

**WEBER FIRE DISTRICT  
2023 WEST 1300 NORTH  
FARR WEST CITY, UTAH  
AUGUST 11, 2020**

Members Present:     Kevin Ward, Chair                     Jim Truett, Treasurer  
                          Val Heiner                                     Brad Ostler  
                          Scott VanLeeuwen                     Mike Hancock  
                          Sharon Bolos                                 Kerry Gibson

Members Absent:     Matt Gwynn, Vice Chair

Others Present:     Paul Sullivan, Fire Chief     Britt Clark, Deputy Fire Chief  
                          David Reed, Fire Marshal     Andrea Fiske, Administrative Services Manager  
                          Jolene Whipple, Office Technician     Cierra Mullins, Office Technician  
                          Amie Hugie, Attorney (via phone)

1. Board Chair, Kevin Ward called the meeting to order at 5:33 p.m.
2. Pledge of Allegiance was led by Val Heiner
3. Opening ceremony was offered by Mike Hancock
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.

**\*\*\*THE BOARD OF TRUSTEES MAY TAKE ACTION AS DEEMED NECESSARY  
ON ANY OF THE FOLLOWING AGENDA ITEMS\*\*\***

5. Approval of July 14, 2020 Board Meeting Minutes
    - Motion to approve made by Jim seconded by Kerry. No discussion, all aye.
  6. Presentation and approval of financial report
    - Jim presented the budget review
    - The District is at 60.93%
    - Ambulance revenue is at 65.0%
    - Impact Fees are at 144.1%
    - Wildland Fire Revenues are at 55.4%
    - Payroll Expenses are at 59.0%
    - Covid-19 expenses \$18,493.06
    - Total General Fund is at 55.5%
    - Wildland Fire Expenditures are at 72.2%
    - Motion to approve made by Sharon seconded by Mike, no discussion. Roll call vote, all aye
  7. Presentation of 2019 Budget Year Financial and Audit Report: Jeff Ambrose, Christensen, Palmer & Ambrose & Ryan Child, Child Richards CPAs & Advisors.
    - Ryan Child, with Child Richards CPA's and Advisors presented: Copies of report on calendar year 2019 financial report completed audit was e-mailed to board members. Ryan pointed out various sections of the report. In summary, the district is functioning well and is in good financial standing. He commended the administration for a good job in conducting the outside audit and evaluation of internal controls.
    - Jeff Ambrose, with Ambrose, Christensen, Palmer & Ambrose presented: We came in to do the audit we didn't have to make any audit adjustments; they did a good job getting everything ready, no changes to scope, no problems, no issues. Jeff pointed out various sections of the report. He stated that all areas have clean opinion/report.
    - Final report in compliance with no findings for internal controls. Results also clean report.
    - Motion to adopt made by Scott seconded by Kerry/Mike, no discussion, roll call vote, all aye.
- \*Ryan Child and Jeff Ambrose left the meeting at 5:52 p.m.
8. Consideration for adoption: Intercounty Automatic Aid Fire Agreement an Interlocal Cooperation Act between Weber County and Davis County. Includes Ogden City, Roy City, South Ogden City, Riverdale City, Washington Terrace City, North View Fire District, Weber Fire District, South Weber City,

Clinton City, Layton City, Kaysville City, Syracuse City, Farmington City, North Davis Fire District, and South Davis Metro Fire Service Area.

Chief Sullivan presented:

- Automatic Aid Fire Agreement will provide automatic mutual aid for fire protection and emergency medical response among the parties when resources in their counties are exhausted and to enhance not replace existing mutual aid agreements.
- It will help to better deploy assets to these counties for wildland fire, assist in equipment needs, strike teams and taskforces, getting resources when needed.
- The agreements will provide a layer of protection, provides structure, indemnities, outline processes, response plans, conditions, and reimbursements. Will help deploy assets.
- Motion to adopt by Mike seconded by Scott, no discussion, all aye.

9. Review and approval of Amended Rules and Regulations:

Chief Sullivan presented:

- 200.03 Holiday Compensation
  - Would allow line employees to choose annually, during open enrollment between earning 88 hours of vacation leave or 88 hours of pay for the 11 adopted holidays.
  - Newer employees can build the time, seasoned employees who don't use/need the time would be monetarily compensated within the pay period the holiday occurs.
  - Staff personnel shall be given 10-hours for the adopted 11 Holidays, used at user's discretion within the same calendar year.
  - Current Holiday Leave policy states must be taken during the pay period it occurred. Asking for flexibility at user's discretion within the same calendar year. This option will not cost the district anything and employees are excited.
  - The new policy outlines how the process works, holiday hours broken down per pay period.
- 200.13 Vacation Leave
  - Provides policies, procedures, guidelines on accrual rates on how line and staff employees use vacation leave, holiday compensation and emergency vacation.
  - Emergency vacation – rewritten to be clearer, emergency leave cannot be scheduled and is not for leave covered elsewhere in the policy. Requests and approval through the chain of command.
- 200.04 Injury Leave
  - Cleaned up and adjustments, no content changes.
- Motion to approve all changes by Jim seconded by Brad. Roll call vote, all aye

10. Review and approval of two-step increase (to step four) for newly hired Medical Lieutenant Cody Draheim.

- Chief Clark presented: After a Medical Lieutenant retired, we did a testing process and interviews, hired Cody. Chief Clark recommends giving him Step 4.
- Motion to approve made by Scott seconded by Brad. Roll call vote, all aye.

11. Formation of Audit Committee – Should include the board treasurer, and two other qualified board members, should meet a minimum of two times per year to review documents for the audit and financial statements.

- Kevin Presented: Jim, Sharon and Mike appointed to the Audit Committee.

12. Formation of Budget Committee – Should include the treasurer, and two to three other qualified board members. Should meet three to four times a year to discuss the budget.

- Kevin presented: Jim, Matt, Kerry are appointed to the Budget Committee.

13. Administration Report

- Chief Sullivan advised that Board member emails are required for public notice website; WFD e-mail accounts have been created for all members that can be forwarded personal email accounts.
- Chief Sullivan announced that the new website is up and running and being managed by Cierra, it looks great.

- ‘Andrea advised that the Summer BBQ/Awards Ceremony was cancelled due to COVID, instead would like to give each employee a Gift Card to Timbermine.
- Chief Sullivan gave an update on the Hooper property. A realtor is assisting with an issue that arose with the description/plat; agreement has been rewritten and signed.
- Chief Sullivan gave an update on the West Haven property. There is a verbal agreement, and letter of intent; currently working on the lease agreement.
- Chief Sullivan announced that the VOIP new phone system should be live next week.
- Chief Sullivan asked Jim for an update on the Get to Know Weber Fire District Golf Tournament, it has been postponed to October 20<sup>th</sup>, 2020.
- Chief Clark presented: COVID update – working with the county, built up a 6-month supply of PPE; sent a request for \$19,000 in relief equipment. WFD has experienced an increase in call volume compared to last year.
- FM Reed –Chief’s and Board’s decisions are creating a lot of opportunities and a great company.

\*Amy left meeting at 6:52 p.m.

14. Board Presentations:

- Board members thanked and expressed their appreciation for everyone’s hard work, dedication, and making it a great place to work.
- Sharon – Thank you for the work that was done on the house fire in her city. Chief Sullivan plans to recognize Gage Thorpe with a certificate of merit for saving his family from the fire.
- Kerry – Recognized and thanked everyone for the handling of the situation near his house today and is grateful for the great leadership.
- Kevin – Discussions on bringing Fiber Optics/Utopia into the County. Would benefit emergency services, specifically upper valley, wildland fire, mapping, accountability, reliability, real time, looking for support. Special Districts don’t have CARES Act funds available, trying to get something.

15. Adjournment: Kevin called for motion to adjourn. Motion to adjourn made by Mike seconded by Scott. Meeting adjourned at 7:04 p.m.

**Next Regular Meeting – September 8<sup>th</sup>, 2020 at 5:30 p.m.**

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Kevin Ward  
Chair

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James Truett  
Treasurer