

North Sanpete Ambulance Service Board Meeting

Moroni City Community Center – 80 South 200 West

Tuesday, August 27, 2024

7:00 PM

Welcome ~ Board Chairman Angie Stewart

- Roll call of Board Member
- 1. Financials
Gary Keddington, K & C Certified Public Accountants
- 2. Minutes
- 3. NSAS Manual
Proposed Administrative Policies
 - Cash Receipting and Depositing
 - Conflict of Interest
 - Credit Card Use
 - Ethical Behavior
 - Procurement
- 4. Bryan Bench, EMS Director
 - o Policy review of extra riders and or individuals who get knocked off the crew due to others needing to attend the patient such a hospital RN/RT or other medical team
 - o Conference policy review
 - o Payroll – tracking of on call time and proposed holiday pay
 - o Update to building in Mt Pleasant
- 5. Tracy Braithwaite, Training Officer
 - o Proposed purchase of training manikins (adult and pediatric)
 - o Proposed purchase of Hamilton Vent
- 6. Board Member Reports
- 7. Adjourn

NOTE: The agenda items may be discussed in any order

No decisions may be made during this meeting if the item is not specifically on the agenda

I, *Carol Haskins*, the acting Recorder for North Sanpete Ambulance Service, does hereby certify that the above notice and agenda was posted this 26th day of August 2024. A copy was provided to NSAS members by email and posted on the Utah Public Notice website <https://utah.gov/pmn/index.html>

/s/ Carol Haskins

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the North Sanpete Ambulance Service Recorder/Clerk at least three (3) days prior to the meeting.

Financials

**North Sanpete Ambulance Service
June 30,2024
Financial Report**

NORTH SANPETE AMBULANCE SERVICE
BALANCE SHEET
JUNE 30, 2024

AMBULANCE

ASSETS

10-1100	UTAH HERITAGE CREDIT UNION	190,542.93	
10-1111	WELLS FARGO	175,677.60	
10-1112	UTAH HERITAGE SAVINGS	701.61	
10-1150	PETTY CASH	500.00	
10-1200	PTIF #0615	2,262,560.94	
10-1210	PTIF #1558	2,888.63	
10-1211	PTIF #4033	2,284.87	
10-1213	PTIF #4034	5,435.21	
10-1300	ACCOUNT RECEIVABLE	942,636.46	
10-1301	ALLOWANCE FOR BAD DEBT	(471,318.00)	
10-1401	AMBULANCE DEPOSIT	9,000.00	
10-1500	INVENTORY	18,000.00	
10-1651	LAND	250,000.00	
10-1652	AMBULANCE ASSET	704,413.00	
10-1653	MACHINERY & EQUIPMENT	360,364.07	
10-1750	ACCUMULATED DEPRECIATION	(421,368.10)	
10-1751	ACCUMULATED DEPRECIATION EQUIP	(158,431.94)	
	TOTAL ASSETS		3,873,887.28

LIABILITIES AND EQUITY

LIABILITIES

10-2501	ACCRUED PAYROLL	24,368.54	
10-2520	FEDERAL WITHHOLDINGS	8,640.58	
10-2521	STATE OF UTAH	1,483.53	
	TOTAL LIABILITIES		34,492.65

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
10-2980	FUND BALANCE	3,431,014.98	
	REVENUE OVER EXPENDITURES - YTD	408,379.65	
	BALANCE - CURRENT DATE	3,839,394.63	
	TOTAL FUND EQUITY		3,839,394.63
	TOTAL LIABILITIES AND EQUITY		3,873,887.28

NORTH SANPETE AMBULANCE SERVICE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

		AMBULANCE				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>AMBULANCE REVENUE</u>						
10-30-10	AMBULANCE REVENUE	100,341.69	1,160,510.18	900,000.00	(260,510.18)	129.0
10-30-11	FAIRVIEW AMBULANCE	.00	150.00	.00	(150.00)	.0
10-30-12	STANDBY AT EVENT INCOME	.00	.00	2,000.00	2,000.00	.0
	TOTAL AMBULANCE REVENUE	100,341.69	1,160,660.18	902,000.00	(258,660.18)	128.7
<u>OTHER REVENUE</u>						
10-36-10	INTEREST INCOME	10,118.39	111,294.73	40,000.00	(71,294.73)	278.2
10-36-80	OTHER	.00	250.00	.00	(250.00)	.0
10-36-90	SALE OF ASSETS	.00	500.00	.00	(500.00)	.0
10-36-91	DONATION	.00	600.00	.00	(600.00)	.0
10-36-92	GRANT	.00	65,000.00	.00	(65,000.00)	.0
	TOTAL OTHER REVENUE	10,118.39	177,644.73	40,000.00	(137,644.73)	444.1
	TOTAL FUND REVENUE	110,460.08	1,338,304.91	942,000.00	(396,304.91)	142.1

NORTH SANPETE AMBULANCE SERVICE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

		AMBULANCE				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
AMBULANCE EXPENSE						
10-40-11	SALARY & WAGES	27,770.00	302,060.00	277,000.00	(25,060.00)	109.1
10-40-13	EMPLOYEE BENEFITS	2,124.46	23,354.05	23,000.00	(354.05)	101.5
10-40-15	MEDICAID ASSESSMENT	.00	28,245.89	25,000.00	(3,245.89)	113.0
10-40-16	AMBULANCE EQUIPMENT	.00	6,018.00	4,900.00	(1,118.00)	122.8
10-40-17	AMBULANCE MAINTENANCE	.00	5,391.00	23,000.00	17,609.00	23.4
10-40-19	AUTOMOBILE EXPENSE	6,416.97	6,416.97	2,000.00	(4,416.97)	320.9
10-40-20	BANK SERVICE CHARGES	373.72	4,575.17	3,000.00	(1,575.17)	152.5
10-40-21	EMS PERMITTING	.00	2,040.00	500.00	(1,540.00)	408.0
10-40-23	CONTINUING EDUCATION	.00	6,904.00	13,000.00	6,096.00	53.1
10-40-24	CHRISTMAS PARTY	.00	2,503.83	1,500.00	(1,003.83)	166.9
10-40-25	SUMMER PARTY	2,220.00	2,220.00	500.00	(1,720.00)	444.0
10-40-27	EMS SOFTWARE EXPENSE	.00	20,067.03	500.00	(19,567.03)	4013.4
10-40-28	EMT CLASS	.00	5,517.50	5,000.00	(517.50)	110.4
10-40-30	FAIRVIEW AMB	.00	1,131.54	3,000.00	1,868.46	37.7
10-40-31	FUEL	718.98	26,593.44	50,000.00	23,406.56	53.2
10-40-32	INSURANCE EXPENSE	.00	13,463.35	20,000.00	6,536.65	67.3
10-40-34	MEALS AND ENTERTAINMENT	467.20	1,188.87	2,000.00	811.13	59.4
10-40-35	MEDICAL RECORDS AND SUPPLIES	584.11	1,332.88	100.00	(1,232.88)	1332.9
10-40-36	MEDICAL SUPPLIES	.00	28,390.03	25,000.00	(3,390.03)	113.6
10-40-38	MISC	4,090.42	10,421.90	12,000.00	1,578.10	86.9
10-40-39	OFFICE SUPPLIES	593.53	5,364.46	14,000.00	8,635.54	38.3
10-40-41	PHARMACY	339.58	8,957.37	10,000.00	1,042.63	89.6
10-40-42	PROFESSIONAL FEES	1,400.00	25,120.00	60,000.00	34,880.00	41.9
10-40-43	RECERTIFICATION	.00	948.00	2,000.00	1,052.00	47.4
10-40-44	REPAIRS & MAINTENANCE - EQUIPM	.00	1,633.21	.00	(1,633.21)	.0
10-40-45	SMALL MEDICAL EQUIPMENT	.00	597.00	5,000.00	4,403.00	11.9
10-40-46	STANBY AT EVENT	.00	.00	1,000.00	1,000.00	.0
10-40-47	JCI BILLINGS	1,800.00	30,440.00	.00	(30,440.00)	.0
10-40-48	TELEPHONE EXPENSE	124.26	1,578.40	3,000.00	1,421.60	52.6
10-40-49	TRAINING EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
10-40-50	TRAVEL EXPENSE	3,611.91	30,449.73	25,000.00	(5,449.73)	121.8
10-40-51	UNIFORMS	.00	947.36	18,000.00	17,052.64	5.3
10-40-55	CAPITAL OUTLAY	25,000.00	326,054.28	660,000.00	333,945.72	49.4
10-40-56	BUILDING MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
TOTAL AMBULANCE EXPENSE		77,635.14	929,925.26	1,299,000.00	369,074.74	71.6
TOTAL FUND EXPENDITURES		77,635.14	929,925.26	1,299,000.00	369,074.74	71.6
NET REVENUE OVER EXPENDITURES		32,824.94	408,379.65	(357,000.00)	(765,379.65)	114.4

Billing Information

	Billed Charges	Payments Received	Required Write-offs	Accounts Receivable
July 2022	332,538.96	45,660.05	72,431.72	776,209.74
August 2022	237,906.04	121,990.66	177,755.81	714,369.31
September 2022	133,558.05	49,411.17	67,587.85	730,928.34
October 2022	213,459.30	99,089.91	115,711.62	729,586.11
November 2022	45,753.44	80,720.37	61,727.63	632,891.55
December 2022	373,308.95	77,750.68	65,268.64	863,181.18
January 2023	255,234.31	125,611.55	179,958.94	812,845.00
February 2023	139,104.43	79,181.73	113,387.33	759,380.37
March 2023	181,301.63	69,747.22	66,729.73	804,205.05
April 2023	85,914.71	50,801.78	110,378.38	728,939.60
May 2023	236,853.22	88,035.89	72,457.01	805,299.92
June 2023	617.06	63,050.90	122,479.42	620,386.66
July 2023	442,323.86	38,658.13	20,457.23	1,003,594.99
August 2023	187,660.46	159,054.49	137,711.25	894,489.71
September 2023	97,062.10	98,554.09	104,479.17	788,518.55
October 2023	475,830.19	39,826.22	67,070.29	1,157,452.23
November 2023	63,648.10	113,685.29	159,135.04	948,280.00
December 2023	310,318.39	63,962.77	65,045.62	1,129,590.00
January 2024	172,254.46	112,197.54	130,927.06	1,059,175.93
February 2024	331,062.71	111,741.47	90,118.15	1,189,610.88
March 2024	191,628.89	110,509.61	206,858.60	163,055.99
April 2024	170,145.25	89,222.96	139,892.46	992,804.51
May 2024	143,687.91	55,233.79	174,718.34	87,255.12
June 2024	207,829.24	89,222.96	82,510.11	942,636.46

	Run Types				
	Medicare	Medicaid	Other	No insurance	Total
July 2023	66	16	54	12	148
August 2023	32	7	11	5	55
September 2023	4	7	12	5	28
October 2023	52	22	51	12	137
November 2023	12	3	7	2	24
December 2023	50	7	20	10	87
January 2024	15	7	16	11	49
February 2024	37	10	21	19	87
March 2024	31	4	8	12	55
April 2024	17	3	14	12	46
May 2024	27	2	12	4	45
June 2024	35	9	8	10	62

Meeting Minutes

May 14, 2024

June 14, 2024

North Sanpete Ambulance
Board Meeting
May 14, 2024
7:00 PM

Welcome: Board Chair Angie Stewart

Roll call:

Board Chair/Mt Pleasant City Representative: Angie Stewart,

EMS Director: Bryan Bench

Fairview Supervisor: Cameo Johnson

West Side Supervisor: Emily Abrams

Mt Pleasant Supervisor: Cami Christensen

Moroni City Representative: Les Haskins

Ftn Green City Representative: Todd Robinson

Spring City Representative: Clarke Christensen - absent

Wales Town Representative: Katy Sedlack - absent

Fairview City Representative: Gabi Cox

Training Officer: Tracy Braithwaite

Medical Director: Dr. GJ Wilden - absent

Staff Present: Carol Haskins, Clerk

Others present: Gary Keddington

1. Public Comment regarding the proposed tentative FY2025 Budget
No public Comment
2. Proposed Tentative FY2025 Budget
Gary Keddington reviewed the FY25 Budget
MOTION Emily Abrams to approve the FY2024 budget. SECOND Cami Christensen. Bench, Robinson, Cox, Abrams, Braithwaite, Haskins, Johnson, and Christensen YES.
MOTION carried.
3. Financials
Review led by Gary Keddington
4. EMT/Paramedic Pay
Tabled
5. Mental Health Grant
Angie Stewart led the discussion with the board regarding the state mental health grant. The consensus of the board was to move forward with applying for the grant. Kyler Daybell will assist with the writing of the grant with Bryan Bench, EMS Director reviewing the application before submittal.
6. Bryan Bench, EMS Director
 - Bench reported that he has been working with Trent Brown, Sunrise Engineering regarding the proposed station.
 - The re-boxing process of the ambulance will take about 90 days. Someone will need to drive the ambulance to Washington and bring back the chassis. Discussion followed regarding the sale of the chassis. Bench will post the chassis for bids.

- Bench proposed changing the conference attendance allowed or paid by the Service to 1 (one) conference per year. The year being a calendar year; January – December.
MOTION Tracy Braithwaite to approve allowing one conference paid in full yearly (the year being a calendar year; January – December) to an EMT/Paramedic. Per diem will be at the discretion of the EMS Director and Supervisors and will be based on the current state of Utah per diem rate.
Supervisors. SECOND Cameo Johnson.
Abrams, Christensen, Cox, Johnson, Robinson, Braithwaite, Bench, and Haskins YES
MOTION carried. Motion to take effect immediately.

7. Open and Public Meeting Training

8. Board Member Reports

9. Adjourn

MOTION Bryan Bench to adjourn the meeting. SECOND Cami Christensen. All YES. MOTION carried. 8:19 PM

North Sanpete Ambulance
Board Meeting
June 14, 2024
6:00 PM

Welcome: Board Chair Angie Stewart

Roll call:

Board Chair/Mt Pleasant City Representative: Angie Stewart,
EMS Director: Bryan Bench
Fairview Supervisor: Cameo Johnson
West Side Supervisor: Shawn Robison
Mt Pleasant Supervisor: Cami Christensen - absent
Moroni City Representative: Les Haskins
Ftn Green City Representative: Todd Robinson
Spring City Representative: Clarke Christensen
Wales Town Representative: Katy Sedlack
Fairview City Representative: Gabi Cox
Training Officer: Tracy Braithwaite
Medical Director: Dr. GJ Wilden - absent

Clerk: Carol Haskins

1. Public Hearing to receive comment regarding the amendment of the FY24 budget
No public comment
2. Proposed FY23 Budget amendments
MOTION Clarke Christensen to approve the FY24 budget amendments. SECOND Todd Robinson All YES.
MOTION carried.
3. Public Hearing to receive comment regarding the proposed FY25 budget.
No public comment
4. Proposed FY25 budget
MOTION Bryan Bench to approve the proposed FY25 budget. SECOND Gabi Cox All YES. MOTION carried.
5. Bryan Bench, EMS Director
Payroll – tabled
Voting Procedures - tabled
6. Fraud Risk
Gary Keddington reviewed the Fraud Risk Assessment
7. Hamilton Ventilator
Tabled
8. Adjourn
MOTION Gabi Cox to adjourn the meeting. SECOND Shawn Robison. All YES. MOTION carried.

Proposed Administrative Policies

Cash Receipting and Depositing

Conflict of Interest

Credit Card Use

Ethical Behavior

Procurement

North Sanpete Ambulance Service
Administrative Policies

Cash Receipting and Depositing Policy

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to an open and transparent administration of the service and associated funds, used for the benefit of the service and the individuals served. This policy addresses cash receipting and depositing for the service to establish a uniform control design for all departments / individuals of NSAS that receive cash. This policy has been developed by NSAS with input received from the service Accountant, external auditors and approved by NSAS who ultimately is responsible for the overall design and implementation of organizational controls. Over time it is expected this policy will be adjusted for changes in systems and organizational structure at which time NSAS will propose changes for review and approval.

Policy

1. Cash Receipts at Separate Individual Locations

- a. All funds received are entered into the accounting system at the time of the transaction or if the transaction occurs at a location without access to the accounting system the funds will be logged into a pre-numbered receipt book with enough detail to determine where/who the funds came from, the purpose for receiving the funds, the method of payment; cash, check, credit card etc., and designate the appropriate account. Manual receipts should have three copies; Customer copy, a Treasurer copy and a location copy.
- b. At the end of each day the person responsible for receiving cash will close out their cash drawer, reconcile the system generated report to the cash in the drawer, place cash, checks and credit card receipts received along with the report in a deposit bag and either deliver it to the Treasurer's office or place it in a secure (locked) place for deposit on the next business day.
- c. Void/adjusted transactions. If a transaction needs to be voided or adjusted, it should be done by someone who does not receive cash. If an office doesn't have enough employees to have adjustments made by a supervisor that doesn't receive cash, two employees will sign off on the adjustment or voided transaction explaining the circumstances causing the adjustment. If the location is using a manual receipt book all copies of the receipt should be present for any voided receipt. The system should be designed to generate a report of all adjusted/voided transactions to facilitate monitoring of this process.
- d. Every effort should be made to ensure large quantities of cash are not on hand at any location overnight. If a location has a large transaction or series of transactions leaving cash on hand over \$1,000 the deposit should be made in the same day.
- e. When deposits are made with the Treasurer's office the employee making the deposit will turn over the funds and watch as it is counted, receive a receipt detailing the amount, date of receipt and the signature of the Treasurer's office employee who took custody of the funds. This receipt will be returned to the location and kept with the receipt records. Any discrepancy in the funds being deposited and the supporting documentation should occur when custody of the fund's changes.

- f. The Treasurer's office enters the deposit into the accounting system and takes funds to the bank.
- g. NSAS will install and maintain surveillance systems in offices receiving funds. Surveillance evidence will be maintained for sixty (60) days.
- h. Mail will be opened in the presence of two or more employees and any correspondence containing payments will be removed and processed prior to distributing mail to individual persons or departments.

2. Deposits with Treasurer

- a. Treasurer's office employee will receive funds, count the funds, compare the amount received to the supporting documentation provided and give a receipt to the employee who turned over the funds with the amount received, date and that employees name and signature.
- b. An employee from the Treasurer's office enters the information from the deposit into the accounting system.
- c. At the end of each day, the Treasurer will compile all cash and checks received, match the total to the total receipts in the accounting system, and create a deposit slip (deposit information should be sufficiently detailed to allow a reviewer to trace individual transactions from satellite locations into the deposit and verify that the funds were received by the bank.
- d. Copies of deposit slips are maintained and used to reconcile bank statements to the accounting records.
- e. Department heads for departments that collect cash should review the revenue recorded into the accounting system with their copy of the deposits to ensure correct recording of cash. Where practicable the system should be designed to only allow receipts for cash receipts to be recorded to accounts that pertain to that office or department.

3. Adaptation to individual organizations: The policies and procedures mentioned above are basic and will need to be adapted to the individual needs of entities in varying sizes and locations. What follows are a series of individual considerations that may require adaptation to the policy or processes.

- a. Small organizations: If there are not enough employees to segregate duties compensating controls should be considered such as: having a member of NSAS review transactions and trace them back to the source documents.
- b. Entities may choose to modify deposit procedures to allow a department to make their own deposit into a bank account. In such cases the Treasurer should have access to the account and monitor the activity to ensure proper recording of transactions including adjustments, credits and withdrawals from the account.

Document:	Cash Receipting and Depositing Policy
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
Date Modified:	11/16/2022
Date Reviewed:	11/16/2022

North Sanpete Ambulance Service
Administrative Policies

Conflict of Interest

Purpose

North Sanpete Ambulance Service (NSAS) Board members and employees individually commit themselves in their official capacity to ethical, businesslike, and lawful conduct, including appropriate use of their authority and decorum at all times. Officers must avoid even the appearance of impropriety to ensure and maintain public confidence in the service. Officers owe a fiduciary duty to the service and must not act in a manner that is contrary to that duty or to the interests of NSAS. Officers must place the interests of NSAS over their own personal interests with respect to the governance, policy, strategic direction and operations of NSAS.

Policy

It is the intent of the service to meet and exceed those protections against conflicts of interest contained in State law. Under this policy, a conflict of interest arises when an officer has a personal interest in a matter that is or may be in conflict with or contrary to NSAS's interests and objectives to such an extent that the officer is or may not be able to exercise independent and objective judgment within the context of the best interest of NSAS. For the purposes of this policy, an officer's *personal interest* includes those of his or her relatives, business associates or other persons or organizations with whom he or she is closely associated.

The following provisions shall serve as a guide to officers with respect to the affairs of NSAS:

1. NSAS officers shall not receive, accept, take or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person or entity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment, or be considered as part of a reward for action or inaction. Officers are required to submit a report to the service Board Chair and the NSAS's Internal Auditor of the actual or estimated value of any gifts or casual entertainment received as an officer that exceeds \$50.00.
2. The complete confidentiality of proprietary business information must be respected at all times. Officers are prohibited from knowingly disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of the NSAS, or to individually conduct negotiations or make contacts or inquiries on behalf of the NSAS unless officially designated by the Board Chair and NSAS board.
3. Officers are required to declare having a financial interest in any property that NSAS acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which NSAS does business. This does not prohibit the ownership of securities in any publicly owned company except where such ownership places the officer in a position to materially influence or affect the business relationship between NSAS and such publicly owned company. Any other interest in or relationship with an outside organization or individual having business dealings with NSAS is prohibited if this interest or relationship might tend to impair the ability of the officer(s) to be independent and objective in his or her service to the NSAS.
4. If members of the immediate family of an officer have a financial interest as specified above, such interest shall be fully disclosed to the Board Chair and Board, which shall decide if such interest should prevent the NSAS from entering into a particular transaction, purchase, or engagement of services. The

term *immediate family* means officer's spouse, parent, dependent children, and other dependent relatives.

5. When a conflict of interest exists, the officer shall publicly declare the nature of the conflict and may recuse him or herself on any official action involving the conflict.
6. Officers shall complete a Conflict of Interest Disclosure Form annually by the end of each fiscal year. This Form shall be signed and witnessed. Completed Forms shall be submitted to the Service Clerk and made available to the public upon request.
7. The Service Clerk shall provide copies of all completed Forms to the EMS Director at the end of each fiscal year.
8. The Board Chair and Board shall review all completed forms and consider the disclosures. The Board Chair and Board should make changes to assignments, duties, or contracts deemed appropriate to eliminate or mitigate conflicts of interest within NSAS.

Document:	Conflict of Interest Policy
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
Date Modified:	11/16/2022
Date Reviewed:	11/16/2022

North Sanpete Ambulance Service
Administrative Policies

Conflict of Interest Disclosure Form

Purpose:

The following disclosures are required to be made annually by all officers of the North Sanpete Ambulance Service (NSAS) pursuant to Utah Code Annotated 17-16a-6, 7, and 8. If additional space is needed, please use a separate sheet of paper. Per statute, the information provided shall be kept on file with the service and may be subject to disclosure to the public.

Form:

I, _____ am the duly appointed _____ of
NSAS.

1. I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which are subject to the regulation of NSAS and within such business entities, I hold the following positions:

Business Entity Name:

Position within Business Entity:

Ownership of a substantial interest is defined in U.C.A. 17-16a-3(8) as an interest of 10% or more of the shares of a corporation, or a 10% or more ownership interest in other entities, legally or equitably held or owned by the officer, the officer's spouse, or the officer's children.

Note: There is no case law or statutory guidance as to what constitutes a business entity *subject to regulation of the Service*. A business which is simply issued a business license by a public municipality or County may or may not be deemed by a court, administrative agency, an auditor, or member of the public to be an entity regulated by the public municipality or County. Businesses regulated by interlocal agencies of which the public municipality or County is a member may or may not be deemed to be a business regulated by the public municipality or County (i.e., a restaurant subject to regulations imposed by an interlocal agency).

2. I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which do business with or anticipate doing business with NSAS:

Business Entity Name:

Position within Business Entity:

Please note that pursuant to U.C.A. §17-16a-7, an officer must disclose his or her interest or involvement in such an entity immediately prior to any discussion in an open and public meeting pertaining to business that NSAS may do with any such entity, regardless of whether a disclosure of interest or involvement in the business was made in this document.

3. The following personal interests or investments of mine create a potential or actual conflict between my personal interest and my public duties:

Optional Disclosure: The following disclosures of other business interests, investments, and other matters are not required to be made by law, but are made with the intent to more fully disclose other interests that may be deemed relevant to the administration of public duties, or in furtherance of my intent to provide a more complete disclosure of my economic or personal activities, or for other reasons:

Dated this _____ day of _____ year

Witnessed: _____

Title/Office: _____

Document:	Conflict of Interest Disclosure Form
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
Date Modified:	11/16/2022
Date Reviewed:	11/16/2022

North Sanpete Ambulance Service
Administrative Policies

Credit Card Use

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to an open and transparent administration of the Service and service funds for the benefit of the Service and the citizens therein. This policy addresses the utilization of Credit Cards used for and on behalf of the Service.

Policy

By requesting a Service Credit Card, each applicant acknowledges that they have read and understand NSAS's Policy and Procedures, in its entirety. These procedures provide information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and miscellaneous information about the program.

1. **Obtaining a Card:** Steps to obtain a credit card include:

- a. Contact the Service Treasurer, who maintains the cards
- b. Complete initial information on Credit Card Use form, including signature
- c. Use the card for the intended purpose, obtaining and bringing a receipt
- d. Return the Card to the Treasurer, completing the Credit Card Use form and attaching receipt

All requests will be processed through the Service Clerk with final approval by the Board Chair and EMS Director. The cardholder's signature on the form indicates that the cardholder understands the intent of the program and agrees to adhere to the guidelines established for Credit Card Policy and Procedures.

Failure to comply with the guidelines established for the program may result in severe consequences, up to and including termination of employment.

2. **Card Holder Responsibilities:** It is the responsibility of the cardholder to:

- a. Read and understand the Entity Credit Card Policies and Procedures
- b. Sign the Entity Credit Card Acceptance Agreement. (See Appendix A)
- c. Make only authorized purchases as prescribed by NSAS's Purchasing Policy and approved departmental budget
- d. Retain receipts for all transactions. In the absence of a receipt, a Missing Receipt Form must be completed and signed by the cardholder **and** a member of the Board. (See Appendix B)

- e. Keep the credit card and the corresponding account information secure. Immediately report any lost or stolen credit card and/or account information to the Service Clerk.

3. Clerk Responsibilities: It is the responsibility of the Clerk to:

- a. Request and oversee the issuance of new cards, through the Treasurer's Office, and the Service Board. The credit limit will be determined at the discretion of the Service Board
- b. Inform the Service Board when limit changes or cancellations are needed due to personnel changes
- c. Payment on Credit Cards is to be done immediately upon receipt
- d. Credit Card reconciliations are to be completed within fifteen days of payment due date
- e. Review transactions for completeness, accuracy, and compliance with Entity policies and procedures
- f. Address the cardholder about questionable transactions for clarification purposes
- g. Report any misuses of credit cards immediately to the Service Board.
- h. Sign the Warrant form for each cardholder after review
- i. Reconcile the credit card statement upon its arrival.
- j. Report fraudulent charges or any discrepancies in the credit card statement in a timely manner to the EMS Director.

4. Approved Credit Card Purchases:

- a. Business related uses, subscriptions, seminars, dues, books
- b. Office supplies, furniture
- c. Small tools (purchase/rental), electrical, safety and building maintenance supplies
- d. Vehicle maintenance supplies
- e. Certain allowable travel expenditures:
- f. Conference registrations or seminar rooms
- g. Entity sponsored group gatherings
- h. Hotel rooms

5. **Prohibited Credit Card Purchases:** The following purchases are strictly prohibited from being purchased by using a Service credit card:
- a. Purchase of items for personal use or consumption
 - b. Purchasing in violation of NSAS Purchasing Policy
 - c. Consultants:
 - i. Architects
 - ii. Engineers
 - iii. Attorneys and Attorney's fees
 - iv. Medical, including hospital/doctor visits
6. **Built-In Restrictions:** Each card is assigned Monthly and Single-Purchase credit limits. If you find over time that these limits are too low to accommodate your monthly requirements, please contact a member of the Service Board to review the limit given. The Service has the ability to block, if necessary, certain supplier's Merchant Category Codes. If the Service chooses to block a Merchant, the card will be declined. Please refer to the Clerk regarding issues with a possible blocked card.
7. **Reconciliation and Payment:** The NSAS Credit Card Program carries Service, not individual, liability. Credit Card Invoices will be paid by the Entity Accountant as outlined in Section 1.30. The cardholder will not be required to pay the Monthly Statement using personal funds. The program does not impact the cardholder's personal credit rating in any way.

The cardholder is required to obtain and retain all receipts for goods and services purchased when using the credit card. If purchases are made via phone, mail, e-mail or other electronic means, ask the supplier to include and itemized receipt with the goods when the product is shipped to you. This itemized receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase.

The statement must be reconciled against the receipts for accuracy. The cardholder's activity may be audited at any time.

8. **Disputed Transactions:** Disputes on credit cards must be identified in writing to the issuing credit card company within sixty (60) days of the monthly statement date. If a dispute is not identified in writing within sixty (60) days of the Monthly Statement date the issue must then be resolved between the Entity and the supplier.

The cardholder is responsible to identify possible disputed or fraudulent transactions on the monthly statement provided to them for reconciliation. If an audit is conducted on the cardholder's account, the cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the cardholder is responsible for showing that the error or dispute resolution process was completed.

It is the cardholder's responsibility to notify immediately the Service Clerk if there is a possible dispute on an issued credit card.

9. **Employee Termination:** Upon notice of a cardholder terminating their current employment, the cardholder's supervisor is responsible to take possession of the card and any outstanding original

Appendix A

Credit Card Holder Acceptance Agreement

The following Credit Card Acceptance Agreement must be signed by all authorized employees of NSAS with access to a credit card. I understand that NSAS has authorized my use of a Service credit card for authorized Service expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

1. I will use the card issued to me for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy the needs of my department and the Service.
2. I will not use the card to obtain cash advances
3. I understand that **I am the only authorized card user** and accept the responsibility and accountability for the protection and proper use of the card
4. I will not use the card for personal use or for any other non-service purposes
5. I understand that all purchases shall be made in accordance with applicable purchasing and credit card policy and procedures approved by the Service Board
6. I understand that I am responsible to provide appropriate documentation/receipts for credit card transactions charged to my assigned card
7. I will surrender my assigned card to the Service Clerk in the event of my separation from the Entity
8. I understand that any charges against my assigned card that are not properly identified or not allowed by the Service shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Clerk or EMS Director.
9. I will immediately report any stolen or lost card to the Service Clerk.

I understand that any variance and/or violation of the above conditions will result in cancellation of my assigned credit card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges. All Entity credit cards are subject to examination by external and internal auditors.

I have read and I understand the above conditions:

Name: _____

Department: _____

Signature: _____

Credit Card #: _____

Appendix B

ENTITY CREDIT CARD MISSING RECEIPT FORM

This form is to be used as documentation only if the actual receipt, invoice, packing list, or internet order screen print is unavailable for a transaction made on a Entity Credit Card. It will be allowed only as a rare circumstance. **It must be filled out COMPLETELY and signed by a Board Member.**

*Cardholder Information

Cardholder Name:		Account #:	
Department:		Extension:	

*Why is the original receipt, packing list, invoice, or other appropriate substitute missing?

*Supplier Information

Supplier Name:		Phone #:	
City and State:			
Date of Purchase:			
Order placed with (name of supplier's representative):			

*Item Description

Quantity Unit Price Amount

* Order Total			

The Entity is exempt from sales tax in most instances. Tax Exempt #: XXXXX

*Cardholder Signature: _____ Date: _____

*County Council Member: _____ Date: _____

*** = Required Information**

NOTE: Repeated loss of receipts may be grounds for discontinuing a Cardholder's use of the Credit Card or other disciplinary action may be taken.

Credit Card Use Form

[illegible]

Document:	Credit Card Use Form
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
Date Modified:	12/8/2022

North Sanpete Ambulance Service
Administrative Policies

Ethical Behavior

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to an open and transparent administration of the Service and Service funds for the benefit of the Service as well as those served. This policy addresses the Service policy for Ethical behavior and is in accordance with defined NSAS policies.

Policy

1. **Prohibited Conduct:** No current employee or officer, as specified, shall:

a. Disqualification from Acting on NSAS Business.

- i. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;
- ii. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify him or herself from acting or participating;
- iii. Fail to disqualify him or herself from acting on any transaction which involves NSAS and any person who is, or at any time within the preceding twelve-month period has been a private client of his or hers, or of his or her firm or partnership.
- iv. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which NSAS or any NSAS agency may be a party, and fails to disclose such interest to the appropriate authority prior to the formation of the contract or the time NSAS enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.

b. Improper Use of Official Position.

- i. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of NSAS; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person.
- ii. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any NSAS funds or property, for a purpose which is, or to a reasonable person would appear to be, for something other than a legitimate purpose.

- iii. Except in the course of official duties, assist any person in any transaction where the employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with NSAS; provided that this subsection shall not apply to: any employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;
 - iv. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with NSAS, and influence or attempt to influence the selection of, or the conduct of business with that business or entity.
2. **Accept Gifts or Loans:** Ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty; except that the following shall be allowed:
- a. Unsolicited flowers, plants, and floral arrangements;
 - b. Unsolicited advertising or promotional items of nominal value, such as pens and notepads;
 - c. Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
 - d. Unsolicited food items given to a department when the contents are shared among employees and the public;
 - e. Unsolicited items received for the purpose of evaluation or review provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by NSAS;
 - f. Information material, publications, or subscriptions related to the recipient's performance of official duties.
 - g. Food and beverages consumed at hosted receptions where attendance is related to official duties;
 - h. Meals, beverages, and lodging associated with retreats or other meetings where the official serves as a representative, designee or is otherwise assigned to another organization or entity from NSAS.
 - i. Travel costs, lodging, and tuition costs associated with NSAS sanctioned training or education when not provided by a private entity under contract with NSAS
 - j. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization and other officials or employees of similar agencies are in attendance;
 - k. Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;

- l. Campaign contributions; and
 - m. Unsolicited gifts with an aggregate economic value of \$50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.
3. **Disclose Privileged Information:** Disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.
 4. **Financial or Beneficial Interest in Transactions:** Regardless of prior disclosure an employee or officer may not participate in or benefit from (personally or through his or her family) a contract or agreement where that employee or officer acted as an agent of NSAS. This includes receiving compensation, gratuity or other benefit from an interested party of an agreement or contract with NSAS.
 5. **Nepotism:** Violate *Utah Code* § 52-3, which prohibits employment of relatives, with few exceptions.
 6. **Misuse of Public Resources or Property:** Violate *Utah Code* § 76-8-4, which delineates the unlawful use of public funds and destruction of property, including records.
 7. **Outside Employment:** Retain secondary employment outside of NSAS employment, which, as determined by the Board Chair and Board and according to Utah Administrative Code R477-9-2:
 - a. Interferes with an employee's performance.
 - b. Conflicts with the interests of NSAS or the State of Utah.
 - c. Gives reason for criticism or suspicion of conflicting interests or duties.
 8. **Political Activity:**
 - a. Except as otherwise provided by law:
 - i. The partisan political activity, political opinion, or political affiliation of an applicant for a position with NSAS may not provide a basis for denying employment to the applicant.
 - ii. A NSAS officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
 - iii. A NSAS employee may not engage in political campaigning or solicit political contributions during hours of employment.
 - iv. A NSAS officer or employee may not use NSAS equipment while engaged in campaigning or other political activity.
 - v. A NSAS officer or employee may not directly or indirectly coerce, command, or advise another NSAS officer or employee to pay, lend, or contribute part of the officer's or employee's salary or compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes.

- vi. A NSAS officer or employee may not attempt to make another officer or employee's employment status dependent on the officers or employee's support, or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.
- b. A NSAS employee who has filed a declaration of candidacy may:
 - i. be given a leave of absence for the period between the primary election and the general election; and
 - ii. Use any vacation or other leave available to engage in campaign activities.
- c. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.
- d. Nothing in this chapter shall be construed to:
 - iii. Prohibit a NSAS officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
 - iv. Permit a NSAS officer or employee partisan political activity that is prohibited under federal law.
- e. No NSAS officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any NSAS property.
- f. No NSAS officer or employee shall promise any appointment to any position with NSAS as a reward for any political activity.
- g. A NSAS employee who is elected to an office with [entity name shall terminate NSAS employment prior to being sworn into the elected office.

9. Fair and Equal Treatment:

- a. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office.
- b. No NSAS officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

10. Prohibited Conduct After Leaving NSAS:

- a. No former employee shall, during the period of one year after leaving NSAS office or employment:

- i. Disclose or use any privileged or proprietary information gained by reason of his/her NSAS employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
- i. Assist any person in proceedings involving an agency of NSAS with which he/she was previously employed, involving a matter in which he or she was officially involved, participated or acted during duty;
- ii. Represent any person as an advocate in any matter in which the former employee was officially involved while a NSAS employee;
- iii. Participate as a competitor in any competitive selection process for a NSAS contract in which he or she assisted the NSAS in determining the project or work to be done or the process to be used.

Document:	Ethical Behavior Policy
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
Date Modified:	11/22/2022

North Sanpete Ambulance Service

Disclosure Form Service Officers and Employees Ethics Act

General Information:

This form is used to disclose actual or potential conflicts of interest between an Officer or Employee of the North Sanpete Ambulance Service (NSAS) in their public duties and their personal interests. A Municipal Officer or Employee is prohibited from participating in their official capacity or receiving compensation in respect to any transaction between the Service and any business entity in which the officer or employee has a substantial interest, unless disclosure has been made.

Disclosure Form:

1. Officer or Employee

- a. Name: _____
- b. Address: _____
- c. Phone & Email: _____

2. Business Entity

- a. Name: _____
- b. Address: _____
- c. Phone & Email: _____

3. Description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.

4. Signatures

- a. Employee: _____ Date: _____
- b. Board Chair: _____ Date: _____

North Sanpete Ambulance Service
Administrative Policies

Procurement

Purpose

The North Sanpete Ambulance Service (NSAS) is dedicated to providing excellent service to those in whom it services as well as providing a viable service and organization. This document outlines NSAS's policy on the manner in which goods and services will be procured.

Policy

General

1. Purchasing Agent Designated. NSAS designates defined individuals as authorized purchasing agents as authorized by the Board Chair and Board. Designated agents may from time to time appoint another person to undertake all or some of their duties set forth herein or appointed.
2. Authority to Enter into and Execute Contracts. All contracts are to be approved by the Board Chair and Board. No department, office, advisory or policy board or other organization of NSAS, nor any officer or employee thereof, shall be empowered to execute any purchase order or contract except as specifically authorized in this policy, in accordance with established ordinances, or by other applicable law. All contracts in violation of this provision are considered void and may result in the personal obligation and liability of persons at fault for such violations.
3. Conflict of Interests Prohibited. No officer, employee, agent, representative or member of any committee of NSAS shall have a financial interest in any contract, bid, or proposal; receive any compensation or gift from any bidder or proposer. (See Utah Code 67-16 and 17-16a).
4. Competitive Procurement. Unless exempted by this policy, all purchases and contracts shall be awarded on a competitive basis, as required herein and applicable Service policy as well as State and Federal law.
5. Participation in State Procurement Unit Agreement and Contracts. Pursuant to Utah Code 63G-6a-2105, NSAS may make purchases from or participate in state public procurement unit agreements and contracts, pursuant to the terms of said agreements and contracts without soliciting additional procurement options.
6. Unethical Purchasing Practices. Failure of any agent, officer or employee to comply with ethical purchasing requirements may result in suspension, termination, being personally liable for the purchase and/or criminal prosecution. All agents, officers and employees engaged in the procurement process for NSAS will maintain high ethical behavior in agreement with Utah Code 67-16, Utah Public Officers' and Employees' Ethics Act and avoid the following practices:
 - a. Dividing a procurement to avoid following policy (see Utah Code 63G-6a-2404.3)
 - b. Kickbacks and Gratuities (see Utah Code 63G-6a-2404, 67-16-5 through 67-16-6)
 - c. Failure to Disclose conflicts (see Utah Code 63G-6a-1205 & 67-16-9)
 - d. Cost-plus-a-percentage-of-cost contracts (see Utah Code 63G-6a-1205)

7. NSAS purchases are not subject to sales tax. For vendors requiring documentation of tax-exempt status, a TC-712G Exemption Certificate for Governments and Schools may be obtained from the Service Treasurer or defined deputy.
8. When a procurement involves the expenditure of State or Federal funds, NSAS shall comply with the applicable State and Federal laws and regulations.

Authorization Requirements for Purchases

1. All purchases up to \$5,000 can be approved by the EMS Director without additional approval. Any amount in excess of \$5,000 requires approval of the majority of the Board.
2. No individual credit cards will be issued for department heads or employees, outside of the existing defined cards, unless approved by the majority of the Board.
3. Avoidance of approval and written contract requirements. Purchases shall not be divided into smaller purchases for the purpose of evading the approval process required by this policy, or for the purpose of avoiding the need to obtain a written contract.
4. Competitive Bids – When Required
 - a. All procurements of goods which are reasonably anticipated to exceed \$100,000 shall be obtained by competitive sealed bidding, with the exemption of an Ambulance purchase. NSAS may also require competitive sealed bidding for the procurement of goods and services for any amount.
 - b. In the event that bids exceed available funds and the lowest responsive and responsible bid does not exceed funds available by more than five percent, the Board Chair and Board, where time or economic considerations preclude re-solicitation of work of a reduced scope, negotiate an adjustment of the bid price, including changes in the bid requirements, with the lowest responsive and responsible bidder, in order to bring the bid within the amount of available funds.
 - c. Content of Invitation for Bids. An invitation for bids shall:
 - i. State that NSAS is seeking bids for a procurement;
 - ii. Contain information on how to contact the person with the most knowledge about the procurement;
 - iii. State the period of time during which bids will be accepted;
 - iv. Describe the manner in which a bid shall be submitted;
 - v. State the address at which a bid may be submitted, and the person to whom the bid should be submitted;
 - vi. Describe the goods or services sought to be procured;
 - vii. List or refer to the objective criteria that will be used to evaluate the bids.
 - viii. To the extent possible, include or reference significant contractual terms and conditions.

- ix. State the date, time and place for the public opening of all bids.
 - x. An invitation to bid may require attendance at a pre-bid meeting for the purpose of obtaining additional information relevant to the bid. The invitation shall list the time, date and place of any pre-bid meeting that will take place.
 - xi. An invitation to bid may require that a bidder obtain additional specifications and objective criteria too lengthy to publish in the invitation for bids. The invitation to bid shall indicate where such information may be obtained.
- d. All invitations for sealed bids shall be published at least twice in a newspaper of general circulation at least fourteen days prior to the deadline for submission of a bid.
 - e. All sealed bids shall be opened by the EMS Director, Clerk and/or designated representative in an open public meeting before one or more witnesses, at the time and place indicated in the invitation for bids. The name of the bidder and the amount of each bid shall be recorded and made available to the public. Bids shall not be accepted after the time for submission of a bid has expired.
 - f. NSAS shall reject bids from further evaluation that are: incomplete, illegible, conditional, modify bid requirements, contain additional terms or conditions, divide bid into parts, failed to attend required pre-bid meetings, fail to confirm requirements or specifications, the bidder has a pending dispute with NSAS on a previous project or where NSAS reasonably concludes that the bidder is unable to satisfactorily fulfill the bid requirements or has engaged in unlawful or unethical conduct in attempting to secure the bid. Any bidder whose bid has been rejected may obtain from the Service Treasurer a written finding stating the specific reason the bid was rejected.
 - g. NSAS shall award the bid/contract to the bidder who best satisfies the objective criteria described in the invitation for bids which may include: Experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warrantee, references, licensure, proximity or other criteria reasonably specified in the invitation to bid.
 - h. NSAS may cancel the bid process or reject all bids in whole or in part if it determines that; no bids met bid requirements, there are insufficient funds, the item is no longer needed or the specifications or timing does not meet NSAS's current needs or long term plans. In the event of a bid cancelation NSAS shall publicly state the reason for the cancellation and make that information available for public inspection.
 - i. Exemptions from competitive bid requirements may include the following: Sole source providers, service contracts with professionals or specialists, emergency purchases. The Board Chair and Board shall sufficiently document the reason for not competitively bidding the procurement.
 - j. Protests to the bidding process shall be submitted to the defined purchasing agent in writing within five days. The Purchasing Agent will respond to the protest within five of receiving the complaint. The Purchasing Agent's decision may be appealed to NSAS in writing within five days. NSAS may address the appeal at its next regularly scheduled meeting or hold a special meeting to evaluate the merits of the protest appeal.

Document:	Procurement Policy
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
Date Modified:	11/22/2022

Quote Sheet

Product or Service Requested: (Include specific project requirements such as required completion date etc.)

Vendor #1:

Company Name: _____
 Person Contacted: _____ Date Contacted: _____
 Method of Contact: ☐ Phone ☐ E-mail ☐ In-person ☐ Other:
 Contact Information: Phone: _____ Address: _____
 Amount Quoted: (Or attach vendor's written proposal or bid) _____

Vendor #2:

Company Name: _____
 Person Contacted: _____ Date Contacted: _____

Method of Contact: ☐ Phone ☐ E-mail ☐ In-person ☐ Other:

Contact Information: Phone: _____ Address: _____

Amount Quoted: (Or attach vendor's written proposal or bid) _____

Vendor #3:

Company Name: _____

Person Contacted: _____ Date Contacted: _____

Method of Contact: ☐ Phone ☐ E-mail ☐ In-person ☐ Other:

Contact Information: Phone: _____ Address: _____

Amount Quoted: (Or attach vendor's written proposal or bid) _____

Other Items to be considered that may be found in purchasing policies:

- Requirement for W-9's to be submitted for all new vendors
- Exempting Payroll, and Utilities from purchase order requirements
- Allowing Purchasing Agent authority to modify PO's up to a percentage for freight or other unforeseeable items.
- Allowance for preference of local vendors (this is not allowed when expending Federal Funds.
- Requirement for contracts to be reviewed and approved by the County Attorney
- Disposition of Surplus Property
- Records retention for bid documentation
- Anti-collusive bidding

Training Manikins

Hamilton Vent

**iSimulate USA**

1400 Washington Ave - ETEC Bldg. RM0142G
Albany
NY
United States 12222

Quote

Date Created: Jun 6, 2024
Valid Until: Jul 31, 2024
Quote Number : 16505

BILL TO:

PO BOX 696
MORONI
UT
USA
84646

SHIP TO:

PO BOX 696
MORONI
UT
USA
84646

Sales Rep: Kathy Plant
kathy.plant@isimulate.com
518-928-7823

Account Name: **North Sanpete Ambulance**
Contact Name: **Tracy Braithwaite**

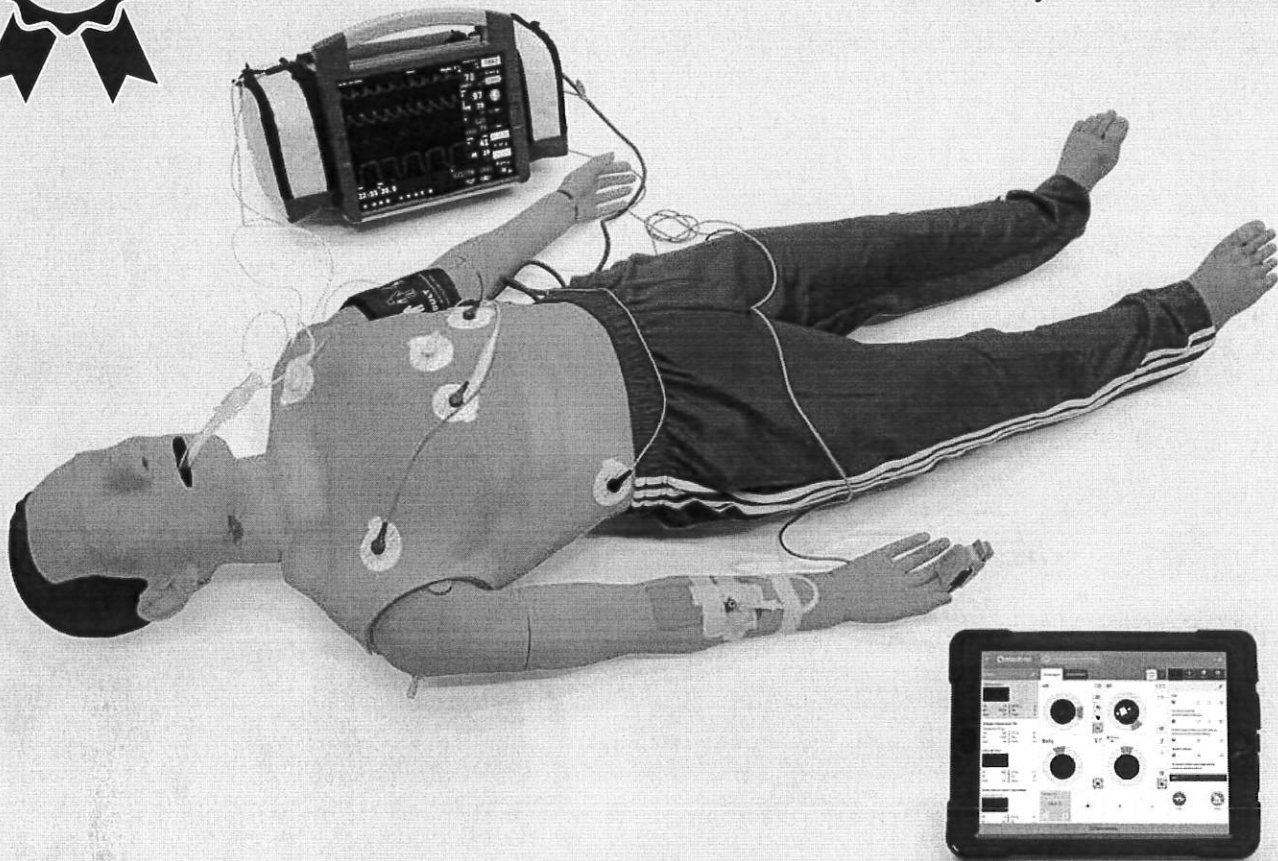
Currency: USD

S.No.	Product Details	Qty	List Price	Total
1	Atlas ALS Simulation Manikin M-ATLAS Atlas ALS Simulation Manikin - Integrates with REALITi 360 - Includes CPR & Ventilation Feedback	1	\$ 8,640.00	\$ 8,640.00
2	Atlas ALS Simulation Manikin M-ATLAS Atlas Jr. Pediatric ALS Simulation Manikin - Integrates with REALITi 360 - Includes CPR & Ventilation Feedback	1	\$ 6,125.00	\$ 6,125.00
3	SimConnect M-SIMCON Simulated Ventilatory and Pulse Oximetry Feedback Includes: - SimConnect Module - Adult/Pediatric and Neonatal Ventilation Flow Sensors - Adult, Pediatric, and Neonatal SPO2 Finger Sensors - USB-C Cable	1	\$ 1,795.00	\$ 1,795.00
				Sub Total \$ 16,560.00
				Tax/GST \$ 0.00
				Shipping \$ 190.00
				Grand Total \$ 16,750.00

Terms and Conditions



Powered by: **iSimulate**



ATLAS – THE LATEST DEVELOPMENT BY 3B SCIENTIFIC

ADVANCED ALS TRAINING WITH ATLAS AND REALiTi 360

Atlas, the ALS simulator from 3B Scientific supports various advanced life support training. Atlas features an intubation head, a CPR-capable chest, IV/IO arms and foam legs. The airway is anatomically realistic including tongue, nasopharynx, oropharynx, epiglottis, vallecula, vocal cords, esophagus, trachea and lung. You can perform both oral and nasal intubation using basic and advanced airway management devices. The unique design of the ribcage allows realistic compression movements during CPR.

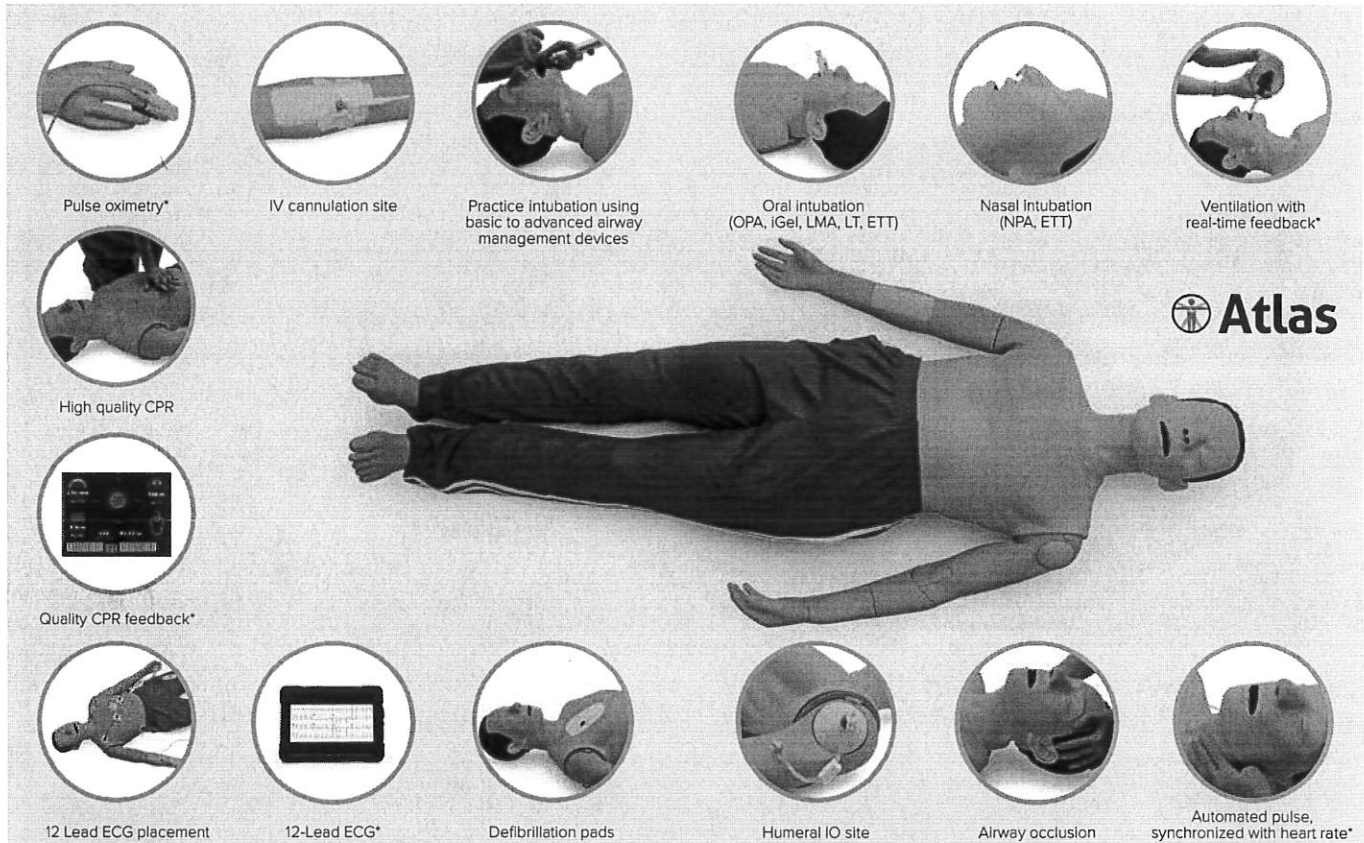
Atlas is wireless and is fully integrated with REALiTi 360. The combination of Atlas and REALiTi 360 offers a complete solution for AHA/ERC compliant ALS trainings. The whole system can be used straight out of the box and requires no sophisticated technical setup and maintenance. REALiTi 360 mimics a selection of different patient monitors, defibrillators and ventilators used in pre-hospital and hospital environments. You can pick and choose exactly those monitors you are working with every day and need to train on without sacrificing realism.

TRANSFORMING ALS TRAINING WITH ATLAS AND REALITi 360



- Lightweight, wireless, and fully mobile, Atlas and REALITi 360 support **effortless in-situ training**
- No real devices and no additional connectors are required to deliver training, **saving you money** and the need to source real patient monitors and defibrillators from in/outside the hospital
- Owing to its intuitive design, Atlas **can be used straight out of the box**
- The functional and robust design of Atlas boasts **minimal to no maintenance**

A COMPLETE SOLUTION FOR ALS ALGORITHM TRAINING



*only available when used in conjunction with REALITi

ADVANCED LIFE SUPPORT TRAINING WITH ATLAS

Combine Atlas with any
REALITi 360 product
to achieve more realistic
simulation outcomes



To book a demo or for more information on ATLAS or any of our products, call +1-518-261-1700 or email sales@isimulate.com.



iSimulate USA • Albany Medical Center - BACC • 43 New Scotland Ave. (MC #25)
Albany, NY 12208 • Tel: +1-518-261-1700 • isimulate.com





TRANSFORMING ALS TRAINING WITH ATLAS JUNIOR & REALITI 360



- Lightweight, wireless and fully mobile, Atlas Junior and REALITI 360 support effortless in situ training
- No real devices and no additional connectors are required to deliver training, **saving you money** and the need to source real patient monitors and defibrillators from in/outside the hospital
- Owing to its intuitive design, Atlas Junior can be used straight out of the box
- The functional and robust design of Atlas Junior boasts **minimal to no maintenance**
- You only need **one REALITI system** for your entire Atlas family



ATLAS JUNIOR SUPPORTING ADVANCED LIFE SUPPORT TRAINING
Item No. 1024552 (light skin)

- Combine Atlas Junior with any REALITI 360 product to achieve more realistic simulation outcomes

TECHNICAL SPECS

- Height: 110cm
- Weight: 7kg
- Skin color: light
- Battery operation time: 8-10 hours
- Wireless: WiFi
- Internal speakers
- Durable and water resistant carry bag

CONTACT OUR SALES OFFICE TODAY TO:

- Book a demo
- Learn more about the ALS training solution from 3B Scientific
- Find out how you can upgrade with Atlas Junior if you are already training with REALITI 360



11/2023 9001326



SCAN THE QR CODE TO LEARN MORE ABOUT ATLAS JUNIOR



3B Scientific • 2189 Flintstone Dr. Suite O • Tucker, GA 30084 • 3bscientific.com
Phone: +1-888-326-6335 • Fax: +1-770-492-0111 • E-Mail: sales@3bs.com



Powered by: iSimulate

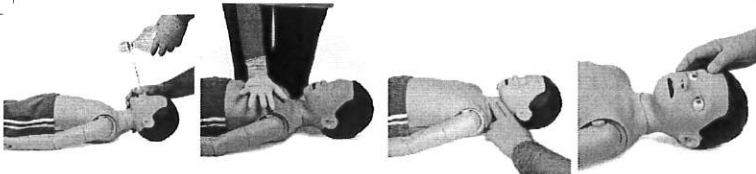


ATLAS JUNIOR: THE NEWEST MEMBER OF OUR ATLAS ALS MANIKIN FAMILY

ALS ALGORITHM TRAINING WITH ATLAS JUNIOR AND REALITI 360

Introducing Atlas Junior, the advanced pediatric life support training simulator by 3B Scientific. This comprehensive solution features an intubatable head, a CPR-capable chest, and dedicated sites for IV, IO, and IM procedures. The anatomical accurate airways of Atlas Junior facilitates realistic oral and nasal intubation using a variety of basic and advanced airways management devices. The unique ribcage design enables lifelike compression movements during CPR training. Unleash the full potential of advanced pediatric life support education with Atlas Junior – where innovation meets excellence for unparalleled training experiences.

Following the same design concept of Atlas, Atlas Junior is fully mobile for effortless in-situ training, wireless and entirely integrated with REALITI 360. The combination of Atlas Junior and REALITI 360 offers a complete solution for AHA/ERC compliant ALS trainings. The whole system can be used straight out of the box and requires no sophisticated technical setup or maintenance. REALITI 360 mimics a large selection of different patient monitors, defibrillators and ventilators used in pre-hospital and hospital environments. With the growing selection of monitors and defibrillators you can train and stay focused on realism.



AIRWAYS

Realistic airways:

- ✓ Tongue
- ✓ Nasopharynx
- ✓ Oropharynx
- ✓ Uvula
- ✓ Epiglottis
- ✓ Vallecula
- ✓ Median glossoepiglottic fold
- ✓ Vocal cords
- ✓ Cuneiform tubercle
- ✓ Thyroid cartilage
- ✓ Esophagus
- ✓ Trachea
- ✓ Canna
- ✓ Lung

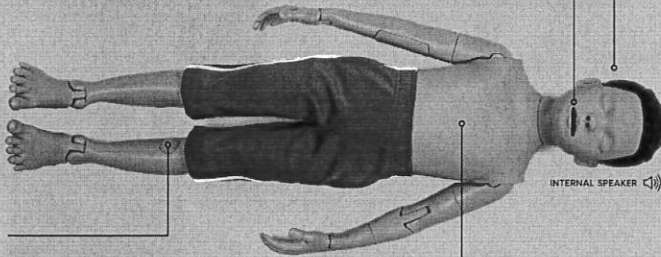
Oral and nasal intubation using standard basic and advanced airways management devices:

- ✓ OPA
- ✓ NPA
- ✓ ETT
- ✓ iGel
- ✓ LMA
- ✓ LT
- Confirming correct placement of an advanced airways (endotracheal tube) using waveform capnography
- Right stem intubation
- Esophageal intubation
- Gastric insufflation



NEUROLOGICAL

- Tristate pupillary assessment (Normal/Constricted/Dilated)



INTERNAL SPEAKER

CIRCULATORY SKILLS

- IV, IO and IM sites
- Blood pressure
- Adjustable BP levels (systolic/diastolic)
- Automated carotid pulse (synchronized with ECG)
- Variable pulse rates
- Variable pulse strength

SIMULATED PATIENT MONITOR* WITH ATLAS JUNIOR

REALITI 360 simulates a wide variety of premium branded patient monitors, defibrillators, and ventilator screens, providing added realism to your in-situ training with your ALS manikin, ATLAS JUNIOR. The combination of these two products offers a complete solution for AHA/ERC-compliant ALS training.

PATIENT MONITOR

Patient monitor with configurable vital sign display:

- ✓ Heart Rate
- ✓ Blood Pressure
- ✓ Pulse
- ✓ Pulse Oximetry
- ✓ Capnography
- Pre-programmable scenarios
- Create scenarios on-the-fly
- Enrich simulation through media:
 - ✓ Sounds
 - ✓ X-rays
 - ✓ Scans
 - ✓ Labs
- Use patient chart
- Download free advanced scenarios
- Software translated in more than 13 languages
- Event log in Training Management System (TMS)

*Simulated Patient Monitor (REALITI 360) to be purchased separately

CPR

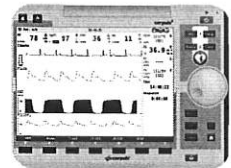
- Hand position detection
- Chest compression
- Ventilation
- Real-time Quality CPR feedback
- Debriefing (in a summary performance report)

CARDIAC

- AED or manual defibrillation simulation
- 12 Lead ECG
- Vital sign monitoring
- Assessment and treatment of more than 70 arrhythmias
- Cardioversion and pacing



Examples of screens and defibrillators currently available:





REDEFINING MEDICAL SIMULATION: SimConnect & REALiTi 360

Introducing SimConnect, a game-changing integration into the REALiTi 360 ecosystem. Seamlessly incorporate simulated Pulse Oximetry and Respiratory Feedback, revolutionizing medical training by providing a dynamic and tailored experience that truly replicates real-world healthcare scenarios.

A Commitment to Advancing the Future of Simulation

Our commitment to innovation is an ongoing journey. You can expect a continuous stream of updates and new features to keep SimConnect at the forefront of medical simulation technology, ensuring SimConnect remains at the cutting edge of medical simulation technology.

INTEGRATED SIMPLICITY: INFINITE TRAINING SOLUTIONS

BENEFITS OF TRAINING WITH SimConnect

+ Lifelike Physiological Simulations:
Immerse in oxygenation and capnography simulations with true numeric values and traces. Real sensors ensure a genuine representation, enhancing the overall training experience.

+ Tailored Training Options:
Tailor scenarios to meet specific learning objectives or choose from a curated library of exercises. Achieve focused, real-world clinical training.

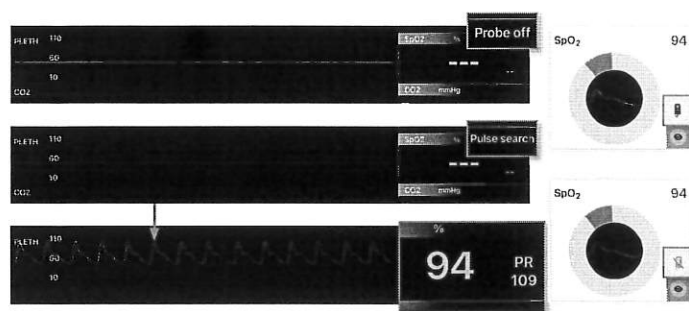
+ Precision In Mobile Simulation:
Experience an exceptional capability with real-time, accurate tidal volume data. This boosts critical care training quality across all manikins and standardized patients.

+ Portable and Compact:
SimConnect's sleek design ensures high-fidelity simulations in any setting, be it a classroom, hospital, or a challenging field scenario.

+ Streamlined User Experience:
With SimConnect, enjoy a seamless integration into iSimulate's REALITI 360. A unified interface and workflow simplify scenario setup, control, and data handling for both educators and learners.

Designed for Seamless Integration & User Efficiency:

SimConnect ensures user-friendliness, from rapid configuration to high system responsiveness. Its BLE (Bluetooth Low Energy) connectivity ensures a smooth fusion with REALITI 360. This offers professionals and educators lifelike feedback-pulse-oximetry, capnography, and ventilation-directly on the REALITI 360 interface. Moreover, its compatibility spans across diverse manikin models and standardized patients.



Diversified Applications & Enhanced Realism:

The SimConnect package comes with an array of versatile accessories, catering to training needs across various age groups, truly a multi-generational tool. Notably, it showcases real Bag-Valve-Mask (BVM) simulations on dedicated screens and provides pinpoint respiratory rate and CO2 trace triggers. Merge SimConnect with our specialized Cardio-pulmonary Resuscitation (CPR) module for a holistic CPR training experience. For heightened realism, pair SimConnect with Atlas, our Advanced Life Support (ALS) manikin.



APPLICATIONS OF SimConnect IN DIVERSE TRAINING ENVIRONMENTS:

Medical & Nursing Education:

Ideal for both medical schools and comprehensive nursing programs, enhancing practical skill development.

Specialized Respiratory Therapy:

An indispensable tool for respiratory therapy programs, focusing on real-world respiratory care challenges.

Healthcare Institutions:

Suitable for hospitals and healthcare facilities aiming for continuous professional development and team-based scenarios.

Advanced Critical Care:

Tailored for critical care training centers, promoting advanced simulations in acute care scenarios.

Emergency Response Training:

Elevates training for Emergency Medical Services (EMS), ensuring readiness for high-stakes situations.

Frontline Medical Training:

Perfectly designed for first responders and paramedic training, emphasizing rapid medical intervention techniques.



Training without SimConnect



Training using SimConnect with any manikin

Elevate Your REALITI Experience: Intrigued by SimConnect's transformative potential? Get in touch with our team for a personal product demonstration.

INTEGRATION WITH REALiTi 360:

To experience the capabilities of SimConnect, it requires integration with a licensed REALiTi 360 device. Enhance your training experience by pairing SimConnect with any of the following REALiTi systems:

- **REALiTi Go**
Item No.: 1022862
For UK: 1023291
- **REALiTi Plus**
Item No.: 1022815
For UK: 1023292
- **REALiTi Pro**
Item No.: 1022816
For UK: 1023293

By combining SimConnect with these systems, you're ensuring a comprehensive training experience.



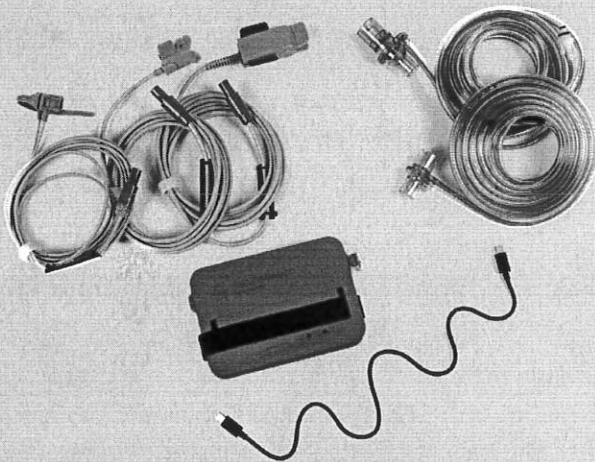
INCLUDED IN THE SimConnect MODULE:

Item No.: 1024636

- **SimConnect Interface:** The core interactive platform that drives the simulation experience.
- **Ventilation Flow Sensors:**
- **Adult/Paediatric:** Accurately measures and simulates airflow for adult and paediatric scenarios.
- **Neonate:** Designed specifically for neonatal simulations, ensuring precision in neonate scenarios.

SPO2 FINGER SENSORS:

- **Adult:** Detects and simulates adult oxygen saturation levels with precision
- **Paediatric:** Tailored for paediatric training scenarios.
- **Neonate:** Ensures the accuracy of oxygen saturation simulations in neonatal settings.
- **USB-C Cable:** Ensures optimal connectivity and data transfer.



RECOMMENDED PRODUCT FOR ENHANCED TRAINING: ATLAS THE ADVANCED LIFE SUPPORT (ALS) MANIKIN

- **Atlas ALS Manikin (Light Skin Tone)**
Item No.: 1023796
- **Atlas Junior**
Item No. 1024552
- **Atlas ALS Manikin (Dark Skin Tone)**
Item No.: 1024113

By combining SimConnect with these systems, you're ensuring a comprehensive training experience.

01/2024 9001328

SCAN THE QR CODE TO LEARN MORE ABOUT SimConnect



3B Scientific GmbH • Ludwig-Erhard-Straße 20 • 20459 Hamburg • Germany • 3bscientific.com
Phone: +49 40 73966-0 • Fax: +49 40 73966-100 • E-mail: info@3bscientific.com

Quote Date: 6/10/2024

North Sanpete Ambulance Service
81 S 200 W
Moroni, UT 84646
Attention: Daniel Matthews

Emergency Medical Services
NSAS.1T1.061024.JCNR

daniel.matthews005@gmail.com

Qty	PART #	DESCRIPTION	UNIT LIST PRICE	QUOTED PRICE	EXTENDED DISCOUNT	EXTENDED PRICE
1	11001R	HAMILTON-T1 EMS Package	\$21,925.68	\$16,500.00	\$5,425.68	\$16,500.00
1	59600	Clinical Training	\$2,163.20			Included
1	161066	HAMILTON-T1 NIV, NIV S/T Application	\$2,143.22			Included
1	10102137	HAMILTON-T1 Universal Mount Handle	\$0.00			Included
1	355198	HAMILTON-C3/C2/C1/T1 POWER CORD	\$26.65			Included
1	160470	DISS CONNECTOR O2 - PLATFORM C	\$107.72			Included
1	10105900	HAMILTON-T1 O2 Cell- Initial Order	\$141.94			Included
1	10102336	HAMILTON-T1 English (USA) Language Kit	\$0.00			Included
1	10102150	HAMILTON-T1 Li-Ion Batteries (Qty 2)- Initial Order	\$617.97			Included
1	10102127	HAMILTON-T1 USA Customization	\$0.00			Included
1	10102122	HAMILTON-T1 Adult/Pediatric Configuration	\$0.00			Included
1	3691040	HAMILTON-C3/C2/C1/T1/MR1 Battery Calibrator w/ Cord	\$534.97	\$437.24	\$97.73	\$437.24
Sub Total						\$16,937.24
Trade-in						\$0.00
Sub Total						\$16,937.24
				Sales Tax	0.000%	\$0.00
				Shipping Charges		\$0.00
				Quantity Discount		\$0.00
Quote Total						\$16,937.24
Finance Option			No. of Periods (Months)	60	Monthly Payment	\$347.49

Comments: Tier 1.

Hamilton Medical Inc. Emergency Medical Services Terms and Conditions of Sale

1. Prices

Prices are in US Dollars.

2. Payment terms

NET 30 days after invoice date. Payment terms are not extended while waiting for the issuance of a credit.

3. Freight terms

FOB Origin Pre-paid and added

4. Warranty

Two year parts & One year labor on new equipment. Ninety (90) day warranty on any upgrade parts. Extended warranties are available. The CO2 Capnostat 5 sensor and Aerogen cable have a One year manufacturer's warranty. All turbines installed in Hamilton-C1/T1/MR1/C6/C3 ventilators shipped from Hamilton Medical AG on or after July 1st, 2014 are warrantied for five (5) years against defects in design, material and workmanship under normal use for which it is intended. During the warranty period, Hamilton Medical will repair or replace, at its discretion, defective components or assemblies.

5. Validity:

The prices quoted are valid through November 30th, 2024.

6. Technical Support

Twenty four-hour/seven days per week / three hundred sixty five days per year telephone technical support is provided at no charge for the life of the Hamilton Medical, Inc. equipment.

7. Special Conditions

Hamilton Medical, Inc. does not supply; the cables, hardware, software or middle ware needed to integrate Hamilton Medical equipment with any facilities current Hospital Information or Electronic Medical Record systems.

8. Trade-In Equipment

Quotations that include trade-in equipment; Hamilton Medical will offer a trade-in credit, per competitive ventilator, on a one-to-one basis. A mutual agreement for the arrangement of the disposal/transfer of the trade-in ventilators needs to be made within 30 days after the delivery of the new equipment. All trade-in equipment must either be destroyed or released to an authorized Hamilton Medical representative within 60 days after the delivery of the new equipment. Failure to meet the stated dates will result in forfeiture of the total trade-in credit. Trade-in values may fluctuate based on market demand.

9. Delivery

Expected delivery within 60 days of receipt & acceptance of purchase order.

10. Advertising & Promotion

Hamilton Medical may include information about the use of Hamilton Medical products at through Hamilton Medical's distribution channels; including but not limited to, web sites, press releases and reference lists, in the form of text and/or photographic images. Prior to use and publication, all copy shall be forwarded for its approval, which approval shall not be unreasonably withheld or delayed.

11. Purchase Orders

Purchase orders can be placed via an e-mail to customer.service@hamiltonmedical.com.

12. Service Training Tuition

If applicable, service training tuition credits are valid for three years from the date of invoice. If the tuition is not used within three years, it will be forfeited and cancelled.

13. Financing

Monthly payment is based on credit approval. All submitted documentation must be satisfactory to Hamilton Medical Financial. Should you have any questions, please contact Ben Hardy at (952)516-7192 or BHardy@vendorservicesgroup.com

14. Sales Tax

Sales tax will be included on quotations for facilities that do not have a tax exemption certificate on file with Hamilton Medical, Inc. If applicable, provide Hamilton Medical, Inc. with a current tax exemption certificate to receive a quotation without sales tax. Once a current tax exemption certificate is provided, Hamilton Medical, Inc. will update your account to reflect the tax exempt status.

All information and pricing contained in this agreement is legally privileged and/or CONFIDENTIAL information to be shared only between Hamilton Medical Inc. and the direct recipient of this quote. You are hereby notified that any dissemination, distribution or copying of this agreement and/or Exhibits outside of Hamilton Medical Inc. and employees is strictly prohibited.

Quote Date Monday, June 10, 2024

Account Manager John C Newton, RRT

Account Manager Phone: (210) 607-9824

Account Manager Email John.newton@hamiltonmedical.com

Phone:(775)858-3200

Fax:(775)856-5621

www.hamilton-medical.com

Version 17.4

Quote Date: 6/10/2024

North Sanpete Ambulance Service
81 S 200 W
Moroni, UT 84646

Custom

NSAS.1H900.061024.JCNR

Attention: Daniel Matthews
(435) 851-3095
daniel.matthews005@gmail.com

Qty	PART #	DESCRIPTION	UNIT LIST PRICE	QUOTED PRICE	EXTENDED DISCOUNT	EXTENDED PRICE
1	950004	HAMILTON-H900 Humidifier Custom Package	\$2,730.06	\$1,411.39	\$1,318.67	\$1,411.39
1	59600	Clinical Training	\$2,163.20			Included
Sub Total						\$1,411.39
Trade-in						\$0.00
Sub Total						\$1,411.39
					Sales Tax	0.000% \$0.00
					Shipping Charges	\$0.00
					Quantity Discount	\$0.00
Quote Total						\$1,411.39
Finance Option			No. of Periods (Months)	60	Monthly Payment	\$28.96

Comments: Tier 1.

Hamilton Medical Inc. Terms and Conditions of Sale

1. Prices

Prices are in US Dollars.

2. Payment terms

NET 30 Days after invoice date. Payment terms are not extended while waiting for the issuance of a credit.

3. Freight terms

FOB Destination for Ground Shipments, Expedited shipments are FOB Origin/PrePaid & Added.

4. Warranty

Two year parts & One year labor on new equipment. Ninety (90) day warranty on any upgrade parts. Extended warranties are available. The CO2 Capnostat 5 sensor and Aerogen cable have a One year manufacturer's warranty. All turbines installed in Hamilton-C1/T1/MR1/C6/C3 ventilators shipped from Hamilton Medical AG on or after July 1st, 2014 are warranted for five (5) years against defects in design, material and workmanship under normal use for which it is intended. During the warranty period, Hamilton Medical will repair or replace, at its discretion, defective components or assemblies.

5. Validity:

The prices quoted are valid through November 30, 2024.

6. Technical Support

Twenty four-hour/seven days per week / three hundred sixty five days per year telephone technical support is provided at no charge for the life of the Hamilton Medical, Inc. equipment.

7. Special Conditions

Hamilton Medical, Inc. does not supply; the cables, hardware, software or middle ware needed to integrate Hamilton Medical equipment with any facilities current Hospital Information or Electronic Medical Record systems.

8. Trade-In Equipment

Quotations that include trade-in equipment; Hamilton Medical will offer a trade-in credit, per competitive ventilator, on a one-to-one basis. A mutual agreement for the arrangement of the disposal/transfer of the trade-in ventilators needs to be made within 30 days after the delivery of the new equipment. All trade-in equipment must either be destroyed or released to an authorized Hamilton Medical representative within 60 days after the delivery of the new equipment. Failure to meet the stated dates will result in forfeiture of the total trade-in credit. Trade-in values may fluctuate based on market demand.

9. Delivery

Expected delivery within 60 days of receipt & acceptance of purchase order. Delivery ETA may be extended for the HAMILTON-MR1 ventilators. Please contact your account manager for updates after ordering.

10. Advertising & Promotion

Hamilton Medical may include information about the use of Hamilton Medical products at through Hamilton Medical's distribution channels; including but not limited to, web sites, press releases and reference lists, in the form of text and/or photographic images. Prior to use and publication, all copy shall be forwarded for its approval, which approval shall not be unreasonably withheld or delayed.

11. Purchase Orders

Purchase orders can be placed via an e-mail to customer.service@hamiltonmedical.com.

12. Service Training Tuition

If applicable, service training tuition credits are valid for three years from the date of invoice. If the tuition is not used within three years it will be forfeited and cancelled.

13. Financing

Monthly payment is based on credit approval. All submitted documentation must be satisfactory to Hamilton Medical Financial. Should you have any questions, please contact Ben Hardy at 952-516-7192 or BHardy@vendorservicesgroup.com

14. Sales Tax

Sales tax will be included on quotations for facilities that do not have a tax exemption certificate on file with Hamilton Medical, Inc. If applicable, provide Hamilton Medical, Inc. with a current tax exemption certificate to receive a quotation without sales tax. Once a current tax exemption certificate is provided, Hamilton Medical, Inc. will update your account to reflect the tax exempt status.

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daniel.matthews005@gmail.com

Qty	PART #	DESCRIPTION	UNIT LIST PRICE	QUOTED PRICE	EXTENDED DISCOUNT	EXTENDED PRICE
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1	160470	DISS CONNECTOR O2 - PLATFORM C	\$107.72			Included
1	10105900	HAMILTON-T1 O2 Cell- Initial Order	\$141.94			Included
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1	3691040	HAMILTON-C3/C2/C1/T1/MR1 Battery Calibrator w/ Cord	\$534.97	\$437.24	\$97.73	\$437.24
1	161088	HAMILTON-T1 High Flow O2 Therapy Application	\$3,121.19	\$2,203.20	\$917.99	\$2,203.20
Sub Total						\$19,140.44
Trade-in						\$0.00
Sub Total						\$19,140.44
				Sales Tax	0.000%	\$0.00
				Shipping Charges		\$0.00
				Quantity Discount		\$0.00
Quote Total						\$19,140.44
Finance Option			No. of Periods (Months)	60	Monthly Payment	\$392.70

Comments: Tier 1.

Hamilton Medical Inc. Emergency Medical Services Terms and Conditions of Sale

- Prices**
Prices are in US Dollars.
- Payment terms**
NET 30 days after invoice date. Payment terms are not extended while waiting for the issuance of a credit.
- Freight terms**
FOB Origin Pre-paid and added
- Warranty**
Two year parts & One year labor on new equipment. Ninety (90) day warranty on any upgrade parts. Extended warranties are available. The CO2 Capnostat 5 sensor and Aerogen cable have a One year manufacturer's warranty. All turbines installed in Hamilton-C1/T1/MR1/C6/C3 ventilators shipped from Hamilton Medical AG on or after July 1st, 2014 are warranted for five (5) years against defects in design, material and workmanship under normal use for which it is intended. During the warranty period, Hamilton Medical will repair or replace, at its discretion, defective components or assemblies.
- Validity:**
The prices quoted are valid through November 30th, 2024.
- Technical Support**
Twenty four-hour/seven days per week / three hundred sixty five days per year telephone technical support is provided at no charge for the life of the Hamilton Medical, Inc. equipment.
- Special Conditions**
Hamilton Medical, Inc. does not supply; the cables, hardware, software or middle ware needed to integrate Hamilton Medical equipment with any facilities current Hospital Information or Electronic Medical Record systems.
- Trade-In Equipment**
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- Delivery**
Expected delivery within 60 days of receipt & acceptance of purchase order.

10. Advertising & Promotion

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11. Purchase Orders

Purchase orders can be placed via an e-mail to customer.service@hamiltonmedical.com.

12. Service Training Tuition

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14. Sales Tax

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Quote Date Monday, June 10, 2024

Account Manager John C Newton, RRT

Account Manager Phone: (210) 607-9824

Account Manager Email John.newton@hamiltonmedical.com

Phone:(775)858-3200
Fax:(775)856-5621
www.hamilton-medical.com

Version 17.4



QUOTE

LifeMed Safety, Inc.

110 12th Street SW Unit 102
Loveland, CO 80537-6396
United States

Main: (800) 276-0274

Email: orders@lifemedssafety.com

Website: www.lifemedssafety.com

Federal ID #: 46-401798

Quotation #: 24-608

Date: 06/06/2024

Prepared By: Christy Soll

Bill To

North SanPete Ambulance
Accounts Payable
68 South 200 West
Moroni, UT 84646-0015

Ship To

North SanPete Ambulance
Daniel Matthews
68 South 200 West
Moroni, UT 84646-0015

GRAND TOTAL

\$17,995.00

Valid Until: 09/04/2024

Payment Terms

Net 30

Sales Rep

Christy Soll

Shipping Method

FedEx Ground

Qty	Item #	Description	List Price	Unit Price	Amount
1	HAMILT1	HAMILTON MEDICAL T1 Transport Ventilator The following Modes are included: CONFIGURATION: Adult/Pediatric VOLUME CONTROLLED (adaptive): (S)CMV+, SIMV PRESSURE CONTROLLED (biphasic): PCV+, PSIMV+, SPONT INTELLIGENT VENTILATION: ASV NON-INVASIVE: NIV, and NIV-ST Other Modes and capabilities may be added and quoted separately. Also included: Universal Mount Handle, Li-ion Battery x 2, AC Power Cord, Adult Breathing Circuit, O2 Green Supply Hose w/ DISS Connector, Oxygen Cell, Filter Set, Flow Sensor, SpO2 Connection (Sensor Sold Separately), CAPNO 5 EtCO2 Connection (Sensor Sold Separately), Expiratory Valve Set, USA Customization w/ English Language Kit, Operation Manual *pdf download, and 1-Year Warranty.	\$24,995.00	\$17,995.00	\$17,995.00



QUOTE

Subtotal	\$17,995.00
Shipping	To Be Calculated
Sales Tax	To Be Calculated
TOTAL	\$17,995.00

Terms & Conditions:

1. Prices quoted are valid for 90 days unless stated otherwise.
2. For new Tax Exempt customers: A valid Tax Exempt Certificate is required in order to remove sales tax.
3. Send Tax Exempt Certificate to Customer Service at orders@lifemed-safety.com.
4. All discounts are contingent upon payment within agreed upon terms.
5. Authorization is required for all returns. Minimum 30% restocking fee with original packaging.
6. A \$30.00 charge will be assessed for any check returned for non-sufficient funds.

To accept this Quotation and place order, please sign & return:

Signature: _____ Date: _____
Print Name: _____ Purchase Order #: _____
Title: _____ Tax Exempt #: _____

Thank you for your business!

LifeMed Safety, Inc.
110 12th Street SW Unit 102
Loveland, CO 80537-6396
(800) 276-0274
www.lifemed-safety.com



QUOTE

LifeMed Safety, Inc.

110 12th Street SW Unit 102
Loveland, CO 80537-6396
United States

Main: (800) 276-0274

Email: orders@lifemed-safety.com

Website: www.lifemed-safety.com

Federal ID #: 46-401798

Quotation #: 24-609

Date: 06/06/2024

Prepared By: Christy Soll

Bill To

North SanPete Ambulance
Accounts Payable
68 South 200 West
Moroni, UT 84646-0015

Ship To

North SanPete Ambulance
Daniel Matthews
68 South 200 West
Moroni, UT 84646-0015

Payment Terms

Net 30

Sales Rep

Christy Soll

Shipping Method

FedEx Ground

GRAND TOTAL

\$21,116.19

Valid Until: 09/04/2024

Qty	Item #	Description	List Price	Unit Price	Amount
1	161088	HAMILTON High flow oxygen therapy option for HAMILTON-T1 Enables the therapy mode "HiFlowO2" for HAMILTON-T1. NOTE: Software ≥ 2.2.x required.	\$3,121.19	\$3,121.19	\$3,121.19



QUOTE

HAMILTON MEDICAL

T1 Transport Ventilator

The following Modes are included:

CONFIGURATION: Adult/Pediatric

VOLUME CONTROLLED (adaptive): (S)CMV+, SIMV

PRESSURE CONTROLLED (biphasic): PCV+, PSIMV+, SPONT

INTELLIGENT VENTILATION: ASV

NON-INVASIVE: NIV, and NIV-ST

Other Modes and capabilities may be added and quoted separately.

Also included: Universal Mount Handle, Li-ion Battery x 2, AC Power Cord, Adult Breathing Circuit, O2 Green Supply Hose w/ DISS Connector, Oxygen Cell, Filter Set, Flow Sensor, SpO2 Connection (Sensor Sold Separately), CAPNO 5 EtCO2 Connection (Sensor Sold Separately), Expiratory Valve Set, USA Customization w/ English Language Kit, Operation Manual *pdf download, and 1-Year Warranty.

1 HAMILT1

\$24,995.00 \$17,995.00 \$17,995.00



QUOTE

Subtotal	\$21,116.19
Shipping	To Be Calculated
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