

Minutes of North Tooele Fire District
Board Meeting
Stansbury Park Fire Station
179 Country Club
Stansbury Park, UT 84074

Date July 21, 2022

Board Members present: Rick Pollock (Chair), Steve Manzione, Ken Aldridge, Scott Bissegger, and Mitch Hall.

Staff present: Chief Kevin Nunn, Cassandra Ray, and Sharmae Swartzfager.

Others present: Jason Brown, Joanne LeClaire, Josh Marshall, Tim Heise, Kirk Arnold, Ty Rundle, Thad Greensides, Chris Unsworth, Andrew Adams, Buck Peck, Faye Hall, Mark Herrera, Mike Johnson, Ryan Willden, Nathan Kay, Jon Smith, Justin French, Daniel Miller, and Brandi Garcia.

The board meeting of the Board of Trustees was called to order by Rick Pollock at 18:32 hours.

Item 2 – Pledge of Allegiance – Mitch Hall.

Item 3 –Approval of minutes

- Approval of June 23, 2022, board meeting minutes. - Motion to approve Ken Aldridge. 2nd by Mitch Hall. All approved.

Item 4 - Monthly Status Report by Chief Nunn

- Calls year to date are at 699, with last year at 635, a 9% increase from last year.
- NTFD has had several fire calls this month.
- NTFD has been busy with parades, 4th of July, Lake Point and Erda parades.
- Chief Nunn stated NTFD received Forestry and State Lands Grant for \$9200.00.
- The Health and Wellness program is moving forward.
- Fire 1 & 2 academy planned for January.
- August 9th UFRA is coming to NTFD at Stansbury with the PPE Search and Rescue Training Trailer
- Josh Marshall has resigned as a full time Fire fighter but will remain as part time.

Item 5 – Public Comment

- None.

Item 6 – Bills Review

- Steve Manzione presented the bills/bank registers and the financial statements for June 2022 which were reviewed by the board members. He asked if anyone had questions – None.

Item 7 – Contract Review

- None.

Item 8 – Old Business

- Architectural/Engineering RFP – discussion of contract award – Chief Nunn explained NTFD received 3 bids from the RFP. They were graded and the bid was awarded to Design West Architects.

Item 9 – New Business

- 2022 Mid-Year Budget review including discussion on employee wage increases, capital project changes and purchase of dozer blade - Chief Nunn stated he had sent a memo to the Board recommending an immediate 10% raise to all employees.

Chief Nunn commented on the purchase of a dozer blade and its use for the in-kind work. Scott Bissegger stated that he had a problem with the purchase of the dozer blade. He stated this is an HOA problem not a NTFD problem. Ken would like to see in-kind hours from the HOA.

Cassandra Ray discussed the Capital Project Priority List. Cassandra said the parking lot maintenance is completed, extrication equipment has been purchased, Tender water equipment replacement, the closed cab fire engine replacement, and the fire repression activities (water line in Erda) are all completed and can be removed from the Capital projects list. She stated the new project to add on the list was the Stansbury Park remodel.

- Discussion of new positions in NTFD – Chief Nunn explained the need of a full time Fire Marshall, Deputy Chief and Lt Firefighter. 1 to 3 years out.
- Updating PTO policy to include PTO donations - Chief Nunn explained NTFD updated the Lexipol Policy, and it is now ready for the Board to review. There should not be any FLSA implications.
- Board Member vacancy – review of applications – Rick Pollock asked everyone who applied for the Board Position to please give an introduction of themselves and why they would like to be on the Board.
 1. Mark Herrera lives in Stansbury Park and has served his community for over 10 years working at Mountain West Ambulance, BEMS Preparedness, and is now director of EMS education. He started his first nonprofit supporting local families and businesses in Tooele County. He has had experience of both state and local EMS.

Ken Aldridge asked would there be conflict of interest? Mark Herrera stated no conflict; stayed out of conflicts with NTFD and has a great working relationship. Ken Aldridge asked about any conflicts with state grants? Mark Herrera stated he has no part in the grant process. He checked with the State and he is ok to be on the Board.
 2. Michael Johnson is a Stansbury Park resident for 12 years. Served as Tooele City Council for 3 terms, Service Agency Board 2 terms, and he is currently a practicing attorney for regulatory and statutory issues. He felt he could help with a west Stansbury Fire Department 5-acre property. No questions.
 3. Jon Smith lives in Stansbury Park and is currently a volunteer firefighter and the PIO for NTFD for 4 years. He has learned so much as a firefighter, rural EMS, the internal structure and how these men and women live their lives every day. Brings ability to communicate with the public.

Rick Pollock asked why turn in bunkers, you are a really good PIO. Jon Smith said he feels his skills would be put to better use as a board member. He was advised by the Board that he cannot be a volunteer firefighter or the fire department PIO if he becomes a board member.
 4. Ryan Willden lives in Stansbury Park and for over 15 years was a NTFD volunteer firefighter, PIO and most recently logistic officer. He is currently on the NTFD senior list. He helped with NTFD social media with board oversight, and technology maintenance. No agenda other than continued success for NTFD. He wants to encourage the next generation of volunteers. He wants to balance the needs of the district with the needs of the tax paying public. No questions.
 5. Nathan Kay lives in Erda. He is a full-time firefighter for UFA for the past 23 years and is currently serving as a Captain. He is a member of task force one, search and rescue and experience with multiply EMAC deployments. He has knowledge

and experience in the firefighting realm. He wants to serve his community and the citizens of NTFD. No questions.

Item 10 – Public Comment

Steve Manzione said there are 5 great candidates so those who don't get chosen are encouraged to apply in 3 years when vacancy open.

Item 11 – Action Items

- Public hearing for the 2022 mid-year budget - Rick Pollock opened a public hearing for the 2022 amended budget at 19:12.
Cassandra Ray presented the proposed amendments to the 2022 budget. Additional changes were proposed to detailed line items based on current actual expenses. The new proposed 2022 General Fund budget is \$2,226,194.00 (previously \$1,879,883.00). Changes were made in the General Fund. 1- The Budget was increased due to the 2022 certified tax rate (0.000683) from \$1,646,383.00 to \$1,726,694.00. 2- 2021 EMAC reimbursement, 2022 current fires, Erda rent, and Insurance reimbursement. 3- In expenditures, the wages changed with the proposed 10% wage increase. 4- Fire mitigation and fire prevention activities. 5- other changes were made to fit actuals in accounting and insurance. 6- Medical increased from \$2,000.00 to \$10,000.00 for gym memberships and annual physicals. 7- PPE to account for grant expenditures. 8- Professional fees increase from \$10,000.00 to 65,000.00 due to Chief Ziolkowski wages came under professional fees and not wages. 9- Capital Improvement Fund Transfer of \$308,856.00 to Capital Projects.
No changes were proposed to the Impact Fee fund. The proposed 2022 Impact Fee Fund budget is \$1,122,421.00. Changes in expenditures were in capital outlay to include architectural design for the LP expansion.
Changes were proposed to the Capital Projects fund. The proposed 2022 Capital Projects Fund budget is increased \$560,478.00. (Previously \$255,585.00) to include the general fund transfer into the capital project fund. We are accounting for the architectural design for the Stansbury Park remodel upstairs, purchase of the cardiac monitor, and the new wildland brush truck.
There were no public comments received. The public hearing was closed by Rick Pollock at 19:20.
- Approval of employee wage increases - Motion to approve 9% CPI 1% merit by Ken Aldridge. 2nd Mitch Hall. All approved.
- Approval of purchase of dozer blade for fire mitigation – Motion to table by Ken Aldridge. 2nd by Scott Bissegger.
- Approval of the updated capital projects list - Motion to approve updated capital projects list by Mitch Hall. Ken Aldridge motioned to amend the motion to move the Stansbury remodel to #1 and retime the software purchase to 2023. Scott Bissegger 2nd. All approved. Mitch Hall motioned to approve the capital projects list amended. 2nd Ken Aldridge. All approved.
- Resolution 2022-24 Approval of 2022 mid-year budget amendments - Motion to approve 2022 mid-year budget amendments by Scott Bissegger. 2nd Mitch Hall. All approved.
- Resolution 2022-25 Architectural/Engineering RFP award – Motion to approve Architectural/Engineering RFP award by Ken Aldridge. 2nd Mitch Hall. All approved.
- Resolution 2022-26 Approval of updating PTO policy to include PTO donations - Motion to approve PTO policy to include PTO donations by Mitch Hall. 2nd Ken Aldridge. All approved.
- Resolution 2022-27 Replacement of a mid-year vacancy to the Board of Trustees – Mitch Hall stated he would hate to lose Jon Smith as the PIO and public relations due to the excellent job he has been doing. The Board agreed it has been difficult with the quality candidates NTFD has tonight, all five candidates are good and bring a different benefit to the district. Motion to approve Mark Herrera as replacement of a mid-year vacancy to the Board of Trustees by Mitch Hall. 2nd Ken Aldridge. All approved. Ken Aldridge asked to create a list of alternates for board member position and to be decided upon at the next Board meeting.

- Approval of 2nd quarter bills (April, May, June) - Motion to approve 2nd quarter bills (April, May, June) by Mitch Hall. 2nd Scott Bissegger. All approved.

Item 12 – Board Calendar

- August 18, 2022, 6:30 Board Meeting, Stansbury Fire Station
- September 15, 2022, 6:30 Board Meeting, Stansbury Fire Station
- October 20, 2022, 6:30 Board Meeting, Stansbury Fire Station

Item 13 – District Events

- August 20, 2022 - Stansbury Days Parade, 10:00 am

Item 14 – Public Concerns

Mark Herrera explained the 911 Bowl - the EMS and law enforcement flag football fundraiser to help families in the Tooele County area and would like to get NTFD involved.

Item 15 – Closed session - None

Item 16 - Adjourn Board Meeting - Motion to adjourn by Ken Aldridge. 2nd Mitch Hall. All approved

Adjourned: 19:35.