



# LONE PEAK PUBLIC SAFETY DISTRICT MINUTES

**Wednesday, April 29, 2025  
7:30 am**

**Approved June 11, 2025**

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

## **7:30 AM REGULAR MEETING**

Call to Order: Chair Kim Rodela

Invocation: Board Member Kurt Ostler

The meeting was called to order by Chair Kim Rodela as a regular meeting at 7:44 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

**PRESIDING:** Kim Rodela, Chair

**BOARD MEMBERS:**  
Brittney P. Bills – present via Zoom  
Kurt Ostler – present  
Carla Merrill – present  
Jason Thelin – present

**STAFF PRESENT:** LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patten, Police Chief Brian Gwilliam, Deputy Recorder Heather White, Finance Director David Mortensen

**OTHERS PRESENT:** Doug Cortney, PJ Christensen, Amanda Jolley, Danny Campbell, Dustin Mitchell, Kayden Carter, Nancy Jones, Arlyn Ramsey, Chris Willden, Jameson Bangerter, Gregg Gardner, Jake Beck, Zach Burkard

Chair Kim Rodela called for Department Reports at the beginning of the meeting.

## **7. DEPARTMENT REPORTS**

### **a. Administration**

### **b. Police Department**

Chief Gwilliam reported that skeletal remains were found in a park in Alpine; based on personal items found with the remains, the Police Department had an idea who the person was but is working to confirm the identity of the individual. The family of the individual has been contacted, and they are appreciative that they may have closure after searching for their loved one for the last 16 months. He expressed his gratitude to the Officers who have worked on that case for the past week.

### **c. Fire Department**

Chief Patten stated he had nothing to report this morning.

## **1. UNSCHEDULED PUBLIC APPEARANCES**

Please limit comments to three minutes per person. Please state your name.

There were no public comments.

## **2. CONSENT AGENDA**

### **a. Approval of Meeting Minutes**

Regular Lone Peak Public Safety District Meeting – March 12, 202

*Board Member Merrill MOVED to approve the regular Lone Peak Public Safety District meeting minutes from March 12, 2025.*

*Board Member Ostler SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Kim Rodela</i>	<i>Yes</i>
<i>Board Member Britney P. Bills</i>	<i>not able to vote due to technical difficulties</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

*The motion passed 4:0*

## **3. ACTION: AGREEMENT TO HOLD A FUTURE WORK SESSION ON THE TOPIC OF THE LEVEL OF SERVICE OF THE DISTRICT AND THE INTERLOCAL AGREEMENT**

The Board will discuss the potential for a future meeting regarding staffing and financing of the Lone Peak Public Safety District.

Board Member Ostler stated that as a part of the recent budget process, District Board Members have raised several questions related to District staffing, financing, and levels of service. He stated the Board would like to pursue these conversations at a future date outside of the budget process and it would be helpful to him if the Fire Department could provide a map identifying the location of the two Fire Stations in order to assist the Board in understanding minimum and maximum response times to points throughout the District.

There was a brief high-level discussion among Board Members Ostler and Thelin and Chief Patten regarding the different types of equipment that are used to respond to emergencies and transport patients from a scene; Chief Patten expressed a willingness to provide any documentation necessary to aid the Board in making decisions regarding staffing and levels of service.

*Board Member Ostler MOVED that the Lone Peak Public Safety District Board plan to hold a work session during the month of May (tentatively scheduled for May 14<sup>th</sup>) to discuss level of service and response times and then another work session during the month of August 2025 to discuss the District's level of service and the District Interlocal Agreement. The Alpine and Highland Mayors will jointly finalize the meeting plans, agenda, and format.*

*Board Member Merrill SECONDED the motion.*

Board Member Thelin wondered what kind of meeting needed to be held. The board members discussed the importance of being able to collect data and discuss levels of service as well as staffing needs before the regular board meeting on May 14<sup>th</sup>. They concluded to hold a work session, and they discussed optional locations for the meeting to be held.

*Amended Motion:*

*Board Member Ostler MOVED that the Lone Peak Public Safety District Board plan to hold a work session on May 13<sup>th</sup> and a standard board meeting on May 14<sup>th</sup> to discuss level of service and response times and then another work session during the month of August 2025 to discuss the District's level of service and the District Interlocal Agreement. The Alpine and Highland Mayors will jointly finalize the meeting plans, agenda, and format.*

*Board Member Merrill SECONDED the amended motion.*

*The vote was recorded as follows:*

<i>Board Member Kim Rodela</i>	<i>Yes</i>
<i>Board Member Brittney P. Bills</i>	<i>not able to vote due to technical difficulties</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

*The motion passed 4:0*

#### **4. PUBLIC HEARING/RESOLUTION: FY2026 LONE PEAK PUBLIC SAFETY DISTRICT TENTATIVE BUDGET**

The Board will hold a public hearing and consider the approval of the tentative budget for FY2026.

Chair Kim Rodela opened the public hearing at 8:10 a.m.

There was no public comment.

Chair Kim Rodela closed the public hearing at 8:10 am.

Executive Director Wells referred to a staff report included in the meeting packet, which discussed the proposed Fiscal Year 2025-2026 Tentative Budget for Lone Peak Public Safety District. In comparison with last year, the most significant changes proposed by staff are in personnel adjustments. These changes were proposed in consideration of the level of service of the District to its residents. The Board may at its discretion amend the proposed budget by cutting, delaying, or altering any of the proposed changes. She stated the proposed budget has decreased by \$23,067 since the version shared with the Board on April 9, 2025 and the staff memo provides details about major changes by department.

*Board Member Ostler MOVED that the Board approve the resolution adopting the proposed Fiscal Year 2025-2026 Tentative Budget for Lone Peak Public Safety District with the following changes:*

1. *Police budget wage and benefit increase will be \$151,400*
2. *Fire budget wage and benefit increase will be \$117,212*

3. *Police and Fire wage and benefit increases will be given as a lump sum to each so chiefs can determine appropriate individual increases*
4. *The public hearing and adoption of the final budget will take place on May 14, 2025*
5. *Remove funding for the proposed addition of 2 full-time and 1 part-time positions*

Board Member Ostler summarized the intent of his motion; each Chief will have a set dollar amount to divide among employees for wage adjustments as determined appropriate.

*Board Member Merrill SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Kim Rodela</i>	<i>Yes</i>
<i>Board Member Brittney P. Bills</i>	<i>not able to vote due to technical difficulties</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

*The motion passed 4:0*

Those decreases are due to dispatch providing updated assessment numbers. She also summarized major changes by department as follows:

- Administration:
  - Revenue adjustments:
    - Interest Earnings – Staff is projecting an increase of \$57,500 over budgeted interest earnings from the current fiscal year.
  - Adjustments to wages:
    - There is a proposed increase for salary adjustments of 3% for the Highland City staff who provide administrative services to the District. The percentage of each employee's time that is charged to the District is at the same allocations previously approved by the Board.
  - Operational adjustments:
    - Dispatch – Each City is responsible for its assessment from Central Utah 911. Dispatch fees are increasing by approximately \$39,000. Dispatch fees make up 58% of the administration budget.

Overall, the Administration budget request represents an increase of \$50,302 (12.4%) from FY2025.

- Police:
  - Revenue adjustments:
    - School Resource Officer Reimbursement – A \$5,000 increase to the contribution amount from Alpine School District for our 2 school resource officers.
  - Adjustments to wages:
    - Salaries – A proposed market adjustment of 5.5% to bring positions to average along with a 2.5% merit opportunity for employees.
    - Salary-related items – The salary increases above also increases overtime, call pay, retirement, and FICA/Medicare.
  - Operational adjustments:
    - Vehicle Lease – Decrease of approximately \$33,000 due to the timing of lease payments for police vehicles.

Overall, the Police request represents an expense increase of \$204,809 (4.4%) over FY2025.

- Fire/EMS

- Revenue adjustments:
  - Utah County Reimbursement – A \$52,000 increase due to the call volume and contracted amount for the Fire Department’s coverage of property in unincorporated Utah County including American Fork Canyon.
  - Ambulance Revenue – A \$25,000 increase in fees collected for service due to the increase in call volume.
  - Mental Health Grant – The use of \$23,000 of grant money received in the prior fiscal year for a mental health program.
- Proposed staffing adjustments:
  - Salaries – A proposed 3% merit adjustment for the department’s step and grade pay plan along with a market adjustment of 5% to bring the department’s salary ranges to average.
  - Engineer position – Promotion of 3 firefighter positions to Engineers to oversee the care of our heavy apparatus to prolong its life and minimize repairs.
  - Part-time salary increase – \$1.00 per hour increase for the part-time firefighters.
  - Staffing addition – Addition of 2 full-time and 1 part-time firefighter positions to bring the staffing level to 9 for each shift which will move the department closer to meeting industry standards and OSHA standards for the initial attack on a house fire.
  - Salary-Related Items – The staffing adjustments and salary increases above also increase overtime, holiday pay, retirement, and FICA/Medicare.
- Operational adjustments:
  - Professional Services – The creation of a mental health program offset by grant revenue.
  - Medical supplies – A \$6,580 increase due to increased call volume and the cost of supplies.
  - Training – A \$5,000 increase to pay for paramedic school and the increased cost of training and travel.

Overall, the Fire/EMS budget represents an expense increase of \$754,630 (17.8%) over FY2025.

- Wildland deployment:
  - Due to the unknown nature of wildland deployment, the budget is traditionally set at \$35,000 to compensate for the full-time position on the department’s wildland shift. As revenues and expenses come in through the year, the budget is trued up with a final year budget adjustment.
- City assessments:
  - Alpine: \$3,202,771
  - Highland: \$6,295,757
  - Total: \$9,498,528

The assessments are increasing by 8.1 percent for Alpine and 10.6 percent for Highland.

After agenda item six, Ms. Wells asked for clarification on the Board’s motion regarding the proposed budget; it was her understanding that the intention of the motion was to not fund the two new full-time and one part-time Fire Fighter positions, and to change the percentage wage increases to numbers that were discussed. She asked if everything else included in the budget was left as is, including the promotion to the Engineer positions.

Board Member Ostler stated his understanding was that the budget included \$204,000 for the Police Department, but the motion was to approve \$151,400. He asked if the \$167,212 for the Fire Department included the Engineer promotions. Mr. Mortensen stated there is some confusion about the numbers for the Fire Department; the numbers he emailed to the Board prior to this morning’s meeting represented elimination of all new positions. If the two new full-time and one part-time Fire Fighter positions were removed from the budget, the original proposal would be decreased by \$167,212. Lowering the proposed wage increase from eight percent to six percent would result in an additional \$50,000 in savings. He is seeking clarification on the intentions of the Board.

Board Member Ostler inquired as to the cost of the promotions to the Engineer position. Chief Patten stated the budget included \$21,000 to \$24,000 for those promotions. Board Member Ostler asked why it is necessary to

promote someone to the Engineer position at a higher wage; he understands the employees in those positions have some increased responsibility in terms of vehicle oversight and maintenance. Chief Patten stated the Engineers are responsive for driving the vehicles and operating them on-scene. They are also responsible for day-to-day maintenance of the vehicles and having one person assigned to monitor one vehicle helps to prevent situations of improper maintenance or disrepair. Board Member Ostler asked if there will be an Engineer assigned to the new vehicles or to all vehicles. Chief Patten stated he will target the new trucks initially but eventually would like to have an Engineer for each vehicle. In the immediate future, he would promote three employees to the Engineer position, but he eventually needs six Engineers.

The Board discussed the matter of promotions to the Engineer position, and continued a brief debate of the appropriate wage increases for employees of the District. Ms. Wells suggested the Board reconsider the previous motion and restate it for clarity.

*Board Member Ostler MOVED to reconsider agenda item #4 Public Hearing/Resolution: FY 2026 Lone Peak Public Safety District Tentative Budget*

*Board Member Merrill SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Kim Rodela</i>	Yes
<i>Board Member Brittney P. Bills</i>	<i>not able to vote due to technical difficulties</i>
<i>Board Member Kurt Ostler</i>	Yes
<i>Board Member Carla Merrill</i>	Yes
<i>Board Member Jason Thelin</i>	Yes

*The motion passed 4:0*

*Board Member Ostler MOVED to approve the FY2025/2026 tentative budget for the Lone Peak Safety District as follows:*

1. *Police Department proposed budget will decrease \$52,600*
2. *Fire proposed budget will not fund 2 full-time and 1 part-time employees. Fire budget will decrease the budget by \$217,212*
3. *This is to reflect a 6% increase for salaries and benefits in the police and fire budget over the past year*

Board Member Ostler explained that the intent was to keep the proposed Engineer promotions in the budget; additionally, the optional wage increases for employees should be six percent rather than eight percent.

*Board Member Thelin SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Kim Rodela</i>	Yes
<i>Board Member Brittney P. Bills</i>	<i>not able to vote due to technical difficulties</i>
<i>Board Member Kurt Ostler</i>	Yes
<i>Board Member Carla Merrill</i>	Yes
<i>Board Member Jason Thelin</i>	Yes

*The motion passed 4:0*

## 5. ACTION: POLICE DEPARTMENT VEHICLE SURPLUS

The Board will consider a request from the Lone Peak Police Department to surplus three vehicles.

Police Chief Gwilliam explained the Police Department proposes to surplus three Ford SUV patrol vehicles; the vehicles have been replaced with the three vehicles that were an authorized purchase in the current Fiscal Year budget.

Chair Rodela asked Chief Gwilliam how much he anticipates receiving for each of the vehicles. Chief Gwilliam stated he expects to receive \$7,000 to \$10,000 per vehicle. The cost of used vehicles sold at auction varies greatly depending on many different factors. Chair Rodela asked if the sales proceeds can be used to offset the purchase cost for the vehicle that is going to be discussed under agenda item six tonight. Chief Gwilliam stated he expects that is an option, but the additional vehicle to be purchased is a replacement of a vehicle that was involved in an accident and the District has received money from the insurance company for that vehicle. He concluded that he believes the proceeds of the sale will be used for other expenses included in his Department's budget.

*Board Member Ostler MOVED to surplus the vehicles discussed as recommended by Chief Gwilliam and be sent to auction.*

*Board Member Merrill SECONDED the motion.*

Board Member Merrill referenced Chair Rodela's question about the use of the proceeds of the sale of the vehicle; she asked if it is standard to use that kind of money for other expenses rather than to allocate it to a line item for vehicle purchases. Finance Director Mortensen stated that would be a policy decision for the Board to make; if the Board wants to restrict the use of the sales proceeds, that is an option. Board Member Merrill stated that she would prefer to use the sales proceeds for other vehicle purchases. Board Member Ostler agreed and indicated that would be more transparent, but he noted that if the sales proceeds are used for vehicle purchases/replacements, the money that was already budgeted for that purpose will be freed up to use in other areas of the budget. Mr. Mortensen agreed.

There was brief discussion about the practice of auctioning surplussed vehicles rather than trying to sell them independently. Chief Gwilliam indicated that selling a vehicle independently is very labor intensive and it is common practice for public entities throughout the State to auction their vehicles.

*The vote was recorded as follows:*

Board Member Kim Rodela	Yes
Board Member Brittney P. Bills	<i>not able to vote due to technical difficulties</i>
Board Member Kurt Ostler	Yes
Board Member Carla Merrill	Yes
Board Member Jason Thelin	Yes

*The motion passed 4:0*

## 6. ACTION: POLICE DEPARTMENT VEHICLE REPLACEMENT

The Board will consider a request from the Lone Peak Police Department to purchase a vehicle to replace the vehicle involved in an accident in March 2025.

Chief Gwilliam explained a Police Department employee was involved in a single vehicle accident on March 7, 2025 during a snow storm. The damage to the vehicle resulted in the insurance company totaling the vehicle.

The total settlement from the insurance company was \$58,701.02. The total replacement cost of the vehicle are as follows.

- 2024 Ford Interceptor (Police Package): \$47,656
- Outfit with lighting and Electronics: \$17,850

The difference between the insurance buyout and the cost to replace the vehicle is \$6,805. It is anticipated that these funds can be absorbed in the current budget, specifically in 10-45-74 Vehicle Lease.

Board Member Thelin inquired as to the model year of the vehicle, to which Chief Gwilliam answered 2023.

Board Member Ostler asked if the Officer involved in the accident has made a full recovery. Chief Gwilliam answered yes and indicated the accident was not very bad and he was surprised that the insurance company totaled the vehicle.

*Board Member Thelin MOVED to authorize the purchase of the replacement vehicle spoken of by Chief Gwilliam.*

*Board Member Merrill SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Kim Rodela</i>	<i>Yes</i>
<i>Board Member Brittney P. Bills</i>	<i>not able to vote due to technical difficulties</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

*The motion passed 4:0*

## **7. DEPARTMENT REPORTS**

### **a. Administration**

There were no reports from Administration.

### **c. Police Department**

Police reports were heard at the beginning of the meeting.

### **c. Fire Department**

There were no reports from the Fire Chief.

## **8. CLOSED SESSION**

The Board may recess to convene in a closed session for the purpose of discussing items as provided by Utah Code Annotated §52-4-205.

## **ADJOURNMENT**

*Board Member Ostler MOVED to adjourn the regular meeting and Board Member Merrill SECONDED the motion. All voted in favor and the motion passed unanimously.*

*The meeting adjourned at 8:46 am.*

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on April 29, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.



Stephannie Cottle, CMC, UCC  
LPPSD Recorder