

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Special Meeting  
Executive Conference Room  
60 N Main St  
Coalville, UT 84017  
November 30, 2023

1 Chair Armstrong called the meeting to order at 6:05PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Jim Rees

5 Treasurer Ari Ioannides

6 Louise Willoughby

7 Chris Robinson - Remote

8 Don Donaldson

9 John Adams

**Staff Present**

Ben Nielson, Fire Chief

Nick Jarvis, Deputy Fire Chief

Tyler Rowser, District Clerk

Ryan Stack, Deputy County Attorney

**Public Present – Electronic**

10

11 **Item 2 Roll Call**

12 A quorum was present.

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

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

16 b. Pending or reasonably imminent litigation

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

19 Vice Chair Rees motioned to go into closed session for personnel, Board  
20 Member Willoughby seconded the motion, a vote was called, all ayes,  
21 motion passed. Closed session started at 6:06PM

22 Present in the closed session were all present board members and  
23 Ryan Stack.

24 **Item 4 Reconvene in Open Meeting**

25 The Board reconvened in public meeting at 6:58PM

26

27 **Item 5 Pledge of Allegiance**

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

29 **1. Public Input**

30 None

31

32

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34

35 **Item 6 Consent Agenda**

36

37 **a. Minutes of October 12, 2023, and November 9, 2023**

38 Vice Chair Rees motioned to approve the consent agenda with  
39 corrections to the minutes, Board Member Adams seconded the motion,  
40 a vote was called, all ayes, motion passed.

41

42 **Item 7 Consideration of Approval**

43

44 **a. Discussion and possible recommendation to the Summit**  
45 **County Council for adoption of the 2024 Budget and 2023**  
46 **Amended Budget**

47 Chief presented the proposed budget.

48 Board Member Robinson motioned to recommend the 2023 amended  
49 budget, Board Member Donaldson seconded the motion, a vote was  
50 called, all ayes, motion passed.

51 Treasurer Ioannides motioned to recommend the 2024 budget for  
52 adoption, Board Member Willoughby seconded the motion, a vote was  
53 called, all ayes, motion passed.

54 **b. Discussion and possible approval of amendments to the fire**  
55 **chief job description.**

56 Ryan discussed the changes to the job description.

57 Board Member Willoughby motioned to approve the amendments to  
58 the job description, Board Member Donaldson seconded the motion, a  
59 vote was called, all ayes, motion passed.

60 **c. Discussion and possible recommendation to the Summit County**  
61 **Council of amended and restated fire chief contract.**

62 Ryan discussed the changes to the contract.

63 Board Member Adams motioned to recommend the amended contract  
64 to the County Council, Board Member Willoughby seconded the  
65 motion, a vote was called, Board Members Willoughby, Adams,  
66 Ioannides, Donaldson, Robinson, and Armstrong ayes, Vice Chair Rees  
67 nay, motion passed.

68 **d. Discussion and possible approval of a multi-agency mutual and**  
69 **automatic aid agreement.**

70 Ryan discussed the agreement.

71 Board Member Willoughby motioned to approve the multi-agency  
72 mutual and automatic aid agreement, Board Member Adams seconded  
73 the motion, a vote was called, all ayes, motion passed.

74

75 **Item 8 Board Comments.**

76 The board members all expressed their thanks to Vice Chair Jim Rees for his  
77 time served and his different opinions and perspectives on issues.

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78 Vice Chair Rees expressed his thanks to the board and to the former board  
79 members who have served with him.  
80 Chair Armstrong mentioned that unless a pressing issue comes up, he would  
81 like to cancel the December 14<sup>th</sup> meeting.

82 **Item 9 Adjourn.**

83 Vice Chair Rees motioned to adjourn, Board Member Adams seconded the  
84 motion, a vote was called, all ayes, Adjourned at 8:15PM