



AGENDA
COUNTY COUNCIL
Wednesday, August 14, 2024

NOTICE is hereby given that the Summit County Council will meet, on Wednesday, August 14, 2024, electronically, via Zoom, and at the anchor location of Richins Auditorium
1885 W. Ute Blvd., Park City, UT 84098

(All times listed are general in nature, and are subject to change by the Board Chair)

To view Council meeting, live, visit the "Summit County, Utah" Facebook page.

OR

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

OR

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

3:00 PM Closed Session - Property acquisition (45 min)

3:45 PM - Move to auditorium (10 min)

3:55 PM - Pledge of Allegiance (5 min)

4:00 PM Convene as the Governing Board of Mountain Regional Water Special Service District

1. 4:00 PM - Discussion and possible approval of Resolution No. MRW 2024-12, a Resolution Annexing Certain Real Property to the Mountain Regional Water Special Service District (Parcel PP-S-MC-1-A); Andy Garland (10 min)

[Resolution MRW 2024-12 Annexation of PP-S-MC-1-A.pdf](#)

Dismiss as the Governing Board of Mountain Regional Water Special Service District

4:10 PM Convene as the Governing Board of the North Summit Fire Service District

1. 4:10 PM - Discussion and possible approval of District's amended Policies and Procedures; Chief Nielson (15 min)

[Staff Report and Policies.pdf](#)

Dismiss as the Governing Board of the North Summit Fire Service District

4:25 PM Consideration of Approval

1. 4:25 PM - Discussion and possible direction from Council regarding the Ballerina Farms Annexation petition (CD-580-A, CD-580, CD-581, CD-618, CD-577-X, CD-582-A) into Kamas City, Utah; County Planner: Laura Kuhrmeyer (10 min)
2. 4:35 PM - Council Minutes dated August 9, 2023, July 9, 2024, July 10, 2024, July 17, 2024, and July 19, 2024 (5 min)

[SCC Draft Min 8-9-23](#)

[SCC Draft Min 7-9-24](#)

[SCC Draft Min 7-10-24](#)

[SCC Draft Min 7-17-24](#)

[SCC Draft Min 7-19-24](#)

3. 4:40 PM - Council and Manager comments (20 min)

5:00 PM - Joint meeting with Snyderville Basin Planning Commission; Peter Barnes (60 min)

6:15 PM Work Session

1. 6:15 PM - Discussion regarding West 200 South (the “Gun Club Road”) (60 min)
[Staff Report-Tuhaye-Wakara Construction Traffic along 200 South.docx](#)

6:00 PM Public Input

Public comment is for any matter not on the Agenda and not the subject of a pending land use application. If you would like to submit comments to Council, please email publiccomments@summitcounty.org by 12:00 p.m. on Wednesday, August 14, 2024. If you wish to interact with Council, for public input, please appear in person, or use the “Raise Hand” button at the bottom of the chat window in Zoom.

Council Communications

Adjournment



To: Summit County Council

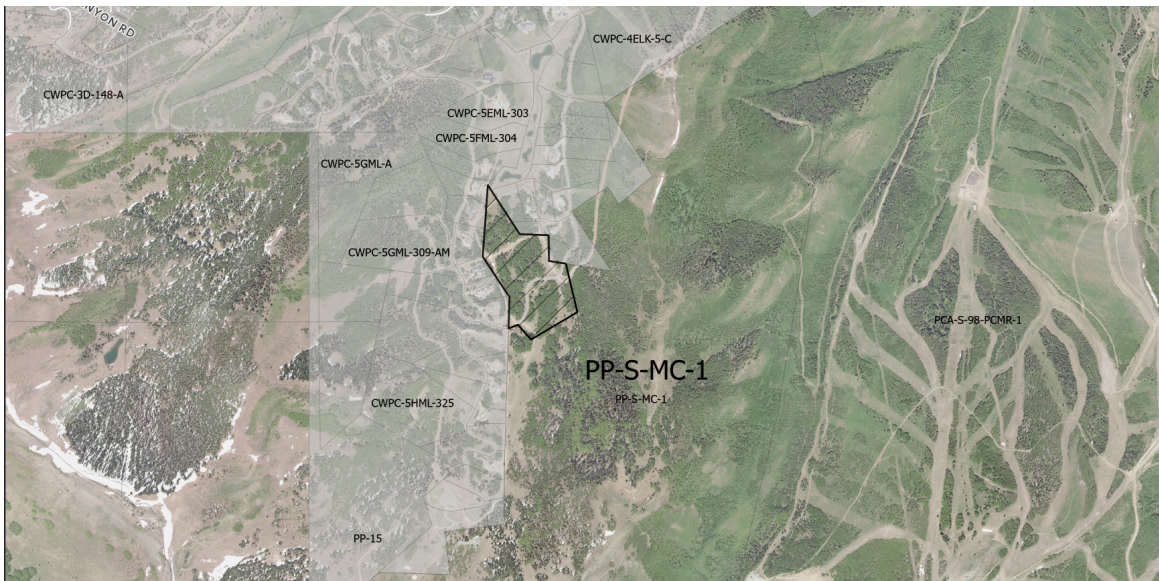
From: Andy Garland, General Manager

Date: August 7th, 2024

Subject: Petition for Annexation, Parcel PP-S-MC-1-A

Summit County Council,

The owner of Parcel PP-S-MC-1-A, located adjacent to Phase 5 of the Colony at White Pine Canyon Subdivision, and as illustrated below, wishes to annex into the District. This parcel is zoned Mountain Remote and there is already a 4 Lot Subdivision plan in for review with the Planning Department. The District was aware that this subdivision was going to happen at some point and the appropriate storage is already in place.



The District recommends the Summit County Council approve the annexation of Parcel PP-S-MC-1-A into the Mountain Regional Water Special Service District boundaries.

RESOLUTION NO. MRW 2024-12

**A RESOLUTION ANNEXING CERTAIN REAL PROPERTY TO THE MOUNTAIN
REGIONAL WATER SPECIAL SERVICE DISTRICT
(Parcel PP-S-MC-1-A)**

WHEREAS, the Summit County Council of Summit County, Utah (the “Council”), established a local district designated as the Mountain Regional Water Special Service District (the “District”), to provide water services within its boundaries; and

WHEREAS, Utah Code Ann. §17D-1-401 provides that additional land from that specified in the resolution establishing a local district may be annexed to the District in conformance with the applicable procedures; and

WHEREAS, §17D-1-203 and §17D-1-401(2) provide that the Council, may be petitioned to annex an area into the District; and

WHEREAS, there have been numerous annexations into the District since its establishment in 2000; and

WHEREAS, **LAST CHANCE WP LP** has petitioned the Council to annex its land into the District (the “Petition”). In the Petition, **LAST CHANCE WP LP** represented that it is the sole owner of **Parcel PP-S-MC-1-A**; and

WHEREAS, the Summit County Clerk has certified the Petition; and

WHEREAS, §17D-1-402 provides that the notice, hearing, and protest period do not apply if a petition for annexation of additional area is filed with the signatures of all of the owners of taxable real property;

WHEREAS, **LAST CHANCE WP LP** has signed the Petition for annexation.

NOW, A THEREFOR, BE IT RESOLVED by the Summit County Council as follows:

Section 1. **FINDINGS.** The Council finds and determines that public health, convenience, and necessity requires that certain land situated in Summit County, State of Utah, being generally described as parcel **PP-S-MC-1-A** located in Summit County, Utah (the “Property”) be annexed into the District.

Section 2. **ANNEXATION.** The Property is hereby annexed into the boundaries of Mountain Regional Water Special Service District. The property annexed shall be governed by and become an integral part of the District. Pursuant to this annexation, the owners of the Property shall be entitled, upon entering into a Water Service Agreement with the District, to receive the benefit of water services and facilities provided by the District, and shall be subject to the rights, powers and authority of the District, including, without limitation, the right, power and authority of the District to promulgate rules and regulations for the operation of the District, to levy ad valorem taxes on the Property, and to impose such fees and charges as shall be necessary to pay for all or part of the commodities, facilities and services to be provided by the District for the payment of the District’s bonds and other obligations.

Section 3. **Direction.** All officers and employees of the District are hereby directed to take such action as shall be necessary and appropriate to effectuate the provisions of this Resolution and the intent expressed herein.

Section 4. **Effective Date.** This Resolution shall take effect immediately upon its approval and adoption by the Summit County Council.

APPROVED AND ADOPTED this _____ day of _____, 2024

SUMMIT COUNTY COUNCIL
SUMMIT COUNTY, UTAH

Malena Stevens
Chair

ATTEST:

Evelyn Furse
County Clerk

APPROVED AS TO FORM:

David L. Thomas
Chief Civil Deputy

ANNEXATION TO MOUNTAIN REGIONAL WATER SPECIAL SERVICE DISTRICT

Parcel: PP-S-MC-1-A

By Resolution No. MRW 2024-12

Legal:

A parcel of land located in the southeast quarter of Section 13, Township 2 South, Range 3 East, Salt Lake Base and Meridian and the southwest quarter of Section 18, Township 2 South, Range 3 East, Salt Lake Base and Meridian and the northwest quarter of Section 19, Township 2 South. Range 3 East, Salt Lake Base and Meridian, said parcel being described as follows:

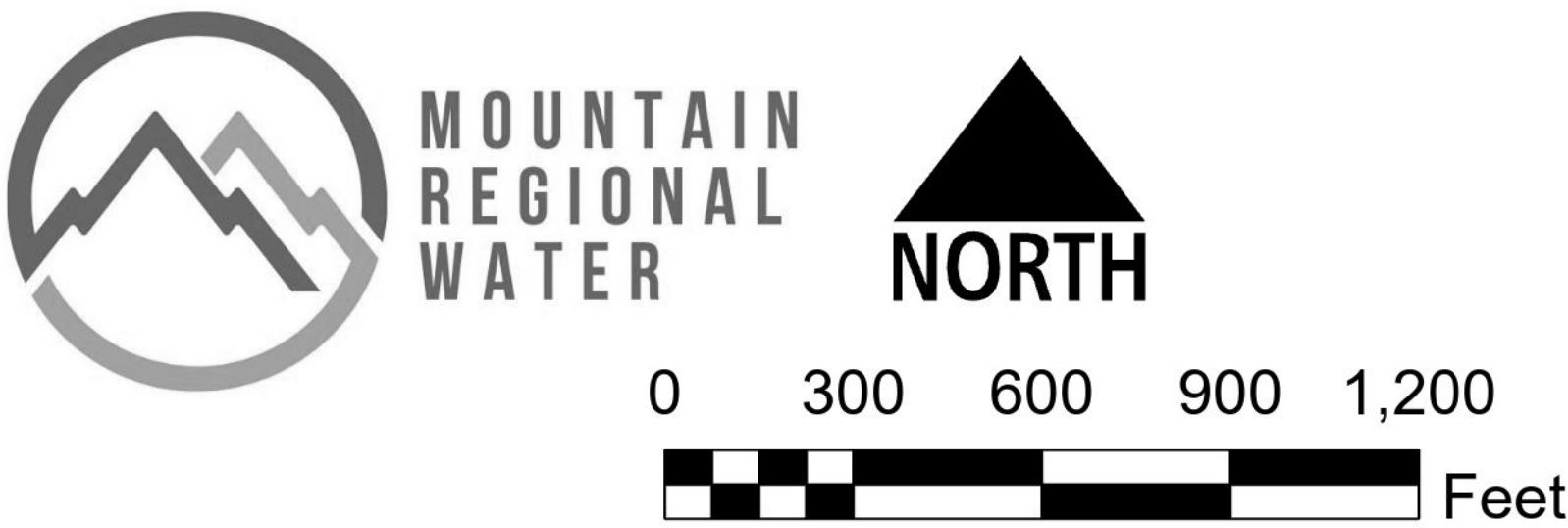
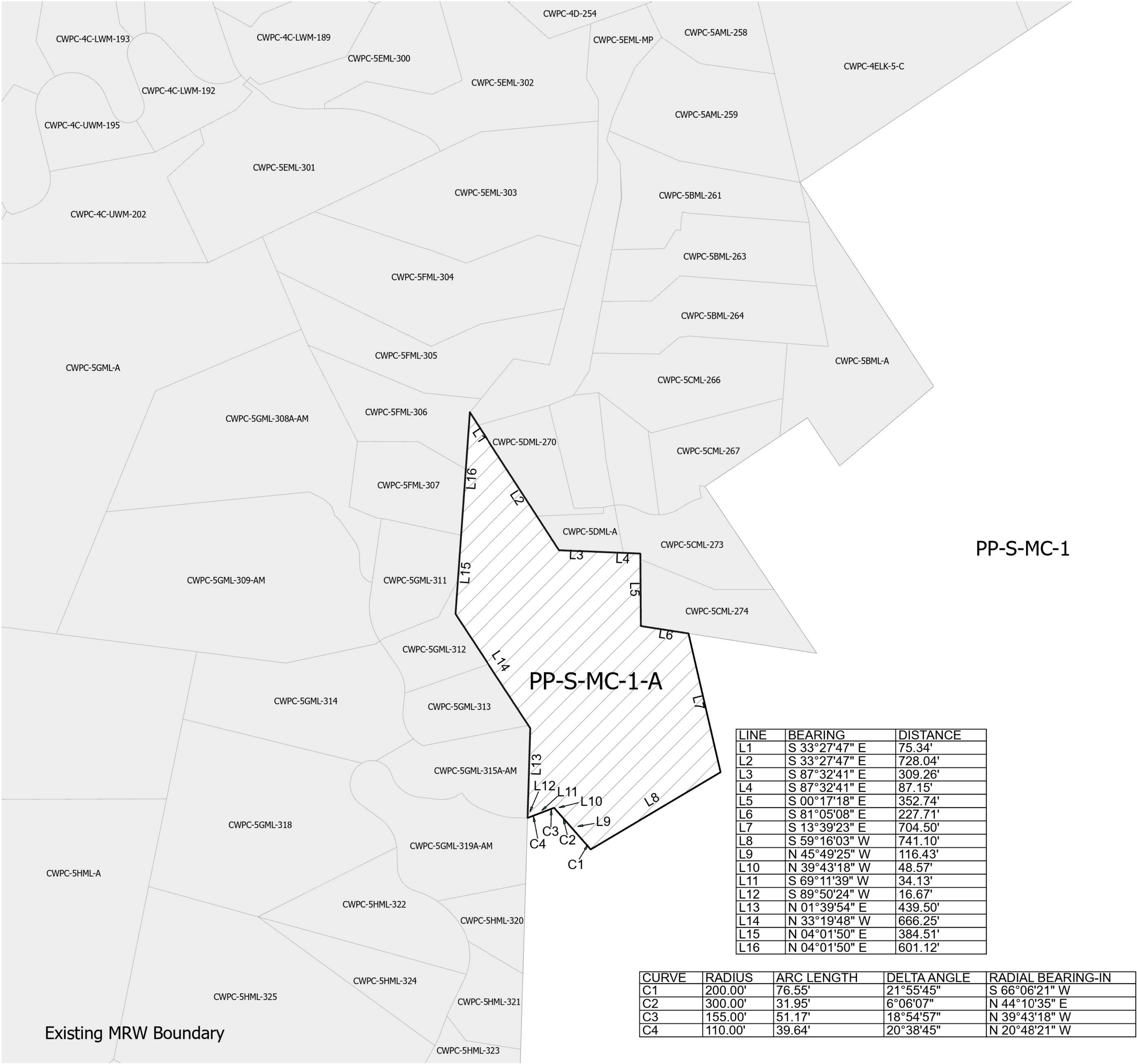
Beginning at a point that is East 2318.55 feet and South 8578.00 feet from a 2" aluminum cap at the north quarter of Section 12, Township 2 South, Range 3 East, Salt Lake Base and Meridian, said point also being on the boundary of that certain Boundary Survey, recorded August 23, 2018, as File No. S0009511 on file and of record in the Office of the Recorder, Summit County, Utah; and running thence coincident with said boundary South 33°27'47" East 75.34 feet to the westernmost point of The Colony at White Pine Canyon Phase 5D Meadow Lake Subdivision Plat, recorded April 2, 2018 as Entry No. 1088986 on file and of record in the Office of the Recorder, Summit County, Utah; thence coincident with the west and south boundaries of Phase 5D Subdivision Plat the following two (2) courses: 1) South 33°27'47" East 728.04 feet; thence 2) South 87°32'41" East 309.26 feet to a point on the west boundary of The Colony at White Pine Canyon Phase 5C Meadow Lakes Subdivision Plat, recorded April 2, 2018 as Entry No. 1088984 of file and of record in the Office of the Recorder, Summit County, Utah; thence coincident with said boundary of Phase 5C Subdivision Plat the following three (3) courses: 1) South 87°32'41" East 87.15 feet; thence 2) South 00°17'18" East 352.74 feet, thence 3) South 81°05'08" East 227.71 feet; thence South 13°39'23" East 704.50 feet; thence South 59°16'03" West 741.10 feet to a point on a non-tangent curve to the left having a radius of 200.00 feet, of which the radius point bears South 66°06'21" West; thence along the arc of said curve 76.55 feet through a central angle of 21°55'45"; thence North 45°49'25" West 116.43 to a point on a curve to the right having a radius of 300.00 feet, of which the radius point bears North 44°10'35" East; thence along the arc of said curve 31.95 feet through a central angle of 06°06'07"; thence North 39°43'18" West 48.57 feet to a point on a non-tangent curve to the right having a radius of 155.00 feet, of which the radius point bears North 39°43'18" West; thence along the arc of said curve 51.17 feet through a central angle of 18°54'57"; thence South 69°11'39" West 34.13 feet to a point on a curve to the right, having a radius of 110.00 feet, of which the radius point bears North 20°48'21" West; thence along the arc of said curve 39.64 feet through a central angle of 20°38'45"; thence South 89°50'24" West 16.67 feet to a point on the east boundary of The Colony at White Pine Canyon Phase 5G Meadow Lakes Subdivision Plat, recorded August 12, 2019, as Entry No. 115910 on file and of record in the Office of the Recorder, Summit County, Utah; thence coincident with said boundary of Phase 5G Subdivision Plat the following three (3) courses: 1) North 01°39'54" East 439.50 feet; thence 2) North 33°19'48" West 666.25 feet; thence 3) North 04°01'50" East 384.51 feet to a point on the east boundary of The Colony at White Pine Canyon Phase 5F Meadow Lakes Subdivision Plat recorded September 17, 2018 as Entry No. 1098002 on file and of record in the Office of the Recorder, Summit County, Utah; thence coincident with said boundary of Phase 5F Subdivision Plat North 04°01'50" East 601.12 feet to the point of beginning.

Contains 31.63 Acres

Special Warranty Deed on June 11, 2024, recorded as Entry No. 1221204 (Book: 2822 Page: 0115)

SURVEYORS CERTIFICATE

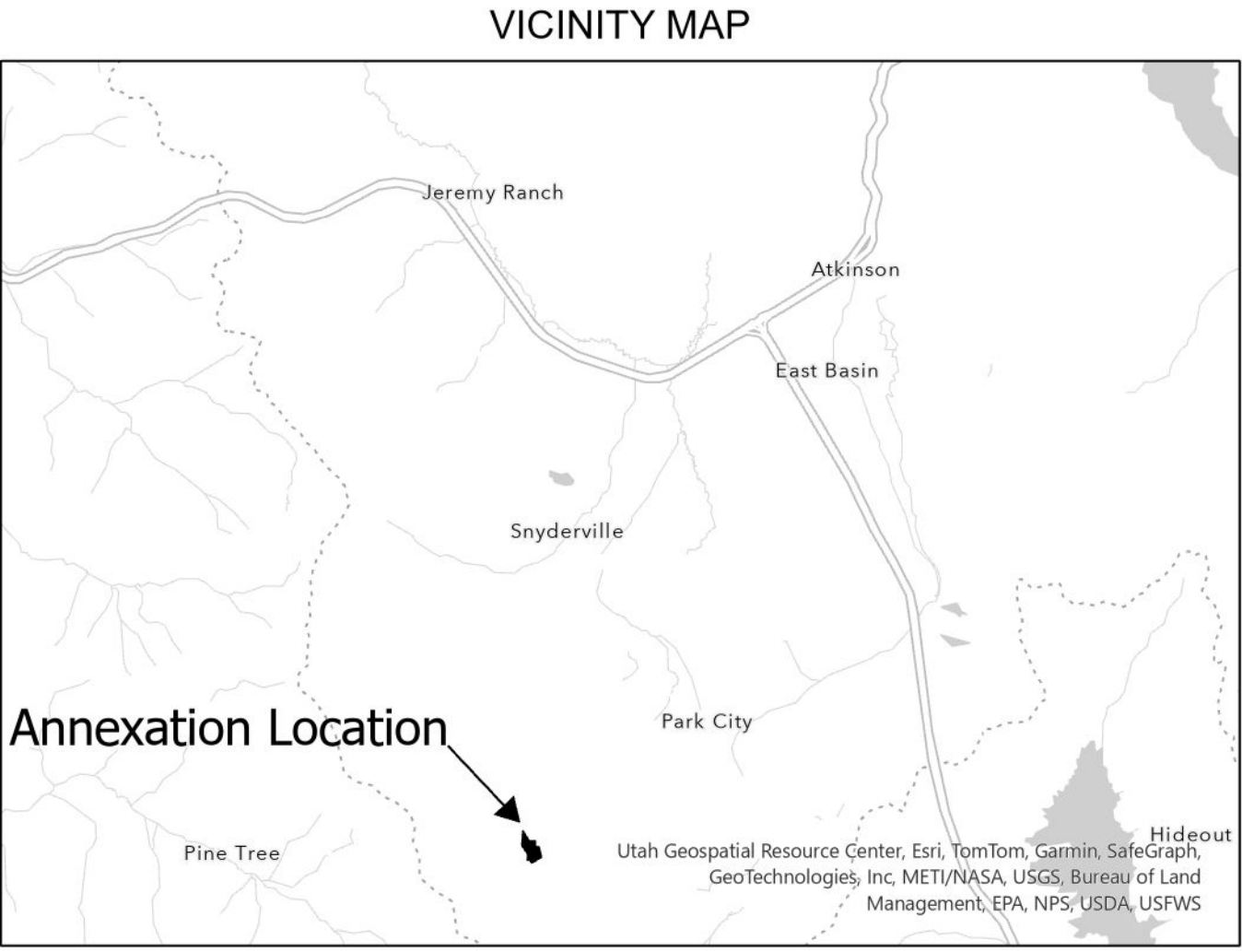
I, Christopher Braun, do hereby certify that I am a Professional Land Surveyor and I hold license number 5152604 as prescribed under the laws of the State of Utah. I further certify that this plat has been made under my direction in compliance with Utah Code 17D-1-401(1)(a) and that the annexation to Mountain Regional Water Special Service District is correctly shown hereon. No field survey was performed in the creation of this plat.



By K. Baird
Date: 8/8/2024

1:300

APPROVED AS TO FORM SUMMIT COUNTY ATTORNEY	SUMMIT COUNTY SURVEYOR	SUMMIT COUNTY RECORDER
BY _____ DATE _____	This Final Local Entity Plat has been found to be in in Compliance with Section 17-23-20 of Utah Code on this ____ day of _____, 20__ BY: _____ Summit County Surveyor	



North Summit Fire District

Staff Report

Date: 7/25/2024

To: County Council

From: Ben Nielson, Fire Chief

Subject: Recommendation for Approval of New operating procedures

Background:

In pursuit of elevating operational standards and ensuring the utmost safety, we have formulated a set of new operating procedures for the North Summit Fire District. These procedures are crafted to address immediate operational needs and anticipate future requirements, drawing from comprehensive stakeholder engagement within the Districts ACB.

Pre-Approval Process:

Prior to presenting these procedures for board approval, a sub-committee consisting of two members from our Administrative Control Board (ACB) meticulously reviewed each procedure. The sub-committee has given its approval, affirming that the proposed policies align with our district's goals and regulatory standards. This preliminary endorsement is pivotal as it underscores the thoroughness and relevance of the procedures developed.

Discussion:

The proposed operational procedures are found in your packet in detail and quickly listed here:

- 1: Mission Statement *(This Number used only for reasons of formatting, for your staff report.)*
- 2: Philosophy and Goals *(This Number used only for reasons of formatting, for your staff report.)*
- 3: NSFD Code of Ethics *(This Number used only for reasons of formatting, for your staff report.)*
- 101: Oath of Office
- 102: Policy Manual
- 200: Organizational Structure

202: Interim Directives
203: Training Policy
205: Electronic Mail
206: Administrative Communications
207: Minimum Staffing Levels
208: Post Incident Analysis
210: Solicitation of Funds
300: Incident Management
301: Emergency Response
302: Fire Ground Accountability
303: Rapid Intervention (Two-In, Two-Out)
304: Urban Search and Rescue (USAR)
305: Tactical Withdrawal
306: Response Time Standards
307: Aircraft Operations
308: Atmospheric Monitoring for Carbon Monoxide
309: Staging

Recommendation:

With the support of the ACB sub-committee, I strongly recommend the County Council's approval of the proposed procedures. These procedures are designed to fortify our operational framework, ensuring consistent and exemplary service delivery across the District.

Conclusion:

The adoption of these procedures will not only streamline our operations but also elevate our service delivery standards, directly benefiting the communities we serve. Prompt approval by the board will facilitate immediate implementation, allowing for enhanced operational efficacy and safety standards within our district.

North Summit Fire District

Policy Manual

MISSION STATEMENT

Mission: Earn It!

North Summit Fire District

Policy Manual

PHILOSOPHY AND GOALS

Vision: Act Elite, Be Elite! Build the team they want to be a part of!

Expectation: A high expectation, with a common sense approach.

Core Values: Emotional intelligence, Loyalty, Community, Humility, Gratitude, & Perseverance.

Administration & Supervisor Motto: Train employee's so they can leave, but treat them so they don't want to!

North Summit Fire District

Policy Manual

NORTH SUMMIT FIRE DISTRICT CODE OF ETHICS



Code of Ethics

Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Developed in response to the publication of the Fire Service Reputation Management White Paper, the purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a

North Summit Fire District

Policy Manual

North Summit Fire District Code of Ethics

person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.

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North Summit Fire District Code of Ethics

- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.

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North Summit Fire District Code of Ethics

- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

Oath of Office

101.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to ensure that oaths, when appropriate, are administered to District members.

101.2 POLICY

State MODIFIED

It is the policy of the North Summit Fire District that, when appropriate or required, District members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the District and the dedication of its members to their duties (Utah Code 10-3-827).

101.3 OATH OF OFFICE

State MODIFIED

All District members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions (Utah Constitution Article IV § 10).

If a member is opposed to taking an oath, he/she shall be permitted to substitute the word "affirm" for the word "swear."

Firefighter Oath of Office

You have been chosen by virtue of your background, training, and personal qualities for the rank of [OFFICER] within the North Summit Fire District. Your behavior, decisions, and actions both on and off duty directly reflect the image of North Summit Fire District, the personnel, and the quality of service we provide to the citizens and visitors of Summit County. Please raise your right hand and repeat after me:

I (state your full name)

Do solemnly pledge,

To faithfully execute the duties as a firefighter,

for the North Summit Fire District.

To professionally serve the citizens of Summit County,

with respect, compassion, integrity, and excellence;

To uphold the Mission and Vision of the North Summit Fire Service District,

the Constitution of the United States of America,

the State of Utah,

and the laws of Summit County to the best of my knowledge and ability.

North Summit Fire District

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Oath of Office

Fire Officer Oath of Office

You have been chosen by virtue of your background, training, and personal qualities for the rank of [OFFICER] within the North Summit Fire District. Your behavior, decisions, and actions both on and off duty directly reflect the image of North Summit Fire District, the personnel, and the quality of service we provide to the citizens and visitors of Summit County. Please raise your right hand and repeat after me:

I {State your name}
Do solemnly affirm,
That I will uphold the Vision
Mission,
Values and Policies,
Adopted by the North Summit Fire District.
I will act for the good of the communities for which I serve.
I will strive for excellence,
While I Faithfully,
Honestly,
And ethically perform,
The duties of an Officer
Within the North Summit Fire District.

Paramedic &/or Engineer Oath of Office

You have been chosen by virtue of your background, training and personal qualities for the rank of [Firefighter/Paramedic] within the North Summit Fire District. Your behavior, decisions and actions both on and off duty directly reflect the image of the North Summit Fire District, the personnel and the quality of service we provide to the citizens and visitors of Summit County. Please raise your right hand and repeat after me:

I {State your name}
Do solemnly affirm,
That I will uphold the Vision
Mission,
Values and Policies,
Adopted by the North Summit Fire District.
I will act for the good of the communities for which I serve.
I will strive for excellence
While I Faithfully,

North Summit Fire District

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Oath of Office

Honestly,

And Ethically perform

The duties of a Firefighter/Paramedic

Within the North Summit Fire District.

101.4 MAINTENANCE OF RECORDS

State

The oath of office shall be filed as prescribed by Utah law (Utah Code 10-3-828).

Policy Manual

102.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The Operations Policy Manual of the North Summit Fire District (The District) is hereby established and shall be referred to as the Policy Manual (The Manual). The manual is a statement of the current policies, rules, and guidelines of this District. All members are expected to conform to the provisions of this manual.

All prior and existing operations policies, manuals, orders, and regulations that are in conflict with this manual are revoked, except to the extent that portions of the existing operations manuals, procedures, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

102.2 POLICY

Best Practice

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this District under the circumstances reasonably available at the time of any incident.

102.2.1 DISCLAIMER

Best Practice

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the North Summit Fire District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials, or members. Violations of any provision of any policy contained within this manual shall only form the basis for District administrative action, training, or discipline. The North Summit Fire District reserves the right to revise any policy content, in whole or in part.

102.2.2 SEVERABILITY

Best Practice MODIFIED

In the event that any term or provision of this Policy Manual is declared illegal, invalid, or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state, or federal law, District policy, such law, District policy, shall take precedence over that provision of the Policy Manual.

102.3 AUTHORITY

Discretionary MODIFIED

Policy Manual

The Summit County Council shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state, and local laws. The Fire Chief or the authorized designee is authorized to issue Interim Directives, which shall modify those provisions of the manual to which they pertain. Interim Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

102.4 DEFINITIONS

State **MODIFIED**

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

Authority Having Jurisdiction (AHJ) – The State Fire Marshal, an authorized deputy of the State Fire Marshal, or the local fire enforcement authority (Utah Code 15A-5-102).

Civilian - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

District or NSFD - The North Summit Fire District.

Employee - Any person employed by the District.

Fire Code - The International Fire Code, 2021 edition, including appendices B, C, & D, as issued by the International Code Council, Inc., except as amended as part of the Utah State Fire Code (Utah Code 15A-5-103).

Firefighter/Sworn, appointed, or elected - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the North Summit Fire District.

Health and Safety Officer - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the North Summit Fire District. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

The Manual - The North Summit Fire District Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person who is employed or appointed by the North Summit Fire District, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

Policy Manual

On-duty - Member status during the period when actually engaged in the performance of their assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other District members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

102.5 DISTRIBUTION OF THE POLICY MANUAL

Best Practice

An electronic version of the Policy Manual will be made available to all members on the District network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that they have been provided access to, and have had the opportunity to review, the Policy Manual and Interim Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

102.6 PERIODIC REVIEW OF THE POLICY MANUAL

Best Practice

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

102.7 REVISIONS TO POLICIES

Best Practice **MODIFIED**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that they have reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Administrator & Supervisors (Admin. & Captains) will ensure that members under their command are aware of any Policy Manual revision.

North Summit Fire District

Policy Manual

Policy Manual

All District members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

Organizational Structure

200.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The purpose of this policy is to establish the organizational structure of the North Summit Fire District. This policy also provides guidance regarding the District's reporting process through the chain of command.

200.2 POLICY

Discretionary MODIFIED

It is the policy of the North Summit Fire District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 DIVISIONS

Discretionary

The Fire Chief is responsible for managing the North Summit Fire District. The following Divisions make up the North Summit Fire District:

- Administration Division
- Fire Operations Division
- Fire Prevention Division

200.3.1 ADMINISTRATION DIVISION

Discretionary

The Administration Division is directed by a Battalion Chief and provides administrative support to the Fire Chief; prepares and coordinates the District budget; acts as liaison with the Administration regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares, and presents staff reports to the District, the District staff, and District officials.

It is the responsibility of the Administration Battalion Chief to prepare and maintain a current organizational chart.

200.3.2 FIRE OPERATIONS DIVISION

Discretionary MODIFIED

The Fire Operations Division is directed by a Deputy Fire Chief. The Fire Operations Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.

200.3.3 FIRE PREVENTION DIVISION

Discretionary

Organizational Structure

The Fire Prevention Division is directed by a Fire Marshal. The Fire Prevention Division's mission is to engage in investigation, education, prevention, and mitigation of fire incidents or accidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division may be the lead agency or act as a support service in the investigation of all major fires occurring within the jurisdiction of the North Summit Fire District.

200.4 UNITY OF COMMAND

Best Practice **MODIFIED**

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists. There will be no freelancing.

200.5 CHAIN OF COMMAND

Best Practice **MODIFIED**

Respect for rank is essential for administrative and operational efficiency. All members of the North Summit Fire District shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each District member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the District's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority.

Members of the North Summit Fire District shall generally conduct District business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations, or improvements concerning District matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether the supervisor approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the North Summit Fire District shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the North Summit Fire District without having first informed the Fire Chief through the chain of command.

200.6 DIRECTIVES AND ORDERS

Best Practice

Organizational Structure

Members shall comply with lawful directives and orders from any District supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

Best Practice

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District, or involves other members or supervisors, the member may consult directly with the Battalion Chief, the Fire Chief, or a representative of the Administration.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law, or practices that may pose a threat to the health, safety, and security of the public or members without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to the Administration. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

North Summit Fire District

Policy Manual

Organizational Structure

200.8 ORGANIZATIONAL CHART

Agency Content

[North Summit Organizational Chart](#)

Interim Directives

202.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish a process to make immediate changes to District policy. The North Summit Fire District will, as necessary, issue Interim Directives that will immediately modify or change and supersede the sections of this manual to which they pertain.

202.2 POLICY

State MODIFIED

It is the policy of the North Summit Fire District to make any immediate changes to operational policy and procedure. Generally, the establishment of Interim Directives is management's prerogative, but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between authorized District representatives.

202.3 RESPONSIBILITIES

Best Practice MODIFIED

The Fire Chief shall issue all Interim Directives.

All District officers and/or supervisors shall be responsible for communicating Interim Directives to all members under their command and/or direct supervision.

Interim Directives will be rescinded upon incorporation into this manual.

All Interim Directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the District.

Training Policy

203.1 PURPOSE AND SCOPE

Best Practice

It is the policy of this District to administer a training program that will provide for the professional growth and continued development of its members. By doing so, the District will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

203.2 POLICY

Best Practice

The District seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels, and legal mandates.

Whenever possible, the District will use courses recognized by the Utah Fire Service Certification System, the Utah Fire and Rescue Academy, the Utah Bureau of Emergency Medical Services (BEMS), the U.S. Department of Homeland Security, or other accredited entities.

203.3 OBJECTIVES

Discretionary

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of District members.
- (c) Provide for continued professional development of District members.
- (d) Reduce risk and enhance safety.

203.4 TRAINING PLAN

Discretionary

A training plan will be developed and maintained by the Training Officer. It is the responsibility of the Training Officer to maintain, review, and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

203.5 TRAINING NEEDS ASSESSMENT

Discretionary

The Training Officer will conduct an annual training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

Electronic Mail

205.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District.

205.2 POLICY

State

North Summit Fire District members shall use email in a professional manner in accordance with this policy and the Utah Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-101 et seq.).

205.3 PRIVACY EXPECTATION

Best Practice

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any District technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the District email system, computer network or any information placed into storage on any District system or device. This includes records of all keystrokes or Web-browsing history made at any District computer or over any District network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through District computers, electronic devices or networks.

205.4 RESTRICTED USE

Best Practice

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the District.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire District are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor.

Electronic Mail

Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

205.5 EMAIL RECORD MANAGEMENT

State

Email may, depending upon the individual content, be a public record under GRAMA and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

Administrative Communications

206.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the District.

206.2 POLICY

Discretionary

It shall be the policy of the North Summit Fire District to control the use of the name of the District and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

206.3 PERSONNEL ORDERS

Discretionary

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

206.4 CORRESPONDENCE

Discretionary

In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on District letterhead.

All District letterhead shall bear the signature element of the Fire Chief in addition to the actual signature of an authorized signer. Members of the District may use letterhead only for official business and with approval of their supervisor.

206.5 MEMORANDUMS

Discretionary

Memorandums are a necessary and important component of effective operations at all levels of the District. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between District members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the District, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized District memorandum format include:

Administrative Communications

- A standard heading, including the name of the District.
- The date of the memorandum.
- The intended recipient of the memorandum.
- The name, rank and division of the District member creating the memorandum.
- A brief statement of the subject of the memorandum.

206.6 FACSIMILE COVER SHEETS

Discretionary

All outgoing facsimile transmissions should include a standard District cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

206.7 SURVEYS

Discretionary

All surveys made in the name of the District shall be authorized by the Fire Chief or the authorized designee.

Minimum Staffing Levels

207.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs, and unique local or regional circumstance, consistent with any personnel policy.

Staffing levels may be established through adopted Standards of Cover or at levels approved by the Authority Having Jurisdiction (AHJ), the Fire Chief.

207.1.1 DEFINITIONS

Discretionary MODIFIED

Definitions related to this policy include:

Qualified - Any member who has satisfactorily met the requirements for the position (e.g., engineer, Captain), either through promotional examination or a training program approved by the District.

Acting assignment - Any situation in which a member of the District functions in a rank above their normal position description and job duties.

207.2 POLICY

Discretionary

The District balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principal concern is the need to meet the operational requirements of the District.

207.3 ACTING ASSIGNMENTS AND SUPERVISION

Discretionary MODIFIED

In order to accommodate operational flexibility and other unforeseen circumstances, any firefighter or engineer, if qualified, may be used as a Captain for a limited time.

Decisions regarding supervision should result in each firefighter and engineer being supervised by a single Captain or acting Captain. Each Captain should be supervised by a Battalion Chief or Officer in Charge or the Deputy Chief.

207.4 MINIMUM STAFFING GUIDELINES

State MODIFIED

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

- (a) Engine companies should be comprised of a minimum of one Captain, one engineer, and one firefighter.

Minimum Staffing Levels

- (b) Ladder trucks or aerial units should be comprised of a minimum of one Captain, one engineer, and one firefighter.
- (c) Medic units shall be staffed with one Paramedic as required by those provisions established by the State Emergency Medical Services Committee (Utah Code 26B-4-118).
- (d) Ambulances shall be staffed with a minimum of one AEMT and one driver as required by those provisions established by the State Emergency Medical Services Committee (Utah Code 53 - 2d-404).

If staffing falls below minimum guideline levels, the Battalion Chief or Officer in Charge shall have the authority to call back a sufficient number of personnel to fill vacancies. This includes holding over personnel from a previous shift.

The Captain is responsible for promptly notifying the Battalion Chief or Officer in Charge in the event that the number of available on-duty personnel falls below the recommended minimum staffing guidelines.

Should a situation arise where an apparatus responds with less than the minimum number of qualified personnel, the officer in charge should notify the Dispatch Center that the unit is understaffed and request that an additional unit respond, if necessary.

Post-Incident Analysis

208.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses within the District. This policy describes the various types of PIA that can be used in the evaluation of District performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

208.2 POLICY

Best Practice

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this District to use the PIA as a tool for Incident Commanders (ICs), Fire Marshals, Battalion Chief or Officer in Charges, Shift Commanders and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in District-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

208.2.1 RESPONSIBILITIES

Best Practice

The ICs, Fire Marshals, Battalion Chief or Officer in Charges, Shift Commanders and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

208.3 POST-INCIDENT ANALYSIS

Best Practice

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

Post-Incident Analysis

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

- (a) A PIA may include:
 - 1. Evaluation of the overall operational effectiveness.
 - 2. Evaluation of safety procedures.
 - 3. Evaluation of the success or failure of tactical objectives.
 - 4. Evaluation of the application and effectiveness of policies and/or procedures.
 - 5. Specific knowledge that might be beneficial.
- (b) The information gained from a PIA should be used by Captains and staff teams to:
 - 1. Reinforce the incident management system.
 - 2. Evaluate current training programs and/or identify training needs.
 - 3. Evaluate current policies and procedures.
 - 4. Identify and prioritize planning needs for the future.
 - 5. Identify equipment problems/concerns.
 - 6. Evaluate fire prevention inspection and public education effectiveness.

208.4 TYPES OF POST-INCIDENT ANALYSIS

Best Practice

208.4.1 HOT WASH

Best Practice

An incident "hot wash" should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

Post-Incident Analysis

208.4.2 INFORMAL PIA

Best Practice

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The IC or a designated representative should arrange for and conduct the informal analysis.

208.4.3 COMPANY-LEVEL PIA

Best Practice

A company-level PIA is highly encouraged and should be a standard communication tool for all Captains. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while at the fire station or any location that provides privacy.

208.4.4 FORMAL PIA

Best Practice**MODIFIED**

- (a) A formal PIA should be conducted following all:
 - 1. Multiple-alarm structure fires.
 - 2. Multiple-alarm brush fires.
 - 3. Multiple-alarm Emergency Medical Services (EMS) incidents.
 - 4. Multiple-alarm special operations incidents.
 - 5. Major disaster drills.
 - 6. Unusual incidents identified by the IC or other staff officers.
- (b) A formal PIA should be considered for:
 - 1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
 - 2. Any incident in which an unusual event occurs (e.g., explosion, collapse).
 - 3. Any fire resulting in a fatality.
 - 4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
 - 5. Any "close call" incident where firefighters could have been injured.
 - 6. Any hazardous materials incident with multi-company involvement.
 - 7. Any specialty rescue operation with multi-company involvement.
 - 8. Any incident, at the IC's discretion or at the request of a Captain.
- (c) The Training Division Chief is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:

Post-Incident Analysis

1. Setting a presentation date and location within three days (whenever possible) of the incident.
2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
4. Notifying Shift Commanders.
5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
6. Arranging move-up and/or cover companies from other departments.

The Shift Commander is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation.

Copies of the AAR should be posted at each fire station for all personnel to review.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.

Solicitation of Funds

210.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the District or the use of the District name, insignias, equipment or facilities.

210.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Fundraising - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

210.2 POLICY

Best Practice

It shall be the policy of this District that all fundraising activities involving on-duty members or use of District equipment for the financial benefit of the District must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or giveaways to attendees of District-sponsored or hosted events, or to events when members attend as representatives of the District.

210.3 GUIDELINES

Best Practice

Fundraising activities or events involving the District should incorporate:

- (a) Compliance with applicable federal, state and local laws and regulations.
- (b) Compliance with District and governing-body policies.
- (c) A benefit to the District that is consistent with the District mission.
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.
- (f) Identification of the individual soliciting funds as a volunteer, a member of this District or a hired solicitor.

Solicitation of Funds

- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology, and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored.
- (i) Respect of donors' privacy and a commitment that the District will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

210.4 DISTRICT-SPONSORED EVENTS

Best Practice

The following also apply to District-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least two members should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should receive a receipt for the amount of their donation. In efforts involving a less formal "drop" collection, receipts need not be issued unless requested.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

210.5 FUNDRAISING ON BEHALF OF OTHERS

Best Practice

Solicitation of Funds

Fundraising for the benefit of a nonprofit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

- (a) Written verification that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other District funds.

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

Incident Management

300.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish operational guidelines for members of the District to use in the management and mitigation of all-hazards emergency incidents.

300.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

300.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 INCIDENT MANAGEMENT

Best Practice MODIFIED

The Administration Deputy Fire Chief should ensure the District adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members.

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Emergency Response

301.1 PURPOSE AND SCOPE

State

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of District members and the public by requiring operators of District vehicles to conform to applicable Utah laws and regulations during an emergency response (Utah Code 41-6a-212).

301.1.1 DEFINITIONS

State

Definitions related to this policy include:

Authorized emergency vehicle – Fire department vehicles and ambulances equipped as required by Utah law (Utah Code 41-6a-102; Utah Code 41-6a-212(1)).

Emergency response - Response to but not returning from any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; or any other circumstance that presents a threat to life-safety or to property (Utah Code 41-6a-212(2)).

301.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to appropriately respond to all emergency calls.

301.3 EMERGENCY CALLS

State

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment and shall sound the siren as reasonably necessary (Utah Code 41-6a-1625(4)(d)).

Responding with emergency lights and siren does not relieve personnel of the duty to act as a reasonably prudent emergency vehicle operator under the circumstances and to continue to drive with due regard for the safety of all persons (Utah Code 41-6a-212(7)(a)).

The use of any other warning equipment without a red light and siren does not provide any exemption from the Utah law.

Personnel should only respond with emergency lights and siren when dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

Emergency Response

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

Best Practice

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

301.5 INITIATING AN EMERGENCY RESPONSE

Best Practice

If a Captain believes an emergency response to any call is appropriate, the Captain shall ensure the Dispatch Center is immediately notified.

301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

Best Practice

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property, while operating a vehicle en route to an emergency response.

In addition, emergency vehicle operators should reduce speed at all intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or Captain. If, in the judgment of either individual, the roadway conditions or traffic congestion do not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the Captain should ensure the Dispatch Center is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

301.7 FAILURE OF EMERGENCY EQUIPMENT

Best Practice **MODIFIED**

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the Operator shall notify the Dispatch Center of the equipment failure so that another apparatus may be assigned to the emergency response.

Fireground Accountability

302.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

302.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

Conditions, Actions, Air, Needs (CAAN) Report - A quick and concise report that identifies the said items.

Immediately Dangerous to Life & Health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

302.2 POLICY

Best Practice

It is the policy of this District that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

302.3 RESPONSIBILITIES

Best Practice

A personnel accountability system shall be established and implemented using thorough training procedures. This system should constantly monitor the status of all emergency personnel, both of District members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident.

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICSs) Form ICS-201 for Incident Commanders (IC) or some similar process, should be used and a status board should be maintained. Individual crew names shall be posted in a conspicuous location in the cab of District vehicles.

Fireground Accountability

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The IC should designate an accountability officer to monitor who is in charge of each area, what crews are assigned to each area, where each area is located and the area assignment.

Division or group supervisors should be assigned to keep track of all crews under their supervision. Captains should know the location and assignment of each firefighter in their crew.

All members are responsible for participating in the accountability system, including checking in at approved locations. This includes members who arrive on-scene individually or in privately owned vehicles.

302.4 REPORTING

Best Practice **MODIFIED**

Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions, air, and needs, also called CAAN reports. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

302.4.1 PERSONNEL ACCOUNTABILITY REPORT (PAR)

Best Practice **MODIFIED**

For structure fires, a PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points, a change in strategy from offensive to defensive or after ordering an emergency evacuation of an area. PAR checks should be prioritized to operations that are located within IDLH atmospheres.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the IC, should be initiated.

North Summit Fire District

Policy Manual

Fireground Accountability

The IC may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters who are operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention teams (RITs) (29 CFR 1910.134(g)(4); UAC R614-1-4).

303.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include:

Immediately dangerous to life and health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial rapid intervention team (IRIT) - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention team (RIT) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIT is also known as two-in/two-out.

Mayday - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

Rapid intervention team (RIT) - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

Rescue Officer (RO) - This position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort.

LUNAAR- Location, Unit, Name, Action, Air, Resources.

303.2 POLICY

Federal

It is the policy of the North Summit Fire District to ensure that adequate personnel are on-scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant

Rapid Intervention/Two-In Two-Out

to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

303.3 PRE-DEPLOYMENT

Federal

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4)).

- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least two additional firefighters should be located outside the IDLH environment.
 - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

303.4 INITIAL DEPLOYMENT

Best Practice

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is identified during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIT has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

303.5 RIT DUTIES

Best Practice MODIFIED

The RIT should be assembled from resources at the scene, whose sole function is to soften the structure, monitor, and provide effective emergency rescue for responders.

- (a) To the extent possible, visual and voice communication should be maintained between those working in the IDLH environment and the RIT outside the IDLH environment.
- (b) RIT members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
- (c) Additional companies may be assigned to the RIT as conditions warrant. For large incidents with multiple points of entry, multiple RITs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIT

Best Practice MODIFIED

Rapid Intervention/Two-In Two-Out

When a Mayday firefighter-down or firefighter-missing broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing or trapped firefighter is using. Non-affected personnel should switch to other tactical frequencies. At least one individual should be dedicated as the Rescue Officer (RO) solely to monitoring the operating channel. The RO should be responsible for gathering information on the identity, location and condition of the trapped or missing firefighter, along with communicating with the trapped or missing firefighter and offer support on the operating channel.

For an emergency deployment of a RIT, a (RO) Rescue Officer position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Officer's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts. The acronym LUNAAR may be beneficial in this setting.

The RIT supervisor should notify the Rescue Officer before making entry for emergency rescue. The Rescue Officer should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RITs, medical treatment and transportation groups or other organizational elements.

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to describe the Federal Emergency Management Agency (FEMA) Urban Search and Rescue (USAR) Response System and Utah Task Force 1 (UT-TF1) as resources for disaster response.

304.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to utilize FEMA and UT-TF1 USAR resources in the event of an urban disaster, as appropriate.

304.3 RESOURCES

Federal

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization:

- (a) Searches - Finding victims who are trapped after a disaster
- (b) Rescues - Freeing victims, including safely digging victims out of collapsed concrete or metal
- (c) Technical - Applying specialized structural knowledge to help make rescues safe for the rescuers
- (d) Medical - Caring for victims before and after a rescue

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the North Summit Fire District's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness

Urban Search and Rescue (USAR)

- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swiftwater and Flood Search, and Dive Rescue Teams
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of federal and Utah USAR resources may be obtained on the FEMA and UT-TF1 websites.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at District members to justify the application of this policy.

305.2 POLICY

Best Practice

The North Summit Fire District is committed to the safety of its members. It is the policy of the North Summit Fire District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

Best Practice

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way. Examples include rocks, bottles or other projectiles thrown or launched at members or District vehicles or apparatus; individuals attempting to gain access to District vehicles or apparatus; or any direct act of violence committed against members of this District.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation

Tactical Withdrawal

between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

The Incident Commander (IC), scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and relayed down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

305.4 CONDUCTING TACTICAL WITHDRAWALS

Best Practice

MODIFIED

305.4.1 WITHDRAWAL OPTIONS

Best Practice

MODIFIED

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
 - 1. If a tactical withdrawal occurs during the response phase of an incident, the District member responsible for initiating the withdrawal is responsible for notifying all responding units and the Dispatch Center of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have the Dispatch Center notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
 - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify the Dispatch Center of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

Best Practice

Tactical Withdrawal

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.
- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, the Dispatch Center should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

Best Practice

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law

Tactical Withdrawal

enforcement personnel and District members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

305.6 NOTIFICATIONS

Best Practice **MODIFIED**

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Battalion Chief or Officer in Charge. The Battalion Chief or Officer in Charge should ensure that all Fire Operations Division personnel are immediately notified of the location and circumstances of the incident.

The Battalion Chief or Officer in Charge should coordinate with the Dispatch Center and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

Response Time Standards

306.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Response time - The time elapsed between the dispatch center receiving the first notification of the alarm and the arrival of the first emergency response unit. Response time combines dispatch processing, turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between the Dispatch Center notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to document all District response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Best Practice MODIFIED

Response times should be measured at 90 percent of the time and reported against an established District Standards of Cover document, if available.

Performance objectives may include:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute 30 seconds or less for turnout time for non-EMS incidents.
- (d) Fourteen minutes or less for the arrival of the first engine company at a fire suppression incident.
- (e) Fourteen minutes or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident.
- (f) Fourteen minutes or less for the arrival of an advanced life support (ALS) unit at an emergency medical incident when this service is provided by the District.

Response Time Standards

306.4 EVALUATIONS AND ANNUAL REPORT

Best Practice

The District shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

Aircraft Operations

307.1 PURPOSE AND SCOPE

Best Practice

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

307.2 POLICY

Best Practice

The North Summit Fire District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.3 ICS STANDARDS

Best Practice

Members shall follow the District's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

Best Practice MODIFIED

The North Summit Fire District shall develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., public works department, county roads department) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

North Summit Fire District

Policy Manual

Aircraft Operations

- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.
- Procedures for maintaining positive radio communications between the aircraft and landing zone coordinator.

307.5 PATIENT HOT LOADING PROTOCOL

Agency Content

Airmed Hotload Predesignated Landing Zones

1	Ontario Mine Parking Lot	40.621870, -111.494327	Upper Deer Valley off Marsac Ave.
2	City Park	40.655348, -111.504452	Off of Park Ave & Deer Valley Drive, Parking area or field can be used
3	Silver Creek UDOT Lot	40.733194, -111.498146	Exit 146 off of I80. Used as a rest stop/ Chain up area. Be aware of slope
4	Unnamed Road Adjacent & North of Bear Cub	40.716050, -111.545459	Access road North and adjacent to Bear Cub drive off Hwy 224
5	Jeremy Ranch LDS Church	40.756214, -111.569156	Exit 141 Jeremy Ranch from I80- Corner of Homestead Road and Lower Saddleback Road
6	Wanship Church	40.816427, -111.393795	On the East side of I-80 off Exit 155
7	Tollgate	40.803360, -111.503890	Access of of Arapaho Drive; or Hillside adjacent Tollgate HOA buildings.
8	Coalville Fire Station	40.916855, -111.396673	86 East Center Street, Coalville
9	Echo Canyon Port of Entry	40.081580, -111.245600	Westbound I-80, MM 180; Between Evanston and Echo Junction
10	Echo Canyon UDOT Shed	40.985400, -111.418050	Off of Echo Canyon Road
11	Henefer Church	41.024808, -111.502638	708 North Main Street, Henefer
12	Kamas UDOT Shed	40.638671, -111.318781	Off of 248 just coming into Kamas
13	Oakley Rodeo Grounds & Park	40.707262, -111.284172	Off of SR 32

Atmospheric Monitoring for Carbon Monoxide

308.1 PURPOSE AND SCOPE

Best Practice

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

308.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Calibration - The process of resetting the values for each sensor in the instrument.

Spanning - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

308.2 POLICY

Best Practice

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the North Summit Fire District to mitigate the health risks associated with exposure to CO by its members and the public.

308.3 RESPONSIBILITIES

Best Practice MODIFIED

Captains should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a monthly basis, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

308.4 PROCEDURES

State

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation with proper exhaust extensions may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO. An atmospheric concentration of CO that is below 35 parts

Atmospheric Monitoring for Carbon Monoxide

per million does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Members shall also use an SCBA in any atmospheric concentration of CO that is below 35 parts per million where there is also the presence of visible smoke, and in any atmosphere containing less than 19.5 percent oxygen (29 CFR 1910.134; UAC R614-1-4).

308.5 EMERGENCY MEDICAL TREATMENT

Best Practice

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

308.6 DOCUMENTATION

Best Practice

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be submitted to a Battalion Chief or Officer in Charge once a month and retained in accordance with the established records retention schedule. The log documents will serve as a history of an instrument's performance.

Staging

309.1 PURPOSE AND SCOPE

Best Practice

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

309.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to safely stage resources at emergency incidents.

309.3 RESOURCE STAGING

Best Practice

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions consistent with the District's Incident Command System (ICS).

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

309.3.1 PRIMARY AND SECONDARY STAGING

Best Practice

When establishing a staging location and conducting staging activities North Summit Fire District personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident until assigned by the IC.
- (b) During extended attack or multiple-alarm incidents, the IC should establish a secondary staging area location early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
 1. The secondary staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal disruption to traffic flow, business activity and scheduled community activities.
 2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property or commercial property is utilized,

Staging

the IC or an authorized designee should, when practicable, contact the owner, administrator or property manager for permission to use the property prior to establishing a staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic flow in and around the property. The same applies to school property; however, in addition, the Public Information Officer should notify local media. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

309.4 STAGE-AWAY OPTION

Best Practice

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired
- Stabbings
- Civil disturbance
- Criminal gang activity
- Attempted suicide
- Domestic disputes, including family fights
- Unknown assault
- Bomb incidents

It is the policy of the North Summit Fire District to use a nonstandard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, District members should take the following actions:

- (a) Whenever possible, the Dispatch Center should determine if violent subjects are involved in any call for service and, if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Any time the Dispatch Center or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer

Staging

should also confirm with the Dispatch Center that law enforcement is responding to the incident.

- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.
- (d) Upon arrival at the staging point, all units should report their unit designation and indicate they are on-scene staging.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify the Dispatch Center of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.



STAFF REPORT

To: Summit County Council
From: Laura Kuhrmeyer, County Planner
Date of Meeting: August 14, 2024
Type of Item: Annexation Petition – Ballerina Farms Annexation (CD-580-A, CD-580, CD-581, CD-618, CD-577-X, CD-582-A)
Process: Legislative

On April 2, 2024, Summit County received the request for mailing for the petition for parcels CD-580-A, CD-580, CD-581, CD-618, CD-577-X, and CD-582-A to annex into Kamas City, referred to as the Ballerina Farms Annexation. The proposed annexation area consists of approximately 140 acres, located off State Road 248 and W 200 S, including parcels CD-580-A, CD-580, CD-581, CD-618, CD-577-X, and CD-582-A. A map of the area is attached as Exhibit A and outlined below in purple.



The proposed annexation area is currently zoned Agriculture-10 (AG-10) and is located in the Eastern Summit County Planning District. The parcels are adjacent to the current Kamas City boundary and is also located within the Annexation Declaration Area of Kamas City. The Kamas City Council accepted the petition for further consideration and the petitioners requested a mailing notice to be sent by Summit County.

The petitioners (Gary K Dupaix Family LP, Julie Slade, Gertrude Gines, Ure Brothers, Town of Francis, and Ballerina Farm LLC) seek to annex into Kamas City and work with the City to determine the density and types of development that could be allowed on the property.

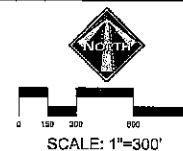
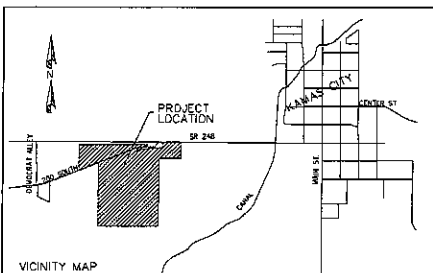
On July 16, 2024, the County received the certified petition. Under [Utah Code §10-2-407](#), the County has the right to protest the annexation within 30 days of receiving the certified petition.

Staff reviewed the proposed annexation and finds it complies with [Utah State Code §10-2-402](#) and does not see any reason to formally protest the annexation.

Attachments

Exhibit A – Proposed Ballerina Farms Annexation Area

LOCATED IN THE NORTHEAST QUARTER OF SECTION 19, AND THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 2 SOUTH, RANGE 6 EAST, SALT LAKE BASE AND MERIDIAN



BASIS OF BEARING

BASIS OF BEARING FOR THIS SURVEY IS S85°07'36"W 2880.80 BETWEEN THE FOUND 1993 SUMMIT COUNTY MONUMENTS MARKING THE NORTHWEST AND NORTH QUARTER CORNERS OF SECTION 19, TOWNSHIP 2 SOUTH, RANGE 6 EAST, SALT LAKE BASE AND MERIDIAN

BOUNDARY DESCRIPTION

[illegible]

SURVEY NARRATIVE

CURRENT DATA CASE RESULTS THAT ANIMATION METHODS BE ACCOMPANIED BY "AN ALLEGATE AND UNCORROBORATED" MAP, PREPARED BY A KNOWN LAND SURVEYOR, OF THE AREA PROVIDED FOR AN ANNOTATED CASE UNDER 10-3-402-3-5-11, UNDER NO CIRCUMSTANCES SHALL THE STATE BE HELD RESPONSIBLE FOR ANY DESCRIPTION BE INTERPRETED AS REPRESENTING THE RESULTS OF AN ACTUAL SURVEY CONDUCTED BY THE LAND SURVEYOR WITHIN 17-22-20 OF THE LAND CASE. FURTHERMORE, THE BOUNDARY DESCRIBED AS SHOWN HEREON MAKES NO ATTEMPT TO RECONSTRUCT OR IMPLY, EITHER BY SURVEY OR OTHERWISE, THE SEPARATE BARS OF DEEDS AND POINTS OF BEGINNING OF THE LAND. THE STATE DOES NOT RECOGNIZE ANY OF THE CLAIMS APPROPRIATED TO THE SECTION CORNERS, LONG STRONG FENCE LINES, AND OTHER MARKERS WERE USED TO IN DEFINING THE BOUNDARY ARE POSSIBLE.

PARCELS TO BE ADDED INTO KAMAS CITY: CO-578, CO-577-X, CO-580-A, CO-580, CO-581, CO-582-A, CO-579-A, PORTIONS OF 280 SOUTH STREET.

[illegible]

FINAL LOCAL ENTITY SPAT APPROVAL

APPROVED AS TO FORM SUMMIT COUNTY SURVEYOR

COUNTY SURVEYOR JAMES, STATE OF UTAH,
COUNTY SUMMIT

APPROVED IN COMPLIANCE WITH SECTION 13-33-30 OF
UTAH CODE ON THE _____ DAY OF _____ 20____

SUMMIT COUNTY SURVEYOR

JAMES J. JAMES, COUNTY SURVEYOR

SURVEYORS SEAL

SURVEYOR'S CERTIFICATE

IN ACCORDANCE WITH SECTIONS 30-90-803 OF THE UTAH CODE,
DEREK KOHLER, DO HEREBY CERTIFY THAT I AM A REGISTERED L
SURVEYOR, AND THAT I HOLD CERTIFICATE NO. 11725351 IN
ACCORDANCE WITH TITLE 38, CHAPTER 22 OF THE PROFESSIONAL
ENGINEERS AND PROFESSIONAL LAND SURVEYORS LICENSING ACT



ACCEPTANCE BY LEGISLATIVE BODY

THIS IS TO CERTIFY THAT WE, KAMAS CITY COUNCIL, HAVE RECEIVED A PETITION SIGNED BY THE MAJORITY OF THE OWNERS OF THE TRACT OF LAND SHOWN HEREIN REQUESTING THAT SAID TRACT OF LAND BE ANNEXED BY KAMAS CITY, AND THAT A COPY OF THE ORDINANCE HAS BEEN PREPARED FOR FILING HEREWITH, ALL IN ACCORDANCE WITH THE UTAH CODE ANNOTATED 10-2-401 AND 10-2-428 AS REVISED, AND THAT WE HAVE EXAMINED AND DO HEREBY APPROVE AND ACCEPT THE ANNEXATION OF THE TRACT OF LAND SHOWN AS PART OF KAMAS CITY, AND THAT SAID TRACT OF LAND IS TO BE KNOWN HEREAFTER AS THE GALLERINA FARM ANNEXATION.

DATED THIS ____ DAY OF _____, 20____
 RECORDS'S SEAL

MAYOR _____	DATE _____
CITY ATTORNEY _____	DATE _____
CITY ENGINEER _____	DATE _____
ATTEST: CITY RECORDER _____	DATE _____

BALLERINA FARM ANNEXATION

DATE: 30 MARCH 2024	DRAWING NO. BALLERINA FARM PLAT	SHEET 1 of 1
------------------------	------------------------------------	-----------------



CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD BEARING
C1	1839.26'	418.23'	12°41'27"	S 74°41'41" W
C2	668.20'	254.25'	21°52'00"	N 75°13'00" E

COUNTY RECORDER



MINUTES

SUMMIT COUNTY

County Council

SUMMIT COUNTY COURTHOUSE

60 N. MAIN ST., COALVILLE, UT, 84017

WEDNESDAY, AUGUST 9, 2023

Meeting also conducted via Zoom.

DRAFT

1. **Pledge of Allegiance (3:20 PM)**

Roger Armstrong
Tonja B Hanson
Canice Harte

Janna Young
Dave Thomas
Derek Siddoway
Madlyn McDonough
Corrie Forsling
Jennifer Strader
John Angell
Brandon Brady
Eve Furse
Brian Craven

2. **Work Session (3:15 PM)**

1) ***Introductions of the Miss Summit County, the Little Buckaroo, and the Rodeo Royalties (3:20 PM)***

Attachment: 2023 Fair Royalties.pdf

Council interviewed the 1st and 2nd attendants to the Rodeo Queen and the Rodeo Queen from the County Fair:

Queen: Jenasi Noss

1st Att: Brixton Howcroft

2nd Att: Lainee Batt

Council interviewed the 1st, 2nd, and 3rd attendants to Miss Summit County:

Miss Summit County: Trinady Lindsey

1st Att: Katherine Ferry

2nd Att: Summer Lewis

3rd Att: Madison Staley

Council interviewed the 1st and 2nd attendant to the Little Buckaroo Princess:

Little Buckaroo Princesses

Princess: Hazel Robbins (not present)

1st Att: Genevieve Graham

2nd Att: Brooklyn Brown

- 2) ***Interview applicant for vacancy on the Snyderville Basin Cemetery District*** (3:35 PM)

Attachment: Interview Schedule-SB Cemetery District.pdf

Dan Whitehurst was interviewed by Council.

- 3) ***Update on Our Summit; Madlyn McDonough and Derek Siddoway*** (3:53 PM)

Attachment: Our Summit Presentation-corrected.pdf

Madlyn McDonough, Planner, and Derek Siddoway, Communications and Public Engagement Director, updated Council on the status of the Our Summit project. Sophie Frankenburg, Logan Simpson Planner, supported the presentation. Council Members asked questions, and the presenters responded.

- 4) ***Discussion regarding tax abatement relief and programs; Corrie Forsling*** (4:26 PM)

Attachment: Property Tax Relief 2023 Presentation.pdf

Treasurer Corrie Forsling described the 5 types of tax relief programs the County offers. Council asked questions. Treasurer Forsling responded.

3. ***Consideration of Approval*** (4:50 PM)

- 1) ***Discussion and approval of Ordinance No. 960, an Ordinance Making a Boundary Interpretation of a Portion of Parcel FJGILL-1-AM-X to Rural Residential and a Portion of Parcel SCO-C-10-2AM to Community Commercial for Lot 1, FJ Gillmor Second Amended Subdivision and Lot 10, Silver Creek Commerce Center Plat "C" Third Amended Subdivision; Jennifer Strader*** (4:50 PM)

Attachment: Staff Report and Ordinance No. 960-Zone District Determination.pdf

Jennifer Strader, Planner, introduced proposed Ordinance No. 960 regarding a boundary interpretation in Silver Creek.

Canice Harte made a motion to approve Ordinance No. 960 interpreting a boundary of a portion of Parcel FJGILL-1-AM-X to Rural Residential and a portion of Parcel SCO-C-10-2AM to Community Commercial for Lot 1, FJ Gillmor Second Amended Subdivision and Lot 10, Silver Creek Commerce Center Plat "C" Third Amended Subdivision. Tonja B Hanson seconded, and all voted in favor, (3-0).

Attachment: Ordinance 960 executed

- 2) ***Discussion and approval of Transportation Sales Tax Projects and Corridor Preservation Projects; John Angell and Brandon Brady*** (4:59 PM)

Attachment: Staff Report-TST and Corridor Preservation Projects-corrected.pdf

Attachment: TST and Corridor Preservation Presentation.pdf

John Angell, Public Works Director, and Brandon Brady, Regional Transportation

Coordinator, presented the proposed Transportation Sales Tax Projects and Corridor Preservation Projects forwarded by the Council of Governments (COG). Council members asked questions. The presenters responded.

Canice Harte made a motion to approve the Transportation Sales Tax (TST) Projects forwarded by the COG shown in tables 1-3 of the major TST allocations table through 2024 as contained in the packet today. Tonja B Hanson seconded, and all voted in favor, (3-0).

Tonja B Hanson made a motion to approve the COG recommendations for the Corridor Preservation Projects as listed in the packet with the express condition that the projects are approved upon receipt of funds to cover the expense. Canice Harte seconded, and all voted in favor, (3-0).

3) ***Council comments*** (5:22 PM)

Canice Harte spoke about his activities on behalf of the County.

Tonja B Hanson spoke about her activities on behalf of the County.

Roger Armstrong spoke about his activities on behalf of the County.

4) ***Manager comments*** (5:33 PM)

Janna Young, Deputy County Manager, updated Council on her activities and those of other staff on behalf of the County.

Eve Furse, County Clerk, gave Council an update on the upcoming election.

Council recessed until 5:58 PM.

4. **Public Input** (6:00 PM)

Council Chair Armstrong opened the meeting for public comment. (6:00 PM)

Wendy Wolfe spoke to Council about street parking.

Council Chair Armstrong closed the meeting for public comment.

5. **Closed Session** (6:10 PM)

Tonja B Hanson made a motion to enter closed session to discuss personnel. (6:25 PM). Canice Harte seconded, and all voted in favor, (3-0).

1) ***Personnel*** (6:25 PM)

Attachment: Closed mtg affidavit 8.9.23

Council Members Armstrong, Stevens, Hanson, Harte, and Robinson along with Deputy Manager Janna Young, and Chief Civil Deputy Attorney Dave Thomas met in closed session to discuss personnel.

Canice Harte made a motion to leave closed session to discuss personnel and enter into closed session to discuss litigation. (6:34 PM). Tonja B Hanson seconded, and all voted in favor, (3-0).

2) ***Litigation*** (6:34 PM)

Council Members Armstrong, Stevens, Hanson, Harte, and Robinson along with

Deputy Manager Janna Young, and Chief Civil Deputy Attorney Dave Thomas met in closed session to discuss litigation.

Canice Harte made a motion to leave closed session to discuss litigation and enter closed session to discuss property acquisition. (7:17 PM). Tonja B Hanson seconded, and all voted in favor, (3-0).

3) ***Property acquisition*** (7:17 PM)

Council Members Armstrong, Stevens, Hanson, Harte, and Robinson along with Deputy Manager Janna Young, Chief Civil Deputy Attorney Dave Thomas, and Lands and Public Resource Manager Jess Kirby met in closed session to discuss property acquisition.

Adjournment

Tonja B Hanson made a motion to leave closed session and adjourn. (7:58 PM). Canice Harte seconded, and all voted in favor, (5-0).

Roger Armstrong, Chair

Eve Furse, Clerk



MINUTES

SUMMIT COUNTY

County Council

SUMMIT COUNTY COURTHOUSE, COUNCIL CHAMBERS

60 NORTH MAIN STREET, COALVILLE, UTAH, 84017

TUESDAY, JULY 9, 2024

Meeting also conducted via Zoom.

DRAFT

1. Welcome/Attendance

Malena Stevens
Christopher Robinson
Canice Harte

Eve Furse
Jen Lee
Jen Chapell
Jenn Fowler

2. Convene as the Board of Canvassers (4:40 PM)

Christopher Robinson made a motion to convene as the Board of Canvassers. Canice Harte seconded, and all voted in favor, (3-0).

1) *Certify the election results are true, accurate, and final, for the Primary Canvass; Eve Furse* (4:40 PM)

Eve Furse, *County Clerk*, presented to Council the results of the 2024 June Primary Election for certification.

Council members asked follow-up questions, to which Clerk Furse responded.

Council Chair Stevens opened the meeting for public comment at 5:01 PM.

Attachment: Public Input Sign-In Sheet

Karen Ballash addressed concerns to Council.

Attachment: Karen Ballash Statement

Christopher Robinson made a motion to Certify the Canvass for Summit County's Primary Election held on June 25, 2024 as presented. Canice Harte seconded, and all voted in favor, (3-0).

Christopher Robinson made a motion to dismiss as the Board of Canvassers. Canice Harte seconded, and all voted in favor, (3-0).

Attachment: Summit County Primary Canvass 6 25 2024

Adjournment (5:06 PM)

Christopher Robinson made a motion to adjourn. Canice Harte seconded, and all voted in favor, (3-0).

Malena Stevens, Chair

Eve Furse, Clerk



MINUTES

SUMMIT COUNTY

County Council

SUMMIT COUNTY COURTHOUSE

60 N. MAIN ST., COALVILLE, UT, 84017

WEDNESDAY, JULY 10, 2024

Meeting also conducted via Zoom.

DRAFT

1. Closed Session - Litigation (12:55 PM)

Christopher Robinson made a motion to enter closed session to discuss litigation. (1:10 PM). Roger Armstrong seconded, and all voted in favor, (5-0).

Council Members Stevens, Hanson, Harte, Robinson, and Armstrong, along with Manager Shayne Scott, Deputy Manager Janna Young, Chief Civil Deputy Attorney Dave Thomas, and Executive Assistant Annette Singleton met in closed session to discuss litigation.

Canice Harte made a motion to enter open session . (2:54 PM). Christopher Robinson seconded, and all voted in favor, (5-0).

Move to Council chambers (2:54 PM)

2. Work Session (3:04 PM)

Malena Stevens
Tonja B Hanson
Christopher Robinson
Canice Harte

Shayne Scott
Dave Thomas
Tyler Orgill
Cindy Keyes
Chase Black
Dana Jones
Matthew Wagoner
Bryce Boyer
Kathryn McMullin
Lynda Viti
David Warnock
Eve Furse
Brian Craven

1) Pledge of Allegiance (3:04 PM)

2) ***Discussion regarding Utah Division of Wildlife Resources' proposed land acquisition at East Canyon Wildlife Management Area; Hailey Blair*** (3:04 PM)

Attachment: Cover Page

Attachment: DWR Proposed Land Acquisition-East Canyon Wildlife Management Area.pdf

Hailey Blair, Utah Department of Wildlife Resources Wildlife Specialist, presented the Council with information on the proposed land acquisition at East Canyon. Kate Richardson, Utah Department of Wildlife Resources Land Specialist, provided further details.

Council Members asked follow-up questions, to which Specialist Blair responded.

3) ***Discussion regarding 2024 Summit County Fair events; Tyler Orgill*** (3:15 PM)

Attachment: Cover Page

Tyler Orgill, Events Manager, briefed Council on the plans for the Summit County Fair and invited members to participate in different aspects of the fair.

Attachment: 2024 Council Fair Presentation.pdf

4) ***Update regarding proposed public private partnership with Dakota Pacific Real Estate; Chris Robinson and Canice Harte*** (3:30 PM)

Attachment: Cover Page

Marc Stanworth, DPRE Chief Executive Officer, added his thoughts about the state of the process. John Miller, DPRE Chairman, also attended the presentation. (4:02 PM)

Council Chair Stevens introduced the update. Council Member Robinson, with input from Council Member Harte, provided an overview of the County's April 2024 proposal and the progress on developing a framework for evaluating a public-private partnership (PPP) with Dakota Pacific Real Estate (DPRE) at Kimball Junction.

Steve Borup, DPRE Director of Commercial Development, commented on the process. (3:55 PM)

Attachment: 240710 DPRE ppp update

3. **Convene as the Governing Board of Snyderville Basin Special Recreation District** (4:17 PM)

Malena Stevens
Christopher Robinson
Canice Harte

Shayne Scott
Dave Thomas
Tyler Orgill
Cindy Keyes
Chase Black
Dana Jones
Matthew Wagoner
Lynda Viti
David Warnock
Kathryn McMullin
Eve Furse
Brian Craven
Annette Singleton
Bryce Boyer

Canice Harte made a motion to convene as the Governing Board of Snyderville Basin Special Recreation District. (4:17 PM). Christopher Robinson seconded, and all voted in favor, (3-0).

- 1) ***Continued discussion and approval of Amendment to Title 7, Chapter 5, Snyderville Basin Parks and Recreational Facilities Code as it relates to Electric Assisted Bicycle Use on Basin Recreation trails; Dana Jones and Matthew Wagoner*** (4:18 PM)

Attachment: Basin Rec Ebike Code Change.pdf

Attachment: Cover Page

Attachment: 2024 E-bike ordinance Staff Report 2 County Council 7.10.24.pdf

Dana Jones, Snyderville Basin Recreation Service District (SBRSD) Executive Director, introduced proposed code amendments regarding the use of e-bikes on Basin Recreation trails. Brandi Connolly, SBRSD Board Chair, provided further background on the requested changes. Phares Gines, SBRD Trails and Open Space Manager, supported the presentation.

Roger Armstrong
Malena Stevens
Christopher Robinson
Canice Harte
Absent: Tonja B Hanson

Shayne Scott
Dave Thomas
Tyler Orgill
Cindy Keyes
Chase Black
Dana Jones
Matthew Wagoner
Lynda Viti
David Warnock
Kathryn McMullin
Eve Furse
Brian Craven
Annette Singleton
Bryce Boyer

Council Member Armstrong returned to the meeting. (4:30 PM)

Council Chair Stevens opened the meeting for public comment. (4:55 PM)

John Adams spoke to Council about the proposed e-bike changes. (4:56 PM)

Ryan Goff spoke to Council about the proposed e-bike changes. (4:59 PM)

Chair Stevens closed the meeting for public comment. (5:03 PM)

Christopher Robinson made a motion to approve amendment of Title 7, Chapter 5, Snyderville Basin Parks and Recreational Facilities Code as it relates to Electric Assisted Bicycle Use on Basin Recreation trails. (5:04 PM). Roger Armstrong seconded, and all voted in favor, (4-0).

Attachment: ORD 981 executed

Canice Harte made a motion to dismiss the Governing Board of Snyderville Basin Special Recreation District. (5:05 PM). Christopher Robinson seconded, and all voted in favor, (4-0).

Roger Armstrong
Malena Stevens

Shayne Scott
Dave Thomas

Canice Harte

Tyler Orgill
Cindy Keyes
Chase Black
Dana Jones
Matthew Wagoner
Lynda Viti
David Warnock
Kathryn McMullin
Eve Furse
Brian Craven
Annette Singleton
Bryce Boyer

4. **Consideration of Approval (5:05 PM)**

1) ***Discussion and ratification of the 2024 Certified Tax Rates; Cindy Keyes and Chase Black (5:05 PM)***

Attachment: Cover Page

Attachment: Staff Report-2024 Certified Tax Rates.pdf

Auditor Cindy Keyes presented the proposed tax rate for 2024 and provided background on what goes in to setting that rate.

Canice Harte made a motion to ratify the 2024 Certified Tax Rates as contained in the packet. Roger Armstrong seconded, and all voted in favor, (3-0).

Attachment: 2024 Certified Tax Rates PT-800

2) ***Discussion and approval of Ordinance No. 979, an Ordinance Amending Summit County Code Title 1, Chapter 13, Sections 2 and 4, Administrative Code Enforcement Hearing Program: Definitions and Administrative Code Enforcement Hearing Procedures; Lynda Viti (5:15 PM)***

Attachment: Cover Page

Attachment: Staff Report-Proposed Amendment to Title 1 Chapter 13 Administrative Code Enforcement Hearing Program.pdf

Attachment:
AMENDMENTS_TO_THE_ADMINISTRATIVE_CODE_ENFORCEMENT_HEARING

Attachment: Exhibit_A_Administrative_Code_Enforcement_Order_Amendments

Deputy Civil Attorney Lynda Viti explained the proposed amendments.

Roger Armstrong made a motion to approve Ordinance No. 979 Amending Summit County Code Title 1, Chapter 13, Sections 2 and 4, Administrative Code Enforcement Hearing Program: Definitions and Administrative Code Enforcement Hearing Procedures. Canice Harte seconded, and all voted in favor, (3-0).

Attachment: Ordinance 979 executed

3) ***Discussion and approval of Resolution 2024-08, a Resolution Authorizing County Pick-Up of Public Safety Contribution to Tier II Retirement and Increasing Salaries for Employees in the Hybrid Tier II Retirement; David Warnock (5:18 PM)***

Attachment: Cover Page

Attachment: Staff Report - Resolution URS Tier 2 Public Safety Pick Up.docx

Attachment: Resolution Authorizing URS Employer Pickup Election (7.1.2024).docx

Personnel Director David Warnock presented the proposed Resolution regarding Tier II Retirement contributions.

Canice Harte made a motion to adopt Resolution 2024-08 Authorizing County Pick-Up of Public Safety Contribution to Tier II Retirement and Increasing Salaries for Employees in the Hybrid Tier II Retirement. Roger Armstrong seconded, and all voted in favor, (3-0).

Attachment: Resolution 2024-08 executed

- 4) ***Discussion and approval of fireworks restrictions for the 24th of July holiday; Kathryn McMullin and Bryce Boyer*** (5:20 PM)

Attachment: Cover Page

Attachment: July 10 2024 Fireworks and fire restriction staff report.pdf

Attachment: 7-2-24 Wildfire Fire Handout

Fire Warden Bryce Boyer explained the basis for the request for fireworks restrictions for the 24th of July.

Roger Armstrong made a motion to recommend for approval imposition of Level 1 fire restrictions for the 24th of July holiday by the State Forester to be communicated by the County Fire Warden. Canice Harte seconded, and all voted in favor, (3-0).

Director of Emergency Management Kathryn McMullin notified Council about new Rocky Mountain Power policies that will likely increase the frequency and length of power outages.

Council Members asked questions. Director McMullin and Warden Boyer responded.

- 5) ***Advise and consent on the County Manager's recommendation to appoint members to serve on the Summit County Fair Advisory Board*** (5:39 PM)

Attachment: Cover Page

Attachment: Appointments-Fair Advisory Board.pdf

Manager Shayne Scott presented the people he recommended for reappointment and appointment to the Fair Advisory Board.

Roger Armstrong made a motion to approve the County Manager's recommendation to reappoint Brandy Rasmussen, Dakody Gines, Katie Silcox, Gale Pace, and Gene Richins and appoint Wes Wilson and Sarah Curtis to serve as members on the Summit County Fair Advisory Board with terms of service to expire December 31, 2026. Canice Harte seconded, and all voted in favor, (3-0).

- 6) ***Council Minutes dated May 15, 2024, May 22, 2024, and June 5, 2024*** (5:41 PM)

Attachment: Cover Page

Attachment: SCC Draft Min 5-15-24

Attachment: SCC Draft Min 5-22-24

Attachment: SCC Draft Min 6-5-24

Roger Armstrong made a motion to approve Council Minutes dated May 15, 2024. Canice Harte seconded, and all voted in favor, (3-0).

Council Members needed for approval of the May 22, 2024 minutes were not present.

Canice Harte made a motion to approve Council Minutes dated June 5, 2024. Roger Armstrong seconded, and all voted in favor, (3-0).

7) ***Council and Manager comments*** (5:42 PM)

Canice Harte updated Council about his activities on behalf of the County. (5:42 PM)

Roger Armstrong brought up the Emergency Services Sales Tax plans. (5:44 PM)

Malena Stevens updated Council about her activities on behalf of the County. (5:46 PM)

Manager Shayne Scott updated Council about upcoming County activities. (5:49 PM)

Clerk Eve Furse thanked all those who worked on the election and invited people interested in working on the November election to apply.

5. **Public Input** (6:02 PM)

Attachment: 7-10-24 Public Comment Sign-in Sheet

Sue Follett supported Bill Wilde's statements and indicated that those present agree with Bill Wilde's comments and added her concerns.

Attachment: Bill Wilde's comments

Council Chair Stevens opened the meeting for public input.

Bill Wilde addressed Council about Hoytsville development and the need for traffic, water, and waste planning.

Karl Mellor asked those in the audience to raise their hands in support, and they all did (approximately 36 people).

Suesanne Bond asked Council to provide specificity in the plans for Hoytsville.

Council Chair Stevens closed the meeting for public input.

Council Members thanked those present for their comments.

Adjournment (6:20 PM)

Canice Harte made a motion to adjourn. Roger Armstrong seconded, and all voted in favor, (3-0).

Malena Stevens, Chair

Eve Furse, Clerk



MINUTES

SUMMIT COUNTY

County Council

SHELDON RICHINS BUILDING

1885 WEST UTE BOULEVARD, PARK CITY, UT, 84098

WEDNESDAY, JULY 17, 2024

Meeting also conducted via Zoom.

DRAFT

1. **Tour of Millcreek Common, 1354 E Chambers Ave, Millcreek, UT 84106 (12:30 PM)**

Council Members were given a tour of Millcreek Common in Millcreek, Utah.

2. **Closed Session (3:21 PM)**

Roger Armstrong made a motion to enter into closed session to discuss litigation. Canice Harte seconded, and all voted in favor, (5-0).

- 1) ***Litigation***

Council Members Stevens, Hanson, Harte, Robinson, and Armstrong, along with Manager Shayne Scott, Deputy Manager Janna Young, Chief Civil Deputy Attorney Dave Thomas, and Executive Assistant Annette Singleton met in closed session to discuss litigation at 3:21 PM.

Roger Armstrong made a motion to leave closed session regarding litigation and enter into closed session to discuss property acquisition. Christopher Robinson seconded, and all voted in favor, (5-0).

- 2) ***Property acquisition***

Council Members Stevens, Hanson, Harte, Robinson, and Armstrong, along with Manager Shayne Scott, Deputy Manager Janna Young, Chief Civil Deputy Attorney Dave Thomas, and Executive Assistant Annette Singleton met in closed session to discuss property acquisition at 4:14 PM.

Canice Harte made a motion to leave closed session. Roger Armstrong seconded, and all voted in favor, (5-0).

Move to open session (4:36 PM)

3. **Work Session (4:53 PM)**

Roger Armstrong
Malena Stevens
Tonja B Hanson
Christopher Robinson
Canice Harte

Margaret Olson
Ryan Stack
Dave Thomas
Matt Leavitt
Elyse Kats
Jeff Jones
Jennifer Strader
John Angell
Shayne Scott
Amy Price
Brian Craven
Aaron Newman
Ray Milliner
Peter Barnes

- 1) ***Pledge of Allegiance (4:54 PM)***
- 2) ***Discussion regarding Summit County Attorney's office work with Special Service Districts; Margaret Olson (4:54 PM)***

Attachment: Cover Page

Attachment: Presentation - County Attorney

Margaret Olson, Attorney, presented for discussion the relationship between the County Attorney's office and the various Special Service Districts.

Council Members asked clarifying questions of Attorney Olson and added comments for discussion.

Council Member Armstrong joined the meeting at 5:19 PM

Dave Thomas, Civil Chief Deputy Attorney, added information to the conversation.

Matt Leavitt, Finance Officer, addressed the Council and provided additional information for discussion.

4. **Convene as the Behavioral Health Local Authority; Aaron Newman, Ryan Stack (5:47 PM)**

Canice Harte made a motion to convene as the Behavioral Health Local Authority. Tonja B Hanson seconded, and all voted in favor, (5-0).

- 1) ***Consideration and approval of the School-Based Services Contract; Aaron Newman and Ryan Stack (5:49 PM)***

Attachment: Cover Page

Attachment: Staff Report 25-29 U-TTEC Contract.pdf

Aaron Newman briefly presented the School-Based Services Contract to the Council for consideration and approval.

Canice Harte made a motion to approve the School-Based Services Contract as contained in the packet. Tonja B Hanson seconded, and all voted in favor, (5-0).

Attachment: U-TTEC Contract executed

Canice Harte made a motion to dismiss as the Behavioral Health Local Authority and reconvene as the County Council. Tonja B Hanson seconded, and all voted in favor, (5-0).

5. **Consideration of Approval** (5:15 PM)

- 1) ***Presentation, discussion and possible approval of Resolution No. 2024-09, a Resolution, pursuant to Utah Code 59-12-801 thru 810, Submitting Proposition to Impose Rural County Health Care Tax ("Emergency Services Sales Tax") to Mitigate the Impacts of Tourism within Summit County; Matt Leavitt*** (5:51 PM)

Attachment: Cover Page

Attachment: Emergency Services Sales Tax - Ballot Proposition Resolution.doc

Matt Leavitt, Finance Officer, presented Resolution No. 2024-09 for discussion and possible approval.

Council Members provided comments and asked clarifying questions to which Matt Leavitt and Attorney Dave Thomas responded.

The item was scheduled to return on the July 31, 2024, Council agenda.

Council Member Harte left the meeting at 6:10 PM

Roger Armstrong
Malena Stevens
Tonja B Hanson
Christopher Robinson
Absent: Canice Harte

Margaret Olson
Ryan Stack
Dave Thomas
Matt Leavitt
Elyse Kats
Jeff Jones
Jennifer Strader
John Angell
Shayne Scott
Amy Price
Brian Craven
Aaron Newman
Ray Milliner
Peter Barnes

6. **Public Input** (6:11 PM)

Council Chair Stevens opened the meeting for public input at 6:11 PM.

LuAnn Lukenbach was called to speak.

Mike Marcum was called to speak.

Mike Helsick was called to speak.

Council Chair Stevens closed the meeting for public input at 6:31 PM.

7. **Public Hearings** (6:31 PM)

- 1) ***Public hearing and possible adoption of Ordinance No. 980, an Ordinance Amending Chapter 6.1 Housing Element of the Snyderville Basin General Plan and Chapter 7, Moderate Income Housing of the Eastern Summit County General Plan; Elyse Kats, Jeff Jones, Jennifer Strader, and Ray Milliner*** (6:31 PM)

Attachment: Cover Page

Attachment: Staff Report-Moderate Income Housing.pdf

Attachment: MIHP Slides from State.pdf

Elyse Kats, Economic Development & Housing Manager, and Ray Milliner, Planner, presented Ordinance No. 980 to the Council for adoption.

Council Members asked questions to which Elyse Kats, Jeff Jones, Economic Development Director, and Attorney Dave Thomas responded.

Council Chair Stevens opened the meeting for public hearing at 7:04 PM.

Megan McKenna was called to speak.

Council Chair Stevens closed the meeting for public hearing at 7:05 PM.

Roger Armstrong made a motion to adopt Ordinance No. 980, an ordinance amending Chapter 6.1 Housing Element of the Snyderville Basin General Plan and Chapter 7, Moderate Income Housing of the Eastern Summit County General Plan as contained in the packet with the changes as noted. Tonja B Hanson seconded, and all voted in favor, (4-0).

Attachment: Ordinance 980 executed

- 2) ***Public hearing regarding Intent to Annex Territory to Summit County Service Area #6, Summit County, Utah, to wit: Silver Creek Commerce Center Plat C 2nd Amended, Park City Business Center Plat B Subdivision, Park City Tech Center Subdivision, Park City Tech Center Building A Condo, Business Commons III Condo; John Angell (7:06 PM)***

Attachment: Cover Page

Attachment: Staff Report Public Hearing of Intent to Annex SA6.pdf

Public Works Director, John Angell, presented to the Council a proposal to Annex Territory to Service Area #6

Council members asked brief clarifying questions.

Council Chair Stevens opened the meeting for public hearing at 7:09 PM.

No one from the public appeared.

Council Chair Stevens closed the meeting for public hearing at 7:09 PM.

8. **Consideration of Approval Continued (7:10 PM)**

- 1) ***Council Minutes dated July 11, 2023, May 22, 2024, and June 12, 2024 (7:10 PM)***

Attachment: Cover Page

Attachment: SCC Draft Min 7-11-23

Roger Armstrong made a motion to approve the July 11, 2023, minutes as contained in the packet. Christopher Robinson seconded, and all voted in favor, (3-0).

Attachment: SCC Draft Min 6-12-24

Christopher Robinson made a motion to approve minutes dated June 12, 2024, as contained in the packet. Roger Armstrong seconded, and all voted in favor,

(3-0).

Attachment: SCC Draft Min 5-22-24

Christopher Robinson made a motion to approve minutes dated May 22, 2024. Tonja B Hanson seconded, and all voted in favor, (3-0).

2) **Council comments** (7:11 PM)

Attachment: Cover Page

Council Members Robinson, Stevens, and Hanson provided brief comments on upcoming community events.

3) **Manager comments** (7:13 PM)

Manager Scott provided a reminder about an upcoming reception with the Sundance Institute Leadership and staff.

Adjournment (7:15 PM)

Roger Armstrong made a motion to adjourn. Tonja B Hanson seconded, and all voted in favor, (4-0).



MINUTES

SUMMIT COUNTY

County Council

RICHINS CONFERENCE ROOM

1885 UTE BLVD., PARK CITY, UT, 84098

FRIDAY, JULY 19, 2024

Meeting also conducted via Zoom.

DRAFT

1. **Closed Session--Litigation (9:09 AM)**

Christopher Robinson made a motion to enter closed session to discuss litigation. (9:09 AM). Canice Harte seconded, and all voted in favor, (5-0).

Council Members Stevens, Hanson, Harte, Robinson, and Armstrong along with Manager Shayne Scott, Deputy Manager Janna Young, Chief Civil Deputy Attorney Dave Thomas, Public Works Director John Angell, Project Manager Mike Kendell, and Executive Assistant Annette Singleton met in closed session to discuss litigation.

Canice Harte made a motion to leave closed session and to adjourn. (10:07 AM). Tonja B Hanson seconded, and all voted in favor, (5-0).

2. **Adjournment**

Malena Stevens, Chair

Eve Furse, Clerk



To: County Council
From: Mike Kendell
Date: August 14, 2024
Subject: Tuhaye construction traffic along 200 South

Background:

Tuhaye Construction Traffic

Summit County residents living along “west 200 South” have complained about the construction traffic coming in and out of Tuhaye and Wakara multiple times. Most recently, was on March 6, 2024, where they discussed speeding, air pollution caused by dust and diesel exhaust, the time of day the trucks were operating, damage to the roads, safety and disruption of peaceful way of life.



Staff was asked to look into these concerns regarding construction traffic, speeding, starting work early, roadway weight restrictions and rights of the County Council as the road authority. On June 12, 2024, staff presented their findings regarding these issues. After these items were discussed, members of the public and representatives from Tuhaye and Wakara voiced some concerns and requested to meet with staff and some council members to discuss their concerns.

On July 2, 2024, Summit County Staff, County Manager and two members of the Council meet with member of Wasatch County, and representatives from Tuhaye and Wakara to discuss their concerns and get a better understanding of past events leading up to the June 12th meeting.

This staff report is not meant to represent official meeting minutes because I don't believe minutes were taken. There are a few items that were discussed in the meeting that I will mention.

First, Tuhaye has begun to allow some construction to enter from their main entrance off of SR-248. Second, in 2008 there was an email from Derrick Radke, then County Engineer, discussing the use 200 South. Third, Tuhaye's request to Wasatch County to vacate the Old Kamas Highway (200 South). It was unclear in the meeting the details of the road vacation process and whether or not private easements were granted to Wakara and other properties that used the Old Kamas Highway as primary access. If private easements were not granted, then that could potentially landlock Wakara and other properties. Final, there was some discussion on possible improvements to 200 South that could attempt to mediate some of the concerns that were raised back on March 6, 2024.