**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT**

**ADMINISTRATIVE CONTROL BOARD MEETING**

**May 15, 2024**

**NEW HARMONY FIRE STATION**

**1388 South Old Hwy 91**

**Meeting Minutes**

1. **Open Hearing: R C. Huckaby.**
   1. Meeting called to order at 7:00 pm.
2. **Attendance: Cathye Huckaby.**
   1. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein, Vice Chairperson; John Southwick, Treasurer; Eric Kerns, Member; Cathye Huckaby, Board Clerk/Office Manager.
   2. Board Members Absent: N/A
   3. Fire Department Volunteers: Chief Banks, Fire Chief; Richard Carter Lieutenant, David Osborn,
   4. Fire Association Members: Tamra Banks
   5. Community: Ted Reinert, Tina Reinert.
3. **Reading and Approval of Previous ACB Meeting Minutes – Clay Huckaby.**
   1. Members had the opportunity to review the Administrative Control Board (ACB) Meeting Minutes of March 20, 2024. No changes were requested (See Attached).

***Motion: A motion was made by John Southwick that the ABC Meeting Minutes March 20, 2024, be approved as reviewed. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.***

1. **Financial Report: John Southwick.**
   1. NHVSSD Balance Sheet dated as of 5-13-2024, was reviewed (See Attached).
   2. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 5-13-2024 was reviewed (See Attached).
   3. NHVSSD Expense Report for 2-9-2024 to 5-13-2024 was reviewed (See Attached).

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

1. **Vacant Position Application Review and Appointment: Clay Huckaby.**
   1. Ryan Frisby sent in a resume requesting to be appointed to serve as a member of the NHVSSD -Administrative Control Board (See Attached). Board members had the opportunity to review his application. Ryan has attended meetings in the past and assisted in other community projects.

***Motion: After a review and discussion of Ryan Frisby’s resume a motion was made by Eric Kerns that Ryan Frisby be appointed to the NHVSSD Administrative Control Board to serve out the remainder of the term vacated by Scott Pace (2022-2026). Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.***

1. **Board Members Training: Cathye Huckaby and Jim Banks**
   1. Email 5-13-2024 Mandatory Board Training was reviewed (See Attached). All Board members are required to complete the yearly “Open and Public Meeting Training.” John Southwick and Pat Fleckenstein, as new Board members, need to complete the “Local Districts and Special Services Board Member Training.
   2. Chief Banks is seeking clarification on what NIMS/ICS training the Board Members must attend.
2. **Policy Proposals: Clay Huckaby, Cathye Huckaby.**
   1. Revised By Laws, Page2: RE: Emails: It is proposed that the NHVSSD By-Laws Page 2, Section D; Paragraph 5, be amended adding the sentence, *“Anyone elected or appointed must agree to use email during their tenure in office.”* (See Attached).

***Motion: A motion was made by Eric Kerns that the NHVSSD By-laws be amended to show the proposed change by adding to NHVSSD By-Laws Page 2, Section D; Paragraph 5, the sentence, “Anyone elected or appointed must agree to use email during their tenure in office.” Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.***

* 1. Record Retention Policy: It was proposed that the NHVSSD ACB approve Resolution 1-2024 Record Retention Policy (See Attached). The contents of which are in accordance with the State of Utah, Little Manual for Local and Special Districts (Revised June 2024).

***Motion: A motion was made by Eric Kerns that the NHVSSD ACB approve Resolution 1-2024 Record Retention Policy as reviewed and discussed. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.***

* 1. Accounting - Receiving, Recording, Time Frames for Monetary Deposits: It was proposed that the NHVSSD ACB approve Resolution 2-2024 Accounting-Receiving, Recording, Time Frames for Monetary Deposits (See Attached). The contents of which are in accordance with the State of Utah, Little Manual for Local and Special Districts (Revised June 2024).

***Motion: A motion was made by Eric Kerns that the NHVSSD ACB approve Resolution 2-2024 Accounting - Receiving, Recording, Time Frames for Monetary Deposits as reviewed and discussed. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.***

1. **Impact Fee Study Proposal: Cathye Huckaby.**
   1. Background: The proposal to have an Impact Fee Study completed for the NHVSSD has been on the agenda for several months. Originally the Chairperson brought forward a proposal from Zions Public Finance who would complete an Impact Fee Study for $8000 (See Attached). To the knowledge of Washington County Supervisors an Impact Fee Study has never been completed for the NHVSSD. Considering the district’s growth, one is recommended. An Impact Fee Study:
      * Is required before implementing an increase to any standard fee.
      * Is helpful when applying for grants.
      * Provides a standard by which to measure growth, assists in developing a 5-year plan and identifies the needs of the district.
      * The cost of the study can be paid from the Impact Fee Account. Zions Public Finance Company was recommended by Mark Becraft, Fire Chief North Davis Special Service District, Hurricane City Manager, and the Utah Association of Special Districts.

Members of the Board requested additional bid proposals to see if the cost could be lowered. The Chairperson reached out to several other agencies and only one responded. Infinity Engineering responded with a quote of $6,500; however, admittedly never having completed an Impact Fee Study for a Fire Department and/or Fire District

* 1. The Chairperson proposed the district consider approving the original proposal from Zion Public Finance.

***Motion: A motion was made by Pat Fleckenstein that the Board acknowledge the need for Impact Fee Study for NHVSSD; that the proposal by Zions Public Finance be approved and the Chairman authorized to proceed as needed. John Southwick seconded the motion. Motion carried unanimously by all present.***

1. **Grant Updates: Clay Huckaby.**
2. Chairman Huckaby, despite having reservations that the district might not be a contender, will be applying for the DNR 2024 – Wildfire Prevention Grant.
3. It was noted that several agencies hire professionals who have extensive resumes in fire protection to write their grants. This gives them an edge in that they use the author uses vernaculars familiar to the grant review board and can better argue the case.
4. **Board Member Report Presentation -Wildfire Fuels Management/Wildfire**

**Prevention Program: John Southwick.**

a. John Southwick proposed that the district be proactive by developing a Wildfire Fuels Management/Wildfire Prevention Program to educate the public regarding home defense, wildfire mitigation and assisting the community in that endeavor. He volunteered to be the director of that program and would like to seek volunteers to assist. He suggested the district host an Annual Fire Prevention Meeting.

1. ***Motion: A motion was made by Pat Fleckenstein that the NHVSSD recognize the need for a Wildfire Fuels Management/Wildfire Prevention Program; that John Southwick be appointed as the Committee Chairperson for the project. Eric Kerns seconded the motion. Motion carried unanimously by all present.***

**XII. Chief Report: Jim Banks/Richard Carter.**

1. 800MHZ Radio Update: The state mandate for all fire departments to switch to the new radio requirements is fast approaching. This will be a very expensive endeavor and there will be no state assistance. The tentative deadline being September 2024. This could easily be a $80,000 to $100,000 expense; one the department’s budget cannot currently handle. The Chief is looking into lowering the cost by getting bids from various companies. Every department in Utah is facing the same issue. Some smaller departments are being forced to purchase “lower tiered radios” that are not recognized as public safety radios.
2. The flammable fuels cabinet, which has been needed for a while, has been purchased.
3. Fire Season is quickly approaching, we have had 48 calls this year.
4. We continue to bill insurance companies when responding to nonresidential calls; recently having received $1800.
5. The turbo went out on the Squad, an unexpected expense.
6. The Association is working to replace expired helmets.
7. The Chief is proposing a committee be formed to identify the needs for equipping the new fire truck. David Osborn and Pat Fleckenstein will be reaching out to their contacts for a “standard list of equipment for fire trucks.” In addition, a “preconstruction conference” is scheduled for this August to discuss details of the new apparatus.
8. The EMR program will be a primary focus in the next month.

**XIV. Office Manager Report: Cathye Huckaby.**

* 1. The VISA limit has not been increased as the bank is now requiring registration with a second entity. Both the Chairperson and Office Manager are working to resolve the matter.

**XV. Fire Association: Tamra Banks.**

1. Pancake Breakfast yielded a good profit.
2. The Community Clean-up will be on Saturday May 18th.

**XVI. Community Comment:**

1. No Comment.

**XVII. Meeting Adjourned at 8:51pm**

***Motion: A motion was made by Pat Fleckenstein to adjourn the meeting. The motion was seconded John Southwick. Motion carried unanimously by all present.***

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opportunity provider and employer.”

**Attachments:**

**ACB-FB Meeting Agenda 5-15-2024**

**Utah Public Notice of Meeting 5-14-2024, 4-17-2024**

**NHVSSD Public Sign-in Sheet 5-15--24**

**ACB-FB Meeting Minutes 3-20-2024**

**NHVSSD Balance Sheet as of 5-13-2024**

**NHVSSD Budget vs Actuals January – December 2024 as of 5-13-2024**

**Expense Report 2-9-2024 to 3-18-2024 as of 5-13-2024**

**Ryan Frisby Resume**

**Training Email 5-13-2024**

**By-Laws Change Proposal, Page 2, Section D, Paragraph #5**

**NHVSSD Resolution 1-2024 Record Retention Policy**

**NHVSSD Resolution 2-2024 Accounting – Receiving, Recording, Time Frames for Monetary Deposits**

**Zions Public Finance, Inc, Impact Fee Study Proposal**