

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
August 11, 2022

1 Chair Armstrong called the meeting to order at 6:11PM

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 – Electronic

11 Don Donaldson

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14 **Item 2 Roll Call**

15 A quorum was present.

16 **Item 3 Pledge of Allegiance**

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

18 **Item 4 Closed session in compliance with Utah Code §52-4-205(1) as**

19 **needed, to discuss:**

20

21 a. Purchase, exchange, or lease of real property

22 b. Pending or reasonably imminent litigation

23 c. Personnel – to discuss the character, competence, or physical or mental
24 health of an individual

25

26 **Item 5 Reconvene in Open Meeting**

27 No closed session was needed, item skipped.

28 **Item 6 Work Session**

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30 a. **Finance Committee Report. Update the status of the work of**
31 **the Finance Committee (Mike Novak)**

32 Treasurer Novak reviewed the work of the Finance Committee

33

34 b. **Personnel Policies Committee Report. Update the status of the**
35 **work of the Personnel Policy Committee (Louise Willoughby)**

- 36 Board Member Willoughby reviewed the work of the policy committee.
37 **c. Capital Committee Report. Update the status of the work of the**
38 **Capital Committee. (Ari Iaoniddes)**
39 Board Member Iaoniddes presented this data-based approach to the
40 capital committee.
41 **d. Discussion on the need for a budget amendment for 2022**
42 **(Michelle Andersen)**
43 Board Member Andersen thought that we should be doing a budget
44 amendment as we are close to going over budget. Treasurer Novak
45 stated that it didn't matter, and it would be amended at the end of the
46 year.
47 **e. Discussion of the procedure and timeline for Truth in Taxation**
48 The board had a discussion on the timeline for TNT, they did decide to
49 conduct 2 open houses at the Ledges Event Center on September 12th
50 and 14th at 6:30 PM and then hold a special meeting September 19th for
51 a debrief and possible adoption of a resolution to move forward.
52 6:00PM
53 **f. Chief's Report. Discussion of current operational status. (Ben**
54 **Nielson)**
55 Chief Nielson went thought the Key Performance Indicators (KPI's)
56 and other information on staffing and operations. .
57 **i. Impact fees**
58 Zions bank is in the information gathering phase, of impact fees,
59 and we should have a update shortly.
60
61 **g. Treasurer's Report. (Mike Novak)**
62 Skipped covered in item A
63

64 **Item 7 Consideration of Approval**

- 65
66 **a. Discussion and approval of surplus property. (Ben Nielson)**
67 The board discussed what equipment was up for surplus, and the need
68 or lack of need for this equipment. Board Member Robinson motioned
69 to approve surplus property list and move the 6 pieces of equipment to
70 a status of surplus Vice Chair Rees seconded the motion, a vote was
71 called, all ayes, motion passed.
72 **b. Discussion of a Mutual Aid Agreement between Morgan County**
73 **Fire and North Summit Fire Service District. (Ryan Stack &**
74 **Ben Nielson)**
75 About 2 months ago Morgan County Fire reached out to see if we
76 would help, to respond to calls as they are having a hard time coving
77 some of the bordering areas. Ryan is looking for feedback from the
78 board on the draft agreement.

79 **c. Discussion and recommendation to the Summit County**
80 **Council for approval of the Administrative Assistant Job**
81 **Description (Mike Novak)**

82 Board Member Robinson motioned to recommend the job description
83 the County Council, Board Member Andersen seconded the motion, a
84 vote was called, all ayes, motion passed.

85 **d. Review and possible approval of Accounts Payable. (Tyler**
86 **Rowser)**

87 Board Member Robinson motioned to approve the Accounts Payable,
88 Treasurer Novak seconded the motion, a vote was called, all ayes,
89 motion passed.

90 **Item 8 Approval of Minutes.**

91
92 **e. February 4, 2022, March 23, 2022, April 6, 2022, and June 2, 2022**

93 Treasurer Novak motioned to approve the minutes of February 4,
94 2022, Board Member Bosworth seconded the motion, a vote was called,
95 Anderson, Bosworth, Novak, Rees voted aye, Robinson, Armstrong,
96 Donaldson, Ioannides, Willoughby were not present at the meeting,
97 didn't vote, motion passed.

98 Treasurer Novak motioned to approve the minutes of March 23, 2022,
99 Board member Willoughby seconded the motion, a vote was called, all
100 ayes, motion passed.

101 Board Member Robinson motioned to approve the minutes of April 6,
102 2022, Board member Bosworth seconded the motion, a vote was called,
103 all ayes, motion passed. Board Member Donaldson wasn't present at
104 the meeting and didn't vote.

105 Vice Chair Rees motioned to approve the minutes of June 2, 2022,
106 Board member Andersen seconded the motion, a vote was called, all
107 ayes, motion passed. Board Member Donaldson wasn't present at the
108 meeting and didn't vote.

109 **Item 9 Board Comments.**

110 None

111 **Item 10 Adjourn.**

112 Treasurer Novak motioned to adjourn, Board Member Willoughby seconded
113 the motion, a vote was called, all ayes, motion passed, adjourned at 8:34PM