

MINUTES OF ADMINISTRATIVE CONTROL BOARD MEETING
 DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD
 7:00 p.m. August 11th, 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, Rick Johnson, and Ryan Anderson. Curt Shelley was excused.

Mack Sorensen discussed a recent request made by a Dammeron Valley resident for SSD documents held by the Board. It was noted that all information available to the public can be found online and requests for additional information will not be fulfilled as some of the information held by the Board is private and confidential. He clarified the district boundaries for both the fire department and the EMS services provided by the Fire Department. Mack Sorensen indicated that public comment will be held at the end of the meeting.

Mack Sorensen explained that the current Community Center belongs to the DVLA and how the DVLA had approached Mack to determine if the SSD had any interest in owning the community center. Mack had responded at that time in order for the SSD to take ownership of the community center, it would be contingent upon the \$25,000.00 paid by all members of the community being provided to the SSD with the building. The DVLA held a vote in the annual meeting in which he was told that vote passed. No further discussions have occurred in this regard and the DVLA still owns the building. Mack Sorensen explained that Ryan Anderson will give an update during the meeting regarding the building committee and the work they are doing.

Approval of Agenda: A motion was made by Rick Johnson to approve the agenda as presented. The motion was seconded by Larry Carlon and all were in favor. The motion passed unanimously.

Approval of Past Meeting Notes: A motion was made Larry Carlon by to approve the minutes from the July 14th, 2021 meeting as presented in addition to the meeting notes from the building committee meetings to be posted on the public notice website. The motion was seconded by Rick Johnson 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>
Administration					
	Community Assn Mngmt	8/10/2021	Monthly Management	4104	\$742.00
	Community Assn Mngmt	8/10/2021	Printing, Reproduction, Postage, Delivery	4310	\$118.58
	Utah Local Governments Trust	7/13/2021	Workers Comp Premium	4135	\$369.34
	Dept. of Health (UT)	7/14/2021	Annual EMS Permits	4310	\$200.00*
Fire Station Expenses					
	Verizon Cellular Phones	7/13/2021	5 lines: 3 people, 2 devices	4410	\$122.39
	Dominion Energy	7/2/2021	Natural Gas	4410	\$12.13
	Republic Waste	7/31/2021	Trash cans	4410	\$146.93
	Rocky Mountain Power	8/3/2021	Electricity	4410	\$319.38
	Mariah Matthews	8/10/2021	Fire Station Cleaning	4312	\$60.00

	Gabe Bilek	6/9/2021	Repairs on Garage Door Opener/Engine 13	4312	\$133.00
	CB Visa - Harmons	7/15/2021	Department Meeting	4156	\$93.40
	CB Visa - Washingto Co. Planning	7/30/2021	Wall Mapping for Station	4156	\$130.62
	CB Visa - Amazon	7/30/2021	Station Supplies	4156	\$305.30
	CB Visa - Grainger	8/1/2021	02 Adapter for R13	4303	\$44.08
	CB Visa - Amazon	8/5/2021	Cabinet Repair Parts in R13	4312	\$22.98
Vehicle Expenses					
	Wex Diesel	7/31/2021	Vehicle Fuel	4302	\$830.82
	Lance Cornwall	7/10/2021	New Tires for Brush 1	4314	\$462.90
	JLS Customs	7/21/2021	Brush1 Repair (Exhaust, steering pump, stabilizer)	4314	\$598.54
	Rush Truck Center	7/21/2021	AC Repair - Rescue	4314	\$1,611.30
	CB Visa - Veyo Mercantile	8/5/2021	Def Fluid	4302	\$24.15
Personnel					
	Fire Chief - Chet Barnes	7/16/2021	Monthly Compensation	4401	\$4,000.00
	John Hennessy	7/19/2021	Monthly Stipend	4205	\$507.50
	EMS Trainer - Colleen Homer	7/19/2021	Monthly EMS Trainer Compensation	4406	\$200.00
	Medical Director- Dr. Brad Crosby	8/10/2021	Monthly Compensation	4405	\$500.00
	Don Kirk	7/19/2021	Additional Overtime EMT Training Hours	4407	\$490.20
	Colleen Homer	7/19/2021	Additional Overtime EMT Training Hours	4407	\$487.20
	Ryan D'Ambrosio	7/16/2021	48 Hour Shift (2)	4205	\$1,522.50
	Fire Payouts (7 Dept. Members)	7/19/2021	Sand Cove Fire 7/11-7/12	4205	\$1,390.00
	Fire Payouts (5 Dept. Members)	7/19/2021	Sill Creek Fire 7/12-7/13	4205	\$632.50
	Fire Payouts (6 Dept. Members)	7/26/2021	Juniper Trail Fire	4205	\$715.00
	Fire Payouts (3 Dept Members)	7/26/2021	Magotsu Fire	4205	\$315.00
Training and Certifications					
	CB Visa - State of Utah	8/5/2021	Licensing for In-House EMT Course	4407	\$300.00
	CB Visa - Preston	8/5/2021	CPR Mannequins	4407	\$567.94
Fire Prevention					
Strategic Fund					
Capital Expenses					
TOTAL	Reference only. Not meant to match any other Statement.				\$17,975.68*

*An error to the consent expenditure agenda was found following the meeting. The following correction was made: Payment to the Dept. of Health for Annual EMS Permits presented at \$369.34 has been corrected to total \$200.00.

A motion was made by Rick Johnson to approve the expenditures as read. The motion was seconded by Larry Carlon and the motion passed unanimously.

Treasurer's report: Financials as of July 31st, 2021 as presented by Larry Carlon, Vice Chair.

General Fund: \$187,968.17

Money Market: \$10,000.00

Assigned Funds: \$3,352.65

Capital Project Fund: \$52,533.63

Total Assets: \$253,859.42

Liabilities: \$2,650.65

Total Capital: \$95,331.06

Capital Assets Land: \$180,000.00

Buildings: \$225,000.00

Equipment: \$308,833.27

Depreciation: (131,782.16)

Credit card policy exception, Fire Chief, discussion and vote - Ryan Anderson, Clerk explained that the current policy has a \$2,500.00 limit. Chief Chet Barnes explained that most payments are now set up with the tax ID on the card to cut down on delays of issuing paper checks, and is overall more convenient. Originally, the cards main purpose was for emergencies. Right now, everything is going on the card. Mack Sorensen added that there is only one card right now. Curt Shelley is looking into getting the Board a card; however, it has to be in someone's name, causing personal financial liability as the SSD does not qualify for a business card. Due to that, Mack is hesitant. Mack Sorensen clarified that the purchasing policy doesn't change. The Chief's card is currently maxed out every month and the Department has grown to the point that \$2,500.00 is not enough. Rick Johnson made a motion to amend the credit card policy to increase the limit to \$4,000.00. Larry Carlon seconded the motion and all were in favor. The motion passed unanimously.

Proposal to form Audit Committee, Adopt Internal Audit Function - Mack Sorensen, Chair explained that SSD oversight is done by the State. Curt Shelley and other board members have talked about forming an audit committee of the members of the Valley to be brought in to audit what is being done and have some say in that process. They can help the Treasurer with the reports, etc. Curt has come up with qualifications and he will interview people to apply, likely three. Ryan Anderson added that this will also help with our rating with the State. Mack Sorensen clarified that there is a State rating where certain qualifications bump up your points. Rick Anderson added that the Chief has established internal inventory mechanisms to help out also as a tool to keep track of where the money is going. Mack Sorensen stated that the SSD was asked to submit total financials to Zions bank for a feasibility study. The DVFSSD is the only SSD that provided complete financials. Every SSD is going to undergo a forensic audit at the end of this year and the DVFSSD is prepared. The county is doing that for several reasons, they want to know all the assets and how they are going to provide fire service going forward. Larry Carlon made a motion to form an internal audit committee made up of community members to be selected by Curt Shelley. The motion was seconded by Ryan Anderson and all were in favor. The motion passed unanimously.

Fire Chief Report presented by Chet Barnes, Fire Chief.

145 Calls for 2021 - 96 this time last year - 46% increase

Fire Suppression

- We have a FFI and FFII Academy starting October 1st. We have 11 Dammeron members attending a class of 31 from 7 area fire departments. This is Dammeron Valley's first fire academy. Chief Hennessey is the lead, and it is being coordinated through UFRA. You will see a lot of activity October and November.
- It continues to be a busy fire season. The moisture helped us, but we expect it to pick up again for a busy second half of August. No open fires, be diligent.
- We had an Engine Ops / ICS class last weekend put on by UFRA that went well.
- Members continue to increase certification levels including FFII, Emergency Vehicle Operations, and Incident Command last month.

EMS

- We were just approved to put on an inhouse / in person EMT class by the state and obtained our training center designation from National Registry. This class will be taught early spring 2022.
- We have been approved to start IVs in the field by our medical director. This is a lifesaving tool we desperately needed and is great news for the community.
- The department is pursuing the possibility of providing paramedic level transport. This will greatly improve response times of advanced care to the community. This will also provide a way for us to recoup medical costs and add an additional source of revenue for the department. We are in the discussion phase right now.
- Asset tagging complete, now assigning values.

Fleet

- The apparatuses are getting older, and we have been working hard to keep them in service.
- We are looking at optimizing the fleet which includes revenue sources and corridor needs.

Prevention

- Hydrants have been tested. We found a few that are out of service and some that need attention. We are confirming and will get the report to the water authority for repairs.
- Chief Hennessey has completed 18 Fire Wise home assessments since April. We are getting good engagement and will use the feedback for planning.
- Department members will be doing a memorial stair climb at the Sun Bowl on 9/11. This is being organized by St George Fire.

A \$7,000.00 check has been received for MOU payouts and another \$3,000.00 is expected. This is due to very hard work by the wildland fire fighters. Part of the MOU goes right back into the wildland program and Chief Barnes thanked all of the wildland fire fighters for that. Chief Barnes discussed recent grants obtained, indicating that everyone has been pitching in, including the grant committee and Hunter Wolfe by increasing the Departments ability to communicate.

Proposed Shipping Container Purchase discussion presented by Mack Sorensen, Chair. 40-foot shipping containers typically cost around \$7,000.00. Mack found one for \$4,500.00 delivered to Dammeron Valley. The container is needed for training as the Department is out of space. Chief Barnes clarified it is a prop for training. Rick Johnson made a motion to allow the purchase for its designated purpose. The motion was seconded by Larry Carlon and all were in favor. The motion passed unanimously.

Building Project Committee Update presented by Ryan Anderson, Clerk. The immediate need is to do something with department equipment. Also, in the not-too-distant future, the committee is trying to put together a multiuse structure to be provided for the Department's needs as well as a center for the community. The committee doesn't have an idea in regards to the budget yet, Grants are available that will be pursued. With the ongoing Fire Department expansion the priority is putting together two extra bays for equipment. The septic system will not be affected. Community input will be gathered in September. It will not be a recreational center due to high cost up front and high cost of maintenance. Members of the committee are Richard Downer, an architect who is very accomplished in design work in municipalities and commercial; Denise Stewert in interior design and ADA requirements; Joyce Gaufin brings a wealth of experience and knowledge as well as Robin Fulford as far as putting together resources. Ryan Anderson has knowledge in construction and real estate. The bays will be the focus over the next couple of months in addition to educating the community on what is being done. Determining what grants are available is the process the committee is involved in right now. With what the department has done has raised the level of service 10-fold, and will continue to improve and increase with strategic planning in place, because of funding and grant money. The committee meeting notes will be posted online for public review. Mack Sorensen explained that the SSD is fighting to obtain money from the County as well. Rick Johnson expressed that the Chief or his designee need to be part of the planning process when it comes to what the department needs.

Park's report presented by Mack Sorensen, Chair. The location of the pickleball courts is being discussed.

Dammeron Valley Helping Hands Update presented by Ryan Andersen, Clerk. He explained it's a service group, to help people with a need, that can't do certain things on their own, to serve. There is a project this Saturday, at 8:00 am at 759 N. Old Farms RD. Where you see the crowd of people with blue shirts and vehicles, and another one the following Saturday. There have been a lot of people helping a neighbor in need. If the community is aware of a need, Ryan encourages them to inform the organization. He expressed gratitude for those that are willing and can step up. The purpose of the organization is to bring the community together. There is the Dammeron Community Page, a Helping Hands Facebook page, and they would like to start a text list for an emergency.

Public Comment:

Sheri Mandel presented the Board and the Chief with the following: inquired how many calls were in Dammeron Valley; how many calls were medical or fire; who is paying for the cost of training other Departments; who is able to provide an IV; suggested the Board add a line item for monthly income to the financial reports; explained the earlier referenced documentation request was made by her for certain documents and not all; reported that the recording of the last meeting was uploaded with delays; a request for an overhead projector;

Chief Barnes responded that 25% of the calls are in Dammeron Valley; does not have the breakdown of fire vs medical and reiterated that other communities aide Dammeron Valley as well; each Department will pay for their own training costs; an Advanced EMT or Paramedic can administer an IV. Rick Johnson explained that this is an SSD Board Meeting and does not require public involvement.

Rick Johnson made a motion to adjourn the meeting. The motion was seconded by Larry Carlon.

A member of the public thanked the fire department and stated they have always been treated with the upmost respect. They expressed that conflicts are destroying the community and would like to come to these meetings and be respected as member of the community.

Mack Sorensen expressed that the SSD is not the place to settle differences in the Community.

Brenda Tilby inquired why is the fire department is interested in building a community center. Ryan Anderson explained that the fire department has a need to expand, with two more bays, some office space, etc. the community center, the DVLA proposed to give us that community center. The SSD is trying to provide the community with something where the community could gather. THE DVLA currently uses the Fire Station and it has been used by the community for many purposes. There is currently no other place to hold a community event.

Chief Barnes reiterated that a grant was obtained for the pickleball courts. With long term planning, the intention is to make the best use of the land. If there is funding, there are opportunities to improve this plot in a way that works for the entire community. We have to have a plan before we go out funding opportunities.

All were in favor for the earlier motion to adjourn the meeting. The motion was passed unanimously and the meeting was adjourned.