

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting

Executive Conference Room
60 N Main St
Coalville, UT 84017

June 13, 2024

1 Chair Armstrong called the meeting to order at 6:08 PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Don Donaldson - Excused

6 Treasurer Ari Ioannides

7 Louise Willoughby

8 Chris Robinson – remote *excused at 7:08 PM*

9 John Adams *excused at 8:13 PM*

10 Steven Dallin

Staff Present

Ben Nielson, Fire Chief

Nick Jarvis, Deputy Fire Chief-
remote

Tyler Rowser, District Clerk

Ryan Stack, Deputy County Attorney

Public Present

Susan Jacquie Nielsen (Jacquie)

13 **Item 2 Roll Call**

14 A quorum was present.

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

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

18 b. Pending or reasonably imminent litigation

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

21 Board Member Adams motioned to move into closed session for
22 personnel; Board Member Willoughby seconded the motion, a vote was
23 called, and all ayes; closed session started at 6:10 PM.

24 Present in the closed session in the County Attorneys Conference
25 Room, Roger Armstrong, Louise Willoughby, John Adams, Steve
26 Dallin, Ari Ioannides, Chris Robinson joined during closed session
27 remotely, and Ben Nielson.

28 **Item 4 Reconvene in Open Meeting**

29 Reconvene at 6:39 PM

30 **Item 5 Pledge of Allegiance**

31 Chair Armstrong led the board and public in the pledge of allegiance.

32 **Item 6 Work Session**

33

34 a. **Chief's Report. Discussion of current operational status.**

35 a. **Buildings**

36 The carpet in station 21, in the bold bard room, should be
37 done this week and by the next meeting, so we should be
38 back there.

39 One of the garage doors at Statin 21 had a spring break,
40 which is being repaired tomorrow.

41 **b. Apparatus**

42 E22 will be back on Monday, and they are making sure
43 there is no leakage.

44 **c. Training**

45 220 hours of training in May.

46 **d. Operations (Medical/Fire)**

47 Chief Nielson went over the monthly call schedule. We
48 are seeing a lot of building permits and signing off on
49 them.

50 **e. Misc.**

51 We have hired the paramedic to return to full staff in our
52 full-time ranks. The SHSP grant is for swift water and
53 rescue.

54 **Item 7 Public Input**

55 *None*

56 **Item 8 Consent Agenda**

57 **a. Accounts Payable May 2024**

58 **b. Minutes of March 14, & May 9, 2024**

59 Board Member Willoughby motioned to approve with two
60 corrections to the minutes. Board Member Adams
61 seconded the motion, a vote was called, and all ayes, the
62 motion passed.

63 **Item 9 Consideration of Approval**

64 *The chair opted to adjust the order of the items from the agenda.*

65 **a. Discussion and possible approval of the License and Site Use**
66 **Agreement between the District and Heber Valley Self Reliance**
67 **Group for a community garden at Station 23.**

68 Jacquie presented the plan of what they want to do with the
69 community garden. They are a registered non-profit with the state and
70 await final approval from the IRS for a 501C3. They will list the
71 district as additional insured.

72 Board Member Adams motioned to approve the 1-year License and Site
73 Use Agreement; Board Member Willoughby signed the motion, a vote
74 was called, and all ayes and the motion passed.

75 **b. Discussion and possible approval of surplus property.**

76 **a. Donation of Truck 21 to Davis Technical Collage Fire**
77 **Academy**

78 Chief Nielson introduced Chief Jared Sholly from DATC, who
79 oversees the Fire Academy. Treasurer Ioannides stated that he

80 thinks there might be some monetary value and would
81 recommend we set a reserve of \$7,500 on it and try to sell it
82 before donating it to the college. The truck has already been
83 surpluses.

84 **b. Surplus of 2022 F150**

85 Chief Nielson discussed this plan of rotating the fleet of light
86 vehicles every two years. The board discussed and tabled the
87 item.

88 **c. Discussion and possible recommendation to the County
89 Council for district policy and procedures approval.**

90 a. Preface

91 b. Section 100

92 c. Section 200

93 d. Section 300

94 The board opted to table this item and have Board Members
95 Willoughby & Adams review them as the Policy Committee before
96 the next meeting. Treasurer Ioannides motioned to continue the
97 matter to the next meeting. Board Member Dallin seconded the
98 motion, and a vote was called. All ayes, and the motion passed.

99 **d. Discussion and possible approval to declare the Tollgate shed
100 surplus property and discussion of direction to staff on
101 disposing of the shed in a commercially reasonable manner in
102 accordance with the district's surplus property policy; and a
103 discussion on how to respond to the revised offer from the
104 Tollgate HOA.**

105 *Board Member Adams was excused from the remainder of the meeting
106 before this item started.*

107 Chief Nielson reviewed the offer from Pine Meadows HOA. Treasurer
108 Ioannides motioned to declare the shed surplus property and accept
109 the offer from Pine Meadows HOA and the Chief to work with the
110 Attorney to bring back a sale agreement for final approval; Board
111 Member Dallin seconded the motion, a vote was called of all the
112 present board members, all ayes, and the motion passed.

113 **Item 10 Board Comments.**

114 Board Member Dallin invited the district to participate in the Henefer 4th of July
115 parade.

116 Board Member Willoughby stated that the Coalville car show is coming up on June
117 22nd. She also thanked the firefighters for helping her neighbor who had a flood
118 when the river rose so quickly.

119 Ryan, as we discussed the appendices of the IFC, it makes more sense to do this in
120 the Eastern Summit County code rather than on a district level.

121 **Item 11 Adjourn.**

122 Board Member Willoughby motioned to adjourn; Treasurer Ioannides seconded the
123 motion. A vote was called; all ayes and the meeting was adjourned at 8:27 PM.

APPROVED 07.11.2024