

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 19, 2025

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

Staff present: Chief Kevin Nunn, Deputy Chief Jason Brown, Cassandra Ray, Jack Peck, Kim Clausing, and Kaylee Moya.

Others present:

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

**Item 2 – Pledge of Allegiance** – Scott Bissegger

**Item 3 – Approval of minutes**

Approval of January 15, 2025, board meeting minutes – Motion to approve minutes by Steve Manzione. 2<sup>nd</sup> by Mark Herrera, All Approved.

**Item 4 – Firefighter Recognitions** – None

**Item 5- New Firefighter Swearing-in** – None

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

- Call Volume
  - Current – 178, 128 Since last board meeting (averaging 4 per day)
  - Last year on this date 157 calls, up by 21 calls from last year
  - 19 MVAs on I80 (cost recovery)
- Significant Events
  - 1 Building fire in Grantsville – 601 IC
  - 1 snow event 1/25/25 – Overturned car hauler (9 Tesla vehicles)
  - 1 fatality 179/Parachute, 1 dryer fire, 1 Ice Rescue Event – Stansbury Lake
  - Deployed E61 and 4 FFs to CA – returned 1/26/25
  - 2/12/25 – Resident of Lake Point fell at one of our Stations
- Accomplishments
  - Ice Rescue Training, S-200 (ICT4 Training), S230 Crew Boss Training, Traffic Incident Management Training, Winter Fire School
  - Transitioned Shifts on February 8, 2025, 1 position opening
  - 2/3/25 – Legislative Lunch
  - 2/10/25 – Legislative Meetings (Admin and Operations Staff)
- Planning
  - Recruit Academy is on-going (multiple Instructors from NTFD)
  - Investigator Class in March
  - Mental Health Classes in February
  - PPE Order
  - Type 1/3 Engine Build continues
  - Skid Mount Pumps – Bid Completion
  - Driver Training is on-going
  - Pump Removal from E64

**Item 7 – Fire Marshal Monthly Report by Buck Peck**

- Chris Robinson discussed a secondary egress for the land on North side of I80 on hardy road.
- Chris Robinson discussed a primary egress to cross I80, this would make our response area double in size requiring us to build more fire stations and hire more personnel.
- Plans of a new Droubay subdivision, Erda City says there is no land available for it.
- SR36 N. will become 3 lanes this summer.

**Item 8 – Grant Projects Monthly Report by Kim Clausing**

- Application out for
  - Road to Zero – Chief Brown’s truck
  - BLM grant
  - WUIPPM Grant – wildfire mitigation
  - License Plate Grant
  - BEMS funding – training
  - CBDG – we didn’t meet income survey
- Future plan for CIB
- Reports due for
  - SAMHSA
  - SAFER: we met the goals with 18 new volunteers, 17 new applications
  - Community Wildfire Defense – successfully responded to wildfires, good community outreach efforts, updated wildfire prevention plan, networking with BLM, media coverage.
- Jon Smith I80 video was reviewed by the group

**Item 9 – Public Comment – None****Item 10 – Bills Review**

- Steve Manzione presented the bills/bank registers and the financial statements for January 2025 which were reviewed by the board members. Asked if the board had questions, the board had no questions.

**Item 11 – Contract Review - None****Item 12 – Old Business**

- Type 1/3 engine update – anticipated delivery in April

**Item 13 – New Business**

- 2024 Impact Fee Report review and discussion  
Cassandra Ray presented the FY 2024 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).
- Current legislation updates
- Skid Mount pumps from DOI Grant – discussion of bids received
- VoIP Phones RFP – discussion of bids received
- Consent Agenda #9 – updating of Admin, HR and payroll Policies
  - Physical Asset Management
  - Employee Exit Policy and SOP
  - Time Exchange
  - Holiday Procedures
  - Compensation Procedures
  - Member Handbook
  - Overtime/Compensatory Time
  - Payroll Handbook

**Item 14 – Public Comment – none**

**Item 15 – Action Items**

- Resolution 2025-05 Approval and Certification of the 2024 Impact Fee Report – Motion to approve by Steve Manzione. 2<sup>nd</sup> by Daniel Boone, all approved
- Resolution 2025-06 Approval of the skid mount pumps proposal – Motion to approve by Mark Herrera. 2<sup>nd</sup> by Steve Manzione, all approved
- Resolution 2025-07 Approval of the VoIP Phones RFP proposal – Motion to approve by Mark Herrera. 2<sup>nd</sup> by Scott Bissegger, all approved
- Resolution 2025-08 Approval of Consent Agenda #9 updating Admin, HR and Payroll Policies – Motion to approve by Steve Manzione. 2<sup>nd</sup> by Mark Herrera, all approved

**Item 16 – Board Calendar**

- March 19, 2025, 6:30 Board Meeting, Stansbury Fire Station
- March 22, 2025, Board Workshop
- April 16, 2025, Board Meeting, Stansbury Fire Station

**Item 17 – District Events**

- Fire Recruit Academy January – May 2025, hosted by Tooele City Fire Department
- State HOSA event Judging – March 3, 2025, Kaysville

**Item 18 – Public Concerns**

**Item 19 – Closed session – None**

**Item 20 - Adjourn Board Meeting** – Motion to adjourn board meeting by Steve Manzione, 2<sup>nd</sup> by Mark Herrera, all approved

Adjourned: 19:31