

Regular Meeting Agenda

Thursday, January 8, 2026 at 6:00 PM

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

PUBLIC NOTICE is hereby given pursuant to Utah Code §52-4-202, that the Administrative Control Board (the “Board”) of the North Summit Fire District (the “District”) will hold its regular work session and meeting on Thursday, January 8, 2026, beginning at 6:00 PM at Fire Station 21, 86 E Center St., Coalville, UT 84017

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

or

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

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

Page

1. Swearing in of new Board Members

Oath of Office.

2. Meeting Opening

2.1 Call to Order

2.2 Roll Call

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

3.1 Purchase, exchange, or lease of real property

3.2 Pending or reasonably imminent litigation

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

3.4 Deployment of security personnel, devices, or systems

4. Pledge of Allegiance

5. Work Session

5.1 Welcome and introduction of new board members.

5.2 Chiefs operations update.

6. Public Input

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

7. Consideration of Approval

7.1 Election of Board Officers 4 - 15

1. Chair
2. Vice-Chair
3. District Treasurer
4. District Clerk

[Board Officers Election.pdf](#) 

7.2 Accounts Payable for 16 - 25

[November-December 2025.pdf](#) 

7.3 Minutes of 26 - 29

[Special Meeting - Nov 24 2025 - Minutes - Html](#) 

7.4 Discussion and possible approval of a Memo to Zions Bank to update the account signers. 30 - 33

[Zions Bank Memo.pdf](#) 

7.5 Discussion and possible approval of Resolution 2026-01, a resolution of the Office of the State Treasurer's public investment fund. 34 - 36

[PTIF Resolution.pdf](#) 

7.6 Discussion and possible Adoption of the 2026 meeting schedule. 37 - 39

[Annual Board Meeting Schedule.pdf](#) 

8. Board Comments.

9. Adjournment

9.1 Adjourn Meeting

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



Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

Staff Report

Meeting Date: January 8, 2026

Agenda Item: Election of Administrative Control Board Officers

Prepared By: Tyler Rowser, Administrative Battalion Chief

Action Requested: Election of Chair, Vice Chair, Treasurer, and Clerk (Secretary)

I. PURPOSE

The purpose of this staff report is to provide the Administrative Control Board (ACB) with an overview of the annual election of Board officers and to outline the roles and responsibilities associated with each position, in accordance with the District's adopted bylaws. Elections are required to be held at the first regularly scheduled public meeting in January and annually thereafter.

II. BACKGROUND

Pursuant to Article IV of the North Summit Fire Service District Administrative Control Board Bylaws, the Board shall elect from among its members a **Chair**, **Vice Chair**, and **Treasurer**, who shall serve as the officers of the District. The Board may also elect or appoint a **Clerk/Secretary** position, which, if appointed, is not considered an officer of the District.

The election of officers ensures continuity of governance, compliance with District bylaws, and clear assignment of leadership and fiduciary responsibilities.

III. OFFICER ROLES AND RESPONSIBILITIES

Chair

The Chair serves as the presiding officer and primary representative of the Administrative Control Board. Responsibilities include:

- Conducting and presiding over Board meetings.
- Scheduling public and special meetings in coordination with the Fire Chief/Manager.
- Collaborating with the Manager to develop agendas and determine agenda content, subject to bylaw requirements.

North Summit Fire District
PO Box 187 | 90 E. Center Street
Coalville, Utah 84017
435-336-2221 | Emergency 9-1-1
www.NorthSummitFireUT.gov

- Acting as the official spokesperson for the Board or designating a spokesperson as appropriate.
- Coordinating and following through on Board projects and assignments.
- Maintaining ongoing communication with the Summit County Council, municipal partners, and other interfacing agencies regarding District matters, growth, and development.

Vice Chair

The Vice Chair supports the Chair and provides leadership continuity. Responsibilities include:

- Acting as Chair in the absence of, or at the direction of, the Chair.
- Performing other duties as delegated by the Chair or the Board.

Treasurer

The Treasurer is responsible for oversight of the District's financial integrity and fiscal accountability. Responsibilities under the bylaws include:

- Primary responsibility for the funds and assets of the District.
- Reviewing the placement and status of District monetary funds.
- Serving as one of two authorized Board members on the District's operating account signature card.

Additional operational responsibilities assigned to the Treasurer include:

- Logging into the District's accounting software to review and approve invoices for accounts payable.
- Reviewing bank statements on a monthly basis for accuracy and compliance.
- Signing checks and other disbursements as authorized and approved by the Board.

These additional duties support internal controls, transparency, and timely financial operations.

Clerk / Secretary

The Clerk/Secretary position may be elected or appointed by the Board. Upon appointment, this position is not considered an officer or a Board member. Responsibilities include:

- Attending Board meetings and maintaining an official record of proceedings.
- Recording, safeguarding, and distributing meeting minutes.
- Maintaining financial and administrative records as assigned.
- Presenting a financial report to the Board at least quarterly.

- Serving a four-year term if appointed, with the option for reappointment upon Board approval.

IV. RECOMMENDATION

Staff recommends that the Administrative Control Board:

1. Conduct the annual election of officers for the positions of Chair, Vice Chair, and Treasurer;
2. Elect or appoint a Clerk/Secretary as deemed appropriate by the Board; and
3. Confirm acknowledgment of the roles and responsibilities associated with each position, including the additional operational duties assigned to the Treasurer.

NORTH SUMMIT FIRE SERVICE DISTRICT
Amended Bylaws of the Administrative Control Board

Adopted March, 2022

ARTICLE I
DEFINITIONS

- 1.1 “Board” means the voting membership of the Administrative Control Board (“ACB”) of the North Summit Fire Service District.
- 1.2 “Board Action” means an official vote or action of the Board Members.
- 1.3 “Board Member” means a member of the ACB of the North Summit Fire Service District.
- 1.4 “Clerk/Secretary” is the person appointed by the Board to record and safeguard all minutes of the Board and act as the secretary to the Board.
- 1.5 “County” means Summit County, Utah.
- 1.6 “County Council” refers to the legislative body of Summit County who is the Governing Body of the District.
- 1.7 “District” means the North Summit Fire Service District (“NSFSD”).
- 1.8 “Immediate Family Member” means a parent, stepparent, grandparent and his/her spouse, spouse and his/her siblings and spouses of such siblings, sibling and his/her spouse, a child and his/her spouse, a stepchild and his/her spouse and a grandchild and his/her spouse.
- 1.9 “Manager” is the Fire Chief of the NSFSD, as appointed by the County Council, who serves as its executive officer in accordance with Summit County Code Section 2-25-6.
- 1.10 “Officer” means the chair, vice-chair, and treasurer of the ACB.
- 1.11 “Treasurer” is one of two Board Members designated and authorized to cosign all checks and other disbursements on behalf of the District, and to provide recommendations to the Board regarding the collection of revenues, disbursements of funds for expenses, and the custody of funds that comply with state law and sound accounting controls.

ARTICLE II
ADMINISTRATIVE CONTROL BOARD

- 2.1 The District shall be governed by an Administrative Control Board (“Board”) which shall manage and conduct the District’s business and affairs in accordance with its delegated powers from the County Council, acting as the Governing Board of the District. All

powers of the District are exercised through the Board or County Council in accordance with the law.

- 2.2 The Board shall be comprised of a minimum of five (5) and up to nine (9) voting members, and is hereby constituted as set forth below:

2.2.1 Up to seven (7) members shall be appointed by the Summit County Council.

2.2.2 One (1) member shall be appointed by the Coalville City Council.

2.2.3 One (1) member shall be appointed by the Henefer Town Council.

- 2.3 Qualifications: To be eligible for appointment as a voting member, each member of the Board shall:

2.3.1 Be a registered voter at the location of the member's residence.

2.3.2 Reside within the District boundaries.

2.3.3 Not be employed by the District, whether as an employee or under contract.

2.3.4 Not have an Immediate Family Member be employed by or volunteer for the District (at the time of appointment and during that Board Member's term of service).

- 2.4 Functions of the Board

2.4.1 The Board shall exercise all powers and duties enumerated in Utah Code § 17D-1-103, except for those reserved to the County Council as Governing Body under Utah Code § 17D-1-301(4)(a) and Section 2-25-5(A) of the Summit County Code.

2.4.2 Manager prepares and proposes to the Board an annual budget in conformance with Utah Code § 17B-1-601 et seq, and the Board shall vote on a final budget recommendation to the County Council.

2.4.3 The Board passes resolutions and policies. The Board establishes policy through broad general policy directives and general task assignments of a goal-oriented nature.

2.4.4 The Board reviews the Manager's performance.

2.4.5 In every case, the will of the Board shall be expressed by a majority vote of a quorum of the Board. No statement or act of any individual member of the Board shall be viewed as the will of the Board.

- 2.4.6 The Board will review this document periodically to ensure that it is pertinent and current.
- 2.5 Individual Board Members shall not give orders to any staff member of the District, either publicly or privately, but may ask for information from the Manager to be presented to the Board.
- 2.6 All members of the Board shall serve in accordance with Utah Code and Title 2, Chapter 25 of the Summit County Code.
- 2.7 The interests of the NSFSD are best served if a balance is achieved among Board Members. Such balance strives, if possible, to give representation to the following interests:
 - 2.7.1 Fire Service Background;
 - 2.7.2 Financial Background;
 - 2.7.3 Governance Background; and/or
 - 2.7.4 Any other relevant experience or qualifications.

ARTICLE III TERM OF OFFICE

- 3.1 Except as provided below, the term of office for each appointed member of the Board shall be four (4) years.
- 3.2 Each Board Member's term shall begin at noon on the first Wednesday following the member's appointment.
- 3.3 Board Members shall serve until a successor is duly appointed, unless the member is removed from office or resigns.
- 3.4 Each Board Member may serve a maximum of three (3) appointed terms (Summit County Code 2-25-4).
- 3.5 Vacancies of the up to nine (9) appointed members of the Board, created other than by expiration of term, shall be filled by either the appropriate municipality or the County Council for the unexpired term of the Board Member whose vacancy is filled. At the end of a Board Member's term, the position is considered vacant and the appropriate municipality or the County Council may either reappoint the old Board Member or appoint a new member after following the appointment procedures under Utah law. The County Council may remove a Board Member for cause at any time after a hearing and vote by two-thirds (2/3) of the County Council.

ARTICLE IV
OFFICERS

- 4.1 The Board shall elect from among its members, a chair, vice-chair, and a treasurer who shall act as the Officers of the District. Elections shall be held at the first scheduled public meeting in January and annual thereafter, except if the changing of a commission seat in mid-year necessitates a reassigning of officers and/or duties. The Board may elect to forgo the election of a clerk/secretary, choosing instead to appoint this position in which case it will not be considered an Officer of the District.
- 4.2 Chair
 - 4.2.1 Conducts meetings.
 - 4.2.2 Schedules public meetings and any or all special public meetings. Collaborates with the Manager to set ACB meeting agendas. The Chair shall have final say in determining whether an item is placed on an agenda, subject to the exception that an item shall be placed on the agenda upon the agreement of any two Board Members.
 - 4.2.3 Act as official spokesperson for the ACB to the public or designate such spokesperson.
 - 4.2.4 Coordinates and follows through on projects and assignments of the Board.
 - 4.2.5 Arranges for on-going dialogue and interaction with interfacing entities such as the County Council and other local town/city councils within the District, and other public entities for the purposes of information exchange, insight and analyzing future growth and development.
- 4.3 The Vice Chair shall act as Chair in the absence or at the direction of the same.
- 4.4 Clerk/Secretary
 - 4.4.1 Attends Board meetings and keeps a record of the proceedings.
 - 4.4.2 Maintains financial records.
 - 4.4.3 Presents a financial report at least quarterly to the Board.
 - 4.4.4 May be appointed by the ACB to serve a 4 year term which may be renewed upon further vote of the ACB. When appointed, the Clerk/Secretary is not an Officer or Board Member.
- 4.5 Treasurer
 - 4.5.1 Primarily responsible for the funds and assets of the NSFSD and accountability for the same.

- 4.5.2 Reviews placement and status of NSFSD's monetary funds.
- 4.5.3 One of two Board Members on the NSFSD's operating account signature card.
- 4.6 Entire Board
 - 4.6.1 Provides policy framework, sets vision/goals/policies.
 - 4.6.2 Delegates policy implementation to the Manager.
 - 4.6.3 At least quarterly, reviews all expenditures authorized by the Manager.
 - 4.6.4 Any Board Member may submit a request to the Chair to place an item on a future agenda, provided that such request shall be submitted no fewer than ten (10) business days in advance of the meeting for which the item is requested.
- 4.7 Removal of Board Member
 - 4.7.1 The interests of the NSFSD are best served by allowing for the removal of a Board Member by the County Council when a majority of the Board perceives that a member no longer fulfills the responsibilities of a Board Member. Reasons for removal may include, but are not necessarily limited to, the following:
 1. Unreasonable absence from three (3) consecutive meetings.
 2. Unreasonable absence from four (4) regularly-scheduled meetings per year.
 3. Failure to abide by the guidelines and duties for Board Members as set forth in these Policies and Procedures.
 4. Conduct unbecoming to a public official.
 5. Gross disinterest or failure to perform needed or necessary duties on behalf of the NSFSD.
 6. Impairment of impartial and objective decision-making abilities because of a conflict of interest which is either personal or business/employment related.
 - 4.7.2 Since removal is an extreme measure, and leave of absence is a practical impossibility, the Board Member in question should be accorded the opportunity to either resign voluntarily or reprioritize his/her commitment to the NSFSD before any action is taken by the Summit County Council.
- 4.8 Compensation. The District shall pay Board Members a monthly stipend in exchange for their service. The Board shall set the stipend amount annually during its budgeting process. The stipend is not to exceed actual costs of attending meetings and participating on the Board.

- 4.9 Vacancies. Whenever there is a vacancy in the Board membership, a replacement Board Member shall be appointed by the Summit County Council or appointing entity within ninety (90) days.

ARTICLE V OPEN AND PUBLIC MEETINGS

5.1 Open Meetings

The NSFSD Administrative Control Board operates within the guidelines of the Open and Public Meetings Act of the State of Utah. Annual training will be scheduled by NSFSD administration regarding the Open and Public Meetings Act. The Chair of the Board will ensure that its members are provided with annual training on the requirements of the Open and Public Meetings Act. Within one year of appointment NSFSD Administrative Control Board Members will complete State Auditor's Office/Utah Association of Special Districts training.

With a quorum present, an open meeting will include workshops and Executive Sessions but does not include chance meetings or social meetings.

5.2 Closed Meetings

A meeting may only be closed pursuant to Utah Code §§ 52-4-204 through 206.

The Board may enter a Closed Meeting only from a properly-noticed Open Meeting, with a motion to enter a Closed Meeting. A two-thirds vote will be required of Board Members present at an Open Meeting to enter a Closed Meeting, and the motion to convene a Closed Meeting must be publicly announced and recorded. The reason for closing the meeting must be clearly stated, and the location of the Closed Meeting must be recorded. The vote of each Board Member must also be recorded (by roll call vote). No board action may be taken in a Closed Meeting. No recorded minutes are required if the meeting is closed to discuss: the character, professional competence, or physical or mental health of an individual. In lieu of recorded minutes, Utah Code requires a sworn written statement from the Chair. All other Closed Meetings require the Board to record the closed portion of the meeting, and detailed written minutes be kept.

5.3 Emergency Meetings

Emergency meetings may be held in the event of unforeseen circumstances. The best practicable notice must be given of meeting date, time, place, and items to be considered. A reasonable attempt will be made to notify all Board Members, and a majority of the Board Members must approve of the meeting.

5.4 Electronic Meetings

The Board may conduct electronic meetings consistent with the provisions of Utah Code § 52-4-207 and Summit County Resolution 2021-06.

5.5 Electronic Messages

No deliberation shall occur outside of a publicly noticed and held meeting, including through any electronic communications. During meetings, Board Members shall not transmit electronic messages. Electronic messages are defined as: email, instant messages, electronic chat, text messaging, or other means of electronic messaging. All Board Members will be issued a NSFSD email address upon appointment. All electronic communications involving Board business are considered public records and must be preserved and retained according to the State retention schedule.

ARTICLE VI
VOTING

6.1 Number of votes: Each member of the Board shall have one vote on all matters brought before the Board.

6.2 Passage: The affirmative vote of majority of all voting members present at any meeting of the Board at which a quorum of voting members was presented shall be necessary and sufficient for the passage of any item before the Board or Board Action.

ARTICLE VII
QUORUM

7.1 A majority of the members of the Board shall constitute a quorum. No action may be taken by the Board unless a quorum is present.

ARTICLE VIII
CONDUCT OF MEETINGS

8.1 The Board shall, with the Manager, establish a regular meeting schedule which shall not be less than one meeting per month.

8.2 All meetings shall be noticed pursuant to and comply with all provisions of the Utah Open and Public Meetings Act.

8.3 A copy of the agenda and notice for each Board meeting shall be provided via electronic mail to the Summit County Manager no less than twenty-four (24) hours prior to the scheduled meeting.

8.4 A copy of the minutes of each Board meeting shall be provided via electronic mail to the Summit County Manager within five (5) working days following the approval of the

minutes. Draft minutes, recordings of electronic meetings, and final minutes shall be posted to the District's webpage (if any) and to the Utah Public Notice webpage as required by the Open and Public Meeting Act.

- 8.5 The Board shall adopt a form of parliamentary procedure (Robert's Rules of Order) and shall conduct all meetings in a manner consistent with that procedure and consistent with all applicable laws.

ARTICLE IX ETHICS

The following ethical principles shall guide the actions of the Board and its members in carrying out the powers and duties described above:

9.1 Gifts.

Board Members will not solicit or accept gifts. An occasional non-pecuniary gift having a value of less than \$50 or an award public presented in recognition of public services may be accepted.

9.2 The primary obligation of the Board and each member is to serve the public interest.

9.3 Conflict of Interest.

Any potential conflicts of interest require full disclosure. A Board Member may not have a personal investment or pecuniary interest in any business entity which will create a substantial conflict between private interests and public duties. The Board and its members shall avoid conflicts of interest and the very appearance of impropriety. A Board Member with a potential conflict of interest shall publicly disclose that interest, abstain from voting on the matter, and not participate in any deliberations on the matter, but may remain in the chamber where such deliberations are to take place except when the Board may go into executive session. When the Board is in executive session, any Commission member with a potential conflict shall remove himself/herself from the chamber. Also, the Board Member with a potential conflict shall not discuss the matter privately with any other Board Member or public official voting on the matter.

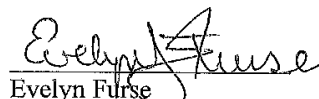
ARTICLE X
PENALTIES

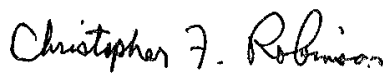
- 10.1 Certain penalties under Utah Code may apply in the event of breach of conduct in accordance with the above-stated policy.

APPROVED AND ADOPTED by the Summit County Council, Governing Body for the North Summit Fire Service District, this 3rd day of March, 2022.

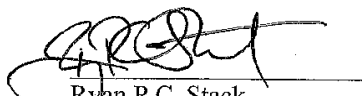
NORTH SUMMIT FIRE SERVICE DISTRICT
SUMMIT COUNTY, STATE OF UTAH

ATTEST:


Evelyn Furse
County Clerk

By: 
Christopher F. Robinson
Chair, Governing Body

APPROVED AS TO FORM:


Ryan P.C. Stack
Deputy County Attorney

Accounts Payable
North Summit Fire District
November-December, 2025

| Distribution account | Line description | Bill number | Vendor | Date | Amount |
|--------------------------|---------------------------------|--------------|---------------|------------|----------|
| 6506 Background Checks | DRUG SCREENING | 71247 | Peopletrial | 11/01/2025 | 126.49 |
| 6505.3 Web Site Hosting | WEBSITE HOSTING | 30A377B80031 | Streamline | 11/01/2025 | 374.00 |
| 25.04 Water Rescue | RNR 1 Inch Nylon Tubular Wel | INV255777 | Rock-N-Resc | 11/01/2025 | 124.79 |
| 25.04 Water Rescue | RNR 1 Inch Nylon Tubular Wel | INV255777 | Rock-N-Resc | 11/01/2025 | 124.79 |
| 25.04 Water Rescue | RNR 1 Inch Nylon Tubular Wel | INV255777 | Rock-N-Resc | 11/01/2025 | 103.60 |
| 25.04 Water Rescue | RNR 1 Inch Nylon Tubular Wel | INV255777 | Rock-N-Resc | 11/01/2025 | 124.79 |
| 25.04 Water Rescue | Sterling Work Pro 3/8? rope | INV255777 | Rock-N-Resc | 11/01/2025 | 625.59 |
| 25.04 Water Rescue | 48? Pickets - Set of 3 | INV255777 | Rock-N-Resc | 11/01/2025 | 390.98 |
| 25.04 Water Rescue | RnR Rope Wrappers | INV255777 | Rock-N-Resc | 11/01/2025 | 93.60 |
| 25.04 Water Rescue | RnR Poseidon low angle litter h | INV255777 | Rock-N-Resc | 11/01/2025 | 116.00 |
| 6513 PPE / Equipment / U | CLASS B D. MARTIN | 45379 | A1- Uniforms | 11/01/2025 | 171.88 |
| 2400.9 Benefits Accrual | AFLAC | 582034588 | Summit Cow | 11/01/2025 | 45.60 |
| 6505.3 Web Site Hosting | WEBSITE HOSTING | 30A377B80030 | Streamline | 11/01/2025 | 374.00 |
| 6519 Subscriptions/Memb | ANNUAL MONITOR/DEFIBR | 24-096 | LifeMed Safe | 11/01/2025 | 600.00 |
| 6512 Fleet Maintenance | OIL CHANGE UNIT 2402 | 1240012830 | Burt Brother | 11/01/2025 | 244.92 |
| 6512 Fleet Maintenance | CAR WASH MEMBERSHIP | CC | Mortys Car V | 11/01/2025 | 59.08 |
| 6509.3 Email | EMAILS | CC | Google | 11/01/2025 | 36.17 |
| 6509.1 Telephone | PHONE SERVICE | 6127432833 | Verizon Wire | 11/02/2025 | 201.94 |
| 6509.2 Internet | INTERNET SERVICE | 6127432833 | Verizon Wire | 11/02/2025 | 355.62 |
| 6509.2 Internet | INTERNET SERVICE | 383100 | All West Con | 11/02/2025 | 422.55 |
| 6518 Office Supplies | Shipping cost | CC | Fedex | 11/02/2025 | 7.10 |
| 6516 Training Expenses | 3 BLS PROVIDER & 4 PALS I | 110325 | Park City Fir | 11/03/2025 | 50.00 |
| 6511 Fuel | FUEL | F2604E00904 | Fuel Network | 11/04/2025 | 2,553.32 |
| 6524 EMS Supplies | Ibuprofen, Oral Suspension, 10 | 85982829 | Bound Tree | 11/04/2025 | 19.04 |
| 6524 EMS Supplies | Acetaminophen, Child, 160mg/ | 85982829 | Bound Tree | 11/04/2025 | 27.16 |
| 6524 EMS Supplies | Suction Cup for LUCAS 2 & 3 | 185982829 | Bound Tree | 11/04/2025 | 184.39 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 85982829 | Bound Tree | 11/04/2025 | 7.96 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 85982829 | Bound Tree | 11/04/2025 | 7.96 |

| | | | | | |
|--------------------------|---|-------------|-----------------|------------|----------|
| 6524 EMS Supplies | Thomas ET Tube Holder, Pediatric | 85982829 | Bound Tree | 11/04/2025 | 18.95 |
| 6524 EMS Supplies | Bougie-To-Go? ET Tube Introducer | 85982829 | Bound Tree | 11/04/2025 | 33.70 |
| 6524 EMS Supplies | Decompression Needle, 10ga x 18" | 85982829 | Bound Tree | 11/04/2025 | 11.29 |
| 6524 EMS Supplies | Decompression Needle, 14ga x 18" | 85982829 | Bound Tree | 11/04/2025 | 56.45 |
| 6524 EMS Supplies | OneScope? Pro OneStylet Dispenser | 85982829 | Bound Tree | 11/04/2025 | 20.38 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngoscope | 85982829 | Bound Tree | 11/04/2025 | 33.45 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngoscope | 85982829 | Bound Tree | 11/04/2025 | 33.45 |
| 6524 EMS Supplies | Beck Airway Airflow Monitor (18" | 85982829 | Bound Tree | 11/04/2025 | 16.18 |
| G25.02 FY 26 EMS Comp | Needle Cricothyrotomy Kit, Pediatric | 85982829 | Bound Tree | 11/04/2025 | 55.98 |
| G25.02 FY 26 EMS Comp | G3+ Airway Cell | 85982829 | Bound Tree | 11/04/2025 | 291.98 |
| 6524 EMS Supplies | Gastric Sump Tube, Silicone, 18" | 85982829 | Bound Tree | 11/04/2025 | 7.79 |
| G25.02 FY 26 EMS Comp | Oxygen Regulator, CGA 870 Standard | 85982829 | Bound Tree | 11/04/2025 | 245.97 |
| G25.02 FY 26 EMS Comp | Ohmeda? Oxygen Quick Connector | 85982829 | Bound Tree | 11/04/2025 | 71.98 |
| G25.02 FY 26 EMS Comp | Life/form? Airway Management System | 85982829 | Bound Tree | 11/04/2025 | 889.99 |
| G25.02 FY 26 EMS Comp | Humerus Intraosseous (IO) Transducer | 85982829 | Bound Tree | 11/04/2025 | 486.99 |
| G25.02 FY 26 EMS Comp | Tension Pneumothorax Simulator | 85982829 | Bound Tree | 11/04/2025 | 789.99 |
| G25.02 FY 26 EMS Comp | Test Lung, Medium, 500 to 750 ml | 85982829 | Bound Tree | 11/04/2025 | 30.29 |
| 6524 EMS Supplies | Gastric Sump Tube, Silicone, 18" | 85984564 | Bound Tree | 11/05/2025 | 6.99 |
| G25.02 FY 26 EMS Comp | Nasco Life/form Intraosseous (Cervical) | 85984564 | Bound Tree | 11/05/2025 | 979.99 |
| G25.02 FY 26 EMS Comp | Life/form? Intraosseous Infusor | 85984564 | Bound Tree | 11/05/2025 | 919.99 |
| G25.02 FY 26 EMS Comp | Curaplex? Control Cric Capnometer | 85984564 | Bound Tree | 11/05/2025 | 517.98 |
| 6518 Office Supplies | Shipping costs for office supplies | CC | Fedex | 11/05/2025 | 123.62 |
| 6512 Fleet Maintenance | REPAIR A SEIZED PRIMER | 2025116 | Park City Fire | 11/06/2025 | 500.00 |
| 6518 Office Supplies | 2 in 1 Type C USB Presentation Clicker | 1KTFPCRQCYT | Amazon Business | 11/06/2025 | 14.59 |
| 6518 Office Supplies | Eaton Tripp Lite series INTERFERENCE FILTER | 1KTFPCRQCYT | Amazon Business | 11/06/2025 | 84.54 |
| 6518 Office Supplies | Amazon Basics Surge Protector | 1KTFPCRQCYT | Amazon Business | 11/06/2025 | 10.19 |
| 6512 Fleet Maintenance | REPAIR | 402216 | Whites Auto | 11/06/2025 | 8.46 |
| G25.02 FY 26 EMS Comp | Arrow? EZ-IO? Needle Set - 45" | 9510776979 | Teleflex | 11/06/2025 | 1,100.00 |
| G25.02 FY 26 EMS Comp | Arrow? EZ-IO? Needle Set - 25" | 9510776979 | Teleflex | 11/06/2025 | 740.76 |
| 6524 EMS Supplies | Arrow? EZ-IO? Needle Set - 25" | 9510776979 | Teleflex | 11/06/2025 | 359.24 |
| 6512 Fleet Maintenance | COOLANT | 402201 | Whites Auto | 11/06/2025 | 10.29 |
| 6513 PPE / Equipment / U | Firefighter Name Plates for Class | CC | Badgeandmore | 11/06/2025 | 229.95 |
| 6510 Building and Ground | SUPPLIES FOR NEW OFFICE | CC | Home Depot | 11/07/2025 | 35.90 |

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| 6510 Building and Ground | CONDUIT FOR INTERNET | CC | Home Depot | 11/08/2025 | 27.92 |
| 6510 Building and Ground | REPAIRS AT STATION 21 | CC | Home Depot | 11/08/2025 | 68.67 |
| 6524 EMS Supplies | Curaplex? Field Cricothyrotom | 85989528 | Bound Tree | 11/10/2025 | 48.58 |
| 6509.4 Gas | GAS SERVICE STA 21 | 741602000 | Enbridge | 11/10/2025 | 340.10 |
| 6509.4 Gas | GAS SERVICE STA 23 | 7234830000 | Enbridge | 11/10/2025 | 119.04 |
| 2400.9 Benefits Accrual | EMPLOYEE PAID BENEFIT | 0303457 | Leagle Shield | 11/10/2025 | 190.45 |
| 6510 Building and Ground | MIC PARTS | CC | Home Depot | 11/10/2025 | 7.98 |
| 6505.4 IT Support | IT SUPPORT | MNS61127 | Les Olson Co | 11/11/2025 | 630.00 |
| 6513 PPE / Equipment / U | CLASS A UNIFORM W. SPIV | 45400 | A1- Uniforms | 11/11/2025 | 1,084.30 |
| 6518 Office Supplies | TNT Public notice posting. | CC | Column | 11/11/2025 | 503.86 |
| 6517 Employee Food and | FOOD FOR FIREFIGHTER (H | CC | McDonalds | 11/11/2025 | 55.41 |
| 6510.2 Pest Control | PEST CONTROL STA 23 | CC | BRD Pest So | 11/11/2025 | 155.74 |
| 6516 Training Expenses | PARAMEDIC RECERT | CC | National Reg | 11/11/2025 | 32.00 |
| 25.01 Admin Office | Remove and replace 10? if 60? v | 1110 | Taylor Excav | 11/12/2025 | 963.00 |
| 25.01 Admin Office | 3? conduit materials | 1110 | Taylor Excav | 11/12/2025 | 1,234.98 |
| 25.01 Admin Office | Posts and concrete for meter base | 1110 | Taylor Excav | 11/12/2025 | 114.74 |
| 25.01 Admin Office | Labor adjustment for 3? condui | 1110 | Taylor Excav | 11/12/2025 | 900.00 |
| 25.01 Admin Office | Meter post install | 1110 | Taylor Excav | 11/12/2025 | 270.00 |
| 25.01 Admin Office | Patch cut after conduit installa | 1110 | Taylor Excav | 11/12/2025 | 1,042.00 |
| 25.01 Admin Office | Install water, sewer and power | 1108 | Taylor Excav | 11/12/2025 | 10,000.00 |
| 25.01 Admin Office | Patch water and sewer cut at C | 1109 | Taylor Excav | 11/12/2025 | 1,516.50 |
| 25.01 Admin Office | Reassemble handicap ramp at | 1109 | Taylor Excav | 11/12/2025 | 300.00 |
| 6510 Building and Ground | Patch water cut at Wanship St | 1109 | Taylor Excav | 11/12/2025 | 348.50 |
| 6515 Minor Equipment | WeHere 16 Key Lock Box Wall | 1GYVYRY33X7 | Amazon Busi | 11/12/2025 | 77.88 |
| 6513 PPE / Equipment / U | BADGE HOLDER | 45403 | A1- Uniforms | 11/12/2025 | 16.88 |
| 6512 Fleet Maintenance | OIL CHANGE AND TIRES ON | 3414-7714192 | Burt Brother | 11/12/2025 | 1,676.76 |
| 6510 Building and Ground | PARTS FOR BUILDING REP | CC | Home Depot | 11/12/2025 | 9.84 |
| 6517 Employee Food and | DINNER FOR BOARD MEET | CC | Mister Cluck | 11/13/2025 | 229.72 |
| 6513 PPE / Equipment / U | EMS PATCHES FOR UNIFO | CC | UBEMS | 11/13/2025 | 125.00 |
| 2400.9 Benefits Accrual | LIFE INSURANCE | 246849002 | Sun Life | 11/14/2025 | 1,142.56 |
| 6519 Subscriptions/Memb | ANNUAL MEMBER SHIP DU | CC | Utah State F | 11/14/2025 | 125.00 |
| 2400.9 Benefits Accrual | VISION INSURANCE | 010602470000 | Ameritas Lif | 11/15/2025 | 231.48 |
| 2400.9 Benefits Accrual | HEALTH INSURANCE | 582034985 | Summit Cow | 11/17/2025 | 21,576.00 |

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| 2400.9 Benefits Accrual | DENTAL INSURANCE | 582034988 | Summit Cow | 11/17/2025 | 1,402.00 |
| 6513 PPE / Equipment / U | UNIFORM S. DROMGOOLE | 317995 | Skaggs Publi | 11/17/2025 | 142.20 |
| 6512 Fleet Maintenance | CAR WASH MEMBERSHIP | CC | Mister Car W | 11/17/2025 | 36.99 |
| 6517 Employee Food and | TURKEY FOR FIREFIGHTER | 02525951 | Summit Mer | 11/18/2025 | 29.25 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngo | 85999099 | Bound Tree | 11/18/2025 | 20.15 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngo | 85999099 | Bound Tree | 11/18/2025 | 4.69 |
| 6524 EMS Supplies | Epinephrine 0.1mg/mL (1:10,000) | 85999099 | Bound Tree | 11/18/2025 | 145.42 |
| 6524 EMS Supplies | Sta-Blok? Adjustable Head Im | 85999099 | Bound Tree | 11/18/2025 | 40.74 |
| 6517 Employee Food and | THANKSGIVING DINNER IT CC | | Mister Cluck | 11/18/2025 | 107.27 |
| 6512 Fleet Maintenance | LIGHT BULB FOR BRAKE LI | 402789 | Whites Auto | 11/19/2025 | 2.82 |
| 6510 Building and Ground | GRR-3 TIER MOBILE HOSE | 700SIV0051584 | Siddons-Mar | 11/19/2025 | 3,295.00 |
| 6510 Building and Ground | FREIGHT | 700SIV0051584 | Siddons-Mar | 11/19/2025 | 750.00 |
| 6518 Office Supplies | DRY ERASE MARKERS AND | 1FHTXFD1Y6X | Amazon Busi | 11/19/2025 | 22.31 |
| 6505.3 Web Site Hosting | ADA DOCUMENT ACCESS | 30A377B80032 | Streamline | 11/19/2025 | 600.00 |
| 6510 Building and Ground | install a new electrical service | 18533 | Allied Mecha | 11/20/2025 | 10,061.38 |
| 6510 Building and Ground | Call was water heater in runni | 18521 | Allied Mecha | 11/20/2025 | 2,912.16 |
| 6509.4 Gas | GAS SERVICE STA 22 | 5993600000 | Enbridge | 11/21/2025 | 191.53 |
| 6517 Employee Food and | THANKSGIVING DINNER | 01462510 | Summit Mer | 11/21/2025 | 49.39 |
| 6510.2 Pest Control | PEST CONTROL STA 21 | CC | BRD Pest So | 11/23/2025 | 77.86 |
| 6510.3 Sanitation Supplie | Sanitation Supplies | CC | Costco | 11/24/2025 | 99.00 |
| 6510.3 Sanitation Supplie | Sanitation Supplies | CC | Costco | 11/24/2025 | 64.11 |
| 6517 Employee Food and | Wasatch Back Chiefs Meeting | CC | Mister Cluck | 11/24/2025 | 243.83 |
| 6513 PPE / Equipment / U | UNIFORMS J. HICKEN | 316749 | Skaggs Publi | 11/25/2025 | 330.65 |
| 6513 PPE / Equipment / U | UNIFORM T. ROWSER | 319351 | Skaggs Publi | 11/25/2025 | 48.31 |
| 6512 Fleet Maintenance | Crosslay Cover | 16132 | D & S Custor | 11/25/2025 | 395.00 |
| 6512 Fleet Maintenance | Freight | 16132 | D & S Custor | 11/25/2025 | 138.15 |
| 6510.3 Sanitation Supplie | Sanitation Supplies | CC | Costco | 11/25/2025 | 432.57 |
| 6522 Community Relatior | AWARDS | CC | The Trophy C | 11/25/2025 | 835.21 |
| 6522 Community Relatior | CHALLENGE COINS | CC | Point Emble | 11/25/2025 | 3,388.70 |
| 2400.9 Benefits Accrual | EMPLOYEE PAID BENEFIT | CC | VASA | 11/25/2025 | 139.93 |
| 6501.2 Workers Comp | 2024 WORKERS COMP AUDI | 1623627 | Utah Local G | 11/26/2025 | 8,886.54 |
| 6515 Minor Equipment | Bnnwa Multi-Device Wireless | 11C6FXQVQWG | Amazon Busi | 11/26/2025 | 45.58 |
| 6510 Building and Ground | 24 Pcs Unbreakable Plastic Cu | 1C6FXQVQWG | Amazon Busi | 11/26/2025 | 19.98 |

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| 6510 Building and Ground | 24-Piece Silverware Set with S | 1C6FXQVQWG | Amazon Busi | 11/26/2025 | 19.99 |
| 6522 Community Relatio | DRGSKL Serbian Chef Knife S | 1C6FXQVQWG | Amazon Busi | 11/26/2025 | 89.98 |
| 6515 Minor Equipment | TONGVEO All-in-One Confere | 1C6FXQVQWG | Amazon Busi | 11/26/2025 | 239.00 |
| 6519 Subscriptions/Memb | CHATE GPT | CC | ChatGPT | 11/26/2025 | 21.53 |
| 6512 Fleet Maintenance | TOW ENGINE TO SLC FOR R | 32083 | Moore's Chev | 11/28/2025 | 700.00 |
| 6510 Building and Ground | POU COOLER RENTAL | 465X28937300 | Culligan Wat | 11/30/2025 | 119.00 |
| 6510 Building and Ground | 2 POU COOLER RENTALS | 465X28936104 | Culligan Wat | 11/30/2025 | 238.00 |
| 6512 Fleet Maintenance | DI WATER FILTER FOR VEH | 465X28935601 | Culligan Wat | 11/30/2025 | 153.50 |
| 6524 EMS Supplies | OXYGEN | 23515 | Oxygen Utah | 11/30/2025 | 169.90 |
| 6510.1 Trash | TRASH SERVICE STA 23 | 0864002176915 | Republic Ser | 11/30/2025 | 64.00 |
| 6510.1 Trash | TRASH SERVICE STA 21 | 0864002176916 | Republic Ser | 11/30/2025 | 69.95 |
| 6519 Subscriptions/Memb | CHAT GPT | CC | ChatGPT | 11/30/2025 | 32.30 |
| 6505.3 Web Site Hosting | WEBSITE HOSTING | 30A377B80033 | Streamline | 12/01/2025 | 374.00 |
| 6509.2 Internet | INTERNET SERVICE | 383100 | All West Con | 12/01/2025 | 422.55 |
| 6511 Fuel | FUEL | F2605E00879 | Fuel Network | 12/01/2025 | 1,942.21 |
| 25.04 Water Rescue | ResQ Max Kevlar Gloves (set) | 138937 | The Rescue S | 12/01/2025 | 314.72 |
| 25.04 Water Rescue | ResQ Max Kevlar Gloves (set) | 138937 | The Rescue S | 12/01/2025 | 314.72 |
| 25.04 Water Rescue | FREIGHT | 138937 | The Rescue S | 12/01/2025 | 18.30 |
| 6510 Building and Ground | TABLE | 201192352 | Uline | 12/01/2025 | 125.76 |
| 25.04 Water Rescue | NRS ASR 155 Rescue RDC | 1812475 | NRS | 12/01/2025 | 3,145.50 |
| 2400.9 Benefits Accrual | AFLAC | 582034996 | Summit Cou | 12/01/2025 | 45.60 |
| 6505.6 EMS Billing Servic | EMS BILLING SERVICE | 4546 | Gold Cross S | 12/01/2025 | 771.00 |
| 6509.3 Email | EMAILS | CC | Google | 12/01/2025 | 36.17 |
| 6516 Training Expenses | ANNUAL CONFERENCE RE | CC | Utah Fire M | 12/01/2025 | 206.95 |
| 6519 Subscriptions/Memb | ANNUAL MEMBERSHIP | CC | Utah Fire M | 12/01/2025 | 52.01 |
| 6512 Fleet Maintenance | Snow Tire Chains | CC | AutoSock | 12/01/2025 | 912.58 |
| 6517 Employee Food and | Employee Food Supplies | CC | Costco | 12/01/2025 | 157.08 |
| 6524 EMS Supplies | MORPHINE 10MG 1ML VIAL | 86013397 | Bound Tree | 12/02/2025 | 138.94 |
| 6509.1 Telephone | TELEPHONE SERVICE | 6129934913 | Verizon Wire | 12/03/2025 | 201.94 |
| 6509.2 Internet | DATA SERVICE | 6129934913 | Verizon Wire | 12/03/2025 | 368.70 |
| 6509.5 Power | POWER SERVICE STA 23 | 356437560010 | Rocky Mount | 12/03/2025 | 273.15 |
| 6512 Fleet Maintenance | REPLACEMENT FUEL SPOU | 403355 | Whites Auto | 12/03/2025 | 19.70 |
| 6512 Fleet Maintenance | MOTOR TUNE UP | 403355 | Whites Auto | 12/03/2025 | 17.98 |

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| 6513 PPE / Equipment / U | UNIFORM A. ROANE | 45428 | A1- Uniforms | 12/03/2025 | 169.88 |
| 6509.5 Power | POWER SERVICE STA 21 | 345821360038 | Rocky Mount | 12/04/2025 | 590.51 |
| 6509.5 Power | POWER SERVICE STA 22 | 352472760011 | Rocky Mount | 12/04/2025 | 214.48 |
| 6524 EMS Supplies | Curaplex? Assure Prism Orang | 88017004 | Bound Tree | 12/04/2025 | 129.87 |
| 6524 EMS Supplies | Curaplex? OB Kit, Plastic Bag, | 88017004 | Bound Tree | 12/04/2025 | 27.78 |
| 6524 EMS Supplies | Curaplex? Select Direct Connec | 88017004 | Bound Tree | 12/04/2025 | 165.16 |
| 6524 EMS Supplies | SafetyGlide? Shielding Hypode | 88017004 | Bound Tree | 12/04/2025 | 43.09 |
| 6524 EMS Supplies | Dextrose 10%, 250mL Bag | 88017004 | Bound Tree | 12/04/2025 | 57.60 |
| 6524 EMS Supplies | Glucose 15? Oral Glucose Gel P | 88017004 | Bound Tree | 12/04/2025 | 31.58 |
| 6524 EMS Supplies | Sodium Bicarbonate 8.4%, 1ml | 88017004 | Bound Tree | 12/04/2025 | 122.97 |
| 6524 EMS Supplies | Deluxe Ring Cutter | 88017004 | Bound Tree | 12/04/2025 | 59.97 |
| 6524 EMS Supplies | Curaplex? Emergency Blanket, | 88017004 | Bound Tree | 12/04/2025 | 11.90 |
| 6524 EMS Supplies | Amsure? Ear/Ulcer Bulb Syring | 88017004 | Bound Tree | 12/04/2025 | 2.07 |
| 6524 EMS Supplies | Curaplex? Paramedic Shears, £ | 88017004 | Bound Tree | 12/04/2025 | 28.35 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Curaplex? Cuffed Endotrachea | 88017004 | Bound Tree | 12/04/2025 | 8.38 |
| 6524 EMS Supplies | Catheter-Tip Syringe with Cap | 88017004 | Bound Tree | 12/04/2025 | 5.07 |
| 6524 EMS Supplies | Thomas ET Tube Holder, Adult | 88017004 | Bound Tree | 12/04/2025 | 37.90 |
| 6524 EMS Supplies | Curaplex? Suction Catheter, Te | 88017004 | Bound Tree | 12/04/2025 | 1.18 |
| 6524 EMS Supplies | Curaplex? Suction Catheter, Bl | 88017004 | Bound Tree | 12/04/2025 | 1.18 |
| 6524 EMS Supplies | Curaplex? Suction Catheter, Bl | 88017004 | Bound Tree | 12/04/2025 | 1.18 |
| 6524 EMS Supplies | Curaplex? Suction Catheter, W | 88017004 | Bound Tree | 12/04/2025 | 1.18 |
| 6524 EMS Supplies | Curaplex? Suction Catheter, R | 88017004 | Bound Tree | 12/04/2025 | 1.18 |

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| 6524 EMS Supplies | Curaplex? Suction Catheter, O | 88017004 | Bound Tree | 12/04/2025 | 1.18 |
| 6524 EMS Supplies | Curaplex? Suction Catheter, G | 88017004 | Bound Tree | 12/04/2025 | 1.18 |
| 6524 EMS Supplies | Salem Sump? Dual Lumen Sto | 88017004 | Bound Tree | 12/04/2025 | 7.78 |
| 6524 EMS Supplies | Salem Sump? Dual Lumen Sto | 88017004 | Bound Tree | 12/04/2025 | 6.18 |
| 6524 EMS Supplies | LCSU 4 (Laerdal Compact Suc | 88017004 | Bound Tree | 12/04/2025 | 729.99 |
| 6524 EMS Supplies | Tongue Depressor, 6in x 3/4in, f | 88017004 | Bound Tree | 12/04/2025 | 9.09 |
| 6524 EMS Supplies | Curaplex? Field Cricothyrotom | 88017004 | Bound Tree | 12/04/2025 | 24.29 |
| 6524 EMS Supplies | Needle Cricothyrotomy Kit | 88017004 | Bound Tree | 12/04/2025 | 14.99 |
| 6524 EMS Supplies | Urinal w/ Lid Translucent, 100 | 88017004 | Bound Tree | 12/04/2025 | 2.97 |
| 6524 EMS Supplies | Pontoon Bedpan, Graphite | 88017004 | Bound Tree | 12/04/2025 | 5.62 |
| 6524 EMS Supplies | PDI Super Sani-Cloth? Quat A | 88017004 | Bound Tree | 12/04/2025 | 42.76 |
| 6524 EMS Supplies | Curaplex? BVM Manual Resus | 88017004 | Bound Tree | 12/04/2025 | 115.92 |
| 6524 EMS Supplies | Curaplex? EtCO2 Sampling Li | 88017004 | Bound Tree | 12/04/2025 | 56.94 |
| 6524 EMS Supplies | Curaplex? TritonGrip SE? Nitr | 88017004 | Bound Tree | 12/04/2025 | 63.54 |
| 6524 EMS Supplies | Magill Forceps, Adult | 88017004 | Bound Tree | 12/04/2025 | 6.39 |
| 6524 EMS Supplies | Magill Forceps, Child | 88017004 | Bound Tree | 12/04/2025 | 4.79 |
| 6524 EMS Supplies | Ipratropium Bromide (0.5mg)/L | 88017004 | Bound Tree | 12/04/2025 | 27.49 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngo: | 88017004 | Bound Tree | 12/04/2025 | 4.69 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngo: | 88017004 | Bound Tree | 12/04/2025 | 4.69 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngo: | 88017004 | Bound Tree | 12/04/2025 | 4.69 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngo: | 88017004 | Bound Tree | 12/04/2025 | 4.69 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngo: | 88017004 | Bound Tree | 12/04/2025 | 4.69 |
| 6524 EMS Supplies | CuraView Fiber Optic Laryngo: | 88017004 | Bound Tree | 12/04/2025 | 4.69 |
| 6524 EMS Supplies | SOF? Extremity Tourniquet, R | 88017004 | Bound Tree | 12/04/2025 | 112.47 |
| 6524 EMS Supplies | Traction Splint, Adult | 88017004 | Bound Tree | 12/04/2025 | 280.99 |
| 6524 EMS Supplies | Traction Splint, Pediatric | 88017004 | Bound Tree | 12/04/2025 | 270.99 |
| 6524 EMS Supplies | FASPLINT? Vacuum Splint K | 88017004 | Bound Tree | 12/04/2025 | 264.99 |
| 6524 EMS Supplies | Starlite? Squared Safety Glass | 88017004 | Bound Tree | 12/04/2025 | 25.29 |
| 6524 EMS Supplies | Ferno? Pedi-Mate? Restraint S | 88017004 | Bound Tree | 12/04/2025 | 477.99 |
| 6524 EMS Supplies | i-gel? Supraglottic Airway, Size | 88017004 | Bound Tree | 12/04/2025 | 37.99 |
| 6524 EMS Supplies | i-gel? Supraglottic Airway, Size | 88017004 | Bound Tree | 12/04/2025 | 37.99 |
| 6524 EMS Supplies | i-gel? Supraglottic Airway, Size | 88017004 | Bound Tree | 12/04/2025 | 37.99 |
| 6524 EMS Supplies | i-gel? Supraglottic Airway, Size | 88017004 | Bound Tree | 12/04/2025 | 55.58 |

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| 6524 EMS Supplies | i-gel? Supraglottic Airway, Size 88017004 | Bound Tree | 12/04/2025 | 43.58 |
| 6524 EMS Supplies | i-gel? Supraglottic Airway, Size 88017004 | Bound Tree | 12/04/2025 | 43.58 |
| 6524 EMS Supplies | i-gel? Supraglottic Airway, Size 88017004 | Bound Tree | 12/04/2025 | 43.58 |
| 6524 EMS Supplies | Curaplex? Fixed Silicone Nasoalveolar Seal 88017004 | Bound Tree | 12/04/2025 | 7.18 |
| 6524 EMS Supplies | Curaplex? Fixed Silicone Nasoalveolar Seal 88017004 | Bound Tree | 12/04/2025 | 7.18 |
| 6524 EMS Supplies | Curaplex? Fixed Silicone Nasoalveolar Seal 88017004 | Bound Tree | 12/04/2025 | 7.18 |
| 6524 EMS Supplies | Curaplex? Fixed Silicone Nasoalveolar Seal 88017004 | Bound Tree | 12/04/2025 | 7.18 |
| 6524 EMS Supplies | Curaplex? Fixed Silicone Nasoalveolar Seal 88017004 | Bound Tree | 12/04/2025 | 7.18 |
| 6524 EMS Supplies | Curaplex? Fixed Silicone Nasoalveolar Seal 88017004 | Bound Tree | 12/04/2025 | 7.18 |
| 6524 EMS Supplies | Curaplex? Fixed Silicone Nasoalveolar Seal 88017004 | Bound Tree | 12/04/2025 | 7.18 |
| 6524 EMS Supplies | 3-Way Stopcock, 0.26mL, Spin-Lock 88017004 | Bound Tree | 12/04/2025 | 6.45 |
| 6524 EMS Supplies | Neotech Meconium Aspirator, (88017004 | Bound Tree | 12/04/2025 | 32.36 |
| 6524 EMS Supplies | G3+ Responder, Green 88017004 | Bound Tree | 12/04/2025 | 396.99 |
| 6524 EMS Supplies | G3+ Responder, Red 88017004 | Bound Tree | 12/04/2025 | 396.99 |
| 6524 EMS Supplies | G3+ Airway Cell 88017004 | Bound Tree | 12/04/2025 | 145.99 |
| 6524 EMS Supplies | G3+ Medicine Cell 88017004 | Bound Tree | 12/04/2025 | 155.99 |
| 6524 EMS Supplies | G3+ IV Cell 88017004 | Bound Tree | 12/04/2025 | 125.99 |
| 6524 EMS Supplies | Clear Top Narcotic Box with Lock 88017004 | Bound Tree | 12/04/2025 | 58.99 |
| 6524 EMS Supplies | Curaplex? Manual Reusable Suction Catheter 88017004 | Bound Tree | 12/04/2025 | 27.38 |
| 6524 EMS Supplies | Dual Head Stethoscope, Black 88017004 | Bound Tree | 12/04/2025 | 8.78 |
| 6524 EMS Supplies | Curaplex? Disposable Hydrophobic Gauze 88017004 | Bound Tree | 12/04/2025 | 10.18 |
| 6524 EMS Supplies | U Body? Polypropylene Economy 88017004 | Bound Tree | 12/04/2025 | 72.58 |
| 6524 EMS Supplies | Curaplex? Cervical Collars Utility 88017004 | Bound Tree | 12/04/2025 | 52.99 |
| 6524 EMS Supplies | FASPLINT? Vacuum Splints, 88017004 | Bound Tree | 12/04/2025 | 60.99 |
| 6524 EMS Supplies | FASPLINT? Vacuum Splints, 88017004 | Bound Tree | 12/04/2025 | 42.49 |
| 6524 EMS Supplies | DISCOUNT 88017004 | Bound Tree | 12/04/2025 | -20.21 |
| 6517 Employee Food and Drink | Dinner for Holiday Party CC | Meier's BBQ | 12/04/2025 | 2,880.32 |
| 6510.3 Sanitation Supplies | Lemi Shine Natural Dish Detergent 1RVFM6V3CW | Amazon Business | 12/05/2025 | 43.98 |
| 6510.3 Sanitation Supplies | HOMEXCEL Sponges Kitchen 1RVFM6V3CW | Amazon Business | 12/05/2025 | 33.96 |
| 6510.3 Sanitation Supplies | Tork PeakServe Continuous Hand Sanitizer 1RVFM6V3CW | Amazon Business | 12/05/2025 | 275.60 |
| 6510.3 Sanitation Supplies | 80 Count Toilet Wand Refills for 19PH9KJ14PGI | Amazon Business | 12/07/2025 | 104.97 |
| 6510.3 Sanitation Supplies | SC Johnson Professional Windshield Wiper 19PH9KJ14PGI | Amazon Business | 12/07/2025 | 52.76 |
| 6510.3 Sanitation Supplies | Lysol Disinfectant Spray, Household 14v7fgvxry3t | Amazon Business | 12/08/2025 | 401.80 |

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| 6510.3 Sanitation Supplie | Bounce Dryer Sheets, 330 coun | 14v7fgvxry3t | Amazon Busi | 12/08/2025 | 54.48 |
| 6510.3 Sanitation Supplie | Clorox 03191CT Toilet Wand I | 14v7fgvxry3t | Amazon Busi | 12/08/2025 | 40.30 |
| 6510.3 Sanitation Supplie | 80 Count Toilet Wand Refills f | 14v7fgvxry3t | Amazon Busi | 12/08/2025 | 104.97 |
| 6510.3 Sanitation Supplie | Amazon Basics Disinfecting W | 14v7fgvxry3t | Amazon Busi | 12/08/2025 | 57.65 |
| 6510.3 Sanitation Supplie | ITTAHO Dish Scrub Brush Kit | 14v7fgvxry3t | Amazon Busi | 12/08/2025 | 76.74 |
| 6510.3 Sanitation Supplie | Dawn Dish Soap Ultra Dishwa | 14v7fgvxry3t | Amazon Busi | 12/08/2025 | 100.66 |
| 6513 PPE / Equipment / U | UNIFORM A. LUTZ | 320889 | Skaggs Publi | 12/08/2025 | 125.00 |
| 6513 PPE / Equipment / U | BADGE 3.25" North Summit F | 0551401 | Symbolarts A | 12/09/2025 | 1,100.00 |
| 6513 PPE / Equipment / U | SHIPPING | 0551401 | Symbolarts A | 12/09/2025 | 79.50 |
| 6509.4 Gas | GAS SERVICE STA 21 | 7416020000 | Enbridge | 12/09/2025 | 515.50 |
| 6509.4 Gas | GAS SERVICE STA 23 | 7234830000 | Enbridge | 12/09/2025 | 178.64 |
| 6512 Fleet Maintenance | REPAIR UNIT 2503 | 8046 | Precision Tru | 12/10/2025 | 5,039.78 |
| 6519 Subscriptions/Memb | Fire Marshals Association of U | CC | Mentors Inte | 12/10/2025 | 52.01 |
| 6517 Employee Food and | Employee lunch general busin | CC | Taggart's Gri | 12/11/2025 | 49.76 |
| 6512 Fleet Maintenance | OIL CHANGE AND NEW TIR | 55203 | Precision Cor | 12/12/2025 | 1,339.18 |
| 2400.9 Benefits Accrual | VISION INSURANCE | 010602470000 | Ameritas Lif | 12/14/2025 | 231.48 |
| 6515 Minor Equipment | HP 15.6" Laptop with Microsof | 1C4WG3W6RD | Amazon Busi | 12/15/2025 | 1,499.95 |
| 6513 PPE / Equipment / U | UNIFORM G. COX | C4643C1B0004 | Crown Promc | 12/15/2025 | 104.00 |
| 6513 PPE / Equipment / U | UNIFORM W. SPIVEY | C4643C1B0004 | Crown Promc | 12/15/2025 | 106.00 |
| 6510 Building and Ground | FIX FAULTY CONNECTION | 119066 | Allied Mecha | 12/15/2025 | 330.00 |
| 2400.9 Benefits Accrual | LIFE INSURANCE | 246849002 | Sun Life | 12/15/2025 | 1,145.76 |
| 6515 Minor Equipment | HP EliteDesk 800 G4 Mini Tin | 13JKHXLTRCK | Amazon Busi | 12/15/2025 | 226.00 |
| 2400.9 Benefits Accrual | HEALTH INSURANCE | 582035363 | Summit Cow | 12/16/2025 | 21,576.00 |
| 2400.9 Benefits Accrual | DENTAL | 582035366 | Summit Cow | 12/16/2025 | 1,402.00 |
| 6510 Building and Ground | Ethernet supplies for new offic | CC | The Home De | 12/17/2025 | 173.34 |
| 6509.6 Water | Water connection deposit | CC | Coalville City | 12/17/2025 | 206.00 |
| 6509.4 Gas | GAS SERVICE STA 22 | 5993600000 | Enbridge | 12/18/2025 | 248.62 |
| 6510 Building and Ground | firefighter closets | CC | Lowe's | 12/18/2025 | 1,084.52 |
| 6510 Building and Ground | Ethernet supplies for new offic | CC | The Home De | 12/19/2025 | 66.98 |
| 6510 Building and Ground | Ethernet supplies for new offic | CC | The Home De | 12/19/2025 | 11.33 |
| 6510 Building and Ground | KEY COPIES | 404065 | Whites Auto | 12/20/2025 | 7.95 |
| 6502 Accounting other. | Monthly Quickbooks subscripti | CC | Intuit | 12/22/2025 | 148.02 |
| 6510 Building and Ground | Glass repair services on admin | CC | Valley Glass | 12/22/2025 | 362.50 |

| | | | | | |
|---------------------------|-------------------------------|-------------|-------------|------------|--------|
| 6517 Employee Food and | CHRISTMAS DINNER | CC | Target | 12/22/2025 | 20.59 |
| 6517 Employee Food and | employee christmas dinner | CC | Walmart | 12/22/2025 | 56.77 |
| 6510 Building and Ground | Amazon Basics 12-Piece Porcel | 17XFRQKXFTF | Amazon Busi | 12/23/2025 | 41.39 |
| 6510 Building and Ground | Amazon Basics 16-Pack White | 17XFRQKXFTF | Amazon Busi | 12/23/2025 | 53.96 |
| 6510 Building and Ground | Amazon Basics Porcelain, 12 o | 17XFRQKXFTF | Amazon Busi | 12/23/2025 | 31.98 |
| 6518 Office Supplies | 80Pcs Colorful Wooden Push P | 1WRQGCGCM4 | Amazon Busi | 12/23/2025 | 6.57 |
| 6510 Building and Ground | Sauder Select Storage Cabinet | 1WRQGCGCM4 | Amazon Busi | 12/23/2025 | 196.03 |
| 6518 Office Supplies | HS Saddle Type Cable Zip Tie | 1WRQGCGCM4 | Amazon Busi | 12/23/2025 | 12.34 |
| 6510.3 Sanitation Supplie | KLEENLINE FOAM HAND W | 11054589 | BradyPLUS | 12/23/2025 | 111.26 |
| 6510 Building and Ground | NUTS AND BOLTS TO MOUN | 02558237 | Summit Mer | 12/23/2025 | 3.59 |
| 6512 Fleet Maintenance | Vehicle maintenance | CC | John Watson | 12/23/2025 | 448.82 |
| 2400.9 Benefits Accrual | ADDITIONAL 401K CONTRIB | 632 | Utah Retire | 12/26/2025 | 412.56 |
| 6519 Subscriptions/Memb | Monthly ChatGPT Plus subscri | CC | OpenAI | 12/30/2025 | 21.53 |
| 6516 Training Expenses | BLS Instructor Card - Weber S | CC | Weber State | 12/30/2025 | 6.00 |
| 6519 Subscriptions/Memb | Monthly ChatGPT Business su | CC | OpenAI | 12/31/2025 | 32.30 |
| 6522 Community Relatio | Annual website domain renew | CC | GoDaddy | 12/31/2025 | 23.19 |



Special Meeting - Nov 24 2025 Minutes

Monday, November 24, 2025 at 6:00 PM

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

1. Meeting Opening

1.1 Call to Order

Chair Donaldson call the meeting to order at 6:04pm

1.2 Roll Call

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

2.1 Purchase, exchange, or lease of real property

2.2 Pending or reasonably imminent litigation

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


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

3. Pledge of Allegiance

4. Public Input

None

5. Consideration of Approval

- 5.1 Minutes of
[Regular Meeting - Nov 13 2025 - Minutes - Html](#) 
Motion to approve minutes of November 13, 2025

Moved by: Louise Willoughby

Seconded by: Corey Ann Blonquist

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

Carried 5-0

- 5.2 Discussion and possible approval of a Memo to Zions Bank to update the account signers.
[Staff Report Zions Bank.pdf](#) 

Chief Rowser advised the board of the need to update that signature card, so that we have a second signer after the first of the year.

Motion to approve the memo to Zions Bank to update signers.

Moved by: Aristides Ioannides

Seconded by: Louise Willoughby

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

Carried 5-0

- 5.3 Discussion and possible approval of the Privacy Program Policy.
[Privacy Program.pdf](#) 

Ryan explained what the privacy program policy is, and a timeline was in place that it had to be adopted before the first of the year.

Moiton to adopt the privacy program policy.

Moved by: Steven Dallin

Seconded by: Louise Willoughby

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

Carried 5-0

- 5.4 Discussion and possible approval to cancel the December 11, 2025, meeting.

Motion to cancel the December 11, 2025, meeting

Moved by: Louise Willoughby

Seconded by: Aristides Ioannides

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

Carried 5-0

- 5.5 Discussion and possible recommendation to the County Council of the 2025 amended Operating and Capital Budgets & 2026 Operating & Capital Budgets.

[NSFD 2026 budget presentation.pdf](#) 

Chair moved this to the first item.

Chief Nielson went over the budget presentation with the adjusted budget.

Motion to take the 2026 board-recommended budget to the county council, and recommends approval that the board does not include Truth in Taxation.

Moved by: Aristides Ioannides

Seconded by: Steven Dallin

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

Carried 5-0

6. Board Comments.

Board Member Willoughby wanted to thank the Chief, and it was a pleasure to work with the district.

Chair Donaldson its been a pleasure to work with everyone.

Vice Chair Dallin, tahnks the board members for putting the district in a better spot.

7. Adjournment

7.1 Adjourn Meeting
Motion to adjourn.

Moved by: Aristides Ioannides

Seconded by: Louise Willoughby

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

Carried 5-0

Meeting Adjourned at 7:12 PM

Board Chair

District Clerk



Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

Staff Report

Meeting Date: January 8, 2026

Agenda Item: Update of Zions Bank Account Authorized Signers

Prepared By: Tyler Rowser, Administrative Battalion Chief

Action Requested: Approve updated authorized signers for District Zions Bank accounts and authorize the Board Chair to execute required banking documentation.

I. PURPOSE

The purpose of this staff report is to request Administrative Control Board approval to update the authorized signers on the North Summit Fire Service District's accounts held with Zions Bank in accordance with the District's procurement policy and to authorize the Board Chair to sign the required memorandum and related documentation necessary to implement these changes.

II. BACKGROUND

The District maintains operating and other financial accounts with Zions Bank. The District's **procurement policy establishes specific requirements for authorized bank account signers** in order to maintain appropriate internal controls, fiscal oversight, and segregation of duties.

Periodic updates to bank authorization records are necessary to ensure compliance with policy, reflect current Board officers and staff assignments, and avoid operational disruptions.

III. DISCUSSION

Pursuant to the District's procurement policy, the following individuals are designated as **authorized signers** on District bank accounts:

1. **Administrative Control Board Chair**
2. **District Treasurer**
3. **Fire Chief**
4. **One Board-Designated Fourth Signer**

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The fourth signer may be **another Board member or a member of District staff**, as designated by the Administrative Control Board.

Staff recommends that the Board affirm these positions as the authorized signers for all applicable Zions Bank accounts and remove any individuals who no longer meet the policy criteria.

Zions Bank requires a formal memorandum and supporting documentation executed by an authorized representative of the District to process changes to account signers. Authorizing the Board Chair to sign the memorandum will allow staff to complete the required banking updates following Board action promptly.

IV. FINANCIAL AND OPERATIONAL IMPACT

There is no direct fiscal impact associated with updating authorized signers. This action supports:

- Compliance with the District's procurement policy,
- Proper internal financial controls and oversight, and
- Continuity of banking and payment operations.

V. RECOMMENDATION

Staff recommends that the Administrative Control Board:

1. Approve the authorized bank account signers as required by the District's procurement policy, consisting of the Chair, Treasurer, Fire Chief, and one Board-designated fourth signer; and
2. Authorize the Board Chair to execute the memorandum and any related documentation required by Zions Bank to implement these changes.



Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

Memorandum

To: Zions Bank

From: North Summit Fire District Administrative Control Board

Subject: Change of Authorized Signers on signature cards

Meeting Date: January 08, 2026

To Whom It May Concern,

On January 08, 2026, the Administrative Control Board of the North Summit Fire Service District met in its regularly scheduled meeting and elected its new board officers, and in compliance with the board bylaws and procurement policy, appointed the following as authorized signers for the Zions Bank accounts ending in 0028 and 2408.

_____ (Board Chair)

_____ (District Treasurer)

Benjamin L. Nielson (Fire Chief)

_____ (Board Designee)

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I _____, Board Chair do hereby affirm that the Administrative Control Board designated the above listed individuals as Authorized signers on the above listed accounts.

_____, Board Chair

State of Utah)
§)
County of Summit)

Subscribed and sworn to before me on this 8th day of January, in the year 2026, by
_____.



Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

Staff Report

Meeting Date: January 8, 2026

Agenda Item: Resolution 2026-01 – Update of Authorized Individuals for the Public Treasurers' Investment Fund

Prepared By: Tyler Rowser, Administrative Battalion Chief

Action Requested: Adopt Resolution 2026-01 updating authorized individuals with the Office of the State Treasurer for the Public Treasurers' Investment Fund (PTIF)

I. PURPOSE

The purpose of this staff report is to present **Resolution 2026-01** for consideration by the Administrative Control Board. The resolution updates the individuals authorized to make changes and conduct transactions on behalf of the North Summit Fire Service District with the **Utah Office of the State Treasurer** for the **Public Treasurers' Investment Fund (PTIF)**.

II. BACKGROUND

The North Summit Fire Service District maintains funds invested in the Public Treasurers' Investment Fund, which is administered by the Utah Office of the State Treasurer. The State Treasurer requires participating entities to formally designate, by resolution, the individuals authorized to act on behalf of the District for purposes of investment transactions, account changes, and related communications.

Changes in Board officers and administrative assignments require periodic updates to these authorizations to ensure accuracy, compliance with state requirements, and continuity of financial operations.

III. DISCUSSION

Resolution 2026-01 updates the list of authorized individuals permitted to make changes to the District's PTIF account, including but not limited to:

- Initiating or modifying investment transactions,

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- Updating account and contact information, and
- Communicating with the Office of the State Treasurer regarding PTIF matters.

Adoption of this resolution ensures that the District's authorization records with the State Treasurer reflect current leadership and administrative roles and that transactions may continue without interruption. Upon approval, the executed resolution will be submitted to the Office of the State Treasurer in accordance with PTIF requirements.

IV. FINANCIAL AND OPERATIONAL IMPACT

There is no direct fiscal impact associated with adopting Resolution 2026-01. This action is administrative in nature and supports:

- Proper financial governance and internal controls,
- Compliance with State Treasurer requirements, and
- Continued access to and management of District investment funds.

V. RECOMMENDATION

Staff recommends that the Administrative Control Board **adopt Resolution 2026-01**, a resolution updating the authorized individuals permitted to make changes to the North Summit Fire Service District's account with the Public Treasurers' Investment Fund administered by the Utah Office of the State Treasurer.



Office of the
State Treasurer

Public Entity Resolution

Resolution 2026-01

1. Certification of Authorized Individuals

I, _____(Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of _____(Name of Legal Entity). Please list at least two individuals. Each individual must have a unique email.

| Name | Title | Email | Signature(s) |
|-------|-------|-------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

The authority of the named individuals to act on behalf of _____(Name of Legal Entity) shall remain in full force and effect until written revocation from _____(Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, _____(Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the _____ day of _____, 20____, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

| Signature | Date | Printed Name | Title |
|-----------|-------|--------------|-------|
| _____ | _____ | _____ | _____ |

STATE OF UTAH)
)
COUNTY OF _____)

Approved as to form

Ryan P.C. Stack, Deputy County Attorney

Subscribed and sworn to me on this _____ day of _____, 20____, by _____(Name), as _____(Title) of _____(Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal)

Signature_____



Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

Staff Report

Meeting Date: January 8, 2026

Agenda Item: Adoption of 2026 Annual Meeting Schedule

Prepared By: Tyler Rowser, Administrative Battalion Chief

Action Requested: Approve and adopt the 2026 Administrative Control Board annual meeting schedule.

I. PURPOSE

The purpose of this staff report is to present the proposed 2026 annual meeting schedule for the North Summit Fire Service District Administrative Control Board (ACB) and to request Board approval in compliance with **Utah Code §52-4-202(2)(a)** of the Utah Open and Public Meetings Act.

II. BACKGROUND

Utah Code §52-4-202(2)(a) requires each public body to establish and provide public notice of its **annual meeting schedule**, including the dates, times, and places of regularly scheduled meetings. The annual schedule must be adopted in an open meeting and posted on the Utah Public Notice Website no later than January 31 of each calendar year.

The Administrative Control Board customarily establishes its regular meeting schedule at the first regularly scheduled meeting of the year to ensure transparency, public accessibility, and compliance with state law.

III. DISCUSSION

Staff has prepared a proposed 2026 meeting schedule consistent with prior Board practice, the District's operational needs, and statutory requirements. The proposed schedule identifies the regular meeting dates, start times, and meeting location for the Administrative Control Board for calendar year 2026.

Adoption of the annual meeting schedule does not preclude the Board from:

- Canceling meetings when business does not require a meeting, or

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- Calling special or emergency meetings as permitted under Utah law, provided proper notice is given.

Once approved, staff will ensure the schedule is:

- Posted to the **Utah Public Notice Website**,
- Made available on the District's website (if applicable), and
- Retained in District records in accordance with record retention requirements.

IV. LEGAL AUTHORITY

This action is required under **Utah Code §52-4-202(2)(a)**, which mandates that public bodies adopt and publicly notice an annual schedule of meetings.



PUBLIC NOTICE is hereby given pursuant to Utah Code §52-4-202.2a, that the Administrative Control Board (the “Board”) of the North Summit Fire Service District (the “District”) will hold regularly scheduled meetings on the following dates. Meetings will begin at 6:00 PM at Fire Station 21, 86 E Center St., Coalville, UT 84017

February 12, 2026

March 12, 2026

April 9, 2026

May 14, 2026

June 11, 2026

July 9, 2026

August 13, 2026

September 10, 2026

October 8, 2026

November 12, 2026

December 10, 2026

January 14, 2027

The District reserves the right to cancel, amend, or hold additional meetings or change the time and location.

NOTICE OF SPECIAL ACCOMODATION DURING PUBLIC MEETINGS

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