

Minutes

North Summit Fire Service District
Administrative Control Board
Special Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
June 2, 2022

1 Chari Armstrong called the meeting to order at 5:02PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Jim Rees

5 Treasurer Michael Novak

6 Melanie Bosworth

7 Louise Willoughby *joined during Closed*

8 Michelle Andersen

9 Chris Robinson *joined during Closed*

10 Ari Ioannides

11 Don Donaldson - Excused

12

13 **Public Present**

14 John Haderlie

15

16 **Item 2 Roll Call**

17 A quorum was present.

18 **Item 3 Pledge of Allegiance**

19 Chair Armstrong lead the board and public in the Pledge of Allegiance.

20 **Item 4 Closed-door meeting in compliance with Utah Code §52-4-205(1)(a) –**

21 **Personnel**

22 Board Member Ioannides motioned to go into closed door session for personal, Board

23 Member Bosworth seconded the motion, a roll call vote was called,

24 Board Member Bosworth Aye

25 Board Member Ioannides Aye

26 Board Member Andersen Aye

27 Treasurer Novak Aye

28 Vice Chair Rees Aye

29 Chair Armstrong Aye

30 Board Member Robinson not present

31 Board Member Willoughby not present

32 Motion passed, closed session for personal began at 5:04PM, in the Executive

33 Conference Room, present in the meeting were all board members that voted, board

Staff Present

Ben Nielson, Fire Chief

Tyler Rowser, District Clerk

Ryan Stack. Deputy County Attorney

Public Present Electronic

Tom Fisher

34 members Robinson and Willoughby joined during the closed session, Tom Fisher,
35 Ben Nielson, Ryan Stack.

36 **Item 5 Reconvene in Open meeting**

37 The public meeting reconvened at 5:50PM

38 **Item 6 Work Session**

39 **a. Presentation and discussion of the 2021 Audit**

40 John Haderlie, CPA at Larson & Company, PC presented the audit of
41 the 2021 financial to the board and the public.

42 **b. Discussion on how the board would like meeting minutes kept**

43 The board discussed how detailed they would like to keep the board
44 meeting minutes going forward. District Clerk Rowser discussed that
45 under new legislation that they could be a brief description if the
46 district wanted to buy the software to allow for indefinite retention of
47 the recordings and to provide a link in the online posted minutes to the
48 exact part of the recording were the topic begins. Chair Armstrong
49 wanted Clerk Rowser to work with County Clerk Eve Furse to see if we
50 can buy an additional license under the counties software or if we
51 would have to purchase our own.

52 **c. Committees**

53 Chair Armstrong would like to propose the following committees:

54 **Policies Committee**

55 Louise Willoughby Chair, Christ Robinson, Michelle Andersen, Ryan
56 Stack and Chief Nielson

57 **Finance Committee**

58 Mike Novak Chair, Chris Robinson, Melanie Bosworth, Matt Leavitt,
59 Tom Fisher, and Chief Nielson

60 **Capital projects Committee**

61 Ari Ioannides Chair, Don Donaldson, Jim Rees, Mike Novak, Matt
62 Leavitt, Tom Fisher, and Chief Nielson

63 **d. Strategic Planning**

64 The board discussed the need for a good strategic plan to be able to
65 move forward with Truth in Taxation (TNT) in the fall. The work of
66 the 3 committees will tie into this plan, to help paint a picture of the
67 districts needs and goals going forward to the community.

68 **Item 7 Consideration of Approval**

69 **a. Discussion and approval of account signers on the Zions Bank**
70 **account**

71 Board Member Robinson motioned to appoint Chief Ben Nielson,
72 Board Chair Roger Armstrong, and Treasurer Mike Novak to be the
73 account signers on the Zions Bank Checking Account, Board Member
74 Willoughby seconded the motion, a rollcall vote was called,
75 Board Member Ioannides Aye
76 Board Member Andersen Aye
77 Treasurer Novak Aye
78 Vice Chair Rees Aye
79 Board Member Bosworth Aye
80 Board Member Robinson Aye
81 Board Member Willoughby Aye
82 Chair Armstrong Aye
83 All ayes, motion passed.

84 **b. Chief's Report**

85 Chief Nielson reviewed the upcoming firework rules by the state fire
86 marshal's office, and he has been getting calls about sky lanterns and
87 that because they can't be controlled where they land, so we will not be
88 permitting them at all. Reviewed vehicle replacement schedules they
89 he has been putting together. Reviewed the number of calls, and what
90 areas are they happening in. Chief touched on the tax rates,

91 **c. Review and possible approval of Accounts Payable**

92 Board Member Willoughby motioned to approve the accounts payable,
93 Board Member Ioannides seconded the motion, a vote was called, all
94 ayes, motion passed.

95
96 **Item 8 Adjourn**

97 a. Board Member Ioannides motioned to adjourn, Board Member
98 Willoughby seconded the motion, a vote was called, all ayes, adjourned
99 at 7:30PM