

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 Review of Board Bylaws. 4 - 12
[NSFSD By-Laws 3 2 2022.pdf](#) 
- 5.3 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 13 - 24
 - 1. Chair
 - 2. Vice-Chair
 - 3. District Treasurer
 - 4. District Clerk[Board Officers Election.pdf](#) 
- 7.2 Accounts Payable for 25 - 34
[November-December 2025.pdf](#) 
- 7.3 Minutes of 35 - 38
[Special Meeting - Nov 24 2025 - Minutes - Html](#) 
- 7.4 Discussion and possible approval of a Memo to Zions Bank to update the account signers. 39 - 42
[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. 43 - 45
[PTIF Resolution.pdf](#) 
- 7.6 Discussion and possible Adoption of the 2026 meeting schedule. 46 - 48
[Annual Board Meeting Schedule.pdf](#) 

8. Board Comments.

9. Adjournment

9.1 Adjourn Meeting

NOTICE OF SPECIAL ACCOMMODATION 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

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.

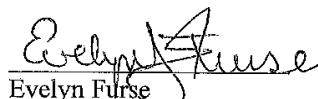
ARTICLE X
PENALTIES

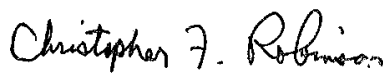
- 10.1 Certain penalties under Utah Code may apply in the event of breach of conduct in accordance with the above-stated policy.

APPROVED AND ADOPTED by the Summit County Council, Governing Body for the North Summit Fire Service District, this 31st day of March, 2022.

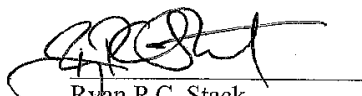
NORTH SUMMIT FIRE SERVICE DISTRICT
SUMMIT COUNTY, STATE OF UTAH

ATTEST:


Evelyn Furse
County Clerk

By: 
Christopher F. Robinson
Chair, Governing Body

APPROVED AS TO FORM:


Ryan P.C. Stack
Deputy County Attorney



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

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DEFINITIONS

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ARTICLE IV
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 - 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.

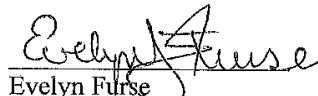
ARTICLE X
PENALTIES

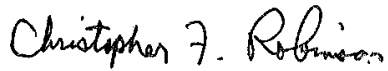
- 10.1 Certain penalties under Utah Code may apply in the event of breach of conduct in accordance with the above-stated policy.

APPROVED AND ADOPTED by the Summit County Council, Governing Body for the North Summit Fire Service District, this 31st day of March, 2022.

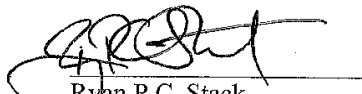
NORTH SUMMIT FIRE SERVICE DISTRICT
SUMMIT COUNTY, STATE OF UTAH

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 Compensation	Needle Cricothyrotomy Kit, Pediatric	85982829	Bound Tree	11/04/2025	55.98
G25.02 FY 26 EMS Compensation	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 Compensation	Oxygen Regulator, CGA 870 Standard	85982829	Bound Tree	11/04/2025	245.97
G25.02 FY 26 EMS Compensation	Ohmeda? Oxygen Quick Connector	85982829	Bound Tree	11/04/2025	71.98
G25.02 FY 26 EMS Compensation	Life/form? Airway Management System	85982829	Bound Tree	11/04/2025	889.99
G25.02 FY 26 EMS Compensation	Humerus Intraosseous (IO) Transducer	85982829	Bound Tree	11/04/2025	486.99
G25.02 FY 26 EMS Compensation	Tension Pneumothorax Simulator	85982829	Bound Tree	11/04/2025	789.99
G25.02 FY 26 EMS Compensation	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 Compensation	Nasco Life/form Intraosseous (Cervical)	85984564	Bound Tree	11/05/2025	979.99
G25.02 FY 26 EMS Compensation	Life/form? Intraosseous Infusion System	85984564	Bound Tree	11/05/2025	919.99
G25.02 FY 26 EMS Compensation	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 Compensation	Arrow? EZ-IO? Needle Set - 45"	9510776979	Teleflex	11/06/2025	1,100.00
G25.02 FY 26 EMS Compensation	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 / Uniforms	Firefighter Name Plates for Class of 2025	CC	Badgeandmore	11/06/2025	229.95
6510 Building and Grounds	SUPPLIES FOR NEW OFFICE	CC	Home Depot	11/07/2025	35.90

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

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

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

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

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

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 Naso 88017004	Bound Tree	12/04/2025	7.18
6524 EMS Supplies	Curaplex? Fixed Silicone Naso 88017004	Bound Tree	12/04/2025	7.18
6524 EMS Supplies	Curaplex? Fixed Silicone Naso 88017004	Bound Tree	12/04/2025	7.18
6524 EMS Supplies	Curaplex? Fixed Silicone Naso 88017004	Bound Tree	12/04/2025	7.18
6524 EMS Supplies	Curaplex? Fixed Silicone Naso 88017004	Bound Tree	12/04/2025	7.18
6524 EMS Supplies	Curaplex? Fixed Silicone Naso 88017004	Bound Tree	12/04/2025	7.18
6524 EMS Supplies	Curaplex? Fixed Silicone Naso 88017004	Bound Tree	12/04/2025	7.18
6524 EMS Supplies	3-Way Stopcock, 0.26mL, Spin- 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 Lc 88017004	Bound Tree	12/04/2025	58.99
6524 EMS Supplies	Curaplex? Manual Reusable Si 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 Hydroph 88017004	Bound Tree	12/04/2025	10.18
6524 EMS Supplies	U Body? Polypropylene Econom 88017004	Bound Tree	12/04/2025	72.58
6524 EMS Supplies	Curaplex? Cervical Collars Uti 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 (Dinner for Holiday Party	CC	Meier's BBQ	12/04/2025	2,880.32
6510.3 Sanitation Supplie	Lemi Shine Natural Dish Dete: 1RVFM6V3CW	Amazon Busi	12/05/2025	43.98
6510.3 Sanitation Supplie	HOMEXCEL Sponges Kitchen 1RVFM6V3CW	Amazon Busi	12/05/2025	33.96
6510.3 Sanitation Supplie	Tork PeakServe Continuous H 1RVFM6V3CW	Amazon Busi	12/05/2025	275.60
6510.3 Sanitation Supplie	80 Count Toilet Wand Refills f 19PH9KJ14PG	Amazon Busi	12/07/2025	104.97
6510.3 Sanitation Supplie	SC Johnson Professional Wind 19PH9KJ14PG	Amazon Busi	12/07/2025	52.76
6510.3 Sanitation Supplie	Lysol Disinfectant Spray, Hous 14v7fgvxry3t	Amazon Busi	12/08/2025	401.80

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 c	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	17XFRQKXF	TF Amazon Busi	12/23/2025	41.39
6510 Building and Ground	Amazon Basics 16-Pack White	17XFRQKXF	TF Amazon Busi	12/23/2025	53.96
6510 Building and Ground	Amazon Basics Porcelain, 12 o	17XFRQKXF	TF Amazon Busi	12/23/2025	31.98
6518 Office Supplies	80Pcs Colorful Wooden Push P	1WRQGCGCM	4 Amazon Busi	12/23/2025	6.57
6510 Building and Ground	Sauder Select Storage Cabinet	1WRQGCGCM	4 Amazon Busi	12/23/2025	196.03
6518 Office Supplies	HS Saddle Type Cable Zip Tie	1WRQGCGCM	4 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)

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

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