North Sanpete Ambulance Service Board Meeting

Moroni City Community Center – 80 South 200 West
Tuesday, November 18, 2025
7:00 PM

ZOOM Log-in
Meeting ID: 815 1865 3353
Passcode: 2025NOV18

Welcome ~ Board Chairman Angie Stewart

- Roll call of Board Member

1. Public Comment
   Members of the public will receive three (3) minutes each to address the Board
2. Meeting Minutes
   August 26, 2025
3. Gary Keddington
   Financials
   Audit Report
4. Policy Discussion
5. Angie Stewart
   Policy Template
6. Board Member/Staff Reports
7. Adjourn

NOTE: The agenda items may be discussed in any order
No decisions may be made during this meeting if the item is not specifically on the agenda

I, *Carol Haskins*, the acting Clerk for North Sanpete Ambulance Service, does hereby certify that the above notice and agenda was posted on the Utah Public Notice website https://utah.gov/pmn/index.html

/s/ Carol Haskins

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

North Sanpete Ambulance
Board Meeting

Date and time: August 26, 2025 7:02 PM
Location: Moroni City Community Center   80 South 200 West, Moroni Utah

Board and Staff:
Angie Stewart, Mt Pleasant City Representative and Board Chair
Bryan Bench, EMS Service Director
Brandon Rees, Training Officer (via zoom)
Shawn Robison, West Side Supervisor (via zoom)
Cameo Johnson, Fairview Supervisor
Cami Christensen, Mt Pleasant Supervisor
Todd Robinson, Ftn Green City Representative (via zoom)
Les Haskins, Moroni City Representative
Liz Rees, Wales Town Representative
Gabi Cox, Fairview City Representative
Clarke Christensen, Spring City Representative - absent
GJ Wilden, Service Medical Director - absent
Carol Haskins – Clerk

Others Present: Gary Keddington (via zoom), Emily Abrams, Nathan Abrams

Roll Call and Approval of Previous Meeting Minutes

- Angie Stewart initiates the meeting at 1902 on August 26, 2025, at the Moroni City Community Center.
- Roll call conducted by Carol, with all members present except Clark Christensen, and GJ Wilden.
- Motion by Bryan Bench to approve the minutes for May 13, 2025, seconded by Cami Christensen, and approved unanimously.
- Corrections to June 17, 2025, meeting minutes: Todd Robinson's last name spelling corrected. Motion to accept the corrected minutes made by Cami Christensen, seconded by Gabbi Cox, and approved unanimously.

Financial Report by Gary Keddington

- Financial statements are being audited, with no adjustments made so far.
- Balance sheet shows $3 million in cash, with a significant portion expected to be used for building construction.
- Receivables from JCI, the billing company, are estimated to collect about 50% due to the nature of Medicare and Medicaid runs.
- Income statement shows a projected profit of $490,000 for the year, with interest income being a significant portion.
- Motion Cami Christensen to approve the financial statement as presented. Seconded by Shawn Robison and approved unanimously.

Discussion on Ambulance Transport Van

- Shawn Robison proposes purchasing a new ambulance for transport, estimating a cost of $120,000 to $130,000.
- Bryan Bench highlights additional costs for equipment like power gurneys and monitors, bringing the total to around $150,000.
- Discussion on the feasibility of using existing vehicles for transport, with concerns about wear and tear and reliability.
- Motion to table the decision until more research and data are gathered.

Paramedic Class Scholarship Proposal

- Shawn Robinson suggests reimbursing employees for paramedic classes to maintain certification levels.
- Discussion on the cost of paramedic classes, ranging from $5,600 to $13,000, and the need for prerequisites.
- Discussion followed regarding proposal to offer scholarships for paramedic classes, with employees required to stay with the service for a certain period.
- Proposal to be presented at the next board meeting.

Budget for Christmas and Summer Parties

- Shawn Robinson requests a higher budget for Christmas and summer parties, citing past expenses.
- Discussion on the need for a clear budget and the frustration of not having hard limits.
- The board agreed to increase the Christmas party budget to $6,000 and the summer party budget to $3,000.
- Budget will need to be amended at an upcoming meeting.

Update on Building Project

- Bryan Bench provided an update on the building project, mentioning positive feedback from the Mount Pleasant Planning and Zoning meeting.
- The project will go through the engineering review process and then to the board for a vote.
- Once approved, the project will be put out to bid, with construction expected to start as soon as possible following the bid process.

Mental Health Grant Utilization, Proposal, Peer Support, and Training

- Angie Stewart inquired about the utilization of mental health grant funds for peer support training.
- Discussion on the need to use the funds and report back to the state.
- Plan to recruit participants for the training at the upcoming meeting on the 20th.
- Motion to proceed with the training, seconded by Brandon, and approved unanimously.
- Brandon Rees suggested offering mental health training, including de-escalation and patient communication, and asks if grant money can be used for this.
- Angie Stewart clarifies that the training could be for the peer support group or for the entire service.
- Bryan Bench inquired about the current setup for the 12 people involved.
- Angie Stewart confirms that Kyler has done preliminary work, and Bryan Bench asks for the cost to put the 12 people through the training.

- Angie Stewart explains the plan to build a peer support group with education to offer support to everyone within the service.
- Bryan Bench asks for the names of the 12 people involved, and Angie Stewart mentions that Cami, Sean and Cameo will provide the names from their sheds.
- The board discussed the timeline for providing the names, with a tentative deadline of the first part of September.

Vice Chair Nomination and Board Member Reports

- Angie Stewart mentions that Katie Sedlak is no longer serving on the board and they need to appoint a new vice chair.
- Motion Bryan Bench for Cami Christensen to serve at the vice chair until February 2026. Seconded by Gabi Cox and approved unanimously.
- Angie Stewart asks for updates from board members, but no one has new reports.
- Liz Rees suggests looking into a QR inventory system for tracking equipment and mentions the need for more frequent board meetings.
- Bryan Bench explains that the board's role is primarily financial and policy-related, while day-to-day operations are handled by the EMS Director and Supervisors.

Policy Enforcement and HR Concerns

- Liz Rees expressed concerns about accountability and the need for a more formal HR setup to handle personnel issues.
- Angie Stewart suggests more transparency about supervisor meetings.
- Bryan Bench explains that supervisor meetings are typically held on the same night as service meetings, and people should follow the chain of command.
- Discussion followed regarding the need for clear policies and the challenges of enforcing them when personal relationships are involved.

Training Budget and Expense Management

- Brandon Rees asks about categorizing expenses for a training event, including materials and food.
- Gary Keddington advises collecting receipts and specifying the purpose to Carol for proper coding.
- The group discusses the use of credit cards versus checks for purchases, with a preference for checks whenever possible.

Adjournment

- Motion Cami Christensen to adjourn the meeting. Seconded by Gabi Cox and approved unanimously. 8:39 PM

North Sanpete Ambulance Service

Policy Template

Policy Title:

[Insert Policy Title Here]

Policy Number:

[Assign Number]

Effective Date:

[MM/DD/YYYY]

Review Date:

[MM/DD/YYYY]

Approved By:

[Name and Title]

PURPOSE

The purpose of this policy is to establish clear guidelines and procedures for [insert subject/purpose] to ensure the safety, effectiveness, and compliance of North Sanpete Ambulance Service operations.

SCOPE

This policy applies to all employees, volunteers, contractors, and representatives of North Sanpete Ambulance Service.

DEFINITIONS

- Employee: Any individual employed by North Sanpete Ambulance Service, either full-time or part-time.
- Volunteer: Any individual who offers services without compensation.
- [Other Terms]: [Define as needed]

POLICY

[State the policy statement clearly. Example: All personnel must adhere to the guidelines outlined in this document to ensure compliance with local, state, and federal regulations.]

PROCEDURE

1. [Step 1: Describe the first step in the process]
2. [Step 2: Describe the next step]
3. [Continue as necessary]

RESPONSIBILITIES

- Supervisors: Ensure all staff are trained and aware of this policy.
- Employees/Volunteers: Comply with the policy and report any concerns to their supervisor.
- Management: Review and update the policy as needed.

COMPLIANCE

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or volunteer status.

REFERENCES

- [List applicable laws, regulations, or reference documents]

REVISION HISTORY

Date	**Version**	**Description**	**Author**
[MM/DD/YYYY]	[1.0]	[Initial Release]	[Name]

This template is intended to serve as a starting point for developing customized policies for the North Sanpete Ambulance Service. Adapt sections as needed to meet specific operational and regulatory requirements.

Proposal for payment to Shed Level Secretaries and Training Officers

Due to the increased workload of scheduling and other assigned duties for shed level secretaries it is proposed that we authorize a monthly stipend of $200 be paid to them.

Due to the requirements of developing, delivering, and documentation of training for NSAS members, it is proposed that we authorize a monthly stipend of $100 be paid to them.

Proposal for conducting the bi-annual elections of shed level officers

In order to have the elections be more transparent and ensure that all members in good standing are able to cast a vote regardless of their ability to attend the voting shed meeting, it is proposed that we use the following steps:

1. Nominations are to be sent in through the use of a system like "survey monkey" starting on 1 April and closing on 15 April. This will allow the President and current Shed Supervisors to review nominations and ensure that the proposed candidates are members in good standing, in accordance with the bylaws, and that they accept the nomination.

2. Members in good standing will be identified no later than 1 May by the President and respective Shed Supervisors. These members will be required to submit their preferred email to be used as an identification for voting. Those members that are identified as not meeting the requirements for Member in Good Standing will be notified by their respective Shed Supervisor and informed of the reason(s) that they were classified as such.

3. Voting will take place by use of a commercial voting system that will allow members to vote anonymously, vote only once, and have a set time frame for submitting votes. This system will show number of votes for each candidate but will not have any method to identify who voted for which (if any) candidate. Currently the website of electionrunner.com meets these requirements but other websites/applications could also be utilized as determined by the President and Shed Supervisors.

4. Voting will open for one week only starting on the seventh day prior to the scheduled respective June Meeting date for each shed. Voting will close on the night of the June meeting and results will be announced at that meeting. This method will allow all members in good standing to have the opportunity to cast their vote in an anonymous manner regardless if they are able to attend the June shed meeting or not and free from undue influence.

5. In the event of a tie for any position, the President will have a second round of voting open for a period of one week starting within 5 days of the regularly scheduled June shed meeting. This will only include the two top vote getters from the initial election. If after two votes there is still a tie between the candidates, the winner will be decided by a flip of a coin, administered by the President with all current shed supervisors in attendance (in person or via teleconference) with the candidate having the most time in the service choosing between heads or tails. Both candidates will be allowed to attend the coin flip they choose. The coin toss will not be delayed due to a candidate's inability to attend.

Proposal for a "Paramedic Scholarship"

With the need for paramedics and the high cost of obtaining the required schooling, it is proposed that NSAS establish a "Paramedic Scholarship". The purpose will be to help defray the costs of paramedic school for those members that are seeking this certification.

The President and Training Officer will develop the requirements for applicants (only Members in Good Standing as defined under the bylaws will be considered) and review all applications for this scholarship. They will then make recommendations to the Board for approval of scholarship recipients. Scholarships will be voted on and approved/disapproved by the board with regards to the recommendations and available funds,

The amount of the scholarship will be not less than six thousand dollars ($6000.00) which will not cover the entire cost but will substantially reduce the out of pocket costs of the student.

All scholarship funds will be paid directly to the student's school with the exception of reimbursement of required books and/or materials which can be paid directly to the member after they have submitted receipts to the service secretary.

North Sanpete Ambulance Service
Paramedic Scholarship Policy

Policy Number:	**[To be assigned]**
Effective Date:	[Date of Board Approval]
Review Date:	Annually
Approved By:	NSAS Board of Directors

1. Purpose

The purpose of the NSAS Paramedic Scholarship is to support the professional development of its members and address the community need for certified paramedics by helping to defray the high costs associated with paramedic certification schooling.

2. Scope

This policy applies to all current Members in Good Standing of NSAS, as defined by the organization's official bylaws, who are seeking to obtain Paramedic certification through an accredited institution.

3. Eligibility Requirements

To be eligible for the scholarship, an applicant must:

1. Be a current Member in Good Standing of NSAS, as defined by the NSAS Bylaws.
2. Be actively enrolled or accepted into an accredited Paramedic training program.
3. Meet any specific application requirements developed by the President and Training Officer.
4. **Agree to fulfill the Recipient Obligations and Commitment detailed in Section 6.**

4. Scholarship Amount and Funding

4.1 Award Amount

The minimum value of the Paramedic Scholarship shall be **six thousand dollars ($6,000.00)**. The final award amount will be determined based on available organizational funds and the recommendation of the EMS Director and Training Officer.

4.2 Payment and Disbursement

1. **Tuition:** All scholarship funds intended for tuition or fees will be paid **directly to the accredited Paramedic school** on behalf of the scholarship recipient. Funds will not be issued directly to the member for tuition costs.
2. **Books and Materials Reimbursement:** Funds designated for the reimbursement of required books and/or materials may be paid directly to the member. The member must submit original, itemized receipts for the required purchases to the Service Secretary for verification prior to reimbursement.

5. Application and Review Process

5.1 Application Submission

The application period and submission requirements will be established by the Training Officer and the EMS Director. Applicants must submit all required documentation by the established deadline.

5.2 Review and Recommendation

1. The EMS Director and the Training Officer shall collectively serve as the Scholarship Review Committee.
2. They are responsible for developing the specific requirements and criteria for applicants.
3. They will review all complete applications against the established criteria.
4. Following their review, the EMS Director and Training Officer will present a recommendation for each applicant to the Board of Directors.

5.3 Board Approval

1. The NSAS Board of Directors will review the recommendations made by the EMS Director and Training Officer.
2. The Board will vote to approve or disapprove scholarship recipients based on the committee's recommendations and the availability of funds allocated for the scholarship program.
3. All Board decisions regarding scholarship recipients are final.

6. Recipient Obligations and Commitment

6.1 Service Commitment

By accepting the NSAS Paramedic Scholarship, the recipient agrees to provide continuous and active service to NSAS as a certified Paramedic for a minimum period of **3** years immediately following the successful completion and certification of their Paramedic program.

6.2 Repayment Clause

If the recipient voluntarily terminates their service or fails to meet the commitment period outlined in Section 6.1, the recipient will be required to repay a prorated amount of the scholarship funds awarded. The exact terms and conditions of repayment will be detailed in a formal agreement signed by the recipient and an authorized NSAS representative prior to the disbursement of funds.

North Sanpete Ambulance Service
PARAMEDIC SCHOLARSHIP AGREEMENT
AND PROMISSORY NOTE

This Scholarship Agreement and Promissory Note (the "Agreement") is made effective this **[Day]** day of **[Month]**, **[Year]** (the "Effective Date"), by and between **North Sanpete Ambulance Service** (the "Organization") and **[Recipient's Full Legal Name]** (the "Recipient").

1. Award and Disbursement

The Organization agrees to award the Recipient a scholarship (the "Scholarship") in the amount of **[Final Approved Scholarship Amount in Numbers]** dollars (**$[Final Approved Scholarship Amount in Words].00**), not less than $6,000.00, to help defray the costs of the Recipient's Paramedic certification schooling.

A. Direct Payment: Funds intended for tuition and fees shall be paid directly to the accredited institution, [Name of Paramedic School].

B. Reimbursement: Funds intended for required books and materials shall be reimbursed to the Recipient upon submission of original, itemized receipts to the Service Secretary, in accordance with the NSAS Paramedic Scholarship Policy (Section 4.2).

2. Recipient Commitment (Promissory Note)

The Recipient acknowledges and agrees that the Scholarship is conditioned upon the fulfillment of a continuous service obligation to the Organization.

A. Service Commitment Period: The Recipient promises to provide continuous and active service to NSAS as a certified Paramedic for a minimum period of three (3) years immediately following the successful completion and certification of the Paramedic program.

B. Start Date: The service commitment period shall commence on the date the Recipient officially obtains their State or National Paramedic Certification, whichever is later.

3. Terms of Repayment (Default and Proration)

The Recipient acknowledges that the Scholarship is a repayable loan if the Service Commitment in Section 2 is not fully met.

A. Default: The Recipient will be deemed in default of this Agreement if they:

1. Voluntarily terminate their employment or service with NSAS before the 3-year Service Commitment Period is complete.

2. Fail to obtain their Paramedic certification within six (6) months of completing the didactic portion of the Paramedic program.

B. Prorated Repayment: In the event of default, the Recipient shall repay the Organization a prorated portion of the total Scholarship amount. Repayment shall be calculated based on the unfulfilled months remaining in the 3-year (36-month) Service Commitment Period, using the following formula:

$$\text{Repayment Amount} = \text{Scholarship Amount} \times \left(\frac{36 - \text{Months of Service Rendered}}{36}\right.$$

C. **Repayment Schedule:** The Recipient must commence repayment of the outstanding balance within **sixty (60) days** of the date of default, according to a schedule mutually agreed upon by the Organization and the Recipient.

4. Governing Law and Severability

This Agreement shall be governed by and construed in accordance with the laws of the State of **UTAH**. If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue to be valid and enforceable.

SIGNATURES

North Sanpete Ambulance Service:

Authorized NSAS Representative (Printed Name):	
Title:	**EMS Director**
Signature:	
Date:	

The Recipient:

Recipient's Full Legal Name (Printed Name):	
Address:	
Signature:	
Date:	

Witness:

Witness Full Legal Name (Printed Name):	
Signature:	
Date:	

3d. Member in Good Standing Definition:

i. Attends at least ten NSAS training meetings per calendar year.

ii. Is on call a minimum of ~~twelve hours a day, five days per month~~ **48 hours per month**.

iii. Has not had disciplinary action taken against them in the last six months.

iv. For paramedics only, any hours spent on call as Medic while their "home" ambulance is out of service due to a shortage of staffing, where their taking a position for the ambulance would enable it to be in service, will not count towards the required 48 hours per month.

v. Any member that cannot meet the above requirements due to condition(s) defined under the Federal Family and Medical Leave Act will be considered to have meet the requirements of a Member in Good Standing.

Any member who fails to meet said requirements will not be eligible for advancement to a higher level of certification, nomination to a NSAS position, have the right to vote, receive financial help to defray cost of training conferences or receive incentive items (i.e.: uniform monies), and may be referred for expulsion.

In the event a member cannot meet the aforementioned requirements, the case will be reviewed by the Supervisor and President and an appropriate determination made in accordance with the by-laws.