NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD MEETING
August 21, 2024

NEW HARMONY FIRE STATION
1388 South Old Hwy 91

Meeting Minutes

I. **Open Hearing: R C. Huckaby.**
   a. Meeting called to order at 7:03 pm.

II. **Attendance: Cathye Huckaby.**
   a. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein Vice Chairperson; John Southwick, Treasurer; Eric Kerns, Member; Ryan Frisby, Member; Cathye Huckaby, Board Clerk/Office Manager.
   b. Board Members Absent: N/A.
   c. Fire Department Volunteers: Chief Banks (via Telephone).
   d. Fire Association Members: Jeanne Brown, Tamra Banks (See Attachment).
   e. Community: N/A.

III. **Reading and Approval of Previous ACB Meeting Minutes – Clay Huckaby.**
   a. The July 17, 2024 minutes were emailed to each member prior to this meeting. Each member of the Administrative Control Board (ACB) had a chance to review the Meeting Minutes of July 17, 2024, and make suggested changes. No changes were requested (See Attached).

Motion: A motion was made by Pat Fleckenstein that the ABC Meeting Minutes July 17, 2024, be approved as reviewed. John Southwick seconded the motion. Motion carried unanimously by all present.

IV. **Financial Report: John Southwick.**
   a. NHVSSD Balance Sheet dated as of 8-20-24, was reviewed (See Attached).
   b. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 8-20-24 was reviewed (See Attached).
   c. NHVSSD Expense Report for 7-1-2024 to 8-20-2024 was reviewed (See Attached).

Motion: A motion was made by Pat Fleckenstein that the financial reports reviewed and discussed be approved as submitted. John Southwick seconded the motion. Motion carried unanimously by all.

V. **Work Groups for Contingency Account: Clay Huckaby.**
   a. Item moved to October 2024 Agenda.

VI. Impact Fee Study: Clay Huckaby.

a. Zions Public Finance, INC completed the draft Impact Fee Study Report. Each member was emailed a copy prior to the meeting.(See Attached). Questions were entertained. The district is charging below the maximum allowed per new dwelling build. The most a dwelling should be is $2,830. The scope of the project was significantly reduced as Chairperson Huckaby provided most the research; therefore, the cost of the project will come in around $6500 instead of $8000.
b. To increase the Impact Fee Schedule, a public hearing is required, like that of a Budget Hearing.
c. It was suggested that we pursue charging late fees for delinquent filing and payment.

Motion: A motion was made by Pat Fleckenstein that the Draft Impact Fee Study Report prepared by Zions Public Finance INC reviewed and discussed be approved. John Southwick seconded the motion. Motion carried unanimously by all present.

VII. Grant Updates: Clay Huckaby.

a. The district was awarded a $5,821.70 grant by DNR for the purchase of wildfire PPE, Googles, Hoods. The district will be reimbursed once the equipment is purchased.

Motion: A motion was made by John Southwick, the board authorize the purchase of the equipment noted in the DNR grant approval letter, to be reimbursed by grant funds at a later date.. Eric Kerns John Southwick seconded the motion. Motion carried unanimously by all present.

VIII. Fire Engine available from Zion National Park: John Southwick.

a. After the meeting last month, Zion suggested the possibility of donating the Engine, discussed at the last meeting, to the department. In lieu of payment the district would agree to house the recycling bins at the Kolob Station. Not having to pay for the engine would make it financially reasonable for us to pay for the repairs needed to the engine. The bins have been moved to Kolob Station.

IX. Wildfire Fuels Management/Wildfire Prevention Program: John Southwick.

a. Still seeking volunteers for the committee.
b. Chipping did occur, some houses were delayed until they conformed to stacking standards. John is hoping to negotiate an earlier time frame next year, before the start of the fire season.
c. John and Malcolm have been working on a arial survey.

X. Board Members Report:

a. No Reports

XI. New Engine Status Update: Jim Banks.

a. Jim Banks and Malcom Tonneson flew out to the Pierce Manufacturing plant, maker of the new truck, to finalize the order. They spent two days going over every detail. The cost of the engine will be over the original estimate, however, within the parameters of the loan/grant. We should be getting the purchase invoice soon.
b. Once the apparatus arrives Siddons & Martin will be responsible for warranty work etc. They are local to Utah.

XII Radios Project 25: Jim Banks.

c. The new radios have been purchased by the Fire Association for approximately $10,000. Jim drove to Salt Lake and brought the radios back to the station.

XIII. Fire Chief Report: Jim Banks.

a. Chief Banks was returning from his trip to the Pierce Plant and did not have the callout numbers available. There was a significant Hay Fire that took the firefighters all day to extinguish earlier this week.

XIV. Office Manager Report: Cathye Huckaby.

a. Although our budget is in good shape Hinton & Burdick is suggesting a midyear budget review. This public hearing will be held at our next meeting 9-18-2024.

XIV. Fire Association: Jeanee Brown; Tamra Banks.

a. The Association purchased and mounted a new Smokey-the-Bear Fire information sign for the Kolob Station for approximately $1,800.
b. Preparations for the Apple Festival are underway. It will be held on October 12, 2024, 10am-3:00pm. Each association board member has been given assignments i.e. vendors, bake sale, traffic, raffle etc.
c. More Volunteers are needed.

XV. Community Report:

a. No Reports.

XVI. Meeting Adjourned: Clay Huckaby.

a. Meeting Adjourned 8:18pm.

Motion: A motion was made by Pat Fleckenstein the meeting adjourn.. Eric Kerns seconded the motion. Motion carried unanimously by all present.

(866) 632-9992 (English) or (800) 877-8339 (TTD or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer."

Attachments:
ACB-FB Meeting Agenda 8-21- 2024
Utah Public Notice of Meeting 8-20--2024, 8-14-2024
NHVSSD Public Sign-in Sheet 8-21-2024
ACB-FB Meeting Minutes 7-17-2024
NHVSSD Balance Sheet as of 8-20-2024
NHVSSD Budget vs Actuals January – December 2024 as of 8-20-2024
Expense Report 7-1-2024 to 8-20-2024 as of 8-20-2024
Zions Public Finance INC DRAFT Impact Fee Study Report 2024
DNR Grant Approval Letter 8-7-2024

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT
Administrative Control Board Hearing
August 21, 2024
7:00pm

KOLOB FIRE STATION
1388 South Old Hwy 91

Agenda

I. **Open Meeting: Clay Huckaby.**

II. **Attendance: Cathye Huckaby.**

III. **Review/Approval of Meeting Minutes: Clay Huckaby.**

IV. **Financial Report : John Southwick/Cathye Huckaby.**
- **Balance Sheet.**
- **Budget vs Actuals.**
- **Expenditures.**

V. **Work Group for Contingency Account: Clay Huckaby**

VI. **Impact Fee Study Progress Report: Clay Huckaby**

VII. **Grant Updates: R. C. Huckaby**

VIII. **Fire Engine, Zion National Park: John Southwick**

IX. **Wildfire Fuel Mitigation, Wildfire Prevention Committee: John Southwick Survey and**
- **Chipping Update: John Southwick**

X. **Board Member Report: Board**

XI. **New Engine Status Update: Jim Banks**

XII. **Radios Project 25: Jim Banks**

XIII. **Fire Chief Report: Jim Banks**

XIV. **Office Manager Report: Cathye Huckaby**
- **September Mid-Year Budget Review**

XV. **Fire Association Reports:**

XVI. **Community Remarks:**

XVII. **Meeting Adjourned:**

Public Notice Updated for New Harmony Administrative Control Board

From <support@helpdesk.utah.gov>
To <cathye.huckaby@newharmonyfire.org>
Date 2024-08-20 11:13

Utah Public Notice

Revised Notice

New Harmony Administrative Control Board

NHVSSD -Administrative Control Board Monthly Meeting

Notice Date & Time: 8/21/24 7:00 PM -8/21/24 9:00 PM

Description/Agenda:

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT
Administrative Control Board Hearing
August 21, 2024
7:00pm

KOLOB FIRE STATION
1388 South Old Hwy 91

Agenda

I. Open Meeting: Clay Huckaby.

II. Attendance: Cathye Huckaby.

III. Review/Approval of Meeting Minutes: Clay Huckaby.

IV. Financial Report : John Southwick/Cathye Huckaby.
- Balance Sheet.
- Budget vs Actuals.
- Expenditures.

V. Work Group for Contingency Account: Clay Huckaby

VI. Impact Fee Study Progress Report: Clay Huckaby

VII. Grant Updates: R. C. Huckaby

VIII. Fire Engine, Zion National Park: John Southwick

IX. Wildfire Fuel Mitigation, Wildfire Prevention Committee: John Southwick Survey and
- Chipping Update: John Southwick

X. Board Member Report: Board

XI. New Engine Status Update: Jim Banks

XII. Radios Project 25: Jim Banks

XIII. Fire Chief Report: Jim Banks

XIV. Office Manager Report: Cathye Huckaby
- September Mid-Year Budget Review

XV. Fire Association Reports:

XVI. Community Remarks:

XVII. Meeting Adjourned:

Notice of Special Accommodations:

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Cathye Huckaby at 435 767-1893

Notice of Electronic or telephone participation:

NA

Other information:

Location:

1388 S. Old HWY 91, NEW HARMONY, 84757

Contact information:

Cathye Huckaby , cathye.huckaby@newharmonyfire.org, (435)767-1893

To stop receiving email notifications for this public body, please click this link:

Unsubscribe

Public Notice for New Harmony Administrative Control Board

From <support@helpdesk.utah.gov>
To <cathye.huckaby@newharmonyfire.org>
Date 2024-08-14 12:44

Utah Public Notice

New Harmony Administrative Control Board

NHVSSD -Administrative Control Board Monthly Meeting

Notice Date & Time: 8/21/24 7:00 PM -8/21/24 9:00 PM

Description/Agenda:

To be Announced

Notice of Special Accommodations:

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Cathye Huckaby at 435 767-1893

Notice of Electronic or telephone participation:

NA

Other information:

Location:

1388 S. Old HWY 91, NEW HARMONY, 84757

Contact information:

Cathye Huckaby , cathye.huckaby@newharmonyfire.org, (435)767-1893

To stop receiving email notifications for this public body, please click this link:

Unsubscribe

New Harmony Valley Special Service District
Administrative Control Board Meeting
Sign-in Sheet 8-21-24

Jeanne Brown		
TAMRA BANKS		

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

ADMINISTRATIVE CONTROL BOARD MEETING
July 17, 2024

NEW HARMONY FIRE STATION
1388 South Old Hwy 91

Meeting Minutes

I. **Open Hearing: R C. Huckaby.**
   a. Meeting called to order at 7:00 pm.

II. **Attendance: Cathye Huckaby.**
   a. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein (Telephone), Vice Chairperson; John Southwick, Treasurer; Eric Kerns, Member; Cathye Huckaby, Board Clerk/Office Manager.
   b. Board Members Absent: N/A.
   c. Fire Department Volunteers: Chief Banks.
   d. Fire Association Members: Sonia Steere, Mary Ellen Southwick.
   e. Community: N/A.

III. **Reading and Approval of Previous ACB Meeting Minutes – Clay Huckaby.**
   a. Members had the opportunity to review the Administrative Control Board (ACB) Meeting Minutes of May 15, 2024. No changes were requested (See Attached).

Motion: A motion was made by Eric Kerns that the ABC Meeting Minutes May 15, 2024, be approved as reviewed. John Southwick seconded the motion. Motion carried unanimously by all present.

IV. **Financial Report: John Southwick.**
   a. NHVSSD Balance Sheet dated as of 7-17-2024, was reviewed (See Attached).
   b. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 7-17-2024 was reviewed (See Attached).
   c. NHVSSD Expense Report for 5-1-2024 to 7-17-2024 was reviewed (See Attached).

Motion: A motion was made by Eric Kern that the financial reports reviewed and discussed be approved as submitted. John Southwick seconded the motion. Motion carried unanimously by all.

V. **Contingency Fund Development: Clay Huckaby.**
   a. It was proposed that the Board establish a working group to identify the future needs of the district. The issue was tabled until after the mid-year budget review hearing.

VI. Oath of Office for Ryan Frisby: Cathye Huckaby.

a. Ryan Frisby was sworn in as the newest NHVSSD Administrative Control Board Member. He is replacing Scott Pace who resigned. He will serve until the end of this term on December 31, 2025.

VII. Impact Fee Study Progress Report: Clay Huckaby.

a. The report should be completed by the end of August.

VIII. Grant Updates: Clay Huckaby.

a. A DNR grant has been submitted for the purchase of wildfire protective gear. We are awaiting final review.

IX. Board Member Report Presentation -Wildfire Fuels Management/Wildfire Prevention Program: John Southwick.

a. The project is moving forward. John is working on establishing a committee. The goal is to educate the community on fire mitigation.

X. Survey and Chipping: John Southwick.

a. The community chipping has been delayed due to fire season. If it is delayed much longer the DNR will subcontract the work out.

XI. Fire Engine available from Zion National Park: John Southwick.

a. The Dept. of Forestry is retiring a Fire Apparatus. They are offering it to the district for $15,000 - $25,000 before putting it up for sale. After looking at the engine the Chief is not recommending the purchase because the apparatus needs several costly repairs. It would only be beneficial if given to us for free and then we made the necessary repairs.

XII. Board Members Report:

a. No Reports

XIII. New Engine Status Update: Jim Banks.

a. As required by CIB a progress report was submitted to them in June. The engine is expected to be finished by Spring 2025. The manufacturer is Pierce. The sales representatives are Siddons & Martin. Chief Banks, Richard Carter, Malcom Tonneson, and others will be meeting with the Siddons & Martin Representative next month for a preconstruction final review. The 1st payment is due in October. We need to clarify the purchase order timeline.

XIV Radios Project 25: Jim Banks.

a. The State will be switching to the new radio system soon. It was previously estimated that this forced switch could cost the district up to $90,000 for Kenwood or Motorola radios. The Chief investigated securing a loan from SBSU. Chief Banks learned that the Utah Communication Authority (UCA) purchased radios at a discounted rate from Harris. He was able to get in on the deal and the radios can be purchased for an estimated cost of $10,000. He is meeting with the New Harmony Fire Association to see if they will provide the funding.

Motion: A motion was made by John Southwick that the district proceed with the purchase of the Harris Radios, through UCA at the negotiated price of approximately $10,000. Eric Kerns seconded the motion. Motion carried unanimously by all present.

XV. ESO Change Over: Jim Banks.

a. E Reporting was bought out ESO, our contract was renegotiated, and new items were added; the price increased by approximately $1,500. The budget line item will have to be increased at the midyear budget review.

XVI. Fire Chief Report: Jim Banks.

a. Chief Banks successfully completed the three-day ISO 300 Training.
b. He is clarifying what training is needed for the Board to be FEMA compliant.
c. Current callouts 60 compared to last year's 76.
d. We are down in personnel, and we need to renew our search for volunteers.

XVII. Office Manager Report: Cathye Huckaby.

a. End of the year financial reports were emailed to all Board members previously. No questions. All reports have been submitted to the OSA.

VXIII. Fire Association: Sonia Steere.

a. The association will discuss the DNR grant and the radio purchase at the next meeting.
b. A very generous anonymous donation of $5000 was received.
c. The association is purchasing as new Smoky-the-Bear sign for outside the Kolob Station.
d. Preparations for the Apple Festival are underway. It will be held on October 12, 2024.

XVIII. Community Report:

a. No Reports

XIX. Meeting Adjourned: Clay Huckaby.

a. Meeting Adjourned 8:15pm.

Motion: A motion was made by John Southwick the meeting adjourn.. Eric Kerns seconded the motion. Motion carried unanimously by all present.

Institution is prohibited from discriminating on the basis of race, color, national origin, age, disability,
religion, sex, familial status, sexual orientation, and reprisal. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USAD, Assistant Secretary for Civil. Rights Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W., Stop 9410 Washington, DC 20250-9410 Or call tool-free at (866) 632-9992 (English) or (800) 877-8339 (TTD or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal
opportunity provider and employer."

Attachments:
ACB-FB Meeting Agenda 7- 17- 2024
Utah Public Notice of Meeting 7-16-2024, 7-9-2024
NHVSSD Public Sign-in Sheet 7-17-2024
ACB-FB Meeting Minutes 5-15-2024
NHVSSD Balance Sheet as of 7-17-2024
NHVSSD Budget vs Actuals January – December 2024 as of 7-17-2024
Expense Report 5-1-2024 to 7-17-2024 as of 7-17-2024
Oath of Office Ryan Frisby 7-7-2024
Hinton & Burdick Financial Survey 2023
Financial Certification and Report 2023
Impact Fee Study of 2023
Fraud Risk Assessment 2023

New Harmony Valley Special Service District

Balance Sheet

As of August 20, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Loan Escrow Account - Fire Truck	566,000.00
State Bank - Building Fund	577.46
State Bank - Capital Projects	4.48
State Bank - Contingency Fund	23,396.76
State Bank - General Fund	24,880.37
State Bank - Impact Fees	280,653.85
Total Bank Accounts	**$895,512.92**
Other Current Assets	
Due from other governments	14,694.79
Uncategorized Asset	-1.00
Total Other Current Assets	**$14,693.79**
Total Current Assets	**$910,206.71**
Fixed Assets	
General Fixed Assets	240.00
Buildings and Improvements	380,101.17
Emergency Vehicles	361,334.00
Land	8,750.00
Machinery and Epuipment	132,621.40
Total General Fixed Assets	**883,046.57**
Total Fixed Assets	**$883,046.57**
Other Assets	
Construction in Progress	0.00
Total Other Assets	**$0.00**
TOTAL ASSETS	**$1,793,253.28**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	93.11
Total Accounts Payable	**$93.11**
Other Current Liabilities	
Accounts Payable	0.00
Accrued Interest Payable	0.00
Total Other Current Liabilities	**$0.00**
Total Current Liabilities	**$93.11**

New Harmony Valley Special Service District

Balance Sheet

As of August 20, 2024

	TOTAL
Long-Term Liabilities	
2023 Bond B2406 Fire Truck	566,000.00
General Long-Term Debt	0.00
CIB Lease	0.00
USDA - 1	0.00
USDA - 2	0.00
Total General Long-Term Debt	**0.00**
Total Long-Term Liabilities	**$566,000.00**
Total Liabilities	**$566,093.11**
Equity	
Amount to be Provided for GLTD	-566,000.00
Investment in Fixed Assets	882,806.78
Opening Bal Equity	0.00
Retained Earnings	950,060.94
Net Income	-39,707.55
Total Equity	**$1,227,160.17**
TOTAL LIABILITIES AND EQUITY	**$1,793,253.28**

New Harmony Valley Special Service District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charge for Services	1,368.90	7,500.00	-6,131.10	18.25 %
Contribution from Fund Balance		49,385.00	-49,385.00	
Dividend	57.82		57.82	
Donations	1,001.00	2,000.00	-999.00	50.05 %
Grants		10,000.00	-10,000.00	
Impact Fee Revenue	15,950.00	35,000.00	-19,050.00	45.57 %
Property Tax	25,480.26	110,000.00	-84,519.74	23.16 %
Reimbursments	1,162.96		1,162.96	
Total Income	**$45,020.94**	**$213,885.00**	**$ -168,864.06**	**21.05 %**
GROSS PROFIT	**$45,020.94**	**$213,885.00**	**$ -168,864.06**	**21.05 %**
Expenses				
Administration	25.00	1,600.00	-1,575.00	1.56 %
Accounting (HintonBurdick)	7,000.00	12,000.00	-5,000.00	58.33 %
Bank service Charge	50.00		50.00	
Chief Banks	7,000.00	12,000.00	-5,000.00	58.33 %
Office Manager	4,822.50	12,000.00	-7,177.50	40.19 %
Postage	68.00		68.00	
Printing	181.00		181.00	
Total Administration	**19,146.50**	**37,600.00**	**-18,453.50**	**50.92 %**
Call out reimbursement	14,520.00	26,000.00	-11,480.00	55.85 %
Contracted Services	264.94	8,965.00	-8,700.06	2.96 %
ESO	3,321.51		3,321.51	
Lexipol	3,689.28		3,689.28	
Other	687.41		687.41	
Professional Organizations/ Dues	476.00		476.00	
Streamline Web Services	600.00		600.00	
Total Contracted Services	**9,039.14**	**8,965.00**	**74.14**	**100.83 %**
Debt Service		33,000.00	-33,000.00	
Election Costs		0.00	0.00	
Emergency Medical Response	191.58	3,500.00	-3,308.42	5.47 %
Insurance		15,000.00	-15,000.00	
Auto	7,735.56		7,735.56	
Bonding	175.00		175.00	
Liability Insurance	1,005.43		1,005.43	
Property	1,463.42		1,463.42	
Workers Comp	741.00		741.00	
Total Insurance	**11,120.41**	**15,000.00**	**-3,879.59**	**74.14 %**
Misc		4,000.00	-4,000.00	
Operations Maintenance & Repair	1,639.09	27,500.00	-25,860.91	5.96 %
Equipment Repair	6,765.50		6,765.50	
Fuel	2,402.73		2,402.73	

New Harmony Valley Special Service District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Operations Maintenance & Repair	**10,807.32**	**27,500.00**	**-16,692.68**	**39.30 %**
Purchase of Fixed Assets		5,000.00	-5,000.00	
Safety Equipment	1,600.00	10,000.00	-8,400.00	16.00 %
Miscellaneous	0.00		0.00	
Other	3,124.41		3,124.41	
Turn-Outs	1,307.83		1,307.83	
Total Safety Equipment	**6,032.24**	**10,000.00**	**-3,967.76**	**60.32 %**
Station Supplies		14,800.00	-14,800.00	
Bay Station Supplies	190.00		190.00	
Office Supplies	4,465.66		4,465.66	
Total Station Supplies	**4,655.66**	**14,800.00**	**-10,144.34**	**31.46 %**
Training	6,370.00	9,800.00	-3,430.00	65.00 %
Travel, Meals, Mileage		1,400.00	-1,400.00	
Meals	419.72		419.72	
Total Travel, Meals, Mileage	**419.72**	**1,400.00**	**-980.28**	**29.98 %**
UTILITIES	520.00	12,000.00	-11,480.00	4.33 %
Gas and Electric	2,320.69		2,320.69	
Internet Access	1,086.72		1,086.72	
Telephone	450.00		450.00	
Waste Dumpster	2,980.74		2,980.74	
Total UTILITIES	**7,358.15**	**12,000.00**	**-4,641.85**	**61.32 %**
Total Expenses	**$89,660.72**	**$208,565.00**	**$ -118,904.28**	**42.99 %**
NET OPERATING INCOME	**$ -44,639.78**	**$5,320.00**	**$ -49,959.78**	**-839.09 %**
Other Income				
Interest Income	4,955.91	6,000.00	-1,044.09	82.60 %
Total Other Income	**$4,955.91**	**$6,000.00**	**$ -1,044.09**	**82.60 %**
Other Expenses				
Contribution to Fund Balance		0.00	0.00	
Interest Expense	23.68	11,320.00	-11,296.32	0.21 %
Total Other Expenses	**$23.68**	**$11,320.00**	**$ -11,296.32**	**0.21 %**
NET OTHER INCOME	**$4,932.23**	**$ -5,320.00**	**$10,252.23**	**-92.71 %**
NET INCOME	**$ -39,707.55**	**$0.00**	**$ -39,707.55**	**0.00%**

New Harmony Valley Special Service District

Selected	Date	Type	No.	Payee	Category	Total	Approval Status	Action
	08/20/2024	Check	4365	UTAH LOCAL GOVERMENT TRUST	--Split--	$10,204.41		
	08/19/2024	Check	4364	John D. Theodosiou	Equipment Repair	$100.00		
	08/16/2024	Check	4363	Shell Small Business	Fuel	$410.64		
	08/16/2024	Check	4362	Rolling Rubber 2	Operations Maintenance & Repair	$1,460.00		
	08/12/2024	Check	4361	Rolling Rubber 2	Miscellaneous	$0.00		
	08/12/2024	Check	4360	Jim Banks	--Split--	$1,148.92		
	08/12/2024	Check	4359	John D. Theodosiou	Equipment Repair	$250.00		
	08/12/2024	Check	4358	ROCKY MOUNTAIN POWER	Gas and Electric	$176.22		
	08/12/2024	Check	4357	Cathye Huckaby	Office Manager	$592.50		
	08/12/2024	Check	4356	VISA	--Split--	$1,538.97		
	08/12/2024	Check	4355	CNA Surety	Bonding	$175.00		
	08/12/2024	Check	4354	Western Pest Control	UTILITIES	$65.00		
	08/12/2024	Check	4353	Republic Services	Waste Dumpster	$369.82		
	08/12/2024	Check	4352	Hinton Burdick CPAs & Advisors	Accounting (HintonBurdick)	$1,000.00		
	07/17/2024	Check	4351	Jim Banks	--Split--	$5,012.05		
	07/17/2024	Check	4350	Heber Barlow	--Split--	$520.00		
	07/17/2024	Check	4349	Kristen Carter	--Split--	$1,360.00		
	07/17/2024	Check	4348	Richard Carter	--Split--	$1,160.00		
	07/17/2024	Check	4347	Warren Dutson	Call out reimbursement	$40.00		

Selected	Date	Type	No.	Payee	Category	Total	Approval Status	Action
	07/17/2024	Check	4346	Chris Fryer	Call out reimbursement	$40.00		
	07/17/2024	Check	4345	Gail Goodman	--Split--	$80.00		
	07/17/2024	Check	4344	Maddalyn Goodman	--Split--	$400.00		
	07/17/2024	Check	4343	Wes Goodman	--Split--	$880.00		
	07/17/2024	Check	4342	Clair Hansen	--Split--	$600.00		
	07/17/2024	Check	4341	DAVID OSBORN	--Split--	$320.00		
	07/17/2024	Check	4340	Malcolm Tonneson	--Split--	$800.00		
	07/17/2024	Check	4339	Don Williams	--Split--	$760.00		
	07/17/2024	Check	4338	John Wray	--Split--	$720.00		
	07/17/2024	Check	4337	Cathye Huckaby	Office Supplies	$79.85		
	07/17/2024	Check	4336	Western Pest Control	UTILITIES	$65.00		
	07/17/2024	Check	4335	Shell Small Business	Fuel	$556.01		
	07/10/2024	Check	4334	Cathye Huckaby	--Split--	$711.03		
	07/10/2024	Check	4333	UTAH VALLEY UNIVERSITY	Training	$10.00		
	07/10/2024	Check	4332	TINK'S SUPERIOR AUTO PARTS	Equipment Repair	$144.23		
	07/10/2024	Check	4331	John D. Theodosiou	Equipment Repair	$300.00		
	07/10/2024	Check	4330	Dominion Energy	Gas and Electric	$47.70		
	07/10/2024	Check	4329	Republic Services	Waste Dumpster	$368.17		
	07/10/2024	Check	4328	VISA	Other	$91.97		
	07/10/2024	Check	4327	ROCKY MOUNTAIN POWER	Gas and Electric	$126.75		
	07/10/2024	Check	4326	Hinton Burdick CPAs & Advisors	Accounting (HintonBurdick)	$1,000.00		

Selected	Date	Type	No.	Payee	Category	Total	Approval Status	Action
	07/10/2024	Check	4325	ESO Solutions Inc.	ESO	$3,321.51		

New Harmony Fire District

DRAFT Public Safety Impact Fee Analysis

ZIONS PUBLIC FINANCE, INC.

IMPACT FEE ANALYSIS
NEW HARMONY FIRE DISTRICT

Executive Summary

Background

The Impact Fee Analysis (IFA) was prepared to meet the requirements of Utah Code §11-36a. Impact fees are a one-time fee charged to new development to help offset the capital costs associated with new growth in a community. The District includes one service area, and all new development will be charged the same fire impact fee regardless of where the development takes place.

Impacts to public safety (fire) from residential and non-residential growth are manifest in increased demand on fire services as evidenced by increased calls for service. The increased demand results in the need for more fire safety facility capacity. The total impacts are shown in the table below, with the following sections analyzing how the increased growth results in more calls for service and the need for more facility space.

Maximum fire impact fees, on a residential unit and nonresidential square foot (SF) basis, are summarized in the table below:

TABLE 1: SUMMARY OF RESIDENTIAL PER UNIT AND NONRESIDENTIAL SQUARE FOOT COSTS

	Calls per Unit	Facility Fee	Vehicle Fee	Max Fee
Residential	0.146275303	$2,830.83		**$2,830.83**
Non-Residential	0.00000632	$0.12	$0.02	**$0.14**

New Development and Growth

Residential and non-residential growth creates the demand for new public safety capital facilities. Projected growth is shown in the following table:

TABLE 2: GROWTH PROJECTIONS

Year	Total Households	Non-Residential Square Feet
2024	654	112,137
2034	1,010	157,722

Source: New Harmony Fire District; ZPFI

Residential and non-residential growth will result in the need for more fire facility space, as reflected by the growth in calls for service. Between 2024 and 2034 the District anticipates an increase of 55 calls for service.

TABLE 3: PROJECTED GROWTH IN CALLS FOR SERVICE

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2024	96	1	3	3	102
2025	100	1	3	3	107
2026	104	1	3	3	111
2027	109	1	3	4	116
2028	114	1	3	4	121
2029	119	1	3	4	127
2030	124	1	3	4	132
2031	130	1	3	4	138
2032	135	1	4	4	144
2033	141	1	4	5	151
2034	148	1	4	5	157

Impact on Consumption of Existing Capacity - *Utah Code 11-36a-304(1)(a)*

The District currently has the Kolob Fire Station with 17,000 square feet of space. This results in an existing service level of 166.67 square feet per call (17,000 sf / 102 calls). While the District plans for an expansion of 3,000 square feet at the existing station, the service level will decline to 126.99 square feet per call by 2034 (20,000 square feet / 157 calls). Therefore, new development will be responsible for a portion of the existing excess capacity in the current station as well as the costs of expansion.

Impact on System Improvements by Anticipated Development Activity - *Utah Code 11-36a-304(1)(b)*

In order to meet the demands of new development, the District plans to expand its existing Kolob Station by 3,000 square feet at a cost of $1,000,000.

Relationship of Anticipated Impacts to Anticipated Development Activity - *Utah Code 11-36a-304(1)(c)*

New development will be required to pay for its fair share of the existing excess capacity as well as the expansion of the new Kolob Station.

Proportionate Share Analysis - *Utah Code 11-36a-304(1)(d)*

A summary of the cost calculations, explained in more detail in the body of this report, is as follows:

TABLE 4: FIRE FEE CALCULATIONS – COST PER CALL

Description	Amount
Existing Facility Buy-In	$1,214.04
New Improvements	$18,021.60
Consultant Cost per Call	$117.14
TOTAL Cost per Call	**$19,352.78**

A calculation is made to include fire vehicles costing in excess of $500,000. A proportionate share of these costs can be charged to nonresidential development.

The total cost per call is then multiplied by the average number of calls per unit to arrive at the maximum impact fees.

TABLE 5: SUMMARY OF MAXIMUM IMPACT FEES

	Calls per Unit	Facility Fee	Vehicle Fee	Max Fee
Residential	0.146275303	$2,830.83		**$2,830.83**
Non-Residential	0.00000632	$0.12	$0.02	**$0.14**

For non-standard uses, the impact fee may be calculated by multiplying the cost per call ($19,352.78) by the calls per unit for the non-standard use. The applicant requesting a non-standard impact fee adjustment must provide reasonable verification of the calls per unit before the District will consider an adjustment.

Utah Code Legal Requirements

Preparation of Impact Fee Analysis. Utah Code requires that "each local political subdivision... intending to impose an impact fee shall prepare a written analysis (Impact Fee Analysis or IFA) of each impact fee" (Utah Code 11-36a-303). This IFA follows all legal requirements as outlined below. The District has retained Zions Public Finance, Inc. (ZPFI) to prepare this Impact Fee Analysis in accordance with legal requirements.

Section 11-36a-304 of the Utah Code outlines the requirements of an impact fee analysis which is required to identify the following:

> anticipated impact on or consumption of any existing capacity of a public facility by the anticipated development activity;
>
> anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility;
>
> how anticipated impacts are reasonably related to the anticipated development activity;
>
> the proportionate share of:
>
> costs for existing capacity that will be recouped; and
>
> costs of impacts on system improvement that are reasonably related to the new development activity; and
>
> how the impact fee was calculated.

Further, in analyzing whether or not the proportionate share of the costs of public facilities are reasonably related to the new development activity, the local political subdivision or private entity, as the case may be, shall identify, if applicable:

> the cost of each existing public facility that has excess capacity to serve the anticipated development resulting from the new development activity;

the cost of system improvements for each public facility;

other than impact fees, the manner of financing for each public facility such as user charges, special assessments, bonded indebtedness, general taxes, or federal grants;

the relative extent to which development activity will contribute to financing the excess capacity of and system improvements for each existing public facility, by means such as user charges, special assessments, or payment from the proceeds of general taxes;

the relative extent to which development activity will contribute to the cost of existing public facilities and system improvements in the future;

the extent to which the development activity is entitled to a credit against impact fees because the development activity will dedicate system improvements or public facilities that will offset the demand for system improvements, inside or outside the proposed development;

extraordinary costs, if any, in servicing the newly developed properties; and

the time-price differential inherent in fair comparisons of amounts paid at different times.

Calculating Impact Fees. Utah Code 11-36a-305 states that for purposes of calculating an impact fee, a local political subdivision or private entity may include the following:

construction contract price;

cost of acquiring land, improvements, materials, and fixtures;

cost for planning, surveying, and engineering fees for services provided for and directly related to the construction of the system improvements; and

for a political subdivision, debt service charges if the political subdivision might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the costs of the system improvements.

Additionally, the Code states that each political subdivision or private entity shall base impact fee amounts on realistic estimates and the assumptions underlying those estimates shall be disclosed in the impact fee analysis.

Certification of Impact Fee Analysis. Utah Code 11-36a-306 states that an impact fee analysis shall include a written certification from the person or entity that prepares the impact fee analysis. This certification is included at the conclusion of this analysis.

Impact Fee Enactment. Utah Code 11-36a-202 states that a local political subdivision or private entity wishing to impose impact fees shall pass an impact fee enactment in accordance with Section 11-36a-402. Additionally, an impact fee imposed by an impact fee enactment may not exceed the highest fee justified by the impact fee analysts. An impact fee enactment may not take effect until 90 days after the day on which the impact fee enactment is approved.

Notice of Intent to Prepare Impact Fee Analysis. A local political subdivision must provide written notice of its intent to prepare an IFA before preparing the Analysis (Utah Code 11-36a-503(1)). This notice must be posted on the Utah Public Notice website. The District has complied with this noticing requirement for the IFA by posting notice.

Impact Fee Analysis

Utah Code allows political subdivisions to include only public safety buildings and fire vehicles with a cost of $500,000 or more in the calculation of impact fees. This IFA is organized based on the legal requirements of Utah Code 11-36a-304.

Impact on Consumption of Existing Capacity – *Utah Code 11-36a-304((1)(a)*

Impacts on fire safety facilities will come from both residential and non-residential growth. Residential growth projections were based on input provided by the New Harmony Fire District.

Table 6: Growth Projections, 2024-2034

Year	Households	Non-Residential SF
2024	654	112,137
2025	683	117,537
2026	713	122,871
2027	745	128,198
2028	778	133,170
2029	813	137,899
2030	849	141,900
2031	886	145,877
2032	926	149,897
2033	967	153,776
2034	1,010	157,722

Source: New Harmony Fire District

Residential and nonresidential growth will create increased demand for fire safety services as demonstrated by the increased calls for service that are projected to occur.

The increased calls for service, originating within the District, are projected as shown in the following table. While calls are received for pass-through traffic and mutual aid, these calls are not included in the calculation of impact fees.

Table 7: Projected Growth in Calls for Service

Year	Residential Calls	Calls per HH	Non-Residential Calls	Calls per Non-Res SF	Pass-Thru Traffic Calls	Mutual Aid	Total Calls
2024	96	0.1463	1	0.0000063	3	3	102
2025	100	0.1463	1	0.0000063	3	3	107
2026	104	0.1463	1	0.0000063	3	3	111
2027	109	0.1463	1	0.0000063	4	3	116
2028	114	0.1463	1	0.0000063	4	3	121

Year	Residential Calls	Calls per HH	Non-Residential Calls	Calls per Non-Res SF	Pass-Thru Traffic Calls	Mutual Aid	Total Calls
2029	119	0.1463	1	0.0000063	4	3	127
2030	124	0.1463	1	0.0000064	4	3	132
2031	130	0.1463	1	0.0000064	4	3	138
2032	135	0.1463	1	0.0000064	4	4	144
2033	141	0.1463	1	0.0000065	5	4	151
2034	148	0.1463	1	0.0000065	5	4	157

Excess Capacity

The existing Kolob Fire Station will need to be expanded to add capacity for the increased calls for service coming from new development. The District currently has 17,000 square feet of building space and plans to expand by 3,000 square feet. A total of 20,000 square feet by 2034 results in a proposed service level of 126.99 square feet per call. This means that the growth of 55 calls by 2034 will create demand for 7,047 additional square feet of space (126.99 sf per call x 55 calls). This demand will be partially met by construction of the new facility (3,000 square feet) as well buy-in to a portion of the existing facility for the remaining 4,047 square feet needed.

TABLE 8: EXCESS CAPACITY CALCULATIONS

Service Levels	Amount
Existing Building SF	17,000
Existing LOS - SF per call	166.67
SF needed by 2034 to maintain LOS	9,248
Planned expansion SF	3,000
Total Building SF 2034	20,000
Proposed LOS - SF per Call	126.99
SF to Serve New Development 2024-2034	7,047
SF of New Facility	3,000
Buy-In to Existing Facility SF	**4,047**

Identify the Means by Which the Political Subdivision or Private Entity Will Meet Those Growth Demands – *Utah Code 11-36a-304((1)(b)*

The District will meet the growth in demand through existing, excess capacity as well as the construction of 3,000 additional square feet of space.

Relationship of Anticipated Impacts to Anticipated Development Activity – *Utah Code 11-36a-304((1)(c)*

Additional public safety facilities are needed due to new development and growth. One way of measuring the increased demand for services is through the number of calls for service. As calls for service increase, public safety departments are forced to expand and need more space or redesigned space to house the increased demand for services.

Proportionate Share Analysis – *Utah Code 11-36a-304((1)(d)*

The proportionate share analysis includes the following steps:

1) Project increased population and nonresidential growth
2) Project increased calls for service, keeping the ratio of calls for service for residential units and nonresidential square feet constant with existing ratios
3) Project the need to accommodate increased calls for service
4) Calculate the cost per call by dividing the cost of the increased public safety costs by the growth in calls
5) Allocate the cost per call to residential and nonresidential units based on the number of calls per residential unit and nonresidential square feet, respectively
6) Calculate the fair share of fire vehicle costs in excess of $500,000 that are attributable to new development.

The first step is to take the projected growth and calculate the additional calls for service that will result due to new development.

Table 9: Projected Calls for Service

Year	Residential Calls	Non-Residential Calls	Pass-Thru Traffic Calls	Mutual Aid	Total Calls
2024	96	1	3	3	102
2025	100	1	3	3	107
2026	104	1	3	3	111
2027	109	1	4	3	116
2028	114	1	4	3	121
2029	119	1	4	3	127
2030	124	1	4	3	132
2031	130	1	4	3	138
2032	135	1	4	4	144
2033	141	1	5	4	151
2034	148	1	5	4	157

The growth in development will result in the need for additional capacity. The cost to serve additional capacity is projected at $1,000,000 for 3,000 square feet of space. New development will need to buy in to the existing building, plus participate in its fair share of the expense required to expand capacity at the Kolob Station.

TABLE 10: BUY-IN COST FOR EXISTING FACILITY

Existing Facility Buy-In	Amount
SF of Existing Facility	17,000
Cost of Existing Facility	$283,000
SF of Capacity to New Development, 2024-2034	4,047
% of Facility to New Development, 2024-2034	23.8%
Cost to New Development, 2024-2034	$67,365.86
Growth in Calls, 2024-2034	55
Buy-In Cost per Call	**$1,214.04**

In addition, the impact fee can include the proportionate share of costs of the new building.

TABLE 11: NEW CONSTRUCTION COST

New Improvements	Amount
Cost of New Facility	$1,000,000
Growth in Calls, 2024-2034	55
New Improvements Cost per Call	**$18,021.60**

Impact fees can also include consultant costs.

TABLE 12: CONSULTANT COSTS

Description	Amount
Consultant Cost	$6,500.00
Growth in Calls, 2024-2034	55
Consultant Cost per Call	**$117.14**

The cost per call is $19,352.78 as shown in the table below.

TABLE 13: SUMMARY OF COST PER CALL

Description	Amount
Existing Facility Buy-In	$1,214.04
New Improvements	$18,021.60
Consultant Cost per Call	$117.14
TOTAL Cost per Call	**$19,352.78**

In addition, nonresidential development can be charged for fire vehicles that cost in excess of $500,000 per Utah Code 11-36a-202(2)(a) and 11-36a-102(18)(a).

TABLE 14: NONRESIDENTIAL VEHICLE COST CALCULATION

Description	Amount
New fire truck	$640,000
Capacity Year - 2045 Calls	253.88
Commercial calls as % of all calls 2034	0.4%
Cost to commercial	$2,580.03

Description	Amount
Cost per commercial call	$2,516.96

Maximum fees are shown in Table 15 and are calculated by multiplying the number of calls per unit by the cost per call.

TABLE 15: SUMMARY OF MAXIMUM IMPACT FEES

	Calls per Unit	Facility Fee	Vehicle Fee	Max Fee
Residential	0.146275303	$2,830.83		**$2,830.83**
Non-Residential	0.00000632	$0.12	$0.02	**$0.14**

For non-standard uses, the impact fee may be calculated by multiplying the cost per call ($19,352.78) by the calls per unit for the non-standard use. The applicant requesting a non-standard impact fee adjustment must provide reasonable verification of the calls per unit before the District may consider an adjustment.

Certification

Zions Public Finance, Inc. certifies that the attached impact fee analysis:

1. includes only the costs of public facilities that are:
    a. allowed under the Impact Fees Act; and
    b. actually incurred; or
    c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;

2. does not include:
    a. costs of operation and maintenance of public facilities; or
    b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents;

3. offsets costs with grants or other alternate sources of payment; and

4. complies in each and every relevant respect with the Impact Fees Act.

State of Utah
SPENCER J. COX
Governor

DEIDRE M. HENDERSON
Lieutenant Governor

Department of Natural Resources
Division of Forestry, Fire & State Lands

JOEL FERRY
Executive Director

JAMIE BARNES
Division Director State Forester

8/7/2024

NEW HARMONY VALLEY FIRE DEPT
ATTN: R CLAYTON HUCKABY
1388 S OLD HWY 91
PO BOX 655
NEW HARMONY, UT 84757

Dear R Clayton Huckaby:

Congratulations on being awarded the following list of funds for your department's firefighting needs:

Utah Fire Department Assistance Grant Funded		
U.S.F.S. VFA Funds		
Training	$ 0.00	
PPE	$5,821.70	Misc PPE. Googles $30 max. Hoods $35 max
Radios/Communication	$ 0.00	
Equipment	$ 0.00	
U.S.F.S. VFA Total	**$5,821.70**	
State Funds		
Training	$ 0.00	
PPE	$ 0.00	
Radios/Communication	$ 0.00	
Equipment	$ 0.00	
State Total	**$ 0.00**	
Infra Funds		
Training	$ 0.00	
PPE	$ 0.00	
Radios/Communication	$ 0.00	
Equipment	$ 0.00	
Infra Total	**$ 0.00**	
Grand Total	**$5,821.70**	

Beginning in Calendar Year 2024 there will be no matching in-kind requirements for this grant.

DUE TO UNFORSEEN ISSUES WITH DLA ORDERING THERE WILL BE NO DLA ORDERS ACCEPTED THIS GRANT CYCLE. PLEASE MAKE YOUR OWN ARRANGEMENTS WITH

PURCHASING.UTAH.GOV

You will need to make your own arrangements for equipment and/or PPE purchases from other sources. Reimbursements will be made upon proof-of-purchase i.e. photocopies of invoices. Send copies of invoices to the State Office by November 30, 2024, for reimbursement.

All expenditures must be recorded and submitted on the "Request for Reimbursement" form. This form can also be downloaded from our website here, https://ffsl.utah.gov/fire/fire-grants/. **Proof-of purchase must be received by the State Office by November 30, 2024.** To receive reimbursement for items purchased, send the "Request for Reimbursement" form and copies of invoices to:

Utah Division of Forestry, Fire and State Lands
c/o Utah Fire Department Assistance Grant Committee
1594 W. North Temple, Suite 3520
Salt Lake City, UT 84116

You may also email all supporting documentation and Request for Reimbursement form to the following email address: ufdag@utah.gov

If you have questions or need clarification, please contact your local FFSL Area office or one of the committee members

Sincerely,

Jamie Barnes

Jamie Barnes
Division Director/Forester

TRAFFICKING IN PERSONS. Subrecipients under this award and the Subrecipient's employees may not: (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect: (2) Procure a commercial sex act during the period of time that the award is in effect: or (3) Use forced labor in performance of the award or subawards under the award.

NONDISCRIMINATION STATEMENT – PRINTED. ELECTRONIC. OR AUDIOVISIOAL MATERIAL. The Subrecipient shall include the following statement. in full. in any printed audiovisual material. or electronic media for public distribution developed or printed with any Federal funding.

> *In accordance with Federal law and U.S. Department of Agriculture policy. this institution is prohibited from discriminating on the basis of race. color. national origin. sex. age. or disability. (Not all prohibited bases apply to all programs.)*
>
> *To file a complaint of discrimination. write USDA. Director. Office of Civil Rights. Room 326-W. Whitten Building. 1400 Independence Avenue. SW. Washington. DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.*

If the material is too small to permit the full statement to be included. the material must at minimum. include the following statement. in print size no smaller than the text:

> *"This institution is an equal opportunity provider."*

SECTION 7. FAILURE TO COMPLY. If the Subrecipient fails to comply with the terms and conditions of this Subaward. FFSL may terminate this Subaward and refuse additional disbursements of subaward funds and take legal action to recover disbursed subaward funds. Such termination will become a consideration in FFSL's evaluation of future applications for subawards.

SECTION 8. ASSIGNMENT AND AMENDMENT. The Subrecipient may not assign or transfer any portion of this Subaward without FFSL's express written consent. Amendments will be in writing. signed by both parties. and attached as an integral component of this Subaward. This Subaward may be terminated by the mutual written consent of both parties. If this Subaward is terminated. the Subrecipient may not submit claims for reimbursement for costs incurred beyond the mutually agreed to termination date.

SECTION 9. AGREEMENT EXTENSION. This Subaward may. upon mutual written agreement between the parties and according to its terms. be extended.

SECTION 10. INDEMNITY AND LIABILITY (HOLD HARMLESS/INDEMNIFICATION). Subrecipient agrees to be financially responsible for any audit exception or other financial loss to FFSL and the State of Utah which occurs due to the negligence. intentional acts. or failure by Subrecipient and/or its agents. employees. subcontractors. or representatives to comply with the terms of this Subaward.

Subrecipient hereby agrees to defend. indemnify and hold harmless FFSL and the State of Utah and its agents from and against any and all claims. demands. or actions for damages to property or injury to persons or other damage to persons or entities arising out of. or resulting from the performance of this Subaward or the results of this Subaward. provided such damage to property or injury to persons is due to the negligent act or omission. recklessness. or intentional misconduct of Subrecipient or any of its employees. This Subaward is not intended to relieve a liable party of financial or legal responsibility.

The Subrecipient hereby accepts this Subaward according to the above terms and conditions.

______________ By: ________________________________
Date Subrecipient or Subrecipient's Authorized Representative

____
Printed Name

______________ By: ________________________________
Date FFSL Authorized Representative

____
Printed Name

Terms and Conditions for
Utah Volunteer Fire Department Assistance Grant Subaward Agreement

This Subaward, awarded and administered by the Utah Division of Forestry, Fire & State Lands (FFSL), is consistent with the policies, procedures and objectives of the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended. This Subaward is awarded under federal grant #24-DG-11046013-635, Consolidated Payments Grant, executed on 07/10/2024, from the United States Department of Agriculture – Forest Service (USFS) and Catalog of Federal Domestic Assistance (CFDA) number 10.664, "Cooperative Forestry Assistance."

SECTION 1, PURPOSE. The purpose of this Subaward is to establish mutually agreeable terms and conditions, specifications, and requirements to grant funds to the Subrecipient for a Volunteer Fire Department Assistance Grant. Basis for this subaward is the VFA Program, which is administered through a partnership with the United States Department of Agriculture, Forest Service (USFS) and FFSL.

Subrecipient shall follow all applicable procurement procedures as required in Section 12, Compliance with Applicable Laws, and the applicable OMB Circular 2 CFR 20C 200.331 (f-h).

SECTION 2, AVAILABILITY OF SUBAWARD FUNDS. The Subrecipient acknowledges and understands that Subaward funds become available based on federal awards to FFSL.

SECTION 3, BIDDING REQUIREMENTS. Upon acquiring products and/or services with funds awarded pursuant to this Subaward, Subrecipient must submit a UCF Bid Solicitation Verification Form attached as Appendix B and incorporated herein by reference to FFSL establishing that Subrecipient has solicited a minimum of three (3) bids for every contract or purchase issued by the Subrecipient over for which subaward funds will be disbursed.

SECTION 4, DISBURSEMENTS. The Subrecipient shall submit claims for disbursement of Subaward funds to the FFSL liaison. Documentation of reimbursable costs incurred must be submitted with the disbursement requests. Documentation may include but is not limited to itemized receipts, vendor invoices, inspections certificates, financial reports that clearly show expenditures, payroll records, copies of checks, bank statements, or other forms of proof of payment. FFSL will determine whether documentation submitted adequately supports the disbursement request and may require additional documentation before approving payment. FFSL will verify the claims and check them against the Report required in Section 9 and the Project Budget guidelines provided in Section 5. FFSL will disburse Subaward funds to the Subrecipient only upon FFSL's review and approval of the documentation submitted by the Subrecipient. FFSL may withhold reimbursement for costs that are not allowed under this Subaward and may require Subrecipient to provide adequate documentation to substantiate the expenditures as allowable costs.

SECTION 5, RECORDS AND AUDITS. The Subrecipient must maintain appropriate and adequate records showing complete entries of all receipts, disbursements, and other transactions relating to this Subaward for three (3) years after the later of either the final Subaward payment of the termination or expiration of this Subaward. FFSL, the Utah Legislative Audit Division, or the Utah Legislative Fiscal Division may, at any reasonable time, audit all records, reports, and other documents that the Subrecipient maintains under or during the course of this Subaward to ensure compliance with its terms and conditions.

SECTION 6, COMPLIANCE WITH APPLICABLE LAWS. The Subrecipient must comply with the requirements of the Federal Office of Management and Budget (OMB) guidance in subparts A through F of Circular 2 CFR 200 *Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards* as adopted and supplemented by the USDA in 2 CFR part 400. These regulations are available online at the following website: www.ecfr.gov.

Subrecipient certifies that it will abide by all certifications and assurances set forth in Federal Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion – Lower Tier Covered Transactions," this form having been signed, attached hereto as Appendix C, and incorporated herein by reference. Per the terms of the federal award, the Subrecipient shall also require all second-tier subrecipients and contractors who will be paid with subaward funds to sign form AD-1048, and subrecipient shall keep completed forms on file.

All work performed under this Subaward must fully comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to, the . Any subletting or subcontracting by the Subrecipient subjects subcontractors to the same provision. In accordance with , the Subrecipient agrees that the hiring of persons to perform this Subaward will be made on the basis of merit and qualifications and without discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin of the persons performing this Subaward. It shall be the Subrecipient's responsibility to obtain all permits, licenses, or authorizations that might be required from government authorities for completion of the project. Procurement of labor, services, supplies, materials and equipment shall be conducted according to applicable federal, state, and local statutes. FFSL's signature on this Subaward does not guarantee the approval or issuance of any permits, licenses, or any other form of authorization to take action for which Subrecipient must apply with FFSL or any other government entity and submit to FFSL to fulfill the terms of this Subaward.