

**RIVERTON FIRE SERVICE AREA BOARD
MEETING MINUTES**

November 1, 2022

The Riverton Fire Service Area Board convened at 7:20 PM.

Present:

Board Chair Trent Staggs - excused
Board Member Tish Buroker
Board Member Tawnee McCay
Board Member Troy McDougal
Board Member Sheldon Stewart - excused
Board Member Claude Wells

Staff:

David R. Brickey, City Manager
Don Hutson, Police Chief
Jamie Larsen, Clerk
Ryan Carter, City Attorney
Kevin Hicks, Finance Director
Casey Saxton, Communications Director
Sheril Garn, Parks & Public Services Dir.
Cary Necaie, Public Works Director
Jason Lethbridge, Dev. Services Director

Call to Order

Vice Chair Stewart called the meeting to order and called a roll call. Board Members Buroker, McCay, McDougal, Stewart, and Wells were present.

Consent Items

- a. Minute Approval: RFSA Meeting September 20, 2022; and
- b. Set Public Hearing Date regarding the Tentative Budget for Calendar Year 2023 (December 13, 2022 at 7:30 PM).

Board Member Buroker **MOVED that the Riverton Fire Service Area Board approve the Consent Items.** Board Member McCay **SECONDED** the motion. Vice Chair Stewart called for discussion on the motion. There being none, he called for a roll-call vote. The vote was as follows: Buroker-yes, McCay-yes, McDougal-yes, Stewart and Wells-yes. The motion passed unanimously.

Discussion/Action Items

Fraud Assessment

Kevin Hicks, Administrative Services Director, presented the fraud assessment.

RFSA Resolution No. 22-03 – Adopting Tentative Budgets for Calendar Year 2023

Mr. Hicks displayed the tentative budget for Calendar Year 2023 and summarized the key items in the budget. He recommended setting money aside for improvements at Station 120 and 121 as well as capital outlay of \$250,000 for any repairs that may come in the future.

Board Member Stewart asked if staff had received a copy of the lease agreement between Unified Fire Authority and Unified Fire Service Area. This lease agreement states that UFSA would take care of all capital improvements while they occupy the building. Ryan Carter, City Attorney, said he will follow up on the lease agreement.

Board Member Buroker asked how Mr. Hicks obtained the figures for improvements. Mr. Hicks said that Todd Stewart, Riverton City maintenance employee, used the recommendations from Unified Fire and also toured the buildings to assess the needs.

Board Member McDougal **MOVED that the Riverton Fire Service Area Board approve Resolution No. 22-03 Adopting Tentative Budgets for Calendar Year 2023.** Board Member Wells **SECONDED** the motion. Vice Chair Stewart called for discussion on the motion. There being none, he called for a roll-call vote. The vote was as follows: Buroker-yes, McCay-yes, McDougal-yes, Stewart and Wells-yes. The motion passed unanimously.

Adjournment

Board Member McCay **MOVED to adjourn the RLESA Meeting.** The motion was **SECONDED** by Board Member McDougal and it passed unanimously. The meeting adjourned at 7:27 PM.

Approved: RFSA Meeting 12.13.22