**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT**

**FIRE BOARD MEETING**

**May 17, 2023**

**NEW HARMONY FIRE STATION**

**1388 South Old Hwy 91**

**Meeting Minutes**

1. **Open Meeting: Scott Pace** 
   1. Meeting called to order by Vice Chairperson Scott Pace at 7:09 pm.
2. **Attendance:** 
   1. Board Members Present: Scott Pace, Vice Chairperson; Eric Kerns, Member; Darren Adair, Treasurer; Clay Huckaby, Member.
   2. Board Members Absent: Roxanne Hansen, Chairperson.
   3. Fire Department Present: Jim Banks, Fire Chief; Cathye Huckaby, Office Manager/Board Clerk.
   4. Community Members Present: Sonia Steere, Fire Association President, Jeannie Brown, Fire Association Treasurer, Tamra Banks, Fire Association Member, Ryan Frisby, Community Member.
3. **Reading and Approval of Previous Meeting Minutes – Clay Huckaby.**
   1. Reading of the April 19, 2023, Meeting Minutes by Clay Huckaby, Board Clerk. (See Attached).

***Motion: A motion was made by Darren Adair that the April 19, 2023, Meeting Minutes be approved as read. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.***

1. **Financial Report – Darren Adair.**
   1. Members were presented the following documents for review and approval:
      * NHVSSD Budget vs. Actuals: 1/1/23 to 5/15/23.
      * NHVSSD Balance Sheet as of as of 5/17/23 (See Attachment).

***Motion: A motion was made by Clay Huckaby that the Financial Report be approved as read. The motion was seconded by Eri Kerns. Motion carried unanimously by all present.***

b. Treasurer Adair suggested that the Board revert to the prior practice of reviewing a Financial Report on a Quarterly basis instead of monthly. The matter was discussed, board members agreed, and a motion was made.

***Motion: A motion was made by Darren Adair that the Board revert to prior practice wherein a Financial Report is provided Quarterly for review and approval instead of monthly. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.***

1. **Resignation of Chairperson Roxanne Hansen - Scott Pace** 
   1. Chairperson Hansen submitted her resignation from both the Fire Board and the Local Building Authority Board of Trustees effective May 15, 2023. Her resignation letter was reviewed and accepted (See Attached). A discussion occurred pertaining to the recent resignations of two board members who ran for positions and subsequently did not fulfill the term. It was agreed that in the future anyone electing to run for these positions should have a clear understanding of the 4-year commitment and the work involved in accepting such a position.

***A motion was made by Darren Adair that the Board accept Roxsanne Hansen’s resignation and thank her for her work; that the Board proceed in replacing her by appointment after sufficient posting of the vacancy as per NHVSSD midterm replacement policy adopted previously this year. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.***

1. **Committee Member Report: Kerns, Pace, Adair, Huckaby**

a. Clay Huckaby provided an update of the grants that have been submitted. The Wildfire grant was declined in the 3rd round. He also clarified that in regard to non-profit status the district is considered 504 status as opposed to a 501.3.c.

1. **Chief Report – Jim Banks**
   1. The valley is experiencing growth and progress, this however is neither understood by many or many wish to ignore the obvious. To date the department has responded to 58 calls this year, which is substantially higher than last year or years past. It was noted that we have not reached fire season yet and the number of callouts will have an impact on this year’s budget.
   2. The Emergency Medical Response (EMR) program will likely need more funds as the program is fully activated.
   3. As discussed in the last meeting North Davis has an Ambulance that is being decommissioned. Davis used the vehicle as a back-up response ambulance. It is a diesel engine, 2006 with less than 80,000 miles. North Davis Chief has been working closely with Clay Huckaby and has gotten approval to sell the vehicle to NHVSSD for $15,000. Both Chief Banks and Board Member Huckaby have inspected the vehicle and believe it to be a good purchase.

Chief Banks noted that the district could not use the vehicle as a transport ambulance as we are not currently licensed for that level of care; however, the vehicle could be relabeled as a “rescue vehicle” and provide two essential functions which include a EMR callout response vehicle and providing a respite staging area for victims and/or firefighters during in climate weather. Considering the district very tight budget this purchase would have to be through donations from the Fire Association or other charitable organizations.

d. Sonia Steere, New Harmony Fire Association President informed the Board their organization would be willing to assist in this purchase by agreeing to pay all or part of the asking price, if the district would commit to covering the cost of maintenance, insurance etc.

e. Darren Adair committed to getting a $10,000 donation toward the purchase of the decommissioned ambulance from a family charitable organization. If the Fire Association was to purchase the vehicle for $15,000 on behalf of the district, his charitable organization would reimburse the Fire Association with the $10,000 donation.

***A motion was made by Darren Adair that the Board agree to provide insurance and maintenance for the 2006 decommissioned ambulance once it is purchased by the New Harmony Fire Association and donated to the New Harmony Valley Special Service District. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.***

f. Chief Banks presented information regarding volunteer Firefighters’ need for a physical and the matter was tabled until the next meeting.

1. **Lexipol Policy Chapter Review/Adopt- Jim Banks**
   1. Jim Banks and Clay Huckaby submitted for review and adoption into the District’s Policy Manual the following Chapters 6 & 7: (See Attachment)

* Chapter 6 - Training

***Motion: A motion was made by Darren Adair that Chapter 6 – Training as read and reviewed be adopted as policy/procedure for the NHVSSD. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.***

* Chapter 7- Equipment and Technology

***Motion: A motion was made by Eric Kerns that Chapter 7 – Equipment and Technology as read and reviewed be adopted as policy/procedure for the NHVSSD. The motion was seconded by Darren Adair. Motion carried unanimously by all present.***

1. **Office Manager Report: Cathye Huckaby**
   1. Election material was posted as previously noted. (See Attached)
   2. WCF Insurance updated: We are covered for injury and accident on all Volunteer Firefighters. A recent audit increased our premium by about $200.00. When looking into our policy it became apparent WCF is not easy to work with when asking about policy information. It took 2 weeks to get an answer to the question, “Are we sufficiently covered for Volunteer Firefighters in case of injury.” Cathye Huckaby is looking into packaging our workers compensation policy with Utah Governmental Trust that does the rest of our insurance.
2. **Meeting Adjourned at 9:00 pm.**

***Motion: A motion was made by Darren Adair to adjourn the meeting. The motion was seconded by Clay Huckaby. Motion carried unanimously by all present.***

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Attachments

Fire Board Meeting Agenda 5-17-23

Utah Public Notice of Meeting (1)

Fire Board Meeting Minutes 5-17-23

Balance Sheet As of 5-17-23

Budget vs Actual As of 5-17-23

Roxanne Hansen Resignation Email 5-16-2023

P&P Policy Chapters: 6 & 7

Utah Public Website Vacancy Notice