

APPROVED MINUTES OF ADMINISTRATIVE CONTROL BOARD MEETING
DAMMERON VALLEY FIRE SPECIAL SERVICE DISTRICT BOARD
7:00 p.m. September 8th, 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 Curt Shelley, Larry Carlon, Rick Johnson, and Ryan Anderson.

Approval of Agenda: A motion was made by Ryan Anderson 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 Rick Johnson to approve the minutes from the August 11th, 2021 meeting as presented. The motion was seconded by Larry Carlon and all were in favor. The motion passed unanimously.

Mack Sorensen announced the Utah Department of Transportation invited the local communities to an Open House to discuss State Route 18 as they are exploring possible solutions for the road corridor from Veyo to Central and would like to hear from community members. It will be held at the Community Center September 09, 2021 from 6:00 pm - 8:00 pm.

Consent Expenditure Agenda presented by Ryan Andersen, Clerk:

Name	Vendor	Date	Description	Code	Amount
Administration					
	Community Assn Mngmt	9/1/2021	Monthly Management	4104	\$742.00
	Community Assn Mngmt	9/1/2021	Printing, Reproduction, Postage, Delivery	4310	\$21.15
	CB Visa - US Domain Authority	9/2/2021	DVFireRescue.org Website Domain	4309	\$289.00
	EmployEase	9/3/2021	Payroll Fees	4309	\$52.50
	EmployEase	8/16/2021	Payroll Fees	4309	\$154.80
	EmployEase	8/25/2021	Payroll Fees	4309	\$15.00
Fire Station Expenses					
	Verizon Cellular Phones	8/3/2021	5 lines: 3 people, 2 devices	4410	\$122.39
	Dominion Energy	8/3/2021	Natural Gas	4410	\$11.54
	Republic Waste	8/31/2021	Trash cans	4410	\$147.17
	Rocky Mountain Power	8/30/2021	Electricity	4410	\$278.05
	Mariah Matthews	9/1/2021	Fire Station Cleaning	4312	\$60.00
	Globus Relief	8/12/2021	EMS Supplies	4303	\$116.38
	Colorland Power Equipment	8/6/2021	Chainsaw Repair	4303	\$103.92
	CMC Tire	8/12/2021	Tires	4312	\$1,302.48
	CB Visa - Amazon	8/30/2021	Garden Hose & Nozzle	4312	\$73.98
	CB Visa - Jones, Paint & Glass	8/18/2021	Two Wall Maps	4156	\$36.12
	CB Visa - Staples	8/18/2021	Office Supplies	4156	\$49.78
	CB Visa - Amazon	8/18/2021	Paper Shredder & Toner	4156	\$200.72
	CB Visa - Bound Tree	8/9/2021	Medical Supplies	4303	\$474.08
	CB Visa - Supplycace.com	8/25/2021	Fire Hose Bands	4303	\$52.95
Vehicle Expenses					
	Wex Diesel	8/31/2021	Vehicle Fuel	4302	\$739.02
	CB Visa - Mitchell's Precision Alignment	8/11/2021	Alignment on R13	4314	\$224.16
Personnel					

	Fire Chief - Chet Barnes	9/3/2021	Monthly Compensation	4401	\$4,000.00
	John Hennessy	8/16/2021	Monthly Stipend	4205	\$500.00
	EMS Trainer - Colleen Homer	8/16/2021	Monthly EMS Trainer Compensation	4406	\$200.00
	Medical Director- Dr. Brad Crosby	9/1/2021	Monthly Compensation	4405	\$500.00
	Don Kirk	9/3/2021	Additional Overtime EMT Training	4407	\$480.00
	Colleen Homer	9/3/2021	Additional Overtime EMT Training	4407	\$480.00
	Ryan D'Ambrosio	9/3/2021	48 Hour Shift (2)	4205	\$1,500.00
	22 Department Members	9/6/2021	Quarterly Stipend	4408	\$3,360.00
Training and Certifications					
	CB Visa -State of Utah	8/6/2021	Licensing for In-House EMT Course	4407	\$300.00
	Utah Valley University	8/13/2021	Fire I/II/Hazmat Exams/Certs (3)	4413	\$140.00
	CB Visa - Health Tech Assoc.	8/24/2021	Colleen Homer - CPR Recertification	4407	\$100.00
	CB Visa - Heartsmart.com	8/16/2021	BLS Student Manuals (6) and DVD's	4415	\$200.67
	CB Visa - Health Tech Assoc.	9/6/2021	BLS Cards	4415	\$45.00
	Madelynn Ickes	8/25/2021	8 - 12 Hour Shifts	4407	\$960.00
	CB Visa - Amazon	8/25/2021	Fire II Academy Textbooks	4413	\$227.97
Fire Prevention					
Strategic Fund					
	Commercial Business Radio	8/10/2021	BK 6Watt VHF Digital/Analog Portable Radios	4206	\$5,365.00
Capital Expenses					
TOTAL	Reference only. Not meant to match any other Statement.				\$23,625.83

A motion was made by Larry Carlon to approve the expenditures as read. The motion was seconded by Curt Shelley and all were in favor. The motion passed unanimously.

Treasurer's report: Financials as of July 31st, 2021 as presented by Curt Shelley, Treasurer.

- Operating account balance: \$174,308.70
- Reserve account balance: \$10,007.09
- Assigned Funds (Grants): \$7,987.75
- Capital Project account balance: \$53,707.36
- BY 2021 Operating Income (Fees, MOUs for Red Card/Brush, Donations, Misc.): \$255,441.08 vs. Budget \$253,704.00
- BY 2021 Operating Expenses: \$163,580.95 vs. Budget \$178,040.00
- MOU and Grant income YTD total: \$34,249.71 vs, Budget \$16,664.00
- Reminder: Applicants are needed for the new Internal Audit Committee (IAC) to begin duties in October. Apply online via DVFR website, Nextdoor, Facebook, or contact the DVFSSD Board member.
- New DVFSSD Board page has been added to the DVFR website. Use this link to contact the Board: www.dvfirerescue.org/ssd-board

Credit Card Policy Amendment, Board Credit Card - Ryan Anderson, Clerk. The Board is proposing to have a credit card specifically for Board use so when expenses arise such as park expenses, weed killer, gas, supplies, Costco, events in the community, in cases of emergency when the Chief is unavailable, etc. rather than using out of pocket funds or using the Chiefs card. The credit limit being discussed is \$2,500.00. The implementation of the Board card does not affect the previously approved increase exception to the Chief's card during the August meeting. Curt Shelley explained all cards held under the SSD, including the Chief's and the proposed Board card are issued to the individual rather than a business or the SSD, therefore, the individuals take personal responsibility for the cards. The language in the current Credit Card policy was not clear that the Board could hold a card and the intention is to ensure clarity that the Board has authorized a board card. A motion was made by Ryan Anderson to accept the \$2,500.00 limit on a credit card for the Board. It was reiterated that the Board card does not affect the Chief's previous increase to \$4,000.00. Rick Johnson seconded the motion and all were in favor. The motion passes unanimously.

Social Media Policy, discussion and vote on adoption - Curt Shelley, Treasurer. As part of the Fire Department's SOGs, they had researched and adopted a social media policy. The Board proposes to adopt the same policy with additional language. The process for correcting Board actions is slightly different as the Board will take responsibility if there is an issue. Mack Sorensen clarified that the proposed policy does not affect anyone's personal social media stuff. Curt

Shelley added that any posts by a board member must not involve or reflect the Board or the Department. Rick Johnson made a motion to adopt the social media policy as presented. Ryan Anderson seconded the motion and all were in favor. The motion passed unanimously.

Fire Chief Report presented by Chet Barnes, Fire Chief.

“Today is my 1-year anniversary being the Fire Chief for Dammeron Valley Fire & Rescue. What a year. There have been about 240 calls for service since I have been here. Many of these have been the worst day of someone’s life. We haven’t missed a single call but what is exciting is not only are we showing up, but we are performing. We are having a positive impact on the outcomes of these emergencies. People are alive today and property has been saved because of actions taken by members of DVFR. I wanted to address a few of the accomplishments the department has had since last September:

In Fire Suppression

- We secured 8 brand new MSA Air Packs, 16 SCBA Cylinders and 16 SCBA Masks - Half of the cost was grant funding
- We added 12 certified Structure Firefighters to the roster and have 12 more attending the fire academy in October. Somehow, they even all have turnouts.
- There are currently 16 Wildland certified firefighters
- We have been on dozens of brush fires and 4 working structure fires all with successful outcomes In EMS
- The EMS Roster consists of 10 EMT’s, 5 Advanced EMT’s, and 4 Paramedics
- We are starting IVs and have been approved to add lifesaving medications to our EMS capabilities
- We are now able to increase our agency certification levels as an EMS Service Provider

Our Infrastructure

- The department has developed an electronic record keeping system
- All inventory is now tracked and tagged, training and incident data is secure, complete and retrievable, personnel files are secure and detailed, and we are meeting all federal and state documentation requirements
- The station now has a video monitoring system further providing security to department assets
- A website and Facebook page has been developed providing better communication with the community

In Training

- One of the biggest accomplishments this year has been our ability to provide required fire and EMS certifications in house. FFI and FFII, Red Card, and EMT are now all provided by DFVR
- DVFR’s first fire academy will start October 1st with over 30 people from 7 departments
- Our ability to generate revenue was dependent on our ability to train and certify personnel. This has opened many opportunities for us as a department.

I have seen so many people giving of their own time and money to bring the community together and make it safer. Each member of this department, past and present, has sacrificed and worked to make it a better organization and I don’t know how to begin to thank them enough. I want to recognize my officers for their leadership and supervision. They have taken on the huge responsibility to ensure everyone remains safe and effective in our response. Deputy Chief John Hennessey, Captain Ryan D’Ambrosio, Captain Lance Cornwall, Captain Kyle Davis, Captain Colleen Homer and Captain Don Kirk. None of this works without them. I have learned so much from this board, Hunter Wolfe, the Grant Committee, McKenzie, and so many others. You all inspire me to keep pushing forward and I can’t wait to see what we can do year.”

Mack Sorensen referred to the hiring process of Chief Barnes one year ago. In that that year, Chief Barnes has taught him how to look at things differently and to look at the good things. Mack Sorensen commended the Chief both professionally and personally and presented a plaque for the Chief in appreciation. Rick Johnson stated that it is phenomenal what has been done in a short 12 months. He wanted to give credit to those that ran the department previously such as Kyle Talbot as well as Dave Aranz for putting the hiring process for the current Chief in place that led to the opportunity to obtain Chet Barnes as Chief.

Discussion and vote, acceptance of DVLA property and funds - Mack Sorensen, Chair. He explained the DVLA held a vote in May to transfer the title of the deed to the Community Center from the DVLA to the SSD, then another vote on Tuesday was conducted to transfer \$10,000.00 to the SSD for the expenses incurred in maintaining and operating the building for three years. The SSD Board now needs to accept the property as is as well as the funds. He clarified that the building will remain a center for the whole community. The Board will be looking for someone to work an estimated 10 hours per week to run the schedule. The SSD intends to keep the same fees and deposits as are currently in place for usage of the building. Rick Johnson made a motion to accept the transfer of the ownership of the community center to the SSD as is along with the \$10,000.00 funding voted upon by the DVLA. Larry Carlon seconded the motion and all were in favor. Mack Sorensen thanked the DVLA.

Building Project Committee Update presented by Ryan Anderson, Clerk. He directed the public to a flyer that came with the recent water bills. On the back of the flyer is information pertaining to the community outreach plans in place by the Building Committee. During the next week and a half community outreach meetings will be held where community members can attend to provide input. Community input is desired to ensure the community is behind the

new building. The fire department has a need for expansion; however, the Committee wishes to not only fulfill their needs but include a blessing to the community so public events can be held without disrupting the Fire Station. Several meetings will be held on September 14th 7:00 pm - 8:30 pm, September 17th 7:00 pm - 8:30 pm, September 18th 10:00 am - 11:00 am, and September 21st 7:00 pm - 8:30 pm. One meeting will be held via Zoom using the same link as the SSD monthly meetings with no in-person attendance. The Committee is hoping for about no more 40 people to attend each meeting. If more people want to provide more input, more meetings will be held. They will be obtaining the needs from the Chief for the Fire Department for training, but want to add the community element as well. Joyce Gaufin clarified that each individual only needs to attend one meeting as each meeting will be the same. Community members should not be attending all four meetings. The data gathered from all meetings will be incorporated into a report, which will then produce a survey for the whole community. The meetings will be highly interactive where people will break into small groups and don't have to speak in front of 40 people.

Park's report presented by Mack Sorensen, Chair. Next Tuesday a youth group are coming to clean up around the park and the station. Mack will have a tractor to level out what is needed. Rick Johnson inquired about the previously discussed new chips for the playground area. Mack Sorensen confirmed it is still in the budget, however, due to price inflation, it may have to wait until Fall. A curb is also going to be poured and the wood timbers will be removed.

Dammeron Valley Helping Hands Update presented by Ryan Andersen, Clerk. Over the last month there have been two projects; helping a family move in and cleaning up a yard. This Saturday is the National day of service and another project will be held. That information will be posted on Dammeron Valley helping hands and the Dammeron Community site. The project will start at 8:00 am and everyone is welcome to come. Ryan thanked everyone who has participated and encouraged the community to let the organization know if they are aware of someone who needs service. On the 25th of September from 11:00 am - 2:00 pm the Fall Harvest Festival and Car Show will be held. He encouraged anyone who has an old car, something unique, or anything else the community would like to display to register on www.dammeroncommunity.com. He encouraged attendees to bring their favorite dish to share. Meat, drinks and corn on the cob will be provided.

Public Comment:

Carla Saunders thanked the SSD for accepting the deed of the community center and funds to support the same and looks forward to growing back together as a cohesive community.

Sheri Mandel thanked the Board for the display screen; inquired what happened to the previously discussed storage container purchase; how insurance on the newly acquired Community Center is going to be paid; if Mack Sorensen had meetings solely with the DVLA; and if pending minutes of the monthly meetings are going to be posted prior to approval. Mack Sorensen explained that the container is still available but is still being used until a homebuilder is finished with it. He also explained that he met one time with Carla Saunders and Curt Shelley months ago, and then attended the recent annual meeting, in addition to several private conversations with individuals. McKenzie Johnson noted the prior meeting pending minutes were posted on the website prior to this meeting. She clarified that the pending minutes have always been put on the website until a conversation with a member of the State Auditor's regarding other website issues, it was indicated that pending minutes were no longer required to be posted. However, after the recent meeting when the request for pending minutes was made, the Board decided to continue posting them. Mack Sorensen indicated the State requirements will be assessed and addressed.

Carla Saunders addressed Sheri's inquiry regarding the expenses toward the community center. Insurance is part of the funds being transferred to the SSD. What the Board agreed on was basically three years of funding support for that building so that no one would have to pay toward the expenses of that facility for three years. Curt Shelley added that the \$10,000.00 being transferred is to ensure the community is no funding that facility for any standard operations of that building.

Future agenda item(s) - Mack Sorensen announced that on the 2nd Wednesday of November a Budget Hearing will be held at the Station before the regular meeting. It will either be at 6:00 pm or 7:00 pm. Everyone is welcome to be there on November 10th, 2021. A finalized time will be posted.

Ryan Anderson made a motion to adjourn the meeting. The motion was seconded by Rick Johnson and all were in favor. The motion passes unanimously and the meeting was adjourned.