



Regular Meeting - Sep 11 2025 Minutes

Thursday, September 11, 2025 at 6:00 PM

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

Page

1. Meeting Opening

1.1 Call to Order

Vice Chair Dallin called the meeting to order at 6:08 PM

1.2 Roll Call

Board Members Present:

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

Board Members Absent:

Don Donaldson

Staff Members Present:

Tyler Rowser, Nick Jarvis, Benjamin Nielson, and Ryan Stack

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. 5 - 10
[2025 Statistics.pdf](#) 
Chief Nielson went over the operations report.
- 4.2 Review Q2 2025 Financials. 11 - 14
[Q2 2025 Budget v Actual.pdf](#) 
Chief Rowser went over the budget report.

5. Public Input

None

6. Consent Agenda


- 6.1 Accounts Payable for 15 - 22
[Aug 2025 Accounts Payable.pdf](#) 
Motion to approve accounts payable 15 - 22

Moved by: Aristides Ioannides

Seconded by: Louise Willoughby

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

Carried 4-0

- 6.2 Minutes of 23 - 27
[Regular Meeting - Aug 14 2025 - Minutes - Html](#) 
Motion to approve 23 - 27

Moved by: Aristides Ioannides

Seconded by: Louise Willoughby

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

Carried 4-0

7. Consideration of Approval

- 7.1 Review and possible recommendation to the County Council for approval of policy sections 204, 211, 212, 213, 800, 801, 802, 803, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, & 918 28 - 107

[Policies.pdf](#) 

Chief Rowser went through the policies.

motion to recommend to the county council 28 - 107

Moved by: Louise Willoughby

Seconded by: Corey Ann Blonquist

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

Carried 4-0

- 7.2 Discussion and appointment of a board member and an alternate board member to represent NSFD on the Utah Association of Special Districts board of representatives. 108 - 109

[UASD Staff Report.pdf](#) 

Chief Nielson went over what this is for.

Motion to appoint board member Dallin as primary board member Blonquist as the alternate. 108 - 109

Moved by: Corey Ann Blonquist

Seconded by: Louise Willoughby

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

Carried 4-0

- 7.3 Discussion and possible approval of a capital expense of \$50,000 to purchase a 2008 EOne fire engine from Park City Fire District. 110 - 113

[Engine Purchase Agreement \(from PCFD\).pdf](#) 

[Engine Purchase Agreement \(from PCFD\) - Signed.pdf](#) 

- Motion to approve the purchase agreement for the e-one from PCFD. 110 - 113

Moved by: Aristides Ioannides

Seconded by: Louise Willoughby

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

Carried 4-0

8. Board Comments.

Steve thanked Chief Nielson for his willingness to attend the city meetings.

Chief Nielsen invited the board to participate in the flash-over trailer in October.

9. Adjournment

- 9.1 Adjourn Meeting
Motion to adjourn

Moved by: Louise Willoughby

Seconded by: Aristides Ioannides

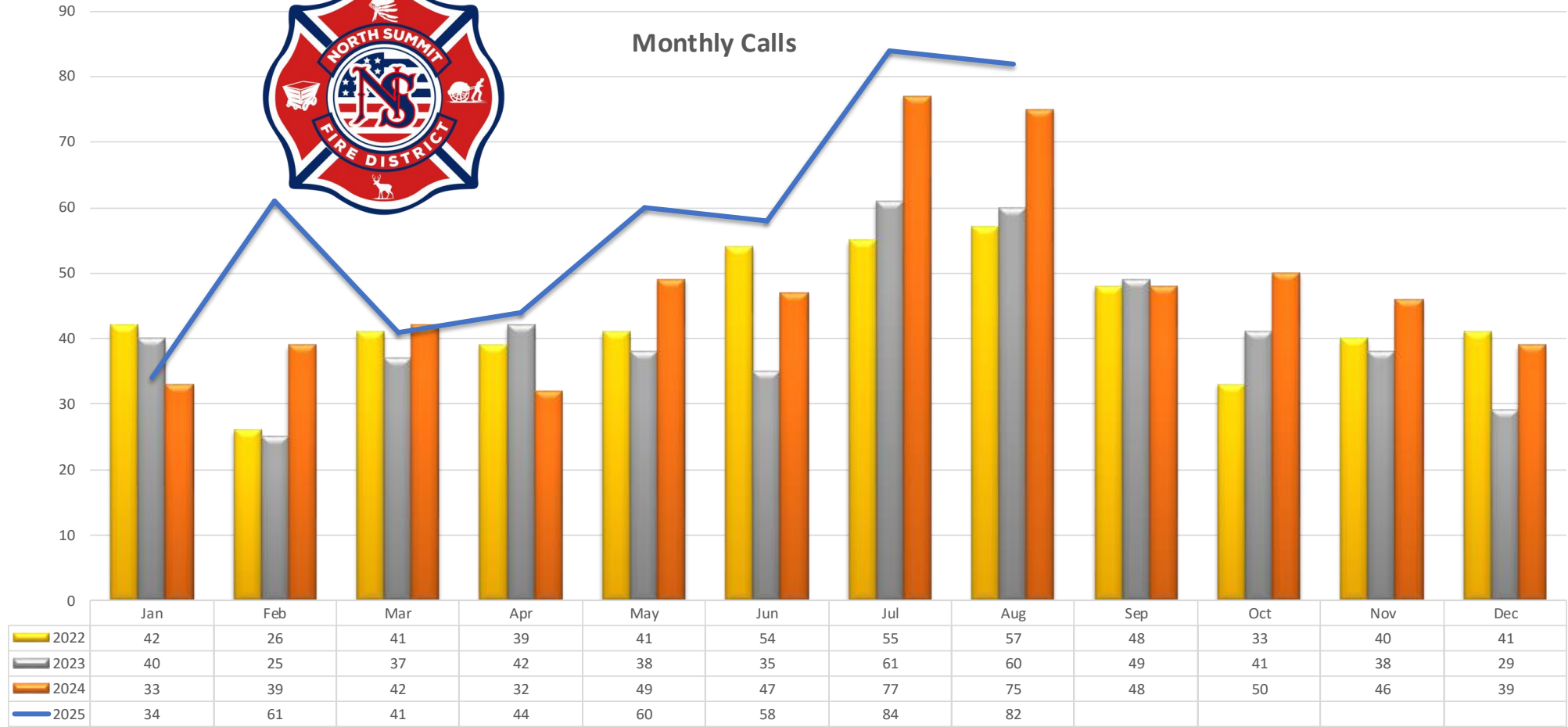
The meeting was adjourned at 6:58 PM



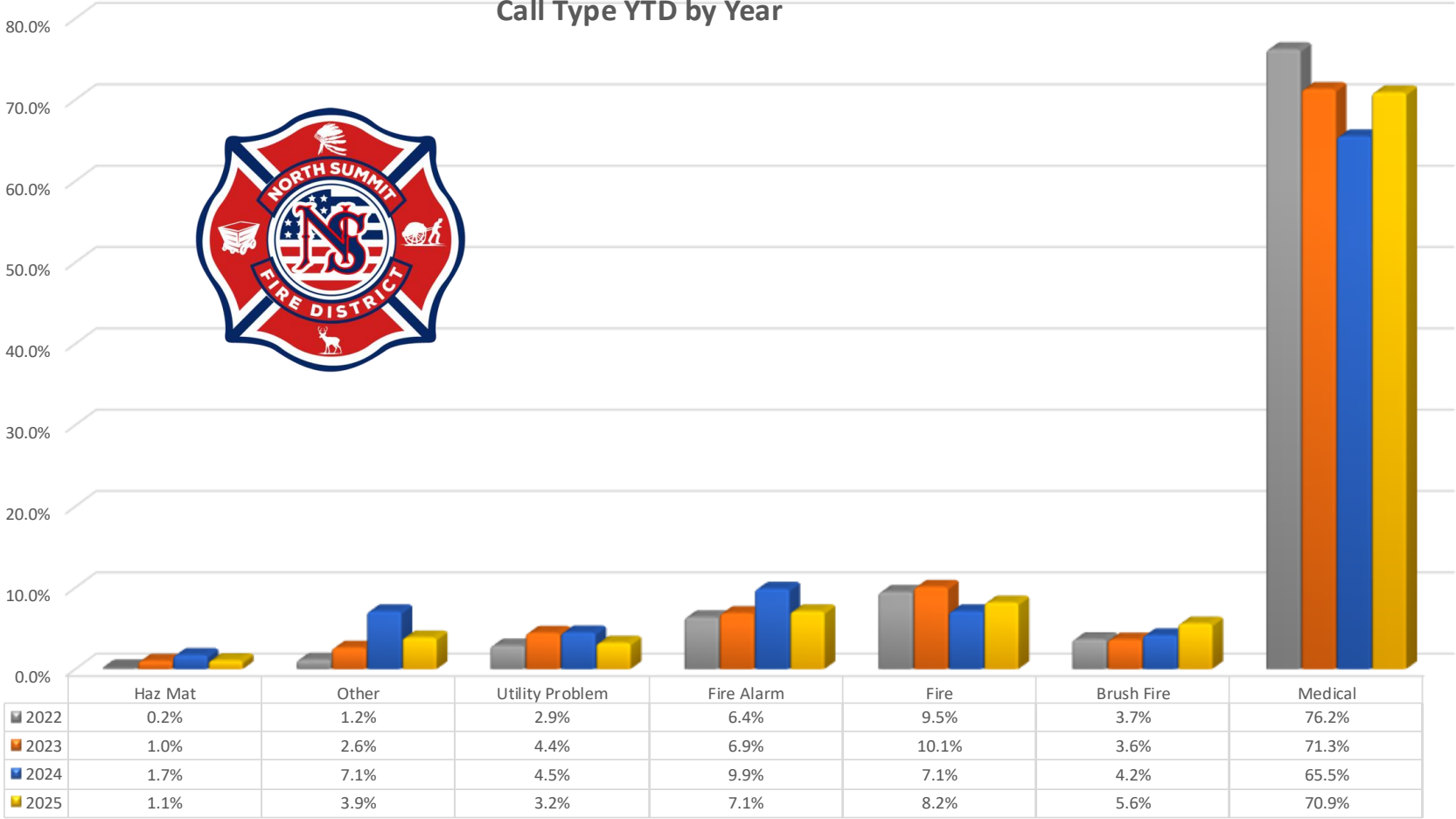
Monthly Statistics January-August 2025

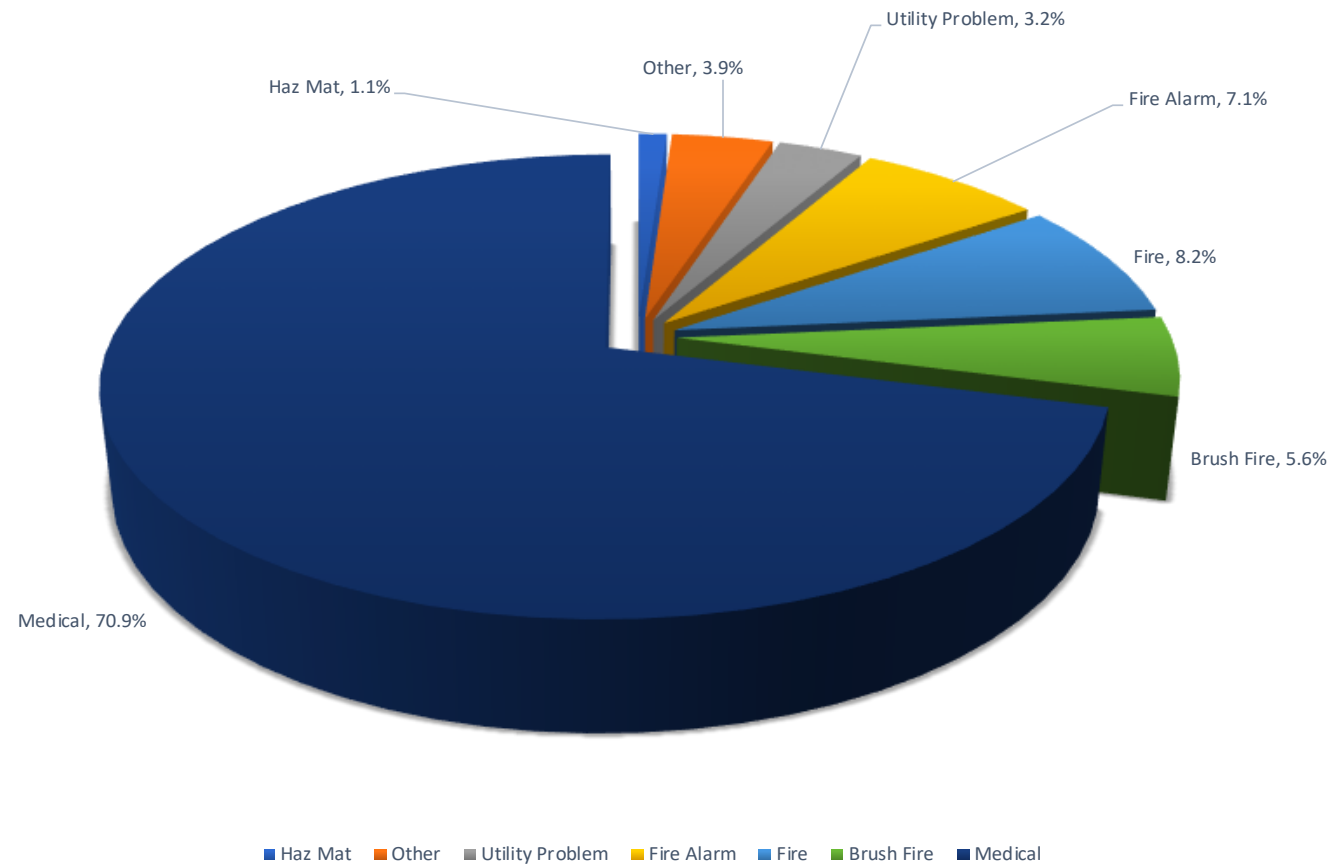


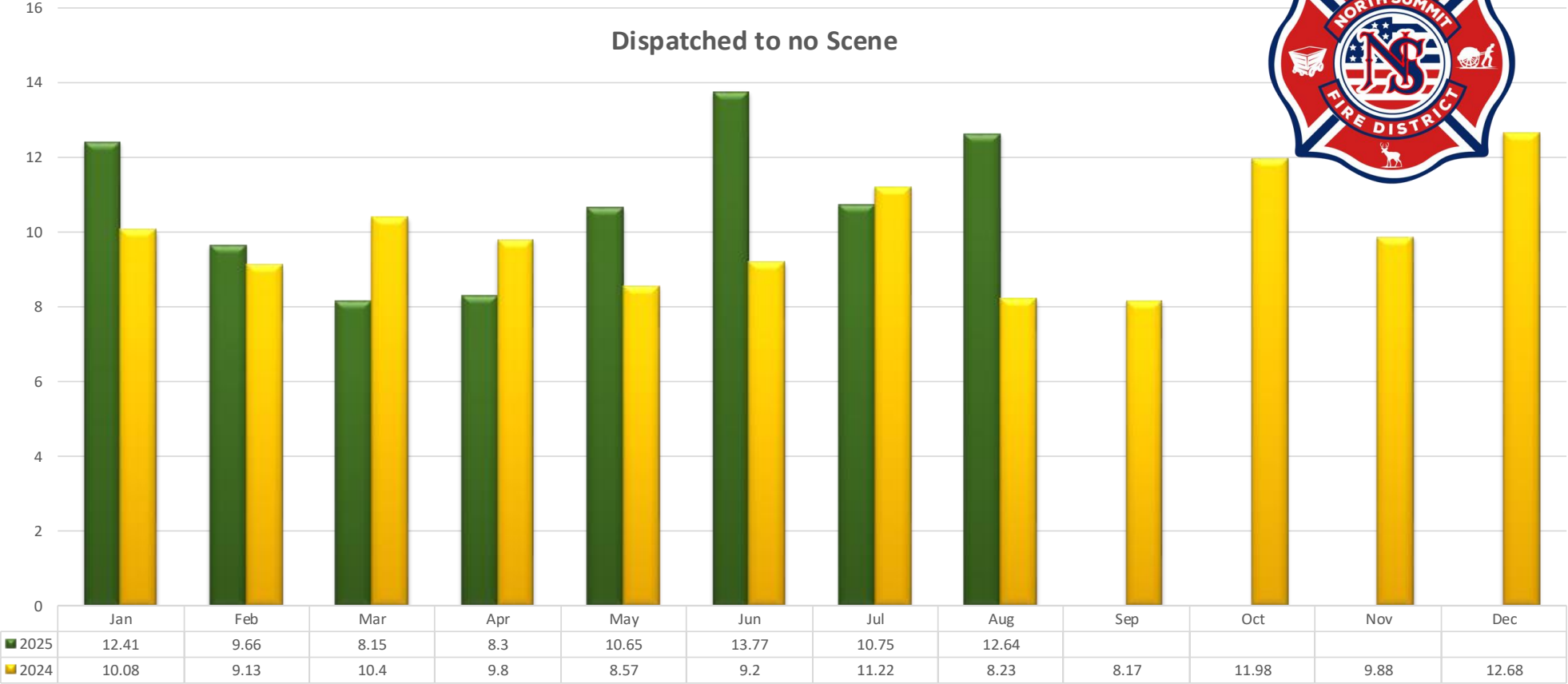
Monthly Calls



Call Type YTD by Year

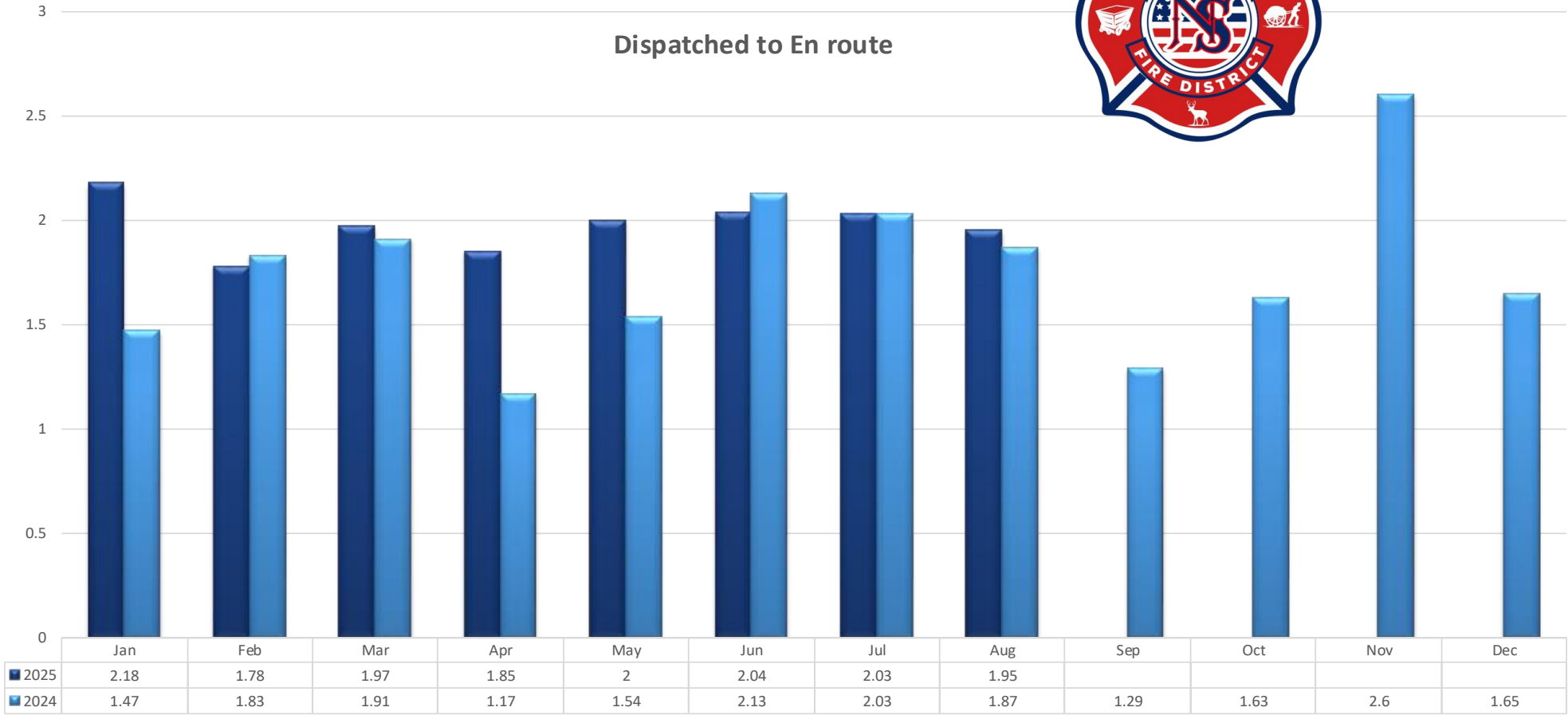








Dispatched to En route





Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

STAFF REPORT

Date: September 11, 2025

Prepared By: Tyler Rowser, Battalion Chief

Subject: Q2 Budget vs. Actual Analysis – January through June 2025

PURPOSE

This report provides the Board with an analysis of North Summit Fire District's financial activity through the second quarter of FY2025, comparing actual revenue and expenditures to the adopted annual budget.

EXECUTIVE SUMMARY

- **Total Revenues:** \$1,486,599.69 (41.5% of annual budget)
 - **Total Operating Expenses:** \$1,418,155.50 (39.6% of annual budget)
 - **Capital Expenditures:** \$112,879.14
 - **Net Income (YTD):** - \$44,434.95
-

REVENUE ANALYSIS

Total Income YTD: \$1,486,599.69

Budgeted Annual Income: \$3,585,500.00

% of Budget Realized: 41.5%

Revenue Highlights:

- **County EMS ILA:** \$1,000,000 (100% received).
- **Property Taxes:** \$250,991 (12% of \$2.1M) – reflects expected late-year collection cycle.
- **Cost Recovery:** \$29,345 (117.4% of budget).
- **Interest Income:** \$50,984 (203.9%) – significantly above expectations.
- **Ambulance Transport Revenue:** \$73,797 (33.5%) – well below target.

North Summit Fire District
PO Box 187 | 86 E. Center Street
Coalville, Utah 84017
435-336-2221 | Emergency 9-1-1
www.NorthSummitFireUT.gov

- **Grants:** Only \$1,629 received of \$40,000 budgeted (4.1%).
-

EXPENSE ANALYSIS

Operating Expenses YTD: \$1,418,155.50

Budgeted Annual Expenses: \$3,585,500.00

% of Budget Spent: 39.6%

Operating Line Items:

- **Contract Services:** \$22,236 (63.5%) – on pace with budget.
- **Grants Disbursed:** \$19,479 (91.7%) – nearly fully used.
- **Insurance:** No costs recorded yet for 2025.
- **Fleet Maintenance:** \$21,949 (21.9%) – significantly under budget.

Payroll:

- **Total Payroll Costs:** \$1,157,737.34 (41.5% of \$2.79M budget)
 - Salaries: \$740,143 (37.6%)
 - Fringe Benefits: \$413,235 (51.0%)
 - Payroll Processing: \$4,360 (43.6%)

Spending levels across payroll and operations indicate controlled fiscal management with no major overspending areas.

CAPITAL EXPENDITURES

Total Capital Investment YTD: \$112,879.14

- **Admin Office Buildout:** \$96,559.14
- **Dorm Additions – Station 22 & 23:** \$8,160 each

These expenses represent planned capital improvements and are tracked separately from the operating budget.

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09/09/25

Accrual Basis

North Summit Fire District
Budget vs. Actual
January through June 2025

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
10003 · Operating Fund Deposit				
1027 · Fund Balance from year Prior	0.00	21,250.00	-21,250.00	0.0%
1016.5 · Fee in Lieu	55,815.25	100,000.00	-44,184.75	55.8%
1026 · Ambulance Transport Revenue	73,797.44	220,000.00	-146,202.56	33.5%
1022 · County EMS ILA	1,000,000.00	1,000,000.00	0.00	100.0%
1025 · Impact Fees	14,687.54	28,750.00	-14,062.46	51.1%
1007 · Cost Recovery	29,344.97	25,000.00	4,344.97	117.4%
1009 · Grants	1,629.00	40,000.00	-38,371.00	4.1%
1010 · Equipment Sales	834.00	5,000.00	-4,166.00	16.7%
1013 · Visa Card Cash Back	286.00	500.00	-214.00	57.2%
1016 · Property Taxes	250,990.58	2,100,000.00	-1,849,009.42	12.0%
1019 · Inspection Fee	8,230.71	20,000.00	-11,769.29	41.2%
1020 · Interest	50,984.20	25,000.00	25,984.20	203.9%
Total 10003 · Operating Fund Deposit	<u>1,486,599.69</u>	<u>3,585,500.00</u>	<u>-2,098,900.31</u>	<u>41.5%</u>
Total Income	<u>1,486,599.69</u>	<u>3,585,500.00</u>	<u>-2,098,900.31</u>	<u>41.5%</u>
Gross Profit	<u>1,486,599.69</u>	<u>3,585,500.00</u>	<u>-2,098,900.31</u>	<u>41.5%</u>
Expense				
6500 · Operations				
6526 · Legal	0.00	30,000.00	-30,000.00	0.0%
6525 · Grants				
G24.04 · 2025 Per Capita Grant	1,629.00			
G24.01 · 2024 Mental Heath Grant (DPS)	<u>17,850.00</u>	<u>21,250.00</u>	<u>-3,400.00</u>	<u>84.0%</u>
Total 6525 · Grants	<u>19,479.00</u>	<u>21,250.00</u>	<u>-1,771.00</u>	<u>91.7%</u>
6524 · EMS Supplies	7,198.04	10,000.00	-2,801.96	72.0%
6523 · Transfer to Impact Fees	0.00	28,750.00	-28,750.00	0.0%
6522 · Community Relations/Outreach	2,792.97	7,800.00	-5,007.03	35.8%
6521 · Transfer to Capital	0.00	119,700.00	-119,700.00	0.0%
6518 · Office Supplies	2,390.34	10,000.00	-7,609.66	23.9%
6510 · Building and Grounds	37,288.88	100,000.00	-62,711.12	37.3%
6506 · Background Checks	1,220.32	3,000.00	-1,779.68	40.7%
6505 · Contract Services	22,235.96	35,000.00	-12,764.04	63.5%
6501 · Insurance	0.00	75,000.00	-75,000.00	0.0%
6502 · Accounting other.	17,550.00	25,000.00	-7,450.00	70.2%
6509 · Utilities	19,796.47	35,000.00	-15,203.53	56.6%

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Accrual Basis

North Summit Fire District
Budget vs. Actual
January through June 2025

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
6512 · Fleet Maintenance	21,949.27	100,000.00	-78,050.73	21.9%
6511 · Fuel	14,365.03	35,000.00	-20,634.97	41.0%
6513 · PPE / Equipment / Uniforms	40,402.95	70,000.00	-29,597.05	57.7%
6515 · Minor Equipment	26,824.48	30,000.00	-3,175.52	89.4%
6516 · Training Expenses	6,486.26	15,000.00	-8,513.74	43.2%
6517 · Employee Food and other	2,859.59	10,000.00	-7,140.41	28.6%
6519 · Subscriptions/Memberships/Publi	17,578.60	35,000.00	-17,421.40	50.2%
Total 6500 · Operations	260,418.16	795,500.00	-535,081.84	32.7%
6600 · Payroll Expenses				
6621 · Fringe Benifits	413,235.27	810,000.00	-396,764.73	51.0%
6601 · Salaries	740,142.51	1,970,000.00	-1,229,857.49	37.6%
6613 · Payroll Processing Fee	4,359.56	10,000.00	-5,640.44	43.6%
Total 6600 · Payroll Expenses	1,157,737.34	2,790,000.00	-1,632,262.66	41.5%
Total Expense	1,418,155.50	3,585,500.00	-2,167,344.50	39.6%
Net Ordinary Income	68,444.19	0.00	68,444.19	100.0%
Other Income/Expense				
Other Expense				
7500 · Capital Purchase				
25.03 · Sta 23 Dorm Addition	8,160.00			
25.02 · Sta 22 Dorm Addition	8,160.00			
25.01 · Admin Office	96,559.14			
Total 7500 · Capital Purchase	112,879.14			
Total Other Expense	112,879.14			
Net Other Income	-112,879.14			
Net Income	-44,434.95	0.00	-44,434.95	100.0%

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Accrual Basis

North Summit Fire District
Accounts Payable
August 2025

Date	Num	Memo	Account	Amount
Alert All Corp				
08/13/2025	CC	FIRE PREVENTION OPEN HOUSE MATERIALS	6522 · Community Relations/Outr...	285.00
08/13/2025	CC	HANDOUTS FOR FIRE PREVENTION OPEN HOUSE	6522 · Community Relations/Outr...	285.00
Total Alert All Corp				570.00
All West Communications				
08/01/2025	383...	INTERNET SERVICE	6509.2 · Internet	422.55
Total All West Communications				422.55
Allied Mechanical				
08/18/2025	174...	FIX AC UNIT AT STA 21	6510 · Building and Grounds	595.00
Total Allied Mechanical				595.00
Amazon Business				
08/01/2025	13Y...		6518 · Office Supplies	0.00
08/01/2025	13Y...	Sterilite 27 Gal Industrial Tote, Stackable Storage Bi...	6515 · Minor Equipment	187.98
08/04/2025	1H...	Rainbird 200-PEB 2" Commercial Electric Control Va...	6510 · Building and Grounds	245.50
08/04/2025	1H...	PROMOTIONS & DISCOUNTS	6510 · Building and Grounds	-24.55
08/05/2025	1N...	ChromaLabel Sticker Labels, 3 Inch, Fluorescent Yel...	6518 · Office Supplies	24.65
08/07/2025	1T...	Brileine RJ45 Crimp Tool Pass Through Kit Ethernet ...	6515 · Minor Equipment	26.34
08/07/2025	1T...	Eccliy Radio Strap Firefighter Leather Radio Holster ...	6513 · PPE / Equipment / Uniforms	49.99
08/11/2025	1R...	RackPath 6U Wall Mount Network Rack Cabinet - Q...	6515 · Minor Equipment	119.98
08/11/2025	1R...	StarTech.com 1U Server Rack Shelf - Vented Rack ...	6515 · Minor Equipment	32.31
08/13/2025	16...	Rainbird Plastic PGA Series Combination Globe and...	6510 · Building and Grounds	-227.72
08/26/2025	117...	NINMAX® CR123A 3V Lithium Battery 12 Pack, No...	6515 · Minor Equipment	18.56
08/27/2025	1M...	Hiseeu Wireless Security Cameras Outdoor, 5G & 2....	6510 · Building and Grounds	212.49
08/27/2025	1M...	MacBook Docking Station Dual Monitor 4K@60Hz fo...	6515 · Minor Equipment	98.89
08/27/2025	1M...	Promotions & discounts	6510 · Building and Grounds	-9.89
08/27/2025	1M...	Promotions & discounts	6515 · Minor Equipment	-9.89
Total Amazon Business				744.64
Ameritas Life Insurance Corp				
08/14/2025	010...	VISION INSURANCE	2400.9 · Benifits Accrual	240.28
Total Ameritas Life Insurance Corp				240.28
AuxBeam				
08/28/2025	CC	NEW HEAD LIGHTS FOR UNIT 2302	6512 · Fleet Maintenance	42.50
Total AuxBeam				42.50
Bankcard Center				
08/07/2025	ACH	CRED CARD SERVICE FEE	6505.7 · Credit Card Service Fees	136.53
Total Bankcard Center				136.53

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Accrual Basis

North Summit Fire District
Accounts Payable
August 2025

Date	Num	Memo	Account	Amount
Bells				
08/13/2025	CC	ETHANOL FREE FUEL FOR SMALL ENGINES	6511 · Fuel	49.34
Total Bells				49.34
Bound Tree				
08/14/2025	858...	Kerlix-Type Krinkle Gauze Roll, 4.5in x 147in	6524 · EMS Supplies	17.85
08/14/2025	858...	Multi-Trauma Dressing, Sterile, 10in x 30in	6524 · EMS Supplies	5.79
08/14/2025	858...	Combat Application Tourniquet, Orange	6524 · EMS Supplies	159.96
08/14/2025	858...	SAM Pelvic Sling™ II, Orange/Blue, Large	6524 · EMS Supplies	239.97
08/14/2025	858...	SAM Pelvic Sling™ II, Orange/Blue, Medium	6524 · EMS Supplies	159.98
08/14/2025	858...	Dermacea™ Woven Gauze Fluff Roll, 4in x 4yd	6524 · EMS Supplies	3.78
08/14/2025	858...	Curaplex® Burn Sheet, 60in x 90in	6524 · EMS Supplies	7.49
08/14/2025	858...	Sterile Water Solution For Irrigation, 500mL *Non-Re...	6524 · EMS Supplies	35.95
08/14/2025	858...	3M™ Transpore™ Surgical Tape, Clear, 10yd L x 2i...	6524 · EMS Supplies	34.58
08/14/2025	858...	Curaplex® Fixed Silicone Nasopharyngeal Airways, ...	6524 · EMS Supplies	7.18
08/14/2025	858...	Curaplex® Fixed Silicone Nasopharyngeal Airways, ...	6524 · EMS Supplies	7.18
08/14/2025	858...	Curaplex® Fixed Silicone Nasopharyngeal Airways, ...	6524 · EMS Supplies	7.18
08/14/2025	858...	Curaplex® Fixed Silicone Nasopharyngeal Airways, ...	6524 · EMS Supplies	7.18
08/14/2025	858...	Pre-filled Flush Syringes with 0.9% Sodium Chloride,...	6524 · EMS Supplies	22.90
08/14/2025	858...	BD™ Blunt Fill Needle and Blunt 5 Micron Filter Nee...	6524 · EMS Supplies	3.45
08/14/2025	858...	SafetyGlide™ Shielding Hypodermic Needle, 18ga x ...	6524 · EMS Supplies	3.85
08/14/2025	858...	SafetyGlide™ Shielding Hypodermic Needle, 21ga x ...	6524 · EMS Supplies	5.00
08/14/2025	858...	SafetyGlide™ Shielding Hypodermic Needle, 23ga x ...	6524 · EMS Supplies	3.90
08/14/2025	858...	Athletic Tape, 1.5in x 15yds	6524 · EMS Supplies	19.79
08/14/2025	858...	Kendall™ Curasilk™ Hypoallergenic Silk Tape, Whit...	6524 · EMS Supplies	24.79
08/14/2025	858...	Sodium Chloride Injection 0.9% IV Solution, 1000mL...	6524 · EMS Supplies	50.90
08/14/2025	858...	CuraView Fiber Optic Laryngoscope Blade, Mac 3...	6524 · EMS Supplies	4.29
08/14/2025	858...	CuraView Fiber Optic Laryngoscope Blade, Mac 4...	6524 · EMS Supplies	4.03
08/14/2025	858...	CuraView Fiber Optic Laryngoscope Blade, Miller 3...	6524 · EMS Supplies	4.29
08/14/2025	858...	CuraView Fiber Optic Laryngoscope Blade, Miller 4...	6524 · EMS Supplies	4.29
08/14/2025	858...	CuraView Fiber Optic Laryngoscope Handle, Standa...	6524 · EMS Supplies	6.19
08/14/2025	858...	Endotracheal Tube Introducer, Adult, Straight Tip, 15...	6524 · EMS Supplies	13.19
08/14/2025	858...	Curaplex® Field Cricothyrotomy Kit with Endotrache...	6524 · EMS Supplies	24.29
08/14/2025	858...	Magill Catheter Forceps, Polished Stainless Steel, A...	6524 · EMS Supplies	6.69
08/14/2025	858...	ARS® Needle Decompression Kit, 14 Gauge	6524 · EMS Supplies	28.78
08/14/2025	858...	HyFin® Chest Seal	6524 · EMS Supplies	73.16
08/14/2025	858...	Dynarex[®] Petroleum Gauze Dressing, ...	6524 · EMS Supplies	8.39
08/14/2025	858...	Curaplex® IV Administration Set, 60 Drop, Non-vent...	6524 · EMS Supplies	16.45
08/14/2025	858...	Curaplex® Suction Catheter, Green, 14fr	6524 · EMS Supplies	1.18
08/14/2025	858...	Deluxe Ring Cutter	6524 · EMS Supplies	19.99
08/14/2025	858...	Protector Case™, Small, Model 1120, Orange, Poly...	6524 · EMS Supplies	59.99
08/14/2025	858...	Padlock Drug Seals, Red	6524 · EMS Supplies	26.99
08/14/2025	858...	Narcotic Box, Clear Top with Lock, 7.25in L x 6.25in ...	6524 · EMS Supplies	58.99
08/14/2025	858...	LCSU 4 (Laerdal Compact Suction Unit), 300ml	6524 · EMS Supplies	729.99
08/14/2025	858...	G3 IV Cell, Blue	6524 · EMS Supplies	125.99
08/14/2025	858...	G3+ Backup EMS Backpack, Red	6524 · EMS Supplies	382.99
08/14/2025	858...	Curaplex® Assure Prism Orange Kit, Basic	6524 · EMS Supplies	43.29
08/14/2025	858...	PDI Super Sani-Cloth® Quat Alcohol Disinfecting Wi...	6524 · EMS Supplies	53.45

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Accrual Basis

North Summit Fire District
Accounts Payable
August 2025

Date	Num	Memo	Account	Amount
08/14/2025	858...	G3 Tidal Volume Emergency Oxygen Pack, Green...	6524 · EMS Supplies	282.99
08/14/2025	858...	EVAC-U-SPLINT® Mattress Patient Restraint Strap	6524 · EMS Supplies	57.99
08/14/2025	858...	Ambu® BlueSensor M, Adult, 50-pack	6524 · EMS Supplies	163.38
08/14/2025	858...	Sodium Chloride 0.9%, 1000mL Bag	6524 · EMS Supplies	180.00
08/14/2025	858...	Sodium Bicarbonate 8.4%, 1mEq/mL, 50mL Luer Jet...	6524 · EMS Supplies	122.97
08/14/2025	858...	Curaplex® Cold Pack, Large, 7in L x 7.5in W	6524 · EMS Supplies	12.54
08/14/2025	858...	Kerlix-Type Krinkle Gauze Roll, 4.5in x 147in	6524 · EMS Supplies	17.85
08/14/2025	858...	Sensi-Wrap Self-adherent Bandage Roll, 5yd L x 3in ...	6524 · EMS Supplies	22.35
08/14/2025	858...	Ibuprofen, Oral Suspension, 100mg/5ml, 4oz Bottle, ...	6524 · EMS Supplies	14.28
08/14/2025	858...	Acetaminophen, Child, 160mg/5mL, 118mL Bottle...	6524 · EMS Supplies	20.37
08/14/2025	858...	Adenosine, 3mg/mL, 2mL Vial	6524 · EMS Supplies	75.99
08/14/2025	858...	Curaplex® Select Direct Connect Defibrillator Pads, ...	6524 · EMS Supplies	123.87
08/14/2025	858...	Curaplex® Select Multi-Function Defibrillator Pads, I...	6524 · EMS Supplies	44.29
08/14/2025	858...	Accu-Chek® Safe-T-Pro® Plus Adjustable Depth La...	6524 · EMS Supplies	84.99
08/14/2025	858...	Curaplex® Patient Transporter, 1800lb Capacity, 14 ...	6524 · EMS Supplies	186.32
08/14/2025	858...	Curaplex® TritonGrip SE™ Nitrile Exam Gloves, Large	6524 · EMS Supplies	130.90
08/14/2025	858...	Curaplex® IV Start Kit With Tegaderm™, Alcohol, Fl...	6524 · EMS Supplies	212.25
08/14/2025	858...	Curaplex® IV Administration Set, 10 Drop, Non-vent...	6524 · EMS Supplies	42.25
08/14/2025	858...	Insyte™ Autoguard™ BC Shielded IV Catheter, 20g...	6524 · EMS Supplies	80.10
08/14/2025	858...	Insyte™ Autoguard™ BC Shielded IV Catheter, 18g...	6524 · EMS Supplies	66.75
08/14/2025	858...	Luer-lock Tip Syringe with Needle, 3cc, 20ga x 1in, Y...	6524 · EMS Supplies	29.00
08/14/2025	858...	Curaplex® Nasal Cannula, Clear, Adult	6524 · EMS Supplies	18.90
08/14/2025	858...	Curaplex® Sharps Solo, Compact Size, 6.5in	6524 · EMS Supplies	24.72
08/14/2025	858...	Ondansetron, 4mg/2mL, Vial	6524 · EMS Supplies	25.89
08/14/2025	858...	C3 KETAMINE 100MG/ML, 5ML VIAL, 10/BX	6524 · EMS Supplies	217.99
08/14/2025	858...	C4 MIDAZOLAM 10MG, 2ML VIAL (5MG/ML) 10/BO...	6524 · EMS Supplies	40.79
08/14/2025	858...	MISC FEE	6524 · EMS Supplies	11.95
08/15/2025	858...	QuikClot® Bleeding Control Dressing, Z-Fold, 4yd L ...	6524 · EMS Supplies	207.96
08/15/2025	858...	Sensi-Wrap Self-adherent Bandage Roll, 5yd L x 3in ...	6524 · EMS Supplies	22.35
08/21/2025	858...	Dermacea™ Woven Gauze Low Ply Roll, 6in x 4yd	6524 · EMS Supplies	3.58
Total Bound Tree				5,071.10
BRD Pest Solutions				
08/23/2025	CC	PEST CONTROL STA 21	6510.2 · Pest Control	77.86
Total BRD Pest Solutions				77.86
Bullet Point mounting				
08/25/2025	CC	MOUNTING EQUIPMENT FOR UNIT 2303	6515 · Minor Equipment	169.14
Total Bullet Point mounting				169.14
ChatGPT				
08/26/2025	CC	CHATGPT	6519 · Subscriptions/Membership...	21.53
08/30/2025	CC	CHATGPT	6519 · Subscriptions/Membership...	32.30
Total ChatGPT				53.83

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Accrual Basis

North Summit Fire District
Accounts Payable
August 2025

Date	Num	Memo	Account	Amount
COAXSHER				
08/19/2025	CC	WILDLAND GEAR	6513 · PPE / Equipment / Uniforms	579.90
08/28/2025	CC	HOSE BAG	6513 · PPE / Equipment / Uniforms	94.95
Total COAXSHER				674.85
Costco				
08/08/2025	CC	CANDY FOR FAIR PARADE	6522 · Community Relations/Outr...	251.88
Total Costco				251.88
Diligent				
08/13/2025	INV...	ANNUAL DILIGENT COMMUNITY PLATFORM SUB...	6519 · Subscriptions/Membership...	4,320.00
Total Diligent				4,320.00
Enbridge				
08/06/2025	741...	GAS SERVICE	6509.4 · Gas	33.98
08/06/2025	723...	GAS SERVICE STA 23	6509.4 · Gas	17.38
08/06/2025	599...	GAS SERVICE STA 22	6509.4 · Gas	17.62
Total Enbridge				68.98
First Responders First				
08/19/2025	NS...	THERAPY	G24.01 · 2024 Mental Heath Gran...	1,650.00
08/19/2025	NS...	THERAPY	6505.1 · CISD Therapy	850.00
Total First Responders First				2,500.00
Fuel Network				
08/10/2025	F26...	FUEL	6511 · Fuel	3,462.69
Total Fuel Network				3,462.69
Google				
08/01/2025	CC	EMAILS	6509.3 · Email	34.83
Total Google				34.83
Health Equity				
08/01/2025	ACH	HEALTH SAVINGS PAYROLL ENDING 07.18.25	2400.9 · Benifits Accrual	1,937.92
08/04/2025	GC...	RA REPLENISHMENT LPHCRA 2025	2400.9 · Benifits Accrual	96.38
08/15/2025	ACH	HEALTH SAVINGS PAYROLL ENDING 08.01.25	2400.9 · Benifits Accrual	1,887.92
08/25/2025	efs...	ra replenishment for lphcra 2025	2400.9 · Benifits Accrual	135.00
Total Health Equity				4,057.22
High mountain Surveying, LLC				
08/22/2025	3559	SITE MAP FOR ADMIN OFFICE	6510 · Building and Grounds	1,450.00
Total High mountain Surveying, LLC				1,450.00

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Accrual Basis

North Summit Fire District
Accounts Payable
August 2025

Date	Num	Memo	Account	Amount
IntelliPay				
08/15/2025	ACH	ACH FEES	6505.7 · Credit Card Service Fees	12.60
Total IntelliPay				12.60
Intermountain Health				
08/26/2025	143...	MEDICAL DIRECTOR DR. SMITH	6505.2 · Medical Control	1,235.25
Total Intermountain Health				1,235.25
Leagle Shield				
08/10/2025	303...	EMPLOYEE PAID BENIFIT	2400.9 · Benifits Accrual	136.60
Total Leagle Shield				136.60
Les Olson Company				
08/12/2025	MN...	IT SERVICE	6505.4 · IT Support	630.00
08/29/2025	MIT...	Router and Switch for new office building	6515 · Minor Equipment	360.00
Total Les Olson Company				990.00
Mister Car Wash				
08/17/2025	CC	CAR WASH MONTHLY PASS	6512 · Fleet Maintenance	36.99
Total Mister Car Wash				36.99
Mortys Car Wsh				
08/01/2025	CC	CAR WASH MEMBERSHIP	6512 · Fleet Maintenance	59.08
Total Mortys Car Wsh				59.08
Mountain West Modular				
08/07/2025	1097	Admin Office Contact #202501	25.01 · Admin Office	38,623.66
08/07/2025	1097	CHANGE ORDER #1	25.01 · Admin Office	-376.00
08/07/2025	1097	REMOVAL OF 10 AXELS FOR LOER INSTALLATION	25.01 · Admin Office	1,500.00
08/07/2025	1097	ADDITIONAL RAMP AND STARES NEEDED	25.01 · Admin Office	1,720.00
Total Mountain West Modular				41,467.66
Oxygen Utah, LLC				
08/01/2025	224...	OXYGEN	6524 · EMS Supplies	98.78
08/31/2025	227...	OXYGEN	6524 · EMS Supplies	98.78
Total Oxygen Utah, LLC				197.56
Park City Lock & Key				
08/06/2025	114...	DOOR HANDLES AND LOCKS KEYED TO MASTE...	25.01 · Admin Office	1,487.15
Total Park City Lock & Key				1,487.15

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Accrual Basis

North Summit Fire District
Accounts Payable
August 2025

Date	Num	Memo	Account	Amount
Paylogics				
08/14/2025	ACH	PAYROLL ENDING 08.01.25	2500 · Accrued salaries	98,058.78
08/14/2025	ACH	PAYROLL ENDING 08.01.25	6613 · Payroll Processing Fee	280.67
08/28/2025	ACH	PAYROLL ENDING 08.15.25	2500 · Accrued salaries	77,778.16
08/28/2025	ACH	PAYROLL ENDING 08.15.25	6613 · Payroll Processing Fee	280.67
Total Paylogics				176,398.28
Post Master				
08/22/2025	CC	STAMPS	6518 · Office Supplies	2.44
Total Post Master				2.44
Republic Service				
08/31/2025	086...	TRASH SERVICE STA 21	6510.1 · Trash	69.95
08/31/2025	086...	TRASH SERVICE STA 23	6510.1 · Trash	64.00
Total Republic Service				133.95
Rescue Direct				
08/28/2025	CC	RADIO HOLDER	6513 · PPE / Equipment / Uniforms	164.69
Total Rescue Direct				164.69
Rocky Mountain Power				
08/01/2025	352...	POWER SERVICE STA 22	6509.5 · Power	167.50
08/01/2025	345...	POWER SERVICE STA 21	6509.5 · Power	777.76
08/29/2025	356...	POWER SERVICE STA 23	6509.5 · Power	301.20
Total Rocky Mountain Power				1,246.46
Siddons-Martin Emergnecy Group				
08/28/2025	700...	GEAR RACK	6510 · Building and Grounds	3,693.00
Total Siddons-Martin Emergnecy Group				3,693.00
Skaggs Public Safety Uniforms				
08/05/2025	300...	UNIFORM PANTS S. DROMGOOLE	6513 · PPE / Equipment / Uniforms	339.30
08/12/2025	302...	WILDLAND PANTS M. SORENSON	6513 · PPE / Equipment / Uniforms	165.30
Total Skaggs Public Safety Uniforms				504.60
SP Mountain Valley Pri				
08/20/2025	cc	BANNERS FOR FIRE PREVENTION OPEN HOUSE	6522 · Community Relations/Outr...	575.91
Total SP Mountain Valley Pri				575.91
Staples				
08/14/2025	CC	1" BINDERS	6518 · Office Supplies	20.00
Total Staples				20.00

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Accrual Basis

North Summit Fire District
Accounts Payable
August 2025

Date	Num	Memo	Account	Amount
Streamline				
08/01/2025	30A...	WEBSITE	6505.3 · Web Site Hosting	374.00
Total Streamline				374.00
Subway				
08/14/2025	CC	DINNER FOR BOARD MEETING	6517 · Employee Food and other	191.88
Total Subway				191.88
Summit County Health Insurance				
08/18/2025	582...	DENTAL INSURANCE	2400.9 · Benifits Accrual	1,434.00
08/18/2025	582...	HEALTH INSURANCE	2400.9 · Benifits Accrual	20,969.00
Total Summit County Health Insurance				22,403.00
Summit Merc.				
08/12/2025	024...	PLUG STRIP	6510 · Building and Grounds	5.99
08/20/2025	013...	SEMION SHINE DISHWASTER	6510.3 · Sanitation Supplies	9.49
08/25/2025	013...	WAX RINGS FOR HAZ MAT CALLS.	6515 · Minor Equipment	5.18
Total Summit Merc.				20.66
Sun Life				
08/14/2025	246...	LIFE INSURANCE	2400.9 · Benifits Accrual	1,089.76
Total Sun Life				1,089.76
The Trophy Corner				
08/04/2025	CC	AWARD FOR NICK	6522 · Community Relations/Outr...	162.22
Total The Trophy Corner				162.22
The UPS Store				
08/01/2025	CC	SHIPING COST	6518 · Office Supplies	67.43
08/07/2025	CC	SHIPPING RX FOR MEDS	6518 · Office Supplies	65.42
Total The UPS Store				132.85
Tracy Givan				
08/14/2025	1	50% down payment for office trailer carpet.	25.01 · Admin Office	2,305.00
Total Tracy Givan				2,305.00
Utah Local Governments Trust				
08/04/2025	M1...	AUTO INSURANCE	6501.1 · Auto	1,973.77
08/04/2025	M1...	CREDIT AUTO INSURANCE	6501.1 · Auto	-49.74
08/04/2025	M1...	CREDIT GENERAL LIABILTY	6501.3 · General liability	-113.15
08/04/2025	M1...	CREDIT PROPERTY	6501.4 · Property	-3.41
Total Utah Local Governments Trust				1,807.47

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Accrual Basis

North Summit Fire District
Accounts Payable
August 2025

Date	Num	Memo	Account	Amount
Utah Retirement Systems				
08/01/2025	ACH	RETIRMENT PAYROLL ENDING 07.18.25	2400.9 · Benefits Accrual	11,933.41
08/15/2025	ACH	RETIRMENT PAYROLL ENDING 08.01.25	2400.9 · Benefits Accrual	13,537.94
08/29/2025	ACH	RETIRMENT PAYROLL ENDING 08.15.25	2400.9 · Benefits Accrual	11,858.53
Total Utah Retirement Systems				37,329.88
VASA				
08/06/2025	CC	EMPLOYEE PAID BENIFIT	2400.9 · Benefits Accrual	159.92
08/06/2025	CC	EMPLOYEE PAID BENIFIT	2400.9 · Benefits Accrual	19.99
Total VASA				179.91
Verizon Wireless				
08/02/2025	611...	TELEPHONES	6509.1 · Telephone	119.49
08/02/2025	611...	DATA SERVICE	6509.2 · Internet	437.19
Total Verizon Wireless				556.68
Whites Auto Parts				
08/08/2025	397...	DEF	6512 · Fleet Maintenance	37.44
08/12/2025	398...	DEF	6512 · Fleet Maintenance	77.94
08/27/2025	398...	HEAD LIGHTS FOR COLORADO	6512 · Fleet Maintenance	33.00
Total Whites Auto Parts				148.38
Young Ford				
08/20/2025	CC	OIL CHANGE AND PARTS TO FIX FOG LIGHT UNI...	6512 · Fleet Maintenance	293.16
08/27/2025	CC	LABOR TO INSTALL FOG LIGHT	6512 · Fleet Maintenance	190.00
Total Young Ford				483.16
TOTAL				320,540.29



Regular Meeting - Aug 14 2025 Minutes

Thursday, August 14, 2025 at 6:00 PM

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

1. Meeting Opening

1.1 Call to Order

1.2 Roll Call

Board Members Present:

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

Staff Present:

Tyler Rowser, Benjamin Nielson, and Ryan Stack

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. Public Input

None

5. Consent Agenda

5.1 Accounts Payable for July 2025

[July 2025 AP.pdf](#) 

5.2 Minutes of

[Regular Meeting - May 08 2025 - Minutes - Html](#) 

[Regular Meeting - Jun 12 2025 - Minutes - Html](#) 

[Regular Meeting - Jul 10 2025 - Minutes - Html](#) 

Motion to approve the consent agenda, subject to adding board members present and absent as noted.

Moved by: Aristides Ioannides

Seconded by: Louise Willoughby

Aye

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

Carried 5-0

Motion to reconsider consent agenda.

Moved by: Aristides Ioannides

Seconded by: Steven Dallin

Aye

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

Carried 5-0

Motion to approve the consent agenda, with changes to reflect attendees.

Moved by: Aristides Ioannides

Seconded by: Steven Dallin

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

Abstain Louise Willoughby

Carried 4-0

6. Consideration of Approval

- 6.1 Discussion and possible approval to accept the final Settlement Offer and disposal of the 1998 American LaFrance.

[Settlement Offer.pdf](#) 

Battalion Chief Rowser explained the settlement offer.

Motion to accept the settlement and disposal of the 1998 American LaFrance Eagle.

Moved by: Louise Willoughby

Seconded by: Steven Dallin

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

Carried 5-0

- 6.2 Discussion and possible recommendation to the County Council to adopt a resolution clarifying original intent of resolution NSFSD 2022-05

[Resolution.pdf](#) 

Ryan explained the history of the clarifying resolution.

Motion recommend to the County Council approval of the clarifying resolution.

Moved by: Louise Willoughby

Seconded by: Steven Dallin

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

Carried 5-0

- 6.3 Discussion and possible approval of an interlocal agreement between Summit County and North Summit Fire Service District for Health Insurance.

[NSFSD ILA re health insurance.pdf](#) 

Battalion Chief Rowser explained the intent of the interlocal agreement.

Attorney Stack went over the history and what has brought this issue to the forefront.

Motion to approve the Interlocal agreement with the health insurance coalition, effective immediately.

Moved by: Aristides Ioannides

Seconded by: Louise Willoughby

Aye Steven Dallin, Louise Willoughby, Aristides Ioannides, and Don Donaldson

Carried 4-0

[NSFSD ILA re health insurance - signed.pdf](#) 

7. Work Session

- 7.1 Chiefs operations update.
Chief updated the board on the operations of the district.
- 7.2 Annual Open & Public Meetings, and New Board Members Training.
Ryan conducted the training.

8. Board Comments.

Chair Donaldson will not be able to attend the September meeting.

9. Adjournment

- 9.1 Adjourn Meeting
Motion to adjourn the meeting.

Moved by: Louise Willoughby

Seconded by: Steven Dallin

Aye Steven Dallin, Louise Willoughby, and Don Donaldson

Carried 3-0

The meeting was adjourned at 7:38 PM

Board Chair

District Clerk



Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

STAFF REPORT

Date: September 11, 2025

Prepared By: Ben Nielson, Fire Chief

Subject: Recommendation for Adoption of Updated District Policies by Summit County Council

PURPOSE

The purpose of this staff report is to formally recommend that the North Summit Fire District Administrative Control Board forward the attached draft policies for adoption by the Summit County Council. These policies are essential to align the District's operations with current legal mandates, best practices, and the operational needs of our organization.

BACKGROUND

In collaboration with Lexipol, the District has undertaken a comprehensive update and standardization of its policy manual. The attached draft policies were developed using Lexipol's nationally recognized model and then tailored for the specific needs and operations of North Summit Fire District. These policies reflect updates to ensure compliance with applicable **federal, state, and local regulations**, including mandates under:

- The Americans with Disabilities Act (ADA)
- Government Records Access and Management Act (GRAMA)
- Utah Administrative Code and relevant OSHA standards
- NFPA standards on operational safety and equipment

The draft policies have undergone internal review by the subcommittee and have been marked as **DRAFT** pending final review and adoption.

North Summit Fire District
PO Box 187 | 86 E. Center Street
Coalville, Utah 84017
435-336-2221 | Emergency 9-1-1
www.NorthSummitFireUT.gov

SUMMARY OF POLICIES SUBMITTED FOR ADOPTION

The attached policies cover a wide range of administrative, operational, safety, and compliance topics, including but not limited to:

1. Administrative & Risk Management Policies

- **Liability Claims Policy** – Establishes protocol for claim intake and handling (Policy 204)
- **Petty Cash Management** – Provides internal controls over small disbursements (Policy 211)
- **Records Management & Release of Records** – Compliant with GRAMA and HIPAA (Policies 800–801)
- **Subpoenas & Court Appearances** – Ensures legal and procedural consistency (Policy 802)

2. Safety & Health Programs

- **Personal Protective Equipment (PPE)** – Updated to align with NFPA, OSHA, and departmental safety expectations (Policy 914)
- **Respiratory Protection Program** – Comprehensive SCBA, medical evaluations, and maintenance (Policy 908)
- **Heat Illness Prevention & Fire Station Safety** – Addresses firefighter health risks and injury prevention (Policies 907, 912)
- **Health & Safety Officer (HSO) Policy** – Defines qualifications and duties (Policy 910)

3. Operational Asset Management

- **Physical Asset Management Policy** – Addresses acquisition, tracking, storage, and disposal of district assets (Policy 212)
- **Ground Ladder Testing** – Sets standards for routine and post-incident testing of ladders (Policy 913)

4. Equity & Compliance

- **ADA Compliance Policy** – Ensures equal access and accommodations (Policy 213)
- **Patient Medical Record Security and Privacy** – Aligns with HIPAA and Utah confidentiality laws (Policy 803)

STAFF RECOMMENDATION

Staff recommends that the Administrative Control Board forward them with a favorable recommendation to the **Summit County Council** for formal adoption.

These policies will ensure that the District is compliant with current law, reflective of best practices in fire service administration, and better positioned to serve our community with professionalism, accountability, and transparency.

Liability Claims

204.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the District.

204.2 POLICY

Best Practice

It is the policy of this District to evaluate and resolve claims in a timely manner, as appropriate.

204.3 RESPONSIBILITY

Best Practice

The Fire Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the District.

Any member of this District who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the District, shall forward the information to the risk manager as soon as practicable.

204.4 RESPONSE TO CLAIMS

State

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the District's governing body.

The risk manager should ensure the claim is accepted or rejected. Notice that the claim has been received shall be given to the claimant in writing within 60 days and in compliance with state law (Utah Code 63G-7-403). If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely. The claim shall not be challenged for timeliness if the claim is filed in accordance with the requirements provided in Utah Code 63G-7-401(8).

Petty Cash Management

211.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy provides for the establishment and administration of a District petty cash fund.

211.2 POLICY

Best Practice MODIFIED

The District will establish, administer, and maintain the petty cash fund according to this policy. [It is the intent of the administration to avoid petty cash whenever possible.](#)

211.2.1 DEFINITIONS

Best Practice

Custodian - The individual designated by the Fire Chief as having custody of and responsibility for maintaining the petty cash fund.

Petty cash fund - A reserve of money established to make small purchases when payment by purchase order or voucher is not practical.

211.3 RESPONSIBILITIES

Best Practice

211.3.1 FIRE CHIEF RESPONSIBILITIES

Best Practice

The Fire Chief or the authorized designee is responsible for establishing and maintaining protocols for the operation of a petty cash fund. The protocols should include but are not limited to:

- (a) Designation of a petty cash custodian.
- (b) Initial and replenishment fund amounts. The petty cash fund should not exceed the amount established by the District.
- (c) Maximum dollar amount for purchases. Petty cash expenditures should be limited to no more than \$100.
- (d) A sample petty cash voucher for use by members to request cash from the custodian. The petty cash vouchers should be sequentially numbered and include space for the following information:
 1. The date of the disbursement
 2. The amount disbursed or reimbursed
 3. The budget expense account
 4. The vendor name
 5. The signature of the member receiving the cash

North Summit Fire District

Policy Manual

Petty Cash Management

- (e) An approved petty cash ledger for use by the custodian. The ledger may be maintained electronically or by hand and should require the following information for all transactions:
 - 1. The name of the member receiving cash
 - 2. The amount disbursed to the member
 - 3. The reason for the disbursement
 - 4. The amount of any cash returned
 - 5. The amount of any cash received to replenish the account
 - 6. A copy of any purchase receipt
- (f) A requirement that the custodian provides a full accounting and reconciliation of all fund transactions to the Fire Chief, which should then be reviewed and approved according to the Petty Cash Procedure before authorizing replenishment of the petty cash fund.
- (g) A requirement that the petty cash fund is audited by the Fire Chief's authorized designee at least quarterly and that the results of the audit are provided to the Fire Chief.
- (h) Established disciplinary guidelines for situations where the custodian has violated this policy or the Petty Cash Procedure, or where a member is found to have provided false information to obtain petty cash funds, including referral to law enforcement when the facts indicate that a crime may have occurred.
- (i) Designation of a physical location for the petty cash fund. The fund should be secured in the following manner:
 - 1. Use a lockbox with a key or combination lock.
 - 2. The lockbox should then be stored in a safe, securable drawer, cabinet, or locker.
 - 3. The safe, securable drawer, cabinet, or locker should be located in a securable room or office with restricted access.

211.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

Best Practice **MODIFIED**

The custodian's responsibilities should include but are not limited to:

- (a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.
- (b) Requesting replenishment funds from the Fire Chief when the funds on the account fall below the established replenishment amount or requesting funds needed to bring the petty cash fund back to the maximum allowable amount. Requests should be made at any regular membership meeting. No "emergency" requests should be permitted or approved.
- (c) Receiving funds for replenishment only from funds approved and allocated from department accounts or by the return of unused funds properly issued to members.

North Summit Fire District

Policy Manual

Petty Cash Management

- (d) Maintaining the petty cash ledger according to this policy and the Petty Cash Procedure.
- (e) When someone other than the custodian will be handling the petty cash fund, accounting for all petty cash and vouchers before transferring petty cash responsibilities to an alternate custodian.

211.4 PETTY CASH VOUCHERS

Best Practice **MODIFIED**

The Fire Chief should maintain an appropriate stock of petty cash vouchers and provide them to the custodian as requested from time to time.

Petty cash vouchers should be sequentially numbered.

Physical Asset Management

212.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the District's physical assets.

212.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and maintaining the District's physical assets.

212.2 POLICY

Best Practice

It is the policy of the District to accurately inventory, track, maintain, and dispose of its physical assets owned by the District in a manner that controls costs, avoids waste, and promotes the District's mission.

212.3 RESPONSIBILITIES

Best Practice

The Fire Chief or the authorized designee should be responsible for the inventory, maintenance, and disposal of District physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:

North Summit Fire District

Policy Manual

Physical Asset Management

1. Procedures for disposal of all District-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.
 4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the District's physical assets and maintain accurate and complete records related to these assets. The plan should include:
1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the District's physical assets.
 3. Routine internal and external audit practices.
 4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

212.4 IDENTIFICATION AND TAGGING

Best Practice

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
 1. Make, model, and serial number
 2. Physical dimensions and weight
 3. Color, material, and other physically distinct qualities
 4. Warranty and/or recall information, if any
- (b) The specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

North Summit Fire District

Policy Manual

Physical Asset Management

212.5 SURPLUS OR OBSOLETE ASSETS

Best Practice **MODIFIED**

When the District no longer utilizes a physical asset, [refer to the district's purchasing policy for disposal procedures](#). ~~asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.~~

212.5.1 STORAGE

Best Practice

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the District should pursue disposal of the item in accordance with this policy.

212.5.2 TRANSFERS

Discretionary

When a physical asset is transferred from one District to another, the value of the physical asset should transfer with the asset. InterDistrict transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

212.6 LOSS, DAMAGE, OR DESTRUCTION

Best Practice

Loss, damage, or destruction of District physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of District-Owned and Personal Property Policy, as applicable.

212.7 USAGE MONITORING

Best Practice

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the District's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

212.8 MAINTENANCE

Best Practice

Routine maintenance of physical assets should be proactive to limit interruption of the District's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The Summit County Council or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

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Physical Asset Management

212.9 DISPOSAL

Best Practice

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

212.10 INVENTORY AND REPORTS

Best Practice

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

212.11 TRAINING

Best Practice

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all District physical assets should receive training regarding their responsibilities under the physical asset management plan.

Americans with Disabilities Act (ADA) Compliance

213.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to provide guidelines for equal access to North Summit Fire District services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

213.1.1 DEFINITIONS

Federal

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator – The member designated by the Fire Chief to coordinate the District's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service, or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a District service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Power-driven mobility device - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device

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was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

Service animal - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

213.2 POLICY

Federal

It is the policy of the District that persons with disabilities have equal access to District services, programs, and activities.

The District will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

213.3 ADA COORDINATOR

Federal

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

- (a) Coordinating efforts within the District and with the District ADA coordinator to provide equal access to services, programs, and activities including:
 - 1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).
 - 2. Maintaining District compliance with accessibility standards for District web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).
- (b) Recommending amendments to this policy, as needed.
- (c) Coordinating a process of periodic self-evaluation. The process should include:
 - 1. Inspection of current District buildings and facilities to identify access issues.
 - 2. Review of current District services, activities, and programs for access issues.
 - 3. Assessment and update of current compliance measures.

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Americans with Disabilities Act (ADA) Compliance

4. Identification of recurring areas of complaint for which new methods of modification should be considered.
 5. Review of the District's emergency programs, services, and activities as they apply to persons with disabilities.
 6. Recommendation of a schedule to implement needed improvements.
- (d) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to District services, programs, and activities.
- (e) Developing procedures for the review and processing of requests for assistance or modifications that will help members provide persons with disabilities access to District services, programs, and activities, as appropriate.
- (f) Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing District services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).
- (g) Developing procedures for members to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.
1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to members.
- (h) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.
- (i) Requiring third parties providing District services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.
- (j) Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).
- (k) Coordinating with appropriate state and local agencies to address the needs of persons with disabilities in the District's emergency disaster preparedness planning, including consideration of communication methods (e.g., warning and emergency notification systems), evacuation and transportation, shelters and care facilities, emergency medical care, and post-disaster canvassing, transportation, and remediation.)
1. The ADA coordinator or the authorized designee should serve as a liaison to District members during an emergency or disaster to provide guidance on issues involving persons with disabilities that may arise.

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Americans with Disabilities Act (ADA) Compliance

213.4 REQUESTS

Federal

The goal of any modification should be to allow the person to participate in the service, program, or activity in the same way as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members should not ask about the nature and extent of a person's disability and should limit questions to information necessary to determine the need for a modification and the type of modification that is appropriate.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

213.4.1 DENIAL OF REQUEST

Federal

The following should be considered before denying a request for modification:

- (a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
 - 1. A substantial alteration of the service, program, or activity.
 - 2. An undue financial or administrative burden on the District.
 - 3. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
 - 4. A threat to or the destruction of the historic significance of an historic property.
 - 5. A direct threat to the health or safety of others (28 CFR 35.139).

If any of the above circumstances are present, the ADA coordinator should work with District staff and the person requesting the modification to determine if an alternative modification is available.

- (b) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with District staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
 - 1. Reassigning services, programs, or activities to accessible buildings or facilities.
 - 2. Utilizing technology, equipment, rolling stock, or other conveyances.

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3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
 4. Any other means or methods that would make services, programs, or activities readily accessible.
- (c) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

213.4.2 PERSONAL DEVICES AND ASSISTANCE

Federal

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

213.4.3 SURCHARGES

Federal

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

213.5 MOBILITY DEVICES

Federal

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

A member should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If a member is concerned about the use of a power-driven mobility device by a person with a disability, the member should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

213.5.1 INQUIRIES REGARDING MOBILITY DEVICES

Federal

If an individual is using a power-driven mobility device other than a wheelchair, the member may seek credible assurance from the individual that the device is needed because of a disability.

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Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

- (a) Presentation of a valid, state-issued disability placard or card
- (b) Presentation of any other state-issued proof of disability
- (c) A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

213.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Federal

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive device, auxiliary aid, and service.

The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length, and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever assistive device, auxiliary aid, or service reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate assistive device, auxiliary aid, and service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

213.6.1 TYPES OF ASSISTANCE AVAILABLE

Federal

Members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The District will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving assistance. The District will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services.

Persons with disabilities may choose to accept District-provided assistive devices, auxiliary aids, and services, or they may choose to provide their own.

District-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

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213.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

Federal

The District may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

213.6.3 QUALIFIED INTERPRETERS

Federal

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, news conferences) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use District-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

213.6.4 TTY AND RELAY SERVICES

Federal

The District will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service.

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

213.6.5 COMMUNITY VOLUNTEERS

Federal

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the District to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, District members

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must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

213.6.6 FAMILY AND FRIENDS

Federal

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

213.6.7 FIELD ENFORCEMENT CONSIDERATIONS

Federal

It is important that members are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the member's ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Members involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service, fire investigations) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

213.7 SERVICE ANIMALS

Federal

Service animals that are assisting persons with disabilities are permitted in all District buildings and facilities and other areas where the general public is allowed. District members are expected to treat people with service animals with the same courtesy and respect that the District affords to all members of the public (28 CFR 35.136).

213.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Federal

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Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- (a) Guiding people who are blind or have low vision.
- (b) Alerting people who are blind or have low vision.
- (c) Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- (d) Pulling wheelchairs.
- (e) Providing physical support and assisting with stability and balance.
- (f) Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- (g) Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

213.7.2 INQUIRIES REGARDING SERVICE ANIMALS

Federal

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- (a) Is the animal required because of a disability?
- (b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Members should not question individuals about their disabilities, nor should members ask any individual to provide a license, certification, or identification card for a service animal.

213.7.3 CONTACT WITH SERVICE ANIMALS

Federal

Service animals are not pets. District members should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

213.7.4 REMOVAL OF SERVICE ANIMALS

Federal

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If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a member should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat, nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Members are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

213.8 WEBSITE ACCESS

Federal

The ADA coordinator should work with appropriate District members to develop online content that is readily accessible to persons with disabilities. District web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice and federal regulations (28 CFR 35 Subpart H; 28 CFR 35.200).

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

213.9 DOCUMENTATION

Federal

Whenever any modification, assistive device, auxiliary aid, or service has been provided, the member involved should document:

- (a) The type of modification, aid, or service provided.
- (b) Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the District or some other identified source, if applicable.
- (c) Whether the individual's express preference for the modification, assistive device, auxiliary aid, or service was not honored, and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

213.10 COMPLAINTS

Federal

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access any District program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

213.11 TRAINING

Federal

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Americans with Disabilities Act (ADA) Compliance

Members who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

- (a) Awareness and understanding of this policy and related procedures, related forms, and available resources.
- (b) Procedures for handling requests for modifications.
- (c) Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.
- (d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

Records Management

800.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines for the management of all District documents, including those in fire stations, to ensure that District records are maintained and available as needed. This policy also provides guidance on the retention, disposition, and security of records.

800.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to promote the efficient and cost-effective conduct of District business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive files in compliance with legal requirements.

800.3 CUSTODIAN OF RECORDS

State

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the records retention schedule (Utah Code 63A-12-103). The Custodian of Records or the authorized designee should:

- (a) Remain familiar with the Government Records Access and Management Act (GRAMA) and the Government Data Privacy Act (Utah Code 63G-2-201 et seq.; Utah Code 63A-19-401 et seq.).
 1. Work with the state Division of Archives and Records Service in the care, maintenance, scheduling, disposal, classification, designation, access, and preservation of records (Utah Code 63A-12-103; Utah Code 63G-2-306; Utah Code 63G-2-307).
 2. Work with the Fire Chief to prepare the District's annual privacy program report in accordance with Utah Code 63A-19-401.3.
- (b) Identify what records the District has, where the records are kept, the volume, and how the records are used.
- (c) Maintain and update the District's records retention schedule, including (Utah Code 63G-2-604):
 1. Identify the minimum length of time the District must keep records in a series.
 2. Identify the District section or division responsible for the original record.
- (d) Coordinate the placement of inactive records in storage, including:
 1. Maintaining a storage inventory.
 2. Providing an annual reminder to Battalion Chiefs and section managers to review files to determine if any records should be transferred to storage.

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- (e) Manage the destruction of District records, including (Utah Code 63G-2-604):
 - 1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
 - 2. Providing a list to Battalion Chiefs and section managers of records eligible to be destroyed.
 - 3. Obtaining any required approvals for the destruction of eligible records.
 - 4. Maintaining a list of records that have been destroyed.
- (f) Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (g) Process subpoenas and requests for records as provided in the Subpoenas and Court Appearances, Release of Records, and Patient Medical Record Security and Privacy policies.
- (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
- (i) Establish rules regarding the inspection and copying of District records as reasonably necessary for the protection of such records, including:
 - 1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
 - 2. Maintaining a schedule of fees for public records as allowed by law (Utah Code 63G-2-203).

800.4 MEMBERS' RESPONSIBILITY

Best Practice

All members are expected to handle District records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

800.5 CAPTAINS' RESPONSIBILITY

Best Practice

Captains at fire stations are responsible for the management of records at the fire station level. The Captains should ensure that all records at the fire stations are retained in accordance with this policy.

800.6 TRAINING

State

The Custodian of Records shall, on an annual basis, complete and obtain certification from an online training program provided by the state Division of Archives and Records Service (Utah Code 63G-2-108).

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Records Management

800.6.1 DATA PRIVACY TRAINING

State

All members with access to personal data retained by the District shall complete data privacy training within 30 days of beginning employment and annually thereafter (Utah Code 63A-19-401.2).

Release of Records

801.1 PURPOSE AND SCOPE

Best Practice

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

801.2 POLICY

State

The North Summit Fire District is committed to providing public access to records consistent with the Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-201 et seq.).

801.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Best Practice

Any member who receives a request for records shall route the request to the Custodian of Records or the authorized designee.

801.3.1 REQUESTS FOR RECORDS

State

The processing of requests for records is subject to the following:

- (a) All record requests shall be in writing with the requester's name, contact information, and a description of the record requested with reasonable specificity (Utah Code 63G-2-204).
- (b) The District is not required to create records which do not exist (Utah Code 63G-2-201).
- (c) Only those records that the District prepares, owns, or retains are subject to release (Utah Code 63G-2-204).
- (d) The record request shall be responded to as soon as reasonably possible, but no later than 10 business days (five business days for approved expedited requests) by one of the following (Utah Code 63G-2-204):
 1. Provide a copy of the record.
 2. Deny the request.
 3. Notify the requester that the record is not maintained by the District and provide, if known, the name and address of the governmental entity that maintains the record.
 4. Notify the requester that because of an extraordinary circumstance (as defined in Utah Code 63G-2-204) the request cannot be immediately approved or denied. The notice shall contain a description of the circumstances and the date when the record will be available as provided by in Utah Code 63G-2-204.

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- (e) If requested, an electronic copy of a record shall be provided to the requester if the record is maintained in an electronic format and can be copied without reformatting or conversion and the electronic copy would not disclose other records that are exempt from disclosure (Utah Code 63G-2-201).
- (f) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (Utah Code 63G-2-308).
 - 1. A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
- (g) The District may provide a record that is private, controlled, or protected to another governmental entity as provided in Utah Code 63G-2-206.

801.3.2 DENIALS

State

If a record request is denied in whole or part, the requester shall be provided a written notice of denial. The notice of denial shall contain the following information (Utah Code 63G-2-205):

- (a) A description of the record or portion of the record that is exempted from disclosure.
- (b) A citation to the state law, federal law, court rule, or order that exempts the record from disclosure.
- (c) A statement that the requester has the right to appeal the denial to the Fire Chief along with the name and business address of the Fire Chief.
- (d) The time limits for filing an appeal.

The record to which access is denied shall not be destroyed and shall remain in the custody of the District until the period for an appeal has expired or the end of the appeals process, including a judicial appeal.

801.3.3 APPEALS

State

All notices of appeals shall be routed to the Custodian of Records and the Fire Chief. An appeal shall be processed and handled pursuant to the provisions of Utah Code 63G-2-401.

When an appeal is before the director of the Government Records Office, the District shall comply with the applicable provisions of Utah Code 63G-2-403.

801.4 RELEASE RESTRICTIONS

State

Examples of records with release restrictions include:

- (a) Patient Care Reports (PCRs) (45 CFR 164.502; UAC R911-4-700; Utah Code 63G-2-302; Utah Code 63G-2-304) (see the Patient Medical Record Security and Privacy Policy).
- (b) Personnel, medical, or similar records that would disclose the member's home address and phone number, Social Security number, insurance coverage, marital

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status, payroll deductions, medical data, or similar information that would constitute a clearly unwarranted invasion of personal privacy (Utah Code 63G-2-302; Utah Code 63G-2-304).

- (c) Performance evaluations (Utah Code 63G-2-302).
- (d) Records, other than personnel evaluations, that contain a personal recommendation concerning a member if disclosure would constitute a clearly unwarranted invasion of personal privacy or disclosure is not in the public interest (Utah Code 63G-2-305(25)).
- (e) Records pertaining to pending litigation (Utah Code 63G-2-305(18)).
- (f) Legal opinions (Utah Code 63G-2-305(17)).
- (g) Arson investigations (Utah Code 63G-2-305(10)).
- (h) Disciplinary investigations until the investigation is completed and all time periods for administrative appeals have expired and the charges on which the disciplinary action was based were sustained (Utah Code 63G-2-301(3)(o)).
- (i) Test questions and answers used for employment, certification, or licensure examinations (Utah Code 63G-2-305(5)).
- (j) Records concerning the District strategy about collective bargaining or imminent or pending litigation (Utah Code 63G-2-305(23)).
- (k) Records of complaints to or investigations conducted by the North Summit Fire District for law enforcement purposes (Utah Code 63G-2-305(10)).
- (l) Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the North Summit Fire District relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired or all contract agreements executed (Utah Code 63G-2-305(8)).
- (m) Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law, including but not limited to provisions of the Rules of Evidence relating to privilege.
- (n) Records that relate to archeological site information (Utah Code 63G-2-305(26)).
- (o) Certain types of records involving but not limited to child abuse and neglect (Utah Code 80-2-1005).
- (p) Any other information that may be appropriately restricted by Utah Code 63G-2-302, Utah Code 63G-2-304, and Utah Code 63G-2-305.

801.5 RELEASED RECORDS TO BE MARKED

Best Practice

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the District name and to whom the record was released.

Subpoenas and Court Appearances

802.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the District to cover any related work absences and keep the District informed about relevant legal matters.

802.2 POLICY

State

District members will respond appropriately to all subpoenas and any other court-ordered appearances.

802.3 RECEIPT OF SUBPOENAS

Best Practice

Only District members authorized to receive a subpoena on behalf of the District or any of its members may do so.

Subpoenas for records should be directed to the Custodian of Records or the authorized designee for processing.

802.3.1 SUBPOENAS OF RECORDS

State

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for District records.

Subpoenas for records shall be date-stamped and logged.

The Custodian of Records will consult with the District privacy officer regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the Custodian of Records determines that a subpoena involves a request for a confidential record or relates to pending litigation against the District or District, the request should be promptly brought to the attention of the Fire Chief and legal counsel for the District.

The District may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena (U. R. Civ. P. Rule 45). The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

802.3.2 CIVIL SUBPOENAS INCLUDING DEPOSITIONS OR NOTICES TO APPEAR

State

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Subpoenas and Court Appearances

Upon receipt of a civil subpoena, the Custodian of Records or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

The Custodian of Records or other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this District as a witness in a civil action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena (Utah Code 78B-1-147; U. R. Civ. P. Rule 45).

Members shall notify their Battalion Chief or Officer in Charge of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Battalion Chief or Officer in Charge.

Members who are deposed should request a copy of the transcript.

802.3.3 ON-CALL SUBPOENAS

Best Practice

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

802.3.4 CRIMINAL SUBPOENAS

Best Practice

Upon receipt of a criminal subpoena related to District business, the member shall promptly notify the Battalion Chief or Officer in Charge of his/her appearance and contact legal counsel if he/she has any questions.

802.3.5 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DISTRICT BUSINESS

Best Practice

Members properly served with valid subpoenas for civil matters unrelated to their District duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the District for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

Employees subpoenaed to testify about non-work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation, personal leave or compensatory time off for the time they will be away from work.

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Subpoenas and Court Appearances

802.4 RESPONSIBILITIES

Best Practice

802.4.1 MEMBERS

Best Practice

Members subpoenaed to appear for any District-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.
- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena.
- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify their supervisor of the subpoena.

Employees who are subpoenaed to testify about District-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their Captain to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or District legal counsel.

802.4.2 SUPERVISORS

Best Practice

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT

Best Practice

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state; any city, county or any of their officers; or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the District's legal counsel, as may be indicated by the case.

This requirement includes:

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- (a) Providing testimony or information for the defense in any criminal trial or proceeding.
- (b) Providing testimony or information for the plaintiff in a civil proceeding against any city, county or its officers, agents or employees.
- (c) Providing testimony or information on behalf of, or at the request of, any party other than any District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.
- (d) No member will be retaliated against for testifying in any matter.

802.6 RECEIPT AND PROCESSING OF A SUMMONS

Best Practice

Upon receipt of a summons and complaint in a matter related to District business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the District.

Patient Medical Record Security and Privacy

803.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to establish appropriate administrative, technical, and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.).
- Utah Code 63G-2-302 (private records)
- Utah Code 63G-2-304 (controlled records)
- UAC R911-4-700 (confidentiality of patient information)

803.1.1 DEFINITIONS

Federal

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District 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 to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present, or future physical or mental health or condition, the provision of health care to the 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 (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers, or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and ZIP code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers

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- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient. However, media recorded by District body-worn cameras is for quality assessment and improvement purposes, not patient care, and therefore is not part of a patient's medical records.

Protected Health Information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form, or communicated orally (45 CFR 160.103).

Protected Personal Information (PPI) - Information that includes but is not limited to PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age, or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

803.2 POLICY

Federal

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords, and limited physical access to hard copy files (45 CFR 164.530(c)).

803.3 RESPONSIBILITIES

Federal

Members shall protect the security, confidentiality, and privacy of all patient medical records in their custody at all times.

Possessing, releasing, or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received District training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

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Patient Medical Record Security and Privacy

803.4 PRIVACY OFFICER

Federal

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.
- (b) Resolve complaints under HIPAA.
- (c) Mitigate, to the extent practicable, any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

803.5 PROCEDURE

Federal

Records containing PHI or PPI, including Patient Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS), or during processing or review at North Summit Fire District facilities by authorized personnel (45 CFR 164.530(c)).

803.6 SECURITY

Federal

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic, or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as District records during the time District personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

803.6.1 ELECTRONIC PHI SECURITY

Federal

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

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Remote access to District computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, internet web posting, and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

803.6.2 HARD COPIES

Federal

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the District is considered unattended when members are physically outside of the area and unable to maintain record security. This includes but is not limited to breaks, lunch, or meetings outside the District.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Custodian of Records.

803.7 PHI RECORD REQUESTS

Federal

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.

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- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

Federal

The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to (45 CFR 160.103):

- (a) PHI or PPI contained in email or other forms of written communication.
- (b) Sharing of PHI or PPI on any website, blog, or other form of social or public media.
- (c) Verbal discussions.
- (d) The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability, or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

Federal

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the District's use to carry out treatment, payment, or health care operations (45 CFR 164.506)
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e))
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e))
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b))
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect, or domestic violence (45 CFR 164.512(c))
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f))
- (g) Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j))
- (h) Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l))

803.7.3 REQUIRED DISCLOSURES

Federal

The District must disclose PHI when:

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- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

803.7.4 SUBPOENAS

Federal

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested. In such a case, the subpoena or discovery order must be accompanied by a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested, or that there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the declaration must establish all of the following:
 - 1. The requesting party has made a good faith effort to provide written notice to the individual.
 - 2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
 - 3. The time for the individual to raise objections to the court or tribunal has elapsed.
 - 4. No objections were filed or all objections have been resolved.
 - 5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
 - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
 - (b) Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

Federal

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the District's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):

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1. To report certain types of wounds or other physical injuries.
2. In compliance with a court order or court-ordered warrant, a subpoena or summons, a grand jury subpoena, or an administrative request for which a response is required by law.
- (b) In response to a law enforcement officer who completes the District's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)):
 1. Name and address
 2. Date and place of birth
 3. Social Security number
 4. ABO blood type and Rh factor
 5. The character and extent of injuries
 6. Date and time of treatment
 7. Date and time of death, if applicable
 8. A description of distinguishing physical characteristics

803.7.6 ADDITIONAL RESTRICTIONS FOR REPRODUCTIVE HEALTH CARE RECORDS

Federal

Records related to reproductive health records as defined by 45 CFR 160.103 are subject to additional disclosure restrictions as provided in 45 CFR 164.502 and 45 CFR 164.509. Requests that may include reproductive health care records should be evaluated by the Custodian of Records in consultation with legal counsel before disclosure to ensure compliance with federal law.

803.8 INDIVIDUAL RIGHTS

Federal

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

803.8.1 PHI AMENDMENT REQUESTS

Federal

Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have their medical record amended. Included

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in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the District.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

Heat Illness Prevention Program

907.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see the Heat Illness Prevention Training Policy).

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure that the physical and mental condition of members does not deteriorate to the point that it negatively affects their safety or emergency operations.

907.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Fireground rehabilitation - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

Heat exhaustion - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

Heat stress - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

Heat strain - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

Heat stroke - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing

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permanent brain damage or death. Signs and symptoms of heat stroke may include mental confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Body temperature is usually 104 degrees or higher.

907.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to require member participation in the heat illness prevention program and the accompanying training.

907.3 REQUIREMENTS

Best Practice

This heat illness prevention program shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group will be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second-alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Captains should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

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It is the responsibility of every Captain to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC or assigned Incident Safety Officer and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

Respiratory Protection Program

908.1 PURPOSE AND SCOPE

State

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators, and other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards (29 CFR 1910.134; UAC R614-1-4).

908.1.1 DEFINITIONS

State

Definitions related to this policy include:

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

908.2 POLICY

State

It is the policy of the North Summit Fire District to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a Captain or Incident Commander (IC) based on an evaluation of the hazard. Members shall not be required or allowed to enter or work in hazardous conditions without proper respiratory protection and shall be trained in the proper use and care of the devices.

908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

State

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection.

The administrator shall:

- (a) Maintain, implement, and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.

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- (c) Ensure the procedures and written respiratory protection program address relevant mandates.
- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
 - 1. Respirator fit during use
 - 2. Any effects of respirator use on work performance
 - 3. Respirators being appropriate for the hazards encountered
 - 4. Proper use under current work site conditions
 - 5. Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

908.4 USE OF RESPIRATORY PROTECTION

State

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other District-approved procedures recommended by the respirator manufacturer.

Captains shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the Captain shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

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- (a) It is necessary for the member to wash their face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator or the filter, cartridge, or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

908.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

State

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user.

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include but are not limited to:

- Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures, or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the Captain or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

908.4.2 USE OF FULL-FACE RESPIRATORS

State

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air.

Captains or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (c) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

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908.4.3 USE OF CARTRIDGE RESPIRATORS

State

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. The correct cartridge must be selected prior to use.

A Captain or IC may specify the use of cartridge respirators in situations where the use of an SCBA or a full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease, and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen-deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste, or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

908.4.4 USE OF N95 MEDICAL MASKS

State

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention guidelines for the prevention of tuberculosis exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

908.4.5 TRAINING

State

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

State

908.5.1 SCBA REQUIREMENTS

State

North Summit Fire District's SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH.

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The North Summit Fire District shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

908.5.2 COMPRESSED BREATHING AIR

State

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute Compressed Gas Association Commodity Specification for Air (G-7.1-2018).

908.6 RESPIRATOR FIT TESTING

State

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator.

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, any other condition that may affect the fit of the facepiece seal).

908.6.1 RESPIRATOR FIT TESTING PROCEDURES

State

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use.

908.6.2 FIT TESTING RECORDS

State

The Training Officer shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the District records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include:

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (e.g., type, manufacturer, model, style, size) of the respirator tested.

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- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a printout, or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

908.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

State

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter and if any of the following conditions arise between annual tests:

- (a) A member reports medical signs or symptoms that are related to the ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be re-evaluated.
- (c) Information from the respiratory protection program indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

908.8 SCBA INSPECTION, MAINTENANCE, AND STORAGE

State

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include but is not limited to:

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator that is not operating properly or is below District standard air volume shall be taken out of service immediately until the problem is remedied.
- (c) Rubber facepiece:
 - 1. Excessive dirt
 - 2. Cracks, tears, holes

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3. Distortion from improper storage
 4. Cracked, loose, or scratched lenses (full facepiece)
 5. Broken or missing mounting clips
- (d) Head straps:
1. Breaks or tears
 2. Loss of elasticity
 3. Broken or malfunctioning buckles or attachments
 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
1. Detergent residue, dust particles, or dirt on the valve seal
 2. Cracks, tears, or distortion in the valve material or valve seal
 3. Missing or defective valve covers
- (f) Filter elements:
1. Proper filter for the hazard
 2. Approved designation (NIOSH)
 3. Missing or worn gaskets
 4. Worn thread
 5. Cracks or dents in filter housing

908.8.1 MAINTENANCE, INSPECTION, AND ANNUAL SERVICE

State

Members should thoroughly clean and sanitize all SCBA and respirators after each use.

Respirators should be cleaned and sanitized according to manufacturer recommendations.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Every SCBA shall be inspected monthly by the District and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards, and manufacturer recommendations.

All maintenance and inspection mandates of 29 CFR 1910.134 shall apply.

908.8.2 STORAGE

State

Respirators in storage shall be protected against:

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- Dust.
- Sunlight.
- Heat.
- Extreme cold.
- Excessive moisture.
- Damaging chemicals.

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges, and canisters shall be properly labeled and color-coded with NIOSH approval labels. Labels shall not be removed and must remain legible.

908.8.3 FLOW TESTING

State

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water, or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

908.9 EXPOSURES

State

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Physical symptoms of hazardous atmosphere exposure may include but are not limited to:

- Difficulty breathing.
- Dizziness, headache, or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

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If a member feels ill or impaired in any way, a supervisor should be notified and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet for the exposure agent should be obtained.

Personal Alarm Devices

909.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities and other IDLH conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement.

909.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device.

909.3 USE OF PERSONAL ALARM DEVICES

Best Practice

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) 1982.

Members should wear a personal alarm device any time they are in atmospheres that are immediately dangerous to life and health (IDLH).

The Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

Best Practice

All personal alarm devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations.

Health and Safety Officer (HSO)

910.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

910.2 POLICY

Best Practice

It is the policy of the North Summit Fire District that the HSO will be appointed by the Fire Chief or the authorized designee and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

910.3 QUALIFICATIONS

Best Practice

The District's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the physical and behavioral health and fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS), and instruction.
- (e) Familiarity with the operation of the District's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a health and safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
 - 1. Fire Instructor I (NFPA Instructor I)
 - 2. NFPA Instructor II
 - 3. NFPA Fire Officer I
 - 4. Training program management
 - 5. Incident Safety Officer
 - 6. Health and Safety Officer

910.4 ADMINISTRATIVE RESPONSIBILITIES

State

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Health and Safety Officer (HSO)

The HSO's administrative responsibilities shall include but are not limited to (29 CFR 1910.132; UAC R614-1-4):

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general District safety standards, and serving as the chair of the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).
- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for District officers regarding health and safety matters.
- Identifying, documenting, and notifying members of workplace safety hazards.
- Researching, identifying, and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Officer for the development and implementation of behavioral and physical health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures, and injuries are thoroughly investigated.
- Developing and maintaining accident, injury, and exposure statistics, reporting on trends, and making recommendations to prevent a reoccurrence.
- Ensuring accidents are investigated and procedures are in place so that investigations will be handled appropriately.

910.5 RESPONSE DUTIES

Best Practice

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member

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Health and Safety Officer (HSO)

- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

910.6 HEALTH AND SAFETY INCIDENT REVIEW

Best Practice

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

Vehicle Seat Belts

911.1 PURPOSE AND SCOPE

State

The purpose of this policy is to ensure that all members of the District wear seat belts while operating or riding in District vehicles or privately owned vehicles while conducting District business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident (Utah Code 41-6a-1803).

911.2 POLICY

State

It is the policy of the North Summit Fire District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this District, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (Utah Code 41-6a-1803).

911.3 INOPERABLE SAFETY BELTS

Best Practice

No person shall operate District vehicles in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle seat belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Fire Station Safety

912.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish safety procedures for the North Summit Fire District members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

912.2 POLICY

Best Practice

It is the policy of the North Summit Fire District that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy for the safety of themselves, other members, and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

912.3 PROCEDURE

State

For the safety of all occupants, the on-duty Captain at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
 - 1. Use adequate eye and face protection when there is a risk of eye injuries such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes but is not limited to working with grinders, drills, saws, welding equipment, mowers, and edgers, and while working under vehicles.
 - 2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns, or exposure to chemicals (e.g., working with trimmers, pruners, or other tools).
 - 3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training Policy.
- (b) Housekeeping and personal hygiene
 - 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms, and apparatus rooms in a clean, orderly, and sanitary condition.
 - 2. Clean and repair the source of water leaks quickly to avoid mold growth.

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3. Smoking is prohibited in the building or within 20 feet of an entrance, exit, or operable window, as provided in the Smoking and Tobacco Use Policy (Utah Code 26B-7-503).
 4. Avoid using compressed air to blow dirt, chips, or dust from clothing while it is being worn.
 5. Maintain cooking appliances and eating utensils in good working order.
 6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
 7. Provide and clearly label first-aid supplies.
 8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
 2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
 3. Do not let pot handles extend over the counter.
- (d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
 2. Use team lifting for heavy or awkward objects that need to be lifted above waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items such as out-of-county bags, drug boxes, and map boxes.
 3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign, and free of obstructions.
 2. Remove any objects that block hallways and/or passageways.
 3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, and outdoor walkways.
 4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
 5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
 6. Ensure all areas of the building are adequately illuminated.
 7. Ensure beds are located to cause minimum interference during dressing.

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Fire Station Safety

- (f) Apparatus floor
 - 1. Mark ladders, pike poles, and other items projecting from the apparatus clearly with brightly colored flags, stripes, or other identification.
 - 2. Exercise caution and use handrails when exiting apparatus.
 - 3. Maintain apparatus doors in a safe, operable condition.
 - 4. Maintain adequate clearance for vehicles under apparatus doors.
- (g) Equipment, machinery, and tools
 - 1. Observe safety precautions when operating all equipment, machinery, and tools.
 - 2. Avoid using defective equipment, such as ladders with broken rungs or power equipment without proper safety protection. Repair or replace defective equipment before use.
 - 3. Mount all equipment and machinery securely to the surface on which it sits.
 - 4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields, and spindle/nut/flange coverage.
 - 5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
 - 6. Ensure all power tools are adequately grounded.
 - 7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
 - 8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
 - 9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- (h) Electrical wiring, fixtures, and controls
 - 1. Maintain 36 inches of clear access around all electrical control panels.
 - 2. Label electrical switches and circuit breakers with their purpose.
 - 3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
 - 4. Ensure all extension cords are properly grounded and approved.
 - 5. Avoid using flexible cords and cables as a substitute for fixed wiring.
 - 6. Avoid hanging electrical cords on pipes or nail hooks.
 - 7. Check all electrical cords for fraying or exposed plug wiring.
 - 8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.
- (i) Fire extinguishers and fire prevention

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1. Ensure fire extinguishers are of the proper type for the expected hazards.
 2. Maintain portable fire extinguishers in a fully operable condition.
 3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
 4. Test the fire alarm system at least annually.
 5. Ensure a qualified person services the sprinkler system at least annually.
 6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
 2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms, or secondary containment.
 3. Store hazardous materials separately from food, food preparation, and eating areas.
 4. Store ignitable liquids in an approved, vented, flammable and combustible liquids storage cabinet.
 5. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
 6. Store cylinders of compressed gas in an upright position, away from combustible materials.
 7. Avoid wearing or storing turnout gear in the living quarters or buildings.
 8. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes, and upholstered furniture.
 9. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
 10. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 11. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.
- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Physical Fitness and Wellness Program policies.

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- (m) Visitor safety - For visitor safety guidelines, see the Community Fire Station Visitation Program Policy.

Ground Ladder Testing

913.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth by the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to District members when using ground ladders.

913.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to perform testing, inspection and certification of all ground ladders for the safety of District members and to comply with applicable standards.

913.3 INSPECTION AND TESTING

Best Practice

All District-owned ground ladders shall be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be inspected thoroughly after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

Ground ladder testing and certification should be performed by a trained, qualified District member or a qualified vendor.

913.4 RECORDS

Best Practice **MODIFIED**

The [Operations Chief or designee](#) shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

Personal Protective Equipment

914.1 PURPOSE AND SCOPE

State

The purpose of this policy is to reasonably protect North Summit Fire District members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities (29 CFR 1910.132; Utah Code 34A-6-102 et seq.; UAC R614-1-2 et seq.).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respiratory Protection Program Policy.

914.2 POLICY

Best Practice MODIFIED

It is the policy of North Summit Fire District to ensure that all personnel are provided with Personal Protective Equipment (PPE) that meets the highest standards of design, strength, quality, and effectiveness. This equipment is essential for eliminating, reducing, or mitigating hazards that personnel may encounter during operations.

It is also policy to establish a uniform standard across the district that enhances safety, promotes fiscal responsibility, and ensures consistency in the use of PPE among all employees. Divergent practices and personal discretion in the use of PPE can lead to inconsistent safety measures, increased risk, and potential disagreements among personnel. It is the policy of the -to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

914.3 PPE STANDARDS AND REQUIREMENTS

State MODIFIED

The District will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard.

The District shall apply the following guidelines, requirements, and standards to all PPE (29 CFR 1910.132; 29 CFR 1910.156; UAC R614 -1-4):

- (a) The PPE provided shall meet nationally recognized standards.
- (b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Fire Chief or authorized designee. ~~in charge of the -where the equipment will be used-~~
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Fire Chief or authorized designee shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.

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- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

914.3.1 HEAD PROTECTION

State

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI-designated standard number and date, and the ANSI-designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard (29 CFR 1910.135; Utah Code 34A-6-102; UAC R614-1-2).

914.3.2 FACE AND EYE PROTECTION

State

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The District shall provide and require that members wear approved face and eye protection suitable for the hazard (29 CFR 1910.133; Utah Code 34A-6-102; UAC R614-1-2).

914.3.3 BODY PROTECTION

State

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall either be destroyed or removed and not worn until properly cleaned (29 CFR 1910.132; Utah Code 34A-6-102; UAC R614-1-2; UAC R614-1-5).

914.3.4 HAND PROTECTION

State

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Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, and other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (29 CFR 1910.138; Utah Code 34A-6-102; UAC R614-1-2; UAC R614-1-5).

914.3.5 FOOT PROTECTION

State

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard (29 CFR 1910.136; Utah Code 34A-6-102; UAC R614-1-2).

914.3.6 PERSONAL FALL PROTECTION SYSTEMS

State

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (29 CFR 1910.140; Utah Code 34A-6-102; UAC R614-1-2).

914.4 SELECTION, CARE, AND MAINTENANCE OF PPE

Best Practice

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

914.4.1 SELECTION

State

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer (HSO) Policy).

The PPE selection process should include (29 CFR 1910.132; Utah Code 34A-6-102; UAC R614-1-2):

- (a) A risk assessment at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.

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1. The assessment should include a review of the current risk assessment and necessary changes.
- (b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- (c) Considerations should include the following:
 1. PPE performance expectations, including thermal and physiological effects
 2. Style and design for user comfort and wear performance
 3. Construction for quality, durability, and garment life
 4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs
 5. Any necessary changes in operating procedures.

914.4.2 INSPECTION

Best Practice

There are two primary types of PPE inspection:

Routine inspection - Firefighters shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspections should include the following, as applicable:

- (a) Coat, trousers, gloves, and hood should be checked for the following:
 1. Soiling
 2. Contamination from hazardous materials or biological agents
 3. Physical damage, such as:
 - (a) Rips, tears, and cuts
 - (b) Damaged/missing hardware and closure systems
 - (c) Thermal damage, such as charring, burn holes, and melting
 - (d) Damaged or missing reflective trim
 - (e) Shrinkage
 - (f) Loss of elasticity or flexibility at openings
 - (g) Excessive wear to the liners
- (b) Helmets should be checked for the following:
 1. Soiling
 2. Contamination from hazardous materials or biological agents
 3. Physical damage to the shell, such as:

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- (a) Cracks, crazing (small cracks), dents, and abrasions
 - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
- 4. Physical damage to ear flaps, such as:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage, such as charring, burn holes, and melting
- 5. Damaged or missing components of suspension and retention systems
- 6. Damaged or missing components of the goggle system including:
 - (a) Discoloration
 - (b) Crazing (small cracks)
 - (c) Scratches to goggle lens, limiting visibility
- 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Cuts, tears, and punctures
 - (b) Thermal damage, such as charring, burn holes, and melting
 - (c) Exposed or deformed steel toe, steel midsole, and shank
 - (d) Loss of water resistance
- (d) Fall protection should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Cuts, tears, and punctures
 - (b) Thermal damage such as charring, burn holes, and melting
 - (c) Excessive stretching
 - (d) Distorted or damaged hardware

Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified members or a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall

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be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognized standards.

914.4.3 CLEANING AND DECONTAMINATION

Best Practice **MODIFIED**

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall undergo either a routine/Preliminary Exposure Reduction (PER), an advanced cleaning, or a specialized cleaning.
- (b) Soiled and contaminated PPE should not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (c) Commercial dry cleaning shall not be used.
- (d) The District will examine the manufacturer's label and user information for specific cleaning instructions.
- (e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (g) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- (h) District standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.
 - 1. **Routine cleaning/PER** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:
 - (a) Initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.
 - (d) If necessary, scrub gently with a soft bristle brush and rinse off again. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.
 - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
 - 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.

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- (a) The District's Health and Safety Officer (HSO) shall manage all advanced cleaning utilizing a qualified contract cleaner [or use an in-house option, such as the District extractor.](#)
 - (b) Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
 - (c) Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.
3. **Specialized cleaning** - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
- (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
 - (b) The District's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.
 - (c) PPE components contaminated with blood, bodily fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

914.4.4 CBRNE-CONTAMINATED PPE

Best Practice

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to District procedures.

914.4.5 REPAIR OF DAMAGED PPE

State

Damaged PPE shall not be used (29 CFR 1910.132; Utah Code 34A-6-102; UAC R614-1-2). The District's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE shall be available to members while repairs are being made.

914.4.6 STORAGE OF PPE

Best Practice

The parameters for the storage of all PPE ensembles or elements include the following:

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- (a) PPE shall not be stored in direct or indirect sunlight or exposed to ultraviolet radiation or fluorescent lighting when it is not being worn.
- (b) PPE shall be clean, dry, and well-ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees F or above 180 degrees F.
- (e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (f) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- (g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.
- (i) Proximity PPE (i.e., specialized PPE designed to protect workers from high levels of radiant heat) shall not be stored folded.

914.5 ISSUING PPE

Best Practice **MODIFIED**

All PPE ensembles or elements shall be issued through the [Fire Chief or authorized designee](#) 's **HSO**. All fittings shall be completed by the [Fire Chief or authorized designee](#) **HSO** -and/or by a manufacturer's representative.

- Members shall only use District-issued or approved PPE, including accessories.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire-related emergencies.
- Members shall not wear PPE inside station living quarters or other District facilities.

914.6 MEMBER-PROVIDED PPE

Discretionary **MODIFIED**

Members who desire to use personally owned PPE are required to have the PPE approved and inspected by the [Fire Chief or authorized designee](#) **HSO** prior to use. All personally owned PPE is subject to the requirements of this policy.

914.7 PPE TRAINING

State **MODIFIED**

The [Fire Chief or authorized designee](#) should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include (29 CFR 1910.132; Utah Code 34A-6-102; UAC R614-1-2):

- (a) Determining when PPE is necessary and what kind should be used.

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- (b) How to properly wear, adjust, and remove PPE.
- (c) The limitations of the PPE.
- (d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- (f) The useful life and disposal of PPE.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

914.8 PPE RECORD-KEEPING

Best Practice

The District shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, decontamination, or sanitation, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.

914.9 PPE RETIREMENT

Best Practice

PPE ensembles and elements should be retired as follows:

- (a) When worn or damaged to the extent that the District deems that it is not possible or cost-effective to repair.

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- (b) When no longer useful for emergency operations.
- (c) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

914.10 SPECIAL INCIDENT PROCEDURE

State

If any member of the North Summit Fire District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE will immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the District's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for the storage of PPE.

PPE shall not be removed or destroyed following a serious injury or death while wearing PPE until the [agency_department] is authorized to do so by the Utah Occupational Safety and Health Division of the Labor Commission (UAC R614-1-5).

914.11 REPORTING

Best Practice **MODIFIED**

The Fire Chief or authorized designee ~~HSE~~ should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

Hazardous Energy Control

915.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to establish the minimum hazardous energy control requirements. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury (29 CFR 1910.147; UAC R614-1-4).

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

915.1.1 DEFINITIONS

State

Definitions related to this policy include:

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

915.2 POLICY

State

It is the policy of the North Summit Fire District to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment (29 CFR 1910.147).

915.3 RESPONSIBILITIES

State

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. District members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include, but is not limited to (29 CFR 1910.147):

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Hazardous Energy Control

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including, but not limited to:
 - 1. A statement of the intended use of the procedure.
 - 2. Procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
 - 3. The procedural steps for the placement, removal and transfer of lockout and tagout devices.
 - 4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout and other hazardous energy control devices.
- (b) As needed, the District shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include, but is not limited to:
 - 1. Extrication tools
 - 2. Chain saws
 - 3. Hydraulic systems (e.g., rack, jacks)
 - 4. Complex electrical systems (e.g., generators, pumps, radios)

915.4 LOCKOUT AND TAGOUT

State

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (29 CFR 1910.147):

- (a) Notification of all involved personnel.
- (b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

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Hazardous Energy Control

915.5 INSPECTIONS

State

The North Summit Fire District shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (29 CFR 1910.147).

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.
- (c) The Health and Safety Officer (HSO) shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included and the name of the person performing the inspection.

915.6 TRAINING

State

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics (29 CFR 1910.147):

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process

915.7 TRAINING RECORDS

State

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include (29 CFR 1910.147):

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

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

Hazard Communication

916.1 PURPOSE AND SCOPE

State

The purpose of this policy is to protect the health and safety of District members who may be occupationally exposed to hazardous chemicals in the workplace.

916.2 POLICY

State

It is the policy of the North Summit Fire District to develop, implement and maintain a written chemical hazard communication program for members to use as a reference. The program shall minimally describe how District members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS) (29 CFR 1910.1200; Utah Code 53-2a-702(6); UAC R614-1-4).

916.3 PROCEDURE

State

The Fire Chief or the authorized designee should develop, implement and maintain a written chemical hazard communication program that includes, but is not limited to (29 CFR 1910.1200):

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in member work areas.
- (c) The District shall make the written chemical hazard communication program available, upon request, to members, to their designated representatives and to the National Institute of Occupational Safety and Health (NIOSH).
- (d) The District shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information:
 1. Identity of the hazardous chemical
 2. Appropriate hazard warnings
 3. Name and address of the manufacturer, importer or other responsible party

916.4 SAFETY DATA SHEETS

State

The District shall have an SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with 29 CFR 1910.1200(g)(2).

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Hazard Communication

916.5 TRAINING REQUIREMENTS

State

See the Hazard Communication Program Training Policy.

Roadway Incident Safety

918.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to set forth District Fire Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

918.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

918.3 FIRE CHIEF RESPONSIBILITIES

Best Practice

The Fire Chief should ensure that the District adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
 - Placement of apparatus.
 - Use of traffic control devices.
 - Personnel assigned to TIM duties.

918.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

State

Procedures should also include any requirements in the manual of uniform traffic control devices adopted by the state, including but not limited to the following (Utah Code 41-6a-301):

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers



Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

STAFF REPORT

Date: September 11, 2025

Prepared By: Tyler Rowser, Battalion Chief

Subject: Appointment of Board Member and Alternate to UASD Board of Representatives

PURPOSE

The purpose of this staff report is to request that the Administrative Control Board appoint **one primary representative and one alternate representative** to serve on behalf of North Summit Fire District on the **Utah Association of Special Districts (UASD) Board of Representatives**.

BACKGROUND

The Utah Association of Special Districts (UASD) serves as a statewide voice and resource for special districts, offering legislative advocacy, education, training, and support. Each member district is invited to appoint one voting representative and one alternate to the UASD Board of Representatives.

These representatives attend periodic UASD board meetings and serve as the communication link between the Association and the District, ensuring that North Summit Fire District is represented in matters impacting special districts across the state.

Participation provides valuable insight into legislative matters, funding opportunities, governance best practices, and other statewide issues affecting fire districts.

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REQUEST FOR VOLUNTEERS

Staff is seeking **two Administrative Control Board members** to volunteer to represent North Summit Fire District on the UASD Board of Representatives:

- **One primary representative**
- **One alternate representative**

These roles involve a modest time commitment and are an excellent opportunity for board members to be engaged at the state level in matters that impact our District and similar entities.

RECOMMENDATION

Staff recommends that the Administrative Control Board identify and appoint one board member to serve as the **UASD primary representative** and one to serve as the **alternate representative** for the 2025–2026 term.

PURCHASE AGREEMENT

This Purchase Agreement ("Agreement") is made and entered into by and between:

Seller: Park City Fire District

Attn: Pete Emery, Fire Chief, pemery@pcfd.org

(Hereinafter referred to as "Seller")

And

Buyer: North Summit Fire Service District

Attn: Ben Nielson, Fire Chief, bnielson@northsummitfireut.gov

(Hereinafter referred to as "Buyer")

Seller and Buyer are occasionally referred to herein individually as a "Party" or collectively as the "Parties".

1. Description of Equipment (the "Equipment")

Description: 2007 E-One Truck, to include all hoses, fittings, and associated equipment

VIN: 4EN6AAA8971002769

2. Purchase Price

Buyer agrees to pay Seller, and Seller agrees to accept, a total purchase price of fifty thousand dollars (\$50,000.00). Payment shall be due in full upon delivery of the Equipment to Buyer.

3. Possession

Buyer is entitled to take possession of the Equipment immediately upon Seller's confirmed receipt of entire purchase price.

4. Title and Ownership

Seller represents and warrants that it has free and clear title to the Equipment. Seller will deliver a signed certificate of title and registration to Buyer upon Seller's receipt of entire purchase price.

5. Entire Agreement

This Agreement contains the entire understanding between the parties and supersedes all prior agreements or understandings, whether written or oral.

6. Indemnification

Buyer agrees to indemnify, defend, and hold harmless Seller, its officers, agents, and employees from and against any and all claims, damages, losses, liabilities, costs, and expenses (including attorney's fees) arising out of or related Buyer's possession, use, operation, maintenance, or transportation of Equipment. This includes, but is not limited to, any injury to persons or damage to property resulting from Buyer's use of the Equipment.

7. Equipment Condition

Buyer acknowledges that Equipment is provided "as-is," with no warranties, express or implied, including but not limited to warranties of merchantability or fitness for a particular purpose (unless otherwise noted herein).

8. Governing Law and Venue

This Agreement shall be governed and construed in accordance with Utah law. Any dispute arising hereunder must be filed in the Utah's Third District Court, Silver Summit Division.

9. Purchase Date

This transaction will be completed September 15, 2025.

IN WITNESS WHEREOF, the parties have executed this Purchase Agreement as of the date(s) set forth below:

Seller:

Park City Fire District

By: Pete Emery

Pete Emery, Fire Chief

Date: 09/10/25

Approved as to form:

By: _____

David L. Thomas, Chief Deputy

Date: _____

Buyer:

North Summit Fire Service District

By: _____

Ben Nielson, Fire Chief

Date: _____

Approved as to form:

By: _____

Ryan P.C. Stack, Deputy County Attorney

Date: _____

PURCHASE AGREEMENT

This Purchase Agreement ("Agreement") is made and entered into by and between:

Seller: Park City Fire District

Attn: Pete Emery, Fire Chief, pemory@pcfd.org

(Hereinafter referred to as "Seller")

And

Buyer: North Summit Fire Service District

Attn: Ben Nielson, Fire Chief, bnielson@northsummitfireut.gov

(Hereinafter referred to as "Buyer")

Seller and Buyer are occasionally referred to herein individually as a "Party" or collectively as the "Parties".

1. Description of Equipment (the "Equipment")

Description: 2007 E-One Truck, to include all hoses, fittings, and associated equipment

VIN: 4EN6AAA8971002769

2. Purchase Price

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Seller:

Park City Fire District

By: 

Pete Emery, Fire Chief

Date: 09/10/25

Approved as to form:

By: 

David L. Thomas, Chief Deputy

Date: 9/10/2025

Buyer:

North Summit Fire Service District

By: 

Ben Nelson, Fire Chief

Date: 9/11/25

Approved as to form:

By: 

Ryan P.C. Stack, Deputy County Attorney

Date: September 10, 2025