

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
January 12, 2023

1 Chair Armstrong called the meeting to order at 6:08PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Jim Rees - Excused

5 Treasurer Michael Novak

6 Louise Willoughby

7 Chris Robinson – Excused

8 Ari Ioannides – Excused

9 Don Donaldson

10

11 **Public Present Electronic**

12 Susie Becker

13

14

15 **Item 2 Roll Call**

16 A quorum was present.

17 **Item 3 Pledge of Allegiance**

18 Chair Armstrong lead the board and public in the pledge of allegiance.

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

21 a. Purchase, exchange, or lease of real property

22 b. Pending or reasonably imminent litigation

23 c. Personnel – to discuss the character, competence, or physical or mental
24 health of an individual

25 No closed meeting was called.

26 **Item 5 Reconvene in Open Meeting**

27

28 **Item 6 Consideration of Approval**

29

30 a. **Discussion and election of board officers, Chair, Vice Chair and**
31 **Treasurer.**

32 Roger proposed keeping the same officers. Treasurer Novak motioned
33 for Roger Armstrong as Chair, Board Member Donaldson seconded the
34 motion, a vote was called, all ayes, motion passed.

35 Board Member Willoughby motioned Board Member Donaldson
36 seconded the motion, a vote was called, all ayes, motion passed.
37 Board Member Donaldson motioned Mike Novak Treasurer, Board
38 Member Willoughby seconded the motion, a vote was called, all ayes,
39 motion passed.

40 **b. Appoint signers to the Zions Bank Checking Account and**
41 **Public Treasurers Investment Fund**

42 Board Member Donaldson motioned to keep the same signers on all
43 accounts, Board Member Willoughby seconded the motion, a vote was
44 called, all ayes, motion passed.

45 **c. Discussion and possible approval of the annual meeting**
46 **schedule**

47 Board Member Willoughby motioned to approve the annual meeting
48 schedule as proposed, Board Member Donaldson seconded the motion,
49 a vote was called, all ayes, motion passed.

50 **d. Discussion and possible recommendation to the County**
51 **Council of the promissory note between North Summit Fire**
52 **District and Summit County Treasurer.**

53 The board discussed the terms of the note. Board Member Donaldson
54 motioned to recommend the promissory note to the Council for
55 approval, with the \$1,000 fee removed, Treasurer Novak seconded the
56 motion, a vote was called, all ayes, motion passed.

57 **e. Discussion about the Community Development Block Grant**
58 **(CDBG)**

59 Chair Armstrong explained the process of applying for CDBG grant.
60 Chief Nielson explained they he would like to apply for funding for a
61 new fire engine. They board asked questions.

62 **f. Discussion and possible approval of Job Descriptions, Fire**
63 **Caption - Operations, Fire Captain – Administrative, Engineer,**
64 **Firefighter I/EMTB, Firefighter II/AEMT, Firefighter**
65 **II/Paramedic**

66 Chief Nielson presented the descriptions, the board reviewed them and
67 asked questions of the Chief. Board Member Willoughby motioned to
68 approve the job descriptions above as presented by the chief, with the
69 Admin Captain changes as discussed, Treasurer Novak seconded the
70 motion, a vote was called, all ayes, motion passed.

71 **g. Discussion and possible approval of the First Responder**
72 **Mental Health Services Grant Memorandum of Understanding**

73 Chief Nielson presented the MOU and discussed how this can be used
74 to help the firefighters. Board Member Willoughby motioned to
75 approve the MOU, Treasurer Novak seconded the motion, a vote was
76 called, all ayes, motion passed.

77 **h. Discussion and possible recommendation to the County**
78 **Council for a public hearing and adoption of the Impact Fee**
79 **Facilities Plan (IFFP)**

80 Susie Becker explained how the impact fee study is formulated. The
81 board had questions and determined that more information was
82 needed before going forward.

83 **i. Treasurer Report (Mike Novak)**

84 Treasurer Novak let the board know that the council approved the
85 amended 2022 budget and the 2023 budget.

86 **j. Chief's Report. Discussion of current operational status.**

87 Chief Neilson reported on the activities of the district, and process
88 going forward with moving the department to a combination
89 department.

90 **k. Review and possible approval of Accounts Payable.**

91 Clerk Rowser presented the accounts payable and answered questions
92 about times. Treasurer Novak motioned to approve the accounts
93 payable, Board Member Willoughby seconded the motion, a vote was
94 called, all ayes, motion passed.

95 **l. Review and possible approval of the meeting minutes of;**
96 **October 20, 2022, October 24, 2022, and November 10, 2022**

97 Treasurer Novak motioned to approve the minutes of November 10,
98 2022, Board Member Willoughby seconded the motion, a vote was
99 called, all ayes, motion passed.

100 The minutes of October 20, 24, 2022 were tabled due to not enough
101 members present who were at the meetings.

102 **m. Board Comments.**

103 Chair Armstrong asked if anyone had heard feedback from Truth in
104 Taxation process.

105 Board Member Donaldson stated he heard from a few people.
106

107 **Item 7 Adjourn.**

108 Board Member Willoughby motioned to adjourn, Board Member Donaldson
109 seconded the motion, a vote was called, all ayes, motion passed, adjourned at
110 8:16PM