

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

Date: January 13, 2022

Board Members present: Rick Pollock (Chair), Mitch Hall, Steve Manzione, Ken Aldridge, and Scott Bissegger.

Staff present: Jay Ziolkowski, Cassandra Ray and Sharmae Swartzfager.

Others present: Chris Unsworth, Jason Brown, Faye Hall, Kirk Arnold, Taylor Johnson, Andrew Adams, Ty Rundle, Brandi Garcia, and Tim Heise.

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

Item 2 – Pledge of Allegiance – Scott Bissegger.

Item 3 – New Board Member Swearing-In Ceremony. Steve Manzione and Mitch Hall were sworn in as Board members.

Item 4 - Approval of minutes

- Approval of December 15, 2021, board meeting minutes. - Motion to approve by Ken Aldridge. 2nd by Steve Manzione. All approved.

Item 5 – Public Comment

- Brandi Garcia congratulated Steve Manzione and Mitch Hall on Board elections.

Item 6 – Bills Review

- Steve Manzione presented the bills/bank registers and the financial statements for December 2021 which were reviewed by the board members. He asked if anyone had questions – None.

Item 7 - Nominations for the 2022 Board Officer Positions (Chair, Vice-Chair, Treasurer). The nominations for 2022 Board Officer Positions are:

Rick Pollock, Chair – nominated by Mitch Hall 2nd by Steve Manzione

Scott Bissegger, Vice-Chair – nominated by Ken Aldridge, 2nd Mitch Hall

Steve Manzione, Treasurer – nominated by Steve Manzione 2nd by Mitch Hall

Item 8 – Contract Review

- Update all Conflict of Interest and Ethical Behavior forms – Board, Staff, NTFD members – Cassandra Ray explained all staff, employees, volunteers, and Board members need to sign the Conflict of Interest and Ethical Behavior forms. The Board signed all their forms at the meeting.

Item 9 – Old Business

- West Erda water line update – Chief Ziolkowski stated the title transfer and fees paid are complete. He will check with legal on who caps the well and incur the costs.

Item 10 – New Business

- Erda City Council request to use a NTFD station for city offices – Chief Ziolkowski said Erda City Council would like to use the Pine Canyon fire station as an office space 4-6 hours per day and utilize it as a mailing address. They would have two desks and a few filing cabinets. The Board said NTFD would need a contract with guidelines to the building use. NTFD would charge a flat fee and pro rate the utilities.

- Discussion of Fire Chief Recruitment Process including Interim Timeline and Charter and SWOC Analysis Review - Chief Ziolkowski inquired of the Board on the Fire Chief recruitment for qualifications and salary range. He will get the notice out to Local and Regional (Western States) by the end of the month.
- Recruitment Update –Chief Ziolkowski updated the Board on the status of all Full-time FF, Part-time FF, Volunteers, and Apprentice applications. NTFD has had several applications for all positions. The application posting closes on the 19th and staff will review applications and continue the process.
- Purchasing/Procurement policy amendment discussion – RFP vs Contracts (State/National) -including current purchasing of apparatus and monitors - Chief Ziolkowski said NTFD already had a good policy in place for purchasing. He stated that RFPs are time consuming and that through the Contracts (State/National) the work is already done for us by way of RFPs. Chief Ziolkowski will check to see if it is a one-time fee or subscription type service. Chief Ziolkowski discussed the option of purchasing a new fire engine now from stock. Pierce stopped by showing an engine that was in stock that met most of NTFD needs. The only difference is the engine in stock has 750-gal instead of 1000-gal tank. The board agreed a stock fire engine would meet our current needs. Chief Ziolkowski asked does NTFD use the AFG (Grant of \$700,000) to purchase a second new Engine. Ken Aldridge motion to table the talk of a second Engine apparatus discussion until the new Fire Chief is in office. Chief Ziolkowski explained NTFD is down to one cardiac monitor. The proposal would be to purchase two monitors and 3 updated AEDs for \$90,000. Ken Aldridge motioned to have Cardiac Monitor moved to #1 on the Capital Projects list. Cassandra Ray explained that NTFD would get \$6,000 for the Lifepak 15 & \$3,500 for the Lifepak 12. NTFD could make payments or purchase all in one payment. Steve Manzione said NTFD should buy the monitors in one payment. The Board agreed.
- Updating of the Capital Projects list to include cardiac monitors – Cassandra Ray reviewed the Capital Project Priority List to move Cardiac Monitors to #1, Purchase of a new fire engine to #2, and parking lot maintenance to #3.
- Surplus of Hazmat apparatus –Chief Ziolkowski discussed the option of donating the Aux62 Hazmat rescue vehicle and CSEPP Hazmat Decon Trailer. It has met its life expectancy. The Board recommended offering the Hazmat apparatus to Tooele County fire departments first and see if anyone is interested in them.

Item 11 – Public Comment

- Kirk Arnold stated there are several other water tenders for purchase in the area. The Board agreed for this to be a later discussion. Chief Ziolkowski said he is currently working on grants for NTFD. The AFG, State Fire Marshal Grant, (\$5,000), Safer Grant to commit to hire personnel, - The Board said not to continue with safer grant unless we can attribute the grant to the hiring of fire fighters in February.

Item 12 – Action Items

- Resolution 2022-01 Election of 2022 Board Officers - Motion to approve Election of 2022 Board Officers by Ken Aldridge. 2nd by Steve Manzione. All approved.
- Approval of 2021 4th Quarter bills (October, November, December) - Motion to approve 2021 4th Quarter bills (October, November, December) by Steve Manzione. 2nd by Scott Bissegger. All approved.
- Approval to proceed with purchasing policy amendments. - Motion to proceed with purchasing policy amendments by Mitch Hall. 2nd by Ken Aldridge. All approved.

- Resolution 2022-02 Approval to update Capital Projects list and purchase the cardiac monitors - Motion to approve the updated Capital Projects list to include the cardiac monitors as #1, New Fire Engine #2, Parking lot maintenance #3 and purchase the cardiac monitors by Steve Manzione. 2nd by Ken Aldridge. All approved.
- Resolution 2022-03 Purchase of Fire Engines – Motion for the Purchase of a Fire Engine by Mitch Hall. 2nd by Steve Manzione. All approved.
- Approval of surplus/disposal method for Hazmat apparatus - Motion for the Approval of surplus/disposal method for Hazmat apparatus by Ken Aldridge. 2nd by Scott Bissegger. All approved

Item 12 – Board Calendar

- February 17, 2022, 6:30 Board Meeting, Stansbury Fire Station
- March 17, 2022, 6:30 Board Meeting, Stansbury Fire Station

Item 13 – District Events

- Winter Fire School – Jan 21-22, 2022 St. George UT

Item 14 – Public Concerns

- Mitch Hall inquired about the Lake Point Fire Station and if any Board members had gone to check out the condition of the station? Scott Bissegger and Steve Manzione will check out the Lake Point fire station this week. Mitch asked if the Captains had any recommendations on the Lake Point Fire Station? Jason Brown stated at the Stansbury Park Fire Station they will move John Stout to the weight room and use his current office as a fourth firefighter bedroom. At the Lake Point Fire Station, they will finish putting up the walls and move the weight room to the Lake Point Fire Station.

Item 15 – Closed session - A closed session was held to discuss the character, professional competence, or physical or mental health of one or more individuals. A Closed session was held to discuss the personnel issues. A sworn affidavit by Rick Pollock is on file in the District office. Motion to close the meeting for these purposes by Ken Aldridge. 2nd by Steve Manzione. All approved. The board meeting of the Board of Trustees was called to a closed session at 20:15 hours. No audio or written minutes were recorded per Utah Code 52-4-206(6). The closed session was closed at 21:39 hours.

Item 16 – Adjourn Board meeting

- A motion to reconvene the Board meeting by Steve Manzione. 2nd by Scott Bissegger. All approved. The board meeting was reconvened at 21:44 hours.

Item 17 – Action items

- Resolution 2022-04 - Motion to approve Resolution 2022-04 for Chris Bertram Investigative Group to execute a formal investigative summary report to NTFD by Ken Aldridge. 2nd by Steve Manzione. All approved.

Item 18 - Adjourn Board Meeting - Motion to adjourn by Ken Aldridge. 2nd by Steve Manzione. All approved

Adjourned: 21:44