



🏠 **Location:** 3047 N. 400 W. Spanish Fork, UT
84660
📅 **Date:** August 8 2024
🕒 **Time:** 0900

Board of Directors

I. Call to order: Terry Ficklin, Chairman

II. Consent Calendar: Terry Ficklin Chairman

- a) Meeting Minutes for June 2024
- b) Warrant Register for June 2024 & July 2024
- c) Financial Statements

III. Business and Action Items:

Election

IV. Policies:

- a) 04.06 Disciplinary Process – Tricia/Noreen
- b) 06.08 Leaves of Absence (Non-FMLA Covered Employees) – Suzee
- c) 11.11 Text to 911 Call Processing – Tricia/Noreen (reviewed in June)
- d) 13.01 Fire Paging and Channel Operations – Tricia/Noreen (reviewed in June)

V. Operations Chair Report: Chief Eddie Hales

VI. Directors Report: Heidi Healy Executive Director

VII. Open Forum

Next Meeting: September 12, 2024, 09:00 hours

Attendance in person or
ZOOM Meeting



BOARD OF DIRECTORS
Meeting Minutes
Thursday, June 13, 2024
Central Utah 911 Dispatch
3047 N 400 W
Spanish Fork, UT

Members in Attendance:

Shane Sorensen, Alpine City, via Zoom
Ernie John, American Fork City, Vice-Chairman
Bob Morgan, Town of Cedar Hills, via Zoom
Jeff Weber, Eagle Mountain City, via Zoom
Jared Peterson, Elk Ridge City, via Zoom
Hollie McKinney, Town of Fairfield, via Zoom
William McMullin, Town of Genola, via Zoom
JC Reynolds, Town of Goshen, via Zoom
Scott DaBell, Lehi City, via Zoom
Seth Atkinson, Nephi City, via Zoom
Scott Spencer, Payson City, via Zoom
Terry Ficklin, Salem City, Chairman
Norm Beagley, Santaquin City, via Zoom
Mark Christensen, City of Saratoga Springs, via Zoom
Seth Perrins, Spanish Fork City, via Zoom
Dorel Kynaston, Woodland Hills, via Zoom
Eric Ellis, Vineyard City, via Zoom
Julie Fullmer, Vineyard City, alternate, via Zoom

Absent Members:

Devid Gustin, Town of Cedar Fort
Brittney Bills, Highland City
Marvin Kenison, Juab County
Todd Williams, Pleasant Grove
Mike Smith, Utah County

Others in Attendance:

Heidi Healy, Central Utah 911, Executive Director
Noreen Stone, Central Utah 911, Operations Manager
Tricia Breinholt, Central Utah 911, Operations Manager
Micah Clark, Central Utah 911, IT Manager
Suzee Anderson, Central Utah 911, Business Manager
Rachel Glassford, Central Utah 911, Performance Development Manager
April Robbins, Central Utah 911, Performance Development Supervisor – Police
Marci Legerski, Central Utah 911, Performance Development Supervisor – Fire
Logan Durrans, Central Utah 911, IT Specialist
Chief Matt Johnson, Central Utah 911, Operations Board Vice-Chairman

Call to Order

Terry Ficklin called the meeting to order at 9:00 a.m. stating there were enough people for a quorum.

Eric Ellis and Norm Beagley joined at 9:01 a.m. and 9:02 a.m., respectively.

Consent Calendar

Terry Ficklin inquired if everyone had a chance to review the consent calendar and if there were any questions. **Suzee Anderson** stated the date of the meeting minutes was wrong but had been fixed.

Seth Perrins made a motion to approve the consent calendar.

Mark Christensen seconded the motion and the motion passed unanimously.

Seth Atkinson joined the meeting at 9:04 a.m.

William McMullin joined the meeting at 9:06 a.m.

Robert Morgan joined the meeting at 9:07 a.m.

Business and Action Items

Fund Balance to cover cost of VHF radios

Director **Heidi Healy** stated that VHF radios are needed for paging. Recently, the one at North Fork quit working. It was over 25 years old. Unfortunately, there was not a spare. Because it was an emergency, she didn't feel comfortable waiting for this meeting and emailed the Executive Board asking for permission to purchase 2 new radios. **Micah Clark** explained he was able to locate two radios, one had not been used and the other was a demo unit. Robert Brough is fixing the North Fork radio today. The other radio will be used at Lake Mountain. There was discussion regarding paying for the radio through the budget and the immediate need for the radio. **Mark Christensen** suggested doing an internal audit to make sure items did not get old enough to quit working. There was discussion regarding the radios and their ability to work with the new L3 Harris system. The radios were recently offloaded to Central Utah 911 from Utah County and will be maintained.

Policy Approval

There was discussion regarding the agenda policies being different from the attached policies. Because of this, no motion was made regarding the policies. They will be put on the consent calendar for next meeting.

Tricia Breinholt discussed the following policies:

11.11 Text to 911 Call Processing

A lot of clarification was made on the wording to meet our standard procedures. There were grammatical errors. The last section dealing with multi-media messages was removed because we currently cannot accept multi-media messages.

13.01 Fire Paging and Channel Operations

Announcing Page to the room, to alert the fire dispatcher to the call was added to this policy.

Operations Board

Chief Matt Johnson, Vice-Chairman of the Operations Board, reported on a new IT Specialist being hired, a meeting with Search and Rescue, and the most recent hiring session. He discussed city celebrations, NCIC entries, Radio Alias' and wreckers that were discussed in Operations Board. He stated both policies were approved. He reported on a meeting being set up with Micah and Motorola regarding the touch app. He repeated Chief Hales appreciation for the "What 3 Words" app.

Director's Report

Director Heidi Healy introduced Logan Durrans, the It Specialist. She stated she recently attended a mandatory UCA meeting with Tricia Breinholt and Noreen Stone. The morning was focused on CISA, Cybersecurity and Infrastructure Security Agency. Discussion was had regarding Cyber Insurance. She also reported that during the meeting, Motorola was pushing a product called Rave. It is a product like Raptor and Aegix. Motorola stated it will integrate directly with the 911 system. However, our PSAP is not set up to utilize Rave, so she issued a word of caution. She did state that she had heard the state will be purchasing a system that will be utilized state-wide. Director Healy reported on Sunday we had 7 Search and Rescue calls at the same time. She hoped people would stay away from the rivers. She also discussed the need for a RFP for the upcoming county audit.

Open Forum

Ernie John discussed a recent call to dispatch. He stated he has been working with Sargent Cannon on a PSA regarding river safety.

Adjourn

Next Meeting: August 8, 2024.

Norm Beagley made a motion to adjourn.

Jeff Weber seconded the motion and the meeting adjourned at 9:35 a.m.

Approval Signature – Chairman Terry Ficklin

Date

Central Utah 911
Invoice Register: 6/1/2024 to 6/30/2024 - All Invoices

8/5/2024

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
287311399106X0	AT&T MOBILITY	11419	6/28/2024	6/28/2024	\$138.90			
					138.90	911440.06.911	Cell phones	Cell Phone
78670	BIDDLE CONSULTING GROUP INC	11399	6/27/2024	6/27/2024	\$2,595.00			
					2,595.00	911420.02.911	Renewals for firewall	Tactical
PR060724-465	Child Support Services	11386	6/13/2024	6/13/2024	\$753.92			
					753.92	9112236	Child Support Payable	Child Support
PR062124-465	Child Support Services	11392	6/27/2024	6/27/2024	\$753.92			
					753.92	9112236	Child Support Payable	Child Support
	Vendor Total:				\$1,507.84			
2024046973	Cyracom	11401	6/30/2024	6/30/2024	\$906.66			
					906.66	911240.04.911	Language Line	Interpretation Services
24061630827017	Department of Government Operations	11387	6/10/2024	6/10/2024	\$2,751.44			
					20.88	911150.04.911	Lodging	Allianz Insurance
					30.31	911260.01.911	Business expenses (meetings, e	Bagels
					50.00	911260.04.911	Employee recognitions	T-Shirts
					325.00	911310.08.911	Conference registrations	Peer Support
					-150.00	911310.08.911	Conference registrations	Refund on Peer Support
					425.00	911320.01.911	IAEFD Certs/Recerts	EFD - Brittani Christensen
					425.00	911320.01.911	IAEFD Certs/Recerts	EFD - Kevin Weber
					425.00	911320.01.911	IAEFD Certs/Recerts	EFD - Brooke Nielsen
					425.00	911320.01.911	IAEFD Certs/Recerts	EFD - Courtney Ross
					51.15	911420.11.911	TechSmith Camtasia	Camtasia
					46.05	911420.11.911	TechSmith Camtasia	Snag-It
					49.00	911430.10.911	Logging Recorder Maintenance	Equateure
					629.05	911520.03.911	Generator preventative plan	Generator Service
24061630827043	Department of Government Operations	11387	6/10/2024	6/10/2024	\$872.17			
					16.11	911220.01.911	General office supplies	ebook
					35.00	911220.01.911	General office supplies	Stamp
					103.75	911260.04.911	Employee recognitions	Plant for Chance Chipman
					250.64	911310.07.911	Public education supplies	Crayon Packets
					52.34	911310.08.911	Conference registrations	Medicalpalooza
					46.50	911320.02.911	IAEMD Certs/Recerts	EMD - Sarah Richmond
					30.00	911320.05.911	Trainers course (CTO, recerts, e	CTO - Christina Provstgaard
					30.00	911320.05.911	Trainers course (CTO, recerts, e	CTO - Randy Thurgood
					30.25	911410.02.911	Computer peripheral/tools/acces	ID Cables
					28.97	911410.02.911	Computer peripheral/tools/acces	Zip Ties
					15.00	911420.13.911	HR LMS	Cognito
					32.33	911510.01.911	Work area health/sanitization su	Hand Sanitizer
					180.30	911520.02.911	Janitorial services and supplies	Janitorial Supplies
					20.98	911530.01.911	Grounds maintenance	Stain for Chair
24071930814014	Department of Government Operations	11443	6/30/2024	6/30/2024	\$436.02			
					297.00	911310.04.911	Administrative training	Protocol 41
					139.02	911420.08.911	Domain registration	Domain Registration
24071930814037	Department of Government Operations	11431	6/30/2024	6/30/2024	\$4,479.42			
					31.02	911220.01.911	General office supplies	Office Supplies
					39.80	911220.01.911	General office supplies	Office Supplies
					239.88	911220.01.911	General office supplies	Acrobat Pro
					59.60	911220.01.911	General office supplies	Whiteboard
					241.94	911220.01.911	General office supplies	Office Supplies
					29.99	911220.01.911	General office supplies	Office Supplies
					14.70	911220.01.911	General office supplies	photos
					38.69	911220.01.911	General office supplies	Office Supplies

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8/5/2024

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					2,499.36	911260.04.911	Employee recognitions	Shirts
					255.75	911310.07.911	Public education supplies	Tablet for CPR
					35.91	911410.02.911	Computer peripheral/tools/acces	Jack Inserts
					321.28	911420.07.911	Renewals for Spam Hero, Webr	Insider Pro
					236.28	911510.01.911	Work area health/sanitization su	Clorox Wipes
					71.98	911510.03.911	Breakroom/Kitchen supplies	Kitchen
					174.18	911510.03.911	Breakroom/Kitchen supplies	Kitchen
					189.06	911520.02.911	Janitorial services and supplies	Janitorial Supplies
	Vendor Total:				\$8,539.05			
Adjustments July	Equitable Financial Life Insurance Com	11396	6/27/2024	6/27/2024	\$1,503.77			
					1,503.77	9112225	Employee life ins payable	Adjustments
PR060724-581	Equitable Financial Life Insurance Com	11396	6/13/2024	6/13/2024	\$644.60			
					644.60	9112225	Employee life ins payable	Elective Life Insurance
PR062124-581	Equitable Financial Life Insurance Com	11396	6/27/2024	6/27/2024	\$1,631.59			
					644.60	9112225	Employee life ins payable	Elective Life Insurance
					210.70	9112225	Employee life ins payable	Basic Life & AD&D Insurance
					740.05	9112225	Employee life ins payable	Long Term Disability
					36.24	9112225	Employee life ins payable	Dependent Life Insurance
	Vendor Total:				\$3,779.96			
mn7cgvo	Health Equity	EFT	6/6/2024	6/6/2024	\$62.25			
					62.25	9112230	HSA payable	HSA Account Fee
PR060724-446	Health Equity	EFT	6/13/2024	6/13/2024	\$3,098.16			
					295.00	9112230	HSA payable	HSA Single - July Benefit
					2,803.16	9112230	HSA payable	HSA Family - July Benefit
PR062124-446	Health Equity	EFT	6/27/2024	6/27/2024	\$3,098.16			
					295.00	9112230	HSA payable	HSA Single - July Benefit
					2,803.16	9112230	HSA payable	HSA Family - July Benefit
	Vendor Total:				\$6,258.57			
PR060724-448	ICMA 401A	EFT	6/13/2024	6/13/2024	\$11,729.62			
					8,879.41	9112224	Retirement payable	401A ICMA
					2,850.21	9112224	Retirement payable	401A Loan ICMA
PR062124-448	ICMA 401A	EFT	6/27/2024	6/27/2024	\$10,252.21			
					7,402.00	9112224	Retirement payable	401A ICMA
					2,850.21	9112224	Retirement payable	401A Loan ICMA
	Vendor Total:				\$21,981.83			
PR060724-449	ICMA 457	EFT	6/13/2024	6/13/2024	\$12,735.35			
					10,185.75	9112224	Retirement payable	457 ICMA
					2,549.60	9112224	Retirement payable	457 Loan ICMA
PR062124-449	ICMA 457	EFT	6/27/2024	6/27/2024	\$11,188.23			
					8,477.77	9112224	Retirement payable	457 ICMA
					2,710.46	9112224	Retirement payable	457 Loan ICMA
	Vendor Total:				\$23,923.58			
SP3527249	INTERMOUNTAIN WORKMED	11421	6/18/2024	6/18/2024	\$80.00			
					50.00	911240.05.911	Drug Screening	Drug Screen
					30.00	911240.07.911	Audiometry Tests	Audiometry
PR060724-444	IRS Tax Deposit	EFT	6/13/2024	6/13/2024	\$16,075.39			
					4,820.82	9112221	Federal taxes payable	Medicare Tax
					11,254.57	9112221	Federal taxes payable	Federal Income Tax
PR062124-444	IRS Tax Deposit	EFT	6/27/2024	6/27/2024	\$14,762.23			
					4,196.07	9112221	Federal taxes payable	Medicare Tax

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	Vendor Total:				10,566.16 \$30,837.62	9112221	Federal taxes payable	Federal Income Tax
343558	JAN PRO	11370	6/1/2024	6/1/2024	\$1,396.00 1,396.00	911520.02.911	Janitorial services and supplies	Janitorial Service - June 2024
June 2024	LB413121	11422	6/30/2024	6/30/2024	\$315.93 315.93	911510.03.911	Breakroom/Kitchen supplies	Coca Cola
06.25.2024	Legerski, Marci	11405	6/25/2024	6/25/2024	\$101.39 101.39	911150.01.911	Mileage	Mileage - Medicalpalooza
06.25.2024 - Mea	Luke, Kirstin	11406	6/25/2024	6/25/2024	\$10.00 10.00	911150.06.911	Meals - at training	Meal - Medicalpalooza
Adjustment July	MetLife	11397	6/27/2024	6/27/2024	\$275.79 275.79	9112227	Dental ins payable	Adjustments
May 2024	MetLife	11385	6/12/2024	6/12/2024	(\$25.89) -25.89	9112227	Dental ins payable	Luke Bunot
PR060724-684	MetLife	11397	6/13/2024	6/13/2024	\$2,556.34 131.00 832.65 231.84 38.10 32.04 419.98 279.57 420.31 170.85	9112227 9112227 9112228 9112228 9112228 9112233 9112233 9112233 9112233 9112233	Dental ins payable Dental ins payable Visions ins payale Visions ins payale Visions ins payale Guardian payable Guardian payable Guardian payable Guardian payable	Dental Ins Pre Tax Two Party-P Dental Ins Pre Tax Family-Plat Vision Ins Family Vision Ins Single Vision Ins Two Party MetLife Accident - High MetLife Pre Tax Critical Illness MetLife Pre Tax Hospital Indemn MetLife Accident - Low
PR062124-684	MetLife	11397	6/27/2024	6/27/2024	\$3,704.26 397.40 335.40 1,391.65 218.96 38.10 32.04 419.98 279.57 420.31 170.85	9112227 9112227 9112227 9112228 9112228 9112228 9112233 9112233 9112233 9112233 9112233	Dental ins payable Dental ins payable Dental ins payable Visions ins payale Visions ins payale Visions ins payale Guardian payable Guardian payable Guardian payable Guardian payable	Dental Ins Pre Tax Two Party-P Dental Ins Pre Tax Single-Plat Dental Ins Pre Tax Family-Plat Vision Ins Family Vision Ins Single Vision Ins Two Party MetLife Accident - High MetLife Pre Tax Critical Illness MetLife Pre Tax Hospital Indemn MetLife Accident - Low
	Vendor Total:				\$6,510.50			
Correction 2024	MLC	X999	6/30/2024	6/30/2024	(\$150.00) -150.00	9112232	Garnishments payable	Correction
PR060724-708	MLC	X999	6/13/2024	6/13/2024	\$50.00 50.00	9112232	Garnishments payable	Garnishment
PR062124-708	MLC	X999	6/27/2024	6/27/2024	\$50.00 50.00	9112232	Garnishments payable	Garnishment
	Vendor Total:				(\$50.00)			
24-8899	MOPA, LLC	11407	6/27/2024	6/27/2024	\$35,960.33 35,960.33	911430.09.911	Fire Paging/Alerting	Licensing & Extended Warrant
24-8900	MOPA, LLC	11407	6/27/2024	6/27/2024	\$35,403.26 35,403.26	911740.05.911	ATX For Lehi Station	ATX - Lehi
	Vendor Total:				\$71,363.59			
S106233421.001	MOUNTAINLAND SUPPLY COMPANY	11388	6/12/2024	6/12/2024	\$21.72 21.72	911520.01.911	Building maintenance supplies	Bathroom Fixing

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1011456	NATIONAL BENEFITS SERVICES LLC	11389	6/26/2024	6/26/2024	\$52.00 52.00	911110.03.911	Employee benefits	FSA Plan Administration Fees
CP382878	NATIONAL BENEFITS SERVICES LLC	11379	6/9/2024	6/9/2024	\$421.65 421.65	9112229	FSA payable	Claims Paid
CP385210	NATIONAL BENEFITS SERVICES LLC	11423	6/30/2024	6/30/2024	\$252.20 252.20	9112229	FSA payable	FSA - Claims Payable
XP383793	NATIONAL BENEFITS SERVICES LLC	11389	6/23/2024	6/23/2024	\$295.00 295.00	9112229	FSA payable	FSA - Claims Payable
Vendor Total:					\$1,020.85			
372399946001	ODP Business Solutions	11409	6/28/2024	6/28/2024	\$239.08 239.08	911220.04.911	Printer supplies (toner)	Printer Ink / Canned Air
Adjustments Jun	PEHP	11394	6/27/2024	6/27/2024	\$1,676.43 1,676.43	9112226	Health ins payable	Adjustments - Courtney Ross
PR060724-558	PEHP	11394	6/13/2024	6/13/2024	\$803.41 411.25 88.11 304.05	9112226 9112226 9112226	Health ins payable Health ins payable Health ins payable	Traditional Insurance - Family Traditional Insurance - Single Traditional Insurance - Double
PR062124-558	PEHP	11394	6/27/2024	6/27/2024	\$57,901.12 3,416.16 6,705.72 35,071.96 1,796.19 6,196.85 4,714.24	9112226 9112226 9112226 9112226 9112226 9112226 9112226	Health ins payable Health ins payable Health ins payable Health ins payable Health ins payable Health ins payable Health ins payable	HDHP - Single Plan Traditional Insurance - Family HDHP - Family Plan Traditional Insurance - Single Traditional Insurance - Double HDHP - Double
Vendor Total:					\$60,380.96			
correction 2024	Quinn M. Kofford	X999	6/30/2024	6/30/2024	(\$200.00) -200.00	9112232	Garnishments payable	Correction
06.08.2024 Traini	Redford, Anjanelle	11380	6/8/2024	6/8/2024	\$143.44 143.44	911150.01.911	Mileage	Mileage
June 24 - Mileag	Robbins, April M.	11414	6/8/2024	6/8/2024	\$60.92 60.92	911150.01.911	Mileage	Mileage
IN1075497 PO# 10538	SENCOMMUNICATIONS INC.	11390	6/19/2024	6/19/2024	\$3,248.52 3,220.00 28.52	911410.01.911 911410.01.911	Headsets, base stations, batteri Headsets, base stations, batteri	CA22CD Single Channel Cordle Shipping
23444	SMT Services	11374	6/3/2024	6/3/2024	\$300.00 300.00	911520.01.911	Building maintenance supplies	Door Entrances
4778	SPANISH FORK CITY	11424	6/20/2024	6/20/2024	\$397.06 196.00 201.06	911440.08.911 911540.02.911	Internet Water and sewer	Internet Water & Sewer
12309294	Spectrotel	11382	6/1/2024	6/1/2024	\$1,086.98 1,086.98	911440.01.911	911 phones (selective router, N	Acct# 467942
5836	The Partridge Group	11415	6/25/2024	6/25/2024	\$1,704.00 1,704.00	911240.06.911	Pre-Employment Psychological	Pre-Employment Psychological
Adjustment June	UNUM	X999	6/27/2024	6/27/2024	(\$81.30) -81.30	9112225	Employee life ins payable	Adjustments
correction 06.30.	UNUM	X999	6/30/2024	6/30/2024	(\$40.00) -40.00	9112225	Employee life ins payable	Correction
PR062124-463	UNUM	X999	6/27/2024	6/27/2024	\$40.00 40.00	2225	Employee life ins payable	AD&D Life Insurance

Central Utah 911
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8/5/2024

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Vendor Total:								
61038	UTAH COUNTY AUDITOR	11376	6/5/2024	6/5/2024	\$750.25			
					750.25	911440.07.911	Fiber connectivity	Copper Telecommunications Pai
61108	UTAH COUNTY AUDITOR	11391	6/12/2024	6/12/2024	\$1,558.15			
					1,558.15	911540.01.911	Electricity	Electrical Usage - May 2024
61327	UTAH COUNTY AUDITOR	11426	6/30/2024	6/30/2024	\$1,596.59			
					1,596.59	911540.01.911	Electricity	Electrical Usage - June 2024
Vendor Total:					\$3,904.99			
PR060724-151	UTAH RETIREMENT SYSTEMS	EFT	6/13/2024	6/13/2024	\$28,861.62			
					25,804.95	9112224	Retirement payable	State Retirement URS
					2,499.90	9112224	Retirement payable	401k URS
					556.77	9112224	Retirement payable	401K Loan URS
PR062124-151	UTAH RETIREMENT SYSTEMS	EFT	6/27/2024	6/27/2024	\$24,666.53			
					21,947.34	9112224	Retirement payable	State Retirement URS
					2,162.42	9112224	Retirement payable	401k URS
					556.77	9112224	Retirement payable	401K Loan URS
Vendor Total:					\$53,528.15			
PR060724-445	Utah State Tax Commission	11395	6/13/2024	6/13/2024	\$5,170.69			
					5,170.69	9112223	State taxes payable	State Income Tax
PR062124-445	Utah State Tax Commission	11395	6/27/2024	6/27/2024	\$4,763.45			
					4,763.45	9112223	State taxes payable	State Income Tax
Vendor Total:					\$9,934.14			
PR060724-456	VASA Fitness	11393	6/13/2024	6/13/2024	\$25.50			
					25.50	9112234	Golds Gym Member payable	Gym Membership
PR062124-456	VASA Fitness	11393	6/27/2024	6/27/2024	\$25.50			
					25.50	9112234	Golds Gym Member payable	Gym Membership
Vendor Total:					\$51.00			
Total:					\$315,936.93			
						<u>GL Account Summary</u>		
					40.00	2225	Employee life ins payable	
					52.00	911110.03.911	Employee benefits	
					305.75	911150.01.911	Mileage	
					20.88	911150.04.911	Lodging	
					10.00	911150.06.911	Meals - at training	
					746.73	911220.01.911	General office supplies	
					239.08	911220.04.911	Printer supplies (toner)	
					30,837.62	9112221	Federal taxes payable	
					9,934.14	9112223	State taxes payable	
					99,433.56	9112224	Retirement payable	
					3,658.66	9112225	Employee life ins payable	
					60,380.96	9112226	Health ins payable	
					3,338.00	9112227	Dental ins payable	
					591.08	9112228	Visions ins payable	
					968.85	9112229	FSA payable	
					6,258.57	9112230	HSA payable	
					-250.00	9112232	Garnishments payable	
					2,581.42	9112233	Guardian payable	
					51.00	9112234	Golds Gym Member payable	
					1,507.84	9112236	Child Support Payable	
					906.66	911240.04.911	Language Line	

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					50.00	911240.05.911	Drug Screening	
					1,704.00	911240.06.911	Pre-Employment Psychological	
					30.00	911240.07.911	Audiometry Tests	
					30.31	911260.01.911	Business expenses (meetings, e	
					2,653.11	911260.04.911	Employee recognitions	
					297.00	911310.04.911	Administrative training	
					506.39	911310.07.911	Public education supplies	
					227.34	911310.08.911	Conference registrations	
					1,700.00	911320.01.911	IAEFD Certs/Recerts	
					46.50	911320.02.911	IAEMD Certs/Recerts	
					60.00	911320.05.911	Trainers course (CTO, recerts, e	
					3,248.52	911410.01.911	Headsets, base stations, batteri	
					95.13	911410.02.911	Computer peripheral/tools/acces	
					2,595.00	911420.02.911	Renewals for firewall	
					321.28	911420.07.911	Renewals for Spam Hero, Webr	
					139.02	911420.08.911	Domain registration	
					97.20	911420.11.911	TechSmith Camtasia	
					15.00	911420.13.911	HR LMS	
					35,960.33	911430.09.911	Fire Paging/Alerting	
					49.00	911430.10.911	Logging Recorder Maintenance	
					1,086.98	911440.01.911	911 phones (selective router, N	
					138.90	911440.06.911	Cell phones	
					750.25	911440.07.911	Fiber connectivity	
					196.00	911440.08.911	Internet	
					268.61	911510.01.911	Work area health/sanitization su	
					562.09	911510.03.911	Breakroom/Kitchen supplies	
					321.72	911520.01.911	Building maintenance supplies	
					1,765.36	911520.02.911	Janitorial services and supplies	
					629.05	911520.03.911	Generator preventative plan	
					20.98	911530.01.911	Grounds maintenance	
					3,154.74	911540.01.911	Electricity	
					201.06	911540.02.911	Water and sewer	
					35,403.26	911740.05.911	ATX For Lehi Station	
					315,896.93		Total	
					\$315,936.93		GL Account Summary Total	

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INV00347530	ALADTEC INC.	11398	7/1/2024	7/1/2024	\$6,737.33			
					6,737.33	911420.01.911	Schedule software	Aladtec
Meals - Ridealon	Averett, Acacia Paige	11428	7/11/2024	7/11/2024	\$10.00			
					10.00	911150.06.911	Meals - at training	Meals
Mileage - Ridealo	Averett, Acacia Paige	11428	7/12/2024	7/12/2024	\$116.59			
					116.59	911150.01.911	Mileage	Mileage
Vendor Total:					\$126.59			
TAC Conference	BUREAU OF CRIMINAL IDENT.	11400	7/3/2024	7/3/2024	\$200.00			
					200.00	911310.08.911	Conference registrations	TAC Conference
PR070524-465	Child Support Services	11427	7/11/2024	7/11/2024	\$753.92			
					753.92	9112236	Child Support Payable	Child Support
PR071924-465	Child Support Services	11436	7/23/2024	7/23/2024	\$502.62			
					502.62	9112236	Child Support Payable	Child Support
Vendor Total:					\$1,256.54			
Mileage - 06/26/2	Clark, Micah	11429	7/1/2024	7/1/2024	\$142.79			
					142.79	911150.01.911	Mileage	Mileage
Meals - Ridealon	Cowden, Nickolas Warner	11430	7/9/2024	7/9/2024	\$30.00			
					30.00	911150.06.911	Meals - at training	Meals
25071930814010	Department of Govenment Operations	11443	7/10/2024	7/10/2024	\$225.00			
					225.00	911310.08.911	Conference registrations	First Responders First
25071930814025	Department of Govenment Operations	11431	7/10/2024	7/10/2024	\$494.66			
					65.17	911220.01.911	General office supplies	Office Supplies
					198.00	911310.04.911	Administrative training	Protocol 41
					15.00	911420.13.911	HR LMS	Forms
					179.46	911520.01.911	Building maintenance supplies	Filters
					37.03	911520.02.911	Janitorial services and supplies	Janitorial Supplies
Vendor Total:					\$719.66			
1594203	Equitable Financial Life Insurance Com	11439	7/29/2024	7/29/2024	\$160.42			
					160.42	9112225	Employee life ins payable	Adjustments
PR070524-581	Equitable Financial Life Insurance Com	11439	7/11/2024	7/11/2024	\$726.91			
					726.91	9112225	Employee life ins payable	Elective Life Insurance
PR071924-581	Equitable Financial Life Insurance Com	11439	7/23/2024	7/23/2024	\$1,890.80			
					726.91	9112225	Employee life ins payable	Elective Life Insurance
					215.00	9112225	Employee life ins payable	Basic Life & AD&D Insurance
					912.59	9112225	Employee life ins payable	Long Term Disability
					36.30	9112225	Employee life ins payable	Dependent Life Insurance
Vendor Total:					\$2,778.13			
FL50315	FRONTLINE PUBLIC SAFETY SOLUTI	11402	7/1/2024	7/1/2024	\$11,103.75			
					11,103.75	911420.04.911	Frontline	Frontline
59zznyy	Health Equity	EFT	7/1/2024	7/1/2024	\$71.40			
					71.40	9112230	HSA payable	Monthly Fees for July 2024
PR070524-446	Health Equity	EFT	7/11/2024	7/11/2024	\$6,112.89			
					492.30	9112230	HSA payable	HSA Single - July Benefit
					5,620.59	9112230	HSA payable	HSA Family - July Benefit
PR071924-446	Health Equity	EFT	7/23/2024	7/23/2024	\$6,112.89			
					612.30	9112230	HSA payable	HSA Single - July Benefit
					5,500.59	9112230	HSA payable	HSA Family - July Benefit
Vendor Total:					\$12,297.18			
7483	HOUSE OF HEARING OREM	11420	7/3/2024	7/3/2024	\$85.00			
					85.00	911410.01.911	Headsets, base stations, batteri	Earmold - Nickolas

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7484	HOUSE OF HEARING OREM	11420	7/3/2024	7/3/2024	\$85.00			
					85.00	911410.01.911	Headsets, base stations, batteri	Earmold - Emma
7486	HOUSE OF HEARING OREM	11420	7/3/2024	7/3/2024	\$85.00			
					85.00	911410.01.911	Headsets, base stations, batteri	Earmold - Acacia
7488	HOUSE OF HEARING OREM	11420	7/3/2024	7/3/2024	\$85.00			
					85.00	911410.01.911	Headsets, base stations, batteri	Earmold - Savannah
	Vendor Total:				\$340.00			
PR070524-448	ICMA 401A	EFT	7/11/2024	7/11/2024	\$11,038.89			
					8,070.85	9112224	Retirement payable	401A ICMA
					2,968.04	9112224	Retirement payable	401A Loan ICMA
PR071924-448	ICMA 401A	EFT	7/23/2024	7/23/2024	\$11,084.91			
					8,003.39	9112224	Retirement payable	401A ICMA
					3,081.52	9112224	Retirement payable	401A Loan ICMA
	Vendor Total:				\$22,123.80			
PR070524-449	ICMA 457	EFT	7/11/2024	7/11/2024	\$11,953.57			
					9,243.11	9112224	Retirement payable	457 ICMA
					2,710.46	9112224	Retirement payable	457 Loan ICMA
PR071924-449	ICMA 457	EFT	7/23/2024	7/23/2024	\$11,847.05			
					9,135.79	9112224	Retirement payable	457 ICMA
					2,711.26	9112224	Retirement payable	457 Loan ICMA
	Vendor Total:				\$23,800.62			
1101183057 PO# 10545	INSIGHT	11432	7/9/2024	7/9/2024	\$8,648.28			
					6,190.20	911420.03.911	Exchange online	AAA-11646
					1,661.10	911420.03.911	Exchange online	AAA-11650
					796.98	911420.03.911	Exchange online	AAA-43195
1101185284 PO# 10546	INSIGHT	11444	7/17/2024	7/17/2024	\$1,235.46			
					1,235.46	911420.05.911	VM backup	VESSVUL0ISU1AR00
	Vendor Total:				\$9,883.74			
PR070524-444	IRS Tax Deposit	EFT	7/11/2024	7/11/2024	\$16,353.48			
					4,488.86	9112221	Federal taxes payable	Medicare Tax
					11,864.62	9112221	Federal taxes payable	Federal Income Tax
PR071924-444	IRS Tax Deposit	EFT	7/23/2024	7/23/2024	\$17,043.92			
					4,529.74	9112221	Federal taxes payable	Medicare Tax
					12,514.18	9112221	Federal taxes payable	Federal Income Tax
	Vendor Total:				\$33,397.40			
3508	ISpy Fire, Inc.	11403	7/1/2024	7/1/2024	\$22,425.00			
					22,425.00	911430.08.911	Notification System	ispy
344244	JAN PRO	11404	7/1/2024	7/1/2024	\$1,396.00			
					1,396.00	911520.02.911	Janitorial services and supplies	Janitorial Service - July 2024
344924	JAN PRO	11445	7/31/2024	7/31/2024	\$1,396.00			
					1,396.00	911520.02.911	Janitorial services and supplies	Janitorial Service - August 2024
	Vendor Total:				\$2,792.00			
Meals - Ridealon	McKinnon, Emma Lee	11433	7/9/2024	7/9/2024	\$18.67			
					18.67	911150.06.911	Meals - at training	Meals
Milesge - Ridealo	McKinnon, Emma Lee	11433	7/11/2024	7/11/2024	\$172.92			
					172.92	911150.01.911	Mileage	Mileage
	Vendor Total:				\$191.59			
82310159	MetLife	11440	7/29/2024	7/29/2024	\$163.63			
					163.63	9112227	Dental ins payable	Adjustments

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PR070524-684	MetLife	11440	7/11/2024	7/11/2024	\$2,584.69			
					124.92	9112227	Dental ins payable	Dental Ins Pre Tax Two Party-P
					882.42	9112227	Dental ins payable	Dental Ins Pre Tax Family-Plat
					218.96	9112228	Visions ins payale	Vision Ins Family
					26.67	9112228	Visions ins payale	Vision Ins Single
					40.05	9112228	Visions ins payale	Vision Ins Two Party
					389.54	9112233	Guardian payable	MetLife Pre Tax Hospital Indemn
					177.72	9112233	Guardian payable	MetLife Accident - Low
					409.52	9112233	Guardian payable	MetLife Accident - High
					314.89	9112233	Guardian payable	MetLife Pre Tax Critical Illness
PR071924-684	MetLife	11440	7/23/2024	7/23/2024	\$3,829.57			
					391.68	9112227	Dental ins payable	Dental Ins Pre Tax Two Party-P
					355.68	9112227	Dental ins payable	Dental Ins Pre Tax Single-Plat
					1,504.86	9112227	Dental ins payable	Dental Ins Pre Tax Family-Plat
					218.96	9112228	Visions ins payale	Vision Ins Family
					26.67	9112228	Visions ins payale	Vision Ins Single
					40.05	9112228	Visions ins payale	Vision Ins Two Party
					389.54	9112233	Guardian payable	MetLife Pre Tax Hospital Indemn
					177.72	9112233	Guardian payable	MetLife Accident - Low
					409.52	9112233	Guardian payable	MetLife Accident - High
					314.89	9112233	Guardian payable	MetLife Pre Tax Critical Illness
	Vendor Total:				\$6,577.89			
PR071924-708	MLC	x999	7/23/2024	7/23/2024	\$425.14			
					425.14	9112232	Garnishments payable	Garnishment
reversal 07.23.20	MLC	x999	7/23/2024	7/23/2024	(\$425.14)			
					-425.14	9112232	Garnishments payable	reversal to pay to Northstar Judg
	Vendor Total:				\$0.00			
24-8898	MOPA, LLC	11407	7/1/2024	7/1/2024	\$15,552.00			
					15,552.00	911430.09.911	Fire Paging/Alerting	Annual Service Agreement
1017006	NATIONAL BENEFITS SERVICES LLC	11446	7/31/2024	7/31/2024	\$52.00			
					52.00	911110.03.911	Employee benefits	Plan Admin Fees
CP386250	NATIONAL BENEFITS SERVICES LLC	11446	7/21/2024	7/21/2024	\$90.00			
					90.00	9112229	FSA payable	Claims Paid
	Vendor Total:				\$142.00			
44279 PO# 10539	NLE	11408	7/1/2024	7/1/2024	\$13,449.01			
					9,367.01	911420.02.911	Renewals for firewall	Fortinet Coterm Support Renew
					2,700.00	911420.02.911	Renewals for firewall	NLE Professional Services
					540.00	911420.02.911	Renewals for firewall	FortiGuard Attack Surface Secur
					765.00	911420.02.911	Renewals for firewall	FortiSwitch - 124F
					77.00	911420.02.911	Renewals for firewall	FortiSwitch - 124F FortiCare
44302 PO# 10551	NLE	11447	7/25/2024	7/25/2024	\$117.06			
					66.07	911410.02.911	Computer peripheral/tools/acces	Fortinet
					50.99	911420.02.911	Renewals for firewall	Fortinet Coterm Support Renew
	Vendor Total:				\$13,566.07			
Garnishment 07.	Northstar Judgment Recovery, LLC	11437	7/23/2024	7/23/2024	\$425.14			
					425.14	9112232	Garnishments payable	Garnishment
PDQ-20213 PO# 10540	PDQ.com	11410	7/1/2024	7/1/2024	\$1,338.75			
					1,338.75	911420.10.911	Renewals for SplashTop, PDQ,	PDQ Deploy and Inventory
PR070524-558	PEHP	11438	7/11/2024	7/11/2024	\$559.40			
					125.16	9112226	Health ins payable	Traditional Insurance - Single

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PR071924-558	PEHP	11438	7/23/2024	7/23/2024	259.04	9112226	Health ins payable	Traditional Insurance - Double
					175.20	9112226	Health ins payable	Traditional Insurance - Family
					\$61,455.88			
					3,031.80	9112226	Health ins payable	HDHP - Single Plan
					40,747.20	9112226	Health ins payable	HDHP - Family Plan
					2,550.60	9112226	Health ins payable	Traditional Insurance - Single
					3,570.80	9112226	Health ins payable	Traditional Insurance - Family
					5,279.68	9112226	Health ins payable	Traditional Insurance - Double
					6,275.80	9112226	Health ins payable	HDHP - Double
					Vendor Total:			
240701	PELORUS METHODS	11411	7/1/2024	7/1/2024	\$1,150.00			
					1,150.00	911430.04.911	Financial Software support	Pelorus
1258	Prepared 911	11412	7/1/2024	7/1/2024	\$9,975.00			
					9,975.00	911420.15.911	Rapid SOS/Prepared 911	Prepared 911
SS000500475	Reliabl	11448	7/17/2024	7/17/2024	\$2,381.10			
					2,381.10	911510.02.911	UPS batteries	UPS Display replacement
0864-001988953	REPUBLIC SERVICES #864	11413	7/1/2024	7/1/2024	\$303.41			
					303.41	911540.04.911	Dumpster	Dumpster
0864-002018636	REPUBLIC SERVICES #864	11449	7/26/2024	7/26/2024	\$304.76			
					304.76	911540.04.911	Dumpster	Dumpster
Vendor Total:					\$608.17			
IN1076946	SENCOMMUNICATIONS INC.	11450	7/17/2024	7/17/2024	\$2,320.77			
PO# 10550					2,300.00	911410.01.911	Headsets, base stations, batteri	Poly CA22CD Single Cannel Cor
					20.77	911410.01.911	Headsets, base stations, batteri	Freight
Meals - Ridealon	Shields, Savannah Lorraine	11434	7/9/2024	7/9/2024	\$20.00			
					20.00	911150.06.911	Meals - at training	Meals
Mileage - Ridealo	Shields, Savannah Lorraine	11434	7/9/2024	7/9/2024	\$423.13			
					423.13	911150.01.911	Mileage	Mileage
Vendor Total:					\$443.13			
23646	SMT Services	11451	7/18/2024	7/18/2024	\$10,779.72			
PO# 10541					7,049.00	911740.07.911	Security System	Max Megatron Pro 2200
					1,800.00	911740.07.911	Security System	Optex Virtual Loop
					1,680.72	911740.07.911	Security System	Labor
					125.00	911740.07.911	Security System	Transmitter 443 Receiver
					125.00	911740.07.911	Security System	Stingray TSPW1K
11520	SPANISH FORK CITY	11435	7/10/2024	7/10/2024	\$6,000.00			
					6,000.00	911240.01.911	Legal services	Legal Services
467042	Spectrotel	11425	7/1/2024	7/1/2024	\$1,033.45			
					1,033.45	911440.01.911	911 phones (selective router, N	Phones
5873	The Partridge Group	11452	7/16/2024	7/16/2024	\$426.00			
					426.00	911240.06.911	Pre-Employment Psychological	A Averett
INV-0018322	Threads Culture	11416	7/1/2024	7/1/2024	\$314.10			
					314.10	911420.13.911	HR LMS	Threads Software
PR071924-463	UNUM	X999	7/23/2024	7/23/2024	\$40.00			
					40.00	2225	Employee life ins payable	AD&D Life Insurance
61276	UTAH COUNTY AUDITOR	11417	7/3/2024	7/3/2024	\$750.25			
					750.25	911440.07.911	Fiber connectivity	Fiber - July 2024
1614651	UTAH LOCAL GOVERNMENTS TRUST	11453	7/25/2024	7/25/2024	\$15,039.83			
					15,039.83	911250.01.911	General liability insurance	Liability Insurance

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1614652	UTAH LOCAL GOVERNMENTS TRUST	11453	7/25/2024	7/25/2024	\$7,866.22	911250.04.911	Facility property insurance	Property Insurance
1614653	UTAH LOCAL GOVERNMENTS TRUST	11453	7/25/2024	7/25/2024	\$6,361.45	911110.03.911	Employee benefits	Workers Comp
	Vendor Total:				\$29,267.50			
PR070524-151	UTAH RETIREMENT SYSTEMS	EFT	7/11/2024	7/11/2024	\$25,921.77			
					23,227.68	9112224	Retirement payable	State Retirement URS
					2,137.32	9112224	Retirement payable	401k URS
					556.77	9112224	Retirement payable	401K Loan URS
PR071924-151	UTAH RETIREMENT SYSTEMS	EFT	7/23/2024	7/23/2024	\$25,731.02			
					23,345.79	9112224	Retirement payable	State Retirement URS
					2,147.60	9112224	Retirement payable	401k URS
					237.63	9112224	Retirement payable	401K Loan URS
	Vendor Total:				\$51,652.79			
PR070524-445	Utah State Tax Commission	11441	7/11/2024	7/11/2024	\$5,288.16			
					5,288.16	9112223	State taxes payable	State Income Tax
PR071924-445	Utah State Tax Commission	11441	7/23/2024	7/23/2024	\$5,387.43			
					5,387.43	9112223	State taxes payable	State Income Tax
	Vendor Total:				\$10,675.59			
CIV202407-0000	Utopia Fiber	11418	7/1/2024	7/1/2024	\$588.00			
					588.00	911440.08.911	Internet	Internet
PR070524-456	VASA Fitness	11442	7/11/2024	7/11/2024	\$25.50			
					25.50	9112234	Golds Gym Member payable	Gym Membership
PR071924-456	VASA Fitness	11442	7/23/2024	7/23/2024	\$25.50			
					25.50	9112234	Golds Gym Member payable	Gym Membership
	Vendor Total:				\$51.00			
1071	VEST, Inc.	11454	7/15/2024	7/15/2024	\$6,715.00			
					6,715.00	911370-100	GRANTS	Check Ins - Grant
	Total:				\$385,134.82			
					40.00	2225	GL Account Summary	
							Employee life ins payable	
					6,413.45	911110.03.911	Employee benefits	
					855.43	911150.01.911	Mileage	
					78.67	911150.06.911	Meals - at training	
					65.17	911220.01.911	General office supplies	
					33,397.40	9112221	Federal taxes payable	
					10,675.59	9112223	State taxes payable	
					97,577.21	9112224	Retirement payable	
					2,778.13	9112225	Employee life ins payable	
					62,015.28	9112226	Health ins payable	
					3,423.19	9112227	Dental ins payable	
					571.36	9112228	Visions ins payable	
					90.00	9112229	FSA payable	
					12,297.18	9112230	HSA payable	
					425.14	9112232	Garnishments payable	
					2,583.34	9112233	Guardian payable	
					51.00	9112234	Golds Gym Member payable	
					1,256.54	9112236	Child Support Payable	
					6,000.00	911240.01.911	Legal services	
					426.00	911240.06.911	Pre-Employment Psychological	

Central Utah 911
Invoice Register: 7/1/2024 to 7/31/2024 - All Invoices

8/5/2024

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
					15,039.83	911250.01.911	General liability insurance	
					7,866.22	911250.04.911	Facility property insurance	
					198.00	911310.04.911	Administrative training	
					425.00	911310.08.911	Conference registrations	
					6,715.00	911370-100	GRANTS	
					2,660.77	911410.01.911	Headsets, base stations, batteri	
					66.07	911410.02.911	Computer peripheral/tools/acces	
					6,737.33	911420.01.911	Schedule software	
					13,500.00	911420.02.911	Renewals for firewall	
					8,648.28	911420.03.911	Exchange online	
					11,103.75	911420.04.911	Frontline	
					1,235.46	911420.05.911	VM backup	
					1,338.75	911420.10.911	Renewals for SplashTop, PDQ,	
					329.10	911420.13.911	HR LMS	
					9,975.00	911420.15.911	Rapid SOS/Prepared 911	
					1,150.00	911430.04.911	Financial Software support	
					22,425.00	911430.08.911	Notification System	
					15,552.00	911430.09.911	Fire Paging/Alerting	
					1,033.45	911440.01.911	911 phones (selective router, N	
					750.25	911440.07.911	Fiber connectivity	
					588.00	911440.08.911	Internet	
					2,381.10	911510.02.911	UPS batteries	
					179.46	911520.01.911	Building maintenance supplies	
					2,829.03	911520.02.911	Janitorial services and supplies	
					608.17	911540.04.911	Dumpster	
					10,779.72	911740.07.911	Security System	
					385,094.82		Total	
					\$385,134.82		GL Account Summary Total	

Central Utah 911
Financial Report
911 Fund - 07/01/2023 to 06/30/2024
100.00% of the fiscal year has expired

	2023 Year End Actual	June Actual	2024 YTD Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1112 Central Bank - Central Utah 911	0.00	227.70	0.00
Total Cash and cash equivalents	<u>0.00</u>	<u>227.70</u>	<u>0.00</u>
Total Current Assets	<u>0.00</u>	<u>227.70</u>	<u>0.00</u>
Total Assets:	<u>0.00</u>	<u>227.70</u>	<u>0.00</u>
Liabilites and Fund Equity:			
Liabilities:			
Accounts payable			
2130 ACCOUNTS PAYABLE	0.00	72.00	0.00
Total Accounts payable	<u>0.00</u>	<u>72.00</u>	<u>0.00</u>
Payroll liabilities			
2225 Employee life ins payable	0.00	(41.30)	0.00
2232 Garnishments payable	0.00	222.00	0.00
Total Payroll liabilities	<u>0.00</u>	<u>180.70</u>	<u>0.00</u>
Total Liabilities:	<u>0.00</u>	<u>252.70</u>	<u>0.00</u>
Equity - Paid In / Contributed			
2900 FUND BALANCE	0.00	(25.00)	0.00
Total Equity - Paid In / Contributed	<u>0.00</u>	<u>(25.00)</u>	<u>0.00</u>
Total Liabilites and Fund Equity:	<u>0.00</u>	<u>227.70</u>	<u>0.00</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Central Utah 911
Financial Report
911 Fund - 07/01/2023 to 06/30/2024
100.00% of the fiscal year has expired

	2023 Year End Actual	June Actual	2024 YTD Actual	2024 Budget	Unearned/ Unused	% Earned/ Used
Income from operations						
Income						
Miscellaneous revenue						
360-900 MISCELLANEOUS REVENUE	0.00	(25.00)	0.00	0.00	0.00	0.00%
Total Miscellaneous revenue	0.00	(25.00)	0.00	0.00	0.00	0.00%
Total Income	0.00	(25.00)	0.00	0.00	0.00	0.00%
Total Income from operations	0.00	(25.00)	0.00	0.00	0.00	0.00%

Central Utah 911
Financial Report
Dispatch Fund - 07/01/2023 to 06/30/2024
100.00% of the fiscal year has expired

	2023 Year End Actual	June Actual	2024 YTD Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1112 Central Bank - Central Utah 911	0.00	11,812.95	0.00
Total Cash and cash equivalents	0.00	11,812.95	0.00
Total Current Assets	0.00	11,812.95	0.00
Total Assets:	0.00	11,812.95	0.00
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
2900 FUND BALANCE	0.00	11,812.95	0.00
Total Equity - Paid In / Contributed	0.00	11,812.95	0.00
Total Liabilites and Fund Equity:	0.00	11,812.95	0.00
Total Net Position	0.00	0.00	0.00

Central Utah 911
Financial Report
Dispatch Fund - 07/01/2023 to 06/30/2024
100.00% of the fiscal year has expired

	2023 Year End Actual	June Actual	2024 YTD Actual	2024 Budget	Unearned/ Unused	% Earned/ Used
Income from operations						
Expenses						
160 Miscellaneous						
160.01.520 Wire transfers/bank fees	0.00	(430.45)	0.00	0.00	0.00	0.00%
Total 160 Miscellaneous	0.00	(430.45)	0.00	0.00	0.00	0.00%
320 Certifications						
320.01.520 IAEFD Certs/Recerts	0.00	(186.00)	0.00	0.00	0.00	0.00%
320.02.520 IAEMD Certs/Recerts	0.00	(232.50)	0.00	0.00	0.00	0.00%
Total 320 Certifications	0.00	(418.50)	0.00	0.00	0.00	0.00%
420 Software Licensing/Renewals						
420.02.520 Renewals for firewall	0.00	(10,964.00)	0.00	0.00	0.00	0.00%
Total 420 Software Licensing/Renewals	0.00	(10,964.00)	0.00	0.00	0.00	0.00%
Total Expenses	0.00	(11,812.95)	0.00	0.00	0.00	0.00%
Total Income from operations	0.00	11,812.95	0.00	0.00	0.00	0.00%

Central Utah 911
Financial Report
911 Central Utah 911 - 07/01/2023 to 06/30/2024
100.00% of the fiscal year has expired

	2023 Year End Actual	June Actual	2024 YTD Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1112 Central Bank - Central Utah 911	238,535.46	(217,466.55)	74,105.47
1150 PTIF 5309	2,860,889.07	(54,773.77)	2,467,035.37
1190 CHECKING - CENTRAL BANK	1,281.48	0.00	0.00
1191 Undeposited receipts	247.00	16.11	16.11
1199.1 Restricted cash	150,000.00	0.00	150,000.00
1199.2 Restricted cash offset	(150,000.00)	0.00	(150,000.00)
Total Cash and cash equivalents	3,100,953.01	(272,224.21)	2,541,156.95
Receivables			
1311 ACCOUNTS RECEIVABLE	123,982.59	815,115.89	821,990.50
1313 911 FEES RECEIVABLE	470,282.65	0.00	0.00
Total Receivables	594,265.24	815,115.89	821,990.50
Total Current Assets	3,695,218.25	542,891.68	3,363,147.45
Non-Current Assets			
Capital assets			
Property			
1610.2 LAND	150,000.00	0.00	150,000.00
1620.1 BUILDINGS	2,062,438.04	0.00	2,062,438.04
1620.2 BUILDINGS	3,086,193.08	0.00	3,086,193.08
1640.1 EQUIPMENT AND SOFTWARE	232,845.28	35,403.26	281,203.34
1640.3 EQUIPMENT AND SOFTWARE	911,511.96	0.00	911,511.96
1645.2 Furniture and fixtures	263,563.33	0.00	263,563.33
Total Property	6,706,551.69	35,403.26	6,754,909.75
Accumulated depreciation			
1649.2 AccDpn Buildings	312,355.08	4,296.75	363,916.08
1649.3 AccDpn Buildings	467,405.16	6,429.57	544,560.00
1650.1 AccDpn Equipment and software	539,963.11	10,552.63	666,594.67
1650.3 AccDpn Equipment and software	253,606.59	726.08	260,971.98
1655.2 AccDpn Furniture and fixtures	224,028.76	0.00	224,028.76
Total Accumulated depreciation	1,797,358.70	22,005.03	2,060,071.49
Total Capital assets	4,909,192.99	13,398.23	4,694,838.26
Other non-current assets			
1510 DEFERRED OUTFLOWS OF RE	709,161.00	0.00	709,161.00
Total Other non-current assets	709,161.00	0.00	709,161.00
Total Non-Current Assets	5,618,353.99	13,398.23	5,403,999.26
Total Assets:	9,313,572.24	556,289.91	8,767,146.71
Liabilities and Fund Equity:			
Liabilities:			
Accounts payable			
2130 ACCOUNTS PAYABLE	106,858.50	72,442.65	84,286.76
Total Accounts payable	106,858.50	72,442.65	84,286.76
Payroll liabilities			
2221 Federal taxes payable	0.00	3,013.96	0.00
2223 State taxes payable	0.00	(14,156.32)	0.00
2224 Retirement payable	0.00	24,099.96	0.00
2225 Employee life ins payable	2,287.63	(4,058.06)	40.00
2226 Health ins payable	0.00	450.29	0.00
2227 Dental ins payable	3,231.12	1,501.53	0.00
2228 Visions ins payable	606.56	(937.20)	0.00
2229 FSA payable	0.00	3,804.03	0.00
2230 HSA payable	0.00	900.17	0.00
2232 Garnishments payable	1,311.85	(2,109.38)	700.00
2233 Guardian payable	3,264.61	1,033.52	0.00
2234 Golds Gym Member payable	0.00	(51.00)	0.00
2300 LT COMPENSATED ABSENCES	141,472.84	1,771.97	143,244.81
Total Payroll liabilities	152,174.61	15,263.47	143,984.81
Deferred inflows			

Central Utah 911
Financial Report
911 Central Utah 911 - 07/01/2023 to 06/30/2024
100.00% of the fiscal year has expired

	2023 Year End Actual	June Actual	2024 YTD Actual
2500 NET PENSION LIABILITY	384,903.00	0.00	384,903.00
2510 DEFERRED INFLOWS OF RESO	6,459.00	0.00	6,459.00
Total Deferred inflows	391,362.00	0.00	391,362.00
Total Liabilities:	650,395.11	87,706.12	619,633.57
Equity - Paid In / Contributed			
2900 FUND BALANCE	7,376,227.45	468,583.79	6,860,563.46
2910 CONTRIBUTIONS FROM GOVTS	1,106,238.68	0.00	1,106,238.68
2920 GOV'T CONTRIBUTIONS ASSETS	180,711.00	0.00	180,711.00
Total Equity - Paid In / Contributed	8,663,177.13	468,583.79	8,147,513.14
Total Liabilites and Fund Equity:	9,313,572.24	556,289.91	8,767,146.71
Total Net Position	0.00	0.00	0.00

Central Utah 911
Financial Report
911 Central Utah 911 - 07/01/2023 to 06/30/2024
100.00% of the fiscal year has expired

	2023 Year End Actual	June Actual	2024 YTD Actual	2024 Budget	Unearned/ Unused	% Earned/ Used
Income from operations						
Income						
Taxes						
310-100 USER FEES	2,480,235.46	815,115.89	3,520,557.41	4,955,354.00	1,434,796.59	71.05%
310-300 911 REVENUES	2,771,771.08	234,160.41	2,309,069.59	2,702,982.00	393,912.41	85.43%
Total Taxes	5,252,006.54	1,049,276.30	5,829,627.00	7,658,336.00	1,828,709.00	76.12%
Intergovernmental revenue						
370-100 GRANTS	10,580.00	0.00	(80.00)	0.00	80.00	0.00%
Total Intergovernmental revenue	10,580.00	0.00	(80.00)	0.00	80.00	0.00%
Interest						
360-100 INTEREST INCOME	96,980.80	11,065.82	126,794.06	83,915.00	(42,879.06)	151.10%
Total Interest	96,980.80	11,065.82	126,794.06	83,915.00	(42,879.06)	151.10%
Miscellaneous revenue						
360-900 MISCELLANEOUS REVENUE	4,477.75	25.00	49,334.23	0.00	(49,334.23)	0.00%
Total Miscellaneous revenue	4,477.75	25.00	49,334.23	0.00	(49,334.23)	0.00%
Total Income	5,364,045.09	1,060,367.12	6,005,675.29	7,742,251.00	1,736,575.71	77.57%
Expenses						
110-130 Salaries and Benefits						
Salaries						
110.01.911 Wages	2,979,706.64	301,471.13	3,699,466.93	4,350,000.00	650,533.07	85.05%
110.02.911 Overtime	397,300.46	23,832.85	396,077.41	450,000.00	53,922.59	88.02%
110.04.911 Performance-based increas	0.00	0.00	0.00	250,000.00	250,000.00	0.00%
Total Salaries	3,377,007.10	325,303.98	4,095,544.34	5,050,000.00	954,455.66	81.10%
Benefits						
110.03.911 Employee benefits	1,255,048.07	172,094.80	1,681,334.07	2,000,000.00	318,665.93	84.07%
Total Benefits	1,255,048.07	172,094.80	1,681,334.07	2,000,000.00	318,665.93	84.07%
Total 110-130 Salaries and Benefits	4,632,055.17	497,398.78	5,776,878.41	7,050,000.00	1,273,121.59	81.94%
150 Travel/Transportation						
150.01.911 Mileage	4,705.34	305.75	5,213.61	4,300.00	(913.61)	121.25%
150.03.911 Transportation	1,418.46	0.00	557.78	3,000.00	2,442.22	18.59%
150.04.911 Lodging	2,445.74	20.88	4,621.58	3,000.00	(1,621.58)	154.05%
150.05.911 Per Diem - out of area	826.00	0.00	1,027.00	2,500.00	1,473.00	41.08%
150.06.911 Meals - at training	312.26	10.00	538.58	1,181.00	642.42	45.60%
150.07.911 Other (parking, etc.)	213.00	0.00	24.00	300.00	276.00	8.00%
Total 150 Travel/Transportation	9,920.80	336.63	11,982.55	14,281.00	2,298.45	83.91%
160 Miscellaneous						
160.01.911 Wire transfers/bank fees	524.91	444.92	1,726.40	1,296.00	(430.40)	133.21%
Total 160 Miscellaneous	524.91	444.92	1,726.40	1,296.00	(430.40)	133.21%
210 Books/Subscr/Memberships						
210.01.911 APCO Memberships	1,719.00	0.00	1,807.99	1,758.00	(49.99)	102.84%
210.02.911 NENA Memberships	725.00	0.00	0.00	0.00	0.00	0.00%
210.03.911 Utah Government Finance As	50.00	0.00	0.00	50.00	50.00	0.00%
210.04.911 Utah County EMS Council Du	175.00	0.00	175.00	175.00	0.00	100.00%
210.06.911 Management publications	25.00	0.00	0.00	0.00	0.00	0.00%
Total 210 Books/Subscr/Memberships	2,694.00	0.00	1,982.99	1,983.00	0.01	100.00%
220 Office Expense & Supplies						
220.01.911 General office supplies	3,669.51	730.62	3,396.31	3,000.00	(396.31)	113.21%
220.02.911 Printing	63.12	0.00	134.90	531.00	396.10	25.40%
220.03.911 Copier supplies/usage	133.74	0.00	102.38	500.00	397.62	20.48%
220.04.911 Printer supplies (toner)	535.77	239.08	351.35	500.00	148.65	70.27%
220.05.911 Postage	340.18	0.00	243.95	350.00	106.05	69.70%
Total 220 Office Expense & Supplies	4,742.32	969.70	4,228.89	4,881.00	652.11	86.64%
230 Public Notices						
230.01.911 Public notices/district	35.58	0.00	65.99	369.00	303.01	17.88%
230.02.911 Job advertisements	49.00	0.00	302.43	0.00	(302.43)	0.00%
Total 230 Public Notices	84.58	0.00	368.42	369.00	0.58	99.84%
240 Professional Services						
240.01.911 Legal services	5,000.00	0.00	5,000.00	5,000.00	0.00	100.00%
240.02.911 Audit service - financial	8,200.00	0.00	10,800.00	10,000.00	(800.00)	108.00%

Central Utah 911
Financial Report
911 Central Utah 911 - 07/01/2023 to 06/30/2024
100.00% of the fiscal year has expired

	2023 Year End Actual	June Actual	2024 YTD Actual	2024 Budget	Unearned/ Unused	% Earned/ Used
240.03.911 Audit - BEMS	4,970.54	0.00	135.00	65.00	(70.00)	207.69%
240.04.911 Language Line	5,135.19	906.66	9,574.44	5,000.00	(4,574.44)	191.49%
240.05.911 Drug Screening	(2,061.00)	50.00	1,575.00	2,500.00	925.00	63.00%
240.06.911 Pre-Employment Psychologic	232.00	1,704.00	7,242.00	11,764.00	4,522.00	61.56%
240.07.911 Audiometry Tests	87.00	30.00	502.00	500.00	(2.00)	100.40%
Total 240 Professional Services	21,563.73	2,690.66	34,828.44	34,829.00	0.56	100.00%
250 Insurance Bonds						
250.01.911 General liability insurance	9,960.00	0.00	13,798.00	14,227.00	429.00	96.98%
250.02.911 Treasurers and notary bonds	0.00	0.00	494.00	0.00	(494.00)	0.00%
250.03.911 Crime insurance	425.00	0.00	425.00	600.00	175.00	70.83%
250.04.911 Facility property insurance	7,701.99	0.00	8,109.52	8,000.00	(109.52)	101.37%
Total 250 Insurance Bonds	18,086.99	0.00	22,826.52	22,827.00	0.48	100.00%
260 Misellaneous Supplies						
260.01.911 Business expenses (meeting	1,567.71	30.31	1,029.52	1,650.00	620.48	62.40%
260.02.911 Telecommunicator week	2,705.09	0.00	3,385.22	3,520.00	134.78	96.17%
260.03.911 Holiday gift for employees	6,199.74	0.00	6,852.73	6,880.00	27.27	99.60%
260.04.911 Employee recognitions	6,287.04	2,653.11	5,128.56	4,400.00	(728.56)	116.56%
Total 260 Misellaneous Supplies	16,759.58	2,683.42	16,396.03	16,450.00	53.97	99.67%
310 Training and Education						
310.01.911 Dispatcher CME/In-service tr	843.66	0.00	727.16	2,000.00	1,272.84	36.36%
310.03.911 Supervisory training	299.00	0.00	932.00	2,000.00	1,068.00	46.60%
310.04.911 Administrative training	379.00	297.00	1,397.00	1,000.00	(397.00)	139.70%
310.05.911 Professional development trai	616.45	0.00	584.59	2,500.00	1,915.41	23.38%
310.06.911 Education materials/supplies	436.53	0.00	95.00	200.00	105.00	47.50%
310.07.911 Public education supplies	910.00	506.39	831.29	800.00	(31.29)	103.91%
310.08.911 Conference registrations	1,983.40	227.34	3,029.91	5,000.00	1,970.09	60.60%
520-340 COUNTY WIDE TRAINING	(722.78)	0.00	195.21	0.00	(195.21)	0.00%
Total 310 Training and Education	4,745.26	1,030.73	7,792.16	13,500.00	5,707.84	57.72%
320 Certifications						
320.01.911 IAEFD Certs/Recerts	3,916.50	1,886.00	5,656.50	5,000.00	(656.50)	113.13%
320.02.911 IAEMD Certs/Recerts	3,595.50	279.00	5,147.50	4,000.00	(1,147.50)	128.69%
320.04.911 CPR Certs/Recert	250.00	0.00	574.56	0.00	(574.56)	0.00%
320.05.911 Trainers course (CTO, recerts	809.00	60.00	1,808.00	4,500.00	2,692.00	40.18%
Total 320 Certifications	8,571.00	2,225.00	13,186.56	13,500.00	313.44	97.68%
410 Information Technology						
410.01.911 Headsets, base stations, batt	3,850.81	3,248.52	5,848.57	7,500.00	1,651.43	77.98%
410.02.911 Computer peripheral/tools/ac	1,078.72	95.13	2,111.74	2,000.00	(111.74)	105.59%
Total 410 Information Technology	4,929.53	3,343.65	7,960.31	9,500.00	1,539.69	83.79%
420 Software Licensing/Renewals						
420.01.911 Schedule software	5,550.00	0.00	6,216.00	5,500.00	(716.00)	113.02%
420.02.911 Renewals for firewall	6,185.00	13,559.00	13,559.00	3,773.00	(9,786.00)	359.37%
420.03.911 Exchange online	4,730.78	0.00	5,185.01	5,600.00	414.99	92.59%
420.04.911 Frontline	4,300.00	0.00	10,575.00	10,300.00	(275.00)	102.67%
420.05.911 VM backup	1,411.94	0.00	1,074.33	2,000.00	925.67	53.72%
420.07.911 Renewals for Spam Hero, We	947.50	321.28	955.88	1,400.00	444.12	68.28%
420.08.911 Domain registration	0.00	139.02	139.02	200.00	60.98	69.51%
420.09.911 Website hosting	105.52	0.00	105.52	250.00	144.48	42.21%
420.10.911 Renewals for SplashTop, PD	2,781.80	0.00	2,128.20	2,000.00	(128.20)	106.41%
420.11.911 TechSmith Camtasia	90.85	97.20	97.20	200.00	102.80	48.60%
420.12.911 PDF solution	119.88	0.00	377.63	360.00	(17.63)	104.90%
420.13.911 HR LMS	2,973.70	15.00	2,598.30	3,000.00	401.70	86.61%
420.15.911 Rapid SOS/Prepared 911	0.00	0.00	39,380.00	48,736.00	9,356.00	80.80%
Total 420 Software Licensing/Renewals	29,196.97	14,131.50	82,391.09	83,319.00	927.91	98.89%
430 IT Maintenance & Support						
430.01.911 Radio support/maintenance	13,586.00	0.00	11,003.82	11,000.00	(3.82)	100.03%
430.02.911 Spillman & Hiplink mainten	23,377.09	0.00	30,095.30	40,000.00	9,904.70	75.24%
430.03.911 Critical support	3,995.00	0.00	4,257.93	4,000.00	(257.93)	106.45%
430.04.911 Financial Software support	4,600.00	0.00	4,600.00	4,200.00	(400.00)	109.52%
430.05.911 Priority dispatch card support	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
430.06.911 ProQA/AQUA support	0.00	0.00	7,849.25	14,000.00	6,150.75	56.07%
430.08.911 Notification System	17,250.00	0.00	22,425.00	23,000.00	575.00	97.50%
430.09.911 Fire Paging/Alerting	77,606.51	35,960.33	51,512.33	52,500.00	987.67	98.12%

Central Utah 911
Financial Report
911 Central Utah 911 - 07/01/2023 to 06/30/2024
100.00% of the fiscal year has expired

	2023 Year End Actual	June Actual	2024 YTD Actual	2024 Budget	Unearned/ Unused	% Earned/ Used
430.10.911 Logging Recorder Maintenan	0.00	49.00	4,953.01	5,000.00	46.99	99.06%
Total 430 IT Maintenance & Support	140,414.60	36,009.33	136,696.64	155,700.00	19,003.36	87.79%
440 Telephone & Communications						
440.01.911 911 phones (selective router,	8,720.35	1,086.98	8,292.03	10,800.00	2,507.97	76.78%
440.02.911 Dispatch administrative lines	5,992.91	0.00	4,139.11	5,303.00	1,163.89	78.05%
440.03.911 Business admin lines	6,874.78	(581.76)	5,114.39	6,200.00	1,085.61	82.49%
440.04.911 Long distance	3,264.52	0.00	3,000.16	4,200.00	1,199.84	71.43%
440.05.911 Bluffdale FX	1,901.85	0.00	1,413.87	2,400.00	986.13	58.91%
440.06.911 Cell phones	1,835.83	138.90	1,648.25	3,000.00	1,351.75	54.94%
440.07.911 Fiber connectivity	8,176.16	750.25	9,003.00	8,600.00	(403.00)	104.69%
440.08.911 Internet	3,759.71	196.00	9,215.98	13,200.00	3,984.02	69.82%
Total 440 Telephone & Communications	40,526.11	1,590.37	41,826.79	53,703.00	11,876.21	77.89%
510 Facilities						
510.01.911 Work area health/sanitization	1,119.76	268.61	1,575.05	3,666.00	2,090.95	42.96%
510.03.911 Breakroom/Kitchen supplies	3,723.83	562.09	1,909.43	4,000.00	2,090.57	47.74%
510.04.911 Water Softener	8,682.40	0.00	8,374.12	8,500.00	125.88	98.52%
Total 510 Facilities	13,525.99	830.70	11,858.60	16,166.00	4,307.40	73.36%
520 Facilities Maintenance						
520.01.911 Building maintenance supplie	2,158.25	321.72	3,805.33	2,001.00	(1,804.33)	190.17%
520.02.911 Janitorial services and suppli	14,901.34	1,765.36	22,059.68	19,597.00	(2,462.68)	112.57%
520.03.911 Generator preventative plan	2,892.98	629.05	1,821.84	3,600.00	1,778.16	50.61%
520.04.911 HVAC system & preventative	3,367.50	0.00	710.85	3,300.00	2,589.15	21.54%
520.05.911 UPS service	2,500.00	0.00	2,500.00	2,400.00	(100.00)	104.17%
Total 520 Facilities Maintenance	25,820.07	2,716.13	30,897.70	30,898.00	0.30	100.00%
530 Grounds Maintenance						
530.01.911 Grounds maintenance	2,468.83	20.98	923.99	1,300.00	376.01	71.08%
530.02.911 Snow removal	1,727.19	0.00	575.00	2,999.00	2,424.00	19.17%
530.03.911 Pest control	288.00	0.00	306.00	500.00	194.00	61.20%
530.04.911 Equipment	43.94	0.00	278.84	500.00	221.16	55.77%
Total 530 Grounds Maintenance	4,527.96	20.98	2,083.83	5,299.00	3,215.17	39.32%
540 Utilities						
540.01.911 Electricity	22,931.91	3,154.74	22,723.13	24,000.00	1,276.87	94.68%
540.02.911 Water and sewer	3,443.24	201.06	2,438.67	3,500.00	1,061.33	69.68%
540.04.911 Dumpster	3,193.14	0.00	3,216.84	3,000.00	(216.84)	107.23%
Total 540 Utilities	29,568.29	3,355.80	28,378.64	30,500.00	2,121.36	93.04%
740 Capital						
740.01.911 General/miscellaneous	9,493.20	0.00	14,382.36	15,500.00	1,117.64	92.79%
740.02.911 Office equipment	48,978.49	0.00	0.00	13,000.00	13,000.00	0.00%
740.03.911 Chairs	0.00	0.00	0.00	9,000.00	9,000.00	0.00%
740.04.911 Information technology	9,725.80	0.00	9,953.16	10,000.00	46.84	99.53%
740.05.911 ATX For Lehi Station	0.00	0.00	0.00	60,000.00	60,000.00	0.00%
740.06.911 Facility	0.00	0.00	0.00	75,000.00	75,000.00	0.00%
Total 740 Capital	68,197.49	0.00	24,335.52	182,500.00	158,164.48	13.33%
Depreciation expense						
911-530 DEPRECIATION EXPENSE	284,482.67	22,005.03	262,712.79	0.00	(262,712.79)	0.00%
Total Depreciation expense	284,482.67	22,005.03	262,712.79	0.00	(262,712.79)	0.00%
Total Expenses	5,360,938.02	591,783.33	6,521,339.28	7,741,501.00	1,220,161.72	84.24%
Total Income from operations	3,107.07	468,583.79	(515,663.99)	750.00	516,413.99	-68,755.20%

Approved 01/10/2019
Revised 08/10/2023

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04.06 Disciplinary Process

04.06.1 PURPOSE

Central Utah 911's (CU911) progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

04.06.2 POLICY

CU911 reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between CU911 and its employees.

04.06.3 COUNSELING AND VERBAL WARNING

1. The supervisor/~~manager~~ should discuss with the employee the nature of the problem or the violation of the policies and procedures.
2. The supervisor/~~manager~~ should clearly describe the expectations and steps the employee must take to improve their performance or to resolve the problem.
3. ~~Within five business days, the~~ supervisor/~~manager~~ will prepare written documentation of the verbal counseling. ~~The employee will be asked to sign this document to demonstrate their understanding of the issues and the corrective action.~~ in the Performance Software System stating the entry serves as a verbal warning.

04.06.4 WRITTEN WARNING

1. The ~~immediate~~ supervisor/~~manager~~ will meet with the employee to review any additional incidents or information about the performance, conduct, or attendance issues as well as any prior relevant corrective action plans.
2. Management will outline the consequences for the employee of their continued failure to meet performance or conduct expectations.
3. A formal performance improvement plan (PIP) may be issued requiring the employee's immediate and sustained corrective action ~~will be issued within five business days of the meeting.~~ The written warning may also include a statement indicating that the employee may be subject to additional discipline, if immediate and sustained corrective action is not taken.

04.06.5 SUSPENSION AND FINAL WRITTEN WARNING

1. Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.
2. Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a next-level manager and Human Resources (HR).

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Revised 08/10/2023

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3. Depending on the seriousness of the infraction, the employee may be suspended without pay in full day increments consistent with federal, state, and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension.
4. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.
5. Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.
6. During suspension, overtime or extra shifts are not allowed to compensate for the suspension pay loss.
7. Access to the building and computer network may be temporarily removed until the suspension is completed.

04.06.6 RECOMMENDATION FOR TERMINATION OF EMPLOYMENT

1. CU911 will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning, or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, CU911 reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.
2. Management's recommendation to terminate employment must be approved by HR and the Operations Manager or designate. Final approval must be required from Executive Director.

04.06.7 APPEALS PROCESS

1. Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.
2. If the employee does not present this information during any of the step meetings, they will have five business days after each of those meetings to present such information.

04.06.8 PERFORMANCE AND CONDUCT ISSUES NOT SUBJECT TO PROGRESSIVE DISCIPLINE

1. Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may also be reported to local law enforcement authorities.
2. ~~Similarly, +~~ Theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

04.06.9 DOCUMENTATION

1. The employee will be ~~provided~~provided with copies of all progressive discipline documentation, including all PIPs.
2. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.
3. Copies of these documents will be placed in the employee's official personnel file.

Approved 01/10/2019
Revised

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06.08 Leaves of Absence (Non-FMLA Covered Employees)

06.08.1 PURPOSE

This policy provides guidelines for requesting and receiving approval for an absence from work without pay.

06.08.2 POLICY

1. An employee must first use all accrued leave before leave without pay will be granted.
2. Requests will be considered based on urgency and the overall effect the absence will have on the operation of Central Utah 911 (CU911).
3. Leave without pay shall not be granted unless there is an expectancy that the employee will return to work.
4. Failure to report to work at the end of the approved leave period shall be considered a resignation, unless extenuating circumstances are approved by the Executive Director.

06.08.3 REQUESTS FOR LEAVE WITHOUT PAY WITH PRIOR NOTICE

The request must be submitted to the Executive Director with the following information included:

1. Reason for the requested leave.
2. The date leave is to commence.
3. The date the employee will return to work.

06.08.4 LEAVE WITHOUT PAY (EXHAUSTED LEAVE BANK)

1. Immediately notify Supervisor that leave is needed.
2. Sick Leave will require a doctor's note.
3. Other Leave will require documentation.
4. Employee will be put on a Performance Improvement Plan for recurrence of exhausting leave.
5. Employee will accrue pro-rated leave time during the period of leave without pay.
- 4-6. Employee will be charged their pro-rated portion of benefits for the period of leave without pay unless agreement is made prior to leave with the Executive Director.

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11.11 Text to 911 Call Processing

11.11.1 PURPOSE

To set a consistent way of handling text to 911 requests for assistance.

11.11.2 RECEIVING A TEXT TO 911 MESSAGE

1. In lieu of using voice to contact 911, a caller may opt to send an SMS or text message to 911.
2. Because of the expediency of voice, callers are encouraged to dial 911 and give information by speaking with a dispatcher. However, ~~dispatch will recognize~~ recognizing that callers in life threatening situations may need a non-verbal way of calling for help and callers with communications barriers may have only text as a way of communicating.
3. Texts to 911 will be handled with the same care and expediency of a voice call to 911. Texts ~~to 911~~ messages will come into the text calls window on the ~~tab for Text Calls~~ VESTA phone system.
4. The Text ~~Ce~~alls queue will show the date, time, phone number, and initial text message in the window.
5. To answer or respond to the text message, the dispatcher will highlight the unhandled call and press the button marked PICKUP.
6. Callers using text to 911 will be encouraged to voice call 911, however, a dispatcher should never refuse to handle a text to 911 call. If the caller can voice contact 911, they should be advised to tell the answering dispatcher this is a continuation of a text to 911 call.
7. If the dispatcher believes the caller is driving and texting, the caller will be advised to safely pull off the road to continue the conversation.
8. Messaging with the caller will be done in the tab marked TEXT CONVERSATIONS. This window contains ~~buttonstabs~~ tabs marked INITIAL, GENERAL, LAW, SUSPECT, FIRE, and EMS. These ~~tabs~~ buttons link to pre-written questions and statements to save the dispatcher time. Once the ~~message request~~ to voice call 911 has been sent, the dispatcher should then determine the location, call back number and type of emergency just as they would with a voice caller. Location and call back number will always be verified.
9. If the text message indicates that a response by police, fire, or medical is needed, the dispatcher will process a CAD call for an incident just as he would with a voice call.
10. Once the location and nature of the emergency is determined, the CAD call will be ~~routed to dispatch~~ created for appropriate dispatch. It must be noted in ~~the CAD~~ call notes that the information is being obtained through texting.

11.11.3 TEXT COMMUNICATION

1. To begin a conversation, the dispatcher may choose an appropriate ~~messagescript~~ message from the canned messages in the system or by typing ~~messages~~ manually.
2. Case Entry for medicals and fires should be used. The dispatcher will use the same standard of care when processing medicals and obtain patient information as quickly as practical. If ~~possible~~ necessary Dispatch Life support information should be given.
3. Scene safety should be given a high priority as the dispatcher has no ability to overhear background clues to unsafe situations as with a voice call.
4. All pertinent information should be retyped into the CAD calls as there is no way at this time to transfer texting information into the CAD.

5. Non-standard and texting abbreviations should be avoided. Standard and well-known abbreviations may be used.
6. When handling a text to 911 call only one person can type at a time. The dispatcher should wait for a response from the caller before asking for more information.
7. If a non-English text message is received, Prepared 911 text translation services may be utilized. If an on-duty dispatcher has those language skills, the call may be handed off to the appropriate dispatcher ~~if they are available~~. Another option, ~~if that language skill is not available on staff~~, the dispatcher may utilize is to ask the caller if they are able to text in English or if they can call in by voice. Currently, we are unable to use ~~Language Line Voiance~~ for text communication.
8. Once all necessary information~~After all information needed~~ has been obtained, or responders are on scene, the dispatcher should ~~indicate that information in a final text and~~ indicate that the texting session is being discontinued. To end the ~~texting~~ session, the dispatcher must click on the box marked RELEASE.

11.11.4 ABANDONED TEXT CALLS

1. If a text has not been picked up from the queue within fifteen ~~minutes~~minutes, or the texting party has not responded in 15 minutes, the call will go as abandoned. Due to technology constraints, a text cannot be sent from the 911 phone system to an abandoned text message. ~~If the texting party has not responded back in fifteen minutes, the call will also go abandoned at that point. Also check~~
~~1. the text data window as some calls do come with latitude and longitude of the last location.~~
2. On an abandoned call, the dispatcher should attempt to make contact with the texting party either through the Prepared Live 911 system or use the cell phone provided by Central Utah 911 ~~to contact the caller back~~. Contact via voice calling should be a last resort as the texting party may be in a hazardous situation which prompted the use of texting in the first place.
3. If the texting number can be located in the names file, a law response should be sent to the phone number holder's last known address.
4. The texting number's service provider may be contacted for last known location when the phone was used. Text to 911 messages do not plot on 911 phone maps nor do they always have GPS information attached to them. The dispatcher should check the text data window as some calls do come with latitude and longitude of the last location.
5. If a response on the text indicates it was an accidental text or the language is garbled, the dispatcher should text back "If you have an emergency, text or call 911." If there is still no response, the phone number should be tracked as an abandoned text.

11.11.5 MISDIRECTED TEXT MESSAGES

1. Because text messages are cell phone generated, a text message will be sent to the PSAP covering the area of the cell tower used by the phone. This may not be where the incident is occurring.
2. Text messages may only be transferred to other PSAPs in the state of Utah with texting capabilities, ~~to the other PSAPs in Utah County: Orem, Provo, and Springville~~. If a text to 911 message is received for an area where transfer cannot be done, the dispatcher should take the call, enter it into the CAD for documentation and direct another dispatcher to contact the correct PSAP for the call to be dispatched. Once the information has been fully relayed to the correct center, the CAD call will be zoned DDISP and dispatched to cancel.
- 2.3. To transfer a text conversation the dispatcher will locate the Transfers tab in the prewritten scripts on the Text Conversations window They will then send the script to advise the caller where the are being transferred. The dispatcher will then double click the appropriate #T number to send the

text. Once the other center has made contact, the dispatcher will click release to disconnect the conversation.

- 3-4. If a dispatcher is working on a text to 911 call session but can no longer handle the texting, that text session may be transferred to another dispatcher on the floor ~~using the same method of transferring to an in county PSAP.~~ The other dispatcher will have to join the conversation before it is disconnected from the Text Calls tab in the VESTA window.

11.11.6 MULTI MEDIA MESSAGES

1. If a multi-media message (video or picture) is sent to 911 the dispatcher will receive a text message advising of an additional attachment. This message contains the phone number for the Text Control Center (TCC) and a unique reference number for accessing the media.
2. When a dispatcher is notified of the multi-media attachment, the texting party should be asked what the media contains and how it pertains to the situation. The dispatcher should notify the supervisor or other available dispatcher in charge will contact the TCC on the provided phone number and use the unique ID. The TCC will forward the multi-media message to an accessible email for further review.
 - a. If the media contains time sensitive information such as a photo or video of a suspect, vehicle, etc., the responding units should be notified of the additional media and what it contains.
 - b. The dispatcher receiving the email should then distribute the media in the manner specified by the responding units.

Commented [AW1]: I don't believe we can get media on text to 911. This is only available on Prepared Live.

11.11.7-6 DOCUMENTATION

1. Information from the texting sessions should be documented in the CAD calls.
2. Text data may be recovered from the ECATs system.

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13.01 Fire Paging and Channel Operations

13.01.1 PURPOSE

Central Utah 911 (CU911) dispatch will provide professional and timely radio communications for all fire and EMS agencies served by the organization.

13.01.2 PROCEDURE

1. When an incident requires a fire or medical response, the dispatcher should:
 - a. Obtain the incident location
 - b. The reporting party's call back number
 - c. Verify the location and callback number
 - d. Quickly nature the call and post to the CAD for immediate dispatch.
 - ~~d.e. Announce "Page" to the room, to alert the fire dispatcher to the call.~~
2. The correct number and type of apparatus needed to respond to the call is based on the zone and nature of the call. If the call nature changes or if the address is corrected or updated, the response plan or recommended units should be rechecked for accuracy.
 - a. Scene safety issues for responders should be gathered and updated in the CAD call notes immediately.
 - b. Caller requests to send a specific agency or service, or to not send the jurisdictional agency or service, will not be allowed due to the established response areas being set by state licensing and agency determination. Exceptions would be for medical transports based on pre-established agreements between agencies or when directed by the chief of the agency.
3. Before paging the call, the paging dispatcher should access the response plan for the required units and assign them to the CAD incident.

13.01.3 AUTOMATIC PAGING PROCEDURE

1. With some exceptions, units assigned to the call should trigger the fire automatic paging system.
2. The paging dispatcher must check the paging status board and the radio system for any paging failures.
3. If a paging failure has occurred, the paging dispatcher will need to manually page units through the automatic paging system or via radio paging tiles.

13.01.4 MANUAL PAGING PROCEDURE

1. The appropriate radio paging tiles should be activated on the correct paging channel(s).
2. The dispatcher should announce:
 - a. The units or stations needed
 - b. The call nature
 - c. The call location or address, including the city.
 - d. Any determinant or response code if available.
 - e. Any radio channel assignment
3. For full-time or Juab County agencies, the entire paging procedure should be done once. For part-time or volunteer agencies, the entire paging procedure should be done twice.
4. Examples of a full manual dispatch:
 - a. Tones are initiated for units. "Ambulance 61, Rescue 61, respond to a Traffic Accident with injuries, 1000 N Main St, Spanish Fork. Determinant 29B1. Ambulance 61, Rescue

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- 61, respond on a Traffic Accident with injuries, one zero zero zero North Main Street, Spanish Fork. Determinant twenty-nine bravo one.”
- b. Because this is a south end agency, tones would be initiated again, and the broadcast given again. “Ambulance 61, Rescue 61, respond to a Traffic Accident with injuries, 1000 N Main St, Spanish Fork. Determinant 29B1. Ambulance 61, Rescue 61, respond on a Traffic Accident with injuries, one zero zero zero North Main Street, Spanish Fork. Determinant twenty-nine bravo one.”
5. If an automatic paging failure has occurred and a manual page has been sent, when possible, send a test page to make sure the fire paging system is working. If the paging system is not working, the Supervisor or IT will need to reset the CAD-to-CAD system and verify operation.

13.01.5 RE-CHECK INFORMATION

1. When all required full-time units go en route, or when the first unit for part-time agencies go en route, the radio dispatcher will give:
 - a. the incident address, once as read and once as digit by digit,
 - b. the call nature,
 - c. scene safety information, if applicable,
 - d. patient information (if a medical),
 - e. status of situation and any other pertinent information.
2. Example of a re-check:
 - a. “Ambulance 82, Tower 82, this is a Charlie response on a chest pain, 103 E 2600 North, one zero three east two six zero zero north. The patient is a 53-year-old male, conscious, breathing normally, alert, no history of heart problems, no medications. Enter through the north door.”

13.01.6 ACKNOWLEDGEMENT OF CALLS

1. Full-time agencies should acknowledge the call within two (2) minutes
2. Part-time or volunteer agencies should acknowledge the call within nine (9) minutes
3. Acknowledgment means the call was acknowledged but not necessarily that units are en route as some may be waiting on other crew members, etc.

13.01.7 RE-PAGING MANUALLY AFTER NO ACKNOWLEDGEMENT

If no acknowledgement is made within the two- or nine-minute period, the paging dispatcher will re-page the needed units or stations.

1. For full-time stations, if there is still no acknowledgement after two additional minutes, the dispatcher will move on to the third page procedure.
2. For part-time or volunteer agencies: if there is still no acknowledgement after six additional minutes, the dispatcher will move onto the third page procedure.

13.01.8 THIRD PAGE MANUAL PROCEDURES

1. The dispatcher will re-page the first set of required units then page out the next closest responders as determined by a re-pull of response plans or recommended units. The dispatchers should leave the original responders on the call so the CAD will take their absence into account.
2. The dispatcher will try to determine why the original responders did not acknowledge the pages.
 - a. For full-time agencies, the dispatcher will call the station(s) needed to determine why there has been no response. If there is no response at the station, a battalion chief or

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agency chief should be contacted. Police officers may also be sent to the station for a welfare check on the responders.

- b. For part-time or volunteer agencies, the dispatcher will call the agency chief at the phone numbers maintained in the CAD or phone systems.

13.01.9 MANUALLY CANCELLING A PAGE

1. If a page is triggered in error, announce over the air that units should disregard page so the units paged will know there is no call.
2. If the call is being cancelled after the page has gone out, the paging dispatcher should trigger the pages again either through the automatic paging system or the radio paging tiles and announce the cancellation.

13.01.10 CHANNEL ASSIGNMENTS

1. For normal operations, agencies north of Provo will be handled on the Fire 2 channel and agencies south of Provo will be handled on the Fire 3 channel.
2. Upon the report of a structure fire, suspected structure fire, or other large incident requiring a multi-unit response, the call should be paged directly to a new, clear channel. The channel information should be given out during paging if possible. The new channel should be opened with a dispatcher monitoring the frequency and should be restricted to the units on the large incident.
3. Unless otherwise directed because of equipment issues, the following channel assignments are recommended for better communications:
 - a. Fire 2 agencies should be directed paged to Fire 4 for large incidents
 - b. Fire 3 agencies in Utah County should be RETAINED on Fire 3 for the large incident and all other incidents should be moved to Fire 5.
 - c. For Eureka Fire, they may be unpatched from the Fire 3 channel group to work on the 10-Eureka channel independently.
 - d. For all other Juab Fire agencies, they have the option of keeping incident command traffic on Fire 3 and having units communicate over a local channel OR the 10-JUAB RPTR may be unpatched from the fire channel group and both the incident commander, and the responders can use that channel to communicate and talk to dispatch.
4. If any incident on Fire 2 or Fire 3 escalates, the incident commander may request that the current assigned channel be restricted to the incident only. If the main working channel is restricted, a new channel shall be opened, and all subsequent calls should be paged to the new channel for their operations.
5. An incident commander may request an assignment of another channel at any time during an incident. It is understood that the center's staffing levels may not allow for multiple, additional channels to be monitored. If a channel cannot be monitored, the incident commander should communicate with dispatch over the primary working channel for the incident.

13.01.11 TRACKING UNITS

1. When a unit makes a request to dispatch, the request should be given over the assigned channel. Such requests should be added to the CAD incident.
2. All units should transmit their status on the assigned channels. Status may include, en route, at scene, returning to station, completed call, en route to hospital, at hospital or staging locations.
3. Fire and medical units are to be tracked until their assignment has been completed and the apparatus returned to service in their primary response boundary. Any apparatus which has been

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in a status other than on scene for over 30 minutes should be checked on to determine current status.

4. A single on scene unit that has not been on the air or made contact with dispatch in the last 30 minutes should be checked. Any unit that is remaining on scene after other responders have cleared should advise dispatch how long they anticipate remaining on scene.
5. When in doubt of a unit's status, the dispatcher should contact the crew to determine assignment.
6. Units out of service for training do not need to be tracked but the crews or commander should advise dispatch when the apparatus are back in service.

13.01.12 UNITS REQUIRED FOR AN INCIDENT / INCIDENT ESCALATION

1. Response plans or recommended units will be pre-determined and pre-programmed into the CAD to speed the selection of units required for calls based on the location and nature of the call.
2. Caller requests to send a specific agency or service, or to not send a specific agency, should not be allowed because responses are based on state licensing and agency determination. The only exceptions to this policy are for medical transports where pre-established agreements exist or where approval on the chief or battalion chief level has been given.
3. If units arrive on scene and find the situation has escalated (~~eg-c.g.~~ It was a fire alarm, but units find a structure fire,) the fire call shall be renatured, and a new response plan pulled to see what additional units will be required to handle the situation. It is vital that a full complement of apparatus be sent based on the situation.

13.01.13 PLAIN SPEECH VERSUS TEN CODE

1. Fire or medical calls should be dispatched using plain speech.
2. Exceptions to ~~use~~the use of plain speech are: the use of 10-85 for patient condition and 10-33 in the event fire or medical units require an urgent law enforcement response for safety.

13.01.14 TIMERS FOR UNITS

1. Timers will be used on all structure fires, hazmat and medical calls.
2. Fire / Hazmat timers:
 - a. The dispatcher will use two timers, an elapsed time since the call was started in the CAD and a second timer which is started when the first unit arrives on scene. Every five ~~minutes as~~minutes, based on the time since the incident began in the CAD, the dispatcher will give the incident commander the five-minute notification, giving the elapsed time on the call and elapsed time on the scene.
 - b. Non-structure fire timers are set for 30 minutes
 - c. Notifications will be done until discontinued or changed by the incident commander
3. Medical Timers:
 - a. The dispatcher will use a timer started when the fire unit arrives on scene and give 15 minutes on scene notifications to the incident commander.
 - b. Notifications will be done until discontinued or changed by the incident commander
4. Other Timers:
 - a. At any time, an incident commander may request notifications be given for any specified period as the incident commander deems necessary.