**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT**

**FIRE BOARD MEETING**

**April 19, 2023**

**NEW HARMONY FIRE STATION**

**1388 South Old Hwy 91**

**Meeting Minutes**

1. **Open Meeting: Roxanne Hansen:**
   1. Meeting called to order by Chairperson Roxanne Hansen at 7:00 pm.
2. **Attendance:** 
   1. Board Members Present: Roxanne Hansen, Chairperson; Scott Pace, Vice Chairperson; Eric Kerns, Member; Darren Adair, Treasurer; Clay Huckaby, Board Clerk.
   2. Fire Department Present: Jim Banks, Fire Chief; Cathye Huckaby, Office Manager; Maddie Goodman, Intern.
   3. Community Members Present: Sonia Steer, President NHFD Fire Association.
3. **Reading and Approval of Previous Meeting Minutes – Clay Huckaby.**
   1. Reading of the March 15, 2023, Meeting Minutes by Clay Huckaby, Board Clerk. (See Attached).

***Motion: A motion was made by Eric Kerns that the March 15, 2023, Meeting Minutes be approved as read. The motion was seconded by Scott Pace. Motion carried unanimously by all present.***

1. **Financial Report – Darren Adair.**
   1. Members were presented the following documents for review and approval:
      * NHVSSD Budget vs. Actuals: 1/1/23 to 4/18/23
      * NHVSSD Balance Sheet as of as of 4/18/23 (See Attachment).

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

1. **Chairperson Report: Roxanne Hansen**
   1. No Report.
2. **Appointment of New Board Member to Replace Mike Ballard: Roxanne Hansen**
   1. Office Manager Cathye Huckaby reported that Public Notices regarding the board vacancy and impending appointment was published in the Spectrum Newspaper, the Utah Public Website, the local community Facebook page, and main office. (See Attachment)
   2. Clay Huckaby, Board Clerk was the only one to apply. Darren Adair nominated Clay Huckaby to fill the remainder of the vacant term 2023-2027; noting that Clay currently serves as the Board Clerk; that except for the 2 member who won the 2022 election, he was the next highest vote recipient in the most recent Fire Board Election.

***Motion: A motion was made by Darren Adair that the Fire Board position vacated by Mike Ballard be filled by Clay Huckaby until the end of said elected term. The motion was seconded by Scott Pace. Motion carried unanimously by all present.***

1. **Committee Member Report: Eric Kerns**
   1. As follow-up to a concern noted at the Fire Board’s March 15, 2023, meeting, Eric Kerns spoke with our Attorney Richard Chamberlin regarding the use of Impact Fee’s to pay for the purchase of a new Fire Truck. It was his opinion that the district could in fact use such funds. This matter is now resolved. (Complete statement is attached.)
2. **Lexipol Policy Chapter Review/Adopt- Jim Banks**
   1. Jim Banks and Clay Huckaby submitted for review and adoption into the District’s Policy Manual the following Chapters. At the request of Darren Adair, it was agreed that the discussion would include a financial impact estimate: (See Attachment)

* Chapter 1 - Fire Service Role and Authority

***Motion: A motion was made by Scott Pace that Chapter 1 - Fire Service Role and Authority as read and reviewed be adopted as policy/procedure for the NHVSSD. The motion was seconded by Darren Adair. Motion carried unanimously by all present.***

* Chapter 2 - Organization and Administration

***Motion: A motion was made by Scott Pace that Chapter 2 - Organization and Administration as read and reviewed be adopted as policy/procedure for the NHVSSD. The motion was seconded by Eric Kerns. Darren Adair abstained due to unclear financial impact, all other members voted in favor and the motion carried.***

* Chapter 3 - General Operations

***Motion: A motion was made by Darren Adair that Chapter 3 - General Operations as read and reviewed be adopted as policy/procedure for the NHVSSD. The motion was seconded by Scott Pace. Motion carried unanimously by all present.***

* Chapter 4 – Fire Prevention

***Motion: A motion was made by Scott Pace that Chapter 4 – Fire Prevention as read and reviewed be adopted as policy/procedure for the NHVSSD. The motion was seconded by Clay Huckaby. Motion carried unanimously by all present.***

* Chapter 5 – Emergency Medical Services

***Motion: A motion was made by Darren Adair that Chapter 5 – Emergency Medical Services as read and reviewed be adopted as policy/procedure for the NHVSSD. The motion was seconded by Scott Pace. Motion carried unanimously by all present.***

* Chapter 8 – Records Management

***Motion: A motion was made by Scott Pace that Chapter 8 – Records Management as read and reviewed be adopted as policy/procedure for the NHVSSD. The motion was seconded by Darren Adair. Motion carried unanimously by all present.***

1. **Chief Report: Jim Banks**
   1. Attended Fire Chief meeting. The State is concerned about the upcoming fire season. It has the potential to be extremely active; in addition, there is a concern for flooding when the record setting snowpack begins to melt.
   2. First quarter call-outs are up considerably. To date 2023 the department has responded to 50 calls, in comparison with last year there were a total of 80 calls. This is having a financial impact on the budget on fuel bills, call-out pay and equipment use.
2. **Office Manager Report: Cathye Huckaby**
   1. Election material was posted as previously noted.
   2. Spoke with Susan Lewis, Clerk/Auditor for Washington County. The Mill Rate increase procedure can begin in June.
3. **Grant Update: Clay Huckaby** 
   1. Six grants have been submitted.
   2. The DNR – Chipping grant was denied in the 3rd round.
   3. In lieu of the Christmas light parade, a Veterans Day Parade grant has been written and submitted.

1. **Meeting Adjourned at 9:10 pm.**

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

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Attachments

Utah Public Notice of Meeting (2)

Fire Board Meeting Agenda 3-15-23

Fire Board Meeting Minutes 3-15-23

Balance Sheet As of 4-18-23

Budget vs Actual As of 4-18-24

Budget vs Actual As of 3-15-23 (Corrected report)

Spectrum Board Vacancy Notice

Email Darren Kerns 4-17-2023

P&P Policy Chapters: 1, 2, 3, 4, 5, 8.