

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Special Meeting  
Executive Conference Room  
60 N Main St  
Coalville, UT 84017  
February 8, 2024

1 Vice Chair Donaldson called the meeting to order at 6:01 PM

2 **Board Members Present**

**Staff Present**

3 Chair Roger Armstrong – Remote joined at 6:04 Ben Nielson, Fire Chief  
4 Vice Chair Don Donaldson - Remote Nick Jarvis, Deputy Fire Chief  
5 Treasurer Ari Ioannides Tyler Rowser, District Clerk  
6 Louise Willoughby Ryan Stack, Deputy County Attorney  
7 Chris Robinson - Excused  
8 John Adams

9 Henefer Town hasn't appointed a new board member.

10 **Public Present** – Electronic

11 Christy Moore  
12 Josh

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 No members called for a closed session.

22 **Item 4 Reconvene in Open Meeting**

23  
24 **Item 5 Pledge of Allegiance**

25 Vice Chair Donaldson lead the board and public in the pledge of allegiance.

26 **Item 6 Work Session**

- 27
- 28 a. **Chief's Report. Discussion of current operational status.**  
29 Chief Nielson updated the board on the mold issue at station 21 and  
30 said that the insurance company and Alpine Cleaning are working on a  
31 plan to clean it up.  
32 The chief also informed the board that Medicare billing has been  
33 approved, and the district can start billing for accrued Medicare  
34 transports.

35 The Chief gave an update on training hours and what the firefighters  
36 have completed.

37 **b. Q4 2023 unaudited financial report.**

38 Chief Rowser presented the year-end financials and advised the board  
39 that the county treasurer was able to increase our property tax  
40 collections by 2% for 2023, along with other tax revenue such as  
41 delinquent taxes and fee-in-lieu.

42 Rowser also mentioned that the Tax Anticipation Note (TAN) they had  
43 done with the County Treasurer had been paid back in full, and the  
44 district spent \$8,514.31 in interest on it.

45 **c. Treasurers Report**

46 Treasurer Ioannides took his view on the upcoming year's financials  
47 and the possible need to make another Tax Anticipation Note at the  
48 end of the year.

49

50 **Item 7 Public Input**

51 none

52 **Item 8 Consent Agenda**

53

54 d. Accounts Payable January 2024

55 e. Minutes of January 11, 2024

56 Board Member Willoughby motioned to approve the consent agenda,  
57 with changes to the minutes; Board Member Adams seconded the  
58 motion, a vote was called, all ayes, motion passed.

59

60 **Item 9 Consideration of Approval**

61

62 **a. Discussion and possible appointment of Auditor for the 2023  
63 financial year.**

64 Chief Rowser presented the results of the RFP for audit services. The  
65 board discussed the differences between the 3 companies that  
66 submitted. Board Member Willoughby motioned to appoint Gilbert  
67 Stewart, CPA, as the auditor on a one-year trial. Board Member  
68 Adams seconded the motion. A vote was called; all ayes, motion passed.

69 **b. Discussion and possible approval of apparatuses purchase to  
70 replace Truck 21.**

71 The board discussed the option of buying a ladder truck from Ogden  
72 City. The city is asking \$30,000 for it. Chief Neilson wants to have  
73 Siddons Martin go look at the truck before buying it to make sure it is  
74 not going to be a large expense to get up and running. John motioned  
75 to authorize \$30,000 to purchase the ladder truck; if it passes  
76 inspection from Siddons Martin, Treasurer Ioannides seconded the  
77 motion, a vote was called, all ayes, motion passed.

- 78           **c. Discuss and possible approval to enter into a purchase**  
79           **agreement for a mini pumper and set a maximum amount for**  
80           **purchasing the mini pumper and necessary equipment.**  
81           Chief Jarvis presented options for mini pumpers and their costs. Chief  
82           Jarvis also stated that he had just learned of a mini pumper today that  
83           could be available in the next 30 days or sooner and that the company  
84           is on a co-op we are a member of.  
85           Treasurer Ioannides motioned to approve entering into a purchase  
86           agreement for a mini pumper not to exceed \$375,000 from the capital  
87           account. It must be on a State Contract or a Co-op that we are a  
88           member of. Board Member Adams seconded the motion. A vote was  
89           called; all ayes, motion passed.
- 90           **d. Discussion and possible approval of surplus property**  
91           Chief Nielson presented the request to surplus the 2002 American  
92           LaFrance ladder truck (T21) 4Z3AAACG92RJ81585, stating that the  
93           cost to fix it isn't worth the cost and that for ISO, the district doesn't  
94           need to have a ladder truck. Board Member Adams motioned to  
95           approve the surplus and sale/auction of truck 21; Vice Chair Donaldson  
96           seconded the motion, a vote was called, all ayes, motion passed.

97  
98    **Item 10 Board Comments.**

99           Board Member Willoughby asked why the decals on the side of the admin  
100          trucks are so small. Chief Nielson mentioned that they comply with state law  
101          and that it was normal for the admin vehicles not to have large decals on  
102          them as a normal fire engine would.

103          Chair Armstrong discussed that all current board members had completed  
104          the once-a-term board member training as required, but each board member  
105          needed to complete the Open and Public Meetings training annually, so they  
106          needed to complete that and let him, and Tyler know when it is completed.  
107          Board Member Willoughby said that she completed it with the city council in  
108          January, and Board Member Adams did it in the latter part of last year.

109    **Item 11 Adjourn.**

110          Treasurer Ioannides motioned to adjourn, Board Member Adams seconded  
111          the motion, a vote was called, and all ayes adjourned at 8:08 PM.