

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

Date April 21, 2022

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

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

Others present: Jason Brown, Joanne LeClaire, Josh Marshall, Kirk Arnold, Justin French, Ty Rundle, Tyson Bowen, Chris Unsworth, Brandi Garcia, and Gary Walker. Multiple visitors via virtual meeting attended from Tennessee.

The board meeting of the Board of Trustees was called to order by Rick Pollock at 18:30 hours.

Item 2 – Pledge of Allegiance – Chief Kevin Nunn.

Item 3 –Approval of minutes

- Approval of March 17, 2022, board meeting minutes. - Motion to approve Ken Aldridge. 2nd by Mitch Hall. All approved.

Item 4- New Fire Chief Swearing In Ceremony – Chief Kevin Nunn was sworn in by Cassandra Ray for the position of Fire Chief.

Item 5- New Firefighters Swearing In Ceremony – New firefighters and firefighters in new positions were sworn in by Cassandra Ray. Jo LeClaire – Engineer, Jason Brown – Captain, Josh Marshall – Firefighter, Tyson Bowen – Firefighter, Justin French – Engineer, Ty Rundle – Firefighter.

Item 6 – Public Comment

Ken Aldridge read the online chat comments regarding congratulating Chief Nunn.

Item 7 – Bills Review

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

Item 8 – Contract Review

- Erda City use of Erda Fire Station – NTFD made a few revisions to the Erda Fire Station use agreement/contract with Erda City. NTFD will invoice Erda City monthly for rent. Resolution for approval will be agendaed for May.
- Informational Technology (IT) RFP – Cassandra Ray stated it has been six years since the last IT RFP and it was time to resubmit a new RFP. The IT RFP will be due May 16 at 1pm. Ms. Ray mentioned NTFD is at a five-year contract mark for financial audit and Insurances for General liability and health insurance. Ms. Ray asked the board if NTFD should submit RFP's this year or wait until next year. The Board agreed to submit the Financial Audit RFP in October and the General liability and health insurance RFP in January.

Item 9 – Old Business

- West Erda water line update - Chief Nunn stated the work on the West Erda water line has started.

Item 10 – New Business

- Erda City resolution on Fire Protection and discussion of impact fee collections - Cassandra Ray discussed the resolution from Erda City which include medical, fire, and emergency protection from NTFD. Cassandra Ray will place the Erda City resolution on the May agenda for board agreement. Ken Aldridge asked Chief Nunn to contact Erda City and discuss the impact fees collection.
- Lake Point Renovation – Facilities and Fitness plan – Chief Nunn asked if Lake Point could be finished. The Board agreed for NTFD to get bids for general contractors to finish the Lake Point fire station.
- Stansbury Park remodel of upstairs crew kitchen – Jason Brown discussed the bids for the remodel of upstairs kitchen. Jason suggested Honest Construction for \$9,060.00 and to get an electrician to come in for the electrical work.
- Policy review – Shift Trade Agreement Form – Cassandra Ray explained the Shift Trade Agreement which was proposed by the captains. The agreement form puts the responsibility of the shift trade on the employees involved.
- Building Security contract proposal – Cassandra Ray discussed the Building Security contract proposal for cameras on the outside of the buildings at the outlying stations- \$3,700.00 for each station; Lake Point, Erda and Pine Canyon stations. It includes the camera, software, and installation. Does not include internet services. The board approved to install internet at all stations for camera security access.
- Pine Canyon outbuilding, formalization of use – Gary Walker, Lincoln Culinary Water District, Board discussed three options for the Pine Canyon outbuilding use; 1- Gift to Lincoln water at no cost, 2- Sell at minimum cost, 3- long term lease. The Board discussed option 3 long term lease of 10 years with no cost agreement. Mr. Walker will get with his Board to write a formal agreement to present to NTFD Board.
- Employee Recognition – Rick Pollock stated that five employees went above and beyond these last few months: Captain Brown, Captain Arnold, Captain Unsworth, Cassandra Ray, and Sharmae Swartzfager. The Board wanted to recognize these employees for their hard work and commitment to NTFD.

Item 11 – Public Comment

The captain's and Cassandra said thank you to the Board for the recognition.

Item 12 – Action Items

- Approval of 2022 1st Quarter bills (January, February, March)- Motion to approve the 2022 1st Quarter bills (January, February, March) by Scott Bissegger. 2nd by Steve Manzione. All approved.
- Approval of the Tri-City building security proposal- Motion to approve the Tri-City building security proposal by Steve Manzione. 2nd by Mitch Hall. All approved.
- Resolution 2022-09 Employee Recognition- Motion to approve the 2022-09 Employee Recognition by Mitch Hall. 2nd by Ken Aldridge. All approved.
- Resolution 2022-10 Approval of the Time Exchange policy- Motion to approve the Time Exchange policy by Ken Aldridge. 2nd by Scott Bissegger. All approved.
- Resolution 2022-11 Approval to Add Fire Chief Kevin Nunn to all Financial Accounts- Motion to approve Add Fire Chief Kevin Nunn to all Financial Accounts by Steve Manzione. 2nd by Mitch Hall. All approved.
- Resolution 2022-12 PTIF Authorization approval - Motion to approve the PTIF Authorization approval by Mitch Hall. 2nd by Scott Bissegger. All approved.
- Resolution 2022-13 Approval to rescind resolution 2021-17- Motion to approve rescind resolution 2021-17 by Mitch Hall. 2nd by Ken Aldridge. All approved.
- Resolution 2022-14 Approval to remodel the SP crew kitchen – Tabled until electrical bids are received by Ken Aldridge. 2nd by Mitch Hall. All approved.

Item 13 – Board Calendar

- May 19, 2022, 6:30 Board Meeting, Stansbury Fire Station – ***moved to May 11th***, Ken via virtual meeting.
- June 16, 2022, 6:30 Board Meeting, Stansbury Fire Station

Item 14 – District Events

- On-going Fire I/II class – Grantsville
- April 28-30 Chipper Days
- May 5 Tooele County/Union Pacific HazMat Training
- May 6-7 Tooele County Regional Fire School, TEAD
- May 13-14, 20-21 Dumpster Days
- May 24 – SPES Field Day
- May 26 – Bonneville Field Day

Item 15 – Public Concerns

- None.

Item 16 – Closed session - Discussion of Fire Chief contract. A Closed session was held to discuss the Fire Chief contract. A sworn affidavit by Rick Pollock is on file in the District office. Motion to close the meeting for these purposes by Ken Aldridge. 2nd by Mitch Hall. All approved. The board meeting of the Board of Trustees was called to a closed session at 19:23 hours. No audio or written minutes were recorded per Utah Code 52-4-206(6). The closed session was closed at 19:23 hours. The board meeting was reconvened at 19:47 hours.

Item 17 - Adjourn Board Meeting - Motion to adjourn by Scott Bissegger. 2nd by Steve Manzione. All approved

Adjourned: 19:47