



Benjamin L. Nielson  
*Fire Chief*

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*Deputy Fire Chief*

Tyler J Rowser  
*Administrative Battalion Chief*

## **Staff Report**

To: North Summit Administrative Control Board

From: North Summit Fire Administration

Subject: Update on Repair and Costs for Truck 21

Meeting Date: January 11, 2024

Dear Members of the North Summit Administrative Control Board,

This report provides an update on the status, anticipated costs, and timeline for the repairs of Truck 21, currently at Siddons Martin.

1. Current Status of Truck 21:

- Truck 21 was sent to Siddons Martin for necessary repairs. The vehicle has been diagnosed and is undergoing a comprehensive repair process.

2. Nature of Repairs:

- The repairs include drive line issues. These are critical for ensuring the operational readiness and safety compliance of Truck 21. Siddons Martin will be present in the meeting to further explain the nature of the repairs and answer questions.

3. Cost Estimate:

- The tentative cost for the repair of Truck 21 is estimated to be between \$45,000 and \$50,000. This estimate is based on the initial assessment by Siddons Martin's technical team and includes parts, labor, and any additional services required during the repair process.

4. Funding and Budget Impact:

- \$70,000 budget allocated for 2024 fleet maintenance.

North Summit Fire District  
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Coalville, Utah 84017  
435-336-2221 | Emergency 9-1-1  
North Summit Fire District  
Board Packet 01.11.24

5. Expected Lead Time:

- The estimated lead time for the completion of repairs is approximately 3-4 months. This timeframe accounts for the availability of parts, complexity of repairs, and workload at the repair facility.

6. Operational Impact:

- During the absence of Truck 21, NSFD will have two in service fire engines, however, we will lose the ability to provide aerial fire suppression activities. NSFD can request an aerial fire apparatus from Park City Fire or Morgan Fire. Engine 22 is also in need of repair that Siddons Martin was working on prior to Truck 21 going out of service. When Engine 22 goes back for repair we will only have one operationally ready fire apparatus in service. This is a significant concern as it leaves the district without adequate apparatus for fire suppression.

7. Next Steps and Monitoring:

- Our staff will continue to closely monitor the progress of the repair work and maintain communication with Siddons Martin. We will provide regular updates to the Administrative Control Board on the status of Truck 21 if the Administrative Control Board recommends the repairs to Truck 21.

8. Recommendations:

- We are looking for a recommendation from the ACB regarding the direction the board would like to go with allocating the money for the repair or potentially looking into other options available for used fire apparatus.

We understand the importance of Truck 21 to our fleet. We appreciate the support of the North Summit Administrative Control Board in this matter and will keep you informed of any significant developments.

Thank you for your attention to this important issue.

Sincerely,

North Summit Fire Administration

## **Public Comment Instructions**

If you would like to make public comment, please email [publiccomments@northsummitfire.org](mailto: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 November through December 2023

Type	Date	Num	Memo	Account	Amount
<b>A1- Uniforms Workwear</b>					
Bill	11/14/2023	44273	UNIFORM SHIRT SEPHRANE	6513 · PPE / Equipme...	137.88
Bill	11/22/2023	44290	SERVICE STARS	6513 · PPE / Equipme...	171.72
Bill	11/27/2023	44293	UNIFORM SHIRT A. LUTZ	6513 · PPE / Equipme...	137.88
Bill	11/30/2023	44307	SEW ON PATCH	6513 · PPE / Equipme...	8.00
Total A1- Uniforms Workwear					455.48
<b>Air BnB</b>					
Credit Card Charge	12/03/2023		ST. GEORGE STATE CHEIFS AN...	6516 · Training Expens...	1,071.56
Total Air BnB					1,071.56
<b>All West Communications</b>					
Bill	11/01/2023	383100	INTERNET SERVICE	6509.2 · Internet	392.55
Bill	12/01/2023	383100	INTERNET SERVICE	6509.2 · Internet	392.55
Total All West Communications					785.10
<b>Allied Mechanical</b>					
Bill	11/29/2023	10228	EMERGENCY REPAIR OF HEATE...	6510 · Building and Gr...	817.50
Bill	12/01/2023	10283	STATION 23 FURNACE IN BAY	6510 · Building and Gr...	5,100.00
Total Allied Mechanical					5,917.50
<b>Amazon Business</b>					
Bill	11/01/2023	11PJM...	USB CHARERS	6518 · Office Supplies	80.53
Bill	11/03/2023	1HNN...	OFFICE SUPPLIES	6518 · Office Supplies	44.88
Bill	11/19/2023	1P6NH...	NO PARING FIRE LANE SIGNS	6510 · Building and Gr...	89.82
Bill	11/19/2023	1P6NH...	RESTRICTED AREA SIGNS	6510 · Building and Gr...	301.80
Bill	11/21/2023	1677H...	THERMOMETERS	6524 · EMS Supplies	88.92
Bill	11/24/2023	1KRKF...	NO PARKING FIRE LANE SIGNS	6510 · Building and Gr...	329.34
Bill	11/24/2023	1WP3...	HELMET DISPAY CASE FOR AW...	6522 · Community Rel...	446.98
Bill	12/04/2023	1D37K...	ROAD CONES	6512 · Fleet Maintenanc...	277.00
Bill	12/04/2023	1D37K...	BUSINESS STAMP	6518 · Office Supplies	23.50
Bill	12/05/2023	13PGP...	RESTROOM DOOR SIGNS	6510 · Building and Gr...	30.99
Deposit	12/05/2023	ACH	REFUND OF RETURNS	1007 · Cost Recovery	-154.11
Bill	12/06/2023	1RPG...	SANITATION SUPPLIES	6510.3 · Sanitation Su...	386.64
Bill	12/06/2023	11D3Y...	DOCUMENT SAFE	6515 · Minor Equipment	229.99
Bill	12/12/2023	1JV713...	COPY PAPER	6518 · Office Supplies	128.33
Bill	12/13/2023	1R7Y...	IPAD CASE AND PENCIL	6515 · Minor Equipment	102.42
Bill	12/14/2023	1H6JR...	LITHIUM BATTERIS FOR AED'S	6524 · EMS Supplies	102.96
Bill	12/15/2023	14744J...	DESK FILE TRAY	6518 · Office Supplies	14.99
Bill	12/17/2023	1WPM...	NO PARKING SIGN	6510 · Building and Gr...	29.94
Bill	12/21/2023	19JF4...	SANITATION SUPPLIES	6510.3 · Sanitation Su...	106.83
Total Amazon Business					2,661.75

**North Summit Fire District  
Accounts Payable  
November through December 2023**

Type	Date	Num	Memo	Account	Amount
<b>Ameritas Life Insurance Corp</b>					
Bill	11/05/2023	010602...	VISION INSURANCE	2400.9 · Benefits Accrual	109.56
Bill	12/01/2023	010602...	VISION INSURANCE	2400.9 · Benefits Accrual	109.56
Total Ameritas Life Insurance Corp					219.12
<b>BADGEANDWALLET.COM</b>					
Credit Card Charge	12/09/2023		NAME PLATE	6513 · PPE / Equipme...	278.00
Credit Card Charge	12/17/2023		NAME PLATES	6513 · PPE / Equipme...	431.00
Total BADGEANDWALLET.COM					709.00
<b>Beehive Plumbing</b>					
Bill	11/15/2023	409112...	BALANCE OF FLOOR DRAIN PRO...	6510 · Building and Gr...	7,415.42
Total Beehive Plumbing					7,415.42
<b>Bound Tree</b>					
Bill	11/22/2023	851653...	MEDICAL SUPPLIES	6524 · EMS Supplies	11,315.99
Bill	11/22/2023	851653...	MEDICAL SUPPLIES	6524 · EMS Supplies	64.47
Bill	11/28/2023	851689...	MEDICAL SUPPLIES	6524 · EMS Supplies	20.29
Bill	11/29/2023	851705...	MEDICAL SUPPLIES	6524 · EMS Supplies	45.00
Bill	12/01/2023	336645...	MED. VENDING MACHINE	6515 · Minor Equipment	9,857.14
Bill	12/05/2023	851749...	EMS SUPPLIES	6524 · EMS Supplies	996.34
Bill	12/06/2023	851780...	EMS SUPPLIES	6524 · EMS Supplies	18.40
Total Bound Tree					22,317.63
<b>BRD Pest Solutions</b>					
Credit Card Charge	11/13/2023		PEST CONTROL STA 21	6510.2 · Pest Control	149.99
Credit Card Charge	12/29/2023		PEST CONTROL	6510.2 · Pest Control	149.99
Total BRD Pest Solutions					299.98
<b>Burt Brothers</b>					
Bill	11/13/2023	124000...	NEW TIRES FOR E23	6512 · Fleet Maintenanc...	3,966.36
Bill	11/14/2023	124000...	OIL CHANE AND TIRE ROTATE	6512 · Fleet Maintenanc...	79.23
Bill	12/11/2023	124001...	TIRE FOR WT221	6512 · Fleet Maintenanc...	701.00
Total Burt Brothers					4,746.59
<b>Cafe Rio</b>					
Credit Card Charge	11/08/2023		FIREFIGHTER TESTING	6517 · Employee Food...	133.48
Total Cafe Rio					133.48
<b>ChatGPT</b>					
Credit Card Charge	11/26/2023		CHATGPT MEMBERSHIP	6519 · Subscriptions/M...	21.43
Credit Card Charge	12/26/2023		CHAT GPT	6519 · Subscriptions/M...	21.43
Total ChatGPT					42.86

**North Summit Fire District  
Accounts Payable  
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Type	Date	Num	Memo	Account	Amount
<b>Cliffs Tunner Wash</b>					
Credit Card Charge	11/30/2023		CAR WAS MEMBERSHIP	6512 · Fleet Maintenan...	24.99
Total Cliffs Tunner Wash					24.99
<b>CLINTON VELOCITY CAR WASH</b>					
Credit Card Charge	11/21/2023		MONTHLY CAR WASH MEMBERS...	6512 · Fleet Maintenan...	10.00
Credit Card Charge	12/21/2023		CAR WASH	6512 · Fleet Maintenan...	10.00
Credit Card Charge	12/28/2023		CAR WASH MEMBERSHIP	6512 · Fleet Maintenan...	10.00
Total CLINTON VELOCITY CAR WASH					30.00
<b>Costco</b>					
Credit Card Charge	12/21/2023		HAM FOR CHRISTMAS	6517 · Employee Food...	45.51
Total Costco					45.51
<b>Crown Promotions</b>					
Credit Card Charge	11/14/2023		BULK ORDER OF PATCHES AND ...	6513 · PPE / Equipme...	4,606.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	105.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	175.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	164.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	23.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	242.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	79.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	40.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	181.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	295.00
Credit Card Charge	11/29/2023		UNIFORMS	6513 · PPE / Equipme...	35.00
Credit Card Charge	12/11/2023		UNIFORMS	6513 · PPE / Equipme...	105.00
Credit Card Charge	12/11/2023		UNIFORMS	6513 · PPE / Equipme...	535.00
Credit Card Charge	12/11/2023		UNIFORMS	6513 · PPE / Equipme...	115.00
Credit Card Charge	12/11/2023		UNIFORMS	6513 · PPE / Equipme...	122.00
Credit Card Charge	12/11/2023		UNIFORMS	6513 · PPE / Equipme...	139.00
Credit Card Charge	12/15/2023		UNIFORMS	6513 · PPE / Equipme...	75.08
Bill	12/28/2023	b8f0a2...	R. ADDISON UNIFORM	6513 · PPE / Equipme...	147.00
Bill	12/28/2023	B8F0A...	B. BEVACQUA UNIFORM	6513 · PPE / Equipme...	115.00
Bill	12/28/2023	8F0A2...	M. SORENSON UNIFORM	6513 · PPE / Equipme...	93.00
Bill	12/28/2023	8F0A2...	B. WOODS UNIFORM	6513 · PPE / Equipme...	294.00
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	97.00
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	442.00
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	121.00
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	159.00
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	250.00
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	407.00
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	20.00
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	310.00

**North Summit Fire District  
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Type	Date	Num	Memo	Account	Amount
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	197.00
Credit Card Charge	12/29/2023		UNIFORMS	6513 · PPE / Equipme...	47.00
Total Crown Promotions					9,735.08
<b>Debs Spicy Pie</b>					
Credit Card Charge	12/18/2023		MEETING WITH MORGAN COUN...	6517 · Employee Food...	38.47
Total Debs Spicy Pie					38.47
<b>Deluxie</b>					
Check	11/25/2023	ACH	EMS ACCOUNT CHECKS	6518 · Office Supplies	191.13
Total Deluxie					191.13
<b>Dominion Energy</b>					
Bill	11/06/2023	723483...	GAS SERVICE STA 23	6509.4 · Gas	123.62
Bill	11/06/2023	599360...	GAS SERVICE STA 22	6509.4 · Gas	245.11
Bill	11/06/2023	741602...	GAS SERVICE STA 21	6509.4 · Gas	393.14
Bill	12/05/2023	741602...	GAS SERVICE STA 21	6509.4 · Gas	872.71
Bill	12/05/2023	723483...	GAS SERVICE STA 23	6509.4 · Gas	294.18
Bill	12/05/2023	599360...	GAS SERVICE STA 22	6509.4 · Gas	365.66
Total Dominion Energy					2,294.42
<b>Einstein Bros</b>					
Credit Card Charge	11/07/2023		CAPT. TESTING	6517 · Employee Food...	56.24
Total Einstein Bros					56.24
<b>Ethan J. Gravis</b>					
Check	12/08/2023	4932	Payroll Ending 11.24.23	2500 · Accrued salaries	426.44
Total Ethan J. Gravis					426.44
<b>Family Dollar</b>					
Credit Card Charge	12/27/2023		GIFT BAGS FOR DISPATCH GIFS	6522 · Community Rel...	10.70
Total Family Dollar					10.70
<b>Fuel Network</b>					
Bill	11/05/2023	F2404...	FUEL	6511 · Fuel	2,571.15
Bill	12/01/2023	F2405...	FUEL	6511 · Fuel	2,763.96
Total Fuel Network					5,335.11
<b>Google</b>					
Credit Card Charge	11/01/2023		EMAIL	6509.3 · Email	25.71
Credit Card Charge	12/01/2023		EMAIL	6509.3 · Email	25.71
Total Google					51.42

**North Summit Fire District  
Accounts Payable  
November through December 2023**

Type	Date	Num	Memo	Account	Amount
<b>GOVDEALS</b>					
Deposit	12/08/2023	ACH	R24 SALE	1010 · Equipment Sales	-6,500.00
Total GOVDEALS					-6,500.00
<b>Health Equity</b>					
Check	11/13/2023	ACH	PAYROLL ENDING 10.27.23	2400.9 · Benefits Accrual	886.17
Check	11/24/2023	ACH	PAYROLL ENDING 11.10.23	2400.9 · Benefits Accrual	886.17
Check	12/08/2023	ACH	PAYROLL ENDING 11.24.23	2400.9 · Benefits Accrual	886.17
Check	12/21/2023	ACH	PAYROLL ENDING 12.08.23	2400.9 · Benefits Accrual	886.17
Total Health Equity					3,544.68
<b>Home Depot</b>					
Credit Card Charge	11/01/2023			6510 · Building and Gr...	14.98
Credit Card Charge	11/10/2023			6510 · Building and Gr...	355.22
Credit Card Charge	11/15/2023		CHRISTMAS TREE	6510 · Building and Gr...	218.97
Credit Card Charge	12/06/2023			6510 · Building and Gr...	22.81
Credit Card Charge	12/09/2023			6510 · Building and Gr...	95.96
Credit Card Charge	12/10/2023			6510 · Building and Gr...	96.46
Total Home Depot					804.40
<b>Intermountain Health</b>					
Bill	12/19/2023	143002...	MEDICAL DIRECCTOR SERVICES...	6505.2 · Medical Control	2,136.00
Bill	12/20/2023	143002...	MEDICAL DIRECOTR SERVICES...	6505.2 · Medical Control	2,314.00
Total Intermountain Health					4,450.00
<b>Jimmy Johns</b>					
Credit Card Charge	11/07/2023		CAPT TESITNG	6517 · Employee Food...	95.48
Total Jimmy Johns					95.48
<b>Kents Foods</b>					
Credit Card Charge	11/18/2023		TURKY FOR THANKSGIVING	6517 · Employee Food...	44.91
Total Kents Foods					44.91
<b>L3Harris</b>					
Bill	12/05/2023	934214...	INVERTER FOR BASE STATION ...	6515 · Minor Equipment	1,665.60
Total L3Harris					1,665.60



**North Summit Fire District  
Accounts Payable  
November through December 2023**

Type	Date	Num	Memo	Account	Amount
<b>Les Olson Company</b>					
Bill	11/15/2023	MNS38...	DESKTOP SUPPORT	6505.4 · IT Support	630.00
Bill	11/27/2023	EA134...	COPY MACHINE CONTRACT	6518 · Office Supplies	66.61
Bill	12/18/2023	MIT213...	UNIFI CLOUDE KEY	6515 · Minor Equipment	193.03
Bill	12/19/2023	MNS40...	IT SUPPORT	6505.4 · IT Support	4,227.50
Bill	12/19/2023	MIT213...	UPGRADE WIFI AND FIRE WALL	6515 · Minor Equipment	3,696.25
Bill	12/29/2023	MIT213...	NEW DESKTOP COMPUTERS	6515 · Minor Equipment	1,682.00
Total Les Olson Company					10,495.39
<b>LT. Governor</b>					
Credit Card Charge	11/03/2023		ANNUAL REGISTRATION	6519 · Subscriptions/M...	25.00
Total LT. Governor					25.00
<b>Old Rock Car Wash</b>					
Credit Card Charge	12/06/2023			6512 · Fleet Maintenanc...	13.00
Total Old Rock Car Wash					13.00
<b>Paylogics</b>					
Check	11/08/2023	ACH	PAYROLL ENDING 10.27.23	2500 · Accrued salaries	48,754.66
Check	11/21/2023	ACH	PAYROLL ENDING 11.10.23	2500 · Accrued salaries	49,724.53
Check	12/07/2023	ACH	PAYROLL ENDING 11.24.23	2500 · Accrued salaries	46,961.61
Check	12/21/2023	ACH	PAYROLL ENDING 12.08.23	2500 · Accrued salaries	49,342.07
Total Paylogics					194,782.87
<b>Peopletrial</b>					
Bill	12/01/2023	62065	BACKGROUND AND DRUG SCRE...	6506 · Background Ch...	419.95
Total Peopletrial					419.95
<b>Post Master</b>					
Credit Card Charge	11/20/2023		BOX TAPE	6518 · Office Supplies	8.56
Credit Card Charge	12/11/2023		STAMPS	6518 · Office Supplies	14.43
Total Post Master					22.99
<b>Precision Power Inc.</b>					
Bill	12/19/2023	52425	BI ANNUAL GENERATOR MAINT. ...	6510 · Building and Gr...	1,187.10
Bill	12/19/2023	52423	BI ANNUAL GENERATOR MAIN. S...	6510 · Building and Gr...	757.87
Bill	12/19/2023	52424	BI ANNUAL GENERATOR MAIN. S...	6510 · Building and Gr...	775.87
Total Precision Power Inc.					2,720.84
<b>Prov Enrlment Fee</b>					
Check	12/05/2023	ACH		6519 · Subscriptions/M...	688.00
Total Prov Enrlment Fee					688.00

**North Summit Fire District  
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Type	Date	Num	Memo	Account	Amount
<b>Red Hanger RH</b>					
Credit Card Charge	12/13/2023		Dry Cleaning	6513 · PPE / Equipme...	4.90
Total Red Hanger RH					4.90
<b>Rent A Party</b>					
Credit Card Charge	11/21/2023		GRENCH	6522 · Community Rel...	400.00
Total Rent A Party					400.00
<b>Republic Service</b>					
Bill	11/26/2023	086400...	TRASH SERVICE STA 23	6510.1 · Trash	108.85
Bill	11/26/2023	086400...	TRASH SERVICE STA 21	6510.1 · Trash	125.84
Bill	12/26/2023	086400...	TRASH SERVICE STA 23	6510.1 · Trash	106.98
Bill	12/26/2023	086400...	TRASH SERVICE STA 21	6510.1 · Trash	125.84
Total Republic Service					467.51
<b>Robert I Merrill Co.</b>					
Bill	11/17/2023	856840	NEW DOOR INSTALLED IN STA 21	6510 · Building and Gr...	3,426.60
Total Robert I Merrill Co.					3,426.60
<b>Rocky Mountain Power</b>					
Bill	11/02/2023	352472...	POWER SERVICE STA 22	6509.5 · Power	110.29
Bill	12/01/2023	356437...	POWER SERVICE STA 23	6509.5 · Power	229.76
Bill	12/04/2023	345821...	POWER SERVICE STA 21	6509.5 · Power	532.52
Bill	12/05/2023	352472...	POWER SERVICE STA 22	6509.5 · Power	132.52
Total Rocky Mountain Power					1,005.09
<b>Siddons-Martin Emergnecy Group</b>					
Bill	11/30/2023	321-00...	STEP BILLING FOR E22 REPAIRS	6512 · Fleet Maintenanc...	5,119.55
Total Siddons-Martin Emergnecy Group					5,119.55
<b>Skaggs Public Safety Uniforms</b>					
Bill	11/17/2023	203276	UNIFORM C. SOBORNE	6513 · PPE / Equipme...	133.20
Credit Card Charge	11/28/2023		PATCHES	6513 · PPE / Equipme...	22.98
Bill	11/28/2023	204517	UNIFORM BEVACQUA	6513 · PPE / Equipme...	285.30
Bill	11/29/2023	204138	UNIFORM SORENSON	6513 · PPE / Equipme...	343.80
Bill	11/29/2023	204666	UNIFORM MONTGOMERY	6513 · PPE / Equipme...	133.20
Bill	11/29/2023	204569	UNIFORM FERRALLES	6513 · PPE / Equipme...	285.30
Bill	11/30/2023	204817	UNIFORM	6513 · PPE / Equipme...	203.44
Bill	11/30/2023	204847	UNIFORM LEWIS	6513 · PPE / Equipme...	133.20
Bill	12/12/2023	206471	UNIFORM M. GIAUQUE	6513 · PPE / Equipme...	78.99
Bill	12/21/2023	2046		6513 · PPE / Equipme...	0.00
Total Skaggs Public Safety Uniforms					1,619.41

**North Summit Fire District  
Accounts Payable  
November through December 2023**

Type	Date	Num	Memo	Account	Amount
<b>Smith's Food</b>					
Credit Card Charge	11/07/2023		CAPT. TESTING	6517 · Employee Food...	38.38
Total Smith's Food					38.38
<b>Staples</b>					
Credit Card Charge	12/01/2023		MARKERS AND PIC FRAIMS	6518 · Office Supplies	17.48
Credit Card Charge	12/09/2023		PENS	6518 · Office Supplies	6.99
Credit Card Charge	12/19/2023			6518 · Office Supplies	92.43
Credit Card Charge	12/22/2023		ENVELOPES	6518 · Office Supplies	7.80
Total Staples					124.70
<b>Starbucks</b>					
Credit Card Charge	11/07/2023		CAPT. TESTING	6517 · Employee Food...	65.07
Total Starbucks					65.07
<b>Streamline</b>					
Bill	11/01/2023	30A37...	WEBSITE	6505.3 · Web Site Hos...	249.00
Bill	12/01/2023	30A37...	WEBSITE	6505.3 · Web Site Hos...	249.00
Total Streamline					498.00
<b>Summit County Health Insurance</b>					
Bill	11/01/2023	Nov. H...	Nov. Health Insurance	2400.9 · Benefits Accrual	9,770.00
Bill	11/01/2023	Nov. D...	Nov. Dental Insurance	2400.9 · Benefits Accrual	620.00
Bill	12/01/2023	DEC 2...	HEALTH INSURANCE	2400.9 · Benefits Accrual	9,770.00
Bill	12/01/2023	DEC 2...	DEC 23 DENTAL INSURANCE	2400.9 · Benefits Accrual	620.00
Total Summit County Health Insurance					20,780.00
<b>Summit Merc.</b>					
Bill	11/15/2023	021667...	SHARPIES FOR HOSE TESTING	6518 · Office Supplies	9.66
Bill	11/17/2023	011460...	SUPPLIES	6518 · Office Supplies	5.99
Bill	12/08/2023	021681...	COMMAND STRIPS	6518 · Office Supplies	8.19
Total Summit Merc.					23.84
<b>Sun Life</b>					
Bill	11/14/2023	002246...	LIFE INSURANCE	2400.9 · Benefits Accrual	400.02
Bill	12/14/2023	246849...	LIFE INSURANCE	2400.9 · Benefits Accrual	400.57
Total Sun Life					800.59
<b>Symbolarts Arts LLC</b>					
Bill	12/08/2023	0480291	BADGES	6513 · PPE / Equipme...	1,890.00
Total Symbolarts Arts LLC					1,890.00

**North Summit Fire District  
Accounts Payable  
November through December 2023**

Type	Date	Num	Memo	Account	Amount
<b>Teleflex</b>					
Bill	11/20/2023	SO 108...	EZ-IO POWER DRIVER	6524 · EMS Supplies	602.78
Bill	11/20/2023	SO 108...	EZ-IO NEEDLES	6524 · EMS Supplies	1,350.72
Total Teleflex					1,953.50
<b>Trophy Corner</b>					
Credit Card Charge	11/30/2023		AWARD	6522 · Community Rel...	46.76
Total Trophy Corner					46.76
<b>URS</b>					
Check	11/13/2023	ACH	PAYROLL ENDING 10.27.23	2400.9 · Benefits Accrual	5,700.46
Check	11/24/2023	ACH	PAYROLL ENDING 11.10.23	2400.9 · Benefits Accrual	5,995.83
Check	12/08/2023	ACH	PAYROLL ENDING 11.24.23	2400.9 · Benefits Accrual	5,902.25
Check	12/21/2023	ACH	PAYROLL ENDING 12.08.23	2400.9 · Benefits Accrual	5,877.55
Total URS					23,476.09
<b>Utah Communications Authority</b>					
Bill	11/01/2023	IN-3781	BALANCE ON RADIO ORDER	22.12 · Radios	19,229.27
Bill	11/01/2023	INV-3804	ADDITIONAL RADIOS NEEDED	22.12 · Radios	10,159.99
Total Utah Communications Authority					29,389.26
<b>Utah Local Governments Trust</b>					
Bill	11/13/2023	1610534	AUTO INSURANCE ADDING 2 F15...	6501 · Insurance	729.72
Total Utah Local Governments Trust					729.72
<b>Utah Valley University</b>					
Bill	12/21/2023	A28755	RECIPROCITY CERTS A. FERRAL...	6516 · Training Expens...	80.00
Total Utah Valley University					80.00
<b>Verizon Wireless</b>					
Bill	11/01/2023	994823...	3 IPAD PROS AND KEYBOARDS	6515 · Minor Equipment	4,646.94
Bill	11/01/2023	994823...	OFFICE AND CELL PHONE SERVI...	6509.1 · Telephone	450.19
Bill	11/30/2023	995055...	LIFE PACK DATA	6509.2 · Internet	20.06
Bill	12/01/2023	995067...	OFFICE PHONES	6509.1 · Telephone	197.40
Bill	12/01/2023	995067...	IPAD DATA	6509.2 · Internet	196.45
Total Verizon Wireless					5,511.04
<b>Walmart</b>					
Credit Card Charge	11/06/2023		ENVELOPES	6518 · Office Supplies	31.79
Total Walmart					31.79

**North Summit Fire District  
Accounts Payable  
November through December 2023**

Type	Date	Num	Memo	Account	Amount
<b>Weber State</b>					
Credit Card Charge	12/28/2023		CPR CARDS	6516 · Training Expens...	6.00
Total Weber State					6.00
<b>Weidner Fire</b>					
Bill	11/17/2023	67366	MSA HELMET	6513 · PPE / Equipme...	321.83
Bill	11/21/2023	67384	MSA HELMET	6513 · PPE / Equipme...	360.32
Bill	11/29/2023	67425	PRO PACK FOAM INJECTION SY...	6515 · Minor Equipment	2,090.00
Bill	12/04/2023	67474	HELMET	6513 · PPE / Equipme...	368.17
Bill	12/07/2023	67508	HELMETS	6513 · PPE / Equipme...	1,442.68
Bill	12/08/2023	67525	TASKFORCE	6515 · Minor Equipment	3,379.73
Total Weidner Fire					7,962.73
<b>Whites Auto Parts</b>					
Bill	11/17/2023	369015	LOCKNUTS AND JB WELD	6512 · Fleet Mainten...	11.97
Bill	12/11/2023	370018		6512 · Fleet Mainten...	16.95
Total Whites Auto Parts					28.92
<b>WPSG</b>					
Credit Card Credit	11/16/2023		SALES TAX REFUND	6513 · PPE / Equipme...	-184.78
Credit Card Credit	11/16/2023		SALES TAX REFUND	6513 · PPE / Equipme...	-121.68
Credit Card Charge	11/16/2023		HELMENTS	6513 · PPE / Equipme...	2,019.91
Total WPSG					1,713.45
<b>YETI</b>					
Credit Card Charge	12/06/2023		DISPATCH GIFTS	6522 · Community Rel...	877.92
Credit Card Charge	12/06/2023		DISPATCH GIFTS	6522 · Community Rel...	125.72
Credit Card Credit	12/06/2023		DISPATCH GIFTS ORDER CANCL...	6522 · Community Rel...	-125.72
Credit Card Charge	12/07/2023		DISPATCH GIFTS	6522 · Community Rel...	183.58
Total YETI					1,061.50
<b>Zions Bank Bankcard Center</b>					
Deposit	12/04/2023	ACH	VISA CASH BACK	1013 · Visa Card Cash...	-160.00
Total Zions Bank Bankcard Center					-160.00
<b>TOTAL</b>					<b><u>386,382.49</u></b>

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Special Meeting  
Executive Conference Room  
60 N Main St  
Coalville, UT 84017  
November 30, 2023

1 Chair Armstrong called the meeting to order at 6:05PM

2 **Board Members Present**

3 Chair Roger Armstrong  
4 Vice Chair Jim Rees  
5 Treasurer Ari Ioannides  
6 Louise Willoughby  
7 Chris Robinson - Remote  
8 Don Donaldson  
9 John Adams

**Staff Present**

Ben Nielson, Fire Chief  
Nick Jarvis, Deputy Fire Chief  
Tyler Rowser, District Clerk  
Ryan Stack, Deputy County Attorney

**Public Present – Electronic**

10

11 **Item 2 Roll Call**

12 A quorum was present.

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

- 15 a. Purchase, exchange, or lease of real property  
16 b. Pending or reasonably imminent litigation  
17 c. Personnel – to discuss the character, competence, or physical or mental  
18 health of an individual

19 Vice Chair Rees motioned to go into closed session for personnel, Board  
20 Member Willoughby seconded the motion, a vote was called, all ayes,  
21 motion passed. Closed session started at 6:06PM  
22 Present in the closed session were all present board members and  
23 Ryan Stack.

24 **Item 4 Reconvene in Open Meeting**

25 The Board reconvened in public meeting at 6:58PM

26

27 **Item 5 Pledge of Allegiance**

28 Chair Armstrong lead the board and public in the pledge of allegiance.

29 **1. Public Input**

30 None

31

32

33

34

35 **Item 6 Consent Agenda**

36

37 **a. Minutes of October 12, 2023, and November 9, 2023**

38 Vice Chair Rees motioned to approve the consent agenda with  
39 corrections to the minutes, Board Member Adams seconded the motion,  
40 a vote was called, all ayes, motion passed.

41

42 **Item 7 Consideration of Approval**

43

44 **a. Discussion and possible recommendation to the Summit**  
45 **County Council for adoption of the 2024 Budget and 2023**  
46 **Amended Budget**

47 Chief presented the proposed budget.

48 Board Member Robinson motioned to recommend the 2023 amended  
49 budget, Board Member Donaldson seconded the motion, a vote was  
50 called, all ayes, motion passed.

51 Treasurer Ioannides motioned to recommend the 2024 budget for  
52 adoption, Board Member Willoughby seconded the motion, a vote was  
53 called, all ayes, motion passed.

54 **b. Discussion and possible approval of amendments to the fire**  
55 **chief job description.**

56 Ryan discussed the changes to the job description.

57 Board Member Willoughby motioned to approve the amendments to  
58 the job description, Board Member Donaldson seconded the motion, a  
59 vote was called, all ayes, motion passed.

60 **c. Discussion and possible recommendation to the Summit County**  
61 **Council of amended and restated fire chief contract.**

62 Ryan discussed the changes to the contract.

63 Board Member Adams motioned to recommend the amended contract  
64 to the County Council, Board Member Willoughby seconded the  
65 motion, a vote was called, Board Members Willoughby, Adams,  
66 Ioannides, Donaldson, Robinson, and Armstrong ayes, Vice Chair Rees  
67 nay, motion passed.

68 **d. Discussion and possible approval of a multi-agency mutual and**  
69 **automatic aid agreement.**

70 Ryan discussed the agreement.

71 Board Member Willoughby motioned to approve the multi-agency  
72 mutual and automatic aid agreement, Board Member Adams seconded  
73 the motion, a vote was called, all ayes, motion passed.

74

75 **Item 8 Board Comments.**

76 The board members all expressed they're thanks to Vice Chair Jim Rees, for  
77 his time served and his different options and prospective on issues.

**DRAFT**

Page 2 of 3

78 Vice Chair Rees expressed his thanks to the board and to the former board  
79 members who have served with him.  
80 Chair Armstrong mentioned that unless a pressing issue comes up, he would  
81 like to cancel the December 14<sup>th</sup> meeting.

82 **Item 9 Adjourn.**

83 Vice Chair Rees motioned to adjourn, Board Member Adams seconded the  
84 motion, a vote was called, all ayes, Adjourned at 8:15PM

DRAFT





Benjamin L. Nielson  
*Fire Chief*

Nicholas G. Jarvis  
*Deputy Fire Chief*

Tyler J Rowser  
*Administrative Battalion Chief*

## Memorandum

To: Zions Bank

From: North Summit Fire District Administrative Control Board

Subject: Change of Authorized Signers on signature cards

Meeting Date: January 11, 2024

To Whom it may Concern,

On January 11, 2024, the Administrative Control Board of the North Summit Fire Service District met in its regularly scheduled meeting and elected its new board officers, and in compliance with the board bylaws and procurement policy have appointed the following as authorized signers for the Zions Bank accounts ending in 0028 and 2408.

\_\_\_\_\_ (Board Chair)

\_\_\_\_\_ (District Treasurer)

\_\_\_\_\_ (Fire Chief)

\_\_\_\_\_ (Board Designee)

I \_\_\_\_\_, Board Chair do hereby affirm that the above listed individuals were designated by the Administrative Control Board as Authorized signers on the above listed accounts.

Attest:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Tyler J Rowser, District Clerk

North Summit Fire District  
PO Box 187 | 86 Center Street  
Coalville, Utah 84017  
435-336-2221 | Emergency 9-1-1  
North Summit Fire District  
Board Packet 01.11.24



**1. Certification of Authorized Individuals**

I, \_\_\_\_\_(Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of \_\_\_\_\_ (Name of Legal Entity). Please list at least two individuals. Each individual must have a unique email.

Name	Title	Email	Signature(s)

The authority of the named individuals to act on behalf of \_\_\_\_\_ (Name of Legal Entity) shall remain in full force and effect until written revocation from \_\_\_\_\_ (Name of Legal Entity) is delivered to the Office of the State Treasurer.

**2. Signature of Authorization**

I, the undersigned, \_\_\_\_\_(Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the administrative control board for banking and investments of said entity on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Signature	Date	Printed Name	Title

STATE OF UTAH )  
 ) § Approved as to form \_\_\_\_\_  
 ) Ryan P.C. Stack, Deputy County Attorney  
 COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Name), as \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal) Signature \_\_\_\_\_



**PUBLIC NOTICE** is hereby given pursuant to Utah Code §52-4-202.2a, that the Administrative Control Board (the “Board”) of the North Summit Fire District (the “District”) will hold regularly scheduled meetings on the following dates. Meetings will begin at 6:00PM at the Fire Station 21, 86 E Center St., Coalville, UT 84017

February 8, 2024

March 14, 2024

April 11, 2024

May 9, 2024

June 13, 2024

July 11, 2024

August 15, 2024 (3<sup>rd</sup> Thursday)

September 12, 2024

October 10, 2024

November 14, 2024

December 12, 2024

January 9, 2025

The District reserves the right to cancel, amend, or hold additional meetings or change the time and location.

#### NOTICE OF SPECIAL ACCOMODATION DURING PUBLIC MEETINGS

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Tyler Rowser at (435) 350-3473