

DRAFT MINUTES OF MEETING
DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD
7:00 p.m. Wednesday, August 12, 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

CALL TO ORDER AND ROLL CALL conducted by Mack Sorensen, Vice Chairman. Other Board members present were Brant Smith, Rick Johnson, and Ryan Anderson.

APPROVAL OF AGENDA - Mack Sorensen requested to remove #7: 'SSD Board members Serving on Fire Department' from the agenda. Washington County has indicated that they will be implementing a County-wide policy in this regard. **Brant Smith made a motion to accept the changes as stated. Ryan Anderson seconded the motion and all were in favor. The motion passed unanimously. Ryan Anderson moved to approve the agenda as amended. Brant Smith seconded the motion and were all in favor. The motion passed unanimously.**

APPROVAL OF JULY 8, 2020 MINUTES - Ryan Anderson made a motion to accept the minutes as presented. Brant Smith seconded the motion and all were in favor. The motion passed unanimously.

CONSENT EXPENDITURE AGENDA - Presented by Ryan Anderson. The recent lawn mower purchase will be shown on next month's financials.

| Name | Vendor | Date | Description | Code | Amount | Paid |
|------------------------|-----------------------------------|-----------|------------------------------|------|-----------|-----------|
| Management & Utilities | | | | | | |
| | Community Assn Mngmt | 8/1/2020 | Monthly Management | 4104 | \$ 741.67 | 8/10/2020 |
| | Community Assn Mngmt | 8/10/2020 | Printing & Reproduction | 4163 | \$ 5.49 | 8/10/2020 |
| | Community Assn Mngmt | 8/10/2020 | Postage & Delivery | 4308 | \$ 34.60 | 8/10/2020 |
| | Wex Diesel | 8/26/2020 | Vehicle Fuel | 4302 | \$ 250.26 | 8/10/2020 |
| | Verizon Cellular Phones | 7/13/2020 | 5 lines: 3 people, 2 devices | 4402 | \$ 152.32 | 7/25/2020 |
| | Dominion Energy | 7/1/2020 | Natural Gas | 4410 | \$ 11.44 | 7/10/2020 |
| | Republic Waste | 6/30/2020 | Trash cans | 4410 | \$ 111.03 | 7/10/2020 |
| | Rocky Mountain Power | 7/30/2020 | Electricity | 4410 | \$ 254.93 | 8/10/2020 |
| | Medical Director- Dr. Brad Crosby | 7/30/2020 | Monthly Compensation | 4405 | \$ 500.00 | 8/10/2020 |
| | RD Cleaning Services | 7/30/2020 | Janitorial Services | 4312 | \$ 55.00 | 8/10/2020 |

| Other Invoices | | | | | | |
|----------------|--|-----------|--|------|----------------|-----------|
| | Christina DuBois | 7/14/2020 | E-13 Repairs | 4314 | \$ 136.45 | 7/25/2020 |
| | Jeff Germaine | 7/14/2020 | Express Mail MOU | 4308 | \$ 7.75 | 7/25/2020 |
| | Paxman Colling & Heating | 7/14/2020 | AC Capacitor Replaced | 4312 | \$ 163.00 | 7/25/2020 |
| | The Uniform Center | 7/16/2020 | Uniforms | 4158 | \$ 877.40 | 7/25/2020 |
| | Mike DuBois | 7/13/2020 | Ball Caps | 4158 | \$ 150.00 | 7/25/2020 |
| | The Spectrum | 6/20/2020 | Original Chief Posting | 4163 | \$ 192.96 | 7/25/2020 |
| | Christina DuBois | 7/20/2020 | Food for Station | 4156 | \$ 46.51 | 7/25/2020 |
| | Mack Sorensen | 6/30/2020 | Fire Station Supplies | 4156 | \$ 109.30 | 7/10/2020 |
| | Curt Shelley | 6/26/2020 | Advertising Job Posting for Chief | 4310 | \$ 530.00 | 7/10/2020 |
| | 22 FD Personnel | 7/23/2020 | Mid-Year Per Call Pay Outs | 4408 | \$ 3,300.00 | 8/10/2020 |
| | Emergency Vehicle Systwma | 7/23/2020 | Extension Speak and Antenna | 4314 | \$ 274.00 | 8/10/2020 |
| | Christina DuBois | 7/22/2020 | Vehicle Diagnostics | 4314 | \$ 300.00 | 8/10/2020 |
| | Mike DuBois | 7/23/2020 | Ball Cap Graphics | 4158 | \$ 183.28 | 8/10/2020 |
| | Christina DuBois | 7/29/2020 | Boosters | 4920 | \$ 635.98 | 8/10/2020 |
| | Curt Shelley | 8/3/2020 | Advertising Job Posting for Chief | 4310 | \$ 330.00 | 8/10/2020 |
| | PDMS Pro's | 7/22/2020 | Brush truck wipers and air compressor | 4314 | \$ 107.53 | 8/10/2020 |
| | | | | | | |
| TOTAL | Reference only. Not meant to match any other Statement. | | | | \$ 9,460.90 | |

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

PARK REPORT - Mack Sorenson announced the purchase of a lawn mower as volunteers/members of the public have been maintaining the park. He explored multiple options and negotiated the expense in which the purchased was ultimately made at Lowes for \$1,889.00 without tax. A flag was donated by a member of the Valley who will be appreciated later in the meeting.

PAYOUT ADJUSTMENT - Brant Smith explained the recent mid-year payout conducted by the SSD to current and past volunteers. A member of the department produced documentation that was not accessible previously which caused for the amounts to be adjusted in about \$500.00 as not all calls were recorded properly. Lost, taken and misplaced records of the Fire Department was briefly discussed. The interim Chief has worked hard to recover a lot of information.

FIRE DEPARTMENT REPORT - presented by Interim Chief, Christina DuBois: She reported an overview of the department currently which includes 19 volunteers including 5 EMTs, 6 Wildland firefighters, and 5 structure firefighters. The FD has responded to 93 requests for emergency services this year. The majority are medical calls, but also responded to structure fires, motor vehicle accidents, and brush fires. She inherited a department in shambles. There was missing documentation, missing equipment including pagers and recently purchased wildland boots, equipment in need of repair, destroyed interagency relations, a community anxious about emergency response, and very few qualified volunteers. The fire department has experienced a fair amount of sabotage. She was locked out of fire department email and electronic documents in the cloud. The fire station is missing files, both hard copy and electronic, from 2015 to present. The crew reported that in January files and documentation were found in the garbage cans at the fire station. All files and documents had been deleted from the laptop in her office. All files had been emptied into the electronic trash bin on the laptop in the bay and although they are recoverable, the photos and documents are too old to be of much use. Analytics on the laptop indicate that the files were deleted beginning in January. The fire station WIFI had been hacked and someone else was in control and able to eavesdrop on laptops and devices being used at the station. She is in the process of recovering missing documentation, repairs and maintenance are underway, the Department has consistent training from UFRA and with neighboring fire departments, repaired interagency relations, an informed community, and as many qualified volunteers as ever. The residents have reinvested in the fire department showing support in the way of funds, goods, and services.

She posts safety messaging and positive community support on the new Facebook page, <https://www.facebook.com/DammeronValleyUtahFireDepartment>. She gave recognition to some significant community contributions. Jeff Matthews has donated over \$2,000 to the department. Kevin Bushnell donated 30 cases of Powerade as well as an ice machine, and a large flag for the department. Jerry Greenway purchased a brush hog and has donated his time and equipment to clear weeds on undeveloped property. She finalized the MOU with the Utah Division of Forestry, Fire & State Lands and have billed for over \$10,000 for recent work on large brush fires. Necessary repairs have been made to the rescue and fire suppression vehicles and equipment has been ordered to remain in regulatory compliance. She is seeking used but still compliant SCBAs and personal protection equipment from municipal departments. She has successfully received \$6,000 in grant funding for Wildland gear and equipment. As well, she has secured per capita grant funding from the State to purchase medical PPE such as masks, face shields, gowns, and gloves. Relationships have been strengthened with neighboring first responders including Northwest Fire District that includes Central, Brookside, Gunlock, and Veyo, Diamond Valley, Winchester Hills, Enterprise, Santa Clara/Ivins, St. George, the County Inspector, and the County Fire Warden. These improved relationships have resulted in increased interagency training, and increased trust and cooperation on emergency scenes, as well as working together on projects. Community resident Karen Sharkey is investigating the feasibility of reinstating the Community Emergency Response Team or CERT program in Dammeron Valley.

Christina is in the process of updating the Community Wildfire Preparedness Plan for Dammeron Valley's Wildland Urban Interface and will resubmit to Washington County Emergency Services when complete. She is compiling necessary documentation for the upcoming ISO inspection including hydrant inspections, maintenance logs, pump and hose tests, training logs, etc. Unfortunately, much of the missing documentation is required for the ISO inspection. She has entered emergency call data into the NFIRS system back to 2017. This data is necessary to be considered for federal grant funding. Sadly, run reports are missing for all years, resulting in our data not giving an accurate picture of our responses that should coincide with our needs and risk assessment that is part of all grant proposals. She has been granted access to the CAD system used by Dispatch so she can include all calls received. Unfortunately, if the call occurred over 12 months ago, she can only retrieve the radio logs. It is time consuming to look up and analyze each call, but she has so far added missing data for all of 2020 and half of 2019. She has hired a qualified mechanic, who's shop is here in

Dammeron Valley, reducing time out of service for vehicles needing repair or preventative maintenance. He will keep electronic logs, providing a backup for our documentation.

On the Operations side, Assistant Chief Mike DuBois has thoroughly inspected the fire engine, made efficiency improvements for quick attack lines, worked with the mechanic to increase deck gun mobility, increase lighting on the engine that is critical for nighttime emergencies, and identified maintenance issues to be corrected in order to remain within regulatory compliance. Chief DuBois has developed weekly check lists for the engine and put on pump practices and hose lay evolutions for new volunteers interested in driving and pumping the engine. Three volunteers including Christina DuBois will obtain Firefighter I & II this fall. Captain Lance Cornwall has provided extrication instruction, run reviews for crew training, and overall awareness for different emergency situations. Chief DuBois has developed a great rapport with the SR18 Chiefs and has formulated response plans beginning with Diamond Valley Fire Department. On the wildland side, Kyle Davis and Christina DuBois have inventoried all the brush trucks, and we have purchased handheld GPS devices to remain in compliance with our MOU and increase safety during a firefight. Captain Jeff Germain is investigating King radios so that our firefighters can communicate with Color Country dispatch during wildfires. Captain Germain has also generously donated a chase truck to the Dammeron Valley Fire Department. On the Emergency Medical side, Chief DuBois has hired a new Training Officer who will provide medical training and continuing education credits and track crew certification. Captain Don Wallace orders medical supplies and enters medical call data into the ELITE system. One of the Zoll monitors in Colorado this week for repair and anticipate its return by the end of the week. Rescue 13-2 has been repaired, had it stenciled on the side with Fire Chief, and are now able to use it as a second rescue and a Command Vehicle. Christina DuBois is in EMT school to retrieve certification and provide another EMT to the valley. Three additional volunteers will begin EMT school within the next few months.

FIRE CHIEF RECRUITMENT STATUS REPORT - Ryan Anderson stated that on the 21st and 22nd there will be six candidates to interview for the position of a full time chief. There were thirty-five original applicants which were narrowed down to the six individuals with great experience in the fire service who have all retired and want to continue in the fire service. There will be two days of interviews, with three candidates per day. Rick Smith, Ryan Anderson, and Mack Sorensen will represent the Board and members from the community involved. A member of the public inquired as to why Christina DuBois would not remain the permanent Chief. The process and qualifications required put in place by the candidate search committee was discussed that ultimately indicates that she does not have specific qualifications needed at this time. However, she has been an integral part and a catalyst of this process. Where she is with her background, it doesn't totally fit the criteria. The process put into that criteria was thoroughly discussed with the public.

APPROVAL OF CONTRACTS; EMS TRAINER; CELANING; INTERIM FIRE CHIEF – Mack Sorensen presented a contract for Interim Chief DuBois who insisted she receive no pay for the work conducted. A contract was also presented for a new EMS trainer for \$200.00 per month. In addition, a local cleaning entity from the Valley has been found to replace the previous cleaning company for \$25.00 per hour. **Ryan Anderson made a motion to accept all three contracts. The motion was seconded by Brant Smith and all were in favor. The motion passed unanimously.**

FINANCIAL REPORT- Presented by Brant Smith

Operating Account: \$150,496.26

Reserve Account: \$92,083.03

Currently, the SSD is under budget. The lawn mower will be taken out of capital improvement/reserve account. The official budget hearing will be held in November 2020. Brant Smith explained that some line items in the current budget are erroneous. In an effort to be more efficient, it will be revised from top to bottom. He will meet with the State Auditor before the budget meeting.

FIRE DEPARTMENT REPORT -The Dammeron Valley ISO rating was discussed. The Valley is currently showing a 2, however, 5 -7 is more accurate. ISO is what the insurance rates are based on. Once the actual rates are indicated, insurance rates may double or triple.

ADJOURNMENT – Ryan Anderson made a motion to adjourn the meeting. Brant Smith seconded the motion and all were in favor. The motion passed unanimously.