

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
October 20, 2022

1 Chair Armstrong called the meeting to order at 6:14PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Jim Rees - Excused

5 Treasurer Michael Novak

6 Louise Willoughby

7 Chris Robinson – Joined at 7:08

8 Ari Ioannides – Excused at 8:35

9 Don Donaldson - Excused

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11 **Public Present Electronic**

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15 **Item 2 Roll Call**

16 A quorum was present.

17 **Item 3 Pledge of Allegiance**

18 Chair Armstrong lead the board and public in the pledge of allegiance.

19 **Item 4 Closed session in compliance with Utah Code §52-4-205(1) as
20 needed, to discuss:**

21

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

23 b. Pending or reasonably imminent litigation

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

26 Tabled

27 **Item 5 Reconvene in Open Meeting**

28

29 **Item 6 Work Session**

30 a. **Chief's Report. Discussion of current operational status.**

31 Chief Nielson discussed the current staffing, call volume for the past
32 month and year to date. Also went over training that the district is
33 conducting.

34 i. Impact Fee update

35 Zions bank is still working on the impact fees and we are
36 needing to have a general contractor look at our current
37 buildings for what is needed and cost to remodel the stations for
38 living quarters.

39
40 **b. Update on Summit County EMS Services**
41 Chair Armstrong updated on the board on the county councils decision
42 to continue with the study that has been commissioned, and won't be
43 making any changes until that study is completed.

44 **c. Treasurer's Report.**
45 Treasurer Novak explained the way the districts funds are held and
46 invested and reviewed the budget for 2023.

47 **d. Presentation on funding operations for 2023**
48 Matt discussed the possibility of getting a tax anticipation note from
49 Zions Bank, and the County Treasurer may also so a similar note until
50 tax revenue comes in, in December 2023.

51
52 **Item 7 Consideration of Approval**

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54 **a. Appointment of a member to the Utah Association of Special**
55 **Districts Board of Representatives and an Alternate Member.**
56 Board Member Robinson motioned to appoint Treasurer Novak as the
57 representative, Board Member Willoughby seconded the motion, a vote
58 was called, all ayes, motion passed.

59 Board Member Robinson motioned to appoint Board Member
60 Willoughby as the alternat representative, Treasurer Novak seconded
61 the motion, a vote was called, all ayes, motion passed.

62 **b. Discussion and possible approval of the roof repair at the**
63 **Henefer Station, due to wind damage.**

64 i. Tabled

65 **c. Discussion and passable approval to enter into the Utah**
66 **Communications Authority's cooperative purchase agreement**
67 **for new public safety radios**

68 Treasurer Novak motioned to enter into the Utah Communications
69 Authority's cooperative purchases agreement for up to \$80,000, Board
70 Member Robinson seconded the motion, a roll call vote was called,

71 Board Member Willoughby Aye

72 Board Member Robinson Aye

73 Board Member Ioannides Abstain

74 Treasurer Novak Aye

75 Chair Armstrong Aye

76 Motion passed

- 77 d. **Discussion and possible recommendation to the Summit**
78 **County Council of the 2023 tentative and 2022 amended**
79 **operating and capital budgets**
80 The board discussed the need for possible procurement for the repairs
81 and needed further information. Item was tabled
82 e. **Discussion and possible recommendation to the Summit**
83 **County Council of the Personnel Policies**
84 Chair Armstrong recommend that everyone review this and provide
85 feedback to Chief and Ryan. Chair Armstrong would like to have the
86 document cleaned up and resent back out to the board for review.
87 f. **Review and possible approval of Accounts Payable.**
88 Treasurer Novak motioned to approve accounts payable, Board
89 Member Robinson seconded the motion, a vote was called, all ayes,
90 motion passed.

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92 **Item 8 Approval of Minutes.**

93 **August 11, 2022, September 8, 2022, September 19, 2022**

94 Board Member Willoughby motioned to approve the above listed
95 meeting minutes, Treasurer Novak seconded the motion, a vote was
96 called, all ayes, motion passed.

97 **Item 9 Board Comments.**

98 None

99 **Item 10 Adjourn.**

100 Board Member Willoughby motioned to adjourn, Treasurer Novak
101 seconded the motion, a vote was called, all ayes, motion passed,
102 adjourned at 8:42PM