

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Regular Meeting  
Executive Conference Room  
60 N Main St  
Coalville, UT 84017  
**April 14, 2022**

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

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Jim Rees

5 Treasurer Michael Novak

6 Melanie Bosworth

7 Louise Willoughby

8 Michelle Andersen

9 Chris Robinson

10 Ari Ioannides

11 Don Donaldson

12

13 **Public Present**

14 LeGrand Bitteruser

15 **Public Present Electronic**

16

17

18 **Item 2 Roll Call**

19 A quorum was present.

20 **Item 3 Pledge of Allegiance**

21 Chair Armstrong lead the board and public in the pledge of allegiance

22 **Item 4 Work Session**

23 **a. Utah Association of Special Districts Board Training**

24 LeGrand Bitteruser conducted the boards annual training and open  
25 and public meetings training.

26 **b. Personnel Policies ready for subcommittee**

27 Chief Neilson stated that the several policies are ready for review by  
28 the subcommittee. Chair Armstrong stated that reading through these  
29 they refer to employees, should these be revering to volunteers?

30 **c. Review of previously recommended Job Descriptions to the**  
31 **County Council**

32 These job descriptions were forwarded to the county council by the  
33 former board, the former chief never took them to the County Council

34 for final approval. This was to make sure that the board is still ok with  
35 these.  
36

37 **Item 5 Consideration of Approval**

38 **a. Discussion and possible approval of payroll system**

39 Tyler reviewed the proposals of the 3 payroll systems and  
40 recommended Paylogics out of Orem to provide the service. Board  
41 Member Ioannides motioned to approve, a one-year term with  
42 Paylogics, Board member Donaldson seconded the motion, a vote was  
43 called, all ayes, motion passed

44 **b. Discussion and possible approval of procurement policy &  
45 credit card user agreement**

46 Ryan reviewed the policy with the board. Board Member Robinson  
47 motioned to recommend to the Summit County Council for approval of  
48 the procurement policy with the following amendments, Small  
49 Purchases – Architectural & Engineering Services, Small Purchases –  
50 Construction, Intermediate Purchases, and Sole Source Contracts to a  
51 maximum of \$25,000 before needing board approval, and authorize the  
52 chair to work on some of the language with the County Attorney’s  
53 Office, Board Member Ioannides seconded the motion, a vote was  
54 called, all ayes, motion passed.

55 **c. Discussion and possible approval of amended firefighter  
56 stipend pay**

57 Chief Neilson presented his pay scale, that he feels we need to be at to  
58 be competitive with getting firefighters to come work. Treasurer Novak  
59 motioned to approve a stipend pay at \$235 per 12-hour shift and  
60 callback pay at \$100 for 0-3 hours, \$150 for 3-6 hours and \$200.00 for  
61 6+ hours, Board Member Willoughby seconded the motion, a vote was  
62 called, all ayes, motion passed.

63 **d. Discussion and possible approval code of ethics from the  
64 National society of executive fire officers**

65 Chief presented to the board a code of ethics that he would like to have  
66 the council adopt so he can put it in place as he brins firefighters back  
67 to work. Board Member Robinson motioned to recommend to the  
68 council, Board Member Willoughby seconded the motion, a vote was  
69 called, all ayes, motion passed.

70 **e. Discussion and possible approval for capital expenditure on  
71 Turnouts**

72 Chief presented the proposal for new turnouts that are up to date.  
73 Board member Robinson motioned to approve the capital expense

74 through Weidner Fire for an ensemble & interceptor package following  
75 the procurement policy, Treasurer Novak seconded the motion, a vote  
76 was called, all ayes, motion passed.

77 **f. Discussion and possible approval for capital expenditure for**  
78 **Self-Contained Breathing Apparatus (SCBA)**

79 This item was tabled

80 **g. Discussion and possible approval for capital expenditure for**  
81 **Turnout extractor**

82 Chief presented a bids for a new turnout extractor. Chief recommended  
83 the Weidner Fire for \$4,935. Board advised that this item would fall  
84 under the new procurement policy that chief can complete the  
85 purchase once that Council approves the policy.

86 **h. Discussion and possible approval of new signers for Zion's**  
87 **Bank Checking Account**

88 Treasurer Novak stated that he felt no action was needed

89 **i. Review and possible approval of Accounts Payable**

90 Board Member Robinson motioned to approve Accounts Payable, Board  
91 Member Willoughby seconded the motion, a vote was called, all ayes,  
92 motion passed.

93 **j. Review and possible approval to move some expenses to**  
94 **Capital Fund**

95 This item was tabled

96 **k. Administrative Control Board Minutes of January 20, 2022;**  
97 **February 3, 2022; February 4, 2022; February 7, 2022; February**  
98 **22, 2022; and February 23, 2022**

99 Vice Chari Rees motioned to approve the minutes of January 20, 2022,  
100 Board Member Andersen seconded the motion a vote was called,  
101 Anderson, Bosworth, Novak, Rees voted aye, Robinson, Armstrong,  
102 Donaldson, Ioannides, Willoughby were not present at the meeting,  
103 didn't vote, motion passed.

104 Vice Chari Rees motioned to approve the minutes of February 3, 2022,  
105 Board Member Bosworth seconded the motion a vote was called,  
106 Anderson, Bosworth, Novak, Rees voted aye, Robinson, Armstrong,  
107 Donaldson, Ioannides, Willoughby were not present at the meeting,  
108 didn't vote, motion passed.

109 Vice Chair Rees motioned to table the meeting minutes of February 4,  
110 2022, Treasurer Novack seconded the motion, a vote was called, all  
111 ayes, motion passed.

112 Treasurer Novak motioned to approve the minutes of February 7,  
113 2022, with corrections, Board Member Bosworth seconded the motion a  
114 vote was called, Anderson, Bosworth, Novak, Rees voted aye, Robinson,

115 Armstrong, Donaldson, Ioannides, Willoughby were not present at the  
116 meeting, didn't vote, motion passed.  
117 Treasurer Novak motioned to approve the minutes of February 22 &  
118 February 23, 2022, with corrections, Vice Chair Rees seconded the  
119 motion a vote was called, Anderson, Bosworth, Novak, Rees voted aye,  
120 Robinson, Armstrong, Donaldson, Ioannides, Willoughby were not  
121 present at the meeting, didn't vote, motion passed.

122 **l. Treasurers Report**

123 This item was tabled.

124 **m. Review action items on 2021 Fraud Risk Assessment**

125 Treasurer Novak reviewed the assessment, and we will need to  
126 complete it again for 2022.

127  
128 Treasurer Novak requested that next meeting we have a workshop on  
129 truth in taxation.

130 Board Member Bosworth can we talk about doing an open house, for  
131 both Coalville and Henefer.

132 Ryan requested we talk about rescheduling June meeting

133 **Item 6 Adjourn**

134 Board Member Willoughby motioned to adjourn, Vice Chair Rees,  
135 seconded the motion, a vote was called, all ayes, motion passed,  
136 adjourned at 10:36PM