

APPROVED MINUTES OF MEETING  
 DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD  
 6:00 p.m. Wednesday, November 24th, 2020  
 Dammeron Valley Fire Station  
 Accommodations made Via Zoom  
<https://us02web.zoom.us/j/82622489889>

Board Members:  
 Chair: Mack Sorensen  
 Vice-Chair: Larry Carlon  
 Treasurer: Curt Shelley  
 Clerk: Ryan Andersen  
 Member at Large: Rick Johnson

**Call to Order / Roll Call / Pledge** made by Mack Sorensen, Chair. Other Board Members present were Larry Carlon, Curt Shelley, Ryan Anderson, and Rick Johnson.

**Approval of Agenda** - Curt Shelley would like to make a motion to strike #10 from the agenda. The motion was seconded by Ryan Anderson and all were in favor. The motion passed unanimously.

Mack Sorensen thanked prior boards for their services. He explained everyone who puts their name forward to serve on the Board should be applauded and he wanted to recognize all the people who have given their time to serve on the Board.

**Present and Appoint Positions of New Board Members** - Rick Johnson made a motion to place Curt Shelley on the SSD Board as the Treasurer. Ryan Anderson seconded the motion and all were in favor. The motion passed unanimously. A motion was made by Ryan Anderson to accept Larry Carlon as the new Vice-Chair. The motion was seconded by Rick Johnson and all were in favor. The motion passed unanimously.

**Approval of October 14, 2020, and November 3, 2020 Minutes** - A motion was made by Ryan Anderson to approve the minutes as presented. Curt Shelley seconded the motion and all were in favor. The motion passed unanimously.

**Consent Expenditure Agenda** - presented by Ryan Anderson, Clerk

<i>Name</i>	<i>Vendor</i>	<i>Date</i>	<i>Description</i>	<i>Code</i>	<i>Amount</i>
<b>Visa Card Statements</b>			<b>Closing Date</b>		
	Interest & Fees		10/11/2020		
	Chief Chet Barnes	10/10/2020	Little Ceasers	4404	\$ 54.91
		10/15/2020	UDOH EMS License	4310	\$ 135.00
<b>Management &amp; Utilities</b>					
	Community Assn Mngmt	11/10/2020	Monthly Management	4104	\$ 700.00
	Community Assn Mngmt		Printing & Reproduction	4163	\$ 3.48

	Community Assn Mngmt		Postage & Delivery	4308	\$ 8.80
	Wex Diesel	10/31/2020	Vehicle Fuel	4302	\$ 305.96
	Verizon Cellular Phones	11/05/2020	5 lines: 3 people, 2 devices	4402	\$ 143.06
	Dominion Energy	10/2/2020	Natural Gas	4410	\$ 9.82
	Republic Waste	10/20/2020	Trash cans	4410	\$ 111.27
	Rocky Mountain Power	10/28/2020	Electricity	4410	\$ 141.37
	Fire Chief - Chet Barnes	11/10/2020	Monthly Compensation	4408	\$ 2,000.00
	Fire Chief - Chet Barnes	11/10/2020	Uniform Allowance	4158	\$ 600.00
	Medical Director- Dr. Brad Crosby	11/10/2020	Monthly Compensation	4405	\$ 500.00
	EMS Trainer - Maggie Avarett	11/10/2020	Monthly Compensation	4404	\$ 200.00
Other Invoices					
	UT Local Gov. Trust	10/15/2020	Automobile Insurance	4135	\$ 356.34
	Dale Williams	10/20/2020	CPR Certification	4404	\$ 300.00
	Dale Williams	11/25/2020	CPR Certification	4404	\$ 300.00
	Lance Cornwall	10/31/2020	Brush Fires	4408	\$ 256.25
	Kyle Davis	10/31/2020	Brush Fires	4408	\$ 565.25
	Don Wallace	10/31/2020	Brush Fires	4408	\$ 565.25
	Life Assist	10/19/2020	Oximeter & Charcoal	4156	\$ 128.00
	Life Assist	10/31/2020		4156	\$ 227.98
	Life Assist	10/30/2020	Oximeter	4304	\$ 99.98
	Alliance Fire & Safety	10/14/2020	Extinguisher Maintenance	4156	\$ 393.67
TOTAL	Reference only. Not meant to match any other Statement.				\$ 8,106.39

Curt Shelley made a motion to approve the expenses as presented. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.

**Financial Report** presented by Curt Shelley, Treasurer

Operating: \$131,180.36

Reserve Savings/Capital Project Funds: \$94,730.69

YTD Income: \$90,546.45

Budgeted expenses: \$82,211.30

YTD Variance/Under budget: \$12,558.70

Expenditures pending: Routine expenditures, MOU payouts, \$5,000.00 for EMT training, the Chief's salary, and year-end payout for emergency calls.

**Discussion regarding payroll service for Medical Director, EMT Trainer, and Fire Chief** presented by Curt Shelley, Treasurer. The current challenge is to improve the timeliness of routine payments of department personnel. It is going to get more complex as additions to the Station are made. The current routine and nature of how the Board pays the bills doesn't sync with personnel as there have been late payments to the CPR trainer and the fire chief. Curt Shelley asked the Board to consider engaging an outside payroll service. One of which would cost 1.5% of the payroll amount. They would account for time cards, year-end tax reporting, and any withholding needed. Rick

Johnson inquired why CAM cannot perform this service. McKenzie Johnson explained that all expenses, all checks provided from the SSD, must be signed by the Board of Directors when coming from CAM. Any delay in obtaining signatures results in delayed payments. The third-party payroll service would, in a sense, “front” the money to be paid to the personnel in order to pay them in a timely manner, including direct deposit capabilities, at which time the SSD would be invoiced to pay the payroll service, resolving the timely payment issues. Rick Johnson suggested the Board exploring the possibility of a member of the public conducting this service with the required skill level. Larry Carlon expressed he felt the expense of a third-party payroll service is insignificant and due to liabilities, a third-party service should be used. Rick Johnson will reach out to people in the community to see if someone has the capability and willingness as he expects pushback from the community on another expense.

**Discussion to Amend the Capital Project Fund for Lawn Mower to be paid from the Operating Fund/RAP Grant** presented by Curtis Shelley, Treasurer. Mack Sorensen purchased a lawnmower and took it out of the capital improvement fund, so it needs to be reallocated to the proper account. What the board has agreed to do is reimburse the capital project fund as they have good reason to believe a RAP grant may be obtained for this purchase. Rick Johnson explained that the SSD at one time had a contract for landscape maintenance that far exceeded the cost of the mower. The cost was anticipated it would come from park maintenance and that is where it will be reallocated from. Ryan Anderson made a motion to reimburse the capital project fund for the lawnmower to be paid from the operating fund/rap grant. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.

**Discuss Capitalization Policy** presented by Curtis Shelley, Treasurer. In conversations with the State auditor’s office on how we do things and how we can do them better, the SSD is lacking written policies and procedures. Not mandatory changes but best practices. One of those is a capitalization policy that defines what is considered to be a capital item and what depreciates and what does not. The state allows a lot of latitude in what can be included, usually a minimum amount and the type of item. There were things in the earlier capital budget that were maintenance items. We need to identify a policy that describes what we consider to be a capital item. Those capital items will be in the capital project budget. Asset tagging tracking, inventory, end of life, and maintenance is important. Mack Sorensen stated if this policy is started now, the equipment can be tracked for the next four to five years, and replacements can be budgeted. This will be a future agenda item.

**Fire Chief Report** presented by Chet Barnes, Fire Chief. This weekend hit 161 calls for the year, that was the total for 2019. He expressed his satisfaction with the work of the firefighters. He described the status of the current firefighter training that has been completed and is ongoing. He announced that Don Wallace is moving to Enterprise, who has provided exceptional service to this community and has responded to 80 % of EMS calls this year. He described the work and maintenance conducted on equipment, PPE, and other inventory. The Fire Department is developing a tracking system to plan for future inventory. An emergency preparation committee has been put together to meet key objectives. He expressed that recruitment has been very successful. Mack Sorensen thanked the Chief for his dedication and willingness for all he has done and expressed his appreciation. Rick Johnson wanted to make it a point on the record to thank Don Wallace for his service, he, like many others, deserves a thank you for his service to the community. Rick Johnson requested input from the Board and the public as to which method would be best for the Fire Department and Board to be as transparent as possible. Ryan Anderson suggested having a link to the public website, where they can get the notices. The issues with social media were discussed. Mack Sorensen added that the fire chief is at the station from 8:00 pm

to 5:00 pm or later. Anyone from the community can come in and visit with him to talk about anything on the agendas or the budgets. Rick Johnson stated he has had a couple of individuals express concern that five Board Members were not voted in and are spending their monies and making decisions that are very impacting on the Valley. He wants to commit to representing the community. Curt Shelley encouraged everyone in the community to go to the new website to register to get updates. He asks can we put our SSD Board emails on the website rather than social media. Ryan Anderson expressed that anyone in the community can call the board members directly at any time with any concern that they have.

**Public comments** - Mack Sorensen expressed appreciation for Drea Markham and the input she has provided at all recent meetings. Joyce Carlon inquired about a volunteer needed for the payroll service, whether or not the SSD would provide a computer and software. Mack Sorensen stated that the payroll service topic will be on the agenda for December.

**Future Agenda Items:** Amend the Capital Project Budget; Capitalization Policy; Account Restructuring

**Adjournment** - Larry Carlon made a motion to adjourn the meeting. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.