherry Mandel inquired if there is more money than the \$170,000.00 previously mentioned that is not included in the budget. Brant Smith explained there is a reserve account where funds are reserved for capital expenditures, new equipment, change in the facility, emergencies, etc. The reserve account currently holds \$72,383.61 and is contributed to monthly. At the end of the year, funds may get shifted or reallocated. The Budget shows reserve contributions. Rick Johnson added that there are rules and regulations that the State requires. The previous Board was told they had to show future allocations due to too many dollars in the

reserve account. Similar actions may be done periodically to comply with the State. The new Chief will be responsible for creating a plan that must be allocated and accounted for.

FIRE DEPARTMENT REPORT: STAFFING, CALL VOLUME, VOLUNTEERS, INSURANCE SERVICES OFFICE (ISO) INSPECTION STATUS, HYDRANT TESTING, WILDLAND/URBAN INTERFACE UPDATE -

Presented by Christina DuBois. She explained that she does not yet have an exact list of staff, however, confirmed that the Department definitely has staff to come to any emergency. Recruitment is constant. Colleen has been working on an inspection that has to do with homeowners' insurance. Christina DuBois wants to try to get it deferred due to the flux of personnel. In regard to Hydrant testing, the Eastside is almost done. Volunteers will soon be working on the west side. In regards to Wildland Urban Interface, Christina Dubois asked that the public get the word out to cut down any dry weeds around the homes in case a fire breaks out. If you know a neighbor that doesn't have the equipment or funds, contact the Fire Department. She hopes to have an updated personnel list by the next meeting to report, it is currently estimated to have about 15 volunteers. The public expressed concern regarding structure fires and if the DVFD are trained for them. It was agreed the Department probably cannot provide the two in and two out service per OSHA regulation. There are mutual aid agreements to assist in structure fires. The public should make their properties fire safe the best they can. Dave Aranez has agreed to teach a class to drive the truck starting next week. Tomorrow, he will conduct an orientation at 10:00 AM regarding how to operate safely as a driver and a pump operator. He agreed to hold additional training for those that work during the day. Ryan Anderson thanked all who have served on the FD in the past and noted that Colleen Homer achieved a lot during her time as Interim Chief and her efforts are appreciated.

FINANCIAL REPORT - Brant Smith stressed the importance of the annual fee to be paid by all rather than it being attached to property taxes and requested that those who are delinquent settle their accounts before August.

CALL TO THE PUBLIC – Curt Shelley thanked the Board for coming together to look out for the community and the Valley. Mack Sorensen thanked Christina DuBois for accepting the Interim Chief position. He added that the task is not just building a fire department, but building a community that has been neglected.

ADJOURNMENT - Ryan Anderson made a motion to adjourn. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.

The next meeting will be on the 2nd Wednesday of July; 07/08/2020.

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

The DVFSSD is a public entity, under the umbrella of Washington County and State of Utah. This SSD maintains and develops the community park, fire department and Station 13, and land surrounding both. The district also espouses safety first for its volunteers and the Utah Highway-18 corridor community, through extensive emergency training, positive community relationships and integrity in action. Please feel free to contact any board member or fire chief with questions or concerns.