

North Sanpete Ambulance Service Board Meeting

Moroni City Community Center – 80 South 200 West

Tuesday, May 13, 2025

7:00 PM

ZOOM Meeting login: Meeting ID: 885 5730 0742

Passcode: 2025MAY13

Welcome ~ Board Chairman Angie Stewart

- Roll call of Board Member
- 1. Public Comment
Members of the public will receive three (3) minutes each to address the Board
- 2. Minutes of February 18, 2025
- 3. Gary Keddington, K&C CPA, Service Financial Consultant
Financials
Proposed Budget for 2025-2026
- 4. EMS Director Bryan Bench
Pay raises
Transports
Adding a paid position
- 5. NSAS Manual
Proposed Administrative Policies
 - Social Media
 - Driver Qualification
- 6. Board Member/Staff 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 Clerk for North Sanpete Ambulance Service, does hereby certify that the above notice and agenda was 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.

Meeting Minutes
February 18, 2025

**North Sanpete Ambulance
Board Meeting**

Date and time: February 18, 2024 7:03 PM
Location: Moroni City Community Center 80 South 200 West, Moroni Utah

Board and Staff:

Angie Stewart, Mt Pleasant City Representative and Board Chair
Bryan Bench, Service Director
Tracy Braithwaite, Training Officer
Shawn Robison, West Side Supervisor
Cameo Johnson, Fairview Supervisor – 7:32 p.m.
Cami Christensen, Mt Pleasant Supervisor
Todd Robinson, Ftn Green City Representative
Les Haskins, Moroni City Representative
Katie Sedlak, Wales Town Representative –
**left approx. 7:12 p.m.- 7:29 p.m. and 7:41 p.m. – 7:45 p.m.
Gabi Cox, Fairview City Representative
Clarke Christensen, Spring City Representative
GJ Wilden, Service Medical Director - absent

Carol Haskins – Clerk

Gary Keddington, K & C Certified Public Accountants

Others Present: Emily Abrams, Bambi Elliott, Gloria Chatwin, Elizabeth Chatwin, Alice Smith,
Harmony Matthews, Daniel Matthews, Liz Rees, Brandon Rees

Welcome and roll call of board members: Board Chairman Angie Stewart

1. Financials

Presented by Gary Keddington, Financial Advisor

MOTION Clarke Christensen to accept the financial report. SECOND Cami Christensen
Bench, Haskins, Braithwaite, Robison, Clarke Christensen, Sedlak, Cox, Cami Christensen,
Robinson all YES.
MOTION carried.

2. Meeting Minutes

MOTION Cami Christensen to accept the meeting minutes of November 19, 2024 with noted
corrections regarding the names listed for motion approvals.

SECOND Clarke Christensen
Bench, Haskins, Braithwaite, Robison, Clarke Christensen, Cox, Cami Christensen, Robinson all
YES.
MOTION carried. ** Sedlak was not present to vote

3. Public Comment

Bambi Elliot – Expressed the need for anonymous voting in supervisor elections to prevent
misunderstandings. Transports not divided fairly between sheds. Better communication.

Harmony Matthews – Proposed a policy to allow employees to attend conferences 3 in a 2 year period. Emphasizing the benefits of educational experiences, incentives for those that are on call more than others, and team building.

Liz Rees – Suggested a policy for annual reviews to ensure fair treatment and accountability, and to address complaints effectively.

Daniel Matthews – Would like an established outline for policies that they can have access to, to be able to write and propose policy.

4. Holiday Pay – Supervisor Cami Christensen

Cami Christensen led the discussion regarding paying employees for “on call” time on holidays. It was suggested that the supervisors and the EMS Director should determine which holidays will be paid and how they will be compensated. EMS Director Bryan Bench and Supervisor Cami Christensen will draft the needed policy and proposed the approval at the May 2025 meeting.

5. Training Officer Position – EMS Director Bryan Bench

Discussion regarding the position was led by Bench between Board members.

EMS Director Bryan Bench proposes that Tracy Braithwaite continue as the Training Officer until the next meeting, with plans to evaluate the position and potential changes at the May 2025 meeting.

6. NSAS Manual – Proposed Administrative Policies: Driver Qualification, Interfacility Transport, Social Media

MOTION Shawn Robison to table the policies. SECOND Gabi Cox.

Bench, Haskins, Braithwaite, Robison, Clarke Christensen, Johnson, Sedlak, Cox, Cami Christensen, Robinson all YES. MOTION carried.

7. Board Member/Staff Reports

Cami Christensen – Backup Ambulance – parts, Shed maintenance for Mt Pleasant, T-Mobile internet pucks within the next couple of weeks.

Bryan Bench – Finalizing plans for new facility, including engineering, bidding, and project management by Sunrise Engineering. Engineering and pricing are in progress, and the next steps involve finalizing plans and putting the project out to bid.

Bench explained the new transport rotation system, where transports will be distributed among ambulances based on a monthly schedule. The new system is aimed to balance the workload among ambulances and avoid any perceived favoritism or bias. Bench emphasized the importance of communication and cooperation among supervisors and EMTs to ensure smooth operations.

Angie Stewart – Employees should not call hospital or dispatch with transport schedule issues. Issues should be directed to EMS Director Bryan Bench.

8. MOTION Clarke Christensen to adjourn. SECOND Todd Robinson.

All YES. MOTION carried.

MOTION Carried. 8:21 PM

**Tentative Budget
FY 2025-2026**

**NORTH SANPETE AMBULANCE SERVICE
TENTATIVE BUDGET
FISCAL YEAR 2025-2026**

Account Number	Title	2023-24 Prior year Actual	2024-2025 Estimated	2024-2025 Current year Budget	2025-2026 Tentative Budget
Ambulance Revenue					
10-30-10	Ambulance Revenue	\$ 1,160,510.18	\$ 1,034,065.29	\$ 1,000,000.00	\$ 1,000,000.00
10-30-11	Fairview Ambulance	150.00	4,046.67	-	-
Total Ambulance Revenue:		1,160,660.18	1,038,111.96	1,000,000.00	1,000,000.00
Other Revenue					
10-36-10	Interest Income	111,294.73	114,657.99	80,000.00	30,000.00
10-36-80	Other	250.00	-	-	-
10-36-90	Sale of Assets	500.00	1,600.00	-	-
10-36-91	Donation	600.00	-	-	-
10-36-92	Grants - State	128,148.00	7,000.00	-	50,000.00
10-36-93	Grant - State mental health	-	6,000.00	-	-
USE OF SAVINGS		-	-	-	2,000,000.00
Total Other Revenue:		240,792.73	129,257.99	80,000.00	2,080,000.00
Total Revenue:		1,401,452.91	1,167,369.95	1,080,000.00	3,080,000.00
Ambulance Expense					
10-40-11	Salary & Wages	302,060.00	282,624.63	320,000.00	320,000.00
10-40-13	Employee Benefits	23,869.63	21,144.43	30,000.00	30,000.00
10-40-15	Medicaid Assessment	28,245.89	35,258.60	35,000.00	38,000.00
10-40-16	Ambulance Equipment	6,018.00	12,062.67	10,000.00	15,000.00
10-40-17	Ambulance Maintenance	5,391.00	4,159.15	20,000.00	45,000.00
10-40-19	Automobile Expense	6,416.97	14,150.35	-	-
10-40-20	Bank Service Charges	4,575.17	1,623.69	5,000.00	5,000.00
10-40-21	EMS Permitting	2,040.00	55.52	2,500.00	2,500.00
10-40-23	Continuing Education	6,904.00	13,000.00	13,000.00	13,000.00
10-40-24	Christmas Party	2,503.83	2,525.00	3,000.00	3,000.00
10-40-25	Summer Party	2,220.00	87.48	500.00	500.00
10-40-26	Depreciation Expense	101,648.86	-	-	-
10-40-27	EMS Software Expense	20,067.03	27,448.07	25,000.00	30,000.00
10-40-28	EMT Class	5,517.50	8,000.00	8,000.00	8,000.00
10-40-30	Fairview Amb	1,131.54	3,000.00	3,000.00	3,000.00
10-40-31	Fuel	26,593.44	25,252.24	50,000.00	35,000.00
10-40-32	Insurance Expense	13,463.35	15,905.16	20,000.00	20,000.00
10-40-34	Meals and Entertainment	1,188.87	215.97	2,000.00	2,000.00
10-40-35	Medical Records and Supplies	1,332.88	-	1,500.00	1,500.00
10-40-36	Medical Supplies	28,390.03	44,701.64	40,000.00	50,000.00
10-40-38	Misc	10,421.90	10,064.48	7,000.00	10,000.00
10-40-39	Office Supplies	5,364.46	7,154.25	7,000.00	9,000.00
10-40-41	Pharmacy	8,957.37	7,525.49	15,000.00	15,000.00
10-40-42	Professional Fees	25,120.00	39,453.33	30,000.00	45,000.00
10-40-43	Recertification	948.00	149.33	2,000.00	2,000.00
10-40-44	Repairs & Maintenance - Equipm	1,633.21	-	2,500.00	2,500.00
10-40-45	Small Medical Equipment	597.00	-	5,000.00	5,000.00
10-40-46	Stanby at Event	-	-	1,000.00	1,000.00
10-40-47	JCI Billings	30,440.00	25,706.67	35,000.00	35,000.00
10-40-48	Telephone Expense	1,578.40	1,631.31	3,000.00	3,000.00
10-40-49	Training Equipment	-	-	5,000.00	5,000.00
10-40-50	Travel Expense	30,449.73	15,235.72	25,000.00	25,000.00
10-40-51	Uniforms	947.36	566.96	10,000.00	10,000.00
10-40-55	Capital Outlay	-	337,797.37	339,000.00	2,290,000.00
10-40-56	Building Maintenance	-	-	5,000.00	1,000.00
Total Ambulance Expense:		706,035.42	956,499.51	1,080,000.00	3,080,000.00
Net Change		\$ 695,417.49	\$ 210,870.44	\$ -	\$ -

Administrative Policies
Social Media
Driver Qualification

North Sanpete Ambulance Service Administrative Policies

Social Media

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to a safe and productive workplace environment for all individuals. This policy addresses NSAS's social media policies for all service individuals and officers that have access and use the internet and social media programs.

Policy

Employees, who use social media such as blogs, wikis, and social networking sites that may contain postings related to NSAS, or its employees or affiliates, must comply with the following guidelines, regardless of where or when the use of social media takes places:

1. **Use a Disclaimer:** Service individuals may not speak on behalf of NSAS, unless permission is specifically granted by the Board Chair and/or Board. Information shared via social media is the opinion of the individual only – not NSAS – and this should be communicated to recipients of the information.
2. **Abide NSAS's Confidentiality Requirements:** You may not disclose any sensitive, proprietary, or confidential information about NSAS. You may not post any pictures of any NSAS internal operations. The use of the NSAS logos or such materials is prohibited on any social media account. You may not post anything related to NSAS without authorization to do so.
3. **Abide by NSAS's No Discrimination and No Harassment Policies:** While you may question or disagree with NSAS actions, policies, or management decisions, you should avoid posting material that is discriminatory, harassing or threatening about NSAS, its supervisors and employees, and/or affiliates.
4. **Exercise Caution:** Blogs and other forms of social media communications are individual interactions, not NSAS communications. Service individuals may be held personally liable for their posts. Information shared via social media is generally public information that may easily be viewed by NSAS supervisors, service individuals and customers.
5. **Report Concerns:** Your personal or anyone else's blog, wiki, or social networking site is not the appropriate place to make a complaint regarding discrimination, harassment, or safety issues. We encourage service individuals to report such issues directly to their immediate supervisor but any service individual who is concerned or apprehensive about reporting to his/her direct supervisor may instead report such issues to the Board solely.
6. **Ask for Help:** Please consult your supervisor or the Board if you have questions about these guidelines.

North Sanpete Ambulance Service
Administrative Policies

Driver Qualification Policy

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to safe and productive environment for all NSAS employees, residents and visitors. Essential to such an environment is the proper policy and procedure for NSAS employees to utilize NSAS vehicles during the course of their job duties for the NSAS.

This policy outlines the procedures for the NSAS Driver Qualification program.

Policy

All employees or volunteers operating NSAS owned vehicles, or who may operate any vehicle while conducting business for or on behalf of NSAS must be authorized drivers. Authorized drivers are defined as individuals operating a vehicle on behalf of NSAS which have been reviewed and vetted by NSAS and thereby granted authorized status. The authorization process requires an analysis by the appointed Board member of the employee's driving record to ensure compliance with the driver qualification standard as identified in this policy.

As part of the driver qualification process, all drivers or potential drivers' Motor Vehicle Record (MVR) will be screened and monitored on an ongoing basis to ensure the standard is met and maintained. All drivers must possess a valid Driver's License. Required endorsements must also be maintained. The driver qualification evaluation will be based on the driver's MVR and may also take into account work related motor vehicle incidents, whether or not the incident has been recorded on the driver's MVR. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

Drivers will be qualified as: Acceptable, Unacceptable, or Borderline

Drivers qualified as Borderline may be authorized to drive on a probationary basis as determined by the EMS Director. Drivers whose record does not meet the driver qualification standard will not be allowed to operate any vehicle while engaged in in work for the NSAS. Acceptable or Borderline qualification will be determined using the criteria below. Any number of violations or accident in excess of the Borderline criteria constitutes a failure to meet the driver qualification standard resulting in probation and/or revocation of driver authorization. (Note – DUI and DWI are not evaluated as a standard violation.)

1. Acceptable: Up to two violations recorded on the MVR, or Up to one at-fault, work-related accident in the prior three years, or A combination of one violation on the MVR and one at-fault, work-related accident in the last three years.
2. Borderline: Three violations recorded on the MVR or, Two at-fault, work-related accidents in the last three years, or DUI or DWI with in the last five years, or Any violation for Careless, Reckless, or Distracted driving

3. Unacceptable: No valid driver license, Recent DUI conviction, Four violations recorded on the MVR

A single major violation recorded on the MVR, or resulting from a work-related incident, may result in revocation of the drivers' qualification and driver authorization. Major violations include, but are not limited to, the following:

1. DUI or DWI in the previous 24 months
2. Failure to stop/report an accident
3. Making a false accident report
4. Attempting to elude a law enforcement

Document:	NSAS Driver Qualification Policy
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Bryan Bench EMS Director
Supersedes:	N/A
Date Modified:	5/13/2025