

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Regular Meeting  
86 E Center St  
Coalville, UT 84017  
**January 20, 2022**

1 Chair Andersen called the meeting to order at 6:00PM

2 **Board Members Present**

3 Chair Michelle Andersen  
4 Vice Chair Jim Rees  
5 Treasurer Michael Novak  
6 Melanie Bosworth  
7 Don Winters

**Staff Present**

Chief Brandt Judd  
Tyler Rowser  
Erik Mandeem  
JT Adkins  
Ryan Stack. Deputy County Attorney

8  
9 **Public Present**

10 David Warnock  
11 Shane Andersen

**Public Present Electronic**

Sharonpeugh  
Sam Vincent (Sam & Heidi)  
Concerned Citizen  
Sir Nolan  
Jared Neumeier  
Nanette's iPhone Tollgate  
Mick  
Paces  
Ted B

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20 **Item 2 Roll Call**

21 A quorum was present.

22 **Item 3 Pledge of Allegiance**

23 Board Member Winters lead the board and public in the Pledge of Allegiance.

24 **Item 4 Work Session**

25 **a. Discuss the revised Fire Chief/ Fire Marshal job description**

26 Treasurer Novak, we need it to be clear who the chief reports to in both  
27 the job description and the job announcement. Ryan, we need to make  
28 clear that the board recommends, and the council has the appointment  
29 and dismissal authority. Dave and Ryan will get together tomorrow  
30 and update the job description, and then send it back out to the board  
31 to affirm that they made the changes the board wanted. The job should  
32 be posted for a minimum of 2 weeks.

33 **b. Discuss if we want to continue without an interim Chief until a**  
34 **full-time chief is hired? or other possible solutions.**

35 Brandt stated he has had some conversations with county staff and  
36 didn't know if he wanted to continue with being the interim chief. It's a  
37 lot of stress. After talking with his wife, she is concerned for his mental  
38 wellbeing, and he feels he is putting in all the time he currently has,  
39 but it is becoming more demanding. Ryan stated that Brandt is  
40 currently the acting chief, the board can recommend to the Council  
41 someone to be interim chief to fill in or leave it as is. This will need to  
42 come in a formal recommendation to the council in either way.

43 **c. Continued review of strategic plan**

44 Treasurer Novak passed out a draft of the strategic plan. Mike talked  
45 about some of the demographic information, and it doesn't seem to jive  
46 so we need to look at our information. This item will wait for further  
47 discussion when we have a new chief hired

48 **Item 5 Regular Meeting**

49 **a. Election of Board Officers**

50 **i. Chair**

51 Board Member Bosworth motioned Michelle Andersen Chair,  
52 Board Member Winters seconded the motion, a vote was called,  
53 all ayes, motion passed.

54 **ii. Vice Chair**

55 Board Member Bosworth motioned Jim Rees Vice-Chair, Board  
56 Member Winters seconded the motion, a vote was called, all  
57 ayes, motion passed.

58 **iii. Treasurer**

59 Board Member Bosworth motioned Mike Novak Treasurer,  
60 Board Member Winters seconded the motion, a vote was called,  
61 all ayes, motion passed.

62 **b. Appointment of District Clerk (4 year term)**

63 Board Member Bosworth motioned to appoint Tyler Rowser as District  
64 Clerk, Vice Chair Rees Seconded the motion, a vote was called, all  
65 ayes, motion passed.

66 **c. Public Comment (3 min per person)**

67 *Any public comments are only allowed for items not on the agenda*

68 Sam Vincent – Thank you all, I appreciate and respect all that you're  
69 doing on the board. I want to draw your attention to the concern and  
70 needs of having a station in Tollgate. We have 1,000 lots, 450 to 500  
71 homes and about 150 to 200 are occupied full time, about 500 residents  
72 and that doubles seasonally. That is a significant amount of people,  
73 and it's not just a cabin community that you snowmobile into anymore.  
74 We are excited to see progress on station 24 in Tollgate. We got some  
75 data from the Summit County Auditor, GIS and a GRAMA request for

76 real estate values in tax area 17. By our calculations tollgate residents  
77 pay about \$104,000 in property taxes to the Fire District or 24% of the  
78 district's budget. We are concerned about the wildfire risk it is evident  
79 and we don't need to convince you of that. We feel that getting a proper  
80 station built is critical, and please proceed with getting plants done  
81 and moving forward on it. We are working on rescheduling a tour of  
82 the canyon with you and getting a fresh look or first time look at the  
83 area.

84 **d. Review and Possible Approval of the December 2021 Accounts**  
85 **Payable**

86 Board members are concerned that check numbers are missing and  
87 skip around. Board Member Winters motioned to approve December  
88 2021 accounts payable, Board Member Bosworth seconded the motion,  
89 a vote was called, by all ayes, motion passed.

90 **e. Review and Possible Approval of the Meeting Minutes of**  
91 **December 1, 9, & 10 2021**

92 Vice Chair Rees motioned to approve all minutes with corrections,  
93 Treasurer Novak seconded the motion, a vote was called, all ayes,  
94 motion passed.

95 **f. Discussion and possible approval of the job description for Fire**  
96 **Chief/Fire Marshal**

97 Board Member Winters Motioned to approve the job description as  
98 changed in the work session. Vice Chair Rees seconded the motion, a  
99 vote was called, all ayes, motion passed.

100 Treasurer Novak made a motion to direct staff to post the job in  
101 multiple states, Board Member Bosworth seconded the motion, a vote  
102 was called, all ayes, motion passed.

103 **g. Review of impact fee processes, and possible approval of the**  
104 **impact fee study map, and for staff to move forward with**  
105 **issuing public notice of intent to prepare/create an impact fee**  
106 **facilizes plan (IFFP).**

107 Ryan presented to district service area map as what should be  
108 considered as the impact facility and fee study map. Ryan explained  
109 that Tyler will issue a public notice for 1 month, advertising the intent  
110 of the board to conduct the study, then a Request for Qualifications  
111 (RFQ) will be issued. Once the RFQ has closed, the staff will score the  
112 responses, and then it will come back to the board for final approval  
113 and awarding of a contract to conduct the study.

114 Treasurer Novak motioned to approve the current district service area  
115 map as the study map, Board Member Bosworth seconded the motion,  
116 a vote was called, all ayes, motion passed.

117 **h. Review and Possible approval of Capital expense to install an**  
118 **access control system.**

119 Tyler presented the quotes to have 3 of the 4 station put on an access  
120 control system, Tollgate doesn't have power or internet to support the  
121 system. This system is the same as what the County uses, Convergent  
122 is on a state contract to install these types of systems. Board Member  
123 Bosworth motioned to approve a capital expense of \$28,472 for the  
124 access control system from Convergent, Vice Chair Rees seconded the  
125 motion, a vote was called, all ayes, motion passed.

126 **i. Operations Report – Chief Judd**

127 Brandt gave a summary of the call runs month today and year today  
128 for both 2021 and 2020. December had 26 total calls.

129 The National Fire Incident Reports (NFIRS) haven't been uploaded to  
130 the State Fire Marshal (SFM) in the past 18 or so months, they have  
131 now been submitted to the SFM and uploaded to the NFIRS system.  
132 JT is going to help with training a little still, he has set up our red card  
133 refresher for the next year.

134 The ladder truck was having some break issues it has been looked at  
135 and the air compressor on it isn't working correctly, so it will have to  
136 be replaced. Replacing it would cost about \$3,000, this will be the 3<sup>rd</sup>  
137 compressor on it. The Rescue in Coalville, needed new tires put on it,  
138 and the pump quit working on it. Engine in Henefer, the ladder rack  
139 on it needing to be fixed, and he called down and they haven't been  
140 able to get the part in to fix it yet. The engine in Wanship was having  
141 some electrical issue on a house fire in Hoytsville, but couldn't get it to  
142 happen again, so it might have just been the ice from that night. We  
143 had a house fire in Hoytsville, we had 6 people come and South  
144 Summit came with an engine. The house was able to be saved though.  
145 We also had another fire in the wall of a house up Chalk Creek. Chair  
146 Andersen, stated that the community member who had the house fire  
147 in Hoytsville, called her to express their thanks for the help, and  
148 wanted to bring something by to those who responded. Treasurer  
149 Novak, stated he wanted to know more about the staffing of the  
150 district, Brandt said the volunteerism is down, and the requirement of  
151 training, is making it harder for people to participate. Mike so as we  
152 move towards a full-time department, this will help with it becoming  
153 more of a job.

154                    **j. Treasurers Report**  
155                    Treasurer Novak stated he has been working with Mark on getting the  
156                    chart of accounts cleaned up and having a better report for the board  
157                    on the financials.

158                    **k. Chair Updates**  
159                    Chair Andersen stated that the County Council wanted some changes  
160                    to the bylaws, Ryan is working on that, and they will be back to the  
161                    council soon. The Utah Association of District's will be coming to do  
162                    some training for the board.

163                    **l. Board Member Updates**  
164                    Treasurer Novak stated that he would like things to go faster and  
165                    would like to see some of the stuff tabled in December get closed on.  
166                    We need to keep working on the Tollgate station every month so we  
167                    keep it going. Ryan talked about needing to get the RFQ first for an  
168                    architect and engineer before that project can move forward.

169                    **Item 6 Adjournment**

170                    Board Member Winters made a motion to adjourn, Treasurer Novak  
171                    seconded the motion, a vote was called, all ayes, motion passed  
172                    meeting adjourned at 8:14PM

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