

MINUTES OF MEETING
DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD
7:00 p.m. Wednesday, January 13, 2021
Dammeron Valley Fire Station
Accommodations made Via Zoom

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 conducted by Mack Sorensen. Other Board Members present were Larry Carlon, Ryan Anderson, Rick Johnson, and Curt Shelley.

APPROVAL OF THE AGENDA - A motion was made by Curt Shelley to approve the agenda as presented. The motion was seconded by Rick Johnson and all were in favor. The motion passed unanimously.

APPROVAL OF PAST MEETING MINUTES - A motion was made by Ryan Anderson to approve the past meeting minutes as presented. The motion was seconded by Curt Shelley and all were in favor. The motion passed unanimously.

Mack Sorensen shared the events within the Fire Department and SSD over the past year. He expressed gratitude for the major improvements and contributions made by all involved to ensure the safety of the Valley.

CONSENT EXPENDITURE AGENDA was presented by Ryan Anderson.

Name	Vendor	Date	Description	Code	Amount
Visa Card Statements		12/10/2020	Closing Date		
	Interest & Fees				
	Chief Chet Barnes	4404	Training Exp. Plus \$595.00 for future exp.	4404	\$ 787.58
Management & Utilities					
	Community Assn Mngmt	1/01/2021	Monthly Management	4104	\$ 742.00
	Community Assn Mngmt	1/1/2021	Printing & Reproduction	4163	\$ 333.87
	Community Assn Mngmt	1/1/2021	Postage & Delivery	4308	\$ 302.56
	Wex Diesel	12/31/2020	Vehicle Fuel	4302	\$ 342.46
	Verizon Cellular Phones	12/22/2020	5 lines: 3 people, 2 devices	4402	\$ 143.06
	Dominion Energy	12/10/2020	Natural Gas	4410	\$ 83.18
	Republic Waste	1/9/2021	Trash cans	4410	\$ 111.84
	Rocky Mountain Power	1/7/2021	Electricity	4410	\$ 138.93
	Fire Chief - Chet Barnes	12/25 & 1/10	Monthly Compensation	4408	\$ 4,000.00
	Fire Chief - Chet Barnes	N/A	Uniform Allowance	4158	\$ -
	Medical Director- Dr. Brad Crosby	1/01/2021	Monthly Compensation	4405	\$ 500.00
	EMS Trainer - Maggie Avarett	1/01/2021	Monthly Compensation	4404	\$ 200.00
Other Invoices					

	7 Fire Dept. Members	12/22/2020	Snow Canyon & Night Fire Payouts	4408	\$ 2,731.25
	Judy Traux	12/21/2020	Reimb: Toggle Switches & Emer. Lights	4314	\$ 99.09
	EMT Utah	12/16/2020	11 FD Member EMT	4404	\$ 6,739.29
	Latitude Marketing	12/21/2020	EOY Gifts & Uniforms	4158	\$ 1,908.79
	Henry Schein	12/17/2020	PPE	4304	\$ 271.25
	Frank Orlando	12/18/2020	Reimb: EMT - A Class	4404	\$ 1,994.80
	Frank Orlando	12/18/2020	Reimb: Travel for Skills Testing	4403	\$ 634.80
	Mariah Mathews	12/28/2020	Station Cleaning Service (2 hrs)	4312	\$ 50.00
TOTAL	Reference only. Not meant to match any other Statement.				\$ 22,114.75

A motion was made by Larry Carlon to approve the expenditures as presented. Rick Johnson inquired about the CAM contract as to the frequency it is paid. McKenzie Johnson stated the contract is paid monthly. Mack Sorensen inquired about the higher fees invoiced in the past month. McKenzie Johnson noted the invoice for postage and printing for the very large billing mailed to the residents of Dammeron Valley, which is done on an annual basis. **The motion was seconded by Curt Shelley and all were in favor. The motion passed unanimously.**

FINANCIAL REPORT presented by Curt Shelley.

Operating account balance 12/31/2020: \$177,714.62 (includes \$79,954.71 in prepaid dues)

Capital Project account balance 12/31/2020: \$95,331.06

BY 2020 Income (Fees, MOUs for Red Card/Brush, Donations, Misc.): \$100,572.32

Variance from budgeted income YTD: -\$39,817.68 (less than budgeted)

BY 2020 Expenses: \$122,902.04

Variance from budgeted expenses YTD: -\$17,487.96 (less than budgeted)

MOU income was obtained last year and more will be received this year. There are expenses associated with the MOU's as income is generated, red card holders are paid for their time on those calls.

RESERVE ACCOUNT - Discussion regarding initial funding of Reserve Account presented by Curt Shelley. The previous reserve fund was utilized as a capital projects fund, The Board agreed in December 2020 to open a separate reserve account. The account would fall under the operating funds, but would set aside a true reserve for unforeseen expenses. The Board must determine the amount to set aside into that account at this time. This is a separate account from the restricted funds account that will be utilized to strictly support grants. The reserve account in question is taking money from the operating account to set aside in a money market account. The account would coincide with what is required by the State Auditor. The minimum amount required to open a money market account with Cache Valley Bank is \$50.00. Mack Sorensen suggested \$500.00. Curt Shelley explained that the way the account structure was previously set up, the terminology was confusing, and he wishes to make it clear for future boards, the public and executives in the Fire Department. Curt Shelley suggested at least \$1,000.00 minimum and more to be funded later. He would prefer at least \$10,000.00. **Rick Johnson made a motion to create a reserve an account and fund it with \$10,000.00 initially from the operating funds. Larry Carlon seconded the motion and all were in favor. The motion passed unanimously.**

PAYROLL SERVICE - Discussion presented by Curt Shelley. He explained the challenge faced is to improve timeliness of routine payments to department personnel, including: Fire Chief, Medical Director, and EMT Trainer. The Board needs to discuss possibly contracting with an outside payroll service as CAM's services do not include payroll. The estimated costs to use payroll service, Employ/Ease is 1.5% of payroll /\$70 per month. Doing so would automate the process, provide timely payments, and include required documentation and tax information while keeping access to DVF SSD funds limited to the Board approval process. McKenzie Johnson further explained that the two issues CAM cannot solve are the requirement for the Board's specific approval for every payment made and direct deposit. Employ/Ease would pay the personnel, and the SSD

would then be invoiced that amount and would pay Employ/Ease, so rather than the personnel dealing with delays due to the required process, Employ/Ease would deal with that procedure. Mack Sorensen explored several options and the lowest rate found was 3% and the highest was 10%. **A motion was made by Ryan Anderson to turn over payroll services to Employ/Ease. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.**

DVF SSD POLICY DISCUSSION presented by Curt Shelley. He proposed an initial draft of a proposed policy regarding disposal of assets as recommended by Utah State Auditor's Office.

The proposed policy is to be based on "highest and best use of assets" accounting standard to create a standard process for assessing, selling, donating, or disposing of used assets determined by DVFR Executive Leadership and DVF SSD Control Board to no longer be of use to the SSD. In addition, the proposed policy is intended to realize best residual value of assets to be disposed of by DVF SSD while also recognizing best use of assets by other government agencies in need. Right now, there is discussion about used vehicles that have reached their end of life. The process is to be followed from used firefighting equipment, used office equipment, etc. that are no longer needed by the district to not only get a good price but do what is best for the community by ensuring it gets the best use as well. Mack Sorensen suggested a shorter 15-day time period to market the sale of these items in which the period could be extended on an as-needed basis. Rick Johnson also felt 30 days is too long. Curt Shelley explained in terms of managing assets on behalf of the community, there is an opportunity to obtain more money by waiting longer and getting more bids to get the best return for the community. A sealed bid would be required for items over \$500.00. Prospective buyers may need approval and work through a budget process. Larry Carlon stated that there are several ways to market the items including consignment auctions. Rick Johnson likes the idea of offering the items to people the Valley who might have a use for it. Curt Shelley indicated that the work on the policy will continue to progress.

FIRE CHIEF REPORT presented by Chief Chet Barnes. Frank Orlando as EMS Captain and Ryan D'Ambrosio as Fire Captain were officially sworn in by Chief Chet Barnes. There were 184 calls for the year 2020, an increase from 161 in 2019. He has begun scheduling 24-7 coverage for rescue 13, continuing the modernization of the department and updating inventories. EMS inspections scheduled tomorrow. Dave Arenaz has stepped down as Deputy Chief. Chief Barnes thanked him for his extensive amount of time spent on the Department. Colleen Homer is now the EMS educator starting in the month of February. The grant committee is preparing grants and doing amazing work. The Lease vehicle used as rescue 13 has been switched out. The SBCA packs are being shipped any day. Chief Barnes wanted to recognize the extreme amount increasing capabilities and certification levels. EMT classes and skill stations in mid-February which are very labor intensive. In-house hazardous materials class to last 3 weeks. Hunter Wolfe announced that the NFPA is entering phase 2 of a community risk assessment dashboard. They accepted 250 departments out of 600 applicants and the DVFR was accepted. The dashboard includes community data, maps, incident data, tools, etc. for community risk assessment. Chief Barnes commended Hunter Wolfe as has done an incredible job as the communications director and with Dvfire.org. The emergency preparedness committee is making great progress. He thanked everyone for pitching in to all of the positive things happening. Chet Barnes presented information pertaining to the ERS emergency reporting system to account for the hours of the 35 volunteers. This response system tracks certifications and training, simplifies reporting, etc. It does a multitude of things for the department that reduces man hours for things that aren't able to be done currently. Chief Barnes confirmed it is in the budget. Mack Sorensen stated that it is a \$3,000.00 system. He noted the multiple times important records were destroyed in the past. This program will solve that problem. It's a yearly subscription. Chief Barnes explained that it is a web-based service and costs \$500.00 to get started and \$2,500.00 per year after that. It loads information straight into NFRS and the State system and helps get grants. Having to go back through the years of records manually is not practical. Rick Johnson inquired if there are modules that can be added on later or is this the basic package. Chet Barnes explained that it is the basic package used by most departments in Washington County. It does inventory as well. The primary function is training tracking. Call data is important as well. He is doing two incident reports for every medical call, this reduces that in half, in both man hours and unprotected data. Ryan Anderson inquired if information would be input in the program for ISO ratings. Chief Barnes explained that every evaluation in which department data is needed could utilize this program, it would be helpful in everything the department does. Curt Shelley stated the monthly cost for this is \$200.00 which is not a lot to free up the Chief from a lot of time spent on basic administrative work. Larry

Carlton made a motion to approve the purchase of the ERS program. Curt Shelley seconded the motion. Rick Johnson wanted it noted that the Board is trying to make everything as efficient as possible and are spending monies to make out system flow. He noted the importance of tracking where the funds go to ensure they are spent appropriately. Mack Sorensen added that the funds need to be used where they benefit the community and it has to be invested in the Fire Department. Curt Shelley seconded Larry Carlton's motion and all were in favor. The motion passed unanimously.

COMMENTS FROM THE PUBLIC

Drea Markham asked for clarification regarding the reserve account discussion as to where the funds are now that were in the previous reserve account. Curt Shelley explained the previous reserve funds were reallocated to capital projects by the previous Board. The State recognizes it as a separate type of fund, the verbiage simply needed to be cleaned up to make it easier to understand. Drea Markham inquired about worker's comp through the payroll service. It was clarified that the SSD has their own worker's comp insurance. Drea Markham inquired about the MOU payouts of \$2,700.00. Chief Barnes clarified that expense is paid by MOU's for the two fires that 9 volunteers worked on. Drea Markham inquired about the possibility of an ambulance purchase and the possible need for malpractice insurance. Mack Sorensen clarified that the DVFR is not going to be transport agency. The ambulance will be used as a rescue vehicle similar to the Excursion. Chief Barnes further explained the ambulance is more functional than the Excursion. It is a sterile environment and doesn't change licensing. Drea Markham requested clarification as to whether the Chief can fight a fire as well as teach the staff. Mack Sorensen clarified that the Chief is fully capable of fighting fires, but that is not where he needs to be. Ryan Anderson further clarified the Chief's role as it is not to be on the front line but to ensure the proper training of the staff underneath him.

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