

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Regular Meeting  
Executive Conference Room  
60 N Main St  
Coalville, UT 84017  
May 11, 2023

1 Chair Armstrong called the meeting to order at 6:03PM

2 **Board Members Present**

3 Chair Roger Armstrong – Electronic  
4 Vice Chair Jim Rees  
5 Ari Ioannides – Electronic  
6 Louise Willoughby – Absent  
7 Chris Robinson – Absent  
8 Don Donaldson

**Staff Present**

Ben Nielson, Fire Chief  
Tyler Rowser, District Clerk  
Ryan Stack, Deputy County Attorney -  
Electronic

**Public Present**

Susie Becker – Electronic  
Michelle – Electronic

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12  
13 **Item 2 Roll Call**

14 A quorum was present.

15 **Item 3 Closed session in compliance with Utah Code §52-4-205(1) as**  
16 **needed, to discuss:**

- 17 a. Purchase, exchange, or lease of real property  
18 b. Pending or reasonably imminent litigation  
19 c. Personnel – to discuss the character, competence, or physical or mental  
20 health of an individual

21 No closed meeting was called.

22 **Item 4 Reconvene in Open Meeting**

23  
24 **Item 5 Pledge of Allegiance**

25 Vice Chair Rees lead the board and public in the pledge of allegiance.

26 **Item 6 Work Session**

27

- 28 a. **Review and Discussion of the Quarter 1 2023 District**  
29 **Financials.**

30 The board reviewed the quarterly financial report.

31

- 32 b. **Chief's Report. Discussion of current operational status.**

33 Chief Nielson went over the calls YTD. Chief Nielson stated that the  
34 draft EMS study is out, and he would talk with any board members on  
35 the side if they had any questions.

36  
37 **Item 7 Public Input**

38 No public comment was made.

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40 **Item 8 Consideration of Approval**

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42 **a. Discussion, Public Hearing, and possible adoption of**  
43 **Resolution 2023-01 A Resolution Adopting an Impact Fee**  
44 **Analysis and Imposing Impact Fees, Providing for the**  
45 **Calculation and Collection of Such Fees, Providing for Appeal,**  
46 **Accounting, and severability of the same, and other related**  
47 **matters.**

48 Chair Armstrong opened the public hearing at 6:10PM and no public  
49 comment was made. Chair Armstrong closed the public hearing at  
50 6:11PM.

51 Vice Chair Rees motioned to adopt resolution 2023-01 Board Member  
52 Donaldson seconded the motion, a vote was called, all ayes, motion  
53 passed.

54  
55 **b. Discussion, and possible adoption of Resolution 2023-02 A**  
56 **Resolution Adopting Rules of Order and Procedure for**  
57 **Administrative Control Board Meetings.**

58 The board reviewed the proposed changes to the rules of order and  
59 procedure.

60 Treasurer Ioannides motioned to adopt Resolution 2023-02, Board  
61 Member Donaldson seconded the motion, a vote was called, all ayes,  
62 motion passed.

63  
64 **c. Discussion and possible adoption of Resolution 2023-03 A**  
65 **Public Entity Resolution for the Office of the State Treasurer**  
66 **Public Treasurers Investment Fund Change.**

67 Vice Chair Rees motioned to adopt Resolution 2023-03, Board Member  
68 Donaldson seconded the motion, a vote was called, all ayes, motion  
69 passed.

70  
71 **d. Review, Discussion and Possible recommendation to the**  
72 **Summit County Council of changes to Section 5, 6, 8, & 11 of**  
73 **the personnel Polices.**

74 The board discussed the proposed changes to the personnel policies.

75 Treasurer Ioannides motioned to recommend the changes to the  
76 personal policies for approval by the County Council, Vice Chair Rees  
77 seconded the motion, a vote was called, all ayes, motion passed.

78  
79 e. **Discussion and possible approval of surplus property.**  
80 Board Member Donaldson motioned to approve the surplus property as  
81 outlined in the staff report and to deposit the money into the capital  
82 fund, Treasurer Ioannides seconded the motion, a vote was called, all  
83 ayes, motion passed.

84  
85 f. **Review and possible approval of Accounts Payable.**  
86 Vice Chair Rees motioned to approve the accounts payable, Treasurer  
87 Ioannides seconded the motion, a vote was called, all ayes, motion  
88 passed. After approval Treasurer Ioannides stated that it looked like  
89 some credit card items were missing, Clerk Rowser said he would  
90 rerun the report and bring it back next month.

91 g. **Review and possible approval of the meeting minutes of; April**  
92 **13, 2023**  
93 Tabled to next meeting.

94 **Item 9 Board Comments.**  
95 No board comments were made.

96  
97 **Item 10 Chief Comments.**  
98 Chief Nielson mentioned that the county has moved to a new minute keeping  
99 system called Granicus and would like to explore if the District could use it. Chief  
100 Nielson also mentioned that we have been staffing 2 stations on a consistent basis,  
101 but we still need more part-time employees.

102  
103 **Item 11 Adjourn.**  
104 Vice Chair Rees motioned to adjourn, Board Member Donaldson seconded the  
105 motion, a vote was called, all ayes, Adjourned at 6:56PM