

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

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Date: November 15, 2023

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

Staff present: Chief Kevin Nunn, Deputy Chief Jason Brown, Cassandra Ray, Kaylee Moya, and Jack Peck.

Others present: Kim Clausing, Kirk Arnold, Wil Ward, Tim Heise, Rachel Walton, Andrew Adams, Joe Carnell, Kurt Stephensen, Jon Smith, Brandi Garcia (Online), and Chris Unsworth (Online).

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

**Item 2 – Pledge of Allegiance** – Chief Kevin Nunn

**Item 3 – Approval of minutes**

Approval of October 18<sup>th</sup>, 2023, board meeting minutes – Motion to approve by Steve Manzione, 2<sup>nd</sup> by Scott Bissegger, all approved.

**Item 4 – New Firefighter Swearing-In Ceremony-** None

**Item 5 – Firefighter Recognition – award of certifications** – None

**Item 6 - Monthly Status Report by Chief Kevin Nunn**

- Call volume
  - 1076 last year on this date
  - Current – 1124, 107 since last board meeting (averaging 4 per day)
  - Overlapping call volume – 8 calls for the month, 21% since January 1
  - Time of year for heating fires – chicken coops, laundry rooms, trailers...
- Significant Events
  - Called to I-80 13 times mostly for MVAs.
  - Mutual Aid Incident in Tooele City – multiple assignments
  - Concrete Mixer into Del Taco yesterday – Driver was unconscious.
  - Landfill Fire all day Monday
  - Aircraft engine fire at the airport
  - Halloween, Trunk, or Treats, 2 Presentations at Old Mill Elementary (Heise), 2 Pre-school presentations here at Stansbury Park station.
- Accomplishments
  - Completed Officer 1 Class – waiting for results.
  - Worker's Compensation Audit
  - Cassandra Ray and Kaylee Moya went to Fire Administration Conference
  - Caselle Administration Conference
  - Kim Clausing and Chief Nunn attended a Recruitment and Retention course in Indiana.
  - All Admin and Line Leadership went to the UASD Conference
  - Chief Brown came back from National Fire Academy
  - 3 Firefighters and BR611 in Kentucky on IA assignment
  - Rail car Emergencies Class
  - Closed on the Stansbury Loan – Now in the bidding process.
  - Chief Nunn has been elected as the President for Tooele Country Fire Chiefs Association

- Planning
  - New Hire Orientation this weekend – Bringing on 9 new people.
  - Christmas Party – December 12<sup>th</sup> at the Fire Museum
  - Santa Run- December 16<sup>th</sup>, looking for Drivers, Santas, and Elves.
  - Going to Wendover tomorrow and UFA Mutual Aid Agreement

**Item 7 – Fire Marshal Monthly Report**

- Got a reply from Senator Thatcher's office regarding funding how much money to fulfill responsibilities – Heavy rescue on I-80.
- Captains and crews have been assigned to help with smaller inspections within the County.
- Fire watch at Rio Tinto

**Item 8 – Public Comment – Kurt Stephensen –** Introduced himself and showed interest in becoming a board member.

**Item 9 – Bills Review**

- Steve Manzione presented the bills/bank registers and the financial statements for October 2023 which were reviewed by the board members. Steve Manzione asked if the board had questions, board had no questions.

**Item 10 – Contract Review - None**

**Item 11 – Old Business**

- Discussion and review of the NTFD Cost Recovery policy
- Discussion and review of New NTFD Fee Schedule – Added in free Consultations, most fees are Standard Rates. Fire Recovery USA – Based on their fees and FEMA rates.

**Item 12 – New Business**

- 2024 Tentative Budget review – Cassandra Ray reviewed the 2024 Tentative Budget which includes the estimated 2024 tax rate increase. A public hearing was scheduled for December 20, 2023 at 6:30pm at the Stansbury Park Fire Station.
- 2024 Meeting Schedule
- 2023 Annual Fraud Risk Assessment – Review of report by Mark Herrera. NTFD scored 325 and was at low risk. Lacking in CPA with accounting degree.

**Item 13 – Public Comment – Kirk Arnold –** Talked about the Tax Rate Increase, Property Value going up, and Increased Costs.

**Item 14 – Action Items**

- Public Hearing for the NTFD Cost Recovery Policy and NTFD Fee Schedule. Rick Pollock opened the public hearing for the NTFD Cost Recovery policy and Fee Schedule at 1906. There were no comments received by the public in attendance. The public hearing was closed by Rick Pollock at 1909.
- Resolution 2023-14 Approval of the 2024 Tentative Budget and setting a date for the public budget hearing. Motion to approve by Scott Bissegger. 2<sup>nd</sup> by Ken Aldridge, All Approved for December 20<sup>th</sup> 6:30 PM
- Resolution 2023-15 Approval of the NTFD Cost Recovery Policy – Motion to approve by Steve Manzione. 2<sup>nd</sup> by Scott Bissegger, All Approved.
- Resolution 2023-16 Approval of the NTFD Fee Schedule – Motion to approve by Mark Herrera. 2<sup>nd</sup> by Steve Manzione, All Approved.
- Resolution 2023-17 Approval and Certification of the 2023 Fraud Risk Assessment – Motion to Approve by Ken Aldridge. 2<sup>nd</sup> by Scott Bissegger, All Approved.

**Item 15 – Board Calendar**

- December 20, 2023, 6:30 Board Meeting/Public Budget Hearing/ Truth in Taxation Hearing, Stansbury Park Fire Station
- January 24, 2024, Board Meeting, Stansbury Park Fire Station

**Item 16 – District Events**

- December 12, 2023 – NTFD Christmas Party, Utah Fire Museum
- December 16, 2023 – NTFD Santa Run
- Winter Fire School, January 19-20, 2024, St. George.

**Item 17 – Public Concerns – None**

**Item 18 – Closed session - None**

**Item 19 - Adjourn Board Meeting** – Motion to adjourn by Steve Manzione. 2<sup>nd</sup> by Scott Bissegger, all approved.

Adjourned: 19:18