



South Davis Metro Fire Service Area

Meeting of the Administrative Committee

255 South 100 West, Bountiful, Utah

December 5th, 2024

3:00 p.m.

COMMITTEE ATTENDANCE:

NAME	CITY
Bryce Haderlie	Woods Cross
Ken Leetham - excused	North Salt Lake
Brant Hanson	Centerville – Chair
Curtis Koch	Davis County
Gary Hill - excused	Bountiful – Vice Chair
Duane Huffman	West Bountiful

STAFF PRESENT:

Greg Stewart, Fire Chief
Jeff Larsen, Deputy Chief
Jessica Hardy, Finance Director
Nikki Thompson, Secretary

SUMMARY

The meeting covered several key topics, including a discussion on transitioning the Fiscal Year 25-26 budget from an enterprise fund to a governmental fund, with next steps involving conversations with key members. Concerns were raised about maintaining revenue stream promises and the implications of exceeding fund balance limits. The committee agreed on the necessity of different funds for effective management. Property acquisition discussions emphasized the need for due diligence assessments before purchase to avoid contamination liabilities, with a commitment to address potential remediation costs. The group also discussed the management of sick leave and vacation policies, expressing concerns about system manipulation and potential benefit reductions. Strategic planning for 2025 was highlighted, focusing on setting priorities and the importance of revisiting strategic documents regularly. The meeting concluded with a motion to adopt the 2025 meeting schedule and discussions on securing funding for wildland fuel mitigation projects and addressing radio equipment issues, which may require additional budget allocations. The meeting was adjourned after confirming no further discussions were needed.

APPROVAL OF 2024 MINUTES

Mr. Huffman made a motion to approve the minutes as presented. Mr. Haderlie seconded the motion. All members voted and approved the motion.

FY 2025-26 BUDGET FORMAT DISCUSSION

Chief Stewart stated that in the previous meeting, the committee had talked about changing to a government entity/fund. Is this still something you want to consider? Should we wait until Mr. Hill can be here; he will be the next Chair of the committee for 2025? Ms. Hardy stated the district is collecting more money, so eventually we will have too. Mr. Huffman asked if it's an either/or decision and how do we structure the expenses. Mr. Koch stated that promises get made, but to set up different funds would be the best. Ms. Hardy stated the fund balance policy would have to be revised, as we would exceed the 35% max amount. Chief Stewart asked if this would also constitute a policy change. Mr. Hanson replied it just depends on the coding. We could have a start up meeting with Ms. Hardy to further discuss. Ms. Hardy also suggested the cities start forecasting their contribution rate for January budget meetings.

HF/SINCLAIR TRAINING GROUND UPDATE

Chief Stewart stated we have a draft deed, cash and everything is sitting on our legal team's desk. Mr. Hanson inquired about due diligence ie. Assessments. Chief Stewart replied we have not done that, but we have a preliminary yes, with conditional use. Mr. Hanson strongly recommended the assessments before the purchase, as remediating could be costly. Chief Stewart agreed and announced three phases for this project. Mr. Haderlie stated that acquiring the property without any environmental assessments could be a huge detriment. Could we state in the contract that any remediation would be Holly's responsibility. Mr. Hanson stated the contract changed from a 99-year lease to a deed. Are there hidden costs associated with this? Mr. Koch stated the county recently had two botched property purchases which resulted in loss of expenses. The committee continued to discuss assessments, remediation and other added costs. Mr. Huffman stated this has been a long process and asked if the quotes/bids are still current. Chief Stewart stated he has a contact to start that process again. Mr. Haderlie stated we should be very aware of the land/soil in that area and determine weight bearing capacity. Sinking has been a huge problem in this area. Mr. Koch made a motion to get new estimates; Mr. Huffman seconded the motion. Mr. Hanson suggested another meeting, sooner than later, would be beneficial. All in attendance voted "aye."

SICK LEAVE DISCUSSION

Chief Stewart stated we have a select group of 5–10-year employees that either have little to no hours or excessive amounts of sick leave. We are looking to provide options, incentivize or reward employees to buy down or use. Mr. Huffman stated he generally doesn't like incentives, but more of a policy change. Mr. Haderlie suggested getting copies of all the city policies and taking a closer look at managing the system better. Mr. Hanson stated we want what is best for the district and to improve upon it. Chief Stewart stated he thinks of this as a great retention source and top priority.

2025 STRATEGIC PLAN/VISION DISCUSSION

Chief Stewart asked the committee how they want to see the strategic plan ie. Paper, PowerPoint, when? Mr. Huffman said a balance between paper and vision, bullet points and benchmarks. Mr. Koch suggested sooner than later, as leadership changes can impact this.

PROPOSED 2025 MEETING SCHEDULE

Chief Stewart presented the meeting dates for 2025. There appears to be no conflicts. Mr. Huffman made a motion to approve the schedule; Mr. Koch seconded the motion. All committee members voted "aye"; this item was passed.

FIRE CHIEF REPORT

Chief Stewart stated the annual report will be coming soon. We are working with fire prevention to get our CWP's. The radio issue is still ongoing. We are looking to re-open the budget to purchase different equipment with costs up to \$200k.

CHAIR REPORT

The chair had nothing to report.

Mr. Huffman made a motion to adjourn the meeting.



Brant Hanson, Chair



Nicole Thompson, Secretary