



Special Meeting - Nov 24 2025 Minutes

Monday, November 24, 2025 at 6:00 PM

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

Page

1. Meeting Opening

1.1 Call to Order

Chair Donaldson called the meeting to order at 6:04 PM

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 5 - 9

[Regular Meeting - Nov 13 2025 - Minutes - Html](#) 

Motion to approve minutes of November 13, 2025

5 - 9

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. 10 - 12

[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.

10 - 12

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. 13 - 28

[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.

Motion to adopt the privacy program policy.

13 - 28

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.

29 - 44

[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.

29 - 44

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's been a pleasure to work with the district.

Chair Donaldson, it's been a pleasure to work with everyone.

Vice-Chair Dallin thanked 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



Regular Meeting - Nov 13 2025 Minutes

Thursday, November 13, 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 called the meeting to order at 6:01 PM

1.2 Roll Call

Board Members Present

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

Staff Present

Tyler Rowser, Benjamin Nielson, and Ryan Stack

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

2.1 Purchase, exchange, or lease of real property

2.2 Pending or reasonably imminent litigation

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

2.4 Deployment of security personnel, devices, or systems

No closed session was called for.

3. Pledge of Allegiance

4. Work Session

4.1 Chiefs operations update.

[2025 Statistics.pdf](#) 

Chief gave his update.

5. Public Input

None.

6. Consideration of Approval

6.1 Possible approval of Accounts Payable for

[AP October 2025.pdf](#) 

Motion to approve accounts payable with changes.

Moved by: Aristides Ioannides

Seconded by: Louise Willoughby

Aye

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

Carried 5-0

6.2 Possible approval of the Minutes for

[Regular Meeting - Oct 09 2025 - Minutes - Html](#) 

Motion to approve the minutes of October 9, 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

6.3 Discussion and possible approval for the purchase of the MagneGrip Exhaust Removal System.
[MagneGrip Exhaust Removal System Staff Report.pdf](#) 
Chief explained what the system was and how it improves the health and safety of the firefighters.
Motion to approve the SeaWestern Equipment bid on State Contract of \$209,120.06 with the Assistance to Firefighters Grant (AFG) paying \$186,982 and the district capital expense not to exceed \$25,000.

Moved by: Aristides Ioannides

Seconded by: Louise Willoughby

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

Carried 5-0

6.4 Discussion and possible recommendation to the Summit County Council of the 2026 Operations & Capital Budgets & the Amended 2025 Operations & Capital Budgets.
[NSFD 2026 budget presentation.pdf](#) 
Chief went over the budget presentation.
Chair Donaldson opened the agenda item up to public comment.

Tyler Orgal, a Chalk Creek resident, stated his concern about the increased taxes.

Kevin Orgal, a Chalk Creek resident, wanted to educate himself on the issue and has served on several boards as well.

Motion to adopt the amended 2025 capital and operations budget.

Moved by: Aristides Ioannides
Seconded by: Steven Dallin

Aye Steven Dallin, Louise Willoughby, Aristides Ioannides, Don Donaldson, and Corey Ann Blonquist
Carried 5-0

Motion to continue the budget item to a special session at 6:00 PM on Monday, November 24, 2025.

Moved by: Louise Willoughby
Seconded by: Aristides Ioannides

Aye Steven Dallin, Louise Willoughby, Aristides Ioannides, Don Donaldson, and Corey Ann Blonquist
Carried 5-0

7. Board Comments.

Board Member Willoughby wanted to know if the chief could come to December 8th Coalville City to talk about HB 48

Vice-Chair Dallin asked if the Chief could come to the Dec 2nd Henefer Town meeting to talk about HB 48.

Vice-Chair Dallin also stated that it is an honor and a privilege to serve on the board, work with the firefighters, and better understand what is going on.

Chief Nielson said he will miss Louise, Ari, and Don being on the board.

8. Adjournment

8.1 Adjourn Meeting
Motion to Adjourn.

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

Adjourned at 8:01 PM



Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

STAFF REPORT

TO: North Summit Fire District Administrative Control Board

FROM: Ben Nielson, Fire Chief

MEETING DATE: November 24, 2025

SUBJECT: Update to Authorized Signers on Zions Bank Accounts

ISSUE

Three of the four current authorized signers on the District's Zions Bank accounts have terms that end at the first of the year. If the authorized signers are not updated in advance, the District's ability to issue payments and conduct routine banking functions could be disrupted. Board action is requested to update the list of authorized signers to ensure continuity of operations.

BACKGROUND

The North Summit Fire District maintains multiple accounts with Zions Bank to manage District funds, process accounts payable, payroll, and other financial transactions necessary for daily operations.

Currently, there are four authorized signers on the Zions Bank accounts. Three of these signers are Board members whose terms will end at the beginning of the new year. Once those terms expire, Zions Bank will require updated signature cards and supporting documentation before recognizing new signers or removing former officials from the accounts.

If this update is delayed until after the turnover in Board membership, the District may temporarily be unable to:

- Issue checks for approved expenditures
- Process timely payments to vendors and service providers
- Execute necessary transfers between accounts

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To avoid delays in payment processing and to maintain compliance with District financial policies and standard banking requirements, staff is requesting that the Board approve an updated list of authorized signers and authorize the board chair to sign the attached memorandum to Zions Bank.

Proposed new authorized signers (edit as needed):

- **Don Donaldson, Board Chair**
- **Steve Dallin, Board Vice Chair (Board Designee)**
- **Ari Ioannides, District Treasurer**
- **Benjamin Nielson, Fire Chief**

This structure maintains appropriate internal controls and ensures that both governance (Board officers) and administration (Fire Chief) can fulfill the district's financial responsibilities.



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: November 24, 2025

To Whom It May Concern,

On November 24, 2025, the Administrative Control Board of the North Summit Fire Service District met in special session 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.

Don Donaldson, Board Chair

Steve Dallin, Board Vice Chair

Ari Ioannides, District Treasurer

Benjamin L. Nielson, Fire Chief

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

Attest:

Don Donaldson, Board Chair

Tyler J Rowser, District Clerk

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Benjamin L. Nielson
Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Tyler D. Leavitt
Deputy Fire Marshal

STAFF REPORT

MEETING DATE: November 24, 2025

TO: Administrative Control Board

FROM: Ben Nielson, Fire Chief

SUBJECT: Adoption of the North Summit Fire Service District Privacy Program Policy

I. PURPOSE

The purpose of this staff report is to present the **North Summit Fire Service District Privacy Program Policy** to the Administrative Control Board for review and consideration of approval. This policy fulfills the District's obligations under the **Utah Government Data Privacy Act (GDPA), GRAMA, the Division of Archives and Records Service (DARS) requirements, and related Utah Code provisions**.

Adoption of this policy will ensure that the District remains in compliance with state law as new privacy, transparency, and data management requirements go into effect statewide.

II. BACKGROUND

The State of Utah has significantly expanded requirements related to **data privacy, records governance, cybersecurity, and public transparency**. Beginning May 1, 2025, new state mandates require public entities—including special service districts—to implement comprehensive privacy programs covering:

- Personal data processing;
- Retention and management of records;
- Website privacy notices and user protections;
- Surveillance and tracking technology limitations;
- Privacy impact assessments (PIAs);
- Data breach response and reporting obligations; and
- Annual reporting and ongoing training requirements.

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The District currently follows GRAMA and applicable records-retention schedules; however, the new framework requires additional formalized governance and codified procedures.

The draft policy presented today consolidates those requirements into one unified Privacy Program Policy.

III. POLICY SUMMARY

The proposed Privacy Program Policy establishes a complete privacy governance structure for the District. Key elements include:

1. Purpose, Scope, and Definitions

The policy documents the District's privacy program, defines terms such as *personal data*, *record series*, *cookies*, *device fingerprinting*, *key loggers*, and clarifies applicability to all employees and contractors with access to personal data. (Policy Sections 1–4)

Privacy Program

2. Governance Structure

The policy formally designates the **Chief Administrative Officer (CAO)** and **Records Officers**, outlines required reporting to State Archives, and requires annual confirmation of appointments. (Section 5)

Privacy Program

3. Records Series Management & Privacy Annotation Requirements

Each department must:

- Create and maintain record series consistent with DARS and GRAMA,
- Submit retention schedules for approval, and
- Conduct and report **privacy annotations** for all record series containing personal data.

(Section 6)

Privacy Program

4. Employee Training Requirements

The policy mandates annual **privacy training**, GRAMA certification for Records Officers, and department-level supplemental training where needed. (Section 7)

Privacy Program

5. System Inventory & Privacy Impact Assessments (PIAs)

The CAO must maintain:

- An inventory of IT systems processing personal data,
- An inventory of all personal-data processing activities, and
- PIAs before new systems begin processing data.
(Section 8)

Privacy Program

6. Transparency Requirements

The District must maintain updated and compliant **website privacy policies** and provide appropriate privacy notices when personal data is collected.
(Section 9)

Privacy Program

7. Individual Rights Processes

The policy outlines District procedures for responding to:

- Requests to access or amend personal data,
- At-risk government employee privacy protections, and
- GRAMA-based public records requests.
(Section 10)

Privacy Program

8. Data Processing Requirements

Includes:

- Minimum-necessary data collection,
- Restrictions on sharing and selling data,
- Annual reporting to the State Chief Privacy Officer.
(Section 11)

Privacy Program

9. Information Security & Breach Notification

The District will follow DTS cybersecurity guidelines, incident response procedures, and mandatory breach reporting under state law.

(Section 12)

Privacy Program

10. Surveillance & Tracking Technology Restrictions

The policy limits or prohibits:

- Covert surveillance,
- Device fingerprinting,
- Key loggers,
- Use of cookies and tracking technologies without clear disclosure, justification, or user consent.

(Section 13)

Privacy Program

11. Retention Schedules

Explicit retention periods for the District's primary records—e.g., incident reports, permit applications, employee records, exposure reports.

(Section 14)

Privacy Program

IV. FISCAL IMPACT

Some administrative and training costs may occur associated with implementation, including:

- Staff time for record series review and privacy annotations;
- Annual training requirements;
- System inventories and PIAs for any new IT systems.

These costs are expected to be absorbed within existing administrative and compliance budgets.

V. STAFF RECOMMENDATION

Staff recommends **approval** of the North Summit Fire Service District Privacy Program Policy as presented. Adoption is required to ensure statutory compliance by the 2025 implementation deadlines and to establish the necessary framework for long-term privacy and data governance.

NORTH SUMMIT FIRE SERVICE DISTRICT PRIVACY PROGRAM POLICY

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

The following definitions apply for the purposes of this Policy:

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

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

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

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

5) **Governance:**

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

b) Appointed Record Officers ("Record Officers"):

- i) The CAO shall appoint one or more individuals to serve as Records Officers in fulfilling the duties of working with State Archives and the Office of Data Privacy in

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

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

6) **Records Series:**

- a) Each department and office of the District shall create and maintain Records and Records Series in accordance with the requirements provided in DARS and GRAMA in addition to correlated guidance issued by State Archives and the District's Attorney.
- b) Each department and office of the District shall appropriately designate and classify Records and Records Series in accordance with the requirements provided in DARS and GRAMA in addition to correlated guidance from the District's Attorney.
- c) The CAO or his/her designee shall be responsible for submitting a proposed retention schedule for each type of material defined as a Record under GRAMA to State Archives for review and final approval by the State Records Management Committee ("RMC").
- d) Upon approval by the RMC, the District shall maintain and dispose of records in strict accordance with the approved retention schedule. In instances where the District has not received an approved retention schedule for a specific type of Record, the general retention schedule maintained by State Archives shall govern the retention and disposition of those Records.

e) **Record Series Privacy Annotation**

- i) Each department and office of the District shall perform a privacy annotation for each Record Series that contains Personal Data pursuant to [Utah Code Section 63A-19-401.1](#) (as amended).
- ii) Privacy annotations shall include:

- (1) an inventory of all types of Personal Data included in the Record Series;
- (2) a description of all purposes for which the department or office collects, keeps or uses the Personal Data;
- (3) a citation to the legal authority for collecting, keeping, or using the Personal Data; and
- (4) the legal authority under which Personal Data is processed.

- iii) If a department or office determines that a Record Series does not contain Personal Data, the Privacy Annotation shall be limited to a statement indicating that the Record Series does not include Personal Data.
- iv) Privacy annotations shall be conducted and reported in accordance with additional requirements provided by State Archives via administrative rule.

7) **Awareness & Training:**

- a) The CAO of the District shall ensure that all employees that have access to Personal Data as part of the employee's work duties complete a data privacy training program within 30 days after beginning employment and at least once in each calendar year.
- b) The CAO of the District is responsible for monitoring completion of data privacy training by the District's employees.
- c) In addition to the general privacy awareness training, department and offices, after consultation with the CAO and the District's Attorney, may create and require employees to complete department-specific privacy training tailored to the unique privacy needs, practices, and requirements of the department or office.

d) **Appointed Records Officer Training & Certification**

- i) The CAO of the District shall ensure that, on an annual basis, all appointed Records Officers successfully complete online training on the provisions of GRAMA and obtain certification from State Archives in accordance with [Utah Code Section 63A-12-110](#) (as amended).
- ii) The CAO of the District shall, on an annual basis, review and confirm the certification status of all appointed Records Officers.

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

8) **Identify:**

a) **Inventorying**

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

b) **Information Technology Privacy Impact Assessment**

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

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

9) **Transparency:**

a) **Website Privacy Policy**

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

b) **Privacy Notice**

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

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

- (1) the Record Series that the Personal Data will be included in;
- (2) the reasons the person is asked to furnish the information;
- (3) the intended purposes and uses of the information;
- (4) the consequences for refusing to provide the information; and
- (5) the classes of persons and governmental entities that currently:
 - (a) share the information with the District; or
 - (b) receive the information from the District on a regular or contractual basis.

10) **Individual Requests:**

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

11) **Processing:**

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

- i) District departments and offices will only share or disclose Personal Data when there is appropriate legal authority. The sale of Personal Data is prohibited unless required by law.
- ii) Data sharing must comply with GRAMA or other governing law and may include sharing with governmental entities, contractors, private providers, or researchers. Compliance with GRAMA or other governing law is contingent upon the purpose of the sharing, the parties involved, and the nature of the Records.
- iii) The CAO is required to report annually to the State's Chief Privacy Officer on Personal Data sharing and selling activities, including types of data shared, the legal basis for sharing, and the entities receiving this data.
- iv) All contracts involving Personal Data must incorporate appropriate privacy protection terms. Written agreements for data sharing are recommended to ensure compliance with applicable laws and regulations.

c) Retention & Disposition of Records Containing Personal Data

- i) Employees shall maintain, archive, and dispose of Records—which includes all Personal Data—in accordance with an approved retention schedule as required in [Utah Code Section 63G-2-604](#) (as amended)
- ii) Employees shall comply with all other applicable laws or regulations related to retention or disposition of specific Personal Data held by the District or by a particular District department or office.

12) **Information Security:**

a) Incident Response

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

b) Breach Notification

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

13) Surveillance

a) Covert Surveillance

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

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

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

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

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

14) Applicable Retention Schedules

- a. Fire Incident Reports 7 years
- b. Patent Care Reports 7 years
- c. Permit Applications 7 years after closing the permit.
- d. Employee Records, duration of employment plus 7 years
- e. Line of Duty Death employee records, indefinitely
- f. Employee Exposure Reports: duration of employment plus 30 years

15) References/Authority:

- a) Division of Archives and Records Services (DARS) at Utah Code § 63A-12-100 *et seq.*; Government Data Privacy Act (GDPA) at Utah Code § 63A-19-101 *et seq.*;

- b) Government Records Access and Management Act (GRAMA) at Utah Code § 63G-2-101 *et seq.*;
- c) Management of Records and Access to Records at Utah Administrative Code R13-2.
- d) Division of Technology Services (DTS) Information Security Policy 5000-0002

Approved by _____, Chair

_____, Date

DRAFT



North Summit Fire District

2026 Tentative Budget and 2025 Budget Amendments

2025 Initiatives Recap

- State mandated switched from NFIRS to NERIS

Staff Henefer:

- 2 Firefighter/AEMTs:
 - Behind by about 6-9 months.
- Engine 22:
 - Complete (Goshen Engine now E-22; blown seal)
- Water Tender:
 - Complete; Still needs minor repairs
- Ambulance:
 - Almost complete, 2 years to receive
- Admin. Building:
 - We should be in before the end of the yr. 2025



Reasons for TNT

- - Zero fund balance = No savings & 'No Buffer'.
 - - Trying to be responsible and save for larger projects in the future, instead of an extremely large TNT or Bond.
- - 2nd year out from borrowing from County, (TAN) Tax Anticipation Note.
 - - We don't want to borrow from County again for ongoing operational costs.
- - Falling behind annually because of inflation.
 - - Purchasing power becomes less over time, just like everyone else.
 - - We are on a different level than a homeowner.
- - No guarantee of (ESST) Emergency Services Sales Tax.
 - -Timing is off, TNT is held before we know, who will receive these funds.
 - This will not be for ongoing operations, but act as a grant program for one time capital projects.
 - Must be used for impact of visitors to our services.
- - Low to no growth for Summit County Projected.
 - - Prior years County has seen a decrease in growth. Coalville is the only growth at ~1.1%.
 - - The unknown; no guarantee that new development projects will start in 2026. (i.e., Wohali, Cedar Crest, Red Hills) If any it will be
- Not enough capital for Wanship Fire station revitalization, unless we receive assistance.

Special District Fiscal Independence — Putting It All Together —



Special districts are intended to be financially self-sustaining



Operations should be funded through taxes, fees, and charges



Ongoing reliance on county general fund is discouraged



Interlocal agreements should be for defined, contracted services



Governance best practices support operational and fiscal autonomy



County subsidies create ambiguity, risk, and accountability issues

Delay = Higher Increase Later

Future TNT, if not done
this year, it will be higher
next year.

$4.56\% + 3\% = 7.56\%$ or
\$165,903

2026

this year

2028

4.56% or \$100,000

$7.56\% + 3\% = 10.56\%$ or
\$231,737

2026 Initiatives



- To staff Henefer Fire Station #22 w/ (Cont.):
 - 2 Firefighter/AEMTs after station updates.
 - Brush Truck
 - Ambulance
- Exhaust systems in each station.
 - Received \$186,000 AFG Assistance to Firefighters Grant (95:5% matching Grant)
- Making Henefer & Wanship a livable space for firefighters' w/ dorms.
- Further reducing emergency response times by working on buildings to staff Firefighters.
- Emergency alerting systems added to all stations
- Creation of a 501c3 "Friends of North Summit Fire"



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Exhaust Mitigation System



NSFD Opportunities

- **Buildings**
 - Continue to repair what we can.
- **Apparatus**
 - Keep up with old & aging equipment
- **Fire Prevention Division**
 - New programs, systems, & processes
- **Recruitment**
 - Finish our 1st Junior Firefighter program.
- **Retention**
 - Wage study analysis in 2026; Reminder we are merit-based employees.
- **Response Times more consistent**

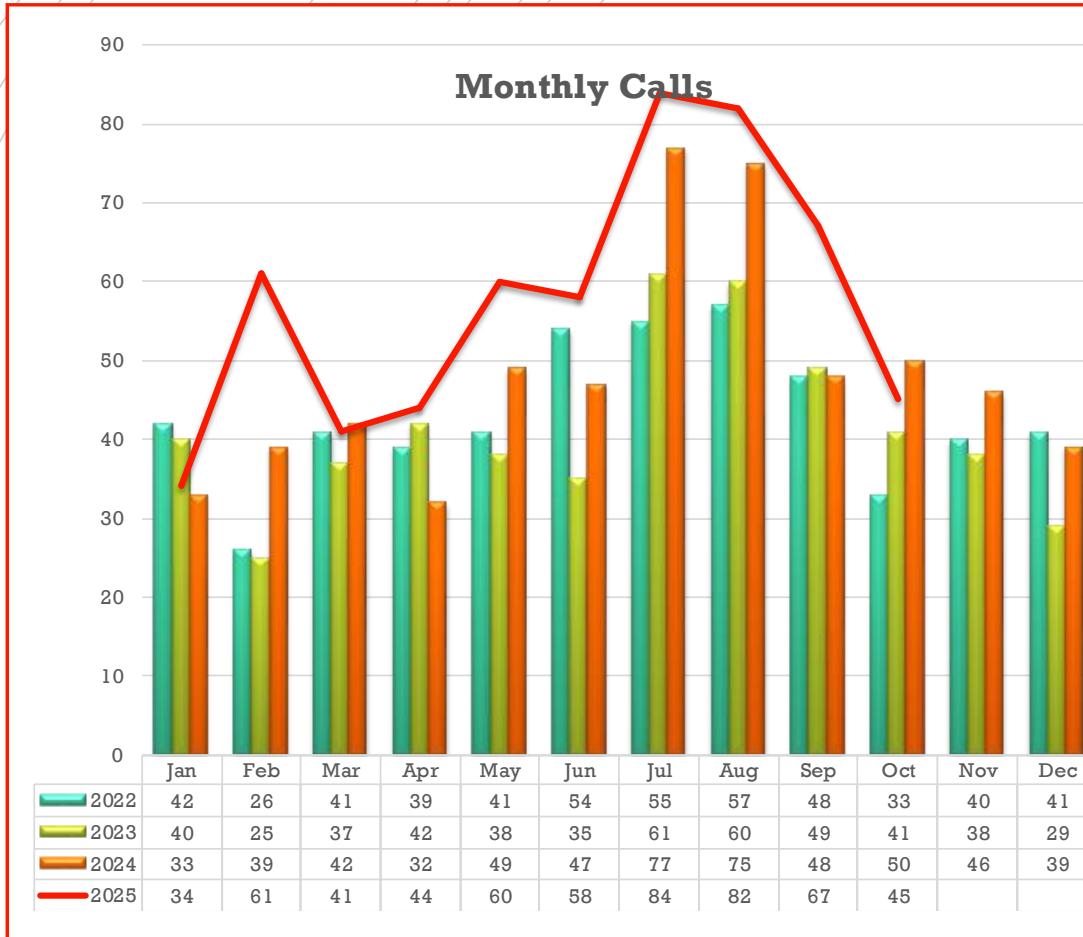
2026 Staffing Review

2 Staff Fire Stations 24/7

12 Full Time Firefighter (AEMT/Paramedic)

24 Part Time Firefighter (AEMT/Paramedic)

3 Administrative Staff

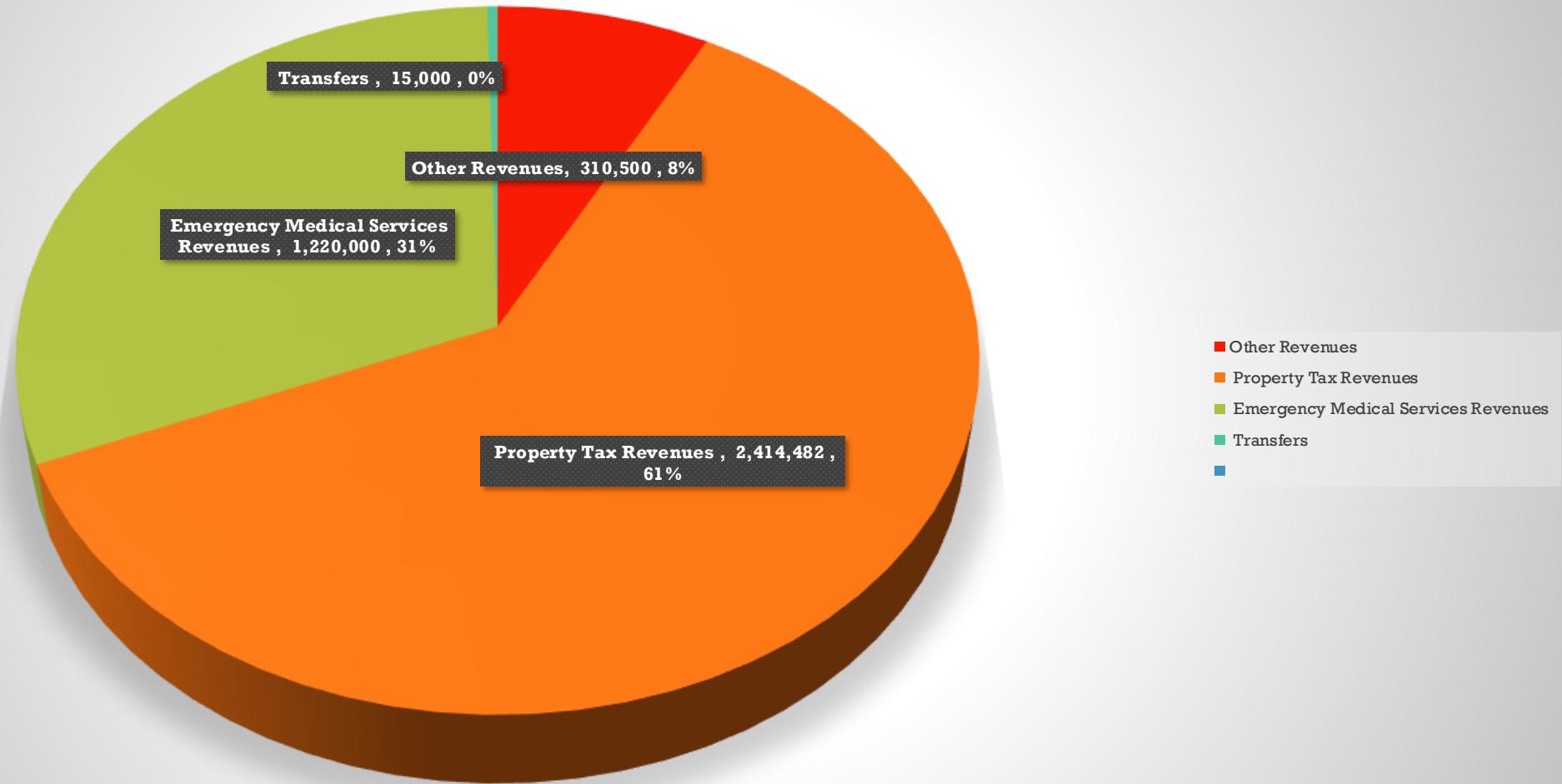


- **2022 Full-Year:**
 - 517 calls
- **2023 Full-Year:**
 - 495 calls
- **2024 Full-Year:**
 - 577 calls
- **2025 as of Oct. 31st:**
 - 576 calls

North Summit Fire District
2026 Operations Budget

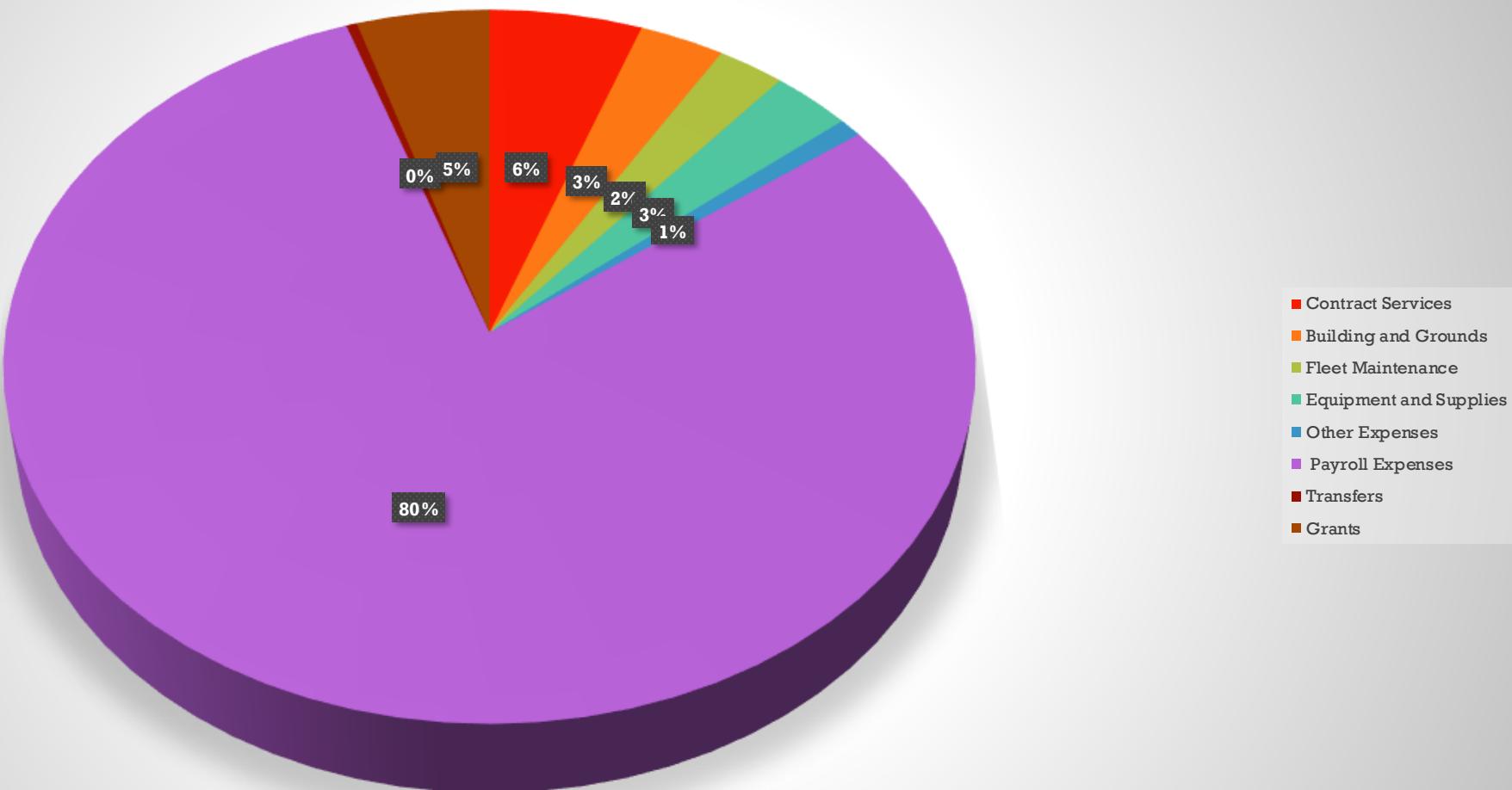
			Revenue					
2024	2025	2025		2025	2026	2026	2026	
Actual	Approved Budget	YTD 10/31/2025	Account	Amended Budget	Tentative Budget	Board Recommended	Council Approved	
Other Revenues								
459,134	115,500	227,965		Total Other Revenues	240,938	310,500	310,500	
2,319,933	2,200,000	401,022		Total Property Tax Revenues	2,314,482	2,414,482	2,314,482	
-			Emergency Medical Services Revenues					
1,245,012	1,220,000	1,197,218	Total Emergency Medical Services Revenues	1,220,000	1,220,000	1,220,000	-	
Transfers								
100,684	50,000	552,624		Total Transfers	555,505	15,000	15,000	
4,124,764	3,585,500	2,378,830		Total Revenue	4,330,925	3,959,982	3,859,982	

Revenues



Expenses								
2024	2025	2025	Account	2025	2026	2026	2026	
Actual	Approved Budget	YTD 10/31/2025		Amended Budget	Tentative Budget	Board Recommended	Council Approved	
Contract Services								
185,742	200,000	182,613	Total Contract Services	203,000	220,000	215,000	-	
Building and Grounds								
136,477	135,000	83,796	Total Building and Grounds	140,000	120,000	120,000	-	
Fleet Maintenance								
133,012	135,000	68,222	Total Fleet Maintenance	135,000	135,000	95,000	-	
Equipment and Supplies								
144,566	125,000	120,348	Total Equipment and Supplies	140,000	130,000	113,000	-	
Other Expenses								
31,899	30,800	19,944	Total Other Expenses	33,000	33,000	33,000	-	
Payroll Expenses								
2,376,947	2,790,000	2,098,089	Total Payroll Expenses	2,795,000	3,082,000	3,082,000	-	
Transfers								
1,102,187	148,450	-	Total Transfer	827,407	53,000	15,000	-	
Grants								
13,933	21,250	43,701	Total Grants	57,518	186,982	186,982	-	
4,124,764	3,585,500	2,616,714	Total Expenses	4,330,925	3,959,982	3,859,982	-	

EXPENSES



CAPITAL BUDGET

Revenue

2024	2025	2025	Account	2025	2026	2026	2026
Actual	Approved Budget	YTD 10/31/2025		Amended Budget	Tentative Budget	Board Recommended	Council Approved
329,450		332,719	Transfer from Capital Account	381,500	825,000	925,000	
616,683		-	Transfer from General Fund				
-		-	Transfer to General Fund				
946,133	-	332,719		381,500	825,000	925,000	-

Expenses

2024	2025	2025	Account	2025	2026	2026	2026
Actual	Approved Budget	YTD 10/31/2025		Amended Budget	Tentative Budget	Board Recommended	Council Approved
329,450	-	332,719		381,500	825,000	925,000	-



Thank You

North Summit Fire District
Administration