



## Regular Meeting Agenda

Thursday, June 12, 2025 at 6:00 PM

Fire Station 21, 86 E Center St., Coalville, UT 84017

**PUBLIC NOTICE** is hereby given pursuant to Utah Code §52-4-202, that the Administrative Control Board (the “Board”) of the North Summit Fire District (the “District”) will hold its regular work session and meeting on Thursday, June 12, 2025, beginning at 6:00 PM at Fire Station 21, 86 E Center St., Coalville, UT 84017

Zoom <https://us02web.zoom.us/j/82555909958>

or

**To listen by phone only: Dial** 346-248-7799 Webinar ID: 825 5590 9958

Members of the Board, presenters, and members of public, may attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the same as listed above.

Page

### 1. Meeting Opening

1.1 Call to Order

1.2 Roll Call

### 2. Closed session in compliance with Utah Code §52-4-205(1) as needed, to discuss

2.1 Purchase, exchange, or lease of real property

2.2 Pending or reasonably imminent litigation

2.3 Personnel – to discuss the character, competence, or physical

or mental health of an individual

2.4 Deployment of security personnel, devices, or systems

### 3. Pledge of Allegiance

### 4. Work Session

4.1 Chiefs operations update.

### 5. Public Input


*Public comment is for any matter not on the Agenda. If you wish to interact with the Board for public input, please follow the “Public Comment Instructions”.*


### 6. Consent Agenda

6.1 Accounts Payable for 4 - 10  
[May 2025.pdf](#) 

6.2 Minutes of 11 - 15  
[Regular Meeting - May 08 2025 - Minutes - Html](#) 

### 7. Consideration of Approval

7.1 Review and possible recommendation to the County Council 16 - 58  
for approval of policy sections 402, 403, 600, 601, 602, 603,  
604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, & 615  
[Staff Report & Policies.pdf](#) 

7.2 Review and possible action on support of County Council 59 - 63  
request of ban on fireworks in unincorporated county until  
October 31, 2025  
[Fireworks Ban .pdf](#) 

7.3 Review and possible approval of Capital Expense 64 - 68  
Authorization – Rescue & Swift-Water Rescue Equipment (Up  
to \$45,000)  
[Staff Report & Worksheet.pdf](#) 

### 8. Board Comments.

### 9. Adjournment

## 9.1 Adjourn Meeting

### NOTICE OF SPECIAL ACCOMODATION DURING PUBLIC MEETINGS

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Tyler Rowser at (435) 350-3473

# North Summit Fire District

## Accounts Payable

### May 2025

Date	Num	Memo	Account	Amount
<b>All West Communications</b>				
05/01/2025	383...	INTERNET SERVICE	6509.2 · Internet	422.55
Total All West Communications				422.55
<b>Amazon Business</b>				
05/01/2025	1V...	SUIN 1/2" 3 Ring-Binders - 0.5 inch View-Binder with...	6518 · Office Supplies	37.99
05/01/2025	1W...	Amazon Basics Ultra Premium Wireless Keyboard a...	6518 · Office Supplies	29.99
05/07/2025	ACH	WINDOW SHADE	6512 · Fleet Maintenance	65.48
05/19/2025	16Y...	AUXITO LED Brake Tail Light Bulbs 3156 3157 LED ...	6512 · Fleet Maintenance	16.99
05/19/2025	16Y...	SUIN 1/2" 3 Ring-Binders - 0.5 inch View-Binder with...	6518 · Office Supplies	72.18
05/23/2025	1X...	sun shadd	6512 · Fleet Maintenance	31.98
Total Amazon Business				254.61
<b>Ameritas Life Insurance Corp</b>				
05/01/2025	010...	VISION INSURANCE	2400.9 · Benefits Accrual	217.12
Total Ameritas Life Insurance Corp				217.12
<b>Bankcard Center</b>				
05/08/2025	ACH	CREDIT CARD SERVICE FEES	6505.7 · Credit Card Service Fees	98.63
Total Bankcard Center				98.63
<b>Bound Tree</b>				
05/01/2025	857...	Curaplex® Field Cricothyrotomy Kit with Endotrache...	6524 · EMS Supplies	24.29
05/01/2025	857...	Curaplex® Nasal Cannula, Pediatric	6524 · EMS Supplies	3.90
05/01/2025	857...	Curaplex® Non-Rebreather Oxygen Mask, Total, Elo...	6524 · EMS Supplies	8.95
05/01/2025	857...	Luer-lock Tip Syringe with Needle, 3cc, 20ga x 1in, Y...	6524 · EMS Supplies	29.00
05/01/2025	857...	Ambu® BlueSensor M, Adult, 50-pack	6524 · EMS Supplies	116.70
05/01/2025	857...	Sodium Chloride Injection 0.9% IV Solution, 1000mL	6524 · EMS Supplies	50.90
05/01/2025	857...	Curaplex® EtCO2/O2 Dual Sampling Oral-Nasal Ca...	6524 · EMS Supplies	48.90
05/01/2025	857...	Glucagon Kit, Glucagon 1mg, Sterile Water 1mL, Vial	6524 · EMS Supplies	219.70
05/09/2025	857...	Adrenalin® (Epinephrine), 1mg/mL, 1mL Vial	6524 · EMS Supplies	266.32
05/09/2025	857...	Curaplex® Select Direct Connect Defibrillator Pads, ...	6524 · EMS Supplies	78.58
05/09/2025	857...	Curaplex® Select Multi-Function Defibrillator Pads, I...	6524 · EMS Supplies	41.99
05/09/2025	857...	Curaplex® EtCO2 Sampling Line with Airway Adapte...	6524 · EMS Supplies	28.47
05/09/2025	857...	Lidocaine 2%, 100mg/5mL, 5mL Luer-Jet™ Luer-Lo...	6524 · EMS Supplies	120.99
05/09/2025	857...	Naloxone, 1mg/mL, 2mL Luer-Jet™ Luer-Lock Prefill...	6524 · EMS Supplies	185.84
05/09/2025	857...	i-gel®O2 Resus Pack, Size 4, Medium Adult	6524 · EMS Supplies	70.58
05/12/2025	857...	REPLACEMENT BATTERY FOR LCUS	6524 · EMS Supplies	154.99
Total Bound Tree				1,450.10
<b>BRD Pest Solutions</b>				
05/22/2025	CC	PEST CONTROL STA 21	6510.2 · Pest Control	149.99
05/22/2025	CC	PEST CONTROL STA 23	6510.2 · Pest Control	149.99
Total BRD Pest Solutions				299.98

**North Summit Fire District**  
**Accounts Payable**  
**May 2025**

Date	Num	Memo	Account	Amount
<b>Burt Brothers</b>				
05/20/2025	124...	OIL CHANGE COLORADO	6512 · Fleet Maintenance	99.89
05/29/2025	124...	OIL CHAGE AND TIRE ROTATE UNIT 2201	6512 · Fleet Maintenance	123.52
05/29/2025	124...	OIL CHANGE AND TIRE ROTATE 2302	6512 · Fleet Maintenance	96.57
Total Burt Brothers				319.98
<b>ChatGPT</b>				
05/26/2025	CC	CHATGPT	6519 · Subscriptions/Membership...	21.43
Total ChatGPT				21.43
<b>Clinton Velocity Car Wash</b>				
05/22/2025	CC	CAR WASH MEMBERSHIP	6512 · Fleet Maintenance	10.00
Total Clinton Velocity Car Wash				10.00
<b>Costco</b>				
05/25/2025	CC	BOTTLED WATER AND GATORADE	6517 · Employee Food and other	76.83
Total Costco				76.83
<b>Enbridge</b>				
05/06/2025	599...	GAS SERVICE STA 22	6509.4 · Gas	112.52
05/06/2025	723...	GAS SERVICE STA 23	6509.4 · Gas	95.79
05/06/2025	741...	GAS SERVICE STA 21	6509.4 · Gas	283.07
Total Enbridge				491.38
<b>First Responders First</b>				
05/16/2025	NS...	THERAPY	G24.01 · 2024 Mental Heath Gran...	2,200.00
Total First Responders First				2,200.00
<b>Fuel Network</b>				
05/01/2025	F25...	FUEL	6511 · Fuel	2,455.11
Total Fuel Network				2,455.11
<b>Gold Cross Services</b>				
05/01/2025	4140	EMS BILLING SERVICE	6505.6 · EMS Billing Service	483.10
Total Gold Cross Services				483.10
<b>Google</b>				
05/01/2025	CC	EMAILS	6509.3 · Email	30.86
Total Google				30.86

**North Summit Fire District**  
**Accounts Payable**  
**May 2025**

Date	Num	Memo	Account	Amount
<b>Health Equity</b>				
05/08/2025	ACH	ADMIN FEE	2400.9 · Benefits Accrual	101.00
05/09/2025	ACH	HEALTH SAVINGS PAYROLL ENDING 04.25.25	2400.9 · Benefits Accrual	1,855.42
05/19/2025	0rrk...	RA REPLENISHMENT FOR LPHCRA 2025	2400.9 · Benefits Accrual	275.00
05/23/2025	ACH	HEALTH SAVINGS PAYROLL ENDING 05.09.25	2400.9 · Benefits Accrual	1,835.42
Total Health Equity				4,066.84
<b>IntelliPay</b>				
05/19/2025	ACH	ACH FEES	6505.7 · Credit Card Service Fees	13.00
Total IntelliPay				13.00
<b>Jimmy Johns</b>				
05/08/2025	CC	FOOD FOR BOARD MEETING	6517 · Employee Food and other	89.28
Total Jimmy Johns				89.28
<b>johnson Electric</b>				
05/15/2025	CC	NEW FAN MOTOR FOR STA 21	6510 · Building and Grounds	471.51
Total johnson Electric				471.51
<b>Leagle Shield</b>				
05/10/2025	303...	EMPLOYEE PAID BENIFT	2400.9 · Benefits Accrual	149.55
Total Leagle Shield				149.55
<b>Les Olson Company</b>				
05/14/2025	MN...	IT SERVICE	6505.4 · IT Support	630.00
Total Les Olson Company				630.00
<b>loco Lizard</b>				
05/07/2025	CC	LUNCH DURNING WILDLAND PREVENTION CLASS	6517 · Employee Food and other	74.99
Total loco Lizard				74.99
<b>Mister Car Wash</b>				
05/11/2025	CC	CAR WASH	6512 · Fleet Maintenance	27.07
Total Mister Car Wash				27.07
<b>Mister Clucker</b>				
05/22/2025	CC	SNACKS FOR EMS SKILLS DAY	6517 · Employee Food and other	69.00
Total Mister Clucker				69.00

# North Summit Fire District

## Accounts Payable

### May 2025

Date	Num	Memo	Account	Amount
<b>Moore's Chevron and Towing LLC</b>				
05/03/2025	079...	BAG OF ICE	6517 · Employee Food and other	3.38
05/10/2025	101...	10W30 OIL	6512 · Fleet Maintenance	21.29
Total Moore's Chevron and Towing LLC				24.67
<b>Mortys Car Wsh</b>				
05/01/2025	CC	CAR WASH	6512 · Fleet Maintenance	16.99
Total Mortys Car Wsh				16.99
<b>Mountain West Modular</b>				
05/30/2025	1085	2nd 25% down payment Admin Office Contact #202...	25.01 · Admin Office	48,279.57
Total Mountain West Modular				48,279.57
<b>NRS</b>				
05/21/2025	172...	WATER RESCUE EQUIPMENT	6515 · Minor Equipment	10,670.31
05/22/2025	172...	NRS CO-PILOT KNIFE SAFETY YELLOW	6515 · Minor Equipment	283.22
Total NRS				10,953.53
<b>Oxygen Utah, LLC</b>				
05/31/2025	219...	OXYGEN	6524 · EMS Supplies	156.18
Total Oxygen Utah, LLC				156.18
<b>Paylogics</b>				
05/08/2025	ACH	PAYROLL ENDING 04.25.25	2500 · Accrued salaries	76,313.35
05/08/2025	ACH	PAYROLL ENDING 04.25.25	6613 · Payroll Processing Fee	280.67
05/22/2025	ACH	PAYROLL ENDING 05.09.25	2500 · Accrued salaries	78,903.51
05/22/2025	ACH	PAYROLL ENDING 05.09.25	6613 · Payroll Processing Fee	280.67
Total Paylogics				155,778.20
<b>Peopletrial</b>				
05/01/2025	686...	BACKGROUND CHECK	6506 · Background Checks	64.47
Total Peopletrial				64.47
<b>Post Master</b>				
05/23/2025	CC	PSOTAGE	6518 · Office Supplies	7.94
Total Post Master				7.94
<b>Roadhouse Grill</b>				
05/05/2025	CC	LUNCH WITH DR. SMITH	6517 · Employee Food and other	51.82
Total Roadhouse Grill				51.82

**North Summit Fire District**  
**Accounts Payable**  
**May 2025**

Date	Num	Memo	Account	Amount
<b>Rocky Mountain Power</b>				
05/01/2025	345...	POWER SERVICE STA 21	6509.5 · Power	450.64
05/01/2025	356...	POWER SERVICE STA 23	6509.5 · Power	286.90
05/02/2025	352...	POWER SERVICE STA 22	6509.5 · Power	119.41
05/30/2025	356...	POWER SERVICE STA 23	6509.5 · Power	271.51
Total Rocky Mountain Power				1,128.46
<b>Siddons-Martin Emergnecy Group</b>				
05/28/2025	321...	PUMP TEST UNIT 106	6512 · Fleet Maintenance	250.00
05/28/2025	321...	PUMP TEST UNIT 108	6512 · Fleet Maintenance	250.00
05/28/2025	321...	PUMP TEST UNIT 109	6512 · Fleet Maintenance	350.00
05/28/2025	321...	PUMP TEST UNIT 110	6512 · Fleet Maintenance	250.00
05/28/2025	321...	PUMP TEST UNIT 2403	6512 · Fleet Maintenance	350.00
05/28/2025	321...	PUMP TEST UNIT 101	6512 · Fleet Maintenance	250.00
05/28/2025	321...	PUMP TEST UNIT 102	6512 · Fleet Maintenance	350.00
05/28/2025	321...	PUMP TEST UNIT 103	6512 · Fleet Maintenance	250.00
05/28/2025	321...	PUMP TEST UNIT 104	6512 · Fleet Maintenance	250.00
Total Siddons-Martin Emergnecy Group				2,550.00
<b>Skaggs Public Safety Uniforms</b>				
05/20/2025	288...	NOMEX WILDLAND PANTS HOGWOOD	6513 · PPE / Equipment / Uniforms	226.80
Total Skaggs Public Safety Uniforms				226.80
<b>Streamline</b>				
05/01/2025	30A...	WEBSITE HOSTING	6505.3 · Web Site Hosting	374.00
Total Streamline				374.00
<b>Summit Auto Repair</b>				
05/06/2025	9757	REPLACE FAILED IPR VALVE, ICP SENSOR AND ...	6512 · Fleet Maintenance	1,088.82
Total Summit Auto Repair				1,088.82
<b>Summit County Health Insurance</b>				
05/01/2025	582...	AFLAC	2400.9 · Benifits Accrual	45.60
05/16/2025	582...	DENTAL INSURANCE	2400.9 · Benifits Accrual	1,434.00
05/16/2025	582...	HEALTH INSURANCE	2400.9 · Benifits Accrual	20,486.00
05/27/2025	582...	AFLAC	2400.9 · Benifits Accrual	45.60
Total Summit County Health Insurance				22,011.20



**North Summit Fire District**  
**Accounts Payable**  
**May 2025**

Date	Num	Memo	Account	Amount
<b>Summit Merc.</b>				
05/03/2025	023...	CASE OF WATER	6517 · Employee Food and other	7.19
05/08/2025	012...	BOTTLED WATER	6517 · Employee Food and other	7.19
05/13/2025	023...	HARDWARE	6510 · Building and Grounds	8.59
05/19/2025	013...	WASHERS ADN SCREWS TO FIX ISSUES WITH ...	6512 · Fleet Maintenance	4.47
05/21/2025	023...	VALVE	6510 · Building and Grounds	14.99
05/22/2025	013...	BOTTLED WATER AND ICE FOR TRAINING	6517 · Employee Food and other	80.20
Total Summit Merc.				122.63
<b>Sun Life</b>				
05/14/2025	246...	LIFE INSURANCE	2400.9 · Benefits Accrual	1,179.14
Total Sun Life				1,179.14
<b>TruGlass</b>				
05/21/2025	CC	WINDSHIELD REPLACMENT ON WATER TENDER	6512 · Fleet Maintenance	378.60
Total TruGlass				378.60
<b>Utah Retirement Systems</b>				
05/09/2025	ACH	RETIRMENT PAYROLL ENDING 04.25.25	2400.9 · Benefits Accrual	11,491.10
05/23/2025	ACH	RETIRMENT PAYROLL ENDING 05.09.25	2400.9 · Benefits Accrual	11,266.68
Total Utah Retirement Systems				22,757.78
<b>VASA</b>				
05/25/2025	CC	EMPLOYEE PAID BENIFIT	2400.9 · Benefits Accrual	179.91
Total VASA				179.91
<b>Verizon Wireless</b>				
05/02/2025	611...	TELEPHONE SERVICE	6509.1 · Telephone	201.40
05/02/2025	611...	DATA SERVICE	6509.2 · Internet	501.74
Total Verizon Wireless				703.14
<b>Weber State</b>				
05/19/2025	CC	CPR CARDS FOR NS SCHOOL DISTRICT EMPLO...	6516 · Training Expenses	760.00
Total Weber State				760.00

North Summit Fire District  
Accounts Payable  
May 2025

Date	Num	Memo	Account	Amount
<b>Whites Auto Parts</b>				
05/01/2025	393...	LIGHT BULB FOR R21	6512 · Fleet Maintenance	7.87
05/01/2025	393...	FUEL CAP	6512 · Fleet Maintenance	6.05
05/01/2025	393...	JOHNDEERE GEN AEROS	6512 · Fleet Maintenance	13.73
05/01/2025	393...	USB-A CAR CHARGER	6512 · Fleet Maintenance	12.64
05/12/2025	393...	TUBE-NYLO-BLACK	6512 · Fleet Maintenance	1.80
05/12/2025	393...	COUPLING	6512 · Fleet Maintenance	0.54
05/16/2025	393...	BATTERY FOR PUMP ON WATERTENDER #101	6512 · Fleet Maintenance	144.56
05/20/2025	394...	DEF AND WINDSHIELD WASHER	6512 · Fleet Maintenance	103.92
05/22/2025	394...	CORE DEPOSIT REFUND	6512 · Fleet Maintenance	-18.00
Total Whites Auto Parts				273.11
<b>TOTAL</b>				<b>283,489.88</b>



## **Regular Meeting - May 08 2025 Minutes**

Thursday, May 8, 2025 at 6:00 PM

Fire Station 21, 86 E Center St., Coalville, UT 84017

### **1. Meeting Opening**

#### **1.1 Call to Order**

Vice-Chair Dallin called the meeting to order at 6:04 PM

#### **1.2 Roll Call**

Staff and Board Members Present

Tyler Rowser, Nick Jarvis, Benjamin Nielson, Steven Dallin,  
Louise Willoughby, Aristides Ioannides, Ryan Stack, and Corey  
Ann Blonquist

Staff and Board Members Absent

Don Donaldson

### **2. Closed session in compliance with Utah Code §52-4-205(1) as needed, to discuss**

2.1 Purchase, exchange, or lease of real property


2.2 Pending or reasonably imminent litigation

2.3 Personnel – to discuss the character, competence, or physical or mental health of an individual

- 2.4 Deployment of security personnel, devices, or systems  
No closed session was called for.

### 3. Pledge of Allegiance





### 4. Work Session

- 4.1 Chiefs operations update.  
Chief Nielson when over the calls, training and other matters of the district for April.
- 4.2 Quarter 1 2025 financial report.  
[Q1 2025 Budget v actual.pdf](#)   
Chief Nielson went over the budget report for Q1 2025.

### 5. Public Input

*None*

### 6. Consent Agenda

- 6.1 Accounts Payable for  
[AP APRIL 2025.pdf](#) 
- 6.2 Minutes of  
[Regular Meeting - Mar 13 2025 - Minutes - Html](#)   
[Special Meeting - Mar 26 2025 - Minutes - Html](#)   
[Regular Meeting - Apr 10 2025 - Minutes - Html](#) 

Motion to approve consent agenda

*Moved by:* Aristides Ioannides

*Seconded by:* Louise Willoughby

**Aye** Steven Dallin, Louise Willoughby, Aristides Ioannides, Don Donaldson, and Corey Ann Blonquist

**Carried 5-0**

## 7. Consideration of Approval

- 7.1 Discussion and possible approval of Resolution 2025-02  
A RESOLUTION OF THE ADMINISTRATIVE CONTROL BOARD OF  
NORTH SUMMIT FIRE SERVICE DISTRICT TO HOLD A SECTION  
218 REFERENDUM FOR THE PURPOSE OF DETERMINING  
WHETHER NORTH SUMMIT FIRE SERVICE DISTRICT WILL  
PARTICIPATE IN THE STATE'S SECTION 218 AGREEMENT AND  
PROVIDE SOCIAL SECURITY BENEFITS TO NORTH SUMMIT  
FIRE SERVICE DISTRICT EMPLOYEES

[Resolution 2025-02 to Allow Social Security Referendum  
Template\[18\].pdf](#) 

The board discussed the resolution.

Motion to approve the resolution 2025-02 to call a Social  
Security section 218 referendum election.

*Moved by:* Louise Willoughby

*Seconded by:* Aristides Ioannides

**Aye** Steven Dallin, Aristides Ioannides, Louise  
Willoughby, and Corey Ann Blonquist

**Carried 4-0**

[Resolution 2025-02.pdf](#) 

- 7.2 Discussion and possible approval of Resolution 2025-03  
RESOLUTION ESTABLISHING THE URS RETIREMENT STATUS  
OF APPOINTED MEMBERS OF THE ADMINISTRATIVE CONTROL  
BOARD

[Resolution 2025-03 re ACB members and URS.pdf](#) 

Board members discussed the resolution and what it meant  
for the board.

Motion to approve resoluiothn 2025-03 to opt out of URS

*Moved by:* Aristides Ioannides

*Seconded by:* Louise Willoughby

**Aye** Steven Dallin, Louise Willoughby, Aristides Ioannides, and Corey Ann Blonquist

**Carried 4-0**

[Resolution 2025-03.pdf](#) 

- 7.3 Review and possible recommendation to the County Council for approval of policy sections 314, 316, 318, 400, 401, 402, 413, 500, 501, 502, 503, 504, & 505

[Polices.pdf](#) 

The board discussed the polices and withdrew sections 402 and 413 to be brought back at a later meeting with changes. Minor technical changes were made to section 505.

Motion to recommend policies 314, 316, 318, 400, 401, 500, 501, 502, 503, 504, & 505 with stated changes.

*Moved by:* Aristides Ioannides

*Seconded by:* Corey Ann Blonquist

**Aye** Steven Dallin, Louise Willoughby, Aristides Ioannides, and Corey Ann Blonquist

**Carried 4-0**

**8. Board Comments.**

none

**9. Adjournment**

- 9.1 Adjourn Meeting  
Motion to adjourn

*Moved by:* Louise Willoughby

*Seconded by:* Corey Ann Blonquist

**Aye** Steven Dallin, Louise Willoughby, Aristides Ioannides, and Corey Ann Blonquist

**Carried 4-0**

Meeting adjourned at 7:02 PM

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Board Chair

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District Clerk

Draft



Benjamin L. Nielson  
*Fire Chief*

Nicholas G. Jarvis  
*Deputy Fire Chief*

Tyler J Rowser  
*Administrative Battalion Chief*

## STAFF REPORT

**To:** Administrative Control Board  
**From:** Fire Chief Ben Nielson  
**Date:** June 12, 2025  
**Subject:** Recommendation for Approval of Draft Fire District Policies

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## SUMMARY

This report recommends that the Administrative Control Board approve and forward the enclosed draft policies to the Summit County Council for final approval and adoption. These policies have been developed in accordance with state and federal regulations, reflect best practices in the fire service, and are designed to enhance operational consistency, legal compliance, safety, and service delivery within the North Summit Fire District.

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## BACKGROUND

In collaboration with Lexipol, the following draft policies have been prepared and are now submitted for review and recommendation. **The Policy Subcommittee has thoroughly reviewed these policies and recommends their advancement to the full Board.**

Draft policies include:

- **Policy 402 – Fire Investigations**
- **Policy 403 – Code Enforcement**
- **Policy 600–615 – Training and Safety Policies**, including:
  - Fire Apparatus Driver/Operator Training
  - CPR/AED Training
  - Communicable Disease Training
  - Emergency Action Plan & Fire Prevention Plan Training
  - Hazard Communication Program
  - Hazardous Materials (HAZMAT) Training
  - Hearing Conservation and Noise Control
  - Heat Illness Prevention
  - HIPAA Training
  - National Incident Management System (NIMS)

North Summit Fire District  
PO Box 187 | 86 E. Center Street  
Coalville, Utah 84017  
435-336-2221 | Emergency 9-1-1  
[www.NorthSummitFireUT.gov](http://www.NorthSummitFireUT.gov)



- Repetitive Motion Injury and Ergonomics Training
  - Respiratory Protection
  - Wildland Fire Shelter Deployment
  - Training Records
  - Firefighter Health, Safety and Survival
  - Live-Fire Training
- 

## POLICY HIGHLIGHTS

- **Compliance:** All policies are aligned with federal and state regulations, including OSHA, NFPA, Utah Fire Service Certification, and HIPAA standards.
  - **Training & Safety:** Emphasis is placed on member preparedness through structured and recurring training programs to mitigate risks and ensure operational readiness.
  - **Investigation & Enforcement:** Clear protocols for fire investigations and code enforcement help strengthen public safety and accountability.
  - **Documentation:** A robust framework for training recordkeeping ensures transparency and supports regulatory audits and certifications.
- 

## FISCAL IMPACT

No significant fiscal impact is anticipated at this stage.

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## RECOMMENDATION

It is recommended that the Administrative Control Board:

1. Approve the draft policies as presented; and
  2. Forward a recommendation to the Summit County Council for formal adoption of these policies.
- 

## ATTACHMENTS

- Draft Policy 402–615: North Summit Fire District Policy Manual

# Fire Investigations

## 402.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to ensure that all fires and explosions responded to by the North Summit Fire District and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

## 402.2 POLICY

**Best Practice**

It is the policy of the North Summit Fire District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

## 402.3 RESPONSIBILITIES

**Best Practice**

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

## 402.4 PRELIMINARY INVESTIGATION

**Best Practice**

The first-in Captain should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Captain will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of a Captain
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Battalion Chief or Officer in Charge

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- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion
- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

**402.5 FIRE INVESTIGATORS****Best Practice** **MODIFIED**

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate. Fire investigators who reasonably anticipate an arrest in connection with an investigation should arrange to have a law enforcement officer from a law enforcement agency with jurisdiction present. If a law enforcement officer is unavailable to assist with an arrest, investigators should consider delaying the arrest until such time that law enforcement can be present.

**402.5.1 FIRE INVESTIGATOR QUALIFICATIONS****State**

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete the certification requirements of the Utah Fire Service Certification System for Fire Investigator.
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

**402.6****Best Practice** **MODIFIED**

~~Fire investigators with arrest authority assigned to an incident are responsible for conducting a thorough investigation and providing complete written documentation.~~

~~Fire investigators who reasonably anticipate an arrest in connection with an investigation should arrange to have a law enforcement officer from a law enforcement agency with jurisdiction present. If a law enforcement officer is unavailable to assist with an arrest, investigators should consider delaying the arrest until such time that law enforcement can be present.~~

~~In situations where a fire investigator finds it necessary to arrest a suspect without the assistance of local law enforcement, the investigator should notify the local law enforcement agency that an~~

### Fire Investigations

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~~arrest is being made and, if possible, arrange to have another investigator from this - present on the scene at the time of arrest.~~

#### 402.6.1

State MODIFIED

~~In addition to the general qualifications for fire investigators required by this policy, fire investigators with arrest authority shall be sworn and certified as a peace officer who has completed an approved basic training program approved by the state Fire Marshal.~~

~~Before the investigator may exercise peace officer authority, the - must certify to the state Fire Marshal that the investigator has completed the approved basic training program for special function officers (Utah Code 53-13-105).~~

#### 402.7 DUTY FIREARMS

Best Practice MODIFIED

~~Fire investigators with arrest authority who are authorized to carry a firearm shall also comply with the Duty Firearms and Use of Force Policy.~~

#### 402.8 EQUIPMENT

Best Practice

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

##### 402.8.1 USE OF PROTECTIVE GEAR

Best Practice

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

### *Fire Investigations*

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#### 402.8.2 LOGBOOK

##### **Best Practice**

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

#### 402.9 INCIDENT REPORTS

##### **Best Practice**

To ensure District incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

# Code Enforcement

## 403.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish the process by which the North Summit Fire District will enforce the Utah State Fire Code and District fire and life-safety codes during inspections (Utah Code 53-7-104).

## 403.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to use inspections to help reduce the risk of injury or death due to fire and life-safety code related violations, and increase the safety of building occupants, the community and emergency responders.

## 403.3 PROCEDURE

State

The North Summit Fire District may issue correction notices when violations of the Utah State Fire Code or local ordinances are found during fire and life-safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life-safety should be referred to the Fire Marshal as soon as practicable.

### 403.3.1 INITIAL INSPECTIONS

Best Practice

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and based on the type of violation.

All inspections, meetings and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party.

### 403.3.2 RE-INSPECTIONS

Best Practice

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

### *Code Enforcement*

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Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

#### 403.3.3 TIME EXTENSIONS FOR COMPLIANCE

##### **Best Practice**

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

#### 403.3.4 FINAL NOTICES

##### **Best Practice**

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

#### 403.3.5 ADMINISTRATIVE CITATION

##### **Best Practice**

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the District's legal counsel as soon as practicable.

# Fire Apparatus Driver/Operator Training

## 600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all North Summit Fire District members, including tiller operators, who operate firefighting apparatus as part of their duties, receive appropriate training.

### 600.1.1 DEFINITIONS

Definitions related to this policy include:

**Tiller operator** - The driver of the rear free-axle portion of a ladder truck.

## 600.2 POLICY

It is the policy of the North Summit Fire District that all members who operate firefighting apparatus, including tiller operators, shall successfully complete driver training that meets or exceeds the requirements of the National Fire Protection Association (NFPA) 1002, 2009 edition or the Utah Fire Service Certification System.

Training should include written, oral and practical evaluations to demonstrate proficiency. The Training Officer shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

## 600.3 PROCEDURES

All members who operate firefighting apparatus, including tiller operators, shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition or the Utah Fire Service Certification System certifications for:

- Apparatus Driver/Operator/Pumper
- Apparatus Driver/Operator/Aerial

## 600.4 TRAINING OFFICER RESPONSIBILITIES

It shall be the responsibility of the Training Officer to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Training Officer shall coordinate with the District member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.



# CPR and Automated External Defibrillator (AED) Training

## 601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and to utilize an Automated External Defibrillator (AED).

### 601.1.1 DEFINITIONS

Definitions related to this policy include:

**Automated External Defibrillator (AED)** - An external defibrillator capable of cardiac rhythm analysis and that will charge, with or without further operator action, and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

**Qualified instructor** - An individual who is qualified by the Utah Bureau of Emergency Medical Services (BEMS) to teach AED/CPR.

## 601.2 POLICY

It is the policy of the North Summit Fire District that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required to utilize such equipment and/or skills. Initial training and recertification will consist of BEMS-approved courses and will be provided by qualified instructors at the health care provider level.

## 601.3 REQUIREMENTS

CPR and AED training should include:

- Proper use, maintenance, and periodic inspection of the AED.
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care, and internal emergency response system, if applicable.
- Assessment of an unconscious patient to include evaluation of the airway, breathing, and circulation to determine cardiac arrest.
- The administration of CPR, obstructed airway, and other health care provider CPR curriculum skills.
- Information relating to AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers, or other nearby persons.
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate assessment of the patient's post-shock status.
- The appropriate continuation of care following a successful defibrillation.

## *CPR and Automated External Defibrillator (AED) Training*

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In order to be authorized to perform CPR and utilize the defibrillator, an individual should pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

All CPR and AED training provided by the District shall be approved and monitored by the District EMS authority, which shall also approve any written and skills examinations required for course completion. The BEMS shall approve AED instructors and designate public safety AED service providers.

### **601.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all CPR and AED training provided to members, in accordance with BEMS regulations and under District EMS supervision. Records should include but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of the persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

### **601.5 LOCAL REGISTRY**

The EMS supervisor should consider participating in a local, regional, or state Cardiac Arrest Registry to Enhance Survival (CARES) program, designed to lead to the betterment and refinement of cardiac care.

# Communicable Disease Training Program

## 602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure members have the skills and knowledge to protect themselves against communicable diseases pursuant to Utah law (29 CFR 1910.1030; UAC R614-1-4).

## 602.2 POLICY

It is the policy of the North Summit Fire District to make members' health and safety a priority by providing initial and recurring communicable disease training.

## 602.3 TRAINING REQUIREMENTS

The Health and Safety Officer or other designated individual, working with the Training Officer, shall be responsible for:

- (a) Developing and implementing a training program on the Communicable Diseases Policy and an exposure control plan.
- (b) Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Maintaining class rosters and quizzes and periodically reviewing and updating the training program.
- (e) Ensuring that the training mandates set forth in 29 CFR 1910.1030 and UAC R614-1-4 are included in the training program and are met by all members.

## 602.4 MEMBER TRAINING

Any member whose duties place him/her at risk for exposure to communicable disease shall receive District-provided, no-cost training during working hours (29 CFR 1910.1030; UAC R614-1-4).

## 602.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all communicable disease training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

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### *Communicable Disease Training Program*

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The Training Officer should maintain the training records in accordance with established records retention schedules.

# Emergency Action Plan and Fire Prevention Plan Training

## 603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the North Summit Fire District Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with Utah Occupational Safety and Health (Utah OSHA) regulations for all North Summit Fire District facilities (UAC R614-1-4).

## 603.2 POLICY

It is the policy of the North Summit Fire District to provide training to all members regarding the EAP and FPP.

## 603.3 TRAINING GUIDELINES

The EAP and FPP training shall include, but is not limited to:

- (a) A review of the District's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plans.
- (c) The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The District shall advise each member of his/her responsibility under the plans at the following times:
  - 1. Initially when the plans are developed
  - 2. Whenever the member's responsibilities or designated actions under the plans change
  - 3. Whenever the plans are changed
- (e) The District shall review with each member upon initial assignment those parts of the EAP and FPP that the member must know to protect the member in the event of an emergency.

## 603.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the District's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.

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### *Emergency Action Plan and Fire Prevention Plan Training*

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- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Hazard Communication Program Training

## 604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the District's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required, and what record keeping is necessary to comply with state law (29 CFR 1910.1200; Utah Code 53-2a-702; UAC R614-1-4).

### 604.1.1 DEFINITIONS

Definitions related to this policy include (29 CFR 1910.1200; UAC R614-1-4):

**Hazardous chemical** - Any chemical that is classified as a physical hazard, health hazard, simple asphyxiant, combustible dust, or hazard not otherwise classified.

**Health hazard** - A chemical that is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure), skin corrosion or irritation, serious eye damage or eye irritation, respiratory or skin sensitization, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity (single or repeated exposure), or aspiration hazard.

## 604.2 POLICY

It is the policy of the North Summit Fire District, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced.

## 604.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include but is not limited to the following topics:

- (a) Members shall be informed of any operations in their work area where hazardous chemicals are present.
- (b) Members shall be informed of the location and availability of information regarding any hazardous chemicals and Safety Data Sheets (SDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- (d) Members shall be trained in the physical and health hazards of the chemicals in the work area and the measures they can take to protect themselves, including specific procedures the District has implemented to protect them from exposure to hazardous chemicals. These include appropriate work practices, emergency procedures, and personal protective equipment (PPE).
- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

## *Hazard Communication Program Training*

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### **604.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all hazard communications program training provided to members. Records should include but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.



# Hazardous Materials (HAZMAT) Training

## 605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the North Summit Fire District Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required, and the training records required to meet the requirements of Utah Occupational Safety and Health (UOSH).

## 605.2 POLICY

It is the policy of the North Summit Fire District that any member whose duties include a role in the HAZMAT response program shall receive training to the level at which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials.

## 605.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. This includes training specific to the Incident Commander (IC), awareness or operations level, and HAZMAT technician (29 CFR 1910.120; UAC R614-1-4).

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving HAZMAT shall objectively demonstrate competency in the following areas.

### 605.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release.

### 605.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations (FRO) level training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.

### 605.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member

## *Hazardous Materials (HAZMAT) Training*

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with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance.

### **605.3.4 HAZMAT EMERGENCY RESPONSE PLAN**

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority, and communications for all members. The plan shall be in writing and available for inspection and copying by employees, their representatives, and UOSH personnel (29 CFR 1910.120; UAC R614-1-4).

### **605.3.4 HAZMAT INCIDENT COMMANDER**

HAZMAT IC level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident.

### **605.3.5 HAZMAT ANNUAL REFRESHER TRAINING**

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (29 CFR 1910.120; UAC R614-1-4).

## **605.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include but are not limited to:

- (a) Dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
  - 1. Specific content required by regulation covered
  - 2. Manufacturer's recommendations (as applicable)
  - 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test).

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Hearing Conservation and Noise Control Training

## 606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain hearing conservation and noise control training for members exposed to noise above levels predetermined by Utah Occupational Safety and Health (Utah OSHA) (29 CFR 1910.95; UAC R614-1-4).

## 606.2 POLICY

It is the policy of the North Summit Fire District to promote member health and safety by establishing hearing conservation and noise control training and requiring member participation. The hearing conservation program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the District's efforts (29 CFR 1910.95).

## 606.3 RESPONSIBILITIES

The following procedures shall comprise the hearing conservation and noise control training for the North Summit Fire District. The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. Captains shall be responsible for ensuring that members attend scheduled testing and training.

### 606.3.1 NOISE EXPOSURE LIMITS

The North Summit Fire District shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those shown in 29 CFR 1910.95 and its Appendices.

### 606.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District.

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

### 606.3.3 HEARING PROTECTOR ATTENUATION

The North Summit Fire District shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in Appendices of 29 CFR 1910.95. The District will provide more effective hearing protectors where necessary.

## *Hearing Conservation and Noise Control Training*

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### 606.3.4 MONITORING

The North Summit Fire District shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors.

### 606.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hearing conservation program training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Copies of baseline and annual audiometric testing and evaluation documents.

The Training Officer shall maintain the training records in accordance with established records retention schedules.

# Heat Illness Prevention Training

## 607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities, and training record documentation.

### 607.1.1 DEFINITIONS

Definitions related to this policy include:

**Acclimatization** - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

**Heat-related illness** - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

## 607.2 POLICY

It is the policy of the North Summit Fire District to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness.

## 607.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions and shall include:

- (a) The environmental and personal risk factors for heat illness.
- (b) The District's procedures for complying with the state requirements for the prevention of heat illness.
- (c) The importance of frequent consumption of small quantities of water and electrolyte replacement fluid, up to four cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.

## *Heat Illness Prevention Training*

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- (g) The District's procedures for responding to symptoms of possible heat illness, including how Emergency Medical Services (EMS) will be provided if necessary.
- (h) The District's procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.
- (i) The District's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

### **607.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES**

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat:

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary

### **607.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Health Insurance Portability and Accountability Act (HIPAA) Training

## 608.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling protected health information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

### 608.1.1 DEFINITIONS

Definitions related to this policy include (45 CFR 160.103):

**Health information** - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care.

**Individually identifiable health information** - Health information, including demographic information, created or received by a covered entity or employer that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

**Protected health information (PHI)** - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or communicated orally.

## 608.2 POLICY

It is the policy of the North Summit Fire District to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of HIPAA regulations (45 CFR 164.530(g)).

## 608.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the District's privacy policies and procedures.

The Training Officer shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

## *Health Insurance Portability and Accountability Act (HIPAA) Training*

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Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, Patient Care Reports or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) District's procedures for protecting employee health information.

### **608.4 TRAINING RECORDS**

The Training Division shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).



# National Incident Management System (NIMS) Training

## 609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) and the National Incident Management System (NIMS).

## 609.2 POLICY

It is the policy of the North Summit Fire District to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All North Summit Fire District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

## 609.3 PROCEDURE

All District personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
  - 1. FEMA IS-700: NIMS, An Introduction
  - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
  - 1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center (EOC) Staff:
  - 1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200, and ICS-300: Intermediate ICS for Expanding Incidents
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
  - 1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400: Advanced ICS

Refresher training will be offered on a regular basis to ensure that NIMS/ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multijurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

## *National Incident Management System (NIMS) Training*

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### **609.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Repetitive Motion Injuries and Ergonomics Training

## 610.1 PURPOSE AND SCOPE

The purpose of this policy is to minimize the occurrence of work-related repetitive motion injuries (RMIs) through work site evaluation, control of exposures, and training of members whose assigned duties have a risk of RMIs.

## 610.2 POLICY

It is the policy of the North Summit Fire District that members shall be provided initial training any time their assigned duties have a risk of RMIs, as duties change and when members encounter new exposures to the risk of RMIs.

The District shall correct any exposure that has caused an RMI in a timely manner. If the exposure cannot be corrected, the District shall take steps to minimize member exposure to the degree feasible, considering engineering controls such as workstation redesign, adjustable fixtures, and tool redesign and administrative controls such as job rotation, work pacing, and work breaks.

## 610.3 TRAINING REQUIREMENTS

- (a) Members shall be provided training that includes but is not limited to an explanation of:
  - 1. The District's program to minimize RMIs.
  - 2. The exposures that have been associated with RMIs.
  - 3. The symptoms and consequences of injuries caused by repetitive motion.
  - 4. The importance of reporting symptoms and injuries to the District.
  - 5. Methods used by the District to minimize RMIs.
- (b) Refresher training should be provided on an annual basis.
- (c) Members shall receive RMI prevention training prior to performing duties that are known to be associated with the following circumstances:
  - 1. Work-related causation - RMIs have been predominantly caused (e.g., 50 percent or more) by a repetitive job, process, or operation.
  - 2. Relationship between RMIs and the workplace - Members incurring RMIs were performing a job, process, or operation of identical work activity. Identical work activity means that the members were performing the same repetitive motion task (e.g., word processing, assembly, loading).
  - 3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.
  - 4. The RMIs were reported by members to the District in the previous 12 months.

## *Repetitive Motion Injuries and Ergonomics Training*

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### **610.4 ADDITIONAL TRAINING AND INFORMATION**

Additional training and information should be provided to members:

- (a) When the work site evaluation is updated.
- (b) When exposure control measures are updated.
- (c) When the District becomes aware of new work-related exposures associated with RMIs.

At a minimum, the District should provide refresher training on an annual basis.

### **610.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all RMI prevention training provided to members. Records should include but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of the persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Respiratory Protection Training

## 611.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through appropriate training on the use of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (29 CFR 1910.134; UAC R614-1-4).

### 611.1.1 DEFINITIONS

Definitions related to this policy include:

**Respirator or respiratory protection** - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

## 611.2 POLICY

It is the policy of the North Summit Fire District to protect the health of members by providing respiratory protection training.

## 611.3 TRAINING REQUIREMENTS

### 611.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators (29 CFR 1910.134).

Members shall be trained, based on their duties, if they:

- (a) Use respirators
- (b) Supervise respirator users
- (c) Issue, repair or adjust respirators

### 611.3.2 MANNER OF TRAINING

The District will present effective training using qualified instructors. Training may be provided using audiovisuals, slide presentations, formal classroom discussion, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods.

Instructors should be available to provide responses to questions, evaluate the participants' understanding of the material and provide other instructional interaction.

Respirators used in training shall be cleaned and disinfected after each use (29 CFR 1910.134).

### 611.3.3 FREQUENCY OF TRAINING

The District will provide respiratory protection training (29 CFR 1910.134):

- (a) Initially, before work site respirator use begins.

## *Respiratory Protection Training*

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- (b) Periodically but within 12 months of the previous training.
- (c) Additionally, when the following occurs:
  - 1. The member has not retained knowledge or skills.
  - 2. Changes in the work site or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member should practice, at least quarterly, for each type and manufacturer of respiratory equipment that is available for use, the step-by-step procedure for donning the respirator and checking it for proper function.

### 611.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment that is available for their use, including the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include, but is not limited to (29 CFR 1910.134):

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures, such as the use of the regulator bypass valve, corrective action to take for facepiece and breathing tube damage, and breathing directly from the regulator (where applicable).

### 611.3.5 SUCCESSFUL COMPLETION

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills, as required by their duties (29 CFR 1910.134):

- (a) Why the respirator is necessary, including identifying respiratory hazards, such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use and remove the respirator.
- (e) How to clean, disinfect, repair and store the respirator.
- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.

## *Respiratory Protection Training*

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- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.

### **611.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Wildland Fire Shelter Deployment Training

## 612.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or who provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and effective deployment of a wildland fire shelter.

## 612.2 POLICY

It is the policy of the North Summit Fire District to provide initial and recurrent wildland fire shelter deployment training to all District members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

## 612.3 PROCEDURE

The Training Officer shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but is not limited to:

- (a) A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710 "The New Generation Fire Shelter."
- (b) Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712.
- (c) Performance of practice fire shelter deployment using NWCG-recommended tasks, times and scenarios that include:
  - 1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
  - 2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the shelter quickly.
  - 3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.
  - 4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.



## *Wildland Fire Shelter Deployment Training*

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5. Practical exercise of deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).
6. Practical exercise of lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation but should be conducted while wearing wildland PPE.

### **612.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain training records in accordance with established records retention schedules.

## Training Records

### 613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual District members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

### 613.2 POLICY

It is the policy of the North Summit Fire District to maintain comprehensive records of all training provided by the District and all training received by District members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using District-approved secure electronic file storage systems.

### 613.3 MASTER TRAINING CALENDAR

The Training Division will create and maintain an annual master training calendar for the District. This calendar will document all District-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All Utah Occupational Safety and Health (Utah OSHA) training provided by the District.
- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other NIMS-compliant incident management system.
- (e) All NIMS, ICS and NIMS-compliant incident management system courses.

## *Training Records*

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- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.
- (g) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside the District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills, drills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Division files based on District-established records retention schedules.

### **613.4 DIVISION TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, Utah OSHA regulation or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member's name or other identifier.

### **613.5 INDIVIDUAL TRAINING RECORDS**

The Training Division will create and maintain an individual training file for each member of the District. The training files will be kept separate from the District's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

### *Training Records*

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When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or in accordance with the District's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Division should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, Utah Fire Service Certification System certifications and Utah Bureau of Emergency Medical Services (BEMS) pre-hospital care provider continuing education coursework, licensing and certification records (paramedic, Emergency Medical Technician and Emergency Medical Responder).

#### **613.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS**

Members of the District may submit training records from previous employers to the Training Division for inclusion in their individual training file. The Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications and coursework that are pertinent to their position with the North Summit Fire District.

The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their North Summit Fire District training file.

#### **613.7 RELEASE OF FORMER MEMBER TRAINING RECORDS**

Upon written request, the individual training file of any former North Summit Fire District member may be copied and released to either the former member or to a third party upon receipt of a signed written request from the former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies

# North Summit Fire District

## Policy Manual

### *Training Records*

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of his/her file be sent directly to a third party, the written request should include a statement authorizing the North Summit Fire District to release copies to the named third party.

# Firefighter Health, Safety and Survival Training

## 614.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

## 614.2 POLICY

The North Summit Fire District is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

## 614.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow North Summit Fire District safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

## 614.4 SUPERVISOR RESPONSIBILITIES

Captains are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

## 614.5 TRAINING OFFICER RESPONSIBILITIES

The Training Officer is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

## 614.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.

# North Summit Fire District

## Policy Manual

### *Firefighter Health, Safety and Survival Training*

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- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Live-Fire Training

## 615.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of members by providing guidelines and responsibilities for live-fire training.

## 615.2 POLICY

It is the policy of the District to conduct live-fire training in a safe and effective manner that meets the standards of NFPA 1403 and any applicable state or local law.

## 615.3 MEMBER PREREQUISITES

Before participating in any live-fire training exercise, members shall, at a minimum, have completed training equivalent to the requirements of NFPA 1001, Firefighter I.

## 615.4 TRAININGMANAGER RESPONSIBILITIES

The Training Officer shall be responsible for:

- (a) Scheduling live-fire training.
- (b) Confirming that the Battalion Chief Training Division is notified when live-fire training is scheduled.
- (c) Ensuring that all live-fire training provided by the agency is conducted in accordance with state and local requirements (Utah Code 15A-5-103; Utah Code 19-2-114; UAC R307-415-5e).
- (d) Providing a secure structure for the live-fire training consistent with the requirements of this policy.
- (e) Ensuring that all required permits and authorizations, if applicable, have been approved and received before conducting any training exercises.
- (f) Confirming that a sufficient number of instructors will be present for the live-fire training.
  - 1. In no event shall there be fewer than four instructors.
  - 2. There shall be no more than a 5:1 student-to-instructor ratio at any time.
- (g) Confirming that the number of instructors and instructor assignments are detailed in the live-fire training curriculum.
- (h) Designating a qualified safety officer for all live-fire training exercises.
- (i) Ensuring that all live-fire training is conducted using qualified instructors who meet the following requirements:
  - 1. For the lead instructor, NFPA and any applicable state requirements for Fire Instructor II
  - 2. For all other instructors, NFPA and any applicable state requirements for Fire Instructor I



## *Live-Fire Training*

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- (j) Ensuring all injuries sustained during live-fire training are documented.

### **615.5 SAFETY OFFICER**

A safety officer shall be designated for all live-fire training exercises and shall have the same qualifications as the lead instructor. The safety officer has the authority to intervene and control any aspect of the operations when a potential or actual danger, potential accident, or unsafe condition exists. The safety officer may require additional safety personnel as deemed necessary.

The safety officer shall not be assigned duties that interfere with their safety responsibilities.

The safety officer shall be knowledgeable about all the safety features at the training location.

### **615.6 TRAINING REQUIREMENTS**

Before beginning any live-fire training, the designated safety officer shall be responsible for:

- (a) Inspecting all burn locations.
- (b) Ensuring that all members participating in the training meet the prerequisites for participation.
- (c) Inspecting each participant's personal protective equipment (PPE) and SCBA.
- (d) Ensuring that a pre-burn walk-through and briefing for all members and instructors has been conducted.
- (e) Ensuring an Emergency Medical Services (EMS) unit and advanced life support (ALS) crew capable of transporting a patient are on location.

In no event shall a person be used as a simulated victim during live-fire training exercises.

All structures used for live-fire training shall be inspected after use.

### **615.7 USE OF ACQUIRED STRUCTURES**

An acquired structure should not be used for live-fire training unless there is no equivalent purpose-built structure or space for live-fire training (e.g., burn building) available.

Prior to using any acquired structure for live-fire training, the Training Officer shall:

- (a) Inspect the structure to determine whether it can be made sufficiently safe for live-fire training.
- (b) Facilitate the preparation of the structure for safe use (e.g., removal of all asbestos containing materials).
- (c) Confirm that the live-fire training will comply with all local, state, and federal regulations applicable to the open burning of buildings, including the Clean Air Act (42 U.S.C. § 7401 et seq.; Utah Code 19-2-114).

### **615.8 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all live-fire training that is provided to members. At a minimum, the District should document:

# North Summit Fire District

## Policy Manual

### *Live-Fire Training*

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- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Injuries sustained during training exercises.

The Training Officer should maintain the training records in accordance with established records retention schedules.



Benjamin L. Nielson  
*Fire Chief*

Nicholas G. Jarvis  
*Deputy Fire Chief*

Tyler J Rowser  
*Administrative Battalion Chief*

## Staff Report

**To:** Administrative Control Board (ACB)

**From:** Tyler Leavitt, Deputy Fire Marshal

**Date:** June 12, 2025

**Re:** Support for County Petition Restricting Fireworks in NSFD Service Area

---

### 1. Purpose

To present and recommend NSFD's formal endorsement of Summit County Council's request to the Utah State Forester for temporary restrictions on fireworks within unincorporated areas served by North Summit Fire District, through October 31, 2025. In this manner we can be consistent amongst County Fire Districts for the safety and welfare of their citizens, economy, and tourism.

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### 2. Background

- On **May 21, 2025**, the Summit County Council (via Chair Tonja B. Hanson) sent a letter (attached) to Jamie Barnes, Director of the Utah Division of Forestry, Fire, and State Lands. That letter requests "temporary restrictions on all fireworks activities" in unincorporated Summit County within PCFD's jurisdiction.
- The Council cited four key reasons, and we find that these items are also applicable to NSFD's jurisdiction:
  1. **Uncertain Federal Wildfire Funding:** Recent federal wildfire-suppression support is not guaranteed; NSFD's resources will be overstretched during a major fire. We learned quickly on the Dikker Hill fire in 2024 that our resources were quickly overrun for such a large event.
  2. **Economic & Tourism Risk:** A significant wildfire directly threatens Summit County's economy and tourism, our primary industries.
  3. **Hot & Dry Forecast:** National Weather Service outlooks predict above-average temperatures and below-average precipitation through summer, increasing fire danger.

North Summit Fire District  
PO Box 187 | 86 E. Center Street  
Coalville, Utah 84017  
435-336-2221 | Emergency 9-1-1  
[www.NorthSummitFireUT.gov](http://www.NorthSummitFireUT.gov)

4. **Historic Rapid Fire Spread:** In summer 2024, fire conditions escalated quickly, outpacing the ability to enact timely restrictions. A proactive approach now enhances readiness, instead of a reactive approach of fire suppression.
- The letter notes NSFD’s Administrative Control Board “unanimously supports this request.”
- 

### 3. Discussion

#### A. Jurisdiction & Scope

- The requested fireworks ban applies only to unincorporated Summit County areas falling within NSFD’s service boundaries. It does **not** affect:
  1. Permitted public fireworks displays (under IFC-compliant conditions).
  2. Recreational burning that meets NSFD and Summit County code (e.g., seasonal burn permits, agricultural burns).
- Municipalities (Henefer & Coalville) set their own rules. This restriction is only for unincorporated areas.

#### B. Economic & Public Safety Benefits

- A targeted fireworks ban reduces ignition sources at the highest risk time—summer holidays (4<sup>th</sup> of July through Labor Day) and late summer.
  - Preserving public health: Fewer wildland fires mitigate smoke impacts on vulnerable residents (asthma, COPD) and on local tourism.
  - Protecting property: Early containment avoids expensive property loss, evacuation costs, and lengthy trail closures that deter visitors.
- 

### 4. Recommendation

- Authorize Fire Chief to:
    1. **Transmit a Letter of Endorsement** from NSFD explicitly supporting Summit County Council’s request for fireworks restrictions through October 31, 2025.
- 

### 5. Attachments

- Proposed Summit County Council letter to State Forester Jamie Barnes
- District map specifically delineates the unincorporated areas of the County within NSFD’s jurisdiction.

**Respectfully submitted,**

Tyler Leavitt  
Deputy Fire Marshall  
North Summit Fire District



June 26, 2025

Jamie Barnes  
Director, Utah Division of Forestry, Fire and State Lands  
1594 West North Temple  
Suite 3520  
SLC Utah 84116

**Re: Support for restrictions on fireworks in the unincorporated areas served by the North Summit Fire District**

Director Barnes,

As Chair of the Summit County Council, I write to express the Council's support of firework restrictions from the Utah State Forester. We support restricting all firework activities within the unincorporated areas of Summit County that fall within the boundaries of the North Summit Fire District ("NSFD"). We request that these restrictions be implemented as quickly as practicable and remain in place through October 31<sup>st</sup>, 2025. I also highlight that the Administrative Control Board for NSFD unanimously supports this request.

This recommendation is based on the following critical factors:

1. **Uncertain Federal Support for Wildfire Suppression:** Current federal funding and assistance levels for wildfire suppression remain unclear. Without guaranteed external resources, the North Summit Fire District's response capacity may be significantly strained in the event of a major incident like it was in 2024.
2. **High Risk to Our Local Economy and Tourism:** A large-scale wildfire would have an immediate and devastating impact on Summit County's economy. Tourism is the lifeblood of our community, and any prolonged disruption—such as evacuations, trail closures, or poor air quality—would severely affect our businesses, workers, and reputation as a destination.
3. **Forecast for Hot and Dry Conditions:** Long-range weather outlooks from the National Weather Service predict above-average temperatures and below-average precipitation through the summer months. These conditions dramatically increase the risk of fast-moving and uncontrollable wildfires.
4. **Historic Conditions and Delayed Response Capabilities:** Historical patterns show that fire conditions can escalate rapidly in our region. Unfortunately, the mechanisms to enact restrictions

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Phone (435) 336-3025  
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often lag behind these changing conditions. We experienced this in the summer of 2024. A proactive restriction now provides the flexibility and preparedness necessary to respond effectively before risks reach a critical level.

Given these factors, we respectfully request that the State Forester implement temporary restrictions on fireworks. Our primary obligation must be the safety of our residents, visitors, and the preservation of the natural and economic resources that make Summit County unique.

These restrictions would not include permitted fireworks shows and recreational burning as defined by the International Fire Code that meets the published requirements of NSFD and Summit County.

Thank you for your attention to this important matter.

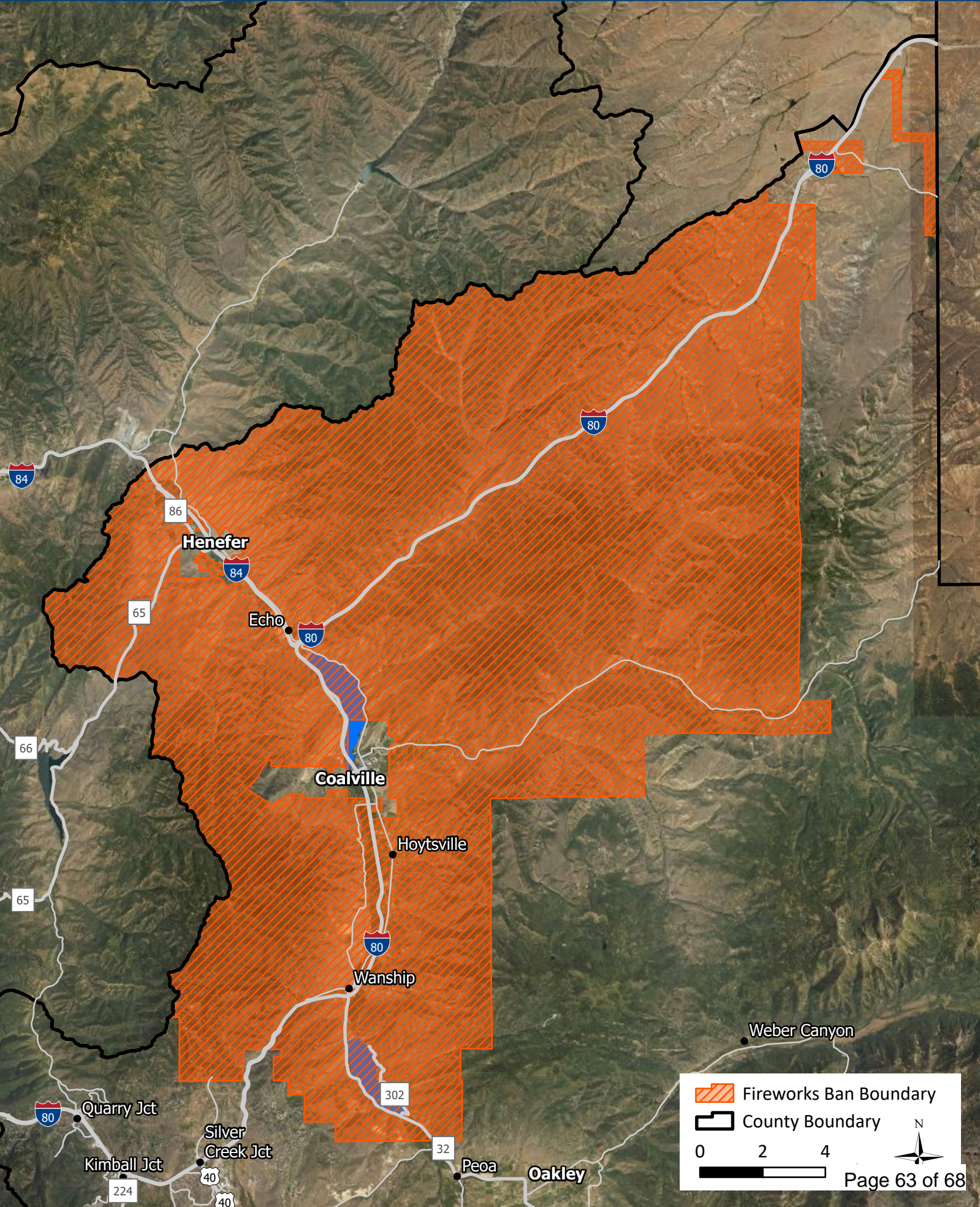
Sincerely,

**Tonja B. Hanson**  
Chair  
Summit County Council





# Summit County Fireworks Ban 2025







Benjamin L. Nielson  
*Fire Chief*

Nicholas G. Jarvis  
*Deputy Fire Chief*

Tyler J Rowser  
*Administrative Battalion Chief*

## STAFF REPORT

**To:** Administrative Control Board  
**From:** Fire Chief Ben Nielson  
**Date:** June 12, 2025  
**Subject:** Capital Expense Authorization – Rescue & Swift-Water Rescue Equipment (Up to \$45,000)

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### 1. Purpose

Request Board authorization to allocate up to **\$45,000** of 2025 capital funds to purchase essential rescue and swift-water rescue equipment, closing a critical capability gap in our all-hazards response. Detailed line-item costs are summarized below and documented in the attached document.

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### 2. Background

- Over the past two years, North Summit FD has identified a deficiency in both technical rescue and swift-water rescue capabilities.
  - Recent incidents on the Weber River, Echo Reservoir, and Rockport Reservoir highlighted the need for specialized gear and trained personnel due to delayed extrications and improvised boat operations.
  - An earlier County State Homeland Security Program (SHSP) grant of **\$45,000** for this purpose was reallocated to a different program, leaving NSFD without the expected funding.
  - **Tariff Impact (PETZL):** Effective July 1, 2025, PETZL rescue equipment costs will increase by **10–145%** on certain products due to new tariffs, which are not reflected in our pricing spreadsheet.
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### 3. Equipment & Training Package (Total \$45,000)

*Refer to the attached figures. Unit pricing reflects pre-tariff quotes.*

North Summit Fire District  
PO Box 187 | 86 E. Center Street  
Coalville, Utah 84017  
435-336-2221 | Emergency 9-1-1  
[www.NorthSummitFireUT.gov](http://www.NorthSummitFireUT.gov)



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#### 4. Budget Impact

- **The 2025 Capital Budget** has an uncommitted balance of **\$200,000**.
  - This is a one-time allocation with **no impact** on the operating budget.
- 

#### 5. Operational & Safety Justification

- **Life-Safety:** Proper swift-water gear and training minimize rescuer risk and ensure rapid, safe extrication of victims.
  - **Mission Readiness:** Technical-rescue PPE allows us to perform rope rescues in canyon, mountain, lake, and river environments.
  - **Liability Mitigation:** Certified equipment and training reduce organizational exposure following water-rescue incidents.
  - **Regional Benefit:** Enhanced capabilities support mutual-aid partners throughout Summit County.
- 

#### 6. Recommendation

Authorize the Fire Chief to:

1. Allocate up to **\$45,000** from the 2025 Capital for the equipment and training package as detailed above. Making this action retroactive to pay back our expenditure/purchase of water safety equipment.
2. Initiate procurement per District policy—locking in pre-tariff pricing and ordering equipment immediately.

Upon approval, staff will finalize vendor contracts, issue purchase orders, and schedule training by September 2025.

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#### Prepared by:

Benjamin L. Nielson

Fire Chief, North Summit Fire District

## **Water - Vendor Comparison W/ Price**

<u>Item</u>	<u>Description</u>	<u>Vendor 1</u>	<u>Unit Price 1</u>	<u>Qty</u>	<u>Total 1</u>
Drysuit	NRS Extreme SAR, red	NRS	\$895.50	4	\$3,582.00
Rescue Helmet	Universal rescue helmet	Team Wendy	\$319.20	4	\$1,276.80
Headlamp	PrincetonTec EOS II, black	NRS	\$89.96	4	\$359.84
Rescue PFD	NRS Rapid Rescuer	NRS	\$238.46	6	\$1,430.76
Rescue Knife	NRS Co-pilot knife	NRS	\$40.46	6	\$242.76
Rescue Gloves	ResQ Max Glove	Rescue Source	\$49.95	10	\$499.50
Rescue Whistle	Fox 40 Safety Whistle	NRS	\$6.75	15	\$101.25
Tech PPE Bag	NRS Rescue Duffel, 80 L, red	NRS	\$98.96	4	\$395.84
Ops Helmet	NRS Havoc Livery	NRS	\$47.66	4	\$190.64
Ops PFD	NRS Crew Universal PFD, red	NRS	\$56.66	4	\$226.64
Ops PPE Bag	NRS Purest Mesh Duffel, 40 L, blk	NRS	\$71.96	4	\$287.84
Radio Drybag	Aquapac Large VHF dry bag	NRS	\$38.66	4	\$154.64
Zipper Lubricant	Gear zipper lubricant	NRS	\$5.36	10	\$53.60
Throwbag	NRS Compact Rescue TB, red	NRS	\$56.66	10	\$566.60
Water Carabiners	NRS Stiq Twist Lock, red/silver	NRS	\$13.46	18	\$242.28
Rescue RDC Boat	NRS ASR 155 Rescue RDC	NRS	\$2,695.50	1	\$2,695.50
<b>TOTAL</b>					<b>\$12,306.49</b>

## ***Rope - Vendor Comparison W/ Price***

<b>Item</b>	<b>Description</b>	<b>Vendor 1 (current)</b>	<b>Unit Price 1</b>	<b>Qty</b>	<b>Total 1</b>
Falcon Harness	Class II rescue harness	Petzl	\$ 339.95	6	\$ 2,039.70
Top Croll	Chest harness	Petzl	\$ 289.95	3	\$ 869.85
Torse Chest Harness	Lightweight chest harness	Petzl	\$ 29.95	2	\$ 59.90
11 mm Rope (KM 11 G)	Static rescue rope	Rescue Direct	\$ 430.99	1	\$ 430.99
11 mm Rope (Extreme Pro)	Dynamic rescue rope	Rescue Direct	\$ 257.99	2	\$ 515.98
Carabiners (AM'D, Triact)	Twist-lock rescue carabiner	Petzl	\$ 24.99	18	\$ 449.82
Carabiners (H-Frame)	William H-Frame rescue carabiner	Rescue Direct	\$ 19.99	18	\$ 359.82
Screw Link	Trapezium screw-link	Rescue Direct	\$ 21.99	1	\$ 21.99
Clutch/Capto Kit	Descent control device	Rescue Direct	\$ 1,108.99	2	\$ 2,217.98
ID's	Personal belay device	Petzl	\$ 464.95	3	\$ 1,394.85
ASAP Lock/Axess Kit	Belay/fall-arrest control device	Petzl	\$ 526.95	2	\$ 1,053.90
Harness Accessory	Ring-to-ring connector	Petzl	\$ 44.99	2	\$ 89.98
Aztek ProSeries	Set of 4 personal-kit modules	Rescue Direct	\$ 548.99	3	\$ 1,646.97
Spin L1	Single PMP pulley	Petzl	\$ 149.99	8	\$ 1,199.92
Spin L2	Double PMP pulley	Petzl	\$ 219.95	4	\$ 879.80
Kootenay Ultra	Knot-passing pulley	Rescue Direct	\$ 281.99	1	\$ 281.99
Squid	Anchor plate for clutches	Rescue Direct	\$ 164.99	1	\$ 164.99
Paw, Large	Anchor plate	Petzl	\$ 109.95	1	\$ 109.95
Arizona Vortex	High-directional tripod	Rescue Direct	\$ 5,371.99	1	\$ 5,371.99
Stokes Basket	Patient packaging kit	Rescue Direct	\$ 1,913.00	1	\$ 1,913.00
Litter Harness	Universal litter bridle	Rescue Direct	\$ 199.00	2	\$ 398.00
Patient Tie-in System	Patient tie-in harness	Rescue Direct	\$ 444.99	1	\$ 444.99
Patient Harness	Pronto Evac patient harness	Rescue Direct	\$ 169.99	1	\$ 169.99
Gear Bag	Lotus Tech pack	Rescue Direct	\$ 210.00	2	\$ 420.00

Cordellette	8 mm Prusik cord spool	Rescue Direct	\$ 111.99	2	\$ 223.98
Anchor Slings, 1 m	Tubular anchor sling	Rescue Direct	\$ 25.99	3	\$ 77.97
Anchor Slings, 2 m	Tubular anchor sling	Rescue Direct	\$ 47.99	3	\$ 143.97
Webbing	1" tubular webbing spool	RNR	\$ 155.99	4	\$ 623.96
Technician PPE Bags	Duffel gear bag	Petzl/Amazon	\$ 139.99	6	\$ 839.94
<b>TOTAL Rope Gear Cost</b>					<b>\$ 24,416.17</b>