



LONE PEAK PUBLIC SAFETY DISTRICT MINUTES

Wednesday, November 10, 2021

7:30 am

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

Approved January 12, 2022

7:30 AM REGULAR MEETING

Call to Order: Brittney P. Bills, Chair

Invocation: Board Member Lon Lott

The meeting was called to order by Chair Brittney P. Bills as a regular meeting at 7:32 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Board Member Lon Lott.

PRESIDING: Chair Brittney P. Bills

BOARD MEMBERS

PRESENT: Rod Mann, Troy Stout, Kurt Ostler, Lon Lott

STAFF PRESENT:

LPPSD Executive Director Nathan Crane, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patten, Deputy Chief Jake Beck, Recorder Stephannie Cottle, Finance Director Tyler Bahr

OTHERS PRESENT:

Nancy Jones, Brian Hodson, Brandt Godwin, Danny Campbell, Dustin Mitchell, P. J. Christensen, Jameson Bangerter

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

There were no public comments.

2. APPROVAL OF MEETING MINUTES

Regular LPPSD Board Meeting – October 20, 2021

Board Member Troy Stout MOVED that the Board approve the minutes for October 20, 2021.

Board Member Rod Mann SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Rod Mann</i>	<i>Yes</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Troy Stout</i>	<i>Yes</i>

3. 2022 LPPSD REGULAR MEETING SCHEDULE

The Governing Board will consider approving the LPPSD Regular Meeting Schedule for 2022. The Board will take appropriate action.

The Board discussed adjustments to the Board’s regular meeting schedule for 2022, but decided to approve the meeting schedule as proposed and wait to make any changes in January when the new board members are seated.

Board Member Kurt Ostler MOVED that the LPPSD Board adopt the 2022 Regular Meeting Schedule.

Board Member Troy Stout SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Rod Mann</i>	<i>Yes</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Troy Stout</i>	<i>Yes</i>
<i>Board Member Lon Lott</i>	<i>Yes</i>

4. APPROVAL OF POST-DISCIPLINARY APPEALS BOARD POLICIES AND PROCEDURES

The LPPSD Board approve the revised Post-Disciplinary Appeals Board Policies and Procedures.

LPPSD Executive Director Crane explained that currently, after a disciplinary process is completed with the Police and/or Fire Chief a qualifying employee has the right to appeal the decision of the Chief to the Executive Director and Assistant Executive Director. The proposed amendment changes the appeal process from the Directors to an Appeal Authority. The benefit of the Appeal Authority is that it allows for a neutral hearing officer for both the District and employee. We believe that is in the best interest of the District and allows the Directors to provide appropriate guidance in the disciplinary process as needed.

Board Member Ostler inquired as to who the appeal authority will be. Mr. Crane stated that the City would secure a qualified individual each time an appeal is filed; in the past, the City has used a City Attorney from another city in the area.

Board Member Troy Stout MOVED that the LPPSD Board approve the revised post-disciplinary appeals board policies and procedures.

Board Member Rod Mann SECONDED the motion.

Board Member Lott referenced the section of the policy defining employees that can file an appeal of a disciplinary decision; he asked for further explanation of the employees that will not be able to appeal. Mr. Crane stated that those that have a property right to a position can appeal a disciplinary decision, but at-will employees do not have an appeal right.

The vote was recorded as follows:

Board Member Rod Mann Yes
Board Member Kurt Ostler Yes
Board Member Troy Stout Yes
Board Member Lon Lott Yes

5. PURCHASE OF 20 SETS TURNOUTS, 20 PAIRS OF BOOTS, 10 HELMETS, 20 HOODS, AND 10 STRUCTURAL GLOVES

Take 25 sets of expiring turnout, 20 pairs of boots, 10 helmets out of service. Ensure that moving forward we are able to keep up with the demands of expiration dates, damage sustained due to fires and training in such a way that we will not have a large turnout order.

Chief Beck discussed the importance of fire fighter turnout; a 10-year life cycle is recommended due to improvements in turnout technology and construction. In 2012, 25 sets of turnout were purchased, but at that time there was no replacement program in place. Those 25 sets of turnout will expire this February. The District needs to purchase 20 new turnout, boots, helmets, hoods, and structural gloves. Additionally, the District should implement a replacement program to purchase five or six new turnout per year. In eight years from now, all turnout will be on an eight-year rotation that allows for ten extra turnout in the closet to support laundering and backup of needed gear.

High level discussion among the group centered on the protection turnout offer Fire Fighters; the most significant changes made to turnout in recent years; and the manner in which turnout being replaced will be disposed of or surplus to other agencies.

Chief Patten spoke to the bidding process for new turnout; the District received three bids, with the low bid being \$52,454 from AES. There is \$13,000 in unexpended budget available, so a \$39,343 budget amendment is needed. He recommended that the unused protective gear money from Fiscal Year (FY) 2021 be used, which is \$23,260, but an additional \$16,083 needs to be found in the budget. The Board discussed the importance of avoiding debt for this type of expenditure and determined to consider a mid-year budget amendment later in the year to examine other funding options and have a better understanding of any potential budget surplus.

Board Member Troy Stout MOVED to approve the purchase of 20 sets of turnout, 20 pairs of boots, 10 helmets, 20 hoods, 10 pairs of structural gloves at a cost to not exceed \$52,454.84.

Board Member Rod Mann SECONDED the motion.

The vote was recorded as follows:

Board Member Rod Mann Yes
Board Member Kurt Ostler Yes
Board Member Troy Stout Yes
Board Member Lon Lott Yes

6. HOLIDAY POLICY CHANGE IN SECTION 15 SUBSECTION H

Provide options for FTE to better manage time off. Alleviate backfill demand on the schedule. Provide FTE to get a late November check paying out the 144 hours of holiday time at their

regular rate before the holiday season. The options with this policy change will increase employee morale and help with retention.

Chief Patten noted this is an issue that was discussed at the last Board meeting; the policy change will give employees the ability to save their holiday leave and cash it in in November in advance of the Christmas holiday season. Administration feels this policy change will improve employee morale and help with employee retention.

Board Member Rod Mann MOVED to approve the changes highlighted below to policy section 15 subsection H in the Lone Peak Fire Department personnel policy manual.

Board Member Troy Stout SECONDED the motion.

The vote was recorded as follows:

<i>Board Member Rod Mann</i>	<i>Yes</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Troy Stout</i>	<i>Yes</i>
<i>Board Member Lon Lott</i>	<i>Yes</i>

7. DEPARTMENT REPORTS

a. Police Department

Chief Brian Gwilliam was absent to attend a training session; no police report was provided.

b. Fire Department

Chief Beck reported on the status of the construction of the new ambulance. He also reported on the receipt of a grant for exhaust removal and noted the funding will be used in Highland and Alpine with the station remodel projects. He briefly touched on staffing and noted there have been difficulties in recruiting and retaining quality employees; the only way to address the issue is to have complete full-time staff for the District. Adding full-time staff would be helpful, but there will likely always be a part-time component to maintain functionality.

ADJOURNMENT

Board Member Rod Mann MOVED to adjourn the regular meeting and Board Member Troy Stout SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 8:14 am.

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on November 10, 2021. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.



Stephannie Cottle
Recorder