

**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT
FIRE BOARD MEETING**

June 21, 2023

**NEW HARMONY FIRE STATION
1388 South Old Hwy 91**

Meeting Minutes

I. Open Meeting: Scott Pace.

- a. Meeting called to order 7:00pm

II. Attendance:

- a. Board Members Present: Eric Kerns, Member; Clay Huckaby, Member, Scott Pace, Vice Chair (Via Phone.)
- b. Board Members Absent: Darren Adair, Treasurer
- c. Fire Department Present: Jim Banks, Fire Chief; Cathye Huckaby, Office Manager/Board Clerk.
- d. Community Members Present: Jeannie Brown, Fire Association Treasurer, Tamra Banks, Fire Association Member.

III. Reading and Approval of Previous Meeting Minutes – Clay Huckaby.

- a. Reading of the May 17, 2023, Meeting Minutes by Clay Huckaby, Board Clerk. (See Attached).

Motion: A motion was made by Clay Huckaby that the June 21, 2023, Meeting Minutes be approved as read. The motion was seconded by Eric Kerns. Motion carried unanimously by all present

- b. Clay Huckaby recommended to the Board that they discontinue reading the previous minutes at each meeting instead email each member a copy of the minutes one week in advance of the next scheduled meeting; therein, allowing each member time to review document. Then at the next meeting members can request changes to the documents sent out and/or vote to approve the minutes as written.

Motion: A motion was made by Clay Huckaby that the Board discontinue reading the previous minutes at each meeting instead email each member a copy of the minutes a minimum of one week prior to the next scheduled meeting; therein, allowing each member time to review minutes. Then at the next meeting members can request changes to the documents sent out and/or vote to approve the minutes as written. The motion was seconded by Eri Kerns. Motion carried unanimously by all present.

IV. Appointment of New Board Member Position Vacated by Roxanne Hansen: Cathye Huckaby.

- a. Legal Public Posting requirements have been complete. Postings were published in both the Spectrum and Utah Public Website. (See Attached.) One application was received. John

Southwick, former NHVSSD Captain and Retired Captain of Montecito Fire Protection District submitted a resume (See Attached.)

Motion: A motion was made by Eric Kerns that John Southwick be appointed to NHVSSD Administrative Control Board (Fire Board) to serve the remaining term vacated after Roxanne Hansen's resignation, to serve from time appointment to the end of the term December 31, 2026. The motion was seconded by Clay Huckaby. Scott Pace concurred motion carried.

b. Clay Huckaby and John Southwick were administered the Oath of Office. John Southwick took his place on the Board to complete the meeting.

V. Financial Report: Cathye Huckaby.

- a. Members were presented the following documents for review and approval:
- NHVSSD Budget vs. Actuals: 1/1/23 to 6/21/23.
 - NHVSSD Balance Sheet as of as of 6/2023 (See Attachment).

Motion: A motion was made by Eric Kerns that the Financial Report be approved as read. The motion was seconded by Clay Huckaby. Motion carried unanimously by all present.

b. Cathye Huckaby informed the Board that a mid-year budget review is needed and after speaking with Kip Lewis, CPA Hinton & Burdick recommended the hearing take place prior to the schedule meeting on August 16, 2023.

Motion: A motion was made by Eric Kerns that a mid-year Budget review be conducted on August 16, 2023. The motion was seconded by Clay Huckaby. Motion carried unanimously by all present.

VI. Electing a New Chairperson

- a. Matter tabled until July's meeting when more members were present.

VII. Committee Member Report: Clay Huckaby.

- a. Introduced Resolution No. NHVSSD- R-2023-01: A resolution informing the Washington County Tax Commission of the Administrative Control Boards intentions to raise the mill rate/levy for the New Harmony Valley Special Service District. The Resolution was signed by the following: Eric Kerns, Scot Pace, John Southwick, R Clayton Huckaby and Cathye Huckaby. Darren Adair is out of state for 3 months and therefore did not sign.
- b. Adopt Little Manual as policy guide for NHVSSD – removed from agenda.
- c. DNR Grant (PPE) Completed. Equipment (PPE) has been received. Payment has been made to supplier; Reimbursement paperwork completed. The DNR check should arrive within the next few days.
- d. Preparation for the Public Meeting for Mill Levy Rate increase is in process. The newsletter will be ready to send out in September.
- e. Election Update: Two people applied for the election. As per the Lt Governor's office, the election can be cancelled due to lack of applicants. Applicants were Eric Kerns (Incumbent) and Pat Fleckenstein.
- f. Grants still in process: Safer Grant (Volunteer Incentives); FEMA Wildfire Protection Grant and Assist Firefighter Grant.

VIII. Chief Report: Jim Banks.

- a. There have been 71 calls to date. Much higher than this time last year; however, trending down from the 1st Quarter.
- b. The Firefighters have been issued their new Dual-PPE Turnouts. Thanks to Clay Huckaby's grant writing efforts and the willingness of the Harmony Valley Fire Association (HVFA) to support the process by funding the equipment upfront and agreeing to reimbursement when the grant monies are received.
- c. The ambulance purchased by the HVFA and donated to the district has been received. It will be relabeled as a "Rescue Vehicle" as we are not licensed for ambulance transport. It will be used for respite care for firefighters and the community during inclement weather and for EMR equipment transport.
- d. Although it is not the intention to dissolve the NHVSSD; there is a need for further discussion regarding contracting with other agencies for combined services i.e., Training, etc.

IX. Lexipol Policy Chapter Review/Adopt- Jim Banks.

- b. Jim Banks and Clay Huckaby submitted for review and adoption into the District's Policy Manual the following Chapter 9: Personal Protective Equipment (See Attachment.) No noted fiscal impact.

- Chapter 9: Personal Protective Equipment

Motion: A motion was made by Clay Huckaby that Chapter 9 – Personal Protective Equipment as reviewed be adopted as policy/procedure for the NHVSSD. The motion was seconded by John Southwick. Motion carried unanimously by all present.

X. Office Manager Report: Cathye Huckaby

- c. Hinton & Burdick AUP; Online Financial Report and Independent Audit of Self-Assessment reviewed, signed, and submitted. (See Attached).
- d. Utah State Tax Commission-Property Tax Division – Tax Year 2023 Completed (See Attached.) It should be noted that despite the increase in population the tax rate percentage has steadily decreased. More people paying less money.
- e. For information and review the following documents were presented to the board.
 - 2023 Calendar Year Entity Property Tax Increase Requirements.
 - Calendar Year Entity Tax Increase Checklist.
- d. WCF Audit Completed; The 2023-24 premium increased about \$200.
- f. Utah Local Government Trust premium audit has been completed and has been submitted. Premium payment is expected next month.

XI. Meeting Adjourned at 8:30 pm.

Motion: A motion was made by Eric Kerns to adjourn the meeting. The motion was seconded by Clay Huckaby. Motion carried unanimously by all present.

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Attachments

Fire Board Meeting Agenda 6-21-23

Utah Public Notice of Meeting 6-21-2023

Fire Board Meeting Minutes 5-17-23

Balance Sheet As of 6-20-23

Budget vs Actual As of 6-21-23

Public Notice Spectrum June 1 & 8, 2023

Utah Public Notice - Board Vacancy

Resume; John Southwick

Oaths of Office: R Clayton Huckaby

Oath of Office: John Southwick

Resolution No. NHVSSD-R-2023-01

P&P Policy Chapters: 9

Hinton Burdick AUP / Self Audit Assessment

Online Financials

Utah State Tax Commission – Property Tax Division

2023 Calendar Year Entity Property Tax Increase Requirements.

Calendar Year Entity Tax Increase Checklist