

A G E N D A
Park City Fire Service District
Administrative Control Board Meeting
January 6, 2026

Park City Fire District Administrative Office Building
736 West Bitner Rd. Park City, Utah 84098

5:30 p.m.

Work Session

- I. Transfer of Command Ceremony: Chief Ashley Lewis
- II. District Updates: Chief Pete Emery
- III. November 2025 Financial Review: Chief Pete Emery
- IV. Election of 2026 ACB Officers: HR Officer Devin Hirschi
- V. Policy Review: Chief Ashley Lewis and HR Officer Devin Hirschi
- VI. ILA for Wildland Protection Services: Chief Pete Emery
- VII. Fleet Replacement Plan Review/Sale of Surplus Property: Chiefs Pete Emery and Ashley Lewis
- VIII. Strategic Plan Discussion: Chiefs Pete Emery and Ashley Lewis
- IX. Other Divisional Updates (as time permits)

6:30 p.m.

Regular Meeting Called to Order

- I. Roll Call
- II. Approval of December 2, 2025, and December 4, 2025, Meeting Minutes
- III. Public Input
- IV. Commission Reports and Business
 - A. Correspondence
 - B. Financial
- V. Old Business
- VI. New Business
 - A. Possible Approval of the following PCFD Policies:
 - Section 6, Employment Status;
 - Section 12, Productive Work Environment; and
 - Section 18, Communications
 - B. Possible Approval of the Interlocal Agreement between Park City Fire Service District and Summit County, Utah, for Wildland Protection Services
 - C. Election of Administrative Control Board Officers for 2026: Chair, Vice Chair, Secretary, and Treasurer
- VII. Staff Reports and Input
- VIII. Discussion of Possible Future Agenda Items/Additional Comments
- IX. Closed Meeting: Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent

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litigation; purchase, exchange, lease, or sale of real property; investigative proceedings regarding allegations of criminal misconduct; procurement; and/or consideration of a loan application.

X. Adjournment

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held February 3, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Rd., Park City, Utah 84098.

Electronic participation by the public is not available at this time.

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**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
December 2, 2025**

Meeting was held at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah, 84098, and via Teams

Administrative Control Board work session called to order: 5:31 p.m.

Board Members Present: Chair Alex Butwinski, Secretary John Hanrahan, Board Member Jeremy Rubell (via Teams), Board Member Christina Miller (via Teams), and Board Member Nate Brown (via Teams)

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, Battalion Chief Zane Thompson (partial), CFO Del Barney, HR Officer Devin Hirschi, and Admin. Asst. Debbie Colgan

I. Chief's Update

Chief Emery stated that changes have been made to suppression uniforms to enhance protection and to include the option of a long-sleeved shirt. The new uniforms will be distributed as the old uniforms wear out. The long-sleeved shirt offers more protection from the sun in the summer, and it would allow individuals with lower arm tattoos to be employed with us while remaining in compliance with the District's policy prohibiting visible tattoos while in uniform. Chief Emery asked the Board for their input on modifying the tattoo policy accordingly, and they agreed it was a good idea.

II. October 2025 Financials Review

CFO Barney said the District was at 68.9% of the budget and 83% of the year had passed as of the end of October. The fund balance at the end of October was greater than the fund balance in October 2024. CFO Barney maintains a 10-year budget projection plan for anyone who would like to see it.

III. 2026 Budget

CFO Barney said the 2026 budget will be \$25.7M. Chief Emery stated that the 2026 budget has been adjusted to include the County Manager's position transferring to PCFD, should the move occur. The final budget will be presented to the Summit County Council tomorrow evening. The Local Building Authority budget has had no changes since we discussed it in November, and it will be up for approval by the Board this evening.

IV. Fraud Risk Assessment

CFO Barney reported that the fraud risk assessment for 2025 has been completed with a very low risk factor. All areas were found to be satisfactory, except for the organization not having a CPA on staff. CFO Barney said we can always consult our outside CPA agency if questions arise. The assessment was provided to the Board for informational purposes only and does not require Board approval.

V. Zions First National Bank Lease

CFO Barney commented the Zions lease agreement is the same documentation we prepare every year that states we have set aside money in our budget to be able to pay our bond payments for the next year. This will be approved in the regular meeting later this evening and then signed by Chief Emery. Once the agreement is approved and signed, we will send it to Zions Bank. There is one bond payment left and then we will be debt-free. CFO Barney said we will also provide proof of liability insurance on what the bond is covering, which is our buildings.

VI. 2026 ACB Meeting Schedule

The 2026 ACB meeting schedule was distributed to the Board prior to the meeting and will be approved in the regular session later this evening. The meetings will be on the first Tuesday of every month except for July, as there will be no meeting in July.

VII. Badge Presentation

Chief Emery presented administrative badges to the Board and expressed his appreciation for the Board's guidance and participation in ensuring the District operates smoothly.

VIII. Emergency Manager Position

Chief Emery reported that he has a meeting scheduled next week to determine which agency the Emergency Manager (EM) will operate under. He stated that regardless of whether the EM falls under the umbrella of PCFD, it will not significantly affect the District's operations.

IX. Impact Fee Discussion

Chief Lewis stated impact fees are one of the items the District uses to support its budget. As we began looking at our capital facilities and fleet replacement plans, it became evident that some of these costs were not in the fee analysis performed in 2023. Therefore, we feel it is important to

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perform another impact fee analysis. CFO Barney commented it would not be a new analysis; rather, it would be an amendment to the capital facilities plan.

The next step after getting the Board's approval to move forward with this is to issue a public notice of intent to amend our current impact fee schedule. There are several steps to take after that in order to be in compliance with the proper procedure for amending our schedule.

X. Recruit Graduation

Chief Emery stated the recruit graduation ceremony will be tomorrow evening at 4:00 p.m. in the Station 33 bay area. We will be graduating 11 recruits, and he encouraged anyone wishing to attend to do so.

XI. Other Divisional Updates

Two additional ambulances for the ski season will be activated on December 7. The PCFD holiday party will be on December 13, details have been sent out.

Battalion Chief Darren Nelson, who has been with the District for 28 years, is retiring at the end of the year. McKay Wadley has been promoted to battalion chief and will fill his position.

On Thanksgiving Day, Chief Doshier was returning from a fire in Old Town around midnight when he noticed a glow on the Canyons golf course. Upon arrival he found a burning vehicle and bystanders told him there was no one inside; however, he got closer to confirm this and found an unconscious male still inside. Chief Doshier was able to pull the male out, and he was transported to the University of Utah in stable condition.

Chief Lewis said critical care paramedics successfully performed another rapid sequence intubation (RSI) just before arriving at the University of Utah Hospital two weeks ago.

Board Member Rubell is stepping down from the PCFD Administrative Control Board soon, and the Board and staff took a moment to thank him for his service.

Work Session Concluded: 6:21 p.m.

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**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
December 2, 2025**

Meeting was held at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah, 84098, and via Teams

Administrative Control Board regular meeting called to order: 6:30 p.m.

Board Members Present: Chair Alex Butwinski, Secretary John Hanrahan, Board Member Jeremy Rubell (via Teams), Board Member Christina Miller (via Teams), and Board Member Nate Brown (via Teams)

District Personnel Present: Chief Pete Emery, Asst. Chief Sean Briley, Asst. Chief Ashley Lewis, CFO Del Barney, HR Officer Devin Hirschi, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Butwinski began the meeting by conducting a roll call.

II. Approval of November 4, 2025, Meeting Minutes

Secretary Hanrahan made a motion to approve the minutes of the November 4, 2025, Administrative Control Board meeting. The motion was seconded by Board Member Miller. Those in favor were Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell. The motion passed unanimously, 4-0. Chair Butwinski abstained from voting, as he was not present for the November 4, 2025, meeting.

III. Public Input

There was no public input.

IV. Board Member Reports and Business

A. Correspondence

There were no questions regarding the correspondence.

B. Financial

There were no questions regarding the financials.

V. Old Business

There was not any old business.

VI. New Business

A. Possible Approval to Recommend the Final 2026 Budget to the Governing Board for Approval

Secretary Hanrahan made a motion to recommend the final 2026 budget to the governing board for approval. The motion was seconded by Board Member Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

B. Possible Approval of Zions National Bank Lease Agreement

Secretary Hanrahan asked when the last bond payment will be made, and CFO Barney replied it will be paid in September.

Secretary Hanrahan made a motion to approve the Zions National Bank lease agreement. The motion was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

C. Possible Approval of the 2026 Administrative Control Board Meeting Schedule

Board Member Miller made a motion to approve the 2026 Administrative Control Board meeting schedule as discussed in the work session. The motion was seconded by Board Member Brown. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

VII. Dismiss as the PCFSD Administrative Control Board and Convene as the Local Building Authority Board of the Park City Fire Service District, Utah

Board Member Miller made a motion to dismiss as the Park City Fire Service District Administrative Control Board and convene as the Local Building Authority of the Park City Fire Service District. The motion was seconded by Secretary Hanrahan. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

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A. Possible Approval of the 2026 Budget of the Local Building Authority

Secretary Hanrahan made a motion to approve the 2026 budget of the Local Building Authority. The motion was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

VIII. Dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and reconvene as the PCFSD Administrative Control Board

Secretary Hanrahan made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

IX. Staff Reports and Input

The Board noted that the burning vehicle incident involving Chief Doshier was extraordinary. Chief Briley reported that the patient was transported by AirMed and survived.

X. Discussion of Possible Future Agenda Items/Additional Comments

Chief Emery stated that the County reached out to PCFD yesterday for assistance with managing several burn piles. Off-duty PCFD staff responded to support this request. An Interlocal Agreement (ILA) has been created to formally document the services provided and to specify the expected compensation for those services.

The ILA will require approval by the Board at a separate, properly noticed meeting. The Board agreed to hold a meeting at 12:00 p.m. on Thursday, December 4, 2025, to review and consider approval of the ILA.

XI. Closed Meeting

There was no need for a closed meeting.

XII. Adjournment

Board Member Rubell made a motion to adjourn the regular meeting, and it was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, Board Member Miller, and Board Member Rubell; the motion passed unanimously, 5-0.

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The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:41 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be December 4, 2025, beginning at 12:00 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.

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**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
December 4, 2025**

Meeting was held at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah, 84098, and via Teams

Administrative Control Board regular meeting called to order: 12:06 p.m.

Board Members Present (all via Teams): Chair Alex Butwinski, Secretary John Hanrahan, Board Member Christina Miller, and Board Member Nate Brown

Board Members Absent: Board Member Jeremy Rubell (excused)

District Personnel Present: Chief Pete Emery and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Butwinski began the meeting by conducting a roll call.

II. New Business

A. Possible Approval of the Interlocal Agreement between the Park City Fire Service District and Summit County, Utah, for Wildland Protection Services

Chair Butwinski inquired whether there were any questions regarding the interlocal agreement; there were none.

Secretary Hanrahan made a motion to approve the Interlocal Agreement between Park City Fire Service District and Summit County, Utah, for Wildland Protection Services. The motion was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, and Board Member Miller; the motion passed unanimously, 4-0.

III. Discussion of Possible Future Agenda Items/Additional Comments

No future agenda items were identified.

IV. Closed Meeting

There was no need for a closed meeting.

V. Adjournment

Secretary Hanrahan made a motion to adjourn the regular meeting, and it was seconded by Board Member Miller. Those in favor were Chair Butwinski, Secretary Hanrahan, Board Member Brown, and Board Member Miller; the motion passed unanimously, 4-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 12:09 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be January 6, 2026, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 W. Bitner Road, Park City, UT 84098.

**Park City Fire Service District
Balance Sheet
General Funds
November 30, 2025**

	General	Capital Projects	Other Non-Major Governmental Funds	Total Governmental Funds	Special Revenue Fund	Debt Service Fund	Local Building Authority	Total Non-Major Governmental Funds
Assets:								
Cash - Regular Checking	472,251							
Cash and Cash Equivalents	541,679	0	5,025	546,704			5,025	5,025
Bond Escrow Holdings	0	0	56	56	0	56	0	56
Cash Deposited in Public Treasurer's Investment Fund	2,486,654	18,679,141	0	21,165,796			0	0
Receivables:								
Accounts Receivable	0	0	0	0	0		0	0
Taxes	0		0	0	0	0	0	0
Ambulance Operations	0		0	0	0	0	0	0
Other Assets								
Restricted Assets:								
Cash and Cash Equivalents	198,943		746	199,689	0	746		746
Prepaid Assets	0			0				
Cash Deposited in Public Treasurer's Investment Fund	815,962	0	545,642	1,361,604	545,642		0	545,642
Accounts Receivable				0				
Investments				0				
Total Assets	<u>4,043,238</u>	<u>18,679,141</u>	<u>551,469</u>	<u>23,273,849</u>	<u>545,642</u>	<u>802</u>	<u>5,025</u>	<u>551,469</u>
Liabilities and Fund Balances:								
Liabilities:								
Accounts Payable	144,429	0	0	144,429	0	0	0	0
Bond Interest Payable			0	0		0		0
Accrued Liabilities	522,307			522,307				
Total Liabilities	<u>666,736</u>	<u>0</u>	<u>0</u>	<u>666,736</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balances:								
Restricted for:								
Debt Service			802	802		802		802
Impact Fees			545,642	545,642	545,642			545,642
Assigned for:								
Building Construction and Equipment Purchases		18,679,141	5,025	18,684,166			5,025	5,025
Unassigned	3,376,502			3,376,502				
General Fund								
Capital Projects Fund								
Total Fund Balance	<u>3,376,502</u>	<u>18,679,141</u>	<u>551,469</u>	<u>22,607,113</u>	<u>545,642</u>	<u>802</u>	<u>5,025</u>	<u>551,469</u>
Total Liabilities and Fund Balance	<u>4,043,238</u>	<u>18,679,141</u>	<u>551,469</u>	<u>23,273,849</u>	<u>545,642</u>	<u>802</u>	<u>5,025</u>	<u>551,469</u>

Park City Fire Service District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Period Ending
November 30, 2025

	General	Capital Projects	Other Nonmajor Governmental Funds	Total Governmental Funds	Special Revenue Fund	Debt Service Fund	Local Building Authority	Total Governmental Funds
Revenues:								
Property Taxes	1,600,121	0	0	1,600,121	0	0	0	0
Fee -in-Lieu	190,191	0	0	190,191	0	0	0	0
Interest Income	422,818	703,211	29,918	1,155,948	29,138	780	0	29,918
Other Income	96	0	0	96	0	0	0	0
Sale of Fixed Assets	109,000	0	0	109,000	0	0	0	0
Grants and Donations	70,456	0	0	70,456	0	0	0	0
Fees and Permits	7,190,016	0	174,181	7,364,197	174,181	0	0	174,181
Total Revenues	9,582,697	703,211	204,100	10,490,009	203,319	780	0	204,100
Expenditures:								
Current:								
Personnel:								
Salaries and Wages	11,215,316	0	0	11,215,316	0	0	0	0
Fringe Benefits	2,627,974	0	0	2,627,974	0	0	0	0
Operations	2,197,016	0	0	2,197,016	0	0	0	0
General and Administrative	333,741	0	83	333,824	0	0	83	83
Capital Outlay	614,667	1,000,430	0	1,615,097	0	0	0	0
Debt Service:								
Principle Retirement	0	0	275,000	275,000	0	275,000	0	275,000
Interest and Fiscal Charges	0	0	12,356	12,356	0	12,356	0	12,356
Total Expenditures	16,988,713	1,000,430	287,439	18,276,582	0	287,356	83	287,439
Excess (Deficiency) of Revenues Over (Under) Expenditures	(7,406,016)	(297,219)	(83,339)	(7,786,573)	203,319	(286,575)	(83)	(83,339)
Other Financing Sources (Uses):								
Operating Transfers	(2,507,664)	2,500,430	55,417	48,184	(231,092)	286,426	83	55,417
Proceeds from Sale of Equipment	0	0	0	0	0	0	0	0
Total Other Financing Sources (Uses)	(2,507,664)	2,500,430	55,417	48,184	(231,092)	286,426	83	55,417
Net Change in Fund Balance	(9,913,679)	2,203,211	(27,922)	(7,738,389)	(27,773)	(149)	0	(27,922)
Fund Balances - Beginning	13,290,182	16,475,930	579,390	30,345,503	573,416	949	5,025	579,390
Fund Balances - Ending	3,376,503	18,679,141	551,468	22,607,114	545,643	800	5,025	551,468

PARK CITY FIRE SERVICE DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
All Funds and the Local Building Authority
For the Period Ending
November 30, 2025

			Budgeted Amounts		Actual Amounts	Variance With Final Budget - Positive (Negative)	Percent
			Original	Final			
Reveunes:							
Local Revenue:							
	Property Taxes	15,250,500	15,250,500	1,600,121	13,650,379	10.5%	
	Fee-in-Lieu	275,000	275,000	190,191	84,809	69.2%	
	Interest Income	1,245,100	1,245,100	1,155,948	89,152	92.8%	
	Other Income	1,500	1,500	96	1,404	6.4%	
	Sale of Fixed Assets	40,000	40,000	109,000	(69,000)	0.0%	
	Grants and Donations	270,500	270,500	70,456	200,044	26.0%	
	Fees and Permits	7,060,750	7,060,750	7,364,197	(303,447)	104.3%	
	Total Revenues	24,143,350	24,143,350	10,490,009	13,453,297	43.4%	
Expenditures:							
	Personnel:						
	Salaries and Wages	12,431,043	12,431,043	11,215,316	(1,215,727)	90.2%	
	Fringe Benefits	5,255,520	5,255,520	2,627,974	(2,627,546)	50.0%	
	Operations	2,653,579	2,653,579	2,197,016	(456,563)	82.8%	
	General and Administrative	400,486	400,486	333,824	(66,662)	83.4%	
	Capital Outlay	2,987,000	2,987,000	1,615,097	(1,371,903)	54.1%	
	Debt Service				0		
	Principle Retirement	275,000	275,000	275,000	0	100.0%	
	Interest and Fiscal Charges	12,500	12,500	12,356	(145)	98.8%	
	Total Expenditures	24,015,128	24,015,128	18,276,582	(5,738,546)	76.1%	
	Excess of Revenues Over Expenditures	128,222	128,222	(7,786,573)	7,714,751		
Other Financing Sources (Uses):							
	Operating Transfers to Other Funds	3,975,000	3,975,000	2,507,664	1,467,336	-63.1%	
	Operating Transfers From Other Funds	3,975,000	3,975,000	2,555,848	1,419,152	-64.3%	
	Total Other Financing Sources (Uses)	0	0	48,184	48,184	0.0%	
	Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Net Change in Fund Balance	128,222	128,222	(7,738,389)	7,762,935		
Fund Balances - Beginning		30,345,503	30,345,503	30,345,503	30,345,503		
Fund Balances - Ending		30,473,725	30,473,725	22,607,114	38,108,438		

Park City Fire Service District
Summary of Revenues, Expenditures and Transfers for all Funds and the Local Building Authority
For the Years Ending December 31, 2023, 2024 and 2025

	Actual 2023	Actual 2024	Year-to Date 2025	Projected 2025	Budget 2025
Revenues:					
Property taxes	14,579,256	14,903,181	1,600,121	15,250,500	15,250,500
Fee-in-lieu	230,668	210,084	190,191	275,000	275,000
Interest income	1,120,741	1,337,830	1,155,948	1,245,100	1,245,100
Misc income	210,861	43,514	109,096	77,053	41,500
Grants and donations	73,844	275,871	70,456	100,000	270,500
Bond proceeds	0	0	0	0	
Fees and Permits	6,683,187	7,147,188	7,364,197	7,325,000	7,060,750
Total revenues	22,898,557	23,917,668	10,490,009	24,272,653	24,143,350
Expenditures:					
Current:					
Salaries and wages	10,913,695	11,535,761	11,215,316	12,133,278	12,431,043
Fringe benefits	4,633,483	4,544,024	2,627,974	4,729,881	5,255,520
Total wages and fringe benefits	15,547,178	16,079,785	13,843,290	16,863,159	17,686,563
Operations:					
Station expenditures	696,102	884,559	864,935	925,690	1,065,806
Ambulance operational expenditures	892,112	676,189	651,467	656,502	744,900
Apparatus maintenance	238,200	231,645	271,418	307,000	387,000
Fire, spec. ops. And communication equip.	105,396	79,130	95,957	106,795	142,673
Fuel	158,300	112,069	99,371	120,622	126,000
Uniforms and safety gear	173,646	154,414	131,756	148,000	158,000
Travel, training and tuitions	80,611	136,878	84,966	88,375	227,100
Other operations	2,535	1,568	83	2,100	2,100
Total operations	2,346,902	2,276,452	2,199,955	2,355,084	2,853,579
General and administrative:					
General liability insurance	86,675	122,976	139,669	138,189	130,000
Professional and consulting services	24,709	14,508	8,707	22,000	22,000
Audit and accounting services	18,800	19,400	20,000	20,000	22,000
Legal services	3,972	6,062	27,922	50,000	50,000
Certificates of participation- cost of issuance	0	0	0	0	0
Other general and administrative	131,866	133,776	134,587	152,000	176,486
Total general and administrative	266,022	296,722	330,884	382,189	400,486
Capital outlay:					
Apparatus and vehicles	595,728	1,513,920	1,265,570	2,676,000	2,676,000
Land, buildings and building improvements	2,714,470	379,295	159,374	65,000	65,000
Furniture and equipment	750,118	394,262	190,153	246,000	246,000
Total capital outlay	4,060,316	2,287,477	1,615,097	2,987,000	2,987,000
Debt service:					
Principle retirement	867,475	681,897	275,000	275,000	275,000
Interest charges	22,587	21,923	12,356	12,500	12,500
Total debt service	890,062	703,820	287,356	287,500	287,500
Total expenditures	23,110,480	21,644,257	18,276,582	22,874,932	24,215,128
Excess (deficit) of revenue over expenditures before operating transfers	(211,921)	2,273,412	(7,786,573)	1,397,721	(71,777)
Operating transfers out	5,856,636	3,695,666	2,555,847	3,975,000	3,975,000
Operating transfers in	5,856,636	3,695,666	2,507,663	3,975,000	3,975,000
Total transfers	0	0	48,184	0	0
Totals	(211,921)	2,273,412	(7,738,389)	1,397,721	(71,777)
Fund Balances - Beginning	28,284,012	28,072,091	30,345,503	30,345,503	30,345,503
Fund Balances - Ending	28,072,091	30,345,503	22,607,114	31,743,224	30,273,726

PARK CITY FIRE SERVICE DISTRICT

**Budget to Actual
General Fund
For the Period Ending
November 30, 2025**

	Budget Amounts		Actual	Variance with Final Budget - Over	
	Original	Adjusted	Amounts	(Under)	Percent
Revenues:					
Property Taxes	15,250,500	15,250,500	1,600,121	(13,650,379)	10.5%
Fee-in-lieu	275,000	275,000	190,191	(84,809)	69.2%
Licenses & Permits	350,000	350,000	368,630	18,630	105.3%
Intergovernmental (Grants & Wildland Program)	270,000	270,000	286,242	16,242	106.0%
Charges for Services	6,260,750	6,260,750	6,604,979	344,229	105.5%
Refunds	0	0	0	0	0.0%
Interest Income	525,000	525,000	422,818	(102,182)	80.5%
Sale of Fixed Assets	40,000	40,000	109,000	69,000	0.0%
Miscellaneous Revenue	1,500	1,500	96	(1,404)	6.4%
Contributions & Transfers	500	500	620	120	124.0%
Total Revenues	<u>22,973,250</u>	<u>22,973,250</u>	<u>9,582,697</u>	<u>(13,390,553)</u>	<u>41.7%</u>
Expenditures:					
Personnel:					
Salaries and Wages	12,431,043	12,431,043	11,215,316	1,215,727	90.2%
Fringe Benefits	5,255,521	5,255,521	2,627,974	2,627,547	50.0%
Fire Operations	2,055,306	2,055,306	1,516,006	539,300	73.8%
Fire Prevention Operations	48,273	48,273	29,542	18,731	61.2%
Capital Outlay	976,000	976,000	614,667	361,333	63.0%
Transfers	3,900,000	3,900,000	2,507,664	1,392,336	64.3%
Total Expenditures	<u>25,819,989</u>	<u>25,819,989</u>	<u>19,492,437</u>	<u>6,302,412</u>	<u>75.5%</u>
Excess of Revenues Over Expenditures	<u>2,846,739</u>	<u>2,846,739</u>	<u>(9,909,740)</u>	<u>(7,088,140)</u>	
Fund Balances - Beginning	13,290,182	13,290,182	13,290,182		
Fund Balances - Ending	<u>10,443,443</u>	<u>10,443,443</u>	<u>3,380,442</u>		
	19,492,437	Total Expenditures			
	614,667	Less Capital Outlay			
	<u>2,507,664</u>	Less Interfund Transfers			
	16,370,107	Operating Expenses			

Report Criteria:

Report type: Summary

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/25	12/15/2025	2237	17922	COTIVITI	10-201000-0000	562.08
12/25	12/15/2025	2238	18087	EIGHTH DISTRICT ELECTRICAL FUND	10-201000-0000	1,302.95
12/25	12/15/2025	2239	18086	ETHAN J GRAVIS	10-201000-0000	478.75
12/25	12/15/2025	2240	18088	OPTUM	10-201000-0000	1,675.96
12/25	12/15/2025	2241	17989	UNITED HEALTHCARE	10-201000-0000	506.24
12/25	12/15/2025	1010802	17542	ADVANCED FITNESS REPAIR	10-201000-0000	411.78
12/25	12/15/2025	1010803	17332	AFFORDABLE HEATING & COOLING	10-201000-0000	3,323.29
12/25	12/15/2025	1010804	17954	AFLAC GROUP INSURANCE	10-201000-0000	1,409.44
12/25	12/15/2025	1010805	220	ALL WEST COMMUNICATIONS	10-201000-0000	332.18
12/25	12/15/2025	1010806	14280	AMAZON CAPITAL SERVICES	10-201000-0000	818.00
12/25	12/15/2025	1010807	700	AT&T MOBILITY	10-201000-0000	40.04
12/25	12/15/2025	1010808	17681	BEHR MOUNTAIN ELECTRIC	10-201000-0000	5,123.25
12/25	12/15/2025	1010809	17668	BLOMQUIST HALE CONSULTING, INC	10-201000-0000	491.05
12/25	12/15/2025	1010810	1680	BOUND TREE MEDICAL LLC	10-201000-0000	17,043.89
12/25	12/15/2025	1010811	17775	BUTTERFLY NETWORK INC	10-201000-0000	5,448.00
12/25	12/15/2025	1010812	2260	CACTUS & TROPICALS	10-201000-0000	145.00
12/25	12/15/2025	1010813	3070	CANON U.S.A., INC.	10-201000-0000	165.54
12/25	12/15/2025	1010814	16240	CAPITAL ONE	10-201000-0000	373.70
12/25	12/15/2025	1010815	3170	Caselle, Inc.	10-201000-0000	3,697.00
12/25	12/15/2025	1010816	3190	CCI SERVICE	10-201000-0000	2,066.07
12/25	12/15/2025	1010817	3030	CENTURYLINK	10-201000-0000	369.05
12/25	12/15/2025	1010818	17532	CENTURYLINK	10-201000-0000	997.87
12/25	12/15/2025	1010819	2750	CRAWFORD DOOR SALES	10-201000-0000	448.00
12/25	12/15/2025	1010820	17745	CULLIGAN WATER CONDITIONING	10-201000-0000	1,524.00
12/25	12/15/2025	1010821	17837	DALTON SCHAEFER	10-201000-0000	1,217.00
12/25	12/15/2025	1010822	17828	EMS LOGIK	10-201000-0000	6,760.00
12/25	12/15/2025	1010823	17435	ENBRIDGE GAS	10-201000-0000	3,949.35
12/25	12/15/2025	1010824	17942	FARMER BROTHERS CO	10-201000-0000	184.26
12/25	12/15/2025	1010825	17663	FIRST DIGITAL	10-201000-0000	2,599.20
12/25	12/15/2025	1010826	17863	GOLD CROSS SERVICES, INC	10-201000-0000	12,217.49
12/25	12/15/2025	1010827	17859	HAMILTON MEDICAL INC	10-201000-0000	5,122.35
12/25	12/15/2025	1010828	6110	HOME DEPOT CREDIT SERVICES	10-201000-0000	1,841.14
12/25	12/15/2025	1010829	6660	IMAGETREND INC.	10-201000-0000	14,952.59
12/25	12/15/2025	1010830	18083	INTERMOUNTAIN HEALTH PHYSICIAN BILLING	10-201000-0000	1,738.00
12/25	12/15/2025	1010831	18020	JAN-PRO of UTAH	10-201000-0000	694.00
12/25	12/15/2025	1010832	11540	JEFF PAULINE	10-201000-0000	1,217.00
12/25	12/15/2025	1010833	17804	KARL MALONE FORD PARK CITY	10-201000-0000	133.38
12/25	12/15/2025	1010834	2860	L N CURTIS & SONS	10-201000-0000	594.50
12/25	12/15/2025	1010835	8360	LIFEMED SAFETY, INC.	10-201000-0000	36,586.00
12/25	12/15/2025	1010836	17824	MEDICAL DYNAMICS	10-201000-0000	4,719.92
12/25	12/15/2025	1010837	8970	MOUNTAIN REGIONAL WATER SSD	10-201000-0000	677.55
12/25	12/15/2025	1010838	17827	odp Business Solutions, LLC	10-201000-0000	240.79
12/25	12/15/2025	1010839	10630	PARK CITY CHAMBER BUREAU	10-201000-0000	55.00
12/25	12/15/2025	1010840	10810	PARK CITY TOW	10-201000-0000	186.80
12/25	12/15/2025	1010841	18085	PETER MILLER	10-201000-0000	300.00
12/25	12/15/2025	1010842	17516	RelaDyne West LLC	10-201000-0000	6,680.12
12/25	12/15/2025	1010843	12280	REPUBLIC SERVICES #864	10-201000-0000	3,364.23
12/25	12/15/2025	1010844	18063	ROTO FLUSH	10-201000-0000	970.00
12/25	12/15/2025	1010845	17536	RUSH TRUCK CENTER,	10-201000-0000	94.90
12/25	12/15/2025	1010846	17688	Samuel Robison	10-201000-0000	1,217.00
12/25	12/15/2025	1010847	18084	SEAN CANTERBURY	10-201000-0000	300.00
12/25	12/15/2025	1010848	17912	SEAWESTERN FIRE FIGHTING EQUIPMENT	10-201000-0000	1,258.35
12/25	12/15/2025	1010849	17900	SHRED SALT LAKE	10-201000-0000	259.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/25	12/15/2025	1010850	17709	SIDDONS-MARTIN EMERGENCY GROUP	10-201000-0000	27,118.27
12/25	12/15/2025	1010851	13060	SKAGGS COMPANIES, INC.	10-201000-0000	12,203.00
12/25	12/15/2025	1010852	13120	SMITHS CUSTOMER CHARGES	10-201000-0000	130.53
12/25	12/15/2025	1010853	13130	SNYDERVILLE BASIN W R D	10-201000-0000	689.83
12/25	12/15/2025	1010854	14070	SOUTH FORK HARDWARE PARK CITY	10-201000-0000	54.57
12/25	12/15/2025	1010855	18049	SPRINKLER REPAIR PARK CITY	10-201000-0000	175.00
12/25	12/15/2025	1010856	18064	STRATEGIC COMMUNICATIONS SOLUTIONS LLC	10-201000-0000	12,730.11
12/25	12/15/2025	1010857	13490	SUMMIT WATER DISTRIBUTION CO	10-201000-0000	735.27
12/25	12/15/2025	1010858	14810	THE UPS STORE #3471	10-201000-0000	37.95
12/25	12/15/2025	1010859	15180	UTAH COMMUNICATIONS AUTHORITY	10-201000-0000	30.00
12/25	12/15/2025	1010860	15760	UTAH VALLEY UNIVERSITY	10-201000-0000	2,775.00
12/25	12/15/2025	1010861	6250	WESLEY HOLMES	10-201000-0000	100.67
12/25	12/15/2025	1010862	17713	ZAYO GROUP, LLC	10-201000-0000	1,146.70
12/25	12/29/2025	1010863	17924	AMERITAS LIFE INSURANCE CORP.	10-201000-0000	826.80
12/25	12/29/2025	1010864	1680	BOUND TREE MEDICAL LLC	10-201000-0000	257.99
12/25	12/29/2025	1010865	17532	CENTURYLINK	10-201000-0000	1,314.08
12/25	12/29/2025	1010866	17821	FARRWEST ENVIRONMENTAL SUPPLY, INC	10-201000-0000	2,109.79
12/25	12/29/2025	1010867	17870	FIRST RESPONDERS FIRST	10-201000-0000	300.00
12/25	12/29/2025	1010868	5580	GRAHAM FIRE APPARATUS SALES &	10-201000-0000	7,390.97
12/25	12/29/2025	1010869	6240	HOSE & RUBBER SUPPLY LLC	10-201000-0000	183.80
12/25	12/29/2025	1010870	6660	IMAGETREND INC.	10-201000-0000	4,538.63
12/25	12/29/2025	1010871	6810	INTERMOUNTAIN MEDICAL GROUP	10-201000-0000	8,626.00
12/25	12/29/2025	1010872	2860	L N CURTIS & SONS	10-201000-0000	3,546.43
12/25	12/29/2025	1010873	18090	LARRY H MILLER TOYOTA	10-201000-0000	318.48
12/25	12/29/2025	1010874	8250	LEGALSHIELD	10-201000-0000	232.35
12/25	12/29/2025	1010875	17861	MEEMS' APPAREL DECORATION	10-201000-0000	350.00
12/25	12/29/2025	1010876	17827	odp Business Solutions, LLC	10-201000-0000	162.68
12/25	12/29/2025	1010877	10710	PARK CITY MUNICIPAL CORP	10-201000-0000	1,592.48
12/25	12/29/2025	1010878	17686	PARSONS BEHLE & LATIMER	10-201000-0000	385.00
12/25	12/29/2025	1010879	11460	PEHP-LONG TERM DISABILITY	10-201000-0000	1,409.89
12/25	12/29/2025	1010880	17434	PROFESSIONAL SALES & SERVICE, LC	10-201000-0000	529.31
12/25	12/29/2025	1010881	11400	PUBLIC EMPLOYEES HEALTH PROG	10-201000-0000	3,993.60
12/25	12/29/2025	1010882	17516	RelaDyne West LLC	10-201000-0000	1,274.31
12/25	12/29/2025	1010883	18063	ROTO FLUSH	10-201000-0000	3,100.00
12/25	12/29/2025	1010884	18089	SCOTT MCINTOSH	10-201000-0000	30.00
12/25	12/29/2025	1010885	17709	SIDDONS-MARTIN EMERGENCY GROUP	10-201000-0000	280.12
12/25	12/29/2025	1010886	13060	SKAGGS COMPANIES, INC.	10-201000-0000	359.22
12/25	12/29/2025	1010887	14070	SOUTH FORK HARDWARE PARK CITY	10-201000-0000	178.73
12/25	12/29/2025	1010888	17731	STATE OF UTAH FUEL NETWORK (DGO)	10-201000-0000	226.08
12/25	12/29/2025	1010889	13640	SYMBOL ARTS, LLC	10-201000-0000	2,437.50
12/25	12/29/2025	1010890	17987	UNIVERSITY OF UTAH	10-201000-0000	8,250.00
12/25	12/29/2025	1010891	16070	VEHICLE LIGHTING SOLUTIONS INC	10-201000-0000	1,687.08
12/25	12/29/2025	1010892	16080	VERIZON WIRELESS	10-201000-0000	1,552.10
12/25	12/29/2025	1010893	16680	WINMARK STAMP & SIGN	10-201000-0000	28.10
Grand Totals:						<u>274,282.37</u>

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
2237									
12/25	12/15/2025	2237	17922	COTIVITI	PC9863002-0	10-348-430-3000	.00	562.08	562.08
Total 2237:							.00	562.08	
2238									
12/25	12/15/2025	2238	18087	EIGHTH DISTRICT ELECTRICAL FUND	PC7885007-0	10-348-430-3000	.00	1,302.95	1,302.95
Total 2238:							.00	1,302.95	
2239									
12/25	12/15/2025	2239	18086	ETHAN J GRAVIS	ACH RETURN	10-40-110-00000	.00	478.75	478.75
Total 2239:							.00	478.75	
2240									
12/25	12/15/2025	2240	18088	OPTUM	STEVEN ZIEG	10-348-430-3000	.00	1,675.96	1,675.96
Total 2240:							.00	1,675.96	
2241									
12/25	12/15/2025	2241	17989	UNITED HEALTHCARE	PC8305021-0	10-348-430-3000	.00	506.24	506.24
Total 2241:							.00	506.24	
1010802									
12/25	12/15/2025	1010802	17542	ADVANCED FITNESS REPAIR	18950	10-40-347-33000	.00	411.78	411.78
Total 1010802:							.00	411.78	
1010803									
12/25	12/15/2025	1010803	17332	AFFORDABLE HEATING & COOLING	732497	10-40-316-31000	.00	1,039.00	1,039.00
12/25	12/15/2025	1010803	17332	AFFORDABLE HEATING & COOLING	732661	10-40-316-30000	.00	186.50	186.50
12/25	12/15/2025	1010803	17332	AFFORDABLE HEATING & COOLING	732986	10-40-316-30000	.00	2,097.79	2,097.79

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1010803:							.00		3,323.29
1010804									
12/25	12/15/2025	1010804	17954	AFLAC GROUP INSURANCE	NOV 2025	10-218700-0000	.00	1,409.44	1,409.44
Total 1010804:							.00		1,409.44
1010805									
12/25	12/15/2025	1010805	220	ALL WEST COMMUNICATIONS	DEC 2025	10-40-440-30000	.00	104.28	104.28
12/25	12/15/2025	1010805	220	ALL WEST COMMUNICATIONS	DEC 2025	10-40-286-37000	.00	227.90	227.90
Total 1010805:							.00		332.18
1010806									
12/25	12/15/2025	1010806	14280	AMAZON CAPITAL SERVICES	1D7N-1NKJ-N	10-42-285-00000	.00	818.00	818.00
Total 1010806:							.00		818.00
1010807									
12/25	12/15/2025	1010807	700	AT&T MOBILITY	287287652583	10-40-365-00000	.00	40.04	40.04
Total 1010807:							.00		40.04
1010808									
12/25	12/15/2025	1010808	17681	BEHR MOUNTAIN ELECTRIC	42260	10-40-316-31000	.00	5,123.25	5,123.25
Total 1010808:							.00		5,123.25
1010809									
12/25	12/15/2025	1010809	17668	BLOMQUIST HALE CONSULTING, INC	DEC25-1000	10-43-130-30000	.00	491.05	491.05
Total 1010809:							.00		491.05
1010810									
12/25	12/15/2025	1010810	1680	BOUND TREE MEDICAL LLC	66671690	10-43-300-30000	.00	2,220.00	2,220.00
12/25	12/15/2025	1010810	1680	BOUND TREE MEDICAL LLC	DEC 2025	10-43-300-30000	.00	414.79	414.79
12/25	12/15/2025	1010810	1680	BOUND TREE MEDICAL LLC	NOVEMBER	10-43-300-30000	.00	8,929.86	8,929.86
12/25	12/15/2025	1010810	1680	BOUND TREE MEDICAL LLC	NOVEMBER 2	10-43-300-30000	.00	5,479.24	5,479.24

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1010810:							.00		17,043.89
1010811									
12/25	12/15/2025	1010811	17775	BUTTERFLY NETWORK INC	INV-BF-23510	10-40-083-00000	.00	5,448.00	5,448.00
Total 1010811:							.00		5,448.00
1010812									
12/25	12/15/2025	1010812	2260	CACTUS & TROPICALS	0392789	10-42-290-00002	.00	145.00	145.00
Total 1010812:							.00		145.00
1010813									
12/25	12/15/2025	1010813	3070	CANON U.S.A., INC.	6014036294	10-42-290-00002	.00	92.49	92.49
12/25	12/15/2025	1010813	3070	CANON U.S.A., INC.	NOV 2025	10-42-290-00002	.00	73.05	73.05
Total 1010813:							.00		165.54
1010814									
12/25	12/15/2025	1010814	16240	CAPITAL ONE	NOV 2025	10-42-522-00000	.00	373.70	373.70
Total 1010814:							.00		373.70
1010815									
12/25	12/15/2025	1010815	3170	Caselle, Inc.	INV-13833	10-42-285-00000	.00	3,697.00	3,697.00
Total 1010815:							.00		3,697.00
1010816									
12/25	12/15/2025	1010816	3190	CCI SERVICE	SLC198907	10-40-316-30000	.00	400.00	400.00
12/25	12/15/2025	1010816	3190	CCI SERVICE	SLC198982	10-40-480-30000	.00	1,666.07	1,666.07
Total 1010816:							.00		2,066.07
1010817									
12/25	12/15/2025	1010817	3030	CENTURYLINK	DEC 20225	10-42-286-00000	.00	42.80	42.80
12/25	12/15/2025	1010817	3030	CENTURYLINK	DEC 2025	10-40-286-37000	.00	326.25	326.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1010817:							.00		369.05
1010818									
12/25	12/15/2025	1010818	17532	CENTURYLINK	760663044	10-42-286-00000	.00	46.35	46.35
12/25	12/15/2025	1010818	17532	CENTURYLINK	DEC 2025	10-42-286-00000	.00	951.52	951.52
Total 1010818:							.00		997.87
1010819									
12/25	12/15/2025	1010819	2750	CRAWFORD DOOR SALES	54780	10-40-316-31000	.00	224.00	224.00
12/25	12/15/2025	1010819	2750	CRAWFORD DOOR SALES	54894	10-40-316-31000	.00	224.00	224.00
Total 1010819:							.00		448.00
1010820									
12/25	12/15/2025	1010820	17745	CULLIGAN WATER CONDITIONING	465X2886160	10-40-316-31000	.00	153.50	153.50
12/25	12/15/2025	1010820	17745	CULLIGAN WATER CONDITIONING	NOV 2025	10-40-316-36000	.00	1,370.50	1,370.50
Total 1010820:							.00		1,524.00
1010821									
12/25	12/15/2025	1010821	17837	DALTON SCHAEFER	WILDLAND FI	10-40-070-00000	.00	1,217.00	1,217.00
Total 1010821:							.00		1,217.00
1010822									
12/25	12/15/2025	1010822	17828	EMS LOGIK	36990	10-40-083-00000	.00	6,760.00	6,760.00
Total 1010822:							.00		6,760.00
1010823									
12/25	12/15/2025	1010823	17435	ENBRIDGE GAS	NOV 2025	10-40-440-32000	.00	3,949.35	3,949.35
Total 1010823:							.00		3,949.35
1010824									
12/25	12/15/2025	1010824	17942	FARMER BROTHERS CO	51931279	10-42-290-00002	.00	184.26	184.26

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1010824:							.00		184.26
1010825									
12/25	12/15/2025	1010825	17663	FIRST DIGITAL	00905312-1	10-42-286-00000	.00	2,599.20	2,599.20
Total 1010825:							.00		2,599.20
1010826									
12/25	12/15/2025	1010826	17863	GOLD CROSS SERVICES, INC	4534	10-43-235-30000	.00	12,217.49	12,217.49
Total 1010826:							.00		12,217.49
1010827									
12/25	12/15/2025	1010827	17859	HAMILTON MEDICAL INC	23469106	10-40-083-00000	.00	3,096.21	3,096.21
12/25	12/15/2025	1010827	17859	HAMILTON MEDICAL INC	23557522	10-43-300-30000	.00	2,026.14	2,026.14
Total 1010827:							.00		5,122.35
1010828									
12/25	12/15/2025	1010828	6110	HOME DEPOT CREDIT SERVICES	NOV 2025	10-40-316-33000	.00	1,841.14	1,841.14
Total 1010828:							.00		1,841.14
1010829									
12/25	12/15/2025	1010829	6660	IMAGETREND INC.	PS-INV120937	10-42-285-00000	.00	14,952.59	14,952.59
Total 1010829:							.00		14,952.59
1010830									
12/25	12/15/2025	1010830	18083	INTERMOUNTAIN HEALTH PHYSICIAN	600007229	10-43-260-30000	.00	1,738.00	1,738.00
Total 1010830:							.00		1,738.00
1010831									
12/25	12/15/2025	1010831	18020	JAN-PRO of UTAH	356831	10-42-480-00000	.00	694.00	694.00
Total 1010831:							.00		694.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
1010832									
12/25	12/15/2025	1010832	11540	JEFF PAULINE	WILDLAND FI	10-40-070-00000	.00	1,217.00	1,217.00
Total 1010832:							.00	1,217.00	
1010833									
12/25	12/15/2025	1010833	17804	KARL MALONE FORD PARK CITY	69041	10-40-501-00032	.00	133.38	133.38
Total 1010833:							.00	133.38	
1010834									
12/25	12/15/2025	1010834	2860	L N CURTIS & SONS	INV1015901	10-40-071-00000	.00	594.50	594.50
Total 1010834:							.00	594.50	
1010835									
12/25	12/15/2025	1010835	8360	LIFEMED SAFETY, INC.	NOV 2025	10-43-726-00002	.00	36,586.00	36,586.00
Total 1010835:							.00	36,586.00	
1010836									
12/25	12/15/2025	1010836	17824	MEDICAL DYNAMICS	49249	10-43-300-30000	.00	4,719.92	4,719.92
Total 1010836:							.00	4,719.92	
1010837									
12/25	12/15/2025	1010837	8970	MOUNTAIN REGIONAL WATER SSD	NOV 2025	10-40-440-37000	.00	677.55	677.55
Total 1010837:							.00	677.55	
1010838									
12/25	12/15/2025	1010838	17827	odp Business Solutions, LLC	444534494001	10-41-136-00000	.00	7.89	7.89
12/25	12/15/2025	1010838	17827	odp Business Solutions, LLC	NOVEMBER 2	10-42-290-00000	.00	232.90	232.90
Total 1010838:							.00	240.79	
1010839									
12/25	12/15/2025	1010839	10630	PARK CITY CHAMBER BUREAU	20872	10-40-075-00000	.00	55.00	55.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1010839:							.00		55.00
1010840									
12/25	12/15/2025	1010840	10810	PARK CITY TOW	25-75164	10-40-076-00000	.00	186.80	186.80
Total 1010840:							.00		186.80
1010841									
12/25	12/15/2025	1010841	18085	PETER MILLER	BOOTS	10-40-074-00000	.00	300.00	300.00
Total 1010841:							.00		300.00
1010842									
12/25	12/15/2025	1010842	17516	RelaDyne West LLC	DEC 2025	10-40-017-00000	.00	2,853.91	2,853.91
12/25	12/15/2025	1010842	17516	RelaDyne West LLC	NOV 2025	10-40-017-00000	.00	3,826.21	3,826.21
Total 1010842:							.00		6,680.12
1010843									
12/25	12/15/2025	1010843	12280	REPUBLIC SERVICES #864	0864-0021810	10-42-440-00000	.00	3,364.23	3,364.23
Total 1010843:							.00		3,364.23
1010844									
12/25	12/15/2025	1010844	18063	ROTO FLUSH	120325	10-40-480-37000	.00	970.00	970.00
Total 1010844:							.00		970.00
1010845									
12/25	12/15/2025	1010845	17536	RUSH TRUCK CENTER,	3044277092	10-40-500-00139	.00	94.90	94.90
Total 1010845:							.00		94.90
1010846									
12/25	12/15/2025	1010846	17688	Samuel Robison	WILDLAND FI	10-40-070-00000	.00	1,217.00	1,217.00
Total 1010846:							.00		1,217.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
1010847									
12/25	12/15/2025	1010847	18084	SEAN CANTERBURY	BOOTS	10-40-074-00000	.00	300.00	300.00
Total 1010847:							.00		300.00
1010848									
12/25	12/15/2025	1010848	17912	SEAWESTERN FIRE FIGHTING EQUIP	INV48955	10-40-073-00000	.00	410.40	410.40
12/25	12/15/2025	1010848	17912	SEAWESTERN FIRE FIGHTING EQUIP	INV49103	10-40-073-00000	.00	847.95	847.95
Total 1010848:							.00		1,258.35
1010849									
12/25	12/15/2025	1010849	17900	SHRED SALT LAKE	71269120325	10-42-290-00001	.00	259.90	259.90
Total 1010849:							.00		259.90
1010850									
12/25	12/15/2025	1010850	17709	SIDDONS-MARTIN EMERGENCY GRO	321-00000515	10-40-500-00143	.00	27,103.53	27,103.53
12/25	12/15/2025	1010850	17709	SIDDONS-MARTIN EMERGENCY GRO	321-SIV00515	10-40-293-30000	.00	14.74	14.74
Total 1010850:							.00		27,118.27
1010851									
12/25	12/15/2025	1010851	13060	SKAGGS COMPANIES, INC.	NOVEMBER	10-40-071-00000	.00	12,203.00	12,203.00
Total 1010851:							.00		12,203.00
1010852									
12/25	12/15/2025	1010852	13120	SMITHS CUSTOMER CHARGES	DEC 2025	10-42-290-00002	.00	130.53	130.53
Total 1010852:							.00		130.53
1010853									
12/25	12/15/2025	1010853	13130	SNYDERVILLE BASIN W R D	DEC 2025	10-40-440-30000	.00	689.83	689.83
Total 1010853:							.00		689.83
1010854									
12/25	12/15/2025	1010854	14070	SOUTH FORK HARDWARE PARK CITY	591607	10-40-291-00000	.00	18.55	18.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/25	12/15/2025	1010854	14070	SOUTH FORK HARDWARE PARK CITY	591625	10-40-316-30000	.00	36.02	36.02
Total 1010854:							.00		54.57
1010855									
12/25	12/15/2025	1010855	18049	SPRINKLER REPAIR PARK CITY	6715	10-40-480-34000	.00	175.00	175.00
Total 1010855:							.00		175.00
1010856									
12/25	12/15/2025	1010856	18064	STRATEGIC COMMUNICATIONS SOLU	25SCS-2338	10-40-052-00000	.00	12,549.36	12,549.36
12/25	12/15/2025	1010856	18064	STRATEGIC COMMUNICATIONS SOLU	25SCS-2356	10-40-285-00000	.00	180.75	180.75
Total 1010856:							.00		12,730.11
1010857									
12/25	12/15/2025	1010857	13490	SUMMIT WATER DISTRIBUTION CO	NOV 2025	10-40-440-35000	.00	735.27	735.27
Total 1010857:							.00		735.27
1010858									
12/25	12/15/2025	1010858	14810	THE UPS STORE #3471	76	10-40-290-00000	.00	21.80	21.80
12/25	12/15/2025	1010858	14810	THE UPS STORE #3471	NOV 2025	10-40-290-00000	.00	16.15	16.15
Total 1010858:							.00		37.95
1010859									
12/25	12/15/2025	1010859	15180	UTAH COMMUNICATIONS AUTHORITY	INV-5656	10-40-285-00000	.00	30.00	30.00
Total 1010859:							.00		30.00
1010860									
12/25	12/15/2025	1010860	15760	UTAH VALLEY UNIVERSITY	AC1738	10-40-090-00000	.00	2,775.00	2,775.00
Total 1010860:							.00		2,775.00
1010861									
12/25	12/15/2025	1010861	6250	WESLEY HOLMES	FLOWERS FO	10-42-521-00000	.00	100.67	100.67

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1010861:							.00		100.67
1010862									
12/25	12/15/2025	1010862	17713	ZAYO GROUP, LLC	22019017	10-42-365-00000	.00	1,146.70	1,146.70
Total 1010862:							.00		1,146.70
1010863									
12/25	12/29/2025	1010863	17924	AMERITAS LIFE INSURANCE CORP.	DEC 2025	10-217710-4300	.00	826.80	826.80
Total 1010863:							.00		826.80
1010864									
12/25	12/29/2025	1010864	1680	BOUND TREE MEDICAL LLC	86010325	10-43-300-30000	.00	257.99	257.99
Total 1010864:							.00		257.99
1010865									
12/25	12/29/2025	1010865	17532	CENTURYLINK	764398816	10-40-286-36000	.00	957.74	957.74
12/25	12/29/2025	1010865	17532	CENTURYLINK	DEC 2025	10-40-286-37000	.00	356.34	356.34
Total 1010865:							.00		1,314.08
1010866									
12/25	12/29/2025	1010866	17821	FARRWEST ENVIRONMENTAL SUPPLY	52808	10-40-083-00000	.00	2,109.79	2,109.79
Total 1010866:							.00		2,109.79
1010867									
12/25	12/29/2025	1010867	17870	FIRST RESPONDERS FIRST	PARK CITY FI	10-43-260-30000	.00	300.00	300.00
Total 1010867:							.00		300.00
1010868									
12/25	12/29/2025	1010868	5580	GRAHAM FIRE APPARATUS SALES &	1559	10-40-500-00136	.00	3,440.41	3,440.41
12/25	12/29/2025	1010868	5580	GRAHAM FIRE APPARATUS SALES &	1583	10-40-293-30000	.00	305.90	305.90
12/25	12/29/2025	1010868	5580	GRAHAM FIRE APPARATUS SALES &	DEC 2025	10-40-500-00140	.00	3,644.66	3,644.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1010868:							.00		7,390.97
1010869									
12/25	12/29/2025	1010869	6240	HOSE & RUBBER SUPPLY LLC	DEC 2025	10-40-500-00140	.00	183.80	183.80
Total 1010869:							.00		183.80
1010870									
12/25	12/29/2025	1010870	6660	IMAGETREND INC.	PS-INV121015	10-40-285-00000	.00	4,538.63	4,538.63
Total 1010870:							.00		4,538.63
1010871									
12/25	12/29/2025	1010871	6810	INTERMOUNTAIN MEDICAL GROUP	32010880	10-43-260-30000	.00	8,626.00	8,626.00
Total 1010871:							.00		8,626.00
1010872									
12/25	12/29/2025	1010872	2860	L N CURTIS & SONS	DEC 2025	10-40-073-00000	.00	3,546.43	3,546.43
Total 1010872:							.00		3,546.43
1010873									
12/25	12/29/2025	1010873	18090	LARRY H MILLER TOYOTA	372483	10-40-500-00093	.00	318.48	318.48
Total 1010873:							.00		318.48
1010874									
12/25	12/29/2025	1010874	8250	LEGALSHIELD	DEC 2025	10-219200-0000	.00	232.35	232.35
Total 1010874:							.00		232.35
1010875									
12/25	12/29/2025	1010875	17861	MEEMS' APPAREL DECORATION	16741	10-40-089-00000	.00	350.00	350.00
Total 1010875:							.00		350.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
1010876									
12/25	12/29/2025	1010876	17827	odp Business Solutions, LLC	450680426001	10-40-290-00000	.00	162.68	162.68
Total 1010876:							.00	162.68	
1010877									
12/25	12/29/2025	1010877	10710	PARK CITY MUNICIPAL CORP	NOV 2025	10-40-440-31000	.00	1,592.48	1,592.48
Total 1010877:							.00	1,592.48	
1010878									
12/25	12/29/2025	1010878	17686	PARSONS BEHLE & LATIMER	1753124	10-42-515-00000	.00	385.00	385.00
Total 1010878:							.00	385.00	
1010879									
12/25	12/29/2025	1010879	11460	PEHP-LONG TERM DISABILITY	DEC 2025	10-42-130-00000	.00	705.25	705.25
12/25	12/29/2025	1010879	11460	PEHP-LONG TERM DISABILITY	NOV 2025	10-42-130-00000	.00	704.64	704.64
Total 1010879:							.00	1,409.89	
1010880									
12/25	12/29/2025	1010880	17434	PROFESSIONAL SALES & SERVICE, L	34799	10-40-480-30000	.00	529.31	529.31
Total 1010880:							.00	529.31	
1010881									
12/25	12/29/2025	1010881	11400	PUBLIC EMPLOYEES HEALTH PROG	DEC 2025	10-219000-0000	.00	3,993.60	3,993.60
Total 1010881:							.00	3,993.60	
1010882									
12/25	12/29/2025	1010882	17516	RelaDyne West LLC	1315483-IN	10-40-017-00000	.00	1,274.31	1,274.31
Total 1010882:							.00	1,274.31	
1010883									
12/25	12/29/2025	1010883	18063	ROTO FLUSH	122325	10-40-316-31000	.00	680.00	680.00
12/25	12/29/2025	1010883	18063	ROTO FLUSH	DEC 2025	10-40-480-34000	.00	2,420.00	2,420.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 1010883:							.00		3,100.00
1010884									
12/25	12/29/2025	1010884	18089	SCOTT MCINTOSH	CERTIFICATE	10-43-420-30000	.00	30.00	30.00
Total 1010884:							.00		30.00
1010885									
12/25	12/29/2025	1010885	17709	SIDDONS-MARTIN EMERGENCY GRO	321-SIV00537	10-40-293-30000	.00	280.12	280.12
Total 1010885:							.00		280.12
1010886									
12/25	12/29/2025	1010886	13060	SKAGGS COMPANIES, INC.	DEC 2025	10-40-071-00000	.00	359.22	359.22
Total 1010886:							.00		359.22
1010887									
12/25	12/29/2025	1010887	14070	SOUTH FORK HARDWARE PARK CITY	593538	10-40-291-00000	.00	178.73	178.73
Total 1010887:							.00		178.73
1010888									
12/25	12/29/2025	1010888	17731	STATE OF UTAH FUEL NETWORK (DG	SEPT - NOV 2	10-40-015-00000	.00	226.08	226.08
Total 1010888:							.00		226.08
1010889									
12/25	12/29/2025	1010889	13640	SYMBOL ARTS, LLC	0549338	10-40-071-00000	.00	2,437.50	2,437.50
Total 1010889:							.00		2,437.50
1010890									
12/25	12/29/2025	1010890	17987	UNIVERSITY OF UTAH	PCFD-2025-11	10-43-111-30000	.00	4,125.00	4,125.00
12/25	12/29/2025	1010890	17987	UNIVERSITY OF UTAH	PCFD-2025-1	10-43-111-30000	.00	4,125.00	4,125.00
Total 1010890:							.00		8,250.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
1010891									
12/25	12/29/2025	1010891	16070	VEHICLE LIGHTING SOLUTIONS INC	558	10-40-500-00108	.00	1,687.08	1,687.08
Total 1010891:							.00	1,687.08	
1010892									
12/25	12/29/2025	1010892	16080	VERIZON WIRELESS	6130166924	10-40-350-00000	.00	1,552.10	1,552.10
Total 1010892:							.00	1,552.10	
1010893									
12/25	12/29/2025	1010893	16680	WINMARK STAMP & SIGN	117617	10-42-290-00000	.00	28.10	28.10
Total 1010893:							.00	28.10	
Grand Totals:							.00	274,282.37	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-201000-0000	4,170.45	278,452.82-	274,282.37-
10-217710-4300	826.80	.00	826.80
10-218700-0000	1,409.44	.00	1,409.44
10-219000-0000	3,993.60	.00	3,993.60
10-219200-0000	232.35	.00	232.35
10-348-430-3000	4,047.23	.00	4,047.23
10-40-015-00000	1,746.36	.00	1,746.36
10-40-017-00000	6,434.15	.00	6,434.15
10-40-052-00000	16,719.81	4,170.45-	12,549.36
10-40-070-00000	3,651.00	.00	3,651.00
10-40-071-00000	15,594.22	.00	15,594.22
10-40-073-00000	4,804.78	.00	4,804.78
10-40-074-00000	600.00	.00	600.00
10-40-075-00000	55.00	.00	55.00
10-40-076-00000	186.80	.00	186.80
10-40-083-00000	17,414.00	.00	17,414.00

GL Account	Debit	Credit	Proof
10-40-089-00000	350.00	.00	350.00
10-40-090-00000	2,775.00	.00	2,775.00
10-40-110-00000	478.75	.00	478.75
10-40-285-00000	18,958.08	.00	18,958.08
10-40-286-00000	2,694.36	.00	2,694.36
10-40-286-31000	215.14	.00	215.14
10-40-286-33000	134.12	.00	134.12
10-40-286-34000	312.20	.00	312.20
10-40-286-35000	349.28	.00	349.28
10-40-286-36000	349.27	.00	349.27
10-40-286-37000	344.16	.00	344.16
10-40-286-38000	216.00	.00	216.00
10-40-290-00000	370.29	.00	370.29
10-40-291-00000	303.14	.00	303.14
10-40-291-35000	23.93	.00	23.93
10-40-291-37000	99.98	.00	99.98
10-40-293-30000	600.76	.00	600.76
10-40-316-30000	2,963.60	.00	2,963.60
10-40-316-30300	1,459.02	.00	1,459.02
10-40-316-31000	7,443.75	.00	7,443.75
10-40-316-33000	189.49	.00	189.49
10-40-316-34000	307.00	.00	307.00
10-40-316-35000	159.91	.00	159.91
10-40-316-36000	153.50	.00	153.50
10-40-316-37000	153.50	.00	153.50
10-40-316-38000	296.00	.00	296.00
10-40-347-33000	411.78	.00	411.78
10-40-350-00000	706.83	.00	706.83
10-40-365-00000	372.73	.00	372.73
10-40-440-00000	530.65	.00	530.65
10-40-440-30000	666.28	.00	666.28
10-40-440-31000	1,397.51	.00	1,397.51
10-40-440-32000	304.94	.00	304.94
10-40-440-33000	1,628.80	.00	1,628.80
10-40-440-34000	931.71	.00	931.71
10-40-440-35000	1,010.13	.00	1,010.13
10-40-440-36000	1,175.97	.00	1,175.97
10-40-440-37000	1,230.61	.00	1,230.61
10-40-440-38000	1,115.64	.00	1,115.64
10-40-480-30000	2,195.38	.00	2,195.38

GL Account	Debit	Credit	Proof
10-40-480-33000	930.00	.00	930.00
10-40-480-34000	1,665.00	.00	1,665.00
10-40-480-37000	970.00	.00	970.00
10-40-500-00093	318.48	.00	318.48
10-40-500-00108	1,687.08	.00	1,687.08
10-40-500-00136	3,595.82	.00	3,595.82
10-40-500-00139	94.90	.00	94.90
10-40-500-00140	311.98	.00	311.98
10-40-500-00142	1,177.24	.00	1,177.24
10-40-500-00143	27,103.53	.00	27,103.53
10-40-500-00144	2,203.99	.00	2,203.99
10-40-501-00032	133.38	.00	133.38
10-41-136-00000	14.35	.00	14.35
10-41-285-00000	747.63	.00	747.63
10-41-286-00000	135.93	.00	135.93
10-41-350-00000	80.08	.00	80.08
10-41-365-00000	184.83	.00	184.83
10-42-130-00000	1,409.89	.00	1,409.89
10-42-285-00000	4,511.26	.00	4,511.26
10-42-286-00000	757.64	.00	757.64
10-42-290-00000	84.88	.00	84.88
10-42-290-00001	259.90	.00	259.90
10-42-290-00002	625.33	.00	625.33
10-42-365-00000	668.86	.00	668.86
10-42-440-00000	1,120.75	.00	1,120.75
10-42-480-00000	694.00	.00	694.00
10-42-515-00000	385.00	.00	385.00
10-42-521-00000	100.67	.00	100.67
10-42-522-00000	373.70	.00	373.70
10-43-111-30000	8,250.00	.00	8,250.00
10-43-130-30000	491.05	.00	491.05
10-43-235-30000	12,217.49	.00	12,217.49
10-43-260-30000	10,664.00	.00	10,664.00
10-43-300-30000	24,047.94	.00	24,047.94
10-43-350-30000	408.07	.00	408.07
10-43-365-30000	317.44	.00	317.44
10-43-420-30000	30.00	.00	30.00
10-43-726-00002	36,586.00	.00	36,586.00

GL Account	Debit	Credit	Proof
Grand Totals:	282,623.27	282,623.27-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

SECTION 6 - EMPLOYMENT STATUS

A. Applicability:

All full time employees, officers and other personnel not exempted herein, who prior to the effective date of these policies and procedures, have successfully completed the orientation period; (see item E below) are deemed to be fully covered employees under these personnel policies and procedures.

B. Merit Exempt Positions:

It shall be the policy of the District to comply with the provisions of Utah Code Ann. §17D-1-106 and §17B-1-801. The following types of positions have been designated as being exempt from the provisions of the personnel system. The Personnel Director will specify, in writing, those positions which fall under the exempt categories listed below. Exempt positions should be reviewed annually to determine whether or not their exempt status should be withdrawn based on changes of duties and related factors. Written agreements with the Fire Chief may include applicable policies and procedures. Workers in such positions are "at will" and may be separated from employment for reasons other than cause.

1. Fire Chief.
2. Each Deputy Chief, Assistant Chief, and Battalion Chief hired or promoted after January 1, 2017 and charged by Fire Chief with the responsibility of assisting to formulate and carry out policy matters.
3. Members of policy, advisory, review, and appeal boards, or similar bodies who do not perform administrative duties as individuals.
4. Attorneys serving as outside legal counsel, special advisors, and any person employed to make or conduct a temporary and special inquiry, investigation, or examination on behalf of the District, Board or Governing Body.
5. Each employee appointed to perform:
 - a. Work that does not exceed three (3) years in duration; or
 - b. Work with limited funding.
6. Bona fide independent contractors
7. Temporary and seasonal employees as defined in paragraphs G below.
8. Contractual personnel hired to perform time limited services requiring specific professional skills and abilities. Employment contracts shall not be valid until approved by the Fire Chief.

C. Full-time Employees:

1. An administrative employee who has satisfactorily met the requirements for employment, is generally working forty (40) hours per week (is expected to work 2080 hours per year), and successfully completed the appropriate orientation period is considered a full-time employee. Full-time administrative employees are eligible for all the benefits programs and rights and privileges described in District policies and procedures.
2. A fire suppression employee who has satisfactorily met the requirements for employment, is generally working 2920 hours per year, and successfully completed the appropriate orientation period is considered a full-time employee. Full-time fire suppression employees are eligible for all the benefits programs and rights and privileges described in District policies and procedures, unless otherwise limited herein.
3. An EMS employee who has satisfactorily met the requirements for employment, is generally working an average of forty-two (42) hours per week (is expected to work 2184 hours per year), and successfully completed the appropriate orientation period is considered a full-time employee. Full-time EMS employees are eligible for all the benefits programs and rights and privileges described in District policies and procedures.

D. Part-time Employees:

Employees expected and scheduled to work less than a yearly average of forty (40) hours per week in any one position shall be considered part-time.

1. Merit Status: Consistent with paragraph B above, part time employees hired after August 1, 2015 shall be considered Merit Exempt.
2. FLSA Exempt: Part-time employees who are considered exempt under the federal Fair Labor Standards Act ("FLSA") and under paragraph G below shall be compensated at a fixed rate, based upon the expected hours of work per week for the part time position they hold. All other part-time employees shall be compensated at an hourly rate in accordance with federal law.
3. Benefits:
 - a. Part-time employees who work less than 30 hours per week shall not qualify for benefits offered to full-time employees. Part-time employees who work a yearly average of thirty (30) or more hours per week, but less than forty (40), shall qualify for the following benefits only:
 - i. Mandatory benefits as prescribed by law, i.e. social security (if applicable), workers compensation, health care,

retirement (if applicable) and unemployment.

E. Conditional Employees:

All new and promoted employees shall be considered conditional employees and are required to serve an orientation period. This period is designed to acquaint the new or promoted employee with their position and allow the supervisor to assess the employee's performance (see Orientation Period, Section 5, Paragraph M)

The orientation period for administrative employees shall be six (6) months in duration. For fire suppression and EMS personnel, the orientation shall be for one (1) year. Conditional employees who are new hires or who have been promoted to a suppression employee may be terminated with or without cause.

Conditional employees who are promoted or reclassified and are unable to satisfactorily perform the requirements of the new position, during the orientation period, may be reassigned to their former position, if available, reassigned to a like position of similar pay grade, or reassigned to a position of lesser pay grade. If a promoted or reclassified conditional employee violates District policy and procedures, they may be terminated but shall have all rights of appeal and due processes as defined by these Policies and Procedures (see Section 14). This paragraph does not apply to employees who are promoted to firefighters.

For instances where a merit employee voluntarily promotes or transfers to the role of a suppression employee, they will be reclassified as such, forgo their merit status and re-enter conditional employment status for one (1) year, beginning with the date the suppression role takes effect. These employees shall no longer have rights under due process until they have successfully completed the required one-year orientation period as a conditional employee.

F. FLSA Exempt:

There are two types of employment classes in the District relative to FLSA minimum wage and maximum hour requirements, exempt and non-exempt.

1. Exempt employees are those in an executive, administrative or professional position and certain merit exempt employees. These employees will normally be classified in category 1 and 2 according to the EE04 definitions. These codes generally include: officials, administrators; and professionals.
2. Non-exempt employees are generally included in all other EE04 categories. Category 3 includes technicians, category 4 protective service workers, category 5 office and clerical, category 6 craft workers, category 7 operators (semi-skilled), laborers (unskilled), category 8 service workers.

- a. Part-time employees will not be paid for overtime unless the total number of hours worked in a standard work week exceeds forty (40) (for administrative personnel) or 212 hours in a 28 day overtime cycle for fire suppression personnel.
- b. Full-time, temporary and seasonal employees shall be paid overtime if they are non-exempt and hours actually worked exceed forty (40).
- c. Holidays, vacation, sick leave, trade time worked¹, compensatory time and other paid leave such as jury duty, military leave and funeral leave shall not be counted as time worked for purposes of overtime.
- d. Volunteers and Board Members are exempt from FLSA minimum wage and overtime requirements and will not be considered an employee of the District. They may receive a nominal stipend or reimbursement for expenses.

G. Temporary and Seasonal Employees:

Due to the temporary and/or seasonal nature of certain work demands which may be placed upon the District, the Fire Chief may designate certain positions as temporary or seasonal hire. Temporary or seasonal employees are hired for a specific portion of the year to meet the increased demands during that period. Temporary and/or seasonal employees shall not qualify for benefits offered to full-time employees, except for those mandatory benefits as prescribed by law (see Part-Time Benefits, Section 3.a.i.).

Upon the conclusion of the high demand period, employees shall be terminated, or furloughed until they are recalled to meet the needs of a new "high need period". A furlough does not create a vacancy or reduce the number of approved positions. Such employees are not merit employees as described above. All temporary and/or seasonal appointments must be determined through a competitive recruitment process. Temporary and/or seasonal employment does not count as credit toward the completion of an orientation period.

H. Task Performance Testing:

To ensure that prospective and current Suppression Employees meet and maintain the minimum physical health and fitness standards for the position they perform, a Task Performance Test ("TPT") shall apply to all current or prospective suppression operations employees, hereafter collectively referred to as employees or firefighters. It is the policy of the District to require participation in the TPT prior to employment and annually thereafter. Firefighters who have been absent for 20 or greater consecutive shifts for any reason will be required to take the TPT prior to returning to duty. The expectation is that all applicable firefighters will

¹ See 29 U.S.C. §207(p)(3)

successfully pass this test. It is the firefighter's responsibility to achieve and maintain the job skills and physical conditioning necessary to meet the minimum requirement represented by the TPT under direction of the Fire Chief, the designated medical provider and the Training Officer. On-site administration of the TPT shall be the responsibility of the Lead Certified Fitness Coordinator (LCFC). The Training Officer will assure that there are Certified Fitness Coordinators (CFCs) available to work one-on-one with each incumbent firefighter who cannot meet the minimum standard.

1. Test Administration:

- a. The TPT will be administered consistent with the Test Administration Guide approved and adopted by the Training Officer and designated medical provider. Prior to the administration of the TPT, the Lead Certified Fitness Coordinator shall administer the policy and ensure each firefighter is given information about the TPT and is able to have his or her questions answered.
- b. Firefighters who have been absent for 20 or greater consecutive shifts due to their own injury or illness, after receiving a medical, return to duty release from their own physician, must be evaluated by the District-appointed physician for medical readiness prior to attempting the TPT.

2. Compliance Requirement:

- a. Each firefighter will test at least annually during the regularly scheduled, District-wide testing period. This testing period will take place in September of each year. Suppression Employees who fail the annual test may retake the test when offered and available throughout the year. These employees should work closely with the Training Officer to schedule the re-tests.
- b. **Firefighters who do not successfully complete the TPT on or before October 1st annually, or when attempting the return to duty TPT, will be deemed to be unable to perform the essential functions of their job. Employees who cannot perform the essential functions of their job shall either be reassigned to another job for which they are qualified. Firefighters who do not successfully complete the TPT within 90 days may be reclassified or terminated.**
- c. Firefighters missing their assigned TPT testing date/time will have make-up opportunities during the designated testing period. If the firefighter does not attempt the TPT during the testing period, they will be considered to have failed the TPT and will be subject to the conditions set forth in paragraph b. above.

- d. Prospective firefighters that do not successfully complete the TPT will not be considered for employment.

3. Intervention Support:

- a. If an incumbent firefighter does not successfully complete the TPT, the firefighter may request assistance to work with a CFC or may seek assistance from the designated medical provider. Firefighters who fail to successfully complete the TPT are solely responsible to improve their skills or physical conditioning. Firefighters who need additional time outside of scheduled duty hours for physical conditioning or skill training shall not be paid for such activities.
- b. Beginning January 1, 2017, all Suppression Employees shall be required to pass the TPT as a condition of continued employment. Because the TPT is designed to evidence a Suppression Employee's ability to satisfactorily perform the essential functions of their job, successful completion of the TPT shall be required. If the Suppression Employee cannot successfully complete the TPT on, the employee will be subject to reassignment, reclassification, or termination.

4. Medically Exempt Firefighters:

If a firefighter is determined to be medically unfit to perform the TPT, the firefighter shall be placed on sick leave and be subject to the terms and conditions of the sick leave policy.

5. Support Division/Administrative Firefighters:

Administrative staff not required to wear a Self-Contained-Breathing-Apparatus (SCBA) for their position are not required to participate in the TPT.

6. Confidentiality:

The Training Officer shall maintain individual records relating to this policy for each Firefighter. The Training Officer may disclose information from these records, as necessary, to the subject firefighter, the Fire Chief, or to anyone determined by the Fire Chief to have a need to know. The Training Officer shall comply with all legal requirements for safeguarding any medical, private, or protected information. All those who administer or facilitate the TPT process shall maintain the confidentiality of actual test times, any medical, private or protected information.

SECTION 12 - PRODUCTIVE WORK ENVIRONMENT

A. General Conduct

The very nature of governmental service makes public relations one of the most important aspects of the job. The quality of our interactions impacts all employees of the District and the public perception of the District as a whole. Employees are to take every opportunity through the course of performing their job to create "good will" with the public. Employees are required to be courteous and show understanding in spite of the difficulty of situations which may arise. Reports of a negative nature will be investigated by supervisors, and disciplinary actions could result.

1. Employees are expected to apply themselves to their assigned duties during the full schedule for which they are being compensated.
2. Employees are expected to make prudent and frugal use of District funds, equipment, building and supplies.
3. Employees are expected to observe work place rules.
4. Employees are to report conditions or circumstances that would prevent them from performing their job effectively or completing assigned tasks.
5. Employees are expected to practice dress and grooming habits which are consistent with the District's purpose and beneficial in promoting a favorable public image. The Fire Chief is responsible for determining what creates a professional business environment in the District.

B. Uniform & Grooming Standards

The purpose of this policy is to establish a standard for professional appearance. This policy applies to all employees of the District, while on duty or while representing the District in related activities. In order to portray a positive public image and demonstrate pride and professionalism, it is the policy of the District to maintain high standards regarding employee appearance, dress, and grooming.

1. All employees shall adhere to good personal hygiene practices, including neat and clean appearance, well-groomed hair, and proper attention to oral hygiene, absence of offensive body odors, and attire that is appropriate to their line of work. Employees' general appearance while on-duty and/or in uniform must reflect a positive and professional image at all times.
2. Uniform items are provided by the District for all employees. Replacement of uniform items shall be on an as needed basis, and shall be monitored by District officers.

- a. **Administrative Personnel - Individuals** in administrative or support staff positions shall be well-groomed and attired in clothing items that are professional and business-like in nature, as set forth in Operational Policies and Procedures Chapter 12 Section 1.0.
 - b. **Suppression Personnel** - Suppression personnel are to dress according to the uniform standards set forth in Operational Policies and Procedures Chapter 12 Section 1.0. Suppression personnel are to be appropriately attired at the start of the shift until they are relieved from duty following the conclusion of their shift.
 - c. **EMS Personnel** - EMS personnel are to dress according to the uniform standards set forth in **Operational Policies and Procedures Chapter 12 Section 1.0**. EMS personnel are to be appropriately attired and ready to respond at the beginning and to the conclusion of their assigned shift adhering to all hygiene protocols as set forth in section 12.B.1. above.
 - d. **Safety Uniform/Turnout Gear (Suppression personnel) --** Protective clothing and equipment is provided to all suppression personnel for use as required when working in a hazardous environment, during firefighting activities or during any other similar conditions during training activities. The District shall provide a complete ensemble of personal protective equipment for structural and wildland firefighting to all suppression employees. The components of the turnout gear are set forth in the Operational Policies and Procedures Chapter 12 Section 1.0.
 - e. **Physical Training Uniforms (Suppression and EMS personnel)** -- The physical training (PT) uniform may be worn during physical training activities, but shall not be worn out of the station when responding to emergency scenes unless it is fully covered by a duty uniform. The components of the PT uniform shall be outlined in the Operational Policies and Procedures Chapter 12 Section 1.0.
 - f. **No other insignia, emblem, advertising button, ribbon, jewelry or device shall be worn or attached to the uniform without authorization of the Fire Chief.**
- 3. Employee uniforms must be properly fitted, clean, pressed, and in good condition. Shoes or boots shall be shined and in good condition. All shirts shall be tucked into the uniform pants. District issued insignias, belt buckles, and badges shall be polished and worn in the proper place.
 - 4. Employees are responsible for laundering and maintenance of all uniform items. Worn, torn, or faded uniforms shall not be permitted to be worn. It is the responsibility of the employee to notify their Battalion Chief or

supervisor in the event that a uniform item is in need of repair or replacement.

5. **Tattoos/Branding/Body Piercing** -- Tattoos, brandings, and body piercings shall not be visible while in uniform and working in the public eye. Compliance may not be achieved by the ongoing use of bandaging to cover a tattoo.
6. The following additional guidelines apply to **Suppression and EMS personnel**:
 - a. **Hair** – Hair must be properly cut so as to present a neat appearance at all times. Employees' hair shall be cut so as not to hang below the bottom of the collar line, or it must be pulled back and secured at all times and for Suppression employees, in such a way that allows for full coverage by the protective safety hood. Any hair ties, combs, or barrettes must be neutral in color. Mohawks, spiked hair, unnatural hair coloring, and/or radical hairstyles that draw unnecessary attention are not appropriate on-duty or at District-related functions.
 - b. **Facial Hair** –
 - 1) Suppression and EMS employees will be freshly showered and clean-shaven when reporting for duty. Mustaches and sideburns will not obstruct and/or interfere with the wearing of uniforms or breathing apparatus facemasks. Moustaches shall not extend over the upper lip or more than one half inch past the corners of the mouth or one quarter inch below the corners of the mouth. Sideburns shall be neatly trimmed and may not extend down below the lower part of the ear opening, shall be of even width, not flared, and shall end with a clean horizontal line. Beards, goatees, or any facial hair on the chin, cheeks, underneath the lower lip or throat shall not be allowed.
 - c. **Earrings or other visible body piercing items**– Earrings or other visible body piercing items shall not be worn by employees while on duty.
 - d. **Rings/Jewelry** – It is strongly recommended that for safety purposes, rings not be worn while on duty. If a Suppression or EMS employee chooses to wear a ring, it must not protrude above the band; additionally, it is highly suggested that it be modified so that it will break away when snagged. Any ring that interferes with required safety protective equipment shall not be worn. For suppression or EMS personnel, necklaces may be worn but must

be worn under the clothing and not visible.

- e. **Cosmetics** – Employees wearing cosmetics shall ensure that the appearance is conservative and in good taste.
- 7. Supervisors may request a uniform inspection at any time and employees shall be required to display all uniform items at that time.
- 8. The wearing of District-issued uniform items, including footwear, while off-duty is prohibited without prior approval of a Chief Officer, with the exception of when an employee is traveling to and from work or is attending a district related training or event.
- 9. Employees wearing any PCFSD identifying items while off-duty shall recognize that the wearing of such identifies them with the PCFSD, thus, their behavior while wearing such items shall reflect positively on the District.
- 10. Only current District employees shall wear any District-issued uniform items unless prior permission from the Fire Chief has been received.
- 11. Any uniform elements issued by the District or purchased with District-issued uniform allowance monies shall remain as District property. Thus, when an employee terminates, all uniform items shall be returned, clean and in good condition. The cost of uniform items not returned may be deducted from the employee's final paycheck.

C. **Driving Requirements**

To ensure District employees meet driving standards as set forth in this policy and are in compliance with state and local laws. This policy applies to all prospective and current employees, including all full-time, part-time, volunteer and temporary personnel.

- 1. **Driver's License Verifications** - The District will conduct driver's license verifications for each employee required to drive, or who has the potential to drive, District-owned vehicles. Verifications will be done initially upon post-offer of employment, prior to approval of driving privileges, and on an annual basis thereafter.
- 2. Driving Requirements
 - a. All employees are required to possess a valid Utah Driver's License to operate any District vehicle or use their personal vehicle for District business. (License must be carried on the person when operating a vehicle.)

- b. Employees must be twenty-one years of age or older to operate a District vehicle.
 - c. All emergency responders must complete the District's emergency vehicle operation course prior to being approved to operate emergency vehicles.
 - d. While operating a District vehicle or while operating any vehicle on District business, employees must comply with any and all restrictions placed on his/her driver's license.
 - e. Any change in status of a driver's license must be reported to the Fire Chief or Deputy Chief within 24 hours. Change in status means that an individual's previously valid driver's license is subsequently expired, refused, cancelled, revoked, suspended, or restricted by the Department of Public Safety, Driver License Division.
 - f. Any arrest, charge (including citation)¹ and/or conviction for a violation of driving under the influence (DUI) of drugs or alcohol must be reported to the Deputy Chief over Operations or Fire Chief prior to the employee's next scheduled shift or within twenty-four (24) hours, whichever is sooner. In order to comply with District policies and to protect the interests of the District and the public the District serves, internal disciplinary action may be taken prior to adjudication by the court.
- 3. An individual in a driving position who has a status change in his/her driver's license will be removed immediately from all driving responsibilities and may be reassigned or placed on paid leave pending an internal investigation. A license suspension or revocation may cause disciplinary action up to and including dismissal.
 - 4. Unusual circumstances with individual cases will be evaluated on their own merits.

D. Outside Employment

District employment shall be the principal vocation of full-time employees. An employee may engage in outside employment, receive honoraria, or paid expenses, subject to the following conditions.

- 1. The outside employment must not interfere with efficient performance of the employee's District position. In the event the Fire Chief determines that the outside employment is interfering with the employee's District position, the Fire Chief shall notify the employee in writing that the outside employment must cease. Interference would include (but is not limited to) conducting the outside employment during District paid hours and using

¹ See EMS rule R426-8-2700

District equipment.

2. The outside job must not conflict with the interests of the District.
3. The outside employment must not be the type that would reasonably give rise to conflicting interests or duties.
4. The employee is required to notify the Fire Chief and gain approval for acceptable outside employment, prior to accepting the employment. The employee should understand any injuries occurring while conducting outside employment will not qualify for District worker's compensation coverage.
5. If the Fire Chief determines that either the employment or payment could reasonably present a real or potential conflict of interest, the Fire Chief shall deny permission. The Fire Chief's decision may not be grieved. Failure to notify the employer and to gain approval is grounds for disciplinary action. Employees may jeopardize their employment with the District through unsatisfactory performance reviews affected by outside employment.

E. Conflict Of Interest

Employees shall not use their District position or any influence, power, authority, confidential information derived there from, or District time, equipment, property, or supplies for private gain. Employees shall not receive outside compensation for their performance of District duties except in cases of:

1. Awards for meritorious public contribution publicly awarded.
2. Receipt of honoraria or expenses paid for papers, speeches, or appearances made by employees with the approval of the Fire Chief, or on their own time for which they are not compensated by the District, nor prohibited by these rules.
3. Receipt of usual social amenities, ceremonial gifts, or insubstantial advertising gifts as established by state law (*see* Section 17, Paragraph B). When an employee's responsibilities require an action or a decision which could be interpreted as a conflict of interest, the employee shall declare the potential conflict. The Fire Chief may then determine and notify the employee of the status of the potential conflict, either approving of the activity or listing the objections of the District.

F. Political Activity

Except as otherwise provided by law or by rules and regulations promulgated by the State of Utah or the federal government for federally aided programs, District employees may voluntarily participate in political activity subject to the following provisions:

1. No person shall be denied the opportunity to become an applicant for a position by virtue of political opinion or affiliation.
2. No person employed by the District may be dismissed from service as a result of political opinion or affiliation.
3. An employee may voluntarily contribute funds to political groups and become a candidate for public office. The intent of this provision is to allow the individual freedom of political expression, and to allow employees to serve as county party officers and as state or county delegates.
4. No employee may directly or indirectly coerce, command, advise or solicit any employee covered under the personnel system to pay, lend, or contribute part of their salary or compensation or anything else of value to any party, committee, organization, agency or person for political purposes. No supervisor, captain, employee, Board member or the Fire Chief, may attempt to make any employee's employment status dependent upon the employee's support or lack of support for any political party, committee, organization, agency, or person engaged in a political activity.
5. No employee may engage in any political activity during the hours of employment nor shall any person solicit political contributions from District employees during hours of employment. Hours of employment are those hours for which the employee is receiving compensation from the District. The use of District equipment or resources for political activity is also prohibited. Nothing in this section shall preclude voluntary contributions by a District employee to the party or candidate of the employee's choice, or participation on the employee's own time.
6. Nothing contained in this section shall be construed to permit partisan political activity by any District employee who is prevented or restricted from engaging in such political activity by the provisions of the Federal Hatch Act.

G. Discrimination Based on Protected Categories

1. Discrimination in any form is a serious offense which will not be tolerated.
2. Employees may use the **HOTLINE AT 435-336-3050** for any complaints. If this method is used, the caller must be specific as to who is involved, the date and time of the occurrence(s). Please see paragraph 5 below.
3. Discrimination based on a protected class is defined as discrimination of any person because of race, color, religious creed, sex, national origin, age, military status, disability, sexual orientation, gender identification or any other factor protected by law.

- a. Examples of discrimination may include but is not limited to:
 - i) Using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics,
 - ii) Recruiting or hiring practices,
 - iii) Promotion opportunities, and
 - iv) Adverse employment actions.
- 4. Discrimination may result in disciplinary action up to and including termination of employment.
 - a. Employees or officials who willfully report a false claim may be subject to disciplinary action.
- 5. Reporting and Investigating Claims:
 - a. If an employee believes they have been subjected to discrimination they should:
 - i) Make a written record of the date, time and nature of the incident, and the names of any witnesses,
 - ii) Report the incident immediately to any of the following: A supervisor in the employee's chain of command, the Human Resource Officer, Fire Chief, the County Personnel Director, or the County Attorney's Office, Civil Division.
 - iii) All incidents must be reported regardless of their seriousness. There shall be no retaliation against an employee who in good faith reports an incident of discrimination or against anyone who provides information about violations. Complaints may be submitted by any individual irrespective of whether the complainant was personally subjected to the offending behavior.
 - a. Supervisors who knowingly allow or tolerate any discrimination are in violation of this policy and are subject to disciplinary action up to and including termination of employment. Supervisors must deal quickly and fairly with allegations of discrimination whether or not there has been a formal complaint. They are responsible to:
 - i) Make sure the District's policy is communicated to employees; and

- ii) Any complaint received by a supervisor shall be immediately reported to the Fire Chief, Human Resource Officer and County Personnel Director so that the matter can be investigated.
 - b. The County Personnel Director, or their designee, will conduct a fair and impartial review of the discrimination complaint. All such complaints will be handled with as much confidentiality as possible in order to encourage reporting and to protect the privacy of the parties.
 - c. An employee accused of discrimination and facing disciplinary action shall be entitled to receive notice of charges, the evidence to be used against them, and an opportunity to respond before disciplinary action may be taken per Section 13 of these policies.
6. Resolution.
- a. The complainant shall be notified if any disciplinary action has been taken or not taken as a result of the official complaint. If either party to the complaint is not satisfied with the action taken or not taken they may file a written appeal with the Administrative Control Board through the County Personnel Director within ten (10) working days of receiving official notification of the case resolution from the Fire Chief or County Personnel Director.
 - b. If the complainant is not satisfied with the Board's decision they have a statutory right to request an investigation by the Utah Division of Antidiscrimination and Labor.

H. Sexual Harassment

The giving or withholding of job benefits based on the granting of sexual favors and any behavior or conduct of a sexual or gender based nature which is demeaning, ridiculing or derisive and results in a hostile, abusive, or unwelcome work environment constitutes sexual harassment. (See paragraph 7 below.)

Employees may use the **HOTLINE AT 435-336-3050** for any complaints. If this method is used, the caller must be specific as to who is involved, the date and time of the occurrence(s). Please see Paragraph 8, subparagraph b 1.

It is the Policy of the District that:

- 1. Unlawful discrimination/harassment of coworkers of any type, on or off duty, based on sex/gender, subtle or otherwise, shall not be tolerated and violators will be subject to disciplinary action up to and including termination.

2. Retaliation or reprisals are prohibited against any employee who opposes a forbidden practice, has filed a charge, testified, assisted or participated in any manner in an investigation proceeding or hearing under this policy.
3. False or bad faith claims regarding sexual harassment shall result in disciplinary action against the accuser.
4. An employee accused of sexual harassment and facing disciplinary action shall be entitled to receive notice of charges, the evidence to be used against them, and an opportunity to respond before disciplinary action may be taken.
5. Records and proceedings of sexual harassment claims, investigations, or resolutions are confidential and shall be maintained separate and apart from the employee's personnel file.
6. All employees, supervisors and management personnel shall receive training on the sexual/gender harassment policy and grievances procedures during orientation and annually during in service training.
7. Prohibited Conduct: Any deliberate, unwanted, or unwelcome behavior of a sex/gender based nature, whether verbal, non-verbal, or physical is prohibited. There are two major categories of sexual/gender harassment:
 - a. Quid Pro Quo the granting or conditioning of tangible job benefits on the grant of sexual favors, and
 - b. Creating a hostile or unwelcome work environment. Creation of a hostile work environment can occur through any or all of the following general means:
 - 1) Level One: Sex Role Stereotyping
 - a) Assignments made or denied solely on the traditional historic perceptions regarding the types of jobs that specific gender may/should perform.
 - b) Comments or written material reinforcing traditional historic perception regarding gender.
 - 2) Level Two: Gender Harassment/Discrimination
 - a) Intentional or unintentional behavior/conduct of a visual, verbal, nature directed at a specific gender which is demeaning, ridiculing or derisive of that gender.

- b) Creating an environment that demonstrates a demeaning, ridiculing or derisive attitude toward a specific gender.
 - 3) Level Three: Targeted or Individual Harassment
 - a) Intentional behavior predicated on gender or expressing sexuality which is directed at a specific group or individual.
 - b) Offensive conduct may be verbal, visual or physical and includes unwanted physical touching.
 - 4) Level Four: Criminal Touching
 - a) The intentional unwanted touching of the breasts, buttocks, or genitals of another.
 - b) Forcible sexual abuse.
- 8. Any employee who is being sexually harassed or who has personal knowledge of clearly offensive conduct may address the issue either through the formal or informal processes described below.
 - a. Informal Process: Employees who are experiencing an unwelcome or hostile work environment at levels 1-3 as described above may, if they so desire, choose to address that unwelcome behavior/conduct informally by notifying the individual responsible for the behavior that the behavior is objectionable. That the conduct/behavior is unwelcome and that future similar behavior will result in a formal complaint.
 - b. Employees experiencing sexual harassment at this level are not required to use the informal process and may file a formal complaint if they so desire.
 - 1) This notification may be: orally in person; in writing signed or unsigned; through a supervisor either orally or in writing.
 - 2) The victim may ask the supervisor for assistance in determining what to say and how to approach the offending employee; request the supervisor to accompany the victim when the victim gives the offending employee notice; ask the supervisor to give notice to the offending employee, accompanied by the victim; ask the supervisor alone to provide notice to the offending employee.

- 3) If circumstances involve the immediate supervisor, the employee shall seek assistance through the Human Resource Officer, Fire Chief, County Personnel Director or the County Attorney's Office, Civil Division.
- c. Formal Process: Employees who are experiencing an unwelcome or hostile work environment which is clearly offensive or at Level 4 as described above, or who have been subjected to quid pro quo type sexual harassment, should address that unwelcome behavior/conduct through the formal remedial process.
 - 1) Complaints shall be in writing and specify the identity of the victim; the identity of the offending employee; the offensive behavior that the offender engaged in; the frequency of the offensive behavior; damage the victim suffered as a result of the offensive behavior; How the victim would like the matter settled; and what the victim would like to see happen.
 - 2) The victim will be allowed a reasonable amount of time during work hours to prepare a formal complaint. The victim should submit formal written complaints to any of the following:
 - a) The District Human Resource Officer
 - b) The Fire Chief;
 - c) The County Personnel Director, or
 - d) County Attorney's Office, Civil Division.
9. Remedies: Employees found guilty of sexual harassment shall face disciplinary action ranging from a letter of reprimand to termination based on all the circumstances of the case, as well as the offending employee's prior work history. Information contained in the complaint and/or investigation files shall be released only with the written authorization of the victim and the County Personnel Director.
10. Records: Information related to any sexual harassment complaint, proceeding, or resolution shall be maintained in separate and confidential sexual harassment complaint files. This information shall not be placed or maintained in any employee's personnel file.
11. Victim Protection: Individual complaints, either verbal or written, are confidential. Victims of alleged sexual harassment shall not be required to confront the accused outside of a formal proceeding. Retaliation or

reprisals are prohibited against any employee who opposed a practice forbidden under this policy, or who has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing. Any employee engaging in prohibited retaliatory activities shall be subject to disciplinary action up to and including termination. Retaliation is an additional and separate disciplinary offense. Retaliation may consist of, but is not limited to:

- a. Open hostility;
- b. Exclusion or ostracism;
- c. Special or more closely monitored attention to work performance;
- d. Assignment to demeaning duties not otherwise performed during the regular course of the employee's duties.

I. Drug Free Work Place

A healthy and productive work force, safe working conditions free from the effects of drugs and alcohol is essential to the maintenance of quality operations and all services provided to the public. It is the policy of the District that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, drug paraphernalia and/or alcoholic beverage in the workplace is expressly prohibited. All processes, procedures, actions and requirements undertaken or imposed by the District shall be in conformance with Utah Code §34-41-101 *et. seq.* Drug and Alcohol Testing and the Omnibus Transportation Employee Testing Act of 1991, revised as of February 15, 1994. In order to achieve a drug-free work place all individuals who are extended a conditional offer of employment with the District and employees in safety sensitive positions shall be required to participate in controlled substances testing.

1. Testing

- a. When an applicant has been extended a conditional offer of employment but before beginning work;
- b. When there is a reasonable suspicion to believe that an employee is in an impaired state;
- c. When an employee has been involved in an on duty accident or has been injured on duty
- e. On a random basis for employees in safety sensitive positions;
- f. Return to duty testing (as defined by paragraph 2(k) below));

g. Follow up testing.

2. Definitions:

- a. Alcohol - Alcohol is defined as an intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols in methyl and isopropyl alcohol no matter how packaged or in what form the alcohol is stored, utilized or found.
- b. Controlled Substance - Controlled substances are defined as marijuana (THC), cocaine, phencyclidine (PCP), opiates, and amphetamines (including methamphetamine) or any other substances which are included in the, Utah Controlled Substances Act (Utah Code §58-37-1 *et. seq.*).
- c. Drug - Any substance recognized as a drug in the United States Pharmacopeia or other drug compendia, including the Utah Controlled Substances Act, (Utah Code §58-37-1 *et. seq.*) or supplement to any of those compendia.
- d. Drug Testing - The scientific analysis for the presence of drugs or their metabolites in the human body in accordance with the definitions and terms of this policy.
- e. Random Testing - The unannounced drug testing of an employee in a Safety Sensitive Position who was selected for testing by using a method uninfluenced by any personal characteristics other than job category.
- f. Reasonable Suspicion - Knowledge sufficient to induce an ordinarily prudent and cautious individual under the circumstances to believe that a prohibited activity is occurring.
- g. Reasonable Suspicion Testing - An articulated belief based on recorded specific facts and reasonable inferences drawn from those facts that an employee or volunteer is in violation of this drug-free workplace policy.
- h. Positive test - Any test result showing a blood alcohol content of 0.02 or greater or the presence of any controlled substance, its metabolites in the test subject or a sample that has been tampered with.
- i. Refusal to Submit to Testing - Failure to provide adequate breath or urine sample without a valid or verified medical explanation, after the employee has received notice they are being tested and a breath or urine sample is required, or engages in conduct that

clearly obstructs the testing process.

- j. Safety Sensitive Position - shall include any position which involves emergency response or driving of District Vehicles, or any position involved in the operation of Dangerous Equipment.
 - k. Return to duty testing - The drug/alcohol testing with a verified negative test result for controlled substances or their metabolites, of an employee who has been released back to work after seeking help from a rehabilitation program.
 - l. Follow-up testing - The drug/alcohol testing of an employee who has sought professional help from a rehabilitation program. The employee shall be tested monthly while under the care of the Substance Abuse Professional and upon release from a rehabilitation program. The employee shall be tested a minimum of six (6) times in the following twelve (12) months following their return to duty. Employees may be subjected to follow up drug/alcohol testing for a period not to exceed sixty (60) months.
 - 1) Follow-up testing beyond one year shall be based on a need assessment provided by a substance abuse professional.
- 3. If the employee seeks help prior to discovery, then confidentiality, job security, and promotional opportunities will be protected. But if the employee does not attempt to seek help and the problem comes to the attention of the District, the employee will be terminated per paragraphs 16 and 18 below. Discovery begins with the notification when an employee has been notified of a random drug test.
 - 4. The extent of District assistance, if an employee comes forward prior to discovery, shall be limited to referral to a community resource program with financial limitations as provided in the District health and medical insurance plan.
 - 5. If an employee is under treatment with a drug that alters their ability to perform the essential functions of a specific position, the employee shall be reassigned if a current job opening exists which the employee is qualified.
 - 6. The District shall require a final applicant selected for a position with the District to undergo a drug screen test to detect the presence of illegal drugs, controlled substances or their metabolites in the body. Refusal to take such a test shall be grounds for denial of employment. An applicant, who tests positive for a controlled substance or its metabolites, as defined in the definitions of this policy, shall be denied employment with the District.

7. Employees shall not use, be under the influence of or be in possession of alcohol while on duty, on District premises or while in District vehicles. District premises include buildings, parking lots, grounds and vehicles owned by District or personal vehicles while being used for District business. Under the influence is defined as having blood alcohol content in excess of .02%.
8. If an employee in a safety sensitive position is called to work outside the regularly scheduled work period, the employee has the right to refuse to go to work if the employee has used alcohol or consumed legally prescribed medication and feels that they may be impaired. The employee must notify their supervisor if they have consumed any alcohol in the last four hours prior to being called in. Employees exercising this option shall have job security and promotional opportunities protected.
9. Employees trafficking, selling, using, possessing or being at the work place under the influence of alcohol, illegal or illegally obtained controlled substances shall be subject to immediate suspension and such conduct may be grounds for termination of employment.
10. When a supervisor makes a determination that there is a reasonable suspicion to believe that an employee is under the influence of, or is in possession of alcohol or controlled substances, the employee shall be subject to drug/alcohol testing.
12. Employees performing in safety sensitive positions are subject to random drug/ alcohol tests.
13. The District maintains the right to conduct unannounced inspections of District owned property, vehicles, work stations, equipment, desks, cabinets, etc.
14. The District maintains the right to utilize detection methods necessary for the enforcement of this policy including blood, urine, or other tests, and the use of electronic detection equipment and trained animals.
15. Failure to cooperate with these detection methods or inspections is grounds for termination of employment.
16. Upon required testing due to an accident or reasonable suspicion, the employee tested shall not engage in the operation of any District equipment or engage in any employment related duties, which their supervisor deems dangerous to themselves or others until the results of the tests are received and the employee is released back to work by the District. If presumptive testing indicates negative results, employee may return to duty pending official testing results.

17. If any alcohol test result shows a blood alcohol content of 0.04% or greater, the employee shall be terminated.
18. If an employee test result shows an alcohol concentration of greater than 0.02% but less than 0.04%, the employee shall not be permitted to perform in a Safety Sensitive Position for at least twenty-four (24) hours.
19. If an employee has self-disclosed prior to discovery (*see* paragraph 3 above) and tests positive for a controlled substance or the test results show a blood alcohol content of 0.04% or greater, the employee may be referred to a Substance Abuse Professional who shall perform an evaluation at the District's expense, to determine whether the employee has a drug/alcohol problem. This employee may also be provided with information about drug or alcohol treatment programs in the area. The District shall have no obligation or duty to pay for or provide financial assistance for a drug/alcohol treatment program. Referral to treatment creates no protections from other disciplinary actions.
20. If a drug test result shows that the employee has tested positive for a controlled substance, the employee shall be terminated.
21. Employees may direct any questions regarding this policy to the Human Resource Officer.
22. In order to ensure fitness for duty, all employees in a safety-sensitive position have the responsibility to report the use of any prescription or over-the-counter medications that causes impairment or may produce side effects that could alter one's ability to perform the duties of their job. Such a report shall be made to the Human Resource Officer for submission to the District's physician for consideration. The physician will determine whether any work restriction or limitation is indicated and inform the District and the individual of such restriction.
23. Reporting Violations - All employees have the responsibility to immediately report unsafe working conditions or hazardous activities that may jeopardize their safety, the safety of fellow employees and the safety of the public we serve. This includes the responsibility to immediately report any violations of this Drug and Alcohol policy.

J. Nonsmoking Policy

It is the policy of the District to comply with all applicable federal, state, and local regulations regarding smoking and the use of tobacco products (including e-cigarettes or vaporless cigarettes) in the work place and to provide a work environment that promotes productivity and the well-being of its employees.

1. The District recognizes that smoking in the work place can adversely affect employees. Accordingly, smoking is restricted at all District facilities.

2. Smoking is prohibited inside all District facilities and vehicles. The Supervisors are responsible for implementing and monitoring smoking regulations, and supervisors/department managers are expected to enforce such regulations. The smoking policy applies to employees during working time and to customers and visitors while on District premises.
3. Employees who wish to smoke may do so outside of District facilities and vehicles, as long as, they are at least 25' from any entry way, exit, open or closed window or air intake.
4. Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers as regards the smoking policy. However, smokers have a special obligation not to abuse break and work rules. Complaints about smoking issues should be resolved at the lowest level possible. Employees who violate the policy will be subject to disciplinary action.
5. The District does not discriminate against individuals on the basis of their use of legal products, such as tobacco, if the use occurs during non-working time or off of the District's premises.

K. Serious & Communicable Diseases

It is the policy of the District that employees with infectious, long-term, life threatening, or other serious diseases may work as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees or customers of District services.

1. Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, drug resistant tuberculosis, chronic fatigue syndrome, human immune deficiency virus ("HIV") and acquired immune deficiency syndrome ("AIDS").
2. The District will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.
3. Employees afflicted with a serious disease are to be treated no differently than any other employee. However, if the serious disease affects their ability to perform assigned duties, such employees are to be treated like other employees who have disabilities that limit their job performance and will be provided reasonable accommodation as long as there is no undue hardship on District operations.
4. Employees who are diagnosed as having a serious disease and who want an accommodation shall inform their supervisor, the Fire Chief or the

Human Resource Officer of their condition as soon as possible. Anyone receiving such a report shall respond with compassion and understanding. In addition, they shall review with the employee District policy on such issues as employee assistance, leaves and disability, infection control, requesting and granting accommodations, the District's continuing expectation regarding the employee's performance and attendance, and available benefits.

5. Employees who have a serious disease and who want an accommodation shall provide the Fire Chief and Human Resource officer with any pertinent medical records needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. The District may also require a doctor's certification of an employee's ability to perform job duties safely. Additionally, the District may request that an employee submit to a medical examination if it believes the employee is a health or safety threat to themselves or others.
6. The District will maintain the confidentiality of the diagnosis and medical records of employees with serious diseases, unless otherwise required by law. Information relating to an employee's serious disease will not be disclosed to other employees unless the information is, in the opinion of the Fire Chief, necessary to protect the health or safety of the employee, coworkers, or others.
7. The District will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, engineering and work practice controls, and personal protective equipment will be utilized to limit the spread of diseases in the work place.

Employees concerned about being infected with a communicable disease by a coworker, customer, or other person shall convey this concern to their supervisor, the Fire Chief or the Human Resource Officer. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first discussing their concern with a supervisor, will be subject to discipline, up to and including termination. In addition, where there is little or no evidence of risk of infection to the concerned employee, that employee may be assigned to work with or perform services for any other employee or customer as required by the District.

L. Work Place Violence

It is the policy of the PCFSD that threats or acts of physical violence, including verbal abuse, bullying, intimidation, harassment, and/or coercion which involve or affect District employees or which occur on District property or at District functions shall not be tolerated.

1. Threats or Acts of Violence are defined as conduct against persons or property that is sufficiently severe, offensive or intimidating to alter the

condition of District employment, or to create a hostile, abusive or intimidating work environment for one or more District employees.

2. Prohibited workplace violence includes, but is not limited to, the following:
 - a. Threats or acts of violence occurring on District premises, regardless of the relationship of the District with the individual(s) involved.
 - b. Threats or acts of violence not occurring on District premises, but involving someone who is acting in the capacity of a representative of the District.
 - c. Threats or acts of violence not occurring on District premises, but involving an employee of the District if the threats or acts of violence affect the legitimate interests of the District.
3. Any employee who experiences or witnesses such acts, conduct, behavior or communications that would fall within the definition above shall immediately notify their immediate supervisor or another member of management. Failure to report such information according to the guidelines within this policy shall be grounds for disciplinary action.
4. The District shall promptly and thoroughly investigate any report of threats or acts of violence. The identity of the individual making a report shall be protected to the greatest extent possible.
5. Any employee determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines shall be subject to disciplinary action, up to and including dismissal.
6. Incidents of workplace violence that involve criminal conduct shall be referred to law enforcement for investigation and handling.
7. At the sole discretion of the Fire Chief, any employee who exhibits any potential warning signs, symptoms, and risk factors may be required to submit to a psychological fitness for duty evaluation. The cost of such evaluation shall be at the expense of the District.
8. Reporting Procedure
 - a. If the act of violence constitutes an emergency, an employee who witnesses or is made aware of the situation shall call 911. After contacting 911, the employee shall immediately contact the senior officer on duty. Upon receipt of such a report, the Fire Chief shall be notified as soon as possible.

- b. If a situation of workplace violence occurs but does not constitute an immediate emergency, the employee shall contact his immediate supervisor.
- c. It shall be the responsibility of the Fire Chief to direct the investigation into the allegation and determine any appropriate and necessary action.

M. Employee Education

It shall be the policy of the District to conduct regularly scheduled training to ensure the highest quality of service is provided to the residents and visitors of the Park City area and to develop teamwork and efficiency of operations during emergency incidents.

- 1. The training division will organize, coordinate, and schedule training to meet local, state, and federal guidelines for all Fire, EMS, and Special Operations training. All training shall be documented and records maintained by the Training Officer.
- 2. The Training Officer will be responsible to ensure compliance with all District Policies, Procedures, Standard Operating Guidelines, and that all safety regulations will be followed during training exercises.
- 3. Every attempt shall be made to offer quality training in-house. However, from time to time, persons may wish to attend training outside the District. An "Outside Training Request" form must be completed and submitted to the employee's assigned Battalion Chief. Selection of participating applicants will be based on the District's training needs, timeliness of applications, prior outside training of the applicants and seniority.

PARK CITY FIRE DISTRICT PRIVACY PROGRAM POLICY

- 1) **Purpose:** This policy serves to document Park City Fire District's (the "District") privacy program, which includes the District's policies, practices, and procedures for the processing of personal data in accordance with [Utah Code Section 63A-19-401 et. seq.](#) (as amended) and which aligns with the records management and data governance requirements provided in both Utah's Government Records Access and Management Act ("GRAMA") and the Division of Archives and Records Service and Management of Government Records statute ("DARS"). Where applicable, this policy will refer to a more specific or detailed policy, procedure, or guidance that addresses a particular practice that the District has developed.
- 2) **Guiding Principles:** This policy consolidates privacy practices, outlines governance roles and responsibilities, and ensures compliance with generally applicable records management, data protection, and data privacy obligations. It is designed to safeguard individual privacy rights, promote transparency, maintain the integrity and security of personal data, and ensure accountability across the District. This policy is meant to guide further alignment of the District with the State Data Privacy Policy as detailed in [Utah Code Section 63A-19-101 et. seq.](#) (as amended). In addition, this policy shall guide further alignment of the district with the State Endorsed Digital Identity policy as detailed in [Utah Code Section 63A-16-1201 et. seq.](#) (as amended). This policy shall also align with universal, open standards as available.
- 3) **Scope:** This policy applies to all District employees involved in the management, creation, and maintenance of records or who have access to personal data as part of their job duties. This policy also applies to all contractors of the District that process or have access to personal data as a part of the contractor's duties under an agreement with the District pursuant to [Utah Code § 63A-19-401\(4\)](#).
- 4) **Definitions:**

The following definitions apply for the purposes of this Policy:

- a) "At-risk Government Employee" has the same meaning as found in [Utah Code Section 63G-2-303](#) (as amended).
- b) "Classification," "classify," and their derivative forms mean determining whether a record series, record, or information within a record is public, private, controlled, protected, or exempt from disclosure under GRAMA.

- c) "Cookie" means technology that records a user's information and activity when the user accesses websites. Cookies are used by website owners, third parties, and sometimes threat actors to gather user data.
- d) "Data Breach" means— the unauthorized access, acquisition, disclosure, loss of access, or destruction of personal data held by a governmental entity, unless the governmental entity concludes, according to standards established by the Utah Cyber Center created in [Utah Code Section 63A-16-1101](#) (as amended), that there is a low probability that personal data has been compromised.
- e) "Designation," "designate," and their derivative forms mean indicating, based on a governmental entity's familiarity with a record series or based on a governmental entity's review of a reasonable sample of a record series, the primary classification that a majority of records in a record series would be given if classified and the classification that other records typically present in the record series would be given if classified.
- f) "Device Fingerprinting" means collecting attributes of a user's device configurations to create a trackable profile for the device.
- g) "Individual" means a human being.
- h) "Key Logger" means "a program designed to record which keys are pressed on a computer keyboard..."
- i) "Personal Data" means information that is linked or can be reasonably linked to an identified individual or an identifiable individual such as:
 - i) First and last name;
 - ii) Physical address;
 - iii) Email address;
 - iv) Telephone number;
 - v) Social Security number;
 - vi) Credit card information;
 - vii) Account Number;
 - viii) Bank account information;
 - ix) Vital Records;
 - x) Any combination of personal information that could be used to determine identity
- j) "Processing Activity" or "Processing Activities" means any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, access, retrieval, consultation, use, disclosure by

transmission, transfer, dissemination, alignment, combination, restriction, erasure, or destruction.

- k) "Record(s)" means the same as that term is defined in GRAMA.
- l) "Record Series" means a group of records that may be treated as a unit for purposes of designation, description, management, or disposition.
- m) "Records Officer" means the individual or individuals appointed by the chief administrative officer of the District to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.
- n) "Schedule," "scheduling," and their derivative forms mean the process of specifying the length of time each Record series should be retained by the District for administrative, legal, fiscal, or historical purposes and when each Record series should be transferred to Archives or destroyed.
- o) "State Archives" means the Utah Division of Archives and Records Service.

5) **Governance:**

- a) Chief Administrative Officer ("CAO"):
 - i) There is hereby established a Chief Administrative Officer or "CAO" for the District . The CAO of the District is the District Manager or his/her designee (or, if the position of District Manager is unfilled, the Chair of the District's Board of Trustees shall serve as CAO).
 - ii) The designation of the CAO or any changes to the designation of the CAO shall be reported to State Archives within 30 days of designation.
 - iii) The designation of, and responsibilities assigned to, the CAO shall be reviewed and confirmed by the District on an annual basis.
 - iv) The CAO shall have those duties as outlined in [Utah Code Section 63A-12-103](#).
- b) Appointed Record Officers ("Record Officers"):
 - i) The CAO shall appoint one more or more individuals to serve as Records Officers in fulfilling the duties of working with State Archives and the Office of Data Privacy in

the care, maintenance, scheduling, disposal, classification, designation, access, privacy, and preservation of Records.

- ii) The appointment of Records Officers shall be reported to State Archives within 30 days of the appointment.
- iii) If responsibility for the duties of appointed Records Officers are divided between more than one Record Officer, such specification shall be reported to State Archives along with the appointment.
- iv) The appointment of, and responsibilities assigned to, a Records Officer shall be reviewed and confirmed by the District on an annual basis.

6) **Records Series:**

- a) Each department and office of the District shall create and maintain Records and Records Series in accordance with the requirements provided in DARS and GRAMA in addition to correlated guidance issued by State Archives and the District's Attorney.
- b) Each department and office of the District shall appropriately designate and classify Records and Records Series in accordance with the requirements provided in DARS and GRAMA in addition to correlated guidance from the District's Attorney.
- c) The CAO or his/her designee shall be responsible for submitting a proposed retention schedule for each type of material defined as a Record under GRAMA to State Archives for review and final approval by the State Records Management Committee ("RMC").
- d) Upon approval by the RMC, the District shall maintain and dispose of records in strict accordance with the approved retention schedule. In instances where the District has not received an approved retention schedule for a specific type of Record, the general retention schedule maintained by State Archives shall govern the retention and disposition of those Records.
- e) Record Series Privacy Annotation
 - i) Each department and office of the District shall perform a privacy annotation for each Record Series that contains Personal Data pursuant to [Utah Code Section 63A-19-401.1](#) (as amended).
 - ii) Privacy annotations shall include:

- (1) an inventory of all types of Personal Data included in the Record Series;
 - (2) a description of all purposes for which the department or office collects, keeps or uses the Personal Data;
 - (3) a citation to the legal authority for collecting, keeping, or using the Personal Data; and
 - (4) the legal authority under which Personal Data is processed.
- iii) If a department or office determines that a Record Series does not contain Personal Data, the Privacy Annotation shall be limited to a statement indicating that the Record Series does not include Personal Data.
- iv) Privacy annotations shall be conducted and reported in accordance with additional requirements provided by State Archives via administrative rule.

7) **Awareness & Training:**

- a) The CAO of the District shall ensure that all employees that have access to Personal Data as part of the employee's work duties complete a data privacy training program within 30 days after beginning employment and at least once in each calendar year.
- b) The CAO of the District is responsible for monitoring completion of data privacy training by the District's employees.
- c) In addition to the general privacy awareness training, department and offices, after consultation with the CAO and the District's Attorney, may create and require employees to complete department-specific privacy training tailored to the unique privacy needs, practices, and requirements of the department or office.
- d) **Appointed Records Officer Training & Certification**
 - i) The CAO of the District shall ensure that, on an annual basis, all appointed Records Officers successfully complete online training on the provisions of GRAMA and obtain certification from State Archives in accordance with [Utah Code Section 63A-12-110](#) (as amended).
 - ii) The CAO of the District shall, on an annual basis, review and confirm the certification status of all appointed Records Officers.

- iii) Records Officers who handle GRAMA transparency responsibilities are required to complete the GRAMA transparency training and obtain certification from Archives in accordance with [Utah Code Section 63A-12-110](#).
- iv) Records Officers specializing in Records management or privacy are required to complete both records management and GRAMA transparency training, as well as obtain the corresponding certifications.

8) **Identify:**

a) **Inventorying**

- i) The CAO of the District or his/her designee shall maintain a comprehensive inventory of:
 - (1) All IT systems that may process state or federal data which the state owns or is responsible for, using the standard process that Utah Division of Technology Services (“DTS”) provides.
 - (2) All Records and Record Series that contain Personal Data and the types of Personal Data included in the Records and Record Series.
 - (3) All Processing Activities, the inventory of which shall include:
 - (a) Non-compliant Processing Activities—pursuant to the Government Data Privacy Act (“GDPA”)—that were implemented prior to May 1, 2025, and a prepared strategy for bringing the non-compliant Processing Activity into compliance by no later than July 1, 2027; and
 - (b) All Processing Activities implemented after May 1, 2025, with documentation confirming compliance status.

b) **Information Technology Privacy Impact Assessment**

- i) The CAO shall ensure that the District completes a Privacy Impact Assessment (“PIA”) for all IT systems that may process Personal Data prior to the initiation of data processing in the IT system as required under DTS Information Security Policy 5000-0002.

- ii) The CAO shall use the PIA template that is created and maintained by the State's Chief Privacy Officer and which is approved by the Chief Information Officer pursuant to DTS Information Security Policy 5000-0002.
- iii) The CAO shall maintain a copy of each completed assessment for a period of four years to provide audit documentation and ensure accountability in privacy practices.

9) **Transparency:**

a) Website Privacy Policy

- i) The CAO of the District or his/her designee shall create and maintain privacy policies on its websites as outlined in [Utah Code Section 63A-19-402.5](#) (as amended) and [Utah Admin Rule R895-8](#). (as amended).
- ii) The CAO of the District or his/her designee shall ensure that Personal Data related to a user of a District website is not collected unless said website complies with [Utah Code Section 63A-19-402.5](#) (as amended).
- iii) The CAO of the District or his/her designee shall ensure that all websites of the District contain a privacy policy statement that discloses:
 - (1) The identity of the District's website operator;
 - (2) How the District website operator may be contacted;
 - (3) The Personal Data collected by the District;
 - (4) The practices related to disclosure of Personal Data collected by the District and/or the District's website operator; and
 - (5) The procedures, if any, by which a user may request:
 - (a) Access to the user's Personal Data; and
 - (b) Access to correct the user's Personal Data.
 - (6) A general description of the security measures in place to protect a user's Personal Data from unintended disclosure.

b) Privacy Notice

- i) Employees shall only collect Personal Data from individuals if, on the day the Personal Data is collected, the District has provided a privacy notice to an individual asked to furnish Personal Data that complies with [Utah Code Section 63G-2-601\(2\)](#), [Utah Code Section 63A-19-402](#) (as amended), or other governing law, as applicable.

ii) Such a Personal Data request privacy notice shall generally include:

- (1) the Record Series that the Personal Data will be included in;
- (2) the reasons the person is asked to furnish the information;
- (3) the intended purposes and uses of the information;
- (4) the consequences for refusing to provide the information; and
- (5) the classes of persons and governmental entities that currently:

- (a) share the information with the District; or
- (b) receive the information from the District on a regular or contractual basis.

10) Individual Requests:

- a) The CAO of the District or his/her designee shall ensure that the District has established appropriate processes and procedures that facilitate compliance with applicable governing law for handling the following privacy requests of individuals:
 - i) Individual's requests to access their Personal Data;
 - ii) Individual's requests to amend or correct their Personal Data;
 - iii) Individual's requests for an explanation of the purposes and uses of their Personal Data; and
 - iv) At-risk Government Employee requests to restrict access to their Personal Data.
- b) The CAO of the District or his/her designee shall ensure that the District has established processes for public access requests to inspect or copy the District's Records, which are not requests from an individual to access their Personal Data.
- c) The CAO of the District shall ensure that employees of the District follow established business practices with respect to GRAMA.

11) Processing:

- a) Minimum Data Necessary
 - i) The CAO of the District shall ensure that all programs within the District obtain and process only the minimum amount of Personal Data reasonably necessary to efficiently achieve a specified purpose.
 - ii) The CAO of the District shall ensure that all departments/offices within the District regularly review their data collection practices to ensure compliance with the data minimization requirement.
- b) Record and Data Sharing or Selling

- i) District departments and offices will only share or disclose Personal Data when there is appropriate legal authority. The sale of Personal Data is prohibited unless required by law.
 - ii) Data sharing must comply with GRAMA or other governing law and may include sharing with governmental entities, contractors, private providers, or researchers. Compliance with GRAMA or other governing law is contingent upon the purpose of the sharing, the parties involved, and the nature of the Records.
 - iii) The CAO is required to report annually to the State's Chief Privacy Officer on Personal Data sharing and selling activities, including types of data shared, the legal basis for sharing, and the entities receiving this data.
 - iv) All contracts involving Personal Data must incorporate appropriate privacy protection terms. Written agreements for data sharing are recommended to ensure compliance with applicable laws and regulations.
- c) Retention & Disposition of Records Containing Personal Data
- i) Employees shall maintain, archive, and dispose of Records—which includes all Personal Data—in accordance with an approved retention schedule as required in [Utah Code Section 63G-2-604](#) (as amended)
 - ii) Employees shall comply with all other applicable laws or regulations related to retention or disposition of specific Personal Data held by the District or by a particular District department or office.

12) **Information Security:**

- a) Incident Response
- i) The District adopts and follows the DTS Cybersecurity Incident Response Plan to manage and address all security incidents, including data breaches, and privacy violations.
 - ii) Employees shall report all suspected security incidents, including non-IT incidents such as unauthorized access to physical records, to Utah's Enterprise Information Security Office ("EISO"). Any additional agency-specific response measures for non-IT incidents are the responsibility of the CAO to develop and implement as appropriate.
 - iii) The CAO of the District or his/her designee shall ensure compliance with all other applicable laws or regulations related to incident response and breach notification of specific Personal Data held by the District .

b) Breach Notification

- i) The District is required to provide notice to an individual or the legal guardian of an individual, if the individual's Personal Data is affected by a data breach in accordance with [Utah Code Section 63A-19-406](#) (as amended).
- ii) The District is required to notify the Utah Cyber Center and the state attorney general's office of a data breach affecting 500 or more individuals in accordance with [Utah Code Section 63A-19-405](#) (as amended). Any department or office that experiences a data breach affecting fewer than 500 individuals must create and report an internal incident report in accordance with [Utah Code Section 63A-19-405](#) (as amended). These requirements are in addition to any other reporting requirement that the department or office may be subject to.
- iii) The CAO of the District that is subject to other breach notification requirements, such as those required for compliance with federal regulations, laws or other governing requirements (e.g., HIPAA or 42 CFR Part 2) are currently required to create and maintain their own department or office-specific breach notification policies and procedures that meet the requirements of the applicable governing laws and regulations.

13) Surveillance

a) Covert Surveillance

- i) Employees may not establish, maintain, or use undisclosed or covert surveillance of individuals unless permitted by law.
- ii) Employees are responsible for engaging with appropriate leadership for review—to include the District's Attorney where pertinent—of any activity that may be considered a type of surveillance.
- iii) The CAO of the District shall ensure that surveillance activities are documented and that a PIA for the activity has been completed.

b) Cookies, Fingerprinting, Key Loggers, and Tracking Technologies

- i) The District is committed to transparency and privacy protection for individuals that visit any District website with regard to the use of any tracking technologies, including but not limited to Cookies, device fingerprinting, Key loggers, and other similar methods for monitoring or collecting information from website users.
- ii) Cookies: The use of Cookies on District websites and digital services must comply with applicable privacy and security policies. Cookies should be limited to essential operational purposes, and any use of tracking or third-party Cookies for analytics or

similar functions must be disclosed clearly to users, with an option to consent where required by law.

- iii) Device fingerprinting: Device fingerprinting is prohibited unless explicitly authorized by the CAO or his/her designee and where the legal basis or appropriate justification for such processing is documented in a PIA. The purpose and extent of fingerprinting must be clearly defined, documented, and disclosed to users in a privacy notice or statement that complies with applicable legal requirements.
- iv) Key loggers: Key loggers are prohibited without specific authorization from the CAO or his/her designee and documented justification in the activity's PIA. Key loggers may only be used when there is a clearly defined operational need that complies with security standards and legal requirements, including appropriate user notice where required.
- v) Other tracking technologies: The use of other tracking technologies, such as web beacons, pixel tags, or similar tools, is prohibited unless explicitly authorized by the CAO or his/her designee, and the legal basis for such tracking is documented in a PIA. Disclosure of these technologies must be included in user-facing privacy statements, with user consent obtained when required by law.
- vi) User Notification and Consent: The District must ensure users are informed about the use of tracking technologies. A clear website privacy statement must explain the types of data collected, the purpose of the tracking, and how users can manage their preferences or consent. Any updates to tracking practices must be promptly reflected in the privacy statement.
- vii) Data Security and Retention: Data collected through authorized tracking technologies must be securely stored, with access limited to authorized personnel. Retention of this data must align with approved retention schedules, and the data should only be retained as long as necessary for the defined operational purpose.

14) **Applicable Retention Schedules**

- a) **Need to add detail for different records unique to your district.**

15) **References/Authority:**

- a) Division of Archives and Records Services (DARS) at Utah Code § 63A-12-100 *et seq.*;
Government Data Privacy Act (GDPA) at Utah Code § 63A-19-101 *et seq.*;
- b) Government Records Access and Management Act (GRAMA) at Utah Code § 63G-2-101 *et seq.*;
- c) Management of Records and Access to Records at Utah Administrative Code R13-2.
- d) Division of Technology Services (DTS) Information Security Policy 5000-0002

Approved by _____, Chair

_____ Date

DRAFT

INTERLOCAL AGREEMENT
BETWEEN
PARK CITY FIRE SERVICE DISTRICT
AND
SUMMIT COUNTY UTAH

This Interlocal Cooperation Agreement (“Agreement”) is made and entered into by and between the PARK CITY FIRE SERVICE (“District”), a political subdivision of the State of Utah, 736 W. Bitner Road, Park City, Utah 84098 and SUMMIT COUNTY ("County"), 60 North Main Street, Coalville, Utah 84017, a political subdivision of the state of Utah. Each is individually referred to as a “Party” and collectively as the “Parties.”

A. Purpose.

The Parties enter into this Agreement for the purpose of providing wildland fire protection and mitigation to the County, which may include monitoring and controlling prescribed burns of natural materials, including slash piles, at the County-leased 910 Ranch in the Snyderville Basin and setting forth the responsibilities and duties of the Parties under those circumstances.

B. Authority.

This Agreement is entered into pursuant to Utah Code § 11-13-201 et seq., the Interlocal Cooperation Agreement Act; Summit County Code, Title 2, Chapter 24, which authorizes the District to provide fire protection and emergency medical services within the geographical boundaries of the District, including the Snyderville Basin and Park City.

C. District Responsibilities.

1. Provide firefighters (“Firefighters”), as necessary and available in the discretion of the District; equipment; and District engine(s) to assist at the 910 Ranch on any dates agreed upon by the Parties during the term of this Agreement, immediately before, during, and immediately following a prescribed burn of natural materials (“Event”) by providing wildfire control and protection services (“Assistance”);
2. Provide all necessary equipment, including personal protection equipment, for use of the Firefighters while providing Assistance during an Event;
3. Supervise and maintain control the of Firefighters, equipment, and the engine while the District is providing Assistance, except as provided in this Agreement.

D. County Responsibilities.

The County will pay District an agreed upon amount that may include the cost of wages, overtime, and equipment for Assistance, as described in Attachment A, the Scope of Project and Fee Schedule.

E. Invoicing.

Billing for services provided herein shall be submitted by District within thirty (30) calendar days following the last day of each Event. County will pay District within thirty (30) calendar days of receiving District's invoice.

F. Incident Command.

Firefighters shall follow the District chain of command and shall abide by all District rules, procedures, and policies, except to the extent that specific lawful instructions are issued by the RXP3, also known as the "Burn Boss."

G. Insurance.

District is solely responsible, at its own expense, to provide workers' compensation insurance for the Firefighters who are providing Assistance under this Agreement, to the extent as required by law.

District shall be responsible for all expenses and costs of defense, including attorney's fees, for any actions arising out of services rendered, within the scope of employment, pursuant to this Agreement.

H. Administration.

Both Parties agree there is no separate entity created by this Agreement to carry out its provisions and to the extent that this Agreement requires administration as set forth herein, it shall be administered by the chief executive officers of the Parties. There shall be no real or personal property acquired jointly by the Parties as a result of this Agreement.

I. Effective Date, Term, Modification.

The Effective Date of this Agreement shall be date of the last signature to this Agreement. The term of this Agreement shall be one (1) year from the Effective Date. This Agreement may be renewed upon written agreement of both Parties. This Agreement may be modified only in writing by written agreement of the Parties.

J. Entire Agreement.

This Agreement contains the entire agreement between the Parties and shall not be modified or changed in any manner except by an instrument in writing executed by both Parties.

K. Termination.

Either Party may terminate this Agreement for any reason prior to the expiration date by giving thirty (30) days prior written notice of such termination to the other Party.

L. No Third-Party Beneficiary.

This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action for any cause whatsoever.

M. Notices.

All notices, demands, requests and other writings required or permitted to be given shall be deemed duly given if delivered or if mailed by registered or certified mail, postage prepaid, if addressed to the following:

Park City Fire Service District
Attn: Fire Chief
736 West Bitner Road
Park City, Utah 84098

Summit County
Attn: Director, Lands and Natural
Resources Department
60 North Main Street
Coalville, Utah 84017

N. No Agency Relationship.

Nothing contained in this Agreement shall be deemed or construed by the Parties, nor by any third party, as creating the relationship of principal and agent or partnership or of joint venture between the Parties. Except as expressly provided by this Agreement, neither Party shall have, nor shall it hold itself out as having any right, power, or authority to create any contract or obligation, either express or implied, on behalf of, in the name of, or binding upon the other Party, or to pledge the other Party's credit or extend credit in the other Party's name, unless the other Party consents thereto in advance in writing. Neither Party shall disseminate any written or oral press releases, advertisements or other communications representing itself as an authorized representative of the other Party. Except as expressly provided herein, neither Party shall have the right to exercise any control whatsoever over the activities or operations of the other Party.

O. Governmental Immunity.

The Parties are governmental entities as set forth in the Governmental Immunity Act of Utah, Title 63G, Chapter 7, Utah Code Annotated (the "Immunity Act"). The Parties do not waive any defenses otherwise available under the Immunity Act, nor does any Party waive any limits of liability provided by the Immunity Act which immunity and damage caps are expressly preserved and retained. Notwithstanding the waiver of immunity provisions of Utah Code § 63G-7-301, a governmental entity, its officers, and its employees are immune from suit for any injury or damage resulting from

the implementation of or the failure to implement measures to respond to a national, state, or local emergency, a public health emergency as defined in Utah Code § 26-23b-192, or a declaration of the President of the United States or other federal official requesting public health related activities.

P. Indemnification; Liability.

Both Parties are governmental entities subject to the Governmental Immunity Act of Utah, Utah Code §§ 63G-7-101 through 904 and shall be each responsible for any claims, suits and costs, including attorney fees for injury or damage of any kind, arising out the negligent acts, errors, or omissions of their own employees. Nothing in this paragraph is intended to create additional rights to third parties or to waive any provision of the Governmental Immunity Act of Utah, provided said Act applies to the action or omission giving rise to the protections in this paragraph. The indemnification in this paragraph shall survive the expiration or termination of this Agreement.

Q. Effect of Death or Injury.

The death or injury of any Firefighter during the course of providing Assistance during an Event will be treated as if the death or injury occurred during the normal course of their employment at the District, including for purposes of receiving benefits under the Utah Workers' Compensation Act.

R. Successors and Assigns.

This Agreement shall be binding upon and inure to the benefit of the successors, heirs and assigns of the Parties hereto, and to any entities resulting from the reorganization, consolidation, or merger of any Party hereto.

S. Non-Assignability.

No Party shall transfer or delegate any of their rights, duties, powers or obligations under this Agreement, without written consent of the other Party.

T. Non-appropriation of Funds, Reduction Of Funds or Changes in Law.

- (a) The County has funding available to pay for Assistance. The County's obligation for performance of this Agreement beyond that available amount shall be null and void. If for any reason the County loses or is denied this funding for Assistance, or if the funding is reduced, County shall promptly notify District of the non-funding and the termination of this Agreement. Termination of this Agreement due to lack or reduction of funding shall not be construed as a breach of this Agreement and said termination shall be without penalty, whatsoever, and no right of action for damages or other relief shall accrue to the benefit of District, its successors, or its assigns, as to this Agreement, or any portion thereof, which may terminate and become null and void.
- (b) Upon thirty (30) days written notice delivered to the District, this Agreement may be terminated in whole or in part at the sole discretion of County, if the County reasonably determines that a change in

(c) If a written notice is delivered under this section, the County will reimburse the District for the Services properly provided until the effective date of said notice. The County will not be liable for any performance, commitments, penalties, or damages that accrue after the effective date of said written notice.

PARK CITY FIRE SERVICE DISTRICT

BY:

Ryan P.C. Stack
Deputy County Attorney

Alex Butwinski Date
Chair, Administrative Control Board

Approved as to form

Shayne Scott
County Manager

Date

Lynda L. Viti
Deputy County Attorney

ATTACHMENT A

SCOPE OF PROJECT AND FEE SCHEDULE

Project: Prescribed Burn/ Pile Burning Assistance

Partner: Park City Fire District

OBJECTIVE

Provide support, to Summit County, for burning slash piles as part of fuel reduction and wildfire mitigation efforts within designated the lease land known as 910 Cattle Ranch.

SERVICES AND FEES

Park City Fire District will provide the following;

1. **Apparatus Rates** *(Note: The Daily Rate applies to any operational period exceeding 8 hours.)*

- Type 3 Engine
 - Hourly Rate: \$322.00
 - Daily Rate: \$2,576.00
 - Mileage: \$1.56 per mile
- Type 6 Engine
 - Hourly Rate: \$176.00
 - Daily Rate: \$1,408.00
 - Mileage: \$1.07 per mile

2. **Personnel Rates (Hourly)**

- Battalion Chief: \$85.37 / hour
- Captain: \$69.72 / hour
- Paramedic: \$60.54 / hour
- Engineer / Engine Boss: \$59.74 / hour
- Firefighter / Wildland Specialist: \$53.87 / hour

3. **Staffing Configuration**

Standard engine staffing consists of two (2) Firefighters/Wildland Specialists and one (1) Engine Boss.

Please note that other ranks (e.g., Captain, Engineer) may be utilized in place of standard staffing depending on the specific operational needs of the organization or the incident.

writing to thank 12-16-25
The ambulance team who
picked me up on 11-17. I had
fallen and dislocated my
elbow + was in a tremendous
amount of pain. I never
had a chance to properly
thank you. I think I
Todd was the name of the
point man. So appreciated
his efficiency w/ commun-
ication + respect for my
wishes. He was excellent
+ professional + careful.

Jon Price I was floored
w/ comfort to see as a
friend. They stayed



by my sides - air cast +
IV + moving in + out
of stretcher. with all
my yelling + tears.
You made ^{Hallmark} such a
difference for me! Bless
you both for acting in a
field that needs you!

MADE WITH PAPER FROM
WELL-MANAGED FORESTS

p.s. No fractures + back pain

\$1,500

[Redacted]

Park City, UT 84060

December 17, 2025

Park City Fire District

736 W. Bitner Road

Park City, UT 84098

Chief Peter Emery,

Please apply the enclosed donation to its best use within the Park City Fire District's needs.
We appreciate everything the PCFD does to protect and serve our community.

Sincerely,

[Redacted Signature]