

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

July 19, 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: Scott Pace, Vice Chairperson; Eric Kerns, Member; Clay Huckaby, Member; John Southwick, member.
- 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: Sonia Steere, Fire Association, President; Jeannie Brown, Fire Association Treasurer; Tamra Banks, Fire Association Member and Pat Fleckenstein.

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

- a. Review of the June 21, 2023, Meeting Minutes by Clay Huckaby, (See Attachment).

Motion: A motion was made by Clay Huckaby that the July 19, 2023, Meeting Minutes be approved as read. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.

IV. Election of a New Chairperson

- a. The Board, having accepted the resignation of Roxanne Hansen, opened the meeting for nominations for a new Chairperson. Eric Kerns nominated Clay Huckaby. John Southwick supported the nomination.

Motion: A motion was made by John Southwick that Clay Huckaby be elected by the Board as the new Chairperson and that such an appointment take effect at once. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.

V. Financial Report: Cathye Huckaby.

- a. Members were presented the following documents for review and approval:
- NHVSSD Budget vs. Actuals: 1/1/23 to 7/21/23. (See Attachment).
 - NHVSSD Balance Sheet as of 7/18/2023 (See Attachment).
- b. Cathye Huckaby directed the Boards attention to the Balance Sheet, specifically the General Balance fund, showing \$19, 571.58. The balance is lower than expected and in anticipation of next month's Mid-year Budget review the following was noted:
- During last year's budget preparation, it was decided this year's property tax projections should reflect an estimation close to what was received in 2022; rather than, a more conservative projection noted by County of Washington and suggested by Hinton& Burdick. To date the income received from Property Tax is lower than estimated; however, the larger checks from the County arrive in December.
 - Projections for "Charge for Services is about 12% of the estimated \$13,000.00 projections.
 - The district took a big hit when having to replace the Engine in Squad 181 to an estimated amount of \$18,000.00.

- The renovation of the Kolob Building was paid out of the General Fund account and not the Impact Fee account. That money could still be reimbursed to the General Fund as discussed in last year's budget preparation meetings (See Attached).
- The Budget Hearing notices have been sent to the Spectrum Newspaper. The Hearing will take place on August 16, 2023, 7pm prior to the start of NHVSSD's regular Fire Board's August meeting.
- The Office Manager will be meeting with our accountant in preparation for the Budget Hearing. Kip Lewis will be present if needed.

Motion: A motion was made by Eric Kerns that the Board transfer \$13,427.50 from the Impact Fee account to the General Fund account as reimbursement for funds used in the Station renovation. The motion was seconded by John Southwick. Motion carried unanimously by all present.

VI. Electing a New Board Clerk: Clay Huckaby.

a. In light of Clay Huckaby being made Chairperson, the Board had to elect a new Board Clerk. Clay Huckaby suggested that Cathye Huckaby officially become the Board Clerk in addition to the Office Manager until such time a permanent replacement can be found.

Motion: A motion was made by John Southwick that Cathye Huckaby be appointed as NHVSSD Board Clerk. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.

VII. Policy Review and Approval: Clay Huckaby / Chief Banks.

a. Bylaws: A draft of the NHVSSD Bylaws was presented for review and approval. (See Attachment).

Motion: A motion was made by Eric Kerns that the draft of NHVSSD Bylaws as presented be adopted as the definitive version of the NHVSSD Bylaws policy and be added to the NHVSSD Policy & Procedure Manual. The motion was seconded by John Southwick. Motion carried unanimously by all present.

b. Procurement: A draft of the NHVSSD Procurement policy was presented for review and approval. (See Attachment).

Motion: A motion was made by Eric Kerns that the draft of NHVSSD Procurement policy as presented be adopted as the definitive version of the NHVSSD Procurement policy and be added to the NHVSSD Policy & Procedure Manual. The motion was seconded by John Southwick. Motion carried unanimously by all present.

c. Chapter 9 Personal Protective Equipment: A draft of the NHVSSD Personal Protective Equipment policy was presented for review and approval. (See Attachment).

Motion: A motion was made by John Southwick that the draft of NHVSSD Personal Protective Equipment policy as presented be adopted as the definitive version of the NHVSSD Personal Protective Equipment policy and be added to the NHVSSD Policy & Procedure Manual. The motion was seconded by John Southwick. Motion carried unanimously by all present.

d. Chapter 1000 Recruitment and Selection: A draft of the NHVSSD Recruitment and Selection policy was presented for review and approval. (See Attachment).

Motion: A motion was made by John Southwick that the draft of NHVSSD Recruitment and Selection policy as presented be adopted as the definitive version of the NHVSSD Recruitment and Selection policy and be added to the NHVSSD Policy & Procedure Manual. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.

e. Little Manual Adoption: It was proposed that the State of Utah's Little Manual for Local and Special Services Districts be reviewed and adopted as policy for the NHVSSD as part of the NHVSSD Policy and Procedure Manual.

Motion: A motion was made by Eric Kerns that the State of Utah's Little Manual for Local and Special Services Districts be adopted as policy for the NHVSSD as part of the NHVSSD Policy and Procedure Manual. The motion was seconded by Scott Pace. Motion carried unanimously by all present.

f. Telephonic, Electronic Meeting Protocol Requirements: Chairperson Huckaby reported that the approved policy for Electronic Meetings cannot be found and suggested a policy be voted upon. Chairperson Huckaby learned in his most recent training with OSA and UASD that such a policy is needed if electronic meetings are to be allowed in the future. A discussion occurred resulting in the Board agreeing to telephonic participation in Board Meetings by the Board Members. Electronic participation for audience members will not be allowed.

Motion: A motion was made by Eric Kerns that telephonic participation in Board Meetings by Board members and Board Clerk be allowed under NHVSSD policy; that such policy be adopted in to the NHVSSD Policy and Procedure Manual. The motion was seconded by Scott Pace. Motion carried unanimously by all present.

VIII. Presentation of Grants/Drove/Webpage: Clay Huckaby

- a. The following was reviewed in detail via power point presentation (See Attachment).
 - Dept. Forestry CWDG Grant (\$53,000) Chipping Denied 1st Round; Resubmit for 2nd Round 7-17-2023.
 - FEMA Grant (\$15,000) Replace Engine -Under Review.
 - FEMA Grant (\$20,000) Extractor – Under Review.
 - FEMA FP&S Grant (\$50,000) – Chipping Fire Mitigation - Under Review
 - SAFER Grant (\$162,000) Staffing for Adequate Fire and Emergency Response – At 1st level Review.
 - ***DNR Grant (\$9,780) PPE's Boots – Granted, Purchased and Received.***
 - ***DNR Grant (\$8,200) Drone – Granted, Bought.***
- b. Clay Huckaby provided an overview of the Truth in Taxation process; and other information he learned in an online collaborative discussion between himself, Ryan Sullivan, Washington County Clerk Auditor; Matt Hurst, Utah Tax Commission; Karl Ruthledge, Washington County Assessor's Office. Clay Huckaby suggested, and the Board agreed to use the same company Washington County uses for the TNT individual residence notification. Notification for 1,100 parcels would be \$414.77. The process of how each household must be notified was reviewed in detail (See Attachment).

IX. Chief Report: Jim Banks.

- a. There have been 76 callouts to date; compared to the 34 callouts this time last year. Callouts have slowed down in the 2nd Quarter.
- b. Two volunteers are attending the Fire Academy; one paid for by NHVSSD and the other paid for under the GI Bill.
- c. Review of the 5-year plan (See Attachment.)

X. Office Manager Report- Cathye Huckaby.

- a. CIB Process Review /Update. Reviewed question from Susan Baxter, Chamberlain Office.
 - It was decided that the Chair and Clerk will sign the closing loan documents. Jim Banks will sign the “useful life opinion” for the closing of the CIB loan. The district will continue with Richard Chamberlain's Office as loan counsel.
- b. Mid-year Budget update. (See agenda item “V”).
- c. Training Review with OSA and UASD. The training was very informative, and it is recommended each board member attends in person next year. Handed out the “Pocket Guide for Board Members.”

XI. Public Comment:

- a. Fire Association Update: Tamra Banks.
 - Apple Festival preparations are in full swing for October 2023.
 - Suggestion on what to gift the volunteers at Decembers Fire Fighters Appreciation Dinner are needed.
 - The association continues to log in-kind services hours to aid in grant approval.

XII. Meeting Adjourned

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

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Attachments

Fire Board Meeting Agenda 7-19-23

Utah Public Notice of Meeting 7-18-2023,7-12-2023,7-10-2023

Fire Board Meeting Minutes 6-21-23

Balance Sheet As of 7-18-23

Budget vs Actual As of 7-21-23

Invoice Feldman, Steve

Bylaws NHVSSD

Procurement Policy NHVSSD -UASD

Personal Protective Equipment Policy NHVSSD

State of Utah Little Manual for Local and Special Service Districts

Power Point Presentation; Polices/TNT

Resolution No. NHVSSD-R-2023-01

Five-year Plan