

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD MEETING

February 21, 2024

**NEW HARMONY FIRE STATION
1388 South Old Hwy 91**

Meeting Minutes

I. Open Hearing: R C. Huckaby.

- a. Meeting called to order at 7:00 pm.

II. Attendance: C. Huckaby.

- a. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein, Vice Chairperson; John Southwick, Treasurer; Eric Kerns, Member; Cathye Huckaby, Board Clerk/Office Manager.
- b. Board Members Absent: Scott Pace, Member.
- c. Fire Department Volunteers: Chief Banks, Fire Chief
- d. Fire Association Members: Sonia Steere, President; Tamra Banks, Member.
- e. Community Members Present: None

III. Reading and Approval of Previous Meeting Minutes – R C. Huckaby.

- a. Members had the opportunity to review the January 17, 2024, Administrative Control Board Meeting Minutes. No changes were requested. (See Attached).

Motion: A motion was made by Pat Fleckenstein to have the January 17, 2024, meeting minutes be approved as reviewed. Eric Kerns seconded the motion. Motion carried unanimously by all present.

IV. Financial Report: Cathye Huckaby.

- a. NHVSSD Balance Sheet dated as of 2-20-2024, reviewed. (See Attached).
- b. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 2-20-24 Reviewed. (See Attached).
- c. NHVSSD Expense Report for 1-1-2024 to 2-20-24 Reviewed (See Attached.)
- d. No questions or concerns.
- e. John Southwick and Cathye Huckaby met with Kip Lewis, CPA Hinton & Burdick earlier in the month for about two and a half hours. Kip trained them both in what is required by the Treasurer as a 2nd level review on financial documents.

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

V. Approval of NHVSSD – ACB By-Laws: R C. Huckaby

- a. As a follow-up from last month’s meeting Chairperson Huckaby corrected the proposed NHVSSD – ACB By-Laws (Section E, paragraph 2) to reflect what was agreed to at the last ACB Meeting. The corrections were made, and prior to this meeting, each member was emailed a copy of the revised NHVSSD – ACB By-Laws (Section E, paragraph 2) which defines the length of term for ACB Officers (i.e. Chairperson, Vice Chairperson, Treasurer (See Attached).

Motion: A motion was made by John Southwick that the NHVSSD-ACB By-Laws, Section E, paragraph 2 be revised to include. “ Officers of the ACB shall be selected from the ACB Members by majority vote every two years at the discretion of the ACB. Eric Kerns seconded the motion. Motion carried unanimously by all present.

VI. Impact Fee Study Proposal: R C. Huckaby

- a. Chairperson Huckaby presented the need for a current Impact Fee Study. He noted the district, to his knowledge, does not have one on file with Washington County and a copy cannot be found. Utah Code Chapter 36a speaks to the need to have such an analysis and plan. He inquired with a couple other Fire Chiefs as to who they used in completing their Impact Fee Studies and several suggested, Zions Public Finance. INC. After contacting them and detailing our needs, Zions Public Finance provided a proposal for preparing an Impact Fee Plan. Their proposal is for \$8000.
- b. While the board felt one was probably necessary, the discussion was tabled to follow-up on the following:
 - Get more proposals as some felt \$8000 was excessive.
 - Should we make a payment on the new apparatus before initiating a study?
 - Get samples of Impact Fee Studies completed for other agencies.

VII. Financial Plan: Removed from the agenda to seek more information on early payment of the new apparatus.

VIII. Proposal to Authorize the Fire Chief to Explore Sharing Resources with Cedar City Fire Department.

- a. As has been previously discussed the district might gain benefits by combining efforts with other agencies. Chief Banks broached the subject with Washington County Commissioners, who voice no objection to the matter even involving resourcing with Iron County.
- b. The Chairperson proposed authorizing Chief Banks to explore these options on behalf of the NHVSSD-ACB.

Motion: A motion was made by Eric Kerns to authorize Chief Banks, on behalf of the NHVSSD, to explore sharing resources with other departments, districts, and counties. John Southwick seconded the motion. Motion carried unanimously by all present.

IX. Savings on Trash Pick-up: John Southwick

- a. John Southwick noted that the district pays approximately \$375. a month for the trash dumpster. He believes most of the time the dumpster is not full, and the department would be better served at a cheaper rate to return the dumpster to Republic Services and go to the weekly trash pick -up provided by the county.
- b. Chief Banks had no objections.
- c. John will contact Washington County to ensure weekly trash pick-up is possible and what will be the cost. The matter will be taken up again at the next meeting.

X. Impact Fee Enforcement: John Southwick

- a. After speaking with Washington County Officials, John learned that until now the county had no system for flagging X structure additions plans to ensure NHVSSD Impact Fee receipts. That has been corrected; now before Certificate of Occupancy are issued, or Structure Addition Plans are approved, an Impact Fee Receipt from NHVSSD will be required by the County.

XII. Stipend Reimbursement for Volunteers Conducting Fire & Safety Inspections: John Southwick.

- a. John proposed giving the Volunteer Fire Fighters, who have gotten their Fire & Safety Inspection Certifications, a stipend in the form of a “call-out” when they conduct inspections.

Motion: A motion was made by John Southwick that Fire& Safety Inspections be counted as a “call-out” and the inspector be compensated accordingly. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.

XIII. Chief Report: Jim Banks.

- a. Chief Banks reports a much slower January than last year. There were about 10 calls in January 2024.
- b. The compressor came in at half the price as projected. The Chief secured a good deal.
- c. The HVFD and Chairperson Huckaby attended UVU Fire Academy Certification Winter School. Several certifications were achieved.
- d. The “non ambulance” is almost ready to be put into service. Richard Carter and Wes Goodman are putting on the reflective markings.
- e. The department is considering downsizing one piece of equipment to make space for the new apparatus.

XIV. Office Manager Report: Cathye Huckaby.

- a. All Bank Signatories are updated.
- b. The Districts Insurance Policy with Utah Local Trust and WIC is up for renewal, and we are in the application process.

XV. Fire Association

- a. The Ryan Frisby Foundation has once again donated \$10,000 to the Association to be used as determined by the department.

- b. The Association is considering the cost to assist with training by using “online” courses.
- c. The event calendar is being finalized. There will be a Pancake Breakfast, Fire Awareness Project, and Community Clean-up in May.

XVI. Community Comment:

- a. **Look for the Utah Caucus in March.**
- b. **The Washington Commissioners will also be at the Library in March**

XVII. Meeting Adjourned at 8.41pm:

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

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Attachments:

ACB-FB Meeting Agenda 2-21-2023

Utah Public Notice of Meeting 1-25-2023, 2-20-2023

NHVSSD Public Sign-in Sheet 2-21-24

ACB-FB Meeting Minutes 1-17-24

NHVSSD Balance Sheet 2-20-2023

NHVSSD Budget vs Actuals January – December 2024 as of 2-20-24

Expense Report 1-1-2024 to 2-20-24

Amended By-Laws email 2-14-24

Zions Public Finance Impact Fee Proposal

CD Account Rate for SBSU