



**THOMPSON SPRINGS
SPECIAL SERVICE FIRE DISTRICT
ADMINISTRATIVE CONTROL BOARD
SPECIAL MEETING**

**Grand County Council Chambers
125 East Center Street, Moab, Utah**

**AGENDA
Tuesday, January 16, 2018**

4:00 p.m.

- Call to Order**
- Pledge of Allegiance**
- Approval of Minutes**
 - A. December 19, 2017 (Thompson Springs Fire District Board Special Meeting), Postponed from December 27, 2017
 - B. December 27, 2017 (Thompson Springs Fire District Board Special Meeting)
- Ratification of Payment of Bills**
- General Business- Action Items**
 - C. Electing or appointing the Chairperson, Secretary, and Treasurer to the Board (Chairwoman McGann)
 - D. Adopting proposed resolution amending the Bylaws to include electronic meetings (Ruth Dillon, County Council Administrator)
- Discussion Items**
- Public Hearings- Possible Action Items** (none)
- Future Considerations**
- Adjourn**

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend meetings are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at: (435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

At the meetings/hearings any citizen, property owner, or public official may be heard on any agenda subject. The number of persons heard and the time allowed for each individual may be limited at the sole discretion of the Chair. On matters set for public hearings there is a three-minute time limit per person to allow maximum public participation. Upon being recognized by the Chair, please advance to the microphone, state your full name and address, whom you represent, and the subject matter. No person shall interrupt legislative proceedings.

Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Wednesday prior to a regular Meeting and forty-eight (48) hours prior to any Special Meeting. Information relative to these meetings/hearings may be obtained at the Grand County Council's Office, 125 East Center Street, Moab, Utah; (435) 259-1346.

An agenda packet is available at the local Library, 257 East Center St., Moab, Utah, (435) 259-1111 at least 24 hours in advance of the meeting.

THOMPSON SPRINGS FIRE SPECIAL SERVICE FIRE DISTRICT

**Grand County Council Chambers
125 East Center Street
Moab, Utah**

December 19, 2017

The Thompson Springs Fire Special Service Fire District met in special session on the above date in the Council Chambers of the Grand County Courthouse located at 125 East Center Street, Moab, Utah. President Jaylyn Hawks called the meeting to order at 6:55 p.m. In attendance were Board Members Evan Clapper, Jaylyn Hawks, Mary McGann, Patrick Trim and Curtis Wells along with Secretary Diana Carroll and Council Administrator Ruth Dillon. Board Members Greg Halliday and Rory Paxman were absent.

Approval of Minutes

- A. September 19, 2017**
- B. October 17, 2017**
- C. November 21, 2017**

MOTION: Motion by Board Member Evan Clapper to approve the minutes of the Board as presented. Motion seconded by Board Member Mary McGann carried 5 – 0.

Radification of Payment of Bills

MOTION: Motion by Board Member Patrick Trim to approve payment of bills through December 19, 2017 in the amount of \$4,352.95. Motion seconded by Board Member Evan Clapper carried 5 – 0.

Public Hearing

- D. Public Hearing to Hear Public Input on Adopting the 2018 Tentative Budget**

There were no comments from the public. The Public Hearing closed at 7:08 p.m. written comments will be accepted until 5:00 p.m. December 27, 2017.

Adjourn

The meeting was adjourned at 7:10 p.m.

Thompson Springs Special Service Fire District
President
Jaylyn Hawks

ATTEST:

Grand County Clerk/Auditor
Diana Carroll

THOMPSON SPRINGS FIRE SPECIAL SERVICE FIRE DISTRICT

**Grand County Council Chambers
125 East Center Street
Moab, Utah**

December 27, 2017

The Thompson Springs Fire Special Service Fire District met in special session on the above date in the Council Chambers of the Grand County Courthouse located at 125 East Center Street, Moab, Utah. President Jaylyn Hawks called the meeting to order at 6:07 p.m. In attendance were Board Members Evan Clapper, Jaylyn Hawks, Patrick Trim and Curtis Wells along with Secretary Diana Carroll and Council Administrator Ruth Dillon. Board Members Greg Halliday, Mary McGann and Rory Paxman were absent. The Pledge of Allegiance was led by Emergency Management Services Manager Rick Bailey.

Approval of Minutes

A. December 19, 2017

Postponed until the next meeting.

B. Adopting Proposed Amendments to the 2017 Budget

MOTION: Motion by Board Member Curtis Wells to approve the amendments to the 2017 budget. Motion seconded by Board Member Patrick Trim carried 4 – 0.

C. Adopting Proposed 2018 Budget

MOTION: Motion by Board Member Curtis Wells to adopt the 2018 budget. Motion seconded by Board Member Patrick Trim carried 4 – 0.

Adjourn

The meeting was adjourned at 6:11 p.m.

Thompson Springs Special Service Fire District
President
Jaylyn Hawks

ATTEST:

Grand County Clerk/Auditor
Diana Carroll

GRAND COUNTY BILLS TO BE APPROVED
Thompson Springs Fire District
1/16/2018

99727 & 99752	A/P Checks	1/12/2018	\$941.11
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TOTAL BILLS			\$941.11
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TOTAL BILLS & PAYROLL			\$941.11
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Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Only paid invoices included.
[Report].GL Account Number = "204000000000"-204999999999"

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount	Amount Paid	Date Paid
204221270000						
99727 - 35707	FERRELLGAS	1098813137	THOMPSON SPRINGS FIRE DISTRI	351.11	351.11	01/12/2018
Total 204221270000:				351.11	351.11	
204221270000						
99752 - 30302	MOAB HEAT N COOL, LLC	14142	THOMPSON FIRE	590.00	590.00	01/12/2018
Total 204221270000:				590.00	590.00	
Grand Totals:				941.11	941.11	

Dated: January 12, 2016

County Auditor: Diana Cavel

TSSFD Chairperson: [Signature]

Board Member: [Signature]

Board Member: [Signature]

AGENDA SUMMARY
THOMPSON SPRINGS SPECIAL SERVICE DISTRICT BOARD MEETING
JANUARY 16, 2018

Agenda Item: D

TITLE:	Adopting proposed resolution amending the Bylaws to include electronic meetings
FISCAL IMPACT:	None
PRESENTER(S):	Ruth Dillon, Grand County Council Administrator

Prepared By:

Ruth Dillon
Grand County Council
Administrator
435-259-1347
rdillon@grandcountyutah.net

FOR OFFICE USE ONLY:

Attorney Review:

None requested

RECOMMENDATION:

I move to approve the proposed resolution amending the Bylaws of the Thompson Springs Special Service Fire District Board and to authorize the Chair to sign all associated documents.

BACKGROUND:

The main purpose of the amendments is to allow for electronic meetings. Additional amendments are to update the board to the current seven-member Administrative Control Board.

The Board may also wish to consider other possible amendments.

ATTACHMENT(S):

1. Proposed resolution
2. Proposed revised Bylaws

RESOLUTION NO. _____ (2018)

**A RESOLUTION AMENDING THE BYLAWS OF THE
THOMPSON SPRINGS SPECIAL SERVICE FIRE DISTRICT
ADMINISTRATIVE CONTROL BOARD**

WHEREAS, Grand County adopted Resolution No. 472 on November 19, 2001 which formally established the Thompson Springs Special Service Fire District; and

WHEREAS, the Thompson Springs Special Service Fire District Board has operated under written Bylaws for many years; and

WHEREAS, the Grand County Council adopted Resolution No. 2944 on December 7, 2010 establishing the authorization of and procedures for electronic meetings to conduct the affairs of Grand County Council, Boards, Commissions, and Committees, and including Local and Special Service District Boards.

NOW THEREFORE, the Thompson Springs Special Service Fire District Administrative Control Board hereby resolves to approve by resolution the amended Bylaws attached as Exhibit A.

This Resolution was duly and regularly introduced and passed at a regular meeting of the Thompson Springs Special Service Fire District Board, State of Utah on the 16th day of January, 2018.

Those voting aye: _____

Those voting nay: _____

Absent: _____

Attest: _____ Thompson Springs Special Service Fire District Board

Diana Carroll, Clerk/Auditor

Mary McGann, Chair

EXHIBIT A

**BYLAWS OF THE THOMPSON SPRINGS SPECIAL SERVICE FIRE DISTRICT
ADMINISTRATIVE CONTROL BOARD**

DRAFT

BYLAWS

Article I. Name

The name of this organization shall be **Thompson Springs Special Service Fire District Board**, herein after referred to as the Board, which is duty constituted by virtue of Resolution No. 2557 from the Grand County Council, State of Utah, and dated November 19, 2001.

Article II. Meetings

Section 1. The meetings shall be either stated or special.

Section 2. Stated meetings will be held on the second ~~Wednesday~~ Tuesday of every month.

Section 3. The hour of the stated meetings shall be at ~~six-four~~ (6:00-4:00) p.m. Special meeting times may be held at any time by call of the Board Chairperson.

Section 4. ~~Two~~ Four board members shall constitute a quorum for the transaction of business, present either in person or through real-time telecommunications pursuant to Grand County Resolution #2944 which allows Board Members to participate by telephone, video-conferencing, or other applicable technology. If less than four board members are present at the meeting's Anchor Location, roll call votes shall be used to track votes cast by all participating members. In the event of failure of equipment, or other factor, which causes a lack of communications with a member or members and further causes a lack of a quorum, no additional business may be conducted until the quorum can be reconstituted.

Section 5. When meetings fall on a legal holiday, cannot be held due to an act of God or no quorum is present, such meeting will be deferred to a later date in the same month and the regular order of business shall be followed.

Section 6. All stated meetings are to be held at the ~~Thompson Springs Fire Station~~ Grand County Council Chambers located at ~~401 Firehouse Lane, Thompson Springs~~ 125 E. Center Street, Moab, Utah.

Section 7. Special meetings can be called at a designated place other than the ~~Thompson Springs Fire Station~~ Grand County Council Chambers by order of the Chairperson.

Article III. Membership

Section 1. The board shall consist of ~~three~~ seven members.

~~**Section 2.** The initial board member and terms of expiration are as follows:~~

~~Alberta Taylor, appointed to fill vacancy expiring 12/31/2009
Lee Anne Asay, appointed to fill vacancy expiring 12/31/2007
Brenda Rogers, appointed to fill vacancy expiring 12/31/2009~~

Section 3. Terms of office will be for four (4) years.

Section 43. In ~~November-January~~ of the year ~~of following~~ expiring terms the Grand County Council will appoint the person(s) to fill ~~vacancy(s)~~vacancies from qualified applicants ~~submitted recommended~~ by the Board.

Section 54. Ex-officio Board members will be a Grand County Council person, either the Council person representing the voting District (Thompson #7) or an at-large member, and the Grand County Fire Warden.

Article IV. Order of Business

The following Order of Business shall be observed:

1. Meeting called to order
2. Citizens to be heard
3. Approval of minutes from the last stated meeting and any subsequent special meetings
4. Fire Chief's report
5. Fire Warden's report
6. New business
7. Old business
8. Future Considerations
9. Closed Session-if necessary
10. Adjourn

Article V. Vacancies

Section 1. A vacancy on the Board, created by death, disability or resignation, shall be filled as soon as possible by advertising for the position.

Section 2. The Board will submit applications to the Grand County Council, who will appoint a person to fill the unexpired term created by the vacancy from the pool of qualified applicants.

Section 3. If there are no applicants for the ~~vacancy(s)~~vacancies, the Board will continue to advertise via the County Council Administrator's Office, for the required number of persons to fill the ~~vacancy(s)~~vacancies.

Article VI. Officers

Section 1. The officers of the board shall be as follows:

- Chairperson
- Secretary
- Treasurer

Section 2. The officers shall be elected annually at the January meeting.

Article VII. Purchasing Policy

The purchasing policy is as follows:

1. Equipment and/or tool purchases from \$0.01 to \$100.00 do not need approval from the Board
2. Equipment and/or tool purchases from \$100.01 to \$500.00 require three (3) phone bids and Board approval.

3. Equipment and/or tool purchases from \$500.01 and up require three (3) written bids and Board approval.

Article VIII. Fire Chief Duties

Section 1. Maintain a safe and operational fire department, including emergency communication.

Section 2. Recruit volunteers and train/provide other fire fighter training when available.

Section 3. Hold monthly training meetings with all volunteer firefighters.

Section 4. Assure supplies and equipment are available and in good repair.

Section 5. Respond to fire calls.

Section 6. Attend monthly Board meetings and present a report.

Section 7. If unavailable, appoint another person to be in charge and notify the Board Chairperson and Grand County Sheriff's Office as to who is in charge during his/her absence.

Article IX. Bylaws

Section 1. The Bylaws will conform to the Constitution and Code of Laws of the State of Utah and Grand County, Utah.

Section 2. Amendments to the Bylaws must be in writing, signed by at least two (2) members of the Board, and submitted for approval at a stated meeting of the Board.

Section 3. A two-thirds (2/3) vote of the Board is required to pass an amendment.

Section 4. An amendment shall be in effect upon approval by the Board.

Section 5. Items not covered in these Bylaws will be referred to the Grand County Council and governed by State law and/or County Policy & Procedures.

~~Submitted by:~~

Date: _____
Lee Anne Asay, Trustee, Chairperson

Date: _____
Pebbles Patterson, Trustee

Date: _____
David Haile, Trustee

The above Bylaws were duly and regularly introduced and passed at a regular meeting of the ~~Grand County Council~~ Thompson Springs Special Service Fire District, State of Utah on the 16th day of January, 2018, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

~~Grand County~~ Thompson Springs Special Service Fire District Board Chair

ATTESTED:

Diana Carroll
Grand County Clerk/Auditor