

Public Comment Instructions

If you would like to make public comment, please email publiccomments@northsummitfire.org by 12:00p.m. on the day of the meeting. Your comments will be made part of the meeting record.

If you are participating via Zoom, and wishing to interact with the Board during the public comment, please:

1. Go to <https://us02web.zoom.us/j/82555909958>
2. Enter meeting ID: 825 5590 9958
3. Type in your full name, so you are identified correctly.
4. Set up your audio preferences.
5. You will be muted upon entering the meeting.
6. If you would like to comment, press the “Raise Hand” button at the bottom of the chat window.
7. When it is your turn to comment, the moderator will unmute your microphone. You will then be muted again after you are done speaking.

North Summit Fire District Accounts Payable July through September 2024

Date	Num	Memo	Account	Amount
All West Communications				
08/01/2024	383...	STATION INTERNET	6509.2 · Internet	422.55
09/01/2024	383...	STATION INTERNET	6509.2 · Internet	422.55
Total All West Communications				845.10
Amazon Business				
07/12/2024	1F7...	APPLE MAGIC KEYBOARD	6515 · Minor Equipment	108.47
07/12/2024	1F7...	ROUND HOOK & LOOP VELCRO DOTS FOR PAR BOA...	6518 · Office Supplies	13.84
07/17/2024	1V...	MICROFIBER KITCHEN TOWELS	6510 · Building and Grounds	13.95
07/17/2024	1V...	KESTREL WEATHER METER	6515 · Minor Equipment	597.00
07/17/2024	1V...	FIRE HELMENT DISPLAY CASE	6522 · Community Relations/Outr...	223.49
07/22/2024	1Q...	Lysol Power Toilet Bowl Cleaner	6510.3 · Sanitation Supplies	31.42
07/22/2024	1Q...	Amazon Basic Tall kitchen Drawstring Trash Bags	6510.3 · Sanitation Supplies	45.54
07/22/2024	1Q...	Scott Paper Towels	6510.3 · Sanitation Supplies	62.20
07/22/2024	1Q...	Dawn Dish Soap	6510.3 · Sanitation Supplies	33.24
07/22/2024	1Q...	Amazon Basic Laundry Detergent	6510.3 · Sanitation Supplies	21.97
07/22/2024	1Q...	Sammart 30L Collapsible Laundry Basket	6510.3 · Sanitation Supplies	25.99
07/22/2024	1Q...	STATE CONTRACT DISCOUNT	6510.3 · Sanitation Supplies	-6.14
07/22/2024	1R...	BOARD ROOM CAMERA CORDS	6510 · Building and Grounds	119.56
07/22/2024	19...	SHELVES FOR BREAKROOM	6510 · Building and Grounds	23.51
07/22/2024	1P...	CAMERA FOR SMALL CONFERANCE ROOM	6510 · Building and Grounds	289.00
07/23/2024	1P1...	CAMERA EQUIPMENT FOR BOARD MEETINGS	6510 · Building and Grounds	2,196.99
07/29/2024		AMAZON RETURN	1007 · Cost Recovery	-35.50
07/31/2024	1LP...	9X12 ENVELOPES	6518 · Office Supplies	22.49
07/31/2024	1LP...	FIRE SAFETY VEST	6513 · PPE / Equipment / Uniforms	52.99
07/31/2024	1LP...	BOARD ROOM SOUND SYSTEM	6510 · Building and Grounds	311.58
08/09/2024	1K...	WINDO LOCK AND MEASURING WHEEL	6518 · Office Supplies	45.98
08/12/2024	13V...	LAP TOP AND DOCKING STATION FOR ADMIN ASSIST.	6515 · Minor Equipment	800.99
08/21/2024	1D...	CABLE FLOOR COVER	6510 · Building and Grounds	28.65
08/21/2024	1D...	IPAD CASE	6515 · Minor Equipment	14.99
08/21/2024	1D...	POWER CORD	6510 · Building and Grounds	6.00
08/24/2024	1F1...	USB CONNCTIONS	6510 · Building and Grounds	8.19
08/24/2024	1F1...	DISPLAYPORT TO HDMI ADAPTERS	6510 · Building and Grounds	36.62
08/24/2024	1F1...	30' USB CABLES FOR BOARDROOM CAMERAS	6510 · Building and Grounds	31.78
08/24/2024	1F1...	TABEL TOP MIC'S FOR BOARDROOM	6510 · Building and Grounds	199.99
08/26/2024	1K...	TABLE SKIRT FOR BOARDROOM	6510 · Building and Grounds	60.98
08/26/2024	1J7...	SURVEYORS MARKING TAPE FOR MARKING LOCATI...	6513 · PPE / Equipment / Uniforms	25.46
08/26/2024	1J7...	REFLECTIVE VEST	6513 · PPE / Equipment / Uniforms	44.95
08/26/2024	1J7...	5 TABLE SKIRTS	6510 · Building and Grounds	304.90
08/26/2024	1J7...	RADIO CHEST HARNESS	6513 · PPE / Equipment / Uniforms	13.68
08/29/2024	1J6...	Pine-Sol Multi-Surface Cleaner, 80 Fl Oz, Pack of 3	6510.3 · Sanitation Supplies	62.00
08/29/2024	1J6...	Finish Quantum Jet-Dry Ultra Dishwasher Rinse Agent	6510.3 · Sanitation Supplies	26.39
08/29/2024	1J6...	Amazon Basics Disinfecting Wipes 255 Count (3 Packs o...	6510.3 · Sanitation Supplies	45.24
08/29/2024	1J6...	AIDEA-Brite Non-Scratch Scrub Sponge-24Count	6510.3 · Sanitation Supplies	18.98
08/29/2024	1J6...	Amazon Basics Laundry Detergent Pacs, Fresh Scent, 1...	6510.3 · Sanitation Supplies	41.00
08/29/2024	1J6...	Tork 105065 PeakServe Continuous Hand Towel	6510.3 · Sanitation Supplies	140.12
08/29/2024	1W...	SCAN SNAP SCANNER	6515 · Minor Equipment	349.99
08/29/2024	1W...	CLOTHING RACK FOR TUROUT STORAGE ROOM	6515 · Minor Equipment	39.99

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Accounts Payable
 July through September 2024

Date	Num	Memo	Account	Amount
08/29/2024	1W...	FLAT PLUG EXTENSION CORD	6518 · Office Supplies	39.98
08/29/2024	1W...	S-GEL GEL PENS	6518 · Office Supplies	11.81
08/29/2024	1M...	TABLE TOP CONFERENCE MEETING MICS	6515 · Minor Equipment	98.00
09/01/2024	1D...	3 HOLE PUNCH	6518 · Office Supplies	22.76
09/01/2024	1D...	2 DRONE PILOT TEST PREP BOOK	6516 · Training Expenses	33.32
09/01/2024	1D...	6 RADIO SHOLDER HOLSTER CHEST HARNESS	6515 · Minor Equipment	82.08
09/02/2024	14F...	AUX TO USB ADAPTER	6518 · Office Supplies	13.98
09/02/2024	14F...	PLASTIC KIDS FIREFIGHTER HELMENTS	6522 · Community Relations/Outr...	223.00
09/05/2024	1W...	WEST BASKET	6518 · Office Supplies	13.61
09/09/2024	1P...	USB EXTENDER CORD	6518 · Office Supplies	9.98
09/10/2024	1w...	HAZMAT TRAILER SUPPLIES	6515 · Minor Equipment	267.74
09/18/2024	16Y...	ALL WEATHER FLOOR MATS FOR F150 (2201)	6512 · Fleet Maintenance	117.85
09/22/2024	14J...	8 SAFETY VESTS	6513 · PPE / Equipment / Uniforms	399.92
09/26/2024	19...	SAWHORES SET FOR HAZMA TRAILER	6515 · Minor Equipment	47.99
09/28/2024	1K...	SAFETY LIGHT	6513 · PPE / Equipment / Uniforms	49.99
Total Amazon Business				7,930.47
Ameritas Life Insurance Corp				
07/01/2024	010...	VISION INSURANCE	2400.9 · Benefits Accrual	216.32
08/01/2024	010...	VISION INSURANCE	2400.9 · Benefits Accrual	216.32
09/15/2024	010...	VISION INSURNACE	2400.9 · Benefits Accrual	216.32
Total Ameritas Life Insurance Corp				648.96
Apple.com				
08/22/2024		TRAINING APP	6516 · Training Expenses	10.70
Total Apple.com				10.70
Bankcard Center				
07/08/2024	16	CREDIT CARD PROCESSING FEE	6505.7 · Credit Card Service Fees	90.82
08/07/2024	21	CREDIT CARD PORCESSING FEES	6505.7 · Credit Card Service Fees	35.55
08/08/2024	22	ACH PROCESSING FEE	6505.7 · Credit Card Service Fees	20.00
08/12/2024	23	REFUND OF OVER PAYMENT	6505.7 · Credit Card Service Fees	1,734.40
09/06/2024		SERVICE FEES	6505.7 · Credit Card Service Fees	43.47
Total Bankcard Center				1,924.24
Bells Gas And Grocery				
07/13/2024		ETHANOL FEE GAS FOR SMALL MOTORS	6511 · Fuel	100.00
07/24/2024		CASE OF DRINKS FOR DIKKER HILL FIRE	6517 · Employee Food and other	40.79
Total Bells Gas And Grocery				140.79

North Summit Fire District Accounts Payable July through September 2024

Date	Num	Memo	Account	Amount
Bound Tree				
07/01/2024	853...	Zoll AED Pads	6524 · EMS Supplies	311.96
07/11/2024	854...	Curaplex® Select Adult BVM, Manometer, PEEP, Bacteri...	6524 · EMS Supplies	44.58
07/11/2024	854...	Curaplex® Fabric Adhesive Bandage, 3/4in x 3in	6524 · EMS Supplies	4.22
07/11/2024	854...	Curaplex® EtCO2/O2 Dual Sampling Oral-Nasal Cannula...	6524 · EMS Supplies	24.45
07/11/2024	854...	Ambu® BlueSensor M, Adult, 50/PK	6524 · EMS Supplies	46.68
07/11/2024	854...	Curaplex® IV Start Kit With Tegaderm™, Alcohol, Flush	6524 · EMS Supplies	84.90
07/11/2024	854...	Insyte™ Autoguard™ BC Shielded IV Catheter, Non-win...	6524 · EMS Supplies	32.04
07/11/2024	854...	Insyte™ Autoguard™ BC Shielded IV Catheter, Non-win...	6524 · EMS Supplies	40.05
07/11/2024	854...	Gastric Sump Tube, Silicone, 16FR	6524 · EMS Supplies	6.99
07/11/2024	854...	2-piece Impervious Vinyl Restraint Strap with Metal Push ...	6524 · EMS Supplies	53.56
07/11/2024	854...	Curaplex® IV Admin Set, 10 Drop, 83in, PP Y-Site, Sure-...	6524 · EMS Supplies	75.50
07/11/2024	854...	Sodium Chloride 0.9%, 1000mL Bag	6524 · EMS Supplies	53.60
07/11/2024	854...	*Custom* Needle Cricothyrotomy Kit	6524 · EMS Supplies	14.89
07/11/2024	854...	Atropine, 0.1mg/mL, 10mL Luer Jet Prefilled Syringe	6524 · EMS Supplies	140.19
07/11/2024	854...	curaplex® IV Admin Set, 10 Drop, 83in, PP Y-Site, Sure-...	6524 · EMS Supplies	2.52
07/25/2024	854...	C2 FENTANYL, 0.05MG/ML, 2ML vIALS, 25/BX WITH S...	6524 · EMS Supplies	72.07
07/29/2024	854...	2-piece Impervious Vinyl Restraint Strap with Metal Push ...	6524 · EMS Supplies	26.78
08/14/2024	854...	Safetec® Ammonia 15-30% Strength Inhalant Towelettes	6524 · EMS Supplies	4.79
08/14/2024	854...	FREIGHT	6524 · EMS Supplies	8.13
08/15/2024	854...	Curaplex® IV Start Kit With Tegaderm™, Prevantics®, N...	6524 · EMS Supplies	124.50
08/15/2024	854...	IV Flush Syringe Normal Saline, 10mL Prefilled Syringe...	6524 · EMS Supplies	76.00
08/15/2024	854...	Curaplex® IV Extension Set, 8in, Removable Sure-Lok, ...	6524 · EMS Supplies	94.50
08/15/2024	854...	Insyte™ Autoguard™ BC Shielded IV Catheter, Non-win...	6524 · EMS Supplies	40.05
08/15/2024	854...	Insyte™ Autoguard™ BC Shielded IV Catheter, Non-win...	6524 · EMS Supplies	80.10
08/15/2024	854...	Curaplex® Patient Transporter, 1800lb Capacity, 14 Han...	6524 · EMS Supplies	203.00
08/15/2024	854...	Ambu® BlueSensor M, Adult, 50/PK	6524 · EMS Supplies	93.36
08/15/2024	854...	Diphenhydramine 50mg/mL, 1ml Vial	6524 · EMS Supplies	30.07
08/19/2024	854...	Curaplex® Cold Pack, Large, 7in L x 7.5in W	6524 · EMS Supplies	14.25
08/30/2024	854...	Sodium Chloride 0.9%, 1000mL Bag	6524 · EMS Supplies	107.20
08/30/2024	854...	Curaplex® DART, No Syringe	6524 · EMS Supplies	19.08
08/30/2024	854...	Naloxone, 1mg/mL, 2mL Luer-Jet™ Luer-Lock Prefilled S...	6524 · EMS Supplies	185.84
08/30/2024	854...	Curaplex® IV Admin Set, 10 Drop, 83in, PP Y-Site, Sure-...	6524 · EMS Supplies	37.75
08/30/2024	854...	Insyte™ Autoguard™ BC Shielded IV Catheter, Non-win...	6524 · EMS Supplies	53.40
Total Bound Tree				2,207.00
BRD Pest Solutions				
07/01/2024		PEST CONTROL STA 22	6510.2 · Pest Control	149.99
07/01/2024		PEST CONTROL STA 21	6510.2 · Pest Control	149.99
09/13/2024		PEST CONTROL	6510.2 · Pest Control	149.99
09/20/2024		PEST CONTROLL	6510.2 · Pest Control	149.99
Total BRD Pest Solutions				599.96

North Summit Fire District
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 July through September 2024

Date	Num	Memo	Account	Amount
Burt Brothers				
07/09/2024	124...	BALANCE AND ROTATE TIRES R21	6512 · Fleet Maintenance	80.00
07/25/2024	124...	OIL CHANGE & TIRE ROTATION #2301	6512 · Fleet Maintenance	97.73
07/29/2024	124...	TIRES FOR TRAILER	6512 · Fleet Maintenance	253.78
08/22/2024	124...	OIL CHANGE AND TIRE ROTATION #2304	6512 · Fleet Maintenance	76.08
08/22/2024	124...	2 NEW BATTERIES FOR #2402	6512 · Fleet Maintenance	422.94
09/30/2024	124...	OIL CHANGE, TIRE ROTATE, & PREVENTIVE CHECKS	6512 · Fleet Maintenance	96.57
Total Burt Brothers				1,027.10
Cafe Rio				
08/15/2024		BOARD MEETING DINNER	6517 · Employee Food and other	149.00
09/11/2024		LUNCH FOR CREW ON 911	6517 · Employee Food and other	150.75
Total Cafe Rio				299.75
ChatGPT				
07/26/2024		CHAT GPT MEMBERSHIP	6519 · Subscriptions/Membership...	21.43
08/26/2024		CHAT GPT MEMBERSHIP	6519 · Subscriptions/Membership...	21.43
09/26/2024		CHATGPT	6519 · Subscriptions/Membership...	21.43
Total ChatGPT				64.29
CLINTON VELOCITY CAR WASH				
07/26/2024		CAR WASH MEMBERSHIP	6512 · Fleet Maintenance	10.00
08/01/2024		CAR WASH MEMBERSHIP	6512 · Fleet Maintenance	10.00
08/26/2024		CARWASH MEMBERSHIP	6512 · Fleet Maintenance	10.00
09/09/2024		CAR WAS MEMBERSHIP	6512 · Fleet Maintenance	10.00
09/28/2024		CAR WASH MEMBERSHIP	6512 · Fleet Maintenance	10.00
Total CLINTON VELOCITY CAR WASH				50.00
Coaching Systems				
09/23/2024	846...	CEVO 5: Ambulance - Instructor's Kit- Streaming	6516 · Training Expenses	485.00
09/23/2024	846...	CEVO 5: Ambulance- Respones Book	6516 · Training Expenses	330.00
09/23/2024	846...	Shipping	6516 · Training Expenses	20.40
Total Coaching Systems				835.40
Costco				
07/01/2024		ANNUAL MEMBERSHIP RENEWAL	6519 · Subscriptions/Membership...	129.30
Total Costco				129.30

North Summit Fire District
Accounts Payable
 July through September 2024

Date	Num	Memo	Account	Amount
Crown Promotions				
08/07/2024	B8...	STEFAN COOK UNIFORMS	6513 · PPE / Equipment / Uniforms	99.00
08/07/2024	B8...	MARSHALL WILCOX UNIFORMS	6513 · PPE / Equipment / Uniforms	151.00
08/07/2024	B8...	TYLER ROWSER UNIFORMS	6513 · PPE / Equipment / Uniforms	252.00
08/07/2024	B8...	BRIAN BEVACQUA UNIFORMS	6513 · PPE / Equipment / Uniforms	121.00
08/07/2024	B8...	PHIL PIFER UNIFORMS	6513 · PPE / Equipment / Uniforms	121.00
08/07/2024	B8...	TYLER LEAVITT UNIFORMS	6513 · PPE / Equipment / Uniforms	95.00
08/07/2024	B8...	BENJAMIN NIELSON UNIFORMS	6513 · PPE / Equipment / Uniforms	91.00
Total Crown Promotions				930.00
Curtis				
07/16/2024	INV...	ANNUAL AIR COMPRESSOR TESTING	6505 · Contract Services	1,806.00
Total Curtis				1,806.00
Diligent				
09/16/2024	inv...	BOARD MEETING AGENDA SOFTWARE	6519 · Subscriptions/Membership...	4,000.00
Total Diligent				4,000.00
Dominion Energy				
07/03/2024	741...	GAS SERVICE STA 21	6509.4 · Gas	34.71
07/03/2024	723...	GAS SERVICE STA 23	6509.4 · Gas	32.40
07/03/2024	599...	GAS SERVICE STA 22	6509.4 · Gas	25.11
08/07/2024	599...	GAS SERVICE STA 22	6509.4 · Gas	13.47
08/07/2024	723...	GAS SERVICE STA 23	6509.4 · Gas	21.38
08/07/2024	741...	GAS SERVICE STA 21	6509.4 · Gas	30.36
09/04/2024	741...	GAS SERVICE STA 21	6509.4 · Gas	25.79
09/05/2024	599...	GAS SERVICE STA 22	6509.4 · Gas	14.15
09/06/2024	723...	GAS SERVICE STA 23	6509.4 · Gas	25.10
Total Dominion Energy				222.47
Doug Jarvis				
09/25/2024	001	Office Furniture - Executive Desk, Chairs , Cabinets and ...	6515 · Minor Equipment	2,000.00
Total Doug Jarvis				2,000.00
FEDEX				
07/24/2024		SEND RX TO BOUNDTREE FOR MEDS.	6518 · Office Supplies	42.84
08/17/2024		SHIPPING	6518 · Office Supplies	62.64
Total FEDEX				105.48

North Summit Fire District Accounts Payable July through September 2024

Date	Num	Memo	Account	Amount
First Responders First				
07/08/2024	NS...	INDIVIDUAL THERAPY	G24.01 · 2024 Mental Heath Gran...	1,800.00
08/07/2024	NS...	INDIVIDUAL THERAPY	G24.01 · 2024 Mental Heath Gran...	750.00
09/09/2024	NS...	COUNCILING	G24.01 · 2024 Mental Heath Gran...	1,395.00
Total First Responders First				3,945.00
Fuel Network				
07/01/2024	F24...	FUEL	6511 · Fuel	2,211.30
08/01/2024	F25...	FUEL	6511 · Fuel	3,201.79
09/01/2024	F25...	FUEL	6511 · Fuel	2,829.67
Total Fuel Network				8,242.76
Gilbert & Stewart, PC				
07/02/2024	207...	2023 AUDIT	6502 · Accounting other.	17,000.00
Total Gilbert & Stewart, PC				17,000.00
Gold Cross Services				
07/01/2024	3757	EMS BULLING SERVICES CONTRACT	6505.6 · EMS Billing Service	962.46
07/31/2024	3800	EMS BILLING SERVICES	6505.6 · EMS Billing Service	1,897.54
09/01/2024	3836	EMS BILLING SERVICES	6505.6 · EMS Billing Service	1,286.53
Total Gold Cross Services				4,146.53
Google				
07/01/2024		EMAILS	6509.3 · Email	30.86
08/01/2024		EMAILS	6509.3 · Email	30.86
09/01/2024		EMAILS	6509.3 · Email	30.86
Total Google				92.58
Graham Fire Apparatus Sales and Service				
08/05/2024	701	OIL CHANGE AND OIL SAMPLING UNIT 2403	6512 · Fleet Maintenance	554.45
08/07/2024	712	REPAIR AIR LEAK ON 2403	6512 · Fleet Maintenance	330.00
Total Graham Fire Apparatus Sales and Service				884.45
Health Equity				
07/05/2024	ACH	HEALTH SAVINGS PAYROLL ENDING 06.21.24	2400.9 · Benefits Accrual	1,317.33
07/19/2024	5092	HEALTH SAVINGS PAYROLL ENDING 07.05.24	2400.9 · Benefits Accrual	1,317.33
08/02/2024	ACH	HEALTH SAVINGS PAYROLL ENDING 07.19.24	2400.9 · Benefits Accrual	1,317.33
08/16/2024	ACH	HEALTH SAVINGS PAYROLL ENDING 08.02.24	2400.9 · Benefits Accrual	1,317.33
09/13/2024	ACH	HEALTH SAVINGS PAYROLL ENDING 08.30.24	2400.9 · Benefits Accrual	1,317.33
09/25/2024	ACH	HAS PAYMENT FOR DELAYED ACCOUNT SET UP PA...	2400.9 · Benefits Accrual	66.67
09/27/2024	ACH	HEALTH SAVINGS PAYROLL ENDING 09.13.24	2400.9 · Benefits Accrual	1,654.00
Total Health Equity				8,307.32

North Summit Fire District
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 July through September 2024

Date	Num	Memo	Account	Amount
Home Depot				
07/03/2024		KEY COPY	6510 · Building and Grounds	3.97
07/22/2024		TAP IN SREWS FOR SIGNS	6510 · Building and Grounds	15.85
07/23/2024		SMALL A/C UNITS FOR STA 21 LIVING AREA	6510 · Building and Grounds	793.00
08/12/2024		BOARDROOM REMODEL	6510 · Building and Grounds	129.82
08/12/2024		BOARDROOM REMODEL	6510 · Building and Grounds	11.74
08/13/2024		BOARDROOM REMODEL	6510 · Building and Grounds	19.95
08/13/2024		BOARDROOM REMODEL	6510 · Building and Grounds	1.96
08/14/2024		BOARDROOM REMODEL	6510 · Building and Grounds	151.62
08/15/2024		BOARDROOM REMODEL	6510 · Building and Grounds	165.62
08/15/2024		BOARDROOM REMODEL	6510 · Building and Grounds	110.13
08/15/2024		CREDIT RETURNED ITEMS FOR BOARDROOM REMO...	1007 · Cost Recovery	-19.97
09/11/2024		4 33 GAL GARBAGE CANS	6510 · Building and Grounds	211.44
09/21/2024		AIR FILTER FOR STA 23	6510 · Building and Grounds	38.98
Total Home Depot				1,634.11
IntelliPay				
07/12/2024	19	EMS BILLING SERVICE FEES	6505.7 · Credit Card Service Fees	12.20
08/12/2024	24	PROCESSING FEES	6505.7 · Credit Card Service Fees	12.80
09/16/2024	29	CC SERVICE FEES	6505.7 · Credit Card Service Fees	12.90
Total IntelliPay				37.90
Intermountain Health				
07/23/2024	EA...	EMPLOYEE ASSITANCE PROGRAM	6505.5 · EAP	330.60
07/29/2024	143...	MEDICAL CONTROL SERVICES	G24.04 · 2025 Per Capita Grant	1,464.00
Total Intermountain Health				1,794.60
KHSA				
07/05/2024	135...	MONTHLY QUICKBOOKS SUBSCRIPTION	6502 · Accounting other.	50.00
08/13/2024	135...	MONTHLY QUICKBOOKS SUBSCRIPTION	6502 · Accounting other.	50.00
09/10/2024	136...	MONTHLY QUICKBOOKS SUB	6502 · Accounting other.	50.00
Total KHSA				150.00
Leagle Shield				
07/25/2024	030...	EMPLOYEE PAID BENIFT	2400.9 · Benefits Accrual	31.90
08/25/2024	030...	EMPLOYEE PAID BENIFT	2400.9 · Benefits Accrual	31.90
09/25/2024	030...	EMPLOYEE PAID BENIFT	2400.9 · Benefits Accrual	54.85
Total Leagle Shield				118.65

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 July through September 2024

Date	Num	Memo	Account	Amount
Les Olson Company				
07/11/2024	MN...	IT SUPPORT CONTACT	6505.4 · IT Support	942.50
07/29/2024	EA...	COPY MACHINE	6518 · Office Supplies	41.99
08/13/2024	MN...	IT SUPPORT	6505.4 · IT Support	630.00
09/12/2024	MN...	IT SUPPORT	6505.4 · IT Support	630.00
Total Les Olson Company				2,244.49
Lexipol				
09/03/2024	INV...	LEXAPOL ANNUAL FEES	6505 · Contract Services	7,456.55
Total Lexipol				7,456.55
Mister Car Wash				
09/12/2024		CAR WASH	6512 · Fleet Maintenance	31.00
Total Mister Car Wash				31.00
Mister Clucker				
07/11/2024		FOOD FOR BOARD MEETING	6517 · Employee Food and other	172.40
07/24/2024		DINNER FOR DIKKER HILL FIRE	6517 · Employee Food and other	406.64
Total Mister Clucker				579.04
Moore's Chevron and Towing LLC				
07/11/2024		DRINKS FOR BOARD MEETING	6517 · Employee Food and other	18.70
07/27/2024		DEF	6511 · Fuel	19.29
08/05/2024	101...	BAG OF ICE FOR COOLER	6517 · Employee Food and other	3.38
Total Moore's Chevron and Towing LLC				41.37
NFPA NATL FIRE PROTECT				
07/27/2024		NFPA CODE MEMBERSHIP	6519 · Subscriptions/Membership...	241.09
Total NFPA NATL FIRE PROTECT				241.09
Oxygen Utah, LLC				
07/31/2024	193...	OXYGEN CYLINDERS	G24.04 · 2025 Per Capita Grant	162.74
08/31/2024	195...	OXYGEN	G24.04 · 2025 Per Capita Grant	171.47
09/30/2024	198...	OXYGEN	6524 · EMS Supplies	112.82
Total Oxygen Utah, LLC				447.03

North Summit Fire District
Accounts Payable
 July through September 2024

Date	Num	Memo	Account	Amount
Paylogics				
07/03/2024	ACH	PAYROLL ENDING 06.21.24	2500 · Accrued salaries	69,133.13
07/18/2024	ACH	PAYROLL ENDING 07.05.24	2500 · Accrued salaries	67,356.01
08/01/2024	ACH	PAYROLL ENDING 07.19.24	2500 · Accrued salaries	69,478.65
08/15/2024	ACH	PAYROLL ENDING 08.02.24	2500 · Accrued salaries	68,872.65
08/29/2024	ACH	PAYROLL ENDING 08.16.24	2500 · Accrued salaries	73,601.91
09/12/2024	ACH	PAYROLL ENDING 08.30.24	2500 · Accrued salaries	69,593.46
09/26/2024	ACH	PAYROLL ENDING 09.13.24	2500 · Accrued salaries	72,133.67
Total Paylogics				490,169.48
Peopletrial				
08/01/2024	651...	BACKGROUND CHECKS	6506 · Background Checks	206.48
09/01/2024	655...	BACKGROUND CHECKS 4 NEW EMPLOYEES	6506 · Background Checks	347.45
Total Peopletrial				553.93
Post Master				
08/19/2024		POSTAGE	6518 · Office Supplies	82.85
Total Post Master				82.85
Precision Complete Auto Repair				
07/01/2024		FLAT TIRE REPAIR	6512 · Fleet Maintenance	15.00
Total Precision Complete Auto Repair				15.00
Price's Guaranteed Doors				
07/22/2024		TEMP FIX OF GRAGE DOOR AT STA 23	6510 · Building and Grounds	330.00
08/21/2024	542...	REPLACE 1 GRAGE DOOR AND MOTOR AT STA 23	6510 · Building and Grounds	5,773.00
09/30/2024		DOWN PAYMENT ON GRAGE DOOR AT STATION 21	6510 · Building and Grounds	3,571.50
Total Price's Guaranteed Doors				9,674.50
PSI SERVICES				
09/22/2024		FAA DRONE PILOTS TEST	6516 · Training Expenses	175.00
Total PSI SERVICES				175.00
Republic Service				
07/26/2024	086...	TRASH SERVICE STA 21	6510.1 · Trash	128.72
07/26/2024	086...	TRASH SERVICE STA 23	6510.1 · Trash	123.67
08/26/2024	086...	TRASH SERVICE STA 23	6510.1 · Trash	123.09
08/26/2024	086...	TRASH SERVICE STA 21	6510.1 · Trash	128.72
09/26/2024	086...	TRASH SERVICE STA 21	6510.1 · Trash	128.72
09/26/2024	086...	TRASH SERVICE STA 23	6510.1 · Trash	122.50
Total Republic Service				755.42

North Summit Fire District
Accounts Payable
July through September 2024

Date	Num	Memo	Account	Amount
RIDLEY'S				
07/02/2024		CANDY FOR HENEFER/COUNTY FAIR PARADES	6522 · Community Relations/Outr...	70.76
Total RIDLEY'S				70.76
Roadhouse Grill				
09/24/2024		BREAKFAST FOR CREW THAT WENT TO COUNTY H...	6517 · Employee Food and other	118.01
Total Roadhouse Grill				118.01
Robertson Diesel Repair				
09/25/2024		REPAIR AIR LEAK ON WT21 AT ELIZIBITH FIRE	6512 · Fleet Maintenance	326.26
Total Robertson Diesel Repair				326.26
Rocky Mountain Power				
07/01/2024	345...	POWER SERVICE STA 21	6509.5 · Power	528.99
07/02/2024	352...	POWER SERVICE STA 22	6509.5 · Power	113.94
07/31/2024	356...	POWER SERVICE STA 23	6509.5 · Power	296.21
08/02/2024	345...	POWER SERVICE STA 21	6509.5 · Power	679.14
08/05/2024	352...	POWER SERVICE STA 22	6509.5 · Power	140.25
08/29/2024	356...	POWER SERVICE STA 23	6509.5 · Power	291.86
08/30/2024	345...	POWER SERVICE STA 21	6509.5 · Power	575.52
09/03/2024	352...	POWER SREVICE STA 22	6509.5 · Power	146.17
09/30/2024	356...	POWER SERVICE STA 23	6509.5 · Power	321.77
Total Rocky Mountain Power				3,093.85
SHI Office Furniture				
09/06/2024	7350	60"X40" Training Table with Nesting Base	6510 · Building and Grounds	4,250.00
09/06/2024	7350	Desk to Power Duplex outlet and USB	6510 · Building and Grounds	297.66
09/06/2024	7350	Elusion Mesh back Task Chair	6510 · Building and Grounds	2,640.00
09/06/2024	7350	Elusion mesh back guest chair	6510 · Building and Grounds	3,700.00
09/06/2024	7350	Delivery & installation	6510 · Building and Grounds	1,100.00
Total SHI Office Furniture				11,987.66
Siddons-Martin Emergnecy Group				
09/01/2024	321...	LOW AIR ALARM ON WATER TENDER 21	6512 · Fleet Maintenance	1,034.86
09/01/2024	321...	E22 STUCK IN PUMP MODE	6512 · Fleet Maintenance	3,236.43
09/01/2024	321...	INSTALL CUSTOMER PART ON MINI PUMPER	6512 · Fleet Maintenance	430.00
09/18/2024	642...	WILDLAND PACKS AND SHELTERS	6513 · PPE / Equipment / Uniforms	5,580.00
Total Siddons-Martin Emergnecy Group				10,281.29

North Summit Fire District
Accounts Payable
 July through September 2024

Date	Num	Memo	Account	Amount
Skaggs Public Safety Uniforms				
07/10/2024	239...	UNIFORM PANTS D. DAVIES	6513 · PPE / Equipment / Uniforms	210.60
07/17/2024	240...	STEFAN COOK UNIFORM	6513 · PPE / Equipment / Uniforms	152.10
08/23/2024	246...	UNIFORMS M. STONE	6513 · PPE / Equipment / Uniforms	493.49
Total Skaggs Public Safety Uniforms				856.19
South Fork Hardware				
09/19/2024		POOLS FOR HAZMAT TRAILER	6515 · Minor Equipment	89.95
Total South Fork Hardware				89.95
Streamline				
07/01/2024	30A...	WEBSITE HOSTING	6505.3 · Web Site Hosting	249.00
08/01/2024	30A...	WIBSITE HOSTING	6505.3 · Web Site Hosting	249.00
09/01/2024	30A...	WEBSITE HOSTING	6505.3 · Web Site Hosting	249.00
Total Streamline				747.00
Stryker				
07/14/2024	920...	NIBP CUFF-DISPOSABLE INFANT	G24.03 · Rural Competitive EMS (...)	40.76
07/14/2024	920...	NIBP CUFF DISPOSABLE CHILD	G24.03 · Rural Competitive EMS (...)	44.12
07/14/2024	920...	NIBP CUFF-SINGLE PATIENTUSE SMALL ADULT	G24.03 · Rural Competitive EMS (...)	54.32
07/14/2024	920...	NIBP CUFF-DISPOSABLE X-TRA LARGE AUDLT	G24.03 · Rural Competitive EMS (...)	61.60
07/14/2024	920...	FREIGHT/SHIPPING	G24.03 · Rural Competitive EMS (...)	8.04
07/30/2024	920...	LP35, EN-US, MAS-SP/CO, MED-CO2, SUN-NIBP, 12L, ...	G24.03 · Rural Competitive EMS (...)	185,040.00
07/30/2024	920...	SHIP KIT POWER SUPPLY LP35	G24.03 · Rural Competitive EMS (...)	7,600.00
07/30/2024	920...	POWER CORD	G24.03 · Rural Competitive EMS (...)	302.40
07/30/2024	920...	LNCS-II RAINBOW ADULT REUSABLE SENSOR	G24.03 · Rural Competitive EMS (...)	2,405.20
07/30/2024	920...	TRADE IN LP15 V2 FOR LP35	G24.03 · Rural Competitive EMS (...)	-5,000.00
07/30/2024	920...	TRADE IN ZOLL X-SERIES FOR LP35	G24.03 · Rural Competitive EMS (...)	-6,500.00
07/30/2024	920...	FREIGHT/SHIPPING	G24.03 · Rural Competitive EMS (...)	2,725.28
07/30/2024	920...	Lifepack CR2 Defibrillator Fully Automatic	G24.03 · Rural Competitive EMS (...)	11,443.25
07/30/2024	920...	FREIGHT	G24.03 · Rural Competitive EMS (...)	143.05
08/01/2024	920...	SERVICE PLAN	G24.03 · Rural Competitive EMS (...)	17,053.12
08/15/2024	920...	LNCS-II RAINBOW PEDIACTRIC REUSABLE SENSOR	G24.03 · Rural Competitive EMS (...)	2,646.00
08/15/2024	920...	KIT, STORAGE BAGS LP35	G24.03 · Rural Competitive EMS (...)	1,680.00
08/15/2024	920...	KIT, SHOLDER STRAP LP35	G24.03 · Rural Competitive EMS (...)	210.00
08/15/2024	920...	FREIGHT	G24.03 · Rural Competitive EMS (...)	181.44
Total Stryker				220,138.58
Summit Auto Repair				
08/08/2024	9118	A/C REPAIRE IN UNIT 2401	6512 · Fleet Maintenance	273.36
Total Summit Auto Repair				273.36

North Summit Fire District
Accounts Payable
 July through September 2024

Date	Num	Memo	Account	Amount
Summit County				
09/09/2024	De...	EMS DEPOIST ERROR AUG 24	1026 · Ambulance Transport Rev...	4,844.77
Total Summit County				4,844.77
Summit County Health Insurance				
07/16/2024	582...	JULY HEALTH INSURANCE	2400.9 · Benefits Accrual	20,482.00
07/16/2024	582...	JULY DENTAL INSURANCE	2400.9 · Benefits Accrual	1,174.00
07/26/2024	582...	AFLAC	2400.9 · Benefits Accrual	45.60
08/16/2024	582...	HEALTH INSURANCE	2400.9 · Benefits Accrual	20,482.00
08/16/2024	582...	DENTAL INSURANCE	2400.9 · Benefits Accrual	1,174.00
08/27/2024	582...	AFLAC	2400.9 · Benefits Accrual	45.60
09/16/2024	582...	DENTAL INSURANCE	2400.9 · Benefits Accrual	1,238.00
09/16/2024	582...	HEALTH INSURANCE	2400.9 · Benefits Accrual	21,004.00
09/30/2024	582...	AFLAC	2400.9 · Benefits Accrual	85.92
Total Summit County Health Insurance				65,731.12
Summit Merc.				
07/13/2024	015...	SPRAY PAINT TO TOUCH SPOTS	6510 · Building and Grounds	7.99
07/22/2024	027...	SEAL WASHER	6510 · Building and Grounds	6.99
07/22/2024	027...	HOSE ADAPTOR	6510 · Building and Grounds	4.59
07/23/2024	016...	REHAB BOTLED WATER	6517 · Employee Food and other	20.76
07/26/2024	028...	VINEGAR FOR DISHWASHER	6510.3 · Sanitation Supplies	4.39
07/31/2024	028...	FOOD FOR EMPLOYEE MEETING	6517 · Employee Food and other	42.84
07/31/2024	028...	AAA BATTERIES	6518 · Office Supplies	4.39
08/07/2024	029...	TANK REPAIR KIT	6510 · Building and Grounds	16.99
08/23/2024	021...	SCREWS ADN NUTS AND WASHER	6510 · Building and Grounds	26.50
Total Summit Merc.				135.44
Sun Life				
07/14/2024	246...	EMPLOYEE LIFE INSURANCE	2400.9 · Benefits Accrual	886.11
08/14/2024	246...	LIFE INSURANCE	2400.9 · Benefits Accrual	834.92
09/15/2024	246...	LIFE INSURANCE	2400.9 · Benefits Accrual	816.30
Total Sun Life				2,537.33
Tracy Givan				
07/17/2024		FLOOR PREP AND INSTALL CARPET IN STA 21 BOA...	6510 · Building and Grounds	1,290.00
Total Tracy Givan				1,290.00
UPS sTORE				
08/29/2024		SHIPPING RETUR ITEM TO AMAZON	6518 · Office Supplies	83.04
Total UPS sTORE				83.04

North Summit Fire District Accounts Payable July through September 2024

Date	Num	Memo	Account	Amount
URS				
07/05/2024	ACH	RETIRMENT PAYROLL ENDING 06.21.24	2400.9 · Benefits Accrual	12,013.04
07/19/2024	ACH	RETIRMENT PAYROLL ENDING 07.05.24	2400.9 · Benefits Accrual	11,175.01
07/23/2024	PE ...	PE 7.5.24 Corrections	2400.9 · Benefits Accrual	380.39
08/02/2024	ACH	RETIRMENT PAYROLL ENDING 07.19.24	2400.9 · Benefits Accrual	11,848.49
08/07/2024	AD...	RETIRMENT PAYMENT ADJUSTMENT	2400.9 · Benefits Accrual	400.39
08/16/2024	ACH	RETIRMENT PAYROLL ENDING 08.02.24	2400.9 · Benefits Accrual	11,701.98
08/30/2024	ACH	RETIRMENT PAYROLL ENDING 08.16.24	2400.9 · Benefits Accrual	11,362.27
09/13/2024	ACH	RETIRMENT PAYROLL ENDING 08.30.24	2400.9 · Benefits Accrual	11,382.42
09/27/2024	ACH	RETIRMENT PAYROLL ENDING 09.13.24	2400.9 · Benefits Accrual	12,832.10
09/27/2024	ACH	AUDIT ADJUSTMENT	2400.9 · Benefits Accrual	4,714.44
Total URS				87,810.53
Utah Association of Special Districts				
09/01/2024	202...	2025 UASD MEMBERSHIP	6519 · Subscriptions/Membership...	4,460.00
09/17/2024		ANNUAL CONVENTION REGISTRATIONS	6516 · Training Expenses	285.00
Total Utah Association of Special Districts				4,745.00
Utah Local Governments Trust				
07/27/2024	161...	AUTO INSURANCE	6501.1 · Auto	17,578.89
07/27/2024	161...	GENERAL LIABILITY	6501.3 · General liability	3,458.22
07/27/2024	161...	PROPERTY INSURANCE	6501.4 · Property	5,012.27
Total Utah Local Governments Trust				26,049.38
Utah Valley University				
08/21/2024	A29...	EXAM AND CERTIFICATION	6516 · Training Expenses	40.00
Total Utah Valley University				40.00
Vehicle Lighting Solutions, Inc.				
08/20/2024	152...	INSTALL RADIO IN 2403	6512 · Fleet Maintenance	451.23
09/13/2024	153...	INNER EDGE FOR FORD F1150, TAILGATE RUNNER ...	6512 · Fleet Maintenance	1,947.54
Total Vehicle Lighting Solutions, Inc.				2,398.77
Verizon Wireless				
07/01/2024	996...	LIFEPACK DATA	6509.2 · Internet	20.04
07/02/2024	996...	OFFICE TELEPHONES	6509.1 · Telephone	202.04
07/02/2024	996...	DATA	6509.2 · Internet	441.68
08/01/2024	997...	DATA FOR LIFEPACKS	6509.2 · Internet	20.04
08/02/2024	997...	OFFICE TELEPHONE SERVICE	6509.1 · Telephone	202.04
08/02/2024	997...	MOBLE DATA SERVICE	6509.2 · Internet	552.35
09/01/2024	997...	TELEPHONE SERVICE	6509.1 · Telephone	202.30
09/01/2024	997...	DATA SERVICE	6509.2 · Internet	536.69
09/01/2024	997...	DATA SERVICE	6509.2 · Internet	20.04
Total Verizon Wireless				2,197.22

North Summit Fire District Accounts Payable July through September 2024

Date	Num	Memo	Account	Amount
Walmart				
07/04/2024		CANDY FOR PARADE	6522 · Community Relations/Outr...	242.90
08/09/2024		CANDY FOR PARADE	6522 · Community Relations/Outr...	34.02
08/19/2024		OFFICE TREATS	6517 · Employee Food and other	19.67
Total Walmart				296.59
Waxie Sanitary Supply				
08/29/2024	826...	KLEENLINE ANTIBACTERIAL FOAM HAND SOAP 125...	6510.3 · Sanitation Supplies	169.68
Total Waxie Sanitary Supply				169.68
Weidner Fire				
07/31/2024	691...	7 SETS OF TECGEN	6513 · PPE / Equipment / Uniforms	5,555.24
08/16/2024	692...	TECGEN INTERCEPTOR PACKAGE	6513 · PPE / Equipment / Uniforms	825.67
08/21/2024	692...	FIREDEX STRUCTURE GEAR	6513 · PPE / Equipment / Uniforms	1,560.34
09/01/2024	678...	HELMET FRONTS	6513 · PPE / Equipment / Uniforms	80.00
09/01/2024	681...	CHEMGUARD CLASS A PLUS 5G PAIL	6513 · PPE / Equipment / Uniforms	210.00
09/01/2024	681...	ANNUAL FLOW TESTING FOR SCBA'S	6513 · PPE / Equipment / Uniforms	830.00
09/01/2024	683...	FIRE HOSE	6515 · Minor Equipment	760.00
09/05/2024	693...	2 SETS OF TURNOUTS FOR FUEL SPILL REIMBURS...	6513 · PPE / Equipment / Uniforms	6,462.24
09/27/2024	695...	1 SET OF TURNOUTS	6513 · PPE / Equipment / Uniforms	3,378.35
Total Weidner Fire				19,661.84
Whites Auto Parts				
07/03/2024	379...	CAR WASH SUPPLIES	6512 · Fleet Maintenance	27.18
07/10/2024	379...	DEF	6512 · Fleet Maintenance	12.99
07/10/2024	379...	MICROFIBER TOWELS FOR VEHICLE WASHING	6512 · Fleet Maintenance	14.40
07/27/2024	380...	1 CASE OF DEF	6512 · Fleet Maintenance	15.14
07/30/2024	380...	6 CASES OF DEF	6512 · Fleet Maintenance	90.84
08/29/2024	382...	BATTERY POST TERMINAL	6512 · Fleet Maintenance	10.22
09/07/2024	382...	CARWASH SUPPLIES	6512 · Fleet Maintenance	26.81
09/09/2024	387...	LIGHT BULB FOR AMBULANCE	6512 · Fleet Maintenance	2.75
09/16/2024	383...	WIPER BLADES	6512 · Fleet Maintenance	23.98
09/18/2024	383...	WAX AND TIRE SHINE FOR ENFINGS	6512 · Fleet Maintenance	24.60
Total Whites Auto Parts				248.91
Wiki Licious				
07/16/2024		FOOD FOR EMPLOYEE MEETING	6517 · Employee Food and other	32.18
Total Wiki Licious				32.18
Zions Bank Bankcard Center				
09/04/2024	ACH	VISA CAS BACK	1013 · Visa Card Cash Back	-110.00
Total Zions Bank Bankcard Center				-110.00

10:22 AM

10/08/24

Accrual Basis

North Summit Fire District
Accounts Payable
July through September 2024

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Zoom				
07/05/2024		ZOOM SUBSCRIPTION	6519 · Subscriptions/Membership...	1,009.80
Total Zoom				1,009.80
TOTAL				1,051,752.17

Minutes

North Summit Fire Service District
Administrative Control Board

Regular Meeting

Station 21

86 E Center St

Coalville, UT 84017

July 11, 2024

1 Chair Armstrong called the meeting to order at 6:17 PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Don Donaldson

5 Treasurer Ari Ioannides

6 Louise Willoughby excused

7 Chris Robinson

8 John Adams *excused*

9 Steven Dallin *joined at 6:20 PM*

Staff Present

Ben Nielson, Fire Chief

Nick Jarvis, Deputy Fire Chief

Tyler Rowser, District Clerk

Linda Viti, Deputy County Attorney

Public Present

10
11
12 **Item 2 Roll Call**

13 A quorum was present.

14 **Item 3 Closed session in compliance with Utah Code §52-4-205(1) as**
15 **needed, to discuss:**

- 16 a. Purchase, exchange, or lease of real property.
- 17 b. Pending or reasonably imminent litigation
- 18 c. Personnel – to discuss the character, competence, or physical or mental
19 health of an individual.
- 20 d. Deployment of security personnel, devices, or systems

21 *None*

22 **Item 4 Reconvene in Open Meeting**

23 **Item 5 Pledge of Allegiance**

24 Chair Armstrong led the board and public in the pledge of allegiance.

25 **Item 6 Work Session**

26
27 **a. 2023 Audit Report**

28 Ron Stewart from Gilbert & Stewart, CPA's presented the audit report
29 for the 2023 budget year.

30 **b. Chief's Report. Discussion of current operational status.**

31 **a. Buildings**

32 Station 21 board room is updated.

33 **b. Apparatus**

34 One truck will need a once-over at the end of the fire
35 season. We may have a lead on a donated fire engine from
36 the Wasatch front.

37 **c. Training**

38 In June, we had 217 hours of training in Fire & EMS.

39 **d. Operations (Medical/Fire)**

40 Wildland season is upon us, and we are prepared to
41 respond. Trucks have been preseason serviced.

42 **e. Misc.**

43 Chief Jarvis, we have applied for grants and will hear
44 about some soon.

45
46 **Item 7 Public Input**

47 *None*

48 **Item 8 Consent Agenda**

49
50 **e. Accounts Payable June 2024**

51 **f. Minutes of June 13, 2024**

52 Board Member Robinson motioned to approve, Treasurer Ioannides
53 seconded the motion, a vote was called, all ayes, motion passed.

54
55 **Item 9 Consideration of Approval**

56
57 **a. Discussion and possible approval of the settlement with John C
58 Berry & Sones Inc & Federated Mutual Insurance Company for
59 damaged equipment and gear and a Full and Final Release of
60 all Claims for the October 10, 2023, Hazmat incident on I84 in
61 Henefer.**

62 Board Member Robinson motioned to approve the settlement and full
63 and final release of all claims. Vice Chair Donaldson seconded the
64 motion. A vote was called; all ayes and the motion passed.

65 **b. Discussion and possible approval of the Mutual Aid Agreement
66 between Uinta County (Wyoming), North Summit Fire District
67 & Summit County, Utah.**

68 Board Member Dallin motioned to approve the Mutual Aid Agreement;
69 Vice Chair Donaldson seconded the motion, a vote was called, all ayes,
70 and the motion passed.

71 **c. Discussion and possible approval of Resolution 2024-01 A
72 Resolution Authorizing Employer Payment for Tier 2
73 Employees portion of Utah Retirement System Contribution.**

74 Treasurer Ioannides motioned to approve Resolution 2024-01, Board
75 Member Robinson seconded the motion, a vote was called, all ayes, the
76 motion passed.

77 **d. Discussion and possible approval to purchase four (4) new**
78 **Lifepack 35 Cardiac Monitors and five (5) Lifepack CR2 AEDs.**
79 Treasurer Ioannides motioned to approve spending up to the amount of
80 the grant to purchase the Lifepacks; Board Member Robinson seconded
81 the motion, a vote was called, all ayes, and the motion passed.

82 **e. Discussion and possible recommendation to the County**
83 **Council for district policy and procedures approval.**

84 *Board Member Adams joined the meeting remotely to discuss this item.*

85 **a. Code of Ethics, Mission Statement Philosophy & Goals**

86 **b. Sections 102, 103, 200, 202, 203, 205, 206, 207, 208, 210, 300,**
87 **301, 302, 303, 304, 305, 306, 307, 308, 309**

88 Board Member Adams motioned to recommend the 23 policies to
89 the Summit County Council for Approval; Board Member
90 Robinson seconded the motion, and a vote was called. All ayes,
91 motion passed.

92 **f. Discussion and possible approval of the final bill of sale to the**
93 **Pine Meadows HOA for the shed located at 1567 W. Arapaho Dr,**
94 **Wanship, UT 84017.**

95 Treasurer Ioannides motioned to approve the final bill of sale; Board
96 Member Dallin seconded the motion, a vote was called, all ayes, motion
97 passed.

98
99 **Item 10 Board Comments.**

100 Board Member Dallin wanted to thank the crews for coming to the parade on
101 the 4th of July in Henefer.

102 Chair Armstrong mentioned that the County Council would be discussing the
103 district starting to pay for legal services from the county. Chair Armstrong
104 also wanted to recognize Attorney Stack for his hard work, and that he is
105 being interviewed for a Judgeship in the 4th District Court. He is still
106 waiting to hear a final decision from the Governor's office as to whether he
107 will be appointed.

108 Tyler reminded board members that our next meeting will be on August 15,
109 2024, to avoid conflicts with the Summit County Fair.

110
111 **Item 11 Adjourn.**

112 Treasurer Ioannides motioned to adjourn; Vice Chair Donaldson seconded the
113 motion, a vote was called, all ayes adjourned at 7:49 PM.

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
Station 21
86 E Center St
Coalville, UT 84017
August 15, 2024

1 Vice Chair Donaldson called the meeting to order at 6:09 PM

2 **Board Members Present**

3 Chair Roger Armstrong – *Joined at 6:15*

4 Vice Chair Don Donaldson

5 Treasurer Ari Ioannides

6 Louise Willoughby - *Joined 6:26*

7 Chris Robinson - *Remote*

8 John Adams

9 Steven Dallin - *Excused*

Staff Present

Ben Nielson, Fire Chief

Nick Jarvis, Deputy Fire Chief

Tyler Rowser, District Clerk

Ryan Stack, Deputy County Attorney

Public Present

10
11
12 **Item 2 Roll Call**

13 A quorum was present.

14 **Item 3 Closed session in compliance with Utah Code §52-4-205(1) as**
15 **needed, to discuss:**

- 16 a. Purchase, exchange, or lease of real property.
- 17 b. Pending or reasonably imminent litigation
- 18 c. Personnel – to discuss the character, competence, or physical or mental
19 health of an individual.
- 20 d. Deployment of security personnel, devices, or systems
21 None

22 **Item 4 Reconvene in Open Meeting**

23 **Item 5 Pledge of Allegiance**

24 Vice Chair Donaldson led the board and public in the pledge of allegiance.

25 **Item 6 Work Session**

26
27 **a. Financial Update for 2024 Jan-Jun**

28 BC Rowser presented the first half of the year budget v. actuals to the
29 board and explained that we are starting to prepare the budget for
30 next year, which will be presented to the board in October.

31 **b. Chief's Report. Discussion of current operational status.**

32 **a. Buildings**

33 The boardroom is completed, but a few minor things need
34 to be done.

35 **b. Apparatus**

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The mini pumper has had some issues and is being looked at.

c. Training

220 hours of training, UFRA did live fire training.

d. Operations (Medical/Fire)

The new monitors that were approved last month have arrived, and we are preparing them for service.

e. Misc.

2. Public Input

Public comment is for any matter not on the Agenda. If you wish to interact with the Board for public input, please follow the “Public Comment Instructions”.

None

3. Consideration of Approval

a. Discussion and possible recommendation to the County

Council for district policy and procedures approval.

Sections 310, 311, 312, 313, 315, 317, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 330, 331, 332, 333, 906

Board Member Robinson motioned to recommend the policies to the Summit County Council for approval, Chair Armstrong seconded the motion, a vote was called, all ayes, motion passed.

4. Board Comments.

None

5. Adjourn.

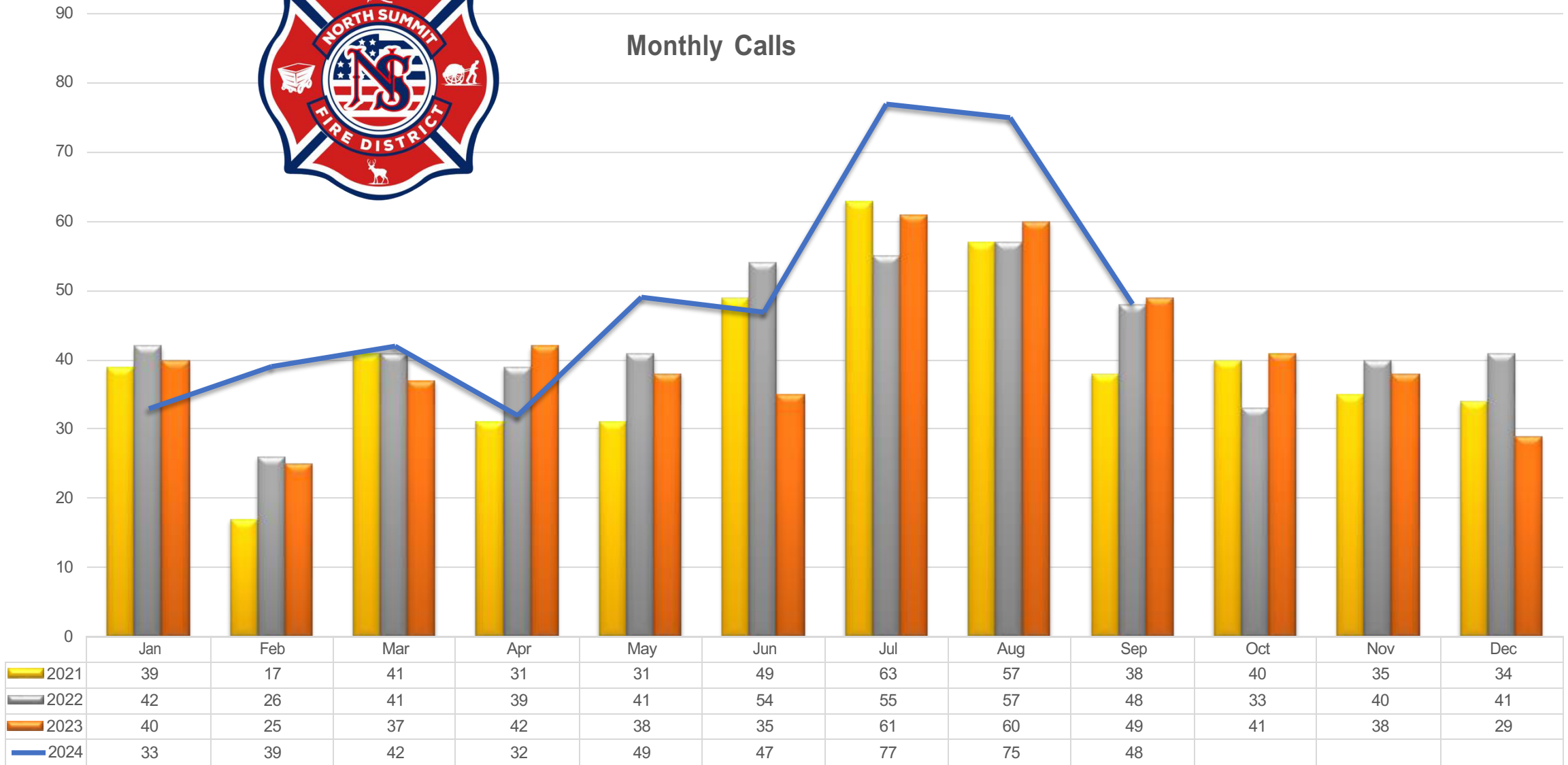
Board Member Robinson motioned to adjourn, Board Member Adams seconded the motion, all ayes, adjourned at 6:35 PM.



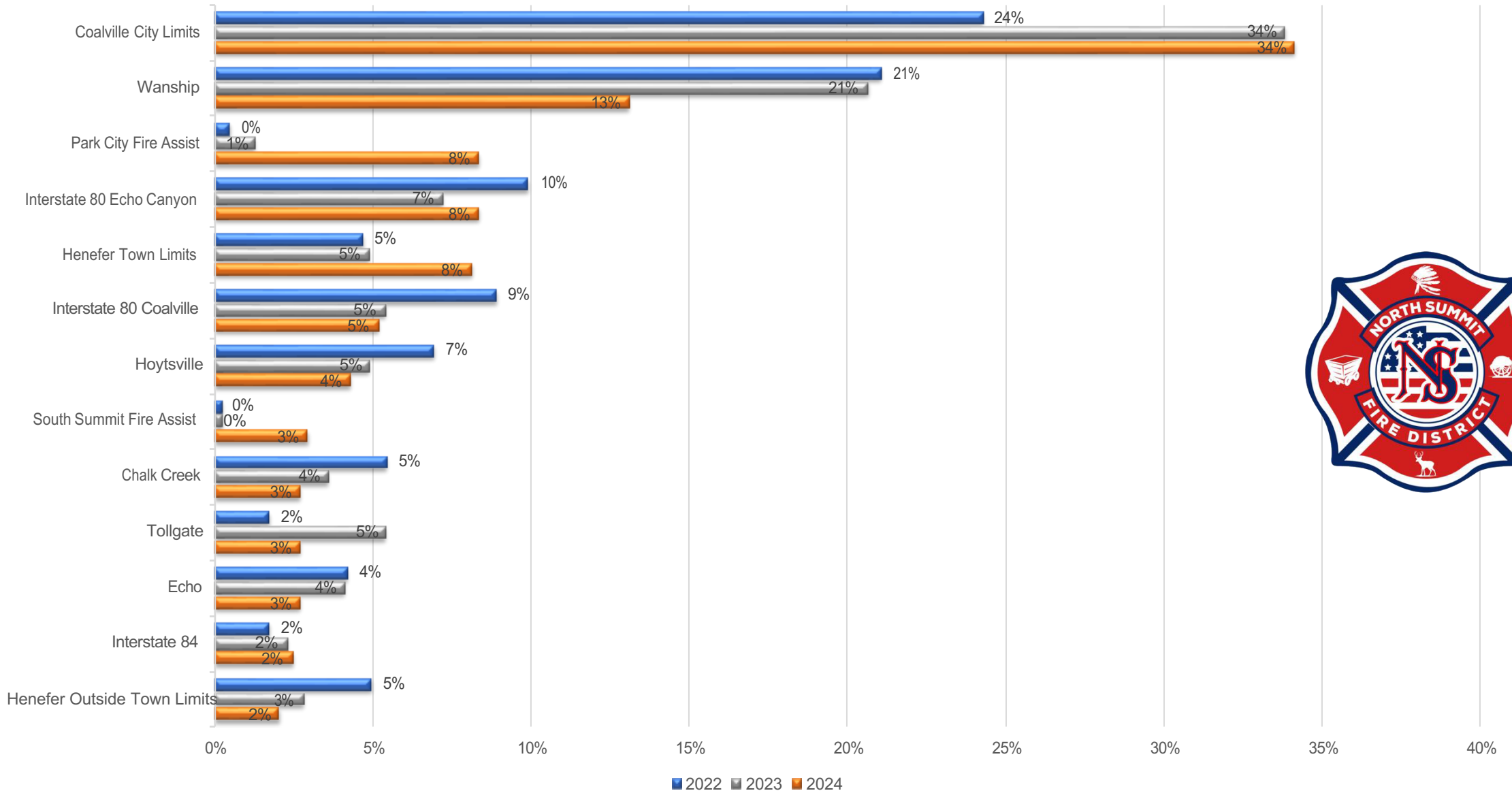
Monthly Statistics
January-September 2024



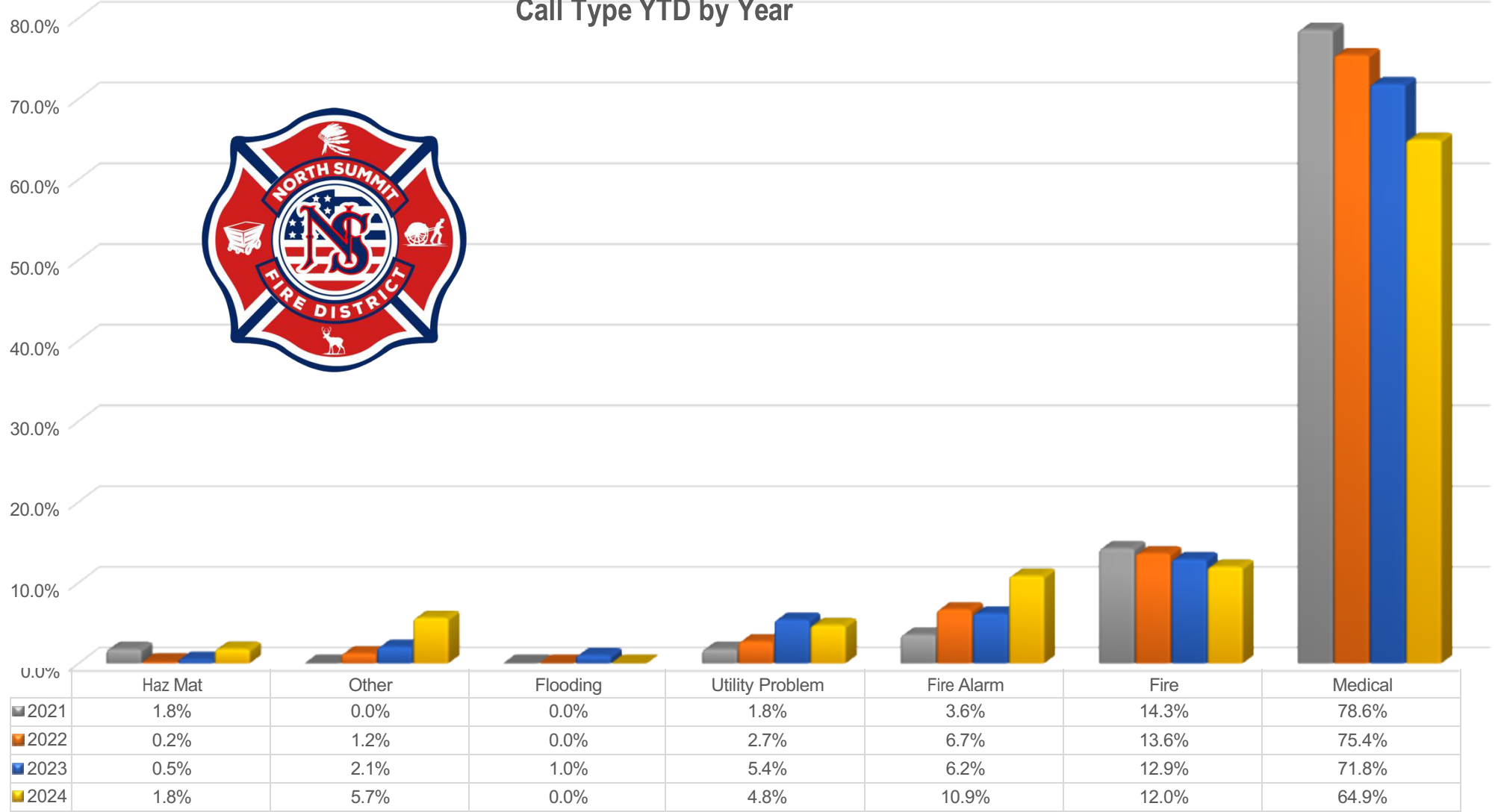
Monthly Calls

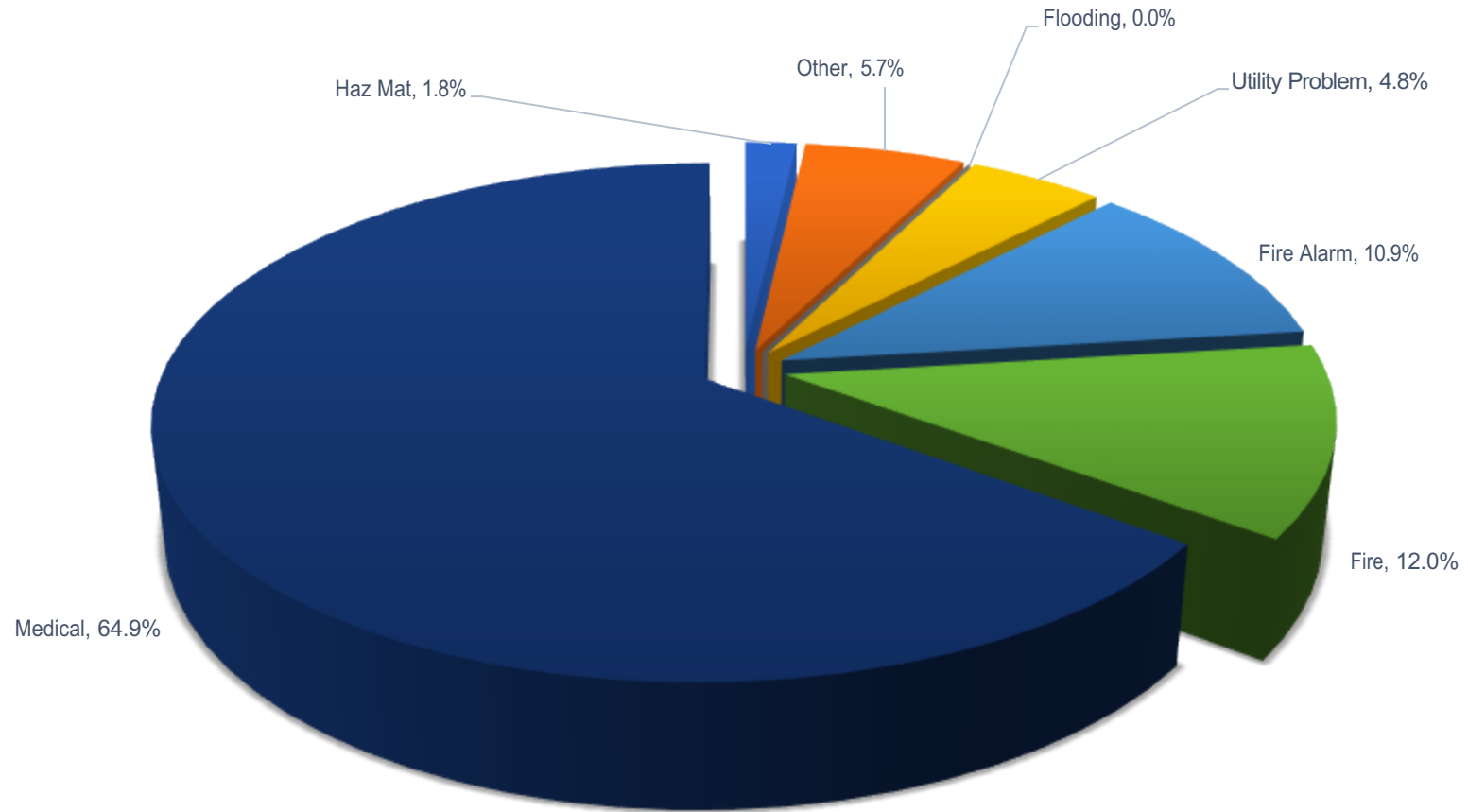


Calls by Area



Call Type YTD by Year





■ Haz Mat ■ Other ■ Flooding ■ Utility Problem ■ Fire Alarm ■ Fire ■ Medical



▼ North Summit Fire District

2025 Tentative Budget and 2024 Budget Amendments

2024 Initiatives Recap

- EMS- 2 Fully staffed ambulances w/ 2 FF/AEMT's
- Advanced Life Support services with Paramedic Rescue
- \$273K Grant Money
- ISO rating improvement to Class 5



A large, vibrant red speech bubble is the central focus of the image. It has a white outline and a white shadow on its left side, giving it a three-dimensional appearance. The text "2025 Initiatives" is written in a clean, white, sans-serif font in the center of the bubble. The background is white with faint, light gray concentric circles and a dark gray curved shape on the left side, suggesting a stylized globe or a modern design aesthetic.

2025 Initiatives

2025 Initiatives



- Staff Henefer Fire Station #22
- 2 Firefighter/AEMTs
- Engine
- Brush Truck
- Water Tender
- Ambulance

2025 Initiatives

Response Times
Continued Improvement

**NFPA Standard: <14 min.
(Rural Area)**

Dispatched to on scene:

- 2024- 7:58 min.
- 2023- 10:27min.

NFPA Standard: <2 min. (Rural Area)

Dispatched to Enroute:

- 2024-1:33 min.
- 2023- 1:44 min.



100% SOURCE CAPTURE

MagneGrip® is the ONLY 100% sealed magnetic system meeting the NFPA 1500 Standard for diesel exhaust removal.

[LEARN MORE](#)



2025 Initiatives

Exhaust Mitigation System

A large, vibrant red speech bubble is the central focus of the image. It has a white outline and a white shadow on its left side, giving it a three-dimensional appearance. Inside the bubble, the text "2025 Opportunities" is written in a clean, white, sans-serif font. The background is white with faint, light gray concentric circles and curved lines radiating from the center, creating a subtle, dynamic pattern.

2025 Opportunities



NSFD Opportunities

- Buildings
- Apparatus
- Fire Prevention Division
- Recruitment
- Retention

2025 Staffing Review

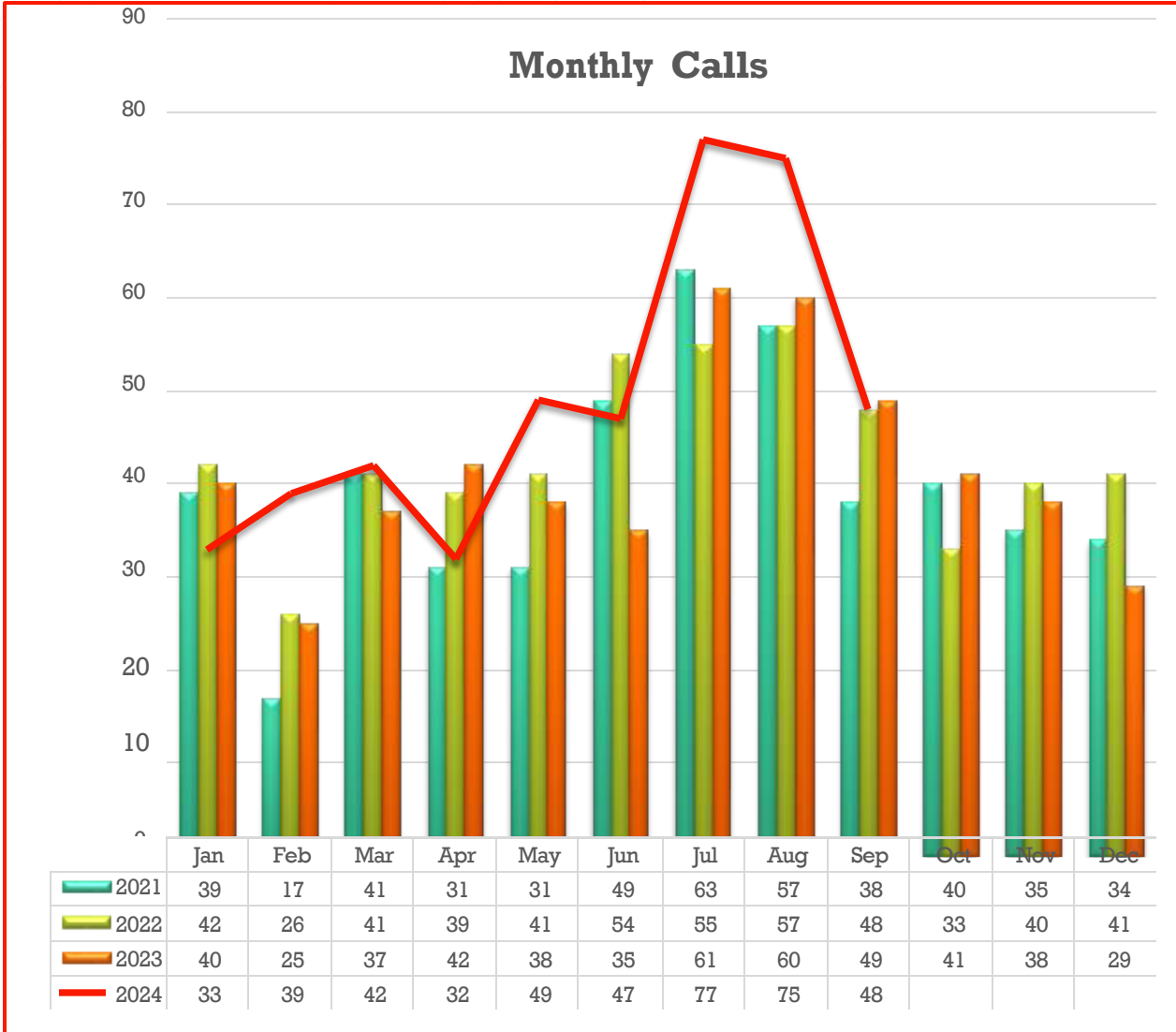
Staff Fire Stations 24/7

12 Full Time Firefighter (AEMT/Paramedic) 24

Part Time Firefighter (AEMT/Paramedic)

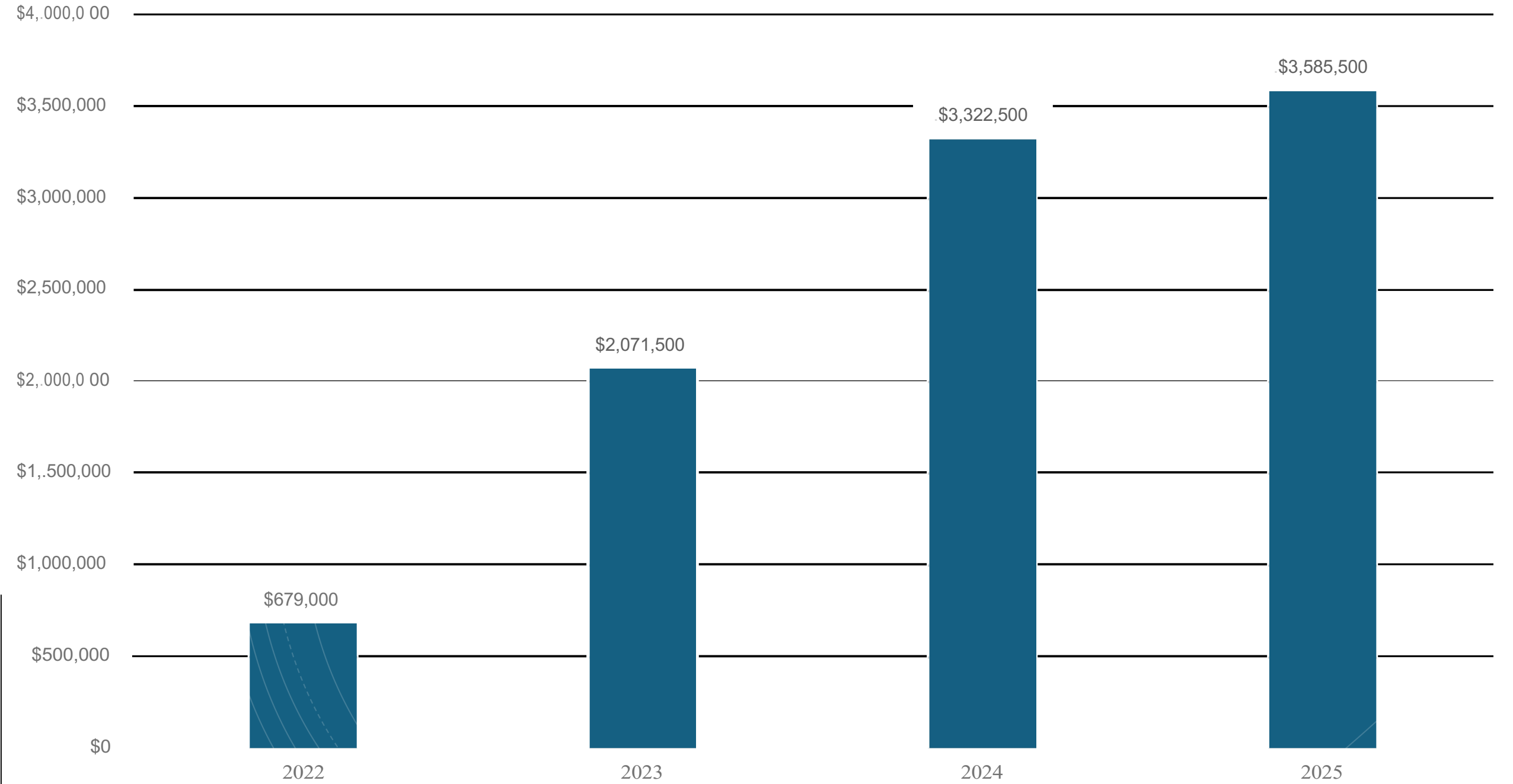
3.5 Administrative Staff

2023 Call Volume



- 495 Total Calls 2023
- Expected 10% call volume increase for 2025
- Year-to-date through September 30 – 442 calls

4 Year Budget History



North Summit Fire District
2025 Budget
OPERATIONS BUDGET

Revenue

2023	2024	2024		2024	2025	2025	2025
Actual	Approved Budget	YTD 10/09/2024	Account	Amended Budget	Tentative Budget	Board Recommended	Council Approved
Other Revenues							
351	-	-	1005 · Community Room Rent				
22,075	10,000	60,907	1007 · Cost Recovery	70,000	25,000		
11,041	10,000	260,018	1009 · Grants	273,951	40,000		
32,500	5,000	25,000	1010 · Equipment Sales	25,000	5,000		
568	500	427	1013 · Visa Card Cash Back	500	500		
39,301	15,000	55,411	1020 · Interest	65,000	25,000		
11,093	15,000	17,837	1019 · Inspection Fee	20,000	20,000		
116,929	55,500	419,600	Total Other Revenues	454,451	115,500	-	-
Property Tax Revenues							
2,076,146	1,605,000	154,761	1016 · Property Taxes	2,100,000	2,100,000		
124,221		84,197	1016.5 · Fee in Lieu	100,000	100,000		
-	400,000	-	Summit County Tax Anticipation Note	-	-		
2,200,368	2,005,000	238,958	Total Property Tax Revenues	2,200,000	2,200,000	-	-
Emergency Medical Services Revenues							
-	1,000,000	1,000,000	1022 · County EMS ILA	1,000,000	1,000,000		
-	227,000	142,262	1026 · Ambulance Transport Revenue	220,000	220,000		
-	1,227,000	1,142,262	Total Emergency Medical Services Revenues	1,220,000	1,220,000	-	-
125,000	-		1021 · Summit County/PCFD ILA				
21,304	10,000	99,535	1025 · Impact Fees	110,000	50,000		
-	-	-	Fund Balance from Year Prior	-	23,600		
2,463,601	3,297,500	1,900,356		3,984,451	3,585,500	-	-

Revenues

1025 · Impact Fees , 50,000 , 1%

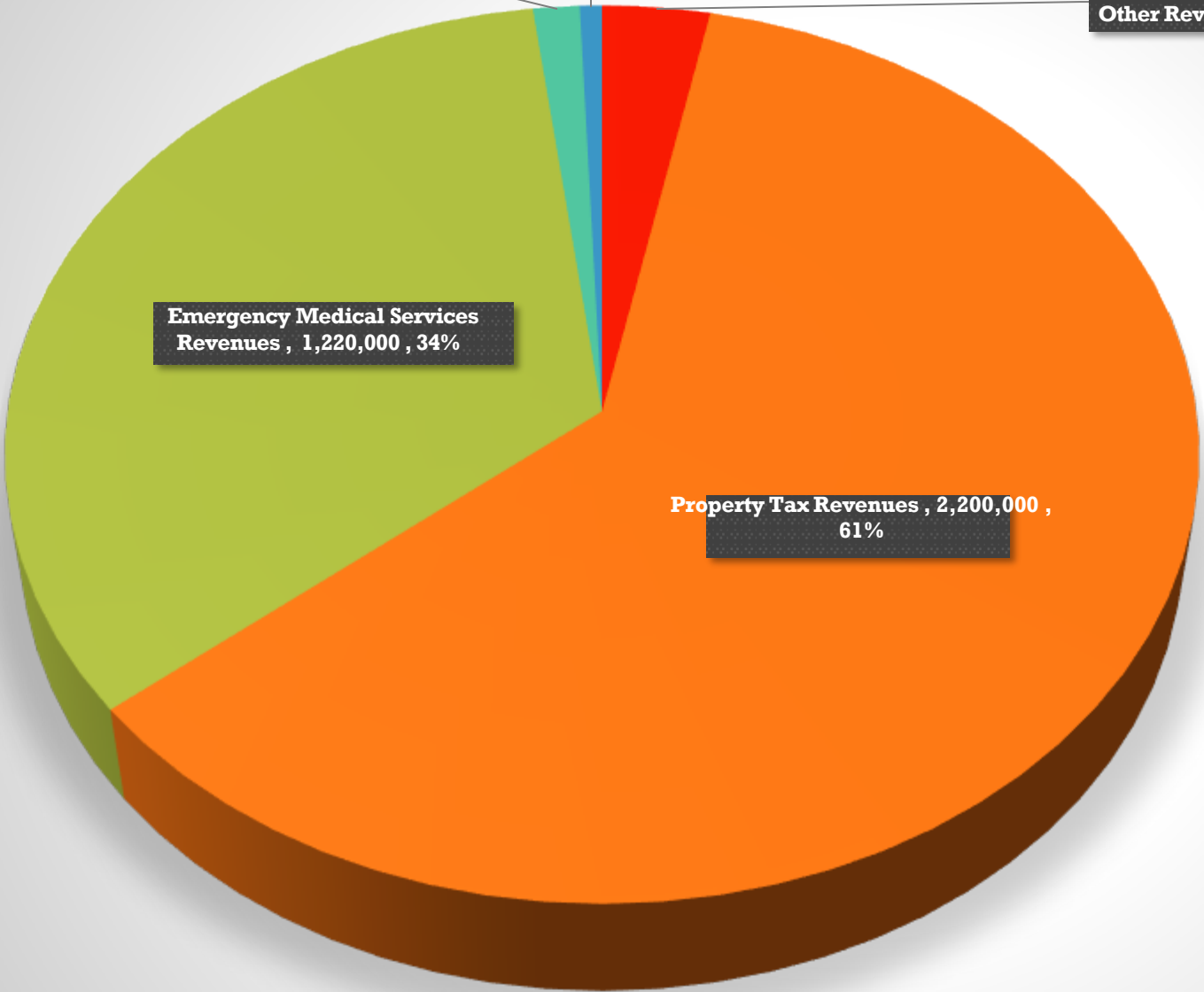
Fund Balance from Year Prior , 23,600 , 1%

Other Revenues, 115,500 , 3%

Emergency Medical Services Revenues , 1,220,000 , 34%

Property Tax Revenues , 2,200,000 , 61%

- Other Revenues Property
- Tax Revenues
- Emergency Medical Services Revenues 1025
- Fund Balance from Year Prior
-



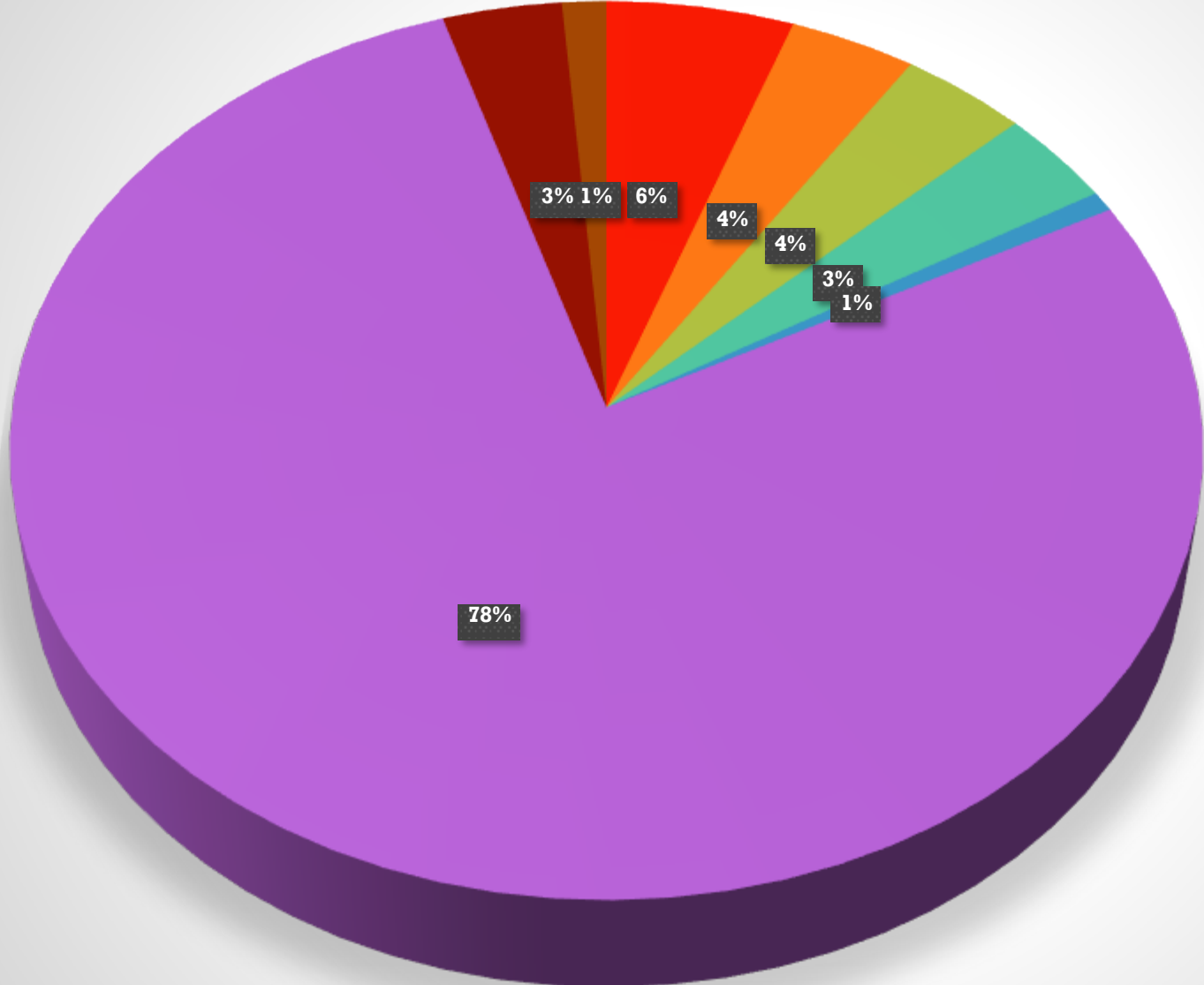
Expenses

2023	2024	2024		2024	2025	2025	2025
Actual	Approved Budget	YTD 10/09/2024	Account	Amended Budget	Tentative Budget	Board Recommend	Council Approved
Contract Services							
50,662	60,000	73,551	6501 · Insurance	74,000	75,000		
3,050	25,000	17,400	6502 · Accounting other.	19,000	25,000		
46,026	60,000	28,571	6505 · Contract Services	35,000	35,000		
37,018	40,000	37,558	6519 · Subscriptions/Memberships/Publi	45,000	35,000		
-	-	-	6525 · Legal	-	30,000		
136,756	185,000	157,081	Total Contract Servcies	173,000	200,000	-	-
Building and Grounds							
33,972	35,000	29,541	6509 · Utilities	35,000	35,000		
75,076	70,000	95,378	6510 · Building and Grounds	100,000	100,000		
109,048	105,000	124,919	Total Building and Grounds	135,000	135,000	-	-
Fleet Maintenance							
24,349	35,000	24,695	6511 · Fuel	35,000	35,000		
61,666	70,000	95,237	6512 · Fleet Maintenance	105,000	100,000		
86,014	105,000	119,932	Total Fleet Maintanance	140,000	135,000	-	-
Equipment and Supplies							
56,520	70,000	99,765	6513 · PPE / Equipment / Uniforms	105,000	70,000		
68,780	20,000	52,240	6515 · Minor Equipment	55,000	30,000		
2,787	25,000	6,355	6516 · Training Expenses	10,000	15,000		
15,006	20,000	5,344	6524 · EMS Supplies	10,000	10,000		
143,092	135,000	163,704	Total Equipment and Supplies	180,000	125,000	-	-
Other Expenses							
1,745	15,000	3,367	6517 · Employee Food and other	6,500	10,000		
4,656	10,000	13,131	6518 · Office Supplies	15,000	10,000		
2,234	4,000	1,571	6506 · Background Checks	2,500	3,000		
12,449	10,000	-	7610 · Debt Service Interest	-	-		
2,987	6,500	1,847	6522 · Community Relations/Outreach	7,800	7,800		
24,071	45,500	19,916	Total Other Expenses	31,800	30,800	-	-
Payroll Expenses							
966,522	1,594,224	1,172,691	6601 · Salaries	1,700,000	1,970,000		
355,774	762,964	523,719	6621 · Fringe Benifits	760,000	810,000		
4,694	10,200	4,410	6613 · Payroll Processing Fee	8,000	10,000		
1,326,990	2,367,388	1,700,820	Total Payroll Expenses	2,468,000	2,790,000	-	-
Transfer							
21,304	10,000	364	6523 · Transfer to Impact Fees	110,000	50,000		
542,890	344,612	-	6521 · Transfer to Capital	472,700	72,500		
-	-	-	Fund Balance to Next Years Budget	23,600			
564,194	354,612	364	Total Transfer	606,300	122,500	-	-

EXPENSES CONTINUED

			Grants		-	-	-	-
-	-	5,370	G24.01 · 2024 Mental Health Grant (DPS)	11,400	23,600	-	-	-
-	-	5,018	G24.02 · 2024 Per Capita Grant	5,018	-	-	-	-
-	-	220,000	G24.03 · Rural Competitive EMS (UBEMS)	220,000	-	-	-	-
-	-	4,247	G24.04 · 2025 Per Capita Grant	4,247	23,600	-	-	-
-	-	9,686	G24.05 · Wildland Fire	9,686	-	-	-	-
-	-	-		-	-	-	-	-
-	-	244,321	Total Grants	250,351	47,200	-	-	-
2,390,165	3,297,500	2,531,058		3,984,451	3,585,500	-	-	-
73,436	(0)	(630,702)		-	-	-	-	-

EXPENSES



- Contract Services
- Building and Grounds
- Fleet Maintenance
- Equipment and Supplies
- Other Expenses
- Payroll Expenses Transfer
- Grants
- (Unlabeled)

CAPITAL BUDGET

Revenue

2023	2024	2024		2024	2025	2025	2025
Actual	Approved Budget	YTD 10/09/2024	Account	Amended Budget	Tentative Budget	Board Recommend	Council Approved
267,125	200,000	329,450	Transfer from Capital Account	329,450	200,000		
542,890		-	Transfer from General Fund				
-		-	Transfer to General Fund				
810,015	200,000	329,450		329,450	200,000	-	-

Expenses

2023	2024	2024		2024	2025	2025	2025
Actual	Approved Budget	YTD 10/09/2024	Account	Amended Budget	Tentative Budget	Board Recommend	Council Approved
25,527	-	-	22.05 · Turnouts	-			
48,619	-	-	22.12 · Radios	-	-	-	-
10,493	-	-	23.01 · HVAC Upgrad Sta 23	-	-	-	-
42,500	-	-	23.02 · Chevy Colorado 2301	-	-	-	-
42,500	-	-	23.03 · Chevy Colorado 2302	-	-	-	-
48,743	-	-	23.04 · 2023 F150 2303	-	-	-	-
48,743	-	8,283	23.05 · 2023 F150 2304	8,283	-	-	-
-	-	321,167	24.01 · Mini Pumper	321,167	-	-	-
-	-	-		-	-	-	-
-	-	-	First In for Station 23	-	85,000	-	-
-	-	-	Garage Doors	-	57,400	-	-
-	-	-	Replace Exterior Doors on Stations	-	30,000	-	-
267,125	-	329,450		329,450	172,400	-	-



Thank You

North Summit Fire District
Administration

SPECIAL SERVICE DISTRICTS

A primer for Administrative
Control Boards



Topics

- **SPECIAL SERVICE DISTRICTS**
- **ROLE OF THE EXECUTIVE OFFICER AND ADMINISTRATIVE CONTROL BOARD**
- **OPEN MEETINGS** (FOR THOSE WHO MISSED THE COUNTY ATTORNEY ANNUAL TRAINING)
- **LIABILITY AND IMMUNITY**

SPECIAL SERVICE DISTRICTS

(TITLE 2, SUMMIT COUNTY CODE)

- Mountain Regional Water (Chapter 9; created 1982)
- North Summit Recreation (Chapter 11; created 2008)
- Eastern Summit County Water Conservancy (Chapter 20; created 2008)
- Snyderville Basin Recreation (Chapter 21; created 1986)
- Peoa Recreation (Chapter 22; created 1998)
- Park City Fire (Chapter 24; created 1984)
- North Summit Fire (Chapter 25; created 1976)
- Kimball Area Transportation (Chapter 31; created 2000)
- Echo Creek Ranches (Chapter 33; created 1988)
- Timberline (Chapter 38; created 1995)
- Special Service District No. 1 (Chapter 39; created 1989)
- Echo Sewer (Chapter 41; created 2012)



There are 13 independent local districts within the County; including the Snyderville Basin Water Reclamation District, South Summit Fire, and Service Area #3

* County run entity (No Administrative Control Board)

SPECIAL SERVICE DISTRICT FACTS

Services

- **Water**
- Sewer
- Cemetery
- Mineral Lease (roads)
- Transportation
- **Recreation**
- **Fire Protection**
- Animal Control
- Garbage Collection/Disposal

Governance

- Dependent District
- **County Council is governing body**
- Delegation of powers to:
 - Administrative Control Board
 - Executive Officer
- Subject to Local District Act, UCA § 17D-1-106
- Subject to Fiscal Procedures for Local Districts (Budget)
- Subject to Local District Audit Reports (External Audit Report)
- Subject to Local District Personnel Management (Merit System)
- Subject to Collection of Service Fees and Charges (Public Hearing)
- **Subject to Utah Procurement Code**

Non-delegable Duties

- Annexation
- Designate public works contracts subject to Title 11, Chapter 39 (\$175K – bid and notice)
- **Property Taxation**
- **General Obligation / Revenue Bonds**
- Assessments & Interim Warrants
- Board of Equalization appointment (Assessment Area)

The logo for "Just the Facts" features the text "Just the Facts" in a bold, blue, sans-serif font. The word "Just" is on the top line, "the" is smaller and positioned between "Just" and "Facts", and "Facts" is on the bottom line. A blue magnifying glass icon is positioned to the right of the word "the".

**Just the
Facts**

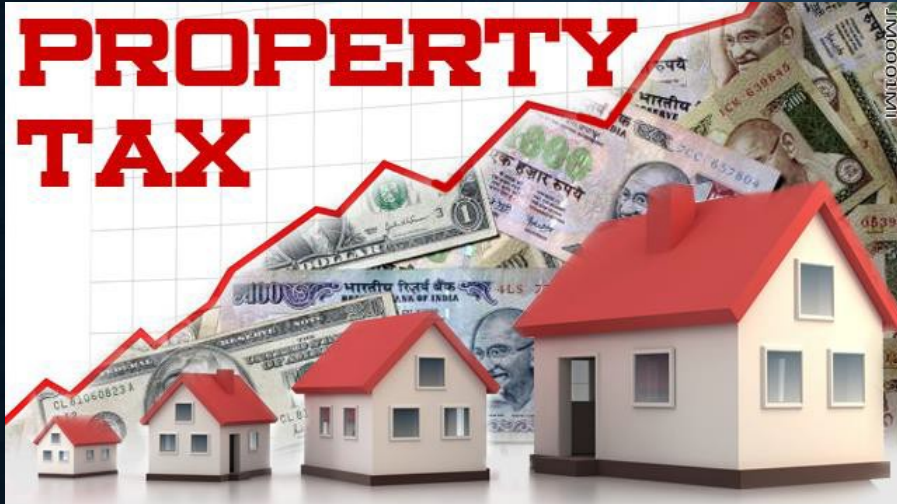


COUNTY COUNCIL ROLE

- Council appoints and removes ACB Members
- Council consents to the hire and discharge of the Executive Officer
- Requires an ILA with County for legal services
- **Power to un-delegate powers from the ACB:**
 - Personnel (operates under a letter of authorization)
 - Budget
 - Bylaws, Policies, Procedures and Regulations
 - Eminent Domain
 - Real Property (Recreation Districts)
 - Direct litigation (MRW)



FUNDING AND FINANCING



- Fee for Service (UCA 17B-6-643) – public hearing required
- Property Tax (UCA 17D-1-105) – election required; no rate limitation*
- ~~Sales Tax – Not Available to SSD~~
- Impact Fees – UCA Title 11, Chapter 36
- General Obligation Bond (election) – UCA Title 11, Chapter 14*
- Lease-Revenue Bond (any bond over \$10M requires a public hearing)*

* Requires the approval of the County Council. After voter approval for a property tax, Council conducts a Truth-in-Taxation hearing for the following year's budget.



SOURCES OF FUNDING (SSD)

- ❖ Mountain Regional Water – Fees; Impact Impacts; Lease-Revenue Bond
- ❖ Snyderville Basin Rec – Property Tax (.000533); Open Space GO Bond; Fees; Impact Fees
- ❖ Park City Fire – Property Tax (.000907); Impact Fees
- ❖ North Summit Fire – Property Tax (.000589); Impact Fees
- ❖ Peoa Rec – no funding source
- ❖ North Summit Rec – Property Tax; Fees
- ❖ Timberline – Fees
- ❖ Echo Creek Ranches – no funding source
- ❖ Kimball Area Transportation – Fees
- ❖ Eastern Water Conservancy – no funding source
- ❖ Echo Sewer – Fees; Water Quality Loan
- ❖ Special Service District No. 1 – Mineral Lease Fees



THE EXECUTIVE OFFICER

- Supervisory Role
- Financial Role
- Asset Manager Role
- Liaison Role
- Regulatory Role





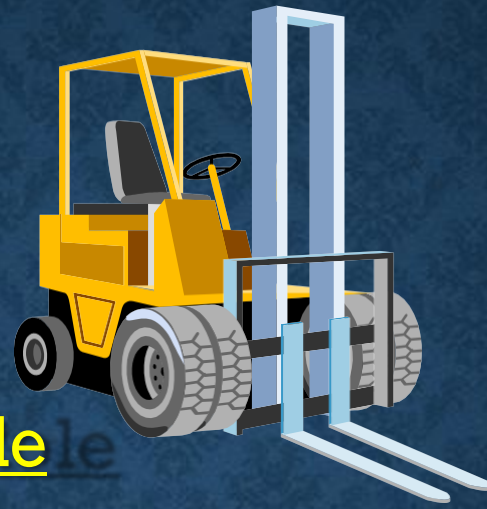
Supervisory Role

- Supervises Department Heads/ District Officers
- Approves all District personnel actions (with assistance from County Attorney)
- Controls and directs the prosecution, defense, and settlement of all civil lawsuits (with assistance of the County Attorney)
- **Issues Executive Orders** (County Attorney must approve as to form)
- Keeps the Board updated on all matters pertaining to the District

Financial Role

- Acts as the **District's Purchasing Agent** (following the Utah Procurement Code)
- Executes contracts (County Attorney must approve as to form)
- Presents a proposed Budget to the Board
- Acts as the **District's Risk Manager** (interfaces with the Utah Local Government's Trust)
- Applies for grants
- Approves all expenditures and warrants up to limits set by the Board's procurement policy



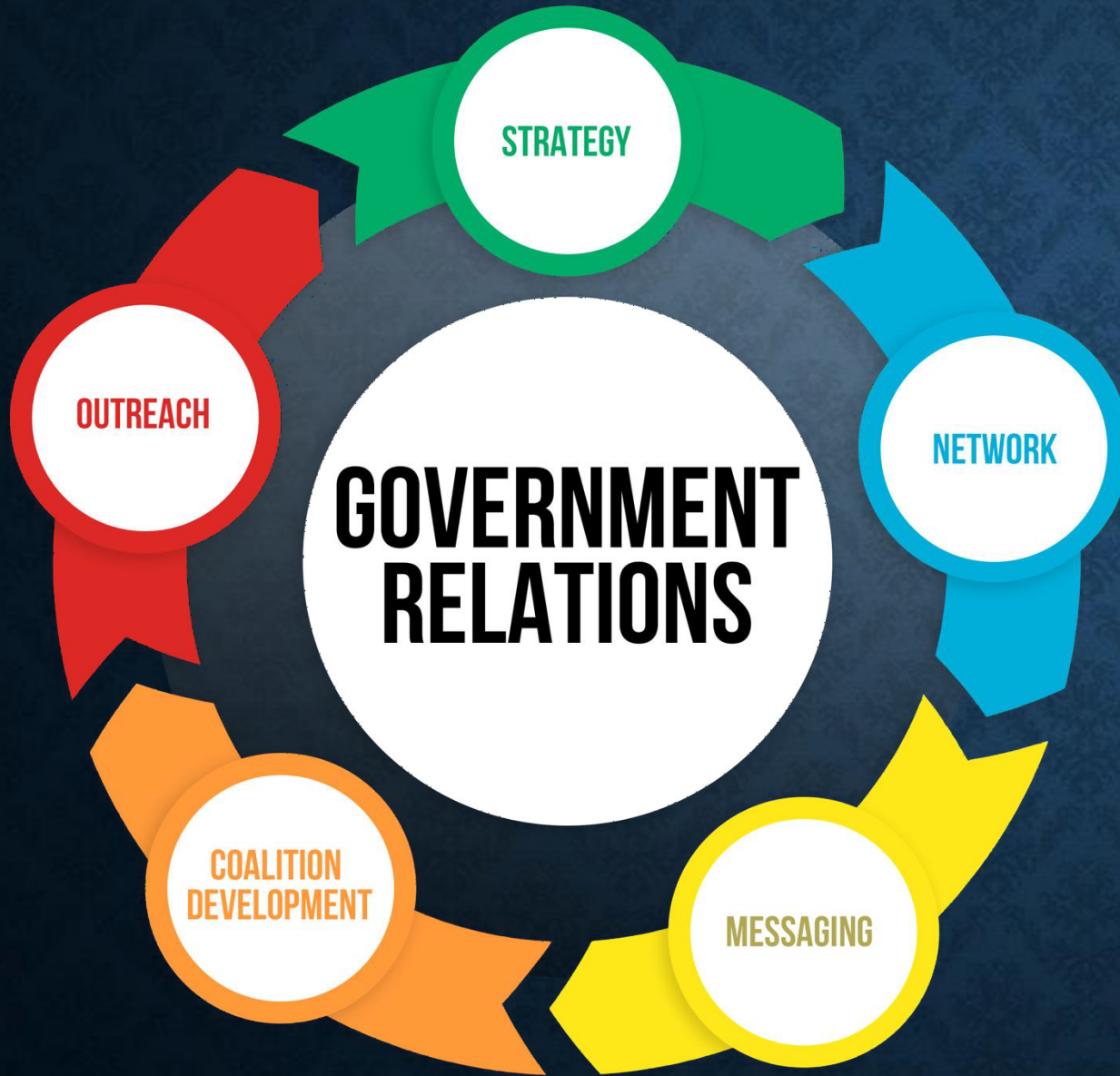


Asset Manager Role

- Approves construction and alteration of all District facilities
- Exercises control over **all assets and real property**
- Develops Capital Facilities Plan (which is approved by the Board and County Council) and Implements Plan
- Purchases and Disposes of all real* and personal property



* with the consent of the Board (and with respect to recreation districts, the consent of the County Council)



Liaison Role

- County Manager
- County Council
- County Attorney
- Intergovernmental Relations
 - County
 - Cities
 - SSD
 - Independent Local Districts
 - School District
- Special Service District Association
- Acts as the **Public Relations Officer** (with assistance from the County's PIO)

Regulatory Role



- Enforces **compliance** with all District rules, regulations, policies and procedures
- Subdivision plat approval (service provider sign-off)
- Custodian of Board minutes and actions (District Clerk)
- Prepares rules, regulations, policies and procedures for consideration by the Board
- **Resolves complaints**
- Prepares organization master plans
- Complies with GRAMA (appoints GRAMA Officer) and OPMA
- Renews registration with LTC annually



THE ADMINISTRATIVE CONTROL BOARD

- Regulatory Role
- Financial Role
- Supervisory Role
- Governing Body Role

**Utah State Auditor provides a “Little Manual for Local and Special Service Districts” as a resource





Regulatory Role

- **Recommends bylaws, policies, procedures, and regulations to the County Council**
- May sit in an appellate role to hear appeals as part of its Policies, Procedures, and Regulations*
- Recommends organization master plans to the County Council
- Attends annual OPMA training

* For example, bid protests



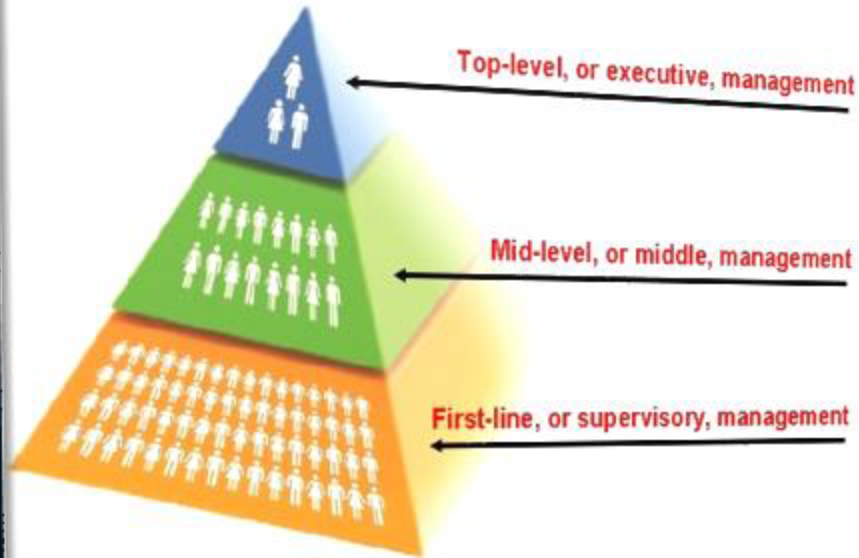
Financial Role



- Recommends annual **District Budget** to the County Council
- Recommends Capital Facilities Plan to the County Council
- Recommends Tax Levies to the County Council (Truth-in-Taxation Hearings before the Council)
- Conducts Financial and Performance Audits (Audit Committee)
- **Exercises Financial oversight of the District**
- Recommends Parameters Resolutions for Bonding to the County Council
- Imposes Impact Fees
- Sets **District Fee Structure** (through the budget process)
- Approves investment of funds (Money Management Act)



Levels of Management



Supervisory Role

- Vetoes hiring decisions of the Executive Officer
- Vetoes Executive Orders of the Executive Officer
- **Conducts Performance Evaluations of the Executive Officer** (Board is the Executive Officer's boss)
- Appoints and Discharges the Executive Officer with the advice and consent of the County Council
- May serve as the appellate body on personnel actions (Career Service Council)
- **Does not direct individual employees** of the District, but acts through the Executive Officer

Governing Body Role

- Acts as the principal **policy maker** for the District
- Acts in an oversight capacity over all matters pertaining to the District

The will of the Board shall be expressed by a majority vote of a quorum of the Board. No statement or act of any individual member of the Board shall be viewed as the will of the Board.



OPEN MEETINGS



NOTICE

LOCATION

CONDUCT OF MEETINGS (OPEN AND CLOSED)

EMERGENCIES

RECORDKEEPING

ENFORCEMENT

NOTICE

*At minimum, 24 hours in advance

*Class A Notice:

- Utah Public Notice Website
- Entity's website

*Include an Agenda

AGENDA
SUMMIT COUNTY COUNCIL
Wednesday, January 27, 2021

NOTICE is hereby given that the Summit County Council will meet electronically, via Zoom, on
Wednesday, January 27, 2021.
(All times listed are general in nature, and are subject to change by the Council Chair)

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §52-4-207(4), the Summit County Council Chair has issued written determinations supporting Summit County Council's decision to convene electronic meetings of the Council without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, members of the public should not attend Council meetings in person. However, members of the public are invited and encouraged to view and participate in the Council's electronic meetings as described below.

To view Council meeting, live, visit the "Summit County, Utah" Facebook page at 2:00 p.m.

OR

To participate in Council meeting: Join Zoom webinar: <https://zoom.us/j/772302472>

OR

To listen by phone only: Dial 1-301-715-8592, Webinar ID: 772 302 472

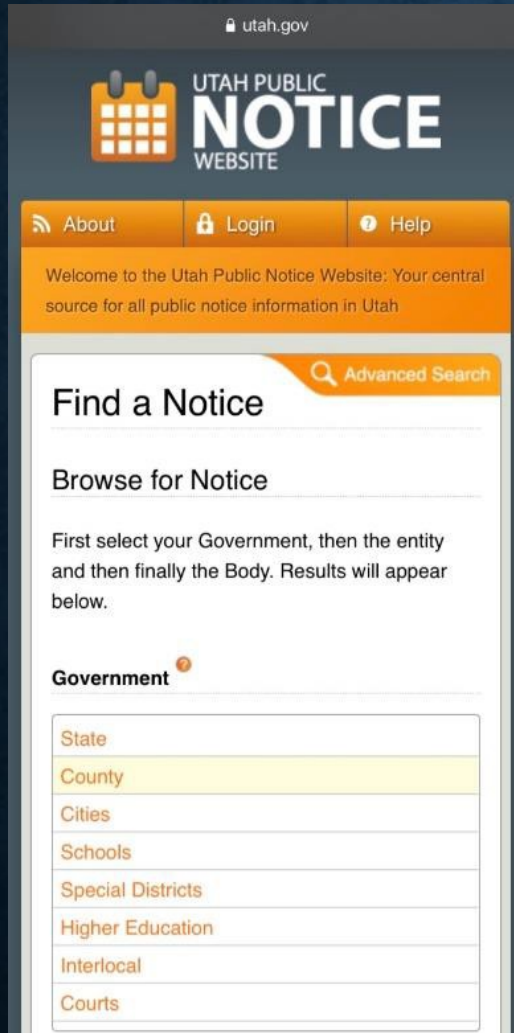
12:40 PM Closed Session - Personnel (20 min); Security (20 min); Property Acquisition (30 min)

1:50 PM - Council Members log into Zoom meeting (10 min)

2:00 PM Work Session, Continued

- 1) Pledge of Allegiance
- 2) 2:05 PM - Legislative update: Jami Brackin and Jenira Young (20 min)
- 3) 2:25 PM - Utah Clean Energy's final report; Jeff Bousson, Ryan Anderson and Aydon Robert Leo (20 min)

UTAH PUBLIC NOTICE WEBSITE



utah.gov

Citizens can receive automatic updates

Central repository

No requirement to publish in a newspaper of general circulation


PUBLISH AN ANNUAL MEETING SCHEDULE

Required for Public Bodies that Hold Regular Meetings

Publish in the Same Manner as for Meetings; i.e. Utah Public Notice Website and Entity's website

Utah Code § 52-4-202(2)

Kent Jones
County Clerk
www.summitcounty.org/clerk
kentjones@summitcounty.org




Phone: (435) 336-3203
60 No Main
Coalville, UT 84017


**2021 Annual Notice of Scheduled Meetings
Board of Summit County Council**

Pursuant to section 52-4-202, Utah Code, notice is hereby given that the Board of County Council, Summit County, Utah, will hold regular meetings on Wednesday, during the 2021 calendar year as follows:

January	6, 13, 20, 27
February	3, 10, 17, 24
March	3, 10, 17, 24, 31
April	7, 14, 21, 28
May	5, 12, 19, 26
June	2, 9, 16, 23, 30
July	7, 14, 21, 28
August	4, 11, 18, 25
September	1, 8, 15, 22, 29
October	6, 13, 20, 27
November	3, 10, 17, 24
December	1, 8, 15, 22

Unless otherwise noticed, all meetings will begin at 2:00PM and will be held in the Council Chambers at the Summit County Courthouse, 60 North Main, Coalville, Utah.


Kent H. Jones, Summit County Clerk



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P.O. Box 128, Coalville, UT 84017

ENCOURAGED



Public Bodies are “encouraged” to
“develop and use additional
electronic means to provide notice of
their meetings”

Utah Code § 52-4-202(4)

*The point is to provide actual notice to members of the public

*Post on your website

*Post on your door (if you have one)

*Post on your social media

YOUR NOTICE MUST INCLUDE AN AGENDA

Content:

Date

Time

Place (And/Or Electronic Instructions)

Agenda

“Reasonable Specificity” to notify the public as to topics to be considered at the meeting

Utah Code § 52-4-202(6)(a)



REASONABLE SPECIFICITY

- “~~review old business~~”
- “~~discuss constituent concerns~~”
- “review and possible decision on 2021 proposed sport changes for the North Summit Recreation District: football, basketball, soccer, and baseball”
- **hyperlink** your agenda where possible so the public can find staff reports, web pages, or other materials relevant to the agenda item

LOCATION: MAY BE ELECTRONIC IF THE PUBLIC IS ABLE TO PARTICIPATE

New Statute

- First pass a resolution, rule, or ordinance governing use of electronic meetings
- May dispense with “anchor location”:
 - If the Chair makes a written determination every 30 days about “substantial risk to the health and safety of those who may be present, with specific facts/data”

or

- All members of the public body attend by electronic means and no member of the public makes a written request for an anchor location at least 12 hours prior to the meeting



“Participate” means the ability to communicate with all the members of a public body either verbally or electronically, so that each member of the public body can hear or observe the communication.

Utah Code § 52-4-103(6)

CONDUCT OF MEETINGS (OPEN AND CLOSED)

New Statute

Presumptively, Meetings are Open to the Public

A “**Meeting**” is a gathering of a **public body with a quorum present** and that is **convened by an individual** with authority to convene the public body and **following the process provided by law** for convening the public body for the express purpose of acting as a public body to receive public comment about a **relevant matter**, deliberate about a **relevant matter** or take action upon a **relevant matter**.

Utah Code § 52-4-103(5)

WHAT IS NOT A MEETING



- Any gathering of a quorum of a public body in which the **chair has not formally convened** a meeting.
- A gathering without a quorum present.
- Chance or social meetings.

WHAT IS A QUORUM?

“Quorum” means a simple majority of the membership of a public body.

Utah Code § 52-4-103(9)



“DISCUSSING” DURING A MEETING



*Say it so everyone
can hear it.*

Zoom Chat – No

Group or Individual Text
Comments to One
Another – No – No

Email Deliberations
– No

“DISCUSSING” OUTSIDE OF MEETINGS

- It's okay to forward pertinent information to one another.
- It's okay to discuss a matter with less than a quorum.
- It's also okay to discuss a matter outside of a meeting with a quorum present so long as the Chair has not formally convened a meeting; however, **“individuals constituting a quorum of a public body may not act together outside a meeting in a concerted and deliberate way to predetermine an action to be taken by the public body at a meeting on a relevant matter.”** The better course is to avoid material discussions outside a meeting when there is a quorum present!

Utah Code § 52-4-208



EMERGENCY MEETINGS

DUE TO UNFORESEEN CIRCUMSTANCES THAT MUST BE
ARTICULABLE

*An example might be a broken water line that cannot wait for the next scheduled meeting, etc.

*Emergency!

*Requires best notice practicable

*Cannot be held unless an attempt has been made to notify all members of the public body and a majority of the members approve the meeting

Utah Code § 53-4-202

Utah Code § 53-4-202



CLOSED MEETINGS

- You can Notice a Closed Meeting in advance

Or

- You can go into a Closed Meeting from an Open Meeting, following procedure, taking a vote, and recordkeeping

PROCEDURE FOR CLOSING

1. A quorum must be present.
2. A motion to close the meeting must be made, naming the specific statutory reason for closure.
3. A roll call vote must be taken.
4. Two-thirds of the body must approve the closed meeting.
5. Observe appropriate **recordkeeping**, recording, and affidavits
6. A motion to adjourn or return to the **Open Meeting** must be made, with roll call vote

QUICK REFERENCE GUIDE FOR CLOSED MEETINGS

Reason	Description	Recording?	Affidavit?
Litigation	Strategy session to discuss pending or reasonably imminent litigation.	Yes	No
Personnel	Discussion of the character, professional competence, or physical or mental health of an individual.	No	Yes
Property Acquisition	Strategy session to discuss the purchase, exchange, or lease of real property.	Yes	No
Security	Discussion regarding deployment of security personnel, devices, or systems.	No	Yes

WHAT IS FORBIDDEN DURING A CLOSED MEETING?

You May Not:

- Approve an ordinance, resolution, rule, rule, regulation, contract or appointment
- Interview a person to fill an elected position
- Take final action: Final votes must be open and on the record



ARE THERE ANY **MEETINGS** THAT MUST BE CLOSED?

- NO!
- The decision to close a meeting to the public is always discretionary
- The law does not require any meeting to be closed

RECORDKEEPING

Records of Open Meetings

Written Minutes

- Date Time Place
- Members present and absent
- Substance of all matters proposed, discussed or decided
- Record of each vote (by individual member)
- Name of each person providing comment
- Information any member requests

A Recording (Audio or Video)

Information Provided by Public Must Be Placed Into the Record

Utah Code §52-4-203

Records of Closed Meetings

Written Minutes

- reasons for holding the closed meeting
- location where the closed meeting was held
- the vote, by name, of each member who voted for or against closing the meeting to the public
- Date Time Place
- Members present and absent
- Names of other present except where disclosure would compromise confidentiality purpose of closing

A Recording (Audio or Video) unless Personnel or Security

Affidavit of the Chair under Utah Code § 52-4-206(6) if the closed meeting is for Personnel or Security

Utah Code §§52-4-203, 206

RECORDKEEPING DEADLINES

- Within 3 days of an **Open Meeting** make an audio Recording available to the public for listening
- Make pending Minutes available to the public within “a reasonable time” (identify as “*unapproved*”)
- Within 3 days after approving Minutes make the approved Minutes available to the public

ENFORCEMENT

- County Attorney and Attorney General
- Any party denied a right by the action taken
- Court may order compliance and enjoin violation
- Aggrieved party may recover attorneys fees

Utah Code § 52-4-301 et seq.



NON-CRIMINAL REMEDIES

- Voiding Final Action
 - Any final action taken in violation of **Open Meetings**, **Notice** Requirements, **Emergency** Meeting Provisions, or **Electronic Meeting Requirements**, is voidable by a court of competent jurisdiction
 - Must file a complaint with the court within 90 days of any final action. If the alleged violation involved bonds, notes, or other evidences of indebtedness, the Complaint must be filed within 30 days
 - Sometimes a violation can be cured by discussing and taking a public vote in a subsequent meeting
 - The Public Body may still have to pay litigation costs and attorneys fees

**INTENTIONALLY
VIOLATING OPEN
MEETINGS
PROVISIONS: WHAT
CAN HAPPEN?**



In addition to any non-criminal penalty, a member of a public body who knowingly or intentionally violates or who knowingly or intentionally abets or advises in its violation of the **Closed Meeting** provisions of this chapter is guilty of a **Class B misdemeanor** (6 months jail and/or \$1000 fine)

TRAINING

The presiding officer of a public body shall ensure that the body receives OPMA training on an annual basis

Utah Code § 52-4-104



COMMON VIOLATIONS OF OPMA

- Closing meeting without members of the public body voting first in an open meeting to close the meeting
- Conducting a closed meeting for reasons other than those allowed by OPMA
- Taking official or final action in a closed meeting
- Failing to properly provide notice of a public meeting (notice or reasonable specificity)
- Although not a specific violation of the Act, it is a potential “due process” violation to allow public comment on a pending application where the applicant has not been given prior notice

PARTING TIPS AND HELPFUL SUGGESTIONS FOR OPEN MEETINGS

- 24 hour notice
- Be specific with agenda items
- No 'old business' and 'new business'
- "Action taken on items discussed in closed meeting" is not enough
- Close meetings only for allowed statutory purposes and follow the process
- Prepare and provide minutes in a timely manner
- Don't text each other during meetings
- Receive training once a year
- Err on the side of transparency
- When in doubt consult your lawyer (County Attorney)
 - molson@summitcounty.org

Liability and Immunity



ABSOLUTE IMMUNITY



- **Legislative** actions have “absolute immunity”
- Legislative acts are not limited to the County Council. Other bodies may be engaged in “legislative-type” actions.
- Bogan v. Scott-Harris, 523 U.S. 44 (1998).
 - “[T]he exercise of legislative discretion should not be inhibited by judicial interference or distorted by the fear of personal liability.”
 - “[T]he time and energy required to defend against a lawsuit are of particular concern at the local level, where the part-time citizen-legislator remains commonplace [a]nd the threat of liability may significantly deter service in local government, where prestige and pecuniary rewards may pale in comparison to the threat of civil liability.”
- However, this doesn’t provide protection from an injunction and related attorney fees. Pulliam v. Allen, 104 S.Ct. 1970, 1981 (1984). (1984).

QUALIFIED IMMUNITY

- Applies to **administrative** decisions and actions
- Anderson v. Creighton, 107 S.Ct. 3034, 3039 (1987)
 - Qualified immunity is an affirmative defense that, when asserted, requires the plaintiff to show that the official violated a “**clearly established**” right. “The contours of the right must be sufficiently clear that a reasonable official would understand that what he is doing violates that right.”
- Common law granted public officials qualified immunity if they were engaged in an exercise of discretion and if there was no willful wrongdoing. However, public employees enjoyed no immunity for ministerial or administrative acts at common law. Synder v. Merkley, 693 P.2d 64 (Utah 1987).
- “[G]overnment officials performing discretionary functions, generally are shielded from liability for civil damages insofar as their conduct does not violate clearly established statutory or constitutional rights of which a reasonable person would have known.” Harlow v. Fitzgerald, 457 U.S. 800, 818 (1982).

**Qualified
Immunity**

GET OUT OF
CIVIL LIABILITY
FREE



THIS CARD MAY BE KEPT UNTIL NEEDED OR SOLD

ACCESSING QUALIFIED IMMUNITY

Good-faith reliance on legal
advice (Safe Harbor Rule)



Interpretation:

STAY IN YOUR OWN LANE

(operate within the guardrails set by your attorney)

Los Angeles Police Protective League v. Gates, 907 F.2d 879 (9th Cir. 1990); Shank v. Neas, 773 F.2d 1121 (10th Cir. 1985)

LEGISLATIVE V. ADMINISTRATIVE DECISIONS

Primary Question:

Is the action creating policy or is it applying the law as it exists?



Creating = legislative

Applying = administrative



See Harmon City v. Draper, 2000 Ut App 31 ¶17, 18

KNOWING WHICH HAT YOU ARE WEARING IS IMPORTANT

Legislative (Absolute Immunity)

- Approving a budget
- Enacting district wide policies
- Making laws and regulations
- Levying a tax



Administrative (Qualified Immunity)

- Applying the law or regulation to a specific property or person
- Ministerial acts (negotiating a contract)
- Buying and selling property
- Personnel decisions
- Personnel decisions

WHEN DO YOU HAVE THE RIGHT TO USE THE DISTRICT'S LIABILITY INSURANCE?

UCA 63G-7-902 (Government shall defend and indemnify any action brought against an employee acting within the scope of employment or under color of law so long as there is not fraud or willful misconduct (malice))



WHAT IS “MALICE?”

“Malice is the committing of a[] wrongful act with the intent to inflict injury or under or circumstances where the law will imply evil intent.” Black’s Law Dictionary, 5ed. (1979).

Dictionary, 5ed. (1979).



OPEN MEETINGS ACT VIOLATIONS

Ensure that you are in compliance with the open meetings law – an intentional violation done to injure someone may amount to “malice” and is outside the scope of employment or office. It may raise concerns over due process.



WILLFULLY VIOLATING THE LAW



Where a law is “clearly established” and you intentionally violate it, not only do you lose your “qualified immunity,” but it may also be viewed as “malice” if the result of your action is to intentionally injure.

This is why the Safe Harbor rule was made

42 USC 1983 (CIVIL RIGHTS VIOLATION)

The Ku Klux Klan Act of 1871

- Violation where a person acting under color of state law deprives another of rights secured by the US Constitution or federal law (i.e.; federal discrimination)
- Utah Governmental Immunity Act is not a defense
- If a public official has evil motive or intent, is reckless or has a callous disregard of or indifference to the rights of others, **punitive damages** may be awarded.

Nieto v. Kapoor, 268 F.3d 1208 (10th Cir. 2001)





➤ Conflicts of Interest:

- Monetary or familial relationship – disclose and excuse from decision-making
- Other conflicts – disclose

➤ No solicitation or acceptance of gifts, compensation or loans that may influence your Board decision

➤ Can accept non-cash gift with a value of \$50 or less

➤ No nepotism (no direct supervision of relatives)

➤ Board members cannot be employees of the District

