

MINUTES OF ADMINISTRATIVE CONTROL BOARD MEETING  
DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD  
7:00 p.m. May 12th, 2021

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, Chair. Other Board Members present were Larry Carlon, Curt Shelley, Rick Johnson, and Ryan Anderson.

Approval of 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 Notes: A motion was made by Larry Carlon to approve the minutes from the April 14th, 2021 meeting as presented. The motion was seconded by Ryan Anderson and all were in favor. The motion passed unanimously.

Consent Expenditure Agenda presented by Ryan Andersen, Clerk.

<i>Name</i>	<i>Vendor</i>	<i>Date</i>	<i>Description</i>	<i>Code</i>	<i>Amount</i>
<b>Visa Card Statements</b>					
	Interest & Fees				
	Chief Chet Barnes				
	CotWareHouse	4/13/2021	Lockdown System for Ambulance Gurney	4920	\$ 850.00
	Amazon	4/16/2021	Three Fuel Cans	4156	\$ 230.97
	Amazon	4/18/2021	Rescue - Arm Rest Cover, Flag Detailing	4156	\$ 55.39
	CotDoc	4/19/2021	Final Pieces for Ambulance Gurney	4303	\$ 94.85
<b>Management &amp; Utilities</b>					
	Community Assn Mngmt	5/10/2021	Monthly Management	4104	\$ 742.00
	Community Assn Mngmt	5/10/2021	Printing & Reproduction	4310	\$ 6.10
	Community Assn Mngmt	5/10/2021	Postage & Delivery	4310	\$ 4.95
	Wex Diesel	5/26/2021	Vehicle Fuel	4302	\$ 575.45
	Verizon Cellular Phones	5/5/2021	5 lines: 3 people, 2 devices	4402	\$ 122.96
	Dominion Energy	5/8/2021	Natural Gas	4410	\$ 33.23
	Republic Waste	5/8/2021	Trash cans	4410	\$ 1,597.59
	Rocky Mountain Power	4/29/2021	Electricity	4410	\$ 121.07
	Fire Chief - Chet Barnes	4/15/2021	Monthly Compensation	4401	\$ 4,000.00
	John Hennessy	4/15/2021	Monthly Stipend	4205	\$ 500.00
	Medical Director- Dr. Brad Crosby	5/10/2021	Monthly Compensation	4405	\$ 500.00
	EMS Trainer - Colleen Homer	4/15/2021	Monthly Compensation	4406	\$ 200.00

	Mariah Matthews	04/25/2021	Fire Station Cleaning	4312	\$ 60.00
<b>Other Invoices</b>					
	Jeff Traux	4/20/2021	Reimb: Home Depot - Door Keypad	4156	\$ 114.33
	Wash. County Fire Chiefs Assoc.	4/25/2021	Annual Dues	4309	\$ 40.00
	Tuf Truck Repair	4/14/2021	Brush Units Annual Inspection & Repair	4314	\$ 685.26
	Tuf Truck Repair	4/14/2021	Brush Units Annual Inspection & Repair	4314	\$ 222.48
	Tuf Truck Repair	4/14/2021	Brush Units Annual Inspection & Repair	4314	\$ 411.87
	Mack Sorensen	4/15/2021	Costco Reimbursement	4156	\$ 17.99
	Ryan D'Ambrosio	4/14/2021	48 Hour Shift	4205	\$ 591.00
	Colby Gisseman	4/30/2021	Reimb.: EMT National Registry	4407	\$ 110.25
	Deluxe Branded Marketing	4/26/2021	Asset Tagging for Fire Equipment	4203	\$ 1,199.59
	Tuf Truck Repair	4/28/2021	Repairs on Brush 13-3	4314	\$ 384.29
	Lt. Governor's Office	4/27/2021	Entity Registration Renewal	4309	\$ 25.00
	Life Med	4/27/2021	Zoll Maintenance/Calibration	4312	\$ 460.00
<b>Capital Expenses</b>					
	Big O Tires	4/20/2021	Rescue Tires	4920	\$ 613.59
<b>TOTAL</b>	Reference only. Not meant to match any other Statement.				\$ 14,570.21

The Wex account was discussed, which are the cards used for fuel. Fuel is purchased in Veyo. Mack Sorensen suggested keeping fuel receipts for a possible refund on taxes at the end of the year. Rick Johnson inquired if the we asset tagging being done is with a piece of equipment. Chief Barned explained foil tags with barcodes are used for tagging; 1,000 tags were purchased. Curt Shelley further explained that the ERS system that the department purchased has a program module in it for tagging and tracking. The tags are designed for use in high temperatures and around chemicals to stay on the asset. Those are being recorded into ERS. Mack Sorensen stated that the last pick-up for the waste containers from Republic had the last pick up today which there will be one more bill for. A motion was made by Rick Johnson to approve the expenditures as presented. The motion was seconded by Curt Shelley and all were in favor. The motion passed unanimously.

Treasurer's report: Financials presented by Curt Shelley, Treasurer.

- Operating account balance: \$234,152.03
- Reserve account balance: \$10,000.00
- Assigned Funds (Grants): \$3,352.
- Capital Project account balance: \$55,784.03
- BY 2021 Operating Income (Fees, MOUs for Red Card/Brush, Donations, Misc.): \$220,452.97
- BY 2021 Operating Expenses: \$73,358.02

Board Policies & Procedures: Discussion presented by Curt Shelley, Treasurer. It was explained that the Board is working on updating policies and procedures for the Board and Department that have been out of date or not fully in line with State mandates and requirements. He proposed the Board adopt the presented updated policies and procedures. Curt Shelley made a motion to adopt the policies and procedures. They will continue to update them in the future, but he proposes to adopt

what has been presented now. Rick Johnson seconded the motion and all were in favor. The motion passed unanimously.

Fire Chief Report presented by Chet Barnes, Fire Chief. Chief Barnes shared the Department's stats to date for 2021. 1,497 hours of training has been documented this year. Every member is certified. Average response time is 7.44 minutes. The national standard for EMS is 9 minutes and fire are under 14 minutes. These are great numbers. Performance measures have been fantastic. Chief Barnes expressed he is very proud of the group. Two EMS Captains have been promoted, Don Kirk and Colleen Homer. Every member has compliant safety equipment and proper PPE. All apparatus has passed safety inspections. Required wildland radios were purchased and are in service. Asset tagging and recording of inventory has begun. The Department is continuing to take advantage of UFRA with another live fire exercise last weekend with two other departments and another one at the end of the month. Emergency planning and Community outreach is continuing. Moving into the wildfire season, there will be a lot more information. Wildfire preparation day was a success. The dumpster was emptied four times. Chief Barnes thanked Hunter Wolfe for the NFPA dashboard for the grant that went towards the dumpsters. Chief Barnes stated this season there is an extreme drought with very high risk. Everyone is contributing to make it safer to prepare for the season. MOU income has been received and multiple grants have been submitted for. The Department is leaving no stone unturned for additional funds. Hydrant testing to progress soon. Chief Barnes thanked everyone for their dedication including the Board, volunteers, and community. A tremendous amount of work towards the continued progress of the department has been put in. The fast response times have saved people, and the Department is really having an impact, and everyone has pitched in to make that possible. Mack Sorensen introduced Colleen Homer, the Department EMS Training Officer, and expressed gratitude for her.

Park's report presented by Mack Sorensen, Chair. A grant for a Pickleball court was obtained for nearly \$19,000.00. One court generally costs between \$50K-\$60k to build. Two people have come forward with substantial donations so a second one can be built. In the next two or three weeks, work will start behind the canopy. It is intended to pave for parking for the park and pickleball courts. Mack Sorensen explained for the first time in Dammeron Valley's history, outside income has been obtained by the Department. \$28,000.00 total has come in with grants, in addition to selling the excursion which will go back into the operating and will be rolled over into the capital improvement fund. The Department now has a great ambulance for less than \$25,000.00. The SDD is also looking at constructing a metal building to house those the fire apparatus with quarters for the firemen to live when they are doing their 48 hours shifts. The SSD is working with the County to try to get that building funded with donations, grants, and County tax dollars. The new building will be a new community center where people can come and everyone can use it. Mack Sorensen expressed that the SSD currently has no interest in the DVLA building other than to augment or replace that it. He explained that there is no contention between the SSD and DVLA who has been fantastic to work with. He thanked the DVLA and the Board. The volunteers from the DVLA have also been incredible. He explained that a committee will be put together to explore the new building and plans. He encouraged those who wish to get involved with the Committee to come forward are volunteer to do so. Mack Sorensen announced there will be a community BBQ on the 5th of June at 5:00 pm where there will be a band, food, and entertainment. Such an event has been budgeted for and there will be another one in the fall as well. CAM will be accepting applications to be on the building committee. There will be a lawyer, and a builder, and an engineer that will participate. Curt Shelley expressed the assumption that Ryan Anderson will head the committee as he has extensive back ground in real estate and construction. It is going to be a two-year commitment for those that volunteer for this committee and it is going to be a lot of work. Funding must be identified and the plot needs to be laid out quickly. Tomorrow, through the Fire Department website and Facebook, there will be a very short application/notice, with

McKenzie's contact information for those that wish to volunteer. Applications will be collected and discussed.

Dammeron Valley Helping Hands Update presented by Ryan Andersen, Clerk. This past month there have been a few opportunities to do service for people and the organization is still looking for opportunities. If you want to volunteer go to dammeroncommunity.com or Facebook at Dammeron Valley Helping Hands. There are a lot of great things being done by individuals, this is just a way to organize. If you see someone could use help, let the organization know. At the BBQ on the 5th, there is going to be activities for the kids, horse shoes, chalk art, etc. A volunteer is needed for face painting. There will be a meeting on a Tuesday night before the 5<sup>th</sup> at 7:00 pm for anyone that wants to come and help. Mack Sorensen stated approval is needed for \$1,200.00 for the picnic which includes the bands fee and the food. Curt Shelley explained the event is already in the budget for community outreach and approval is not needed.

Future agenda items- Mack Sorensen requested the building committee is added to the future agenda.

Comments from the public:

Drea Markham inquired if the SSD would be waiting for grant funds to come in prior to getting started on the new buildings. Mack Sorensen explained it won't be built if funding cannot be obtained. Drea Markham inquired why Ryan D'Ambrosio is getting paid more than Chief Hennessy. Mack Sorensen explained that Ryan D'Ambrosio stays for a 48-hour shift as the required certified EMT and has the ability to be an incident commander, which is what is needed.

Sherry Mandel expressed she has been unable to locate all past approved minutes on the Public Notice Website. McKenzie Johnson will get with her after the meeting. Sherry Mandel requested clarification on the ambulance, mainly, why is it being called an ambulance when it is not used for transport. Mack Sorensen clarified it is a rescue vehicle that replaced the excursion. Sherry Mandel inquired if the new proposed building is going to have a kitchen. Mack Sorensen confirmed it will. Sherry Mandel suggested thinking about kitchen safety. She also inquired the times for the fire hydrant testing to start and asked if the community is going to be advised when and where they will start. Mack Sorensen explained they are working with the Water Department and will have it put on the website.

Larry Carlon further clarified on the ambulance/rescue vehicle as it is a way to get them into a stable environment while waiting for transport. Its fully stocked with equipment for EMT services. It does serve the purpose of getting people out of the elements. Rick Johnson added that the vehicle enables the EMTS to have a space that is equipped for the care and movement for people in a safe and professional fashion. If they were to be life lighted, there are plans to be able to land the helicopter on the park, so they could be transported. It is a triage machine. Rick Johnson confirmed we are covered under the Departments insurance for the vehicle. Mack Sorensen added that the reason the ambulance was chosen and obtained was to replace the Excursion. It was going to cost nearly \$100,000 to outfit a pickup.

Mack recognized Ben Stewart, the newest EMT who passed his national registry.

Adjournment: A motion was made by Rick Johnson to adjourn the meeting. The motion was seconded by Ryan Anderson and all were in favor. The motion passed unanimously and the meeting was adjourned.