

**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT
Fire Board Meeting**

February 15, 2022

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

Hearing Minutes

I. Open Meeting: Roxanne Hansen:

- a. Meeting called to order by Chairperson Roxanne Hansen at 6:59 pm.

II. Attendance:

- a. Board Members Present: Roxanne Hansen, Chairperson, Scott Pace., Vice Chairperson, Eric Kerns, Member; Mike Ballard, Member; Clay Huckaby, Board Clerk
b. Board Members Absent: Darren Adair, Treasurer.
c. Fire Department Present: Jim Banks, Fire Chief; Cathye Huckaby, Office Manager.
d. Community Members Present: Lordes Valencia (Board Clerk Candidate).

III. Reading and Approval of Previous Meeting Minutes – Clay Huckaby.

- a. Reading of the January 18, 2023, Meeting Minutes by Clay Huckaby, Board Clerk. (See Attached).

Motion: A motion was made by Scott Pace that the January 18, 2023, Meeting Minutes be approved as read. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.

IV. Financial Report – Cathye Huckaby.

- a. Members were presented the following documents for review and approval:
- NHVSSD Balance Sheet as of 1/1/23 to 2/15/23 (See Attached).
 - NHVSSD Budget vs. Actuals: 1/1/23 to 2/15/23 (See Attached).

Motion: A motion was made by Eric Kerns that the Financial Report be approved as read. The motion was seconded by Mike Ballard. Motion carried unanimously by all present.

V. Chairperson Report: Roxanne Hansen.

- a. Chairperson Hansen requested an update on the following:
- Lexipol Policy and Procedures (P&P): Clerk Huckaby reported the process was going as expected with a projected completion date of April 2023.
 - EMR Program: Chief Banks reported that the next step is licensing and that cannot be completed until the P&P Manual is completed with Lexipol.
 - Five-year plan update: This is a priority for the Board to complete in the upcoming months. Mike Ballard, Jim Banks and Cathye Huckaby agreed to meet as a committee and prepare a draft plan.

VI. Grant Update: Clay Huckaby

- a. State of Utah – PPE: Awarded (\$9,700.00) Matching Grant. The PPEs are on order. Fire Association will match Funds.
- b. Federal Dept Forestry (FDF) – Chipper, Chipper Trailer/Storage and Volunteer Funds: Awaiting final decision. At the final level of review. If awarded “in-kind” hours and money will be donated to the district of the New Harmony Fire Association. The types of allowable “in-kind” hours will need to be determined.
- c. Assistance to Fire Fighter Grant -Washing Machine /Truck Motor Reimbursement: Submitted.
- d. SAFER – Retention of Volunteer Fire Fighter Grant: Proposal being written. Deadline March 13, 2023.

VII. Fire Association Update – Melanie Ballard

- a. Report on funds available and matching in-kind volunteer hours.

VIII. Consideration and adoption of a Resolution authorizing an annually renewable Lease, a Master Resolution, Security Documents and the issuance and sale by the Authority of its Local Building Authority of New Harmony Valley Special Service District, Washington County, Utah Equipment Lease Revenue Bond, Series 2023 to finance the cost of acquiring fire trucks and related public safety equipment; and authorizing the taking of all other actions necessary to the consummation of the transactions contemplated. – Roxanne Hansen

IX. Review and Adopt Authority Resolution. # 2-23.

- a. Overview: The NVSSD Local Building Authority agrees to do as stipulated with the NHVSSD-Fire Board to purchase the noted fire truck. (See Attached).

Motion: A motion was made by Mike Ballard that the Authority Resolution #2-23, as prepared by the Office of Olsen and Chamberlain, Attys and reviewed by the Board be approved as read. The motion was seconded by Scott Pace. Motion carried unanimously by all present.

X. Review and Adopt Resolution of District. # 3-23.

- a. Overview: This document authorizes the NVSSD Local Building Authority to act in accordance with the agreement made with the NHVSSD to issues bond to purchase a new fire truck as agreed upon in the CIB grant/match loan. (See Attached).
- b.

Motion: A motion was made by Eric Kerns that the District Resolution 3-23, as prepared by the Office of Olsen and Chamberlain, Attys and reviewed by the Board be approved as read. The motion was seconded by Mike Ballard. Motion carried unanimously by all present.

XI. Review and Adopt Security Agreement.

- a. Security Agreement prepared by the Office of Olsen and Chamberlain for the purpose of purchasing a Fire Truck was reviewed.

Motion: A motion was made by Eric Kerns that the Security Agreement, as prepared by the Office of Olsen and Chamberlain, Attys and reviewed by the Board be approved as read. The motion was seconded by Milk Ballard. Motion carried unanimously by all present.

XII. Review and Adopt Master Resolution.

- a. The Master Resolution prepared by the Office of Olsen and Chamberlain for the purpose of purchasing a Fire Truck was reviewed. (Not attached due to the length of the document – Available for review.)

Motion: A motion was made by Scott Pace that Master Resolution as prepared by the Office of Olsen and Chamberlain, Attys and reviewed by the Board be approved as read. The motion was seconded by Milk Ballard. Motion carried unanimously by all present.

XIII. Review and Adopt Lease Agreement.

- a. The Lease Agreement prepared by the Office of Olsen and Chamberlain for the purpose of purchasing a Fire Truck was reviewed (Not attached due to the length of the document – Available for review).

Motion: A motion was made by Eric Kerns that Lease Agreement as prepared by the Office of Olsen and Chamberlain, Attys and reviewed by the Board be approved as read. The motion was seconded by Scott Pace. Motion carried unanimously by all present.

XIV. Meeting Adjourned:

Motion: A motion was made by Scott Pace to adjourn the meeting. The meeting was adjourned at approximately 8:00pm. The motion was seconded by Eric Kerns. Motion carried unanimously by all present.

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Attachments

Utah Public Notice of Meeting 0

Agenda 2-15-23

Meeting Minutes 1-18-23

Balance Sheet As of 2-15-23

Budget vs Actual As of 2-15-23

Authority Resolution., # 2-23.

Resolution of District. # 3-23.

Security Agreement.

Notices:

Spectrum 2023 Meeting Schedules

Utah Public Website (2)