

**WEBER FIRE DISTRICT
2023 WEST 1300 NORTH
FARR WEST CITY, UTAH
MARCH 10, 2020**

Members present	Kevin Ward, Chair	Matt Gwynn, Vice Chair
	Jim Truett, Treasurer	Sharon Bolos
	Brad Ostler	Scott VanLeeuwen
	Val Heiner	Mike Hancock
	Kerry Gibson	

Others present	Paul Sullivan, Fire Chief
	Britt Clark, Deputy Fire Chief
	David Reed, Fire Marshal
	‘Andrea Fiske, Administrative Services Manager
	Cierra Mullins, Office Technician
	Amie Hugie, Attorney

1. Vice Chair Matt Gwynn, called the meeting to order at 5:30p.m.
2. The Pledge of Allegiance was led by Kerry.
3. The opening ceremony was offered by Mike.
4. Public Comments: Resident(s) attending meeting will be allotted three (3) minutes to address the Board of Trustees regarding concerns or ideas. No action can or will be taken on any issues presented. – No public comments.
5. Approval of February 11th, 2020, Board Meeting Minutes
 - Motion to approve made by Jim seconded by Mike. No discussion, all aye.
6. Presentation and approval of Financial Report
 - Jim presented; The District is 18.85% into the year.
 - Ambulance revenue is at 12.5%.
 - Impact Fees are at 30.7%
 - Total General Fund is at 18.5%
 - Motion to approve made by Val seconded by Mike. No discussion. Roll call vote, all aye.
7. Review and Approval of the Following Action Items:
 - Surplus of E9801 – 1998 Pierce Engine
 - Chief Sullivan stated this is the Engine we would like to surplus and potentially sell.
 - Motion by Scott seconded by Brad, no discussion. Roll call vote, all aye.
 - Resolution 01-2020, a resolution to accept the EMT Physician Advisor Agreement
 - Deputy Chief Clark, this will be a contract for a Physician Advisor for EMT/AEMT’s. We will be splitting the cost with Roy and Ogden City.
 - Purpose of a Physician Advisor is to provide Medical Direction, Trainings and Certifications every year for our EMT employees.
 - Dr. Grow is our current Paramedic Physician Advisor and will now be the EMT Physician Advisor as well. Having the same Advisor will keep us consistent with policies and procedures.
 - This will be a five-year contract.
 - Motion to approve made by Val seconded by Kerry. No discussion, all aye.
 - Completion of Tender
 - Fire Warden Cooper reminded the board of this Tender Chassis purchase last year. The final quote for the water tank was higher than anticipated. He and ‘Andrea explained if there is a shortfall in the wildland budget at the end of the year, the general fund will need to pick up the balance.

- Chief Sullivan stated this is a vehicle that will eventually make the money back by going on deployments.
- Deputy Chief Clark talked about specifics and believes it will be a highly requested Tender.
- Fire Warden Cooper also stated this Tender will be used in the Upper Valley and will help with extra water supply and coverage.
- Motion to complete the Tender made by Scott seconded by Mike, no discussion. Roll call vote, all aye.

Jumped to item 9 at 5:49p.m., will return to public hearing at 6p.m.

6:00p.m. – Public Hearing for Intent to Increase Fees

- Public comments: Resident(s) attending meeting will be allotted three (3) minutes to address the Board of Trustees regarding the intent to adjust the fee rates of some fees related to Fire and EMS standby, plan review fees, inspections fees and document fees.
 - No public comments.
 - Fire Marshal Reed gave a brief description of the new fee schedule.
 - Deputy Chief Clark explained that this changes the rates for our Standby events. We did a poll of surrounding agencies and brought our fees into a range where we are competitive.
 - ‘Andrea did research on clerical fees and after reviewing with Fire Marshal Reed lowered some fees that had easier processes to complete.
 - Motion to close the Public Hearing made by Val, seconded by Sharon. No discussion, all aye.
8. Discussion and action on Resolution 02-2020, a resolution to adjust the fee rates of some fees related to fire and EMS standby, plan review fees, and document fees.
- Motion to approve Resolution 02-2020 made by Val seconded by Brad, no discussion. Roll call vote, all aye.
9. Discussion and review of changes to Board of Trustees by-laws
- Chief Sullivan did a review of the by-laws and its edits. They have not been updated/edited since 2006 and lacked information.
 - The State Auditor website now has some auditing requirements including the formation of an Audit Committee.
 - Kerry was curious as to why the county representation is appointed and the cities are elected. He has no preference as to if they are appointed or elected but believes they should all be the same process.
 - Chief Sullivan replied that the Utah Code now allows you to form either way. If we ever wanted to go for a bond the board would need to be fully elected.

Kevin arrived 5:55pm.

- ‘Andrea had the question of who the appointees for the unincorporated areas would be. Kerry replied that it would be the mayors of the municipalities. So, for unincorporated it would be the County Commissioners.

Sharon arrived 5:58pm.

- 6:00pm, Kevin called for a motion to move to Public Hearing. Motion to enter Public Hearing made by Kerry, seconded by Scott. No discussion, all aye.

Resumed with item 9 at 6:10pm

- Chief Sullivan stated Board Member positions and duties was updated to clean up and separate the board positions from the administration positions.
 - Duties of the entire board was missing in current by-laws and has since been added.
10. Administration Report
- Chief Sullivan informed that the Retirement EAP was not approved to be funded by the state.

- Chief Sullivan met with Bill on the West Haven property. He is willing to sell the property for \$300,000 but would like to wait until he has another piece of property to move the current home to. Chief will talk further with ULGT and Amy Hugie. Chief Sullivan also stated he has not heard back on the Hooper Property.
- Chief Sullivan said Marriott-Slaterville has donated some property for a potential training facility site. However, there are some problems with the area and will need to be looked at further.

Matt left at 7:00pm.

- Chief Sullivan told the board he believes Senate Bill 134 will most likely pass.

Scott left at 7:04pm.

- Chief Sullivan gave an update on House Bill 393.
- Deputy Chief Clark gave an update on Coronavirus. A response plan has been sent out to employees, it includes exposure plans, SOGS, and related paperwork. Also, a news release is in the works to send out to the public. Sharon asked that the news release be sent to all the mayors once complete.
- Deputy Chief Clark gave an update on two new engines (E64 and E65).
- Fire Marshal Reed informed the board the crews have been active in doing inspections and wanted to give mayors a heads up if there are questions from the businesses.
- 'Andrea reminded the board of the Awards Banquet taking place that Thursday at 6pm.

11. Board Presentations

- Kevin asked Amy when she will need to do the annual open meetings training. If everyone completes the online training, then it does not need to be done in a meeting.
- Jim stated he is disappointed about the Retirement EAP Program. But is hopeful that we will be able to get the state on board in the future.
- Mike thanked the administrative staff for all they do.
- Kevin asked Fire Warden Cooper about an issue of diseased trees in the canyon. Fire Warden Cooper stated is researching it.

12. Adjournment

- Kevin called for a motion to adjourn the meeting; Mike made the motion to adjourn, seconded by Brad. No discussion, all aye. The meeting adjourned at 7:24p.m.

Next Regular Meeting – April 14th, 2020 at 5:30 p.m.

Kevin Ward
Chair

James Truett
Treasurer