

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD MEETING

October 16, 2024

NEW HARMONY FIRE STATION

1388 South Old Hwy 91

Meeting Minutes

I. Open Hearing: R C. Huckaby.

- a. Meeting called to order at 7:02 pm.

II. Attendance: Cathye Huckaby.

- a. Board Members Present: Clay Huckaby, Chairperson; John Southwick, Treasurer; Eric Kerns, Member; Ryan Frisby, Member; Cathye Huckaby, Board Clerk/Office Manager.
- b. Board Members Absent: Pat Fleckenstein Vice Chairperson.
- c. Fire Department Volunteers: Chief Banks.
- d. Fire Association Members: Mary Ellen Southwick, Tamra Banks.
- e. Community: N/A.

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

- a. The September 18, 2024, minutes were emailed to each Administrative Control Board (ACB) member prior to the meeting. Each member of the ACB had a chance to review the minutes and make suggested changes. No changes were requested (See Attached).

Motion: A motion was made by Eric Kerns that the ACB Meeting Minutes of September 18, 2024, be approved as reviewed. John Southwick seconded the motion. Motion carried unanimously by all present.

IV. Financial Report: John Southwick.

- a. NHVSSD Balance Sheet dated as of 10-16-2024, was reviewed (See Attached).
- b. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 10-16-24 was reviewed (See Attached).
- c. NHVSSD Expense Report from 9-1-2024 to 10-16-2024 was reviewed (See Attached).

Motion: A motion was made by Eric Kerns that the financial reports reviewed and discussed be approved as submitted. John Southwick seconded the motion. Motion carried unanimously by all.

- V. Swearing in of Eric Kerns, Oath-of-Office: Cathye Huckaby.**
- a. The Oath of Office paperwork for Eric Kerns for this term could not be located therefore it was redone. (See Attached.) .
 - b.
- VI. Statement of Ethic: Cathye Huckaby.**
- a. It has been several years since the Board signed a Statement of Ethics Policy. We now have several new members. The Board Members who were present, the Clerk and the Chief signed the Statement of Ethics policy (See Attached). Pat Fleckenstein will sign the Statement of Ethics at the next meeting.,
- VII. Grant Updates: Clay Huckaby.**
- a. Chairman Huckaby continues to apply for grants on behalf of the NHVSSD. The following are current active grant request:
 - Firehouse Subs – Submitted.
 - Gary Sinise Foundation – Submitted.
 - FEMA Grant – Due November.
- VIII. Fire Engine available from Zion National Park: Clay Huckaby.**
- a. The Transfer of Property Document has been signed (See Attached). It will take several more weeks until the process is completed through the Federal Bureaucracy, and we take ownership of the apparatus.
- IX. 35th Annual Convention UASD: Clay Huckaby.**
- a. Information presented (See Attached). Clay Huckaby will be attending. John Southwick and Cathye Huckaby may attend the first day. The district will pay the fee.
- X. Board Members Report:**
- a. The board would like to thank the New Harmony Fire Association for putting on yet another, very successful, well organized Apple Festival.
- XII Radios Project 25: Jim Banks.**
- The conversion to the new radios will be happening this week. The Chief will be working with several agencies and companies to get this completed.
- XIII. Fire Chief Report: Jim Banks.**
- a. There have been 92 calls to date compared to last year 103.
 - b. Several volunteers attended the annual Search & Rescue Conference held in Hurricane, Utah.
 - c. The company that is building our new engine was in the epicenter of hurricane Milton. It is unknown if the company was damaged or if we can expect a delay in the delivery of the engine.
 - d. The Chief needs help getting the paperwork submitted for EMR Licensing. Clay Huckaby volunteered to help

XIV. Office Manager Report: Cathye Huckaby.

- a. The 1st CIB Annual Reporting on our grant/loan is complete (See attached).
- b. The 1st payment on the CIB loan has been completed.
- c. As per the discussion last meeting \$10,000 was moved from the Contingency Account to the General Fund to cover the DNR grant until reimbursed.
- d. The 2025 Budget Meeting is schedule for November 20, 2024.

XIV. Fire Association: Jeanee Brown; Tamra Banks.

- a. The Apple festival was a huge success, approximately 4000 people attended, 84 vendors. The preliminary numbers are looking good. The association will present a financial report next month. More volunteers are needed next year.
- b. Christmas with Santa is scheduled for December 6, 2024.
- c. Volunteer Appreciation dinner is scheduled for December 14, 2024

XV. Community Report:

- a. No Reports.

XVI. Meeting Adjourned: Clay Huckaby.

- a. Meeting Adjourned 7:59pm.

Motion: A motion was made by Ryan Frisby the meeting adjourn. Eric Kerns seconded the motion. Motion carried unanimously by all present.

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Attachments:

ACB-FB Meeting Agenda 10-16- 2024

Utah Public Notice of Meeting 10-9-2024, 10-14-2024

NHVSSD Public Sign-in Sheet 10-16-2024

ACB-FB Meeting Minutes 9-18-2024

NHVSSD Balance Sheet as 10-16-2024

NHVSSD Budget vs Actuals January – December 2024 as of 10-16-2024

Expense Report 9-1-2024 to 10-16--2024 as of 10-16-2024

Oath of Office Eric Kerns

Signed Statement of Ethics, R Clayton Huckaby.; John Southwick; Eric Kerns, Ryan Frisby; Cathye Huckaby; Jim Banks

US Dept of Interior, Transfer of Property signed

35th Annual UASD Conference Information

Dept. of Workforce Services CIB Contract Monitoring report dated 9-16-2024

