

Minutes of North Tooele Fire District  
Board Meeting  
Stansbury Park Fire Station  
179 Country Club  
Stansbury Park, UT 84074

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Date: February 21, 2024

Board Members present: Rick Pollock (Board Chair), Mark Herrera, Steve Manzione, Scott Bissegger, Kurt Stephensen, and Daniel Boone (Alternate Board Member).

Staff present: Chief Kevin Nunn, Deputy Chief Jason Brown, Cassandra Ray, and Jack Peck. Kaylee Moya (Excused).

Others present: Kim Clausing, Andrew Adams, Greg Hicken, Sean Canterbury, Chris Unsworth, Jack Unsworth, Chandler Bandle, Kirk Arnold, and Brandi Garcia (Online).

The board meeting of the Board of Trustees was called to order by Rick Pollock at 18:30

**Item 2 – Pledge of Allegiance** – Daniel Boone.

**Item 3 – Approval of minutes**

Approval of January 24<sup>th</sup>, 2024, board meeting minutes – Motion to approve by Mark Herrera. 2<sup>nd</sup> by Kurt Stephensen, all approved.

**Item 4 – New Firefighter Swearing-In Ceremony-** Greg Hicken and Sean Canterbury.

**Item 5 – Firefighter Recognition – award of certifications** – Jack Peck (Officer I), Andrew Adams (Fire Instructor I).

**Item 6 - Monthly Status Report by Chief Kevin Nunn**

- Call Volume
  - Last year on this date 196 Calls, down by 31 calls
  - Current – 165, 78 Since last Board Meeting (averaging 2.5 per day)
  - Overlapping call volume – 8 calls for the month, 9% since January 24<sup>th</sup>.
- Significant Events
  - Called to 180 for 16 MVA's, 3 EMS, 1 Rubish Fire.
  - Mutual Aid Incident in Tooele City – Ice Rescue/Recovery Settlement Reservoir.
  - Trailer Fire – South Willow Canyon.
- Accomplishments
  - RFP's complete and awarded to Northway Construction
  - New Hire Orientation with 10 new volunteers.
  - New Website going live Thursday 02/22/2024.
  - LODD Class at SLC Fire.
- Planning
  - Recruit Academy F1/F2 running well, finished forcible entry class hosted by UFRA.
  - Applying for Grants.
  - Recruit Academy Graduation Ceremony.
  - Engine Academy in May.
  - Pump Simulator class in April.
  - S-270 class in March.
  - Chipper Days and Dumpster Days Scheduled.
- Service Awards
  - Andrew Adams – Fire Instructor I
  - Jack Peck – Fire Officer I

### **Item 7 – Fire Marshal Monthly Report**

- Fire Marshal Buck Peck explained to the board that he followed up on the construction site at Adobe. Permit not required from County but we asked for access for Water Suppression.

**Item 8 – Public Comment** – Public Comment number one - Kim Clausing explained to the board that she applied for a BRIC grant. This will allow us to update ordinances / Knox box program. It's a 36-month program, it will hire 2 Part-time Fire Inspectors. \$255,000 for over 3 years.

Kim Clausing applied for a grant with the Department of Safety – Mental Health Grant \$63,000 for 12 Months.

Kim Clausing applied for a grant with DOT – Raise Grant- this will help with safety along transportation corridors and upgrade Lake Point Station.

Kim Clausing applied for the Utah Outdoor Recreation Grant. This will provide outdoor exercise equipment and a dumpster. Other Grants, AFG Equipment – 22 Sets of PPE and Washer/ Dryer. \$101,000. SAMSHA Grant – Paramedic Grant – Reapplying in March. CWDG – Posted for Seasonal Wildfire Protection. SAFER – Help w/ volunteers

### **Item 9 – Bills Review**

- Steve Manzione presented the bills/bank registers and the financial statements for January 2024 which were reviewed by the board members. Steve Manzione asked if the board had questions, board had no questions.

### **Item 10 – Contract Review - None**

### **Item 11 – Old Business**

- Stansbury Remodel RFQ/RFP – contractor selected by review panel – Northway LLC.
- Part Time Admin position and update of NTFD Step Plan to include new position. – The new position was added to the Step Plan for approval.

### **Item 12 – New Business**

- 2023 Impact Fee Report - Cassandra Ray presented the FY 2023 Impact Fee report which is required by the State of Utah. It shows the year the impact fees were received since the District started collecting impact fees in 1997, the project from which the funds were collected, the capital projects for which the funds are budgeted, and the projected schedule for expenditure. This will be sent to the State Auditor upon the Board's approval. Cassandra Ray reviewed the Impact fee schedule to include the Lake Point Fire Station Expansion and the Arrowhead Fire Station (new).
- Consent Agenda #8
  - NTFD Mission Statement, Vision Statement and Core Values – Presented by Board Chair Rick Pollock.
  - Purchasing Policy Amendments – Increased purchase thresholds to match the State Purchasing Policy.
  - Incentives for SAFER Grant – new policy – 20 New Volunteers Per year.
  - FF Scholarship by Grant Application – new policy
- Approval of Grant purchased items – SimTable, Smokey Bear Statue, Zoll Monitor, Suction Units.
- Review of new website – go live on Feb 22<sup>nd</sup>.

**Item 13 – Public Comment** – Kirk Arnold commented that the website is a huge deal and having it up to date is important.

### **Item 14 – Action Items**

- Resolution 2024-03 Approval and Certification of 2023 Impact Fee Report – Motion to approve by Steve Manzione. 2<sup>nd</sup> by Mark Herrera, All Approved.

- Resolution 2024-04 Approval of Consent Agenda #8 – Motion to approve by Mark Herrera. 2<sup>nd</sup> by Scott Bissegger, All Approved.
- Resolution 2024-05 Approval of Contractor for SP Remodel RFP – Motion to approve by Steve Manzione. 2<sup>nd</sup> by Mark Herrera, All Approved
- Approval of Grant Purchased Items – SimTable, Smokey Bear Statue, Zoll Monitor, Suction unit – Motion to approve by Steve Manzione. 2<sup>nd</sup> by Mark Herrera, All Approved.
- Approval of Updated Step Plan and Part Time Admin Position – Motion to approve by Mark Herrera. 2<sup>nd</sup> by Steve Manzione, all approved.

**Item 15 – Board Calendar**

- March 20, 2024, 6:30 Board Meeting, Stansbury Park
- April 17, 2024, 6:30 Board Meeting, Stansbury Park
- May 15, 2024, 6:30 Board Meeting, Stansbury Park

**Item 16 – District Events**

- Fire Recruit Academy January – May 2024, hosted by NTFD.
- Paramedic School January – September 2024, provided by grant scholarships.
- Chipper Days – May 2024
- Dumpster Days – September 2024

**Item 17 – Public Concerns** – Jon Smith is doing an excellent job of getting us PR in the paper.

**Item 18 – Closed session - None**

**Item 19 - Adjourn Board Meeting** – Motion to adjourn by Mark Herrera. 2<sup>nd</sup> by Steve Manzione, all approved.

Adjourned: 19:23