



# LONE PEAK PUBLIC SAFETY DISTRICT AGENDA

**Wednesday, January 14, 2026  
7:30 am**

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

## **7:30 AM REGULAR MEETING**

Call to Order: Chair Chrissy Hannemann

Invocation: Board Member Brittney P. Bills

### **1. APPOINTMENT OF THE CHAIR**

The Board will consider appointing a Chair for the Lone Peak Public Safety District for 2026.

### **2. UNSCHEDULED PUBLIC APPEARANCES**

Please limit comments to three minutes per person. Please state your name.

### **3. FY2025 AUDIT PRESENTATION**

Steve Rowley with K&C CPAs will present the FY2025 Audit for Lone Peak Public Safety District.

### **4. CONSENT AGENDA**

#### **a. Approval of Meeting Minutes**

October 30, 2025 Work Session

November 10, 2025 Regular Meeting

November 19, 2025 Regular Meeting

December 10, 2025 Regular Meeting

#### **b. Ratification of Board Approval of the Purchase of new Fire Administration Vehicles**

The Board will consider ratifying the decision made by the Lone Peak Public Safety Board on December 10, 2025, to outright purchase three new administrative vehicles for the Fire Department.

#### **c. Approval for Surplus and Disposal of Personal Public Property and Equipment**

The Lone Peak Fire Board will consider a request to surplus two (2) 2018 Ford F-150 vehicles from the Lone Peak Fire fleet.

### **5. APPROVAL OF CONTRACT FOR LEGAL SERVICES FOR LONE PEAK PUBLIC SAFETY DISTRICT**

The Board will consider approving a contract for legal services with Walter J. Bird for Lone Peak Public Safety District.

### **6. 2013 PIERCE TRANSPORT ENGINE PAYOFF OPTION**

The Board will consider an early payoff of the 2013 Pierce Transport Engine. The Board will take appropriate action.





# LONE PEAK PUBLIC SAFETY DISTRICT AGENDA

**Thursday, October 30, 2025  
7:30 am**

**Waiting Formal Approval**

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

## **7:30 AM WORK SESSION**

Call to Order: Chair Kim Rodela

Invocation: Board Member Kurt Ostler

The meeting was called to order by Chair Kim Rodela as a regular meeting at 7:35 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

**PRESIDING:** Kim Rodela, Chair

**BOARD MEMBERS:**  
Brittney P. Bills – present  
Kurt Ostler – present  
Carla Merrill – present  
Jason Thelin – present

**STAFF PRESENT:** LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patten, Police Chief Brian Gwilliam, Recorder Stephannie Cottle, Finance Director David Mortensen

**OTHERS PRESENT:** Darci Brunson, Charlie Thurston, Jake Beck, Doug Courtney, Ron Campbell

## **1. DISCUSSION: PROPOSED AMENDMENTS TO CITIES' ALLOCATIONS FOR FIRE DEPARTMENT FUNDING**

The Board will discuss potential amendments to the cost allocation formula charged to each City for the Fire Department that is currently outlined in the interlocal agreement (ILA). The Board will provide direction on next steps from this discussion.

Board Member Ostler began by explaining there were two key issues to discuss: (1) the process for making changes to the ILA since there were differing legal interpretations between the cities, and (2) which funding allocation formula should be proposed moving forward.

Regarding the process for changing the ILA, LPPSD Assistant Executive Director Sorensen noted that Alpine City's attorney interpreted the ILA as requiring the Board to come to a decision with at least four of the five Board Members voting in favor before taking it to City Councils for approval. Highland City's interpretation was that City Councils could make the change directly. The Board discussed that this four-vote requirement was likely a remnant from when Cedar Hills was part of the District and the Board had seven members, making it problematic now with only five members (including a chair who only votes to break ties).

Board Member Carla Merrill explained that Alpine's understanding had always been that the Board comes to a decision and then takes it to the respective City Councils. Regarding the formula change, she noted that

Alpine had been waiting for reliable data to develop their proposal, as there had been a data breach at central dispatch that compromised the call volume data they needed.

Regarding the funding formula, Highland proposed using property tax values as the basis for allocation. Highland representatives expressed frustration with what they perceived as delays from Alpine in reaching a decision. Board Member Bills noted that Highland was seeking a decision before the end of the year to avoid changes in council membership affecting the outcome.

Board Member Thelin stated he was not in favor of using only property tax values for the formula and expressed disappointment that there wasn't more collaboration in developing a formula that incorporated multiple factors. Board Member Merrill indicated that Alpine had proposed formulas that included property values, call volume, and ERUs (Equivalent Residential Units) to create what they felt was a more balanced approach; however, Highland was not in favor of those formulas.

The Board discussed the timing of implementation, with concerns about Alpine's budget not having funds allocated for the potential increase. They also addressed Alpine's plans for building renovations at their Fire Station, noting that according to the ILA, building changes should be approved by the Board.

After extensive discussion, the Board agreed to:

- Hold a special meeting on November 11 to discuss changing the ILA language regarding the voting requirement.
- Hold another meeting on November 19 to vote on the proposed funding formula.
- Move forward with the property tax value as the proposed funding formula.
- Have Highland's City Council vote on the changes in December and Alpine's City Council vote in January.
- Address the current staffing distribution between stations at a future meeting.

## **ADJOURNMENT**

*The meeting adjourned at 9:00 am.*

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on October 30, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Stephannie Cottle, CMC, UCC  
LPPSD Recorder



# LONE PEAK PUBLIC SAFETY DISTRICT DRAFT Minutes

**Monday, November 10, 2025  
7:30 am**

**Waiting Formal Approval**

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

## **7:30 AM REGULAR MEETING**

Call to Order: Chair Kim Rodela

Invocation: Board Member Jason Thelin

The meeting was called to order by Chair Kim Rodela as a regular meeting at 7:35 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

**PRESIDING:** Kim Rodela, Chair

**BOARD MEMBERS:**  
Brittney P. Bills - present  
Kurt Ostler – present  
Carla Merrill – present  
Jason Thelin – present

**STAFF PRESENT:** LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patterson, Police Chief Brian Gwilliam, Recorder Stephannie Cottle, Finance Director David Mortensen

**OTHERS PRESENT:** Jake Beck, Doug Courtney, Darci Brunson, Melissa Fahrni, Rob Patterson, Steven Doxey (via Zoom)

## **2. CONSENT AGENDA**

### **a. Approval of Meeting Minutes**

Lone Peak Public Safety District Work Session – May 13, 2025  
Regular Lone Peak Public Safety District Meeting – May 14, 2025  
Regular Lone Peak Public Safety District Meeting – June 11, 2025  
Regular Lone Peak Public Safety District Meeting – July 9, 2025  
Lone Peak Public Safety District Work Session – September 30, 2025

Board Member Merrill noted that there were several corrections needed to the minutes. Board Member Brent Rumler was incorrectly listed as present at the May 14 meeting, and there were also corrections needed for the September 30 minutes, which have been provided via email to the Board.

The Board decided to delay approval of the July 9 and September 30 minutes to allow for further review and corrections.

*Board Member Carla Merrill MOVED to approve the consent calendar with the following exceptions that Brent Rummler was not in attendance at the May 14<sup>th</sup> meeting and proposed changes for the September 30<sup>th</sup> minutes.*

The Board discussed the proposed changes to the September 30 minutes, seeking clarification on the changes from Recorder Cottle. Ms. Cottle noted that the revisions would acknowledge that Board Member Thelen was not present and clarified that the text that had been stricken from the minutes did not result in substantive changes to the document. Board Member Merrill suggested swapping Board Member Thelin's name with Board Member Rummler's, and Ms. Cottle proposed changing those names after verifying correctness of the content of the minutes. Board Member Ostler agreed and stated that the September 30 minutes should be revisited before approval. The Board decided to delay approval of the September 30 minutes to allow for further review and corrections.

*Board Member Merrill's motion failed for lack of a SECOND.*

*Board Member Carla Merrill MOVED to approve the meeting minutes of May 13, 14, and June 11, and July 9<sup>th</sup>, with amendment that Board Member Rummler was not in attendance on May 14<sup>th</sup>.*

*Board Member Kurt Ostler SECONDED the motion.*

Board Member Jason Thelin raised concerns regarding the July 9 minutes. He inquired whether his previous email, which suggested modifications to the minutes document, had been received and reflected in the minutes. Thelin pointed out that, according to the minutes, the email was supposed to have been sent suggesting some changes, but there appeared to have been some issues receiving it. He forwarded the email a second time but noted ongoing email issues. Recorder Cottle suggested reviewing and confirming whether the amendments Thelin recommended were incorporated into the minutes.

*Board Member Carla Merrill AMENDED the motion to approve the meeting minutes of May 13, 14, and June 11, with the change that Brent Rummler was not present on May 14<sup>th</sup>.*

*Board Member Kurt Ostler SECONDED the motion.*

*The vote was recorded as follows:*

Board Member Brittney P. Bills	Yes
Board Member Kurt Ostler	Yes
Board Member Carla Merrill	Yes
Board Member Jason Thelin	Yes

*The motion passed 4:0*

## **1. UNSCHEDULED PUBLIC APPEARANCES**

Please limit comments to three minutes per person. Please state your name.

There were no public comments.

### **2a. Approval of Annual Assessment Payment to the North Utah Valley Animal Shelter (NUVAS)**

The Board will consider approving payment of the annual assessment for the District to NUVAS.

A staff memo from Board Administrator Wells explained each year, the NUVAS Administrative Control Board sets the shelter's budget. Currently, Council Member Scott Smith from Highland sits on the board. Alpine is working with Chief Gwilliam to see if a police officer can be assigned to fill Alpine's seat at NUVAS. Based on NUVAS' budget, each city pays an annual assessment. The District pays the combined assessment for Alpine and Highland cities. Assessments are based on the number of stray animals that are brought into the shelter from each city, with a credit given for the number of dog licenses sold in each city.

Board Administrator Erin Wells noted that this item had originally been placed on the consent agenda. The payment was needed promptly, so the check had already been cut, and she was requesting the Board's ratification.

*Board Member Kurt Ostler MOVED to approve the payment of the annual assessment of the North Utah Valley Animal services for \$52,182.00 for 2025-2026 financial year.*

*Board Member Carla Merrill SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Brittney P. Bills</i>	Yes
<i>Board Member Kurt Ostler</i>	Yes
<i>Board Member Carla Merrill</i>	Yes
<i>Board Member Jason Thelin</i>	Yes

*The motion passed 4:0*

## **4. DEPARTMENT REPORTS**

### **a. Administration**

#### **i. Finance Report: FY2025 Q4 and FY2026 Q1**

Finance Director David Mortensen provided the quarterly finance reports, starting with quarter four of Fiscal Year (FY) 2025 (ending June 30, 2025). He reported that the administration department had revenues at 128 percent of budget, primarily due to interest earnings being much higher than budgeted (430 percent). Expenditures came in at 96 percent of budget, resulting in a net revenue of \$128,923.

The police department had revenues at 104 percent of budget, including funds from a vehicle insurance payout of approximately \$58,000 for a totaled vehicle. The police department ended the year with net revenues of \$393,000. The fire department had revenues at 104 percent of budget, with ambulance revenues at 115 percent and Utah County payments at 107 percent of budget. Expenditures were at 97 percent of budget, resulting in a net revenue of \$286,600.

Wildland deployment had a significant year with \$650,000 in revenue (113 percent of budget). Though expenditures were slightly over budget, the program still generated \$130,583 in net revenue.

Overall, excluding wildland deployment, the district ended the fiscal year with \$800,000 in net revenue, which would become part of the district's fund balance for future capital purchases and one-time expenditures.

For quarter one of FY2026 (ending September 30, 2025), Mr. Mortensen reported that the administration department was at 28 percent of budgeted revenue and 22 percent of budgeted expenditures. Police was at 25 percent of revenue and 26 percent of expenditures, with the higher expenditure percentage attributed to annual payments like insurance that occur early in the fiscal year. Fire was at 26 percent for both revenues and

expenditures. Wildland deployment had already generated \$238,000 in revenue with \$132,000 in expenditures for the quarter.

Board members inquired about the fund balance amount and why it was kept so high. The Finance Director and Fire Chief Brian Patten explained that this fund is used for capital purchases like ambulances, brush trucks, staff vehicles, and rescue equipment, which requires significant savings.

## **2. AMENDMENTS TO THE INTERLOCAL AGREEMENT FOR LONE PEAK PUBLIC SAFETY DISTRICT (LPPSD)**

The Board will consider recommending changes to the Lone Peak Public Safety interlocal agreement, specifically related to the process on amending the assessment formula charged to each city.

Executive Director Wells provided the history of the months long discussion of potential amendments to the Interlocal Agreement for Lone Peak Public Safety District (LPPSD). As a part of the FY2026 budget discussions, the Board discussed the desire to review the funding allocations charged to each city for the Fire Department. Many discussions about that topic and the process for changing the allocation formula have taken place since that time in Lone Peak Board meetings, as well as Alpine and Highland City Council meetings. In the October 30 Lone Peak meeting, the Board directed staff to bring back draft changes to the interlocal first regarding how the allocation formula can be altered and after that change is approved by each City Council, another change to the interlocal on the formula for funding the fire department. The City attorneys for Alpine and Highland have drafted two options for review by the Board.

Option 1: This option is what staff understood was the Board direction at the October 30 meeting. There is some clarifying cleanup language and then a change to make it so that a change in the funding allocation can be implemented by a majority of the board, so long as at least one board member from each City approves the change. Finally, option 1 clarifies that the interlocal agreement can be amended through a change adopted by each City Council.

Option 2: As staff from both cities discussed the direction from the Board and the language in option 1, we felt like it was important that ultimately the decision on how to fund Lone Peak should be outlined in the interlocal agreement which is ultimately decided by each City Council in accordance with Interlocal governing law. As such, the Mayors, Executive and Assistant Executive Director, and attorneys came up with option 2 which we believe makes clear the ultimate financial decisions with Lone Peak lie with the Councils, while still preserving the intent of the Board's direction that the Board can be involved in the process.

Option 2 has the same cleanup language and then states that the Board may recommend a change to the formula, but that change won't take effect until the cities approve a change to the interlocal agreement. Option 2 also clarifies that the interlocal agreement can be amended through a change adopted by each City Council. Ms Wells concluded that if the Board recommends a change to the interlocal agreement, Alpine Council will consider the change in their meeting on Tuesday, November 11. If approved by Alpine, Highland Council will consider the amendment in their meeting on Tuesday, November 18. If the amendment is approved, the Lone Peak Board will consider a second change to the interlocal regarding the allocation formula for the fire department on Wednesday, November 19. If approved, Highland and Alpine City Councils will consider the recommended change at their December 2 and January 13 meetings, respectively.

Ms. Wells then presented the draft changes to the ILA and engaged in discussion with Board Members Ostler and Merrill regarding the process for amending the ILA, after which the Board heard from Alpine City Attorney Steve Doxey and Highland City Attorney Rob Pattenrson, who clarified that the interlocal agreement is between the

two cities, and while the board could be delegated certain powers, the cities always retain the ability to amend the agreement when both agree to the changes. This means the cities themselves have the sovereign power to alter the terms of the agreement independently of the Board's actions or decisions, and any such modification would require mutual consent from both City Councils.

After a detailed discussion among the Board, Staff, and Legal Counsel about the legal implications of the ILA amendments, and governance structure, the Board achieved a consensus on adopting Option 2. This option would designate the Board as a recommending body, with any alterations to the funding formula requiring approval from both city councils. The discussion highlighted the cities' authority to amend the interlocal agreement as long as both councils consent. Also, formula changes would typically take effect at the start of the next fiscal year, unless the cities decided differently.

*Board Member Kurt Ostler MOVED that the Lone Peak Board recommend Option 2 changes to the Lone Peak interlocal agreement to the Alpine and Highland Council for adoption. As stated here: The Governing Board may recommend as part of the annual budget or otherwise, changes to the formulae used to calculate direct assessment and payment from the cities, unless the cities agree otherwise, changes to the formulae shall not take effect or be used to calculate the cities' assessments until the first fiscal year after the new formulae are approved by the cities by way of amendment of this agreement."*

*Board Member Brittney P. Bills SECONDED the motion.*

*The vote was recorded as follows:*

Board Member Kim Rodela	Yes
Board Member Brittney P. Bills	Yes
Board Member Kurt Ostler	Yes
Board Member Carla Merrill	Yes
Board Member Jason Thelin	Yes

*The motion passed 4:0*

Board Member Ostler reviewed the upcoming LPPSD meeting schedule including what items will be approved at each meeting.

## **4. DEPARTMENT REPORTS**

### **a. Administration**

**i. Finance Report: FY2025 Q4 and FY2026 Q1** (see above)

### **b. Fire Department**

Fire Chief Brian Patten provided several departmental updates before discussing the wildfire protection plan. He reported that the department had responded to a fire in Lehi the previous day with both units and had successfully backfilled their station. The ATF (Bureau of Alcohol, Tobacco, Firearms, and Explosives) was investigating the fire, and all Lone Peak firefighters involved would be interviewed.

Chief Patten also mentioned that the Department's ladder truck had been put into service the previous day and would be running as Tower 201 until dispatch records could be updated.

He reported that one of the Department's Captains was leaving to become a Battalion Chief with Saratoga Springs. He noted that while losing good people is difficult, the Department had developed strong depth and could promote from within rather than hiring externally.

Chair Rodela was excused from the meeting at 9:02 a.m.

### **i. Status of Community Wildfire Protection Plan Update**

Regarding the Community Wildfire Preparedness Plan, Deputy Chief Beck reported steady progress. The Department had received a grant to help write the plan and had met with representatives from the International Association of Fire Chiefs. A tabletop exercise was scheduled for January 15 involving stakeholders including politicians, residents, and HOA representatives to shape the plan's priorities. He anticipated having a completed plan ready for Board review a few months after that exercise.

### **c. Police Department**

#### **i. UVU Event Participation**

Chief Gwilliam reported on the department's involvement following an incident at Utah Valley University (UVU) on September 10th involving the assassination of Charlie Kirk. Lone Peak officers, including one who is part of the Utah County SWAT team, responded to the incident. The Department assisted with securing the crime scene through Friday when an arrest was made, and maintained the scene until Saturday when it was released. Officers also maintained a presence at UVU in the following weeks to help students and faculty feel safe. UVU reimbursed the Department for overtime costs associated with the response.

Board Member Ostler acknowledged that one of the Department's officers had recently received an award from the Governor and he extended congratulations to the officer.

#### **ii. Therapy Dog Program**

Police Chief Brian Gwilliam introduced the department's new therapy dog, Pepper, a 4-month-old female poodle. The program was entirely funded through private donations totaling \$12,000. Darcy Brunson, Pepper's handler, explained that Pepper will provide emotional support to officers and first responders experiencing high-stress situations. The dog will work 8 to 10-hour shifts and learn the baseline stress levels of each Officer to better detect when someone is experiencing distress. Pepper will also offer comfort to victims of trauma, especially children and vulnerable individuals. Once certified, which requires her to be at least one year old, Pepper will be available to respond to calls as needed, including situations like house fires where families are displaced, and can assist with the Department's peer support program. Pepper will also work with schools through the NOVA program and with school counselors after traumatic events. Ms. Brunson and Chief Gwilliam emphasized that Pepper is not merely a mascot but a working dog who will provide genuine service to the Department and community.

## **5. CLOSED SESSION**

The Board may recess to convene in a closed session for the purpose of discussing items as provided by Utah Code Annotated §52-4-205.

## **ADJOURNMENT**

*Board Member Carla Merrill MOVED to adjourn the regular meeting and Board Member Jason Thelin SECONDED the motion. All voted in favor and the motion passed unanimously.*

*The meeting adjourned at 9:20 am.*

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on November 10, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Stephannie Cottle, CMC, UCC  
LPPSD Recorder

DRAFT



# LONE PEAK PUBLIC SAFETY DISTRICT DRAFT MINUTES

**Monday, November 19, 2025  
7:30 am**

**Waiting Formal Approval**

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

## **7:30 AM REGULAR MEETING**

Call to Order: Chair Kim Rodela

Invocation: Board Member Brittney P. Bills

The meeting was called to order by Chair Kim Rodela as a regular meeting at 7:33 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

**PRESIDING:** Kim Rodela, Chair

**BOARD MEMBERS:** Brittney P. Bills - present  
Kurt Ostler – present  
Carla Merrill – present  
Jason Thelin – present

**STAFF PRESENT:** LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Patten, Police Chief Brian Gwilliam, Recorder Stephannie Cottle, Finance Director David Mortensen, Highland City Attorney Rob Patterson

**OTHERS PRESENT:** Dustin Mitchell, Brent Rummler, Nancy Jones, Doug Courtney, P. J. Christensen, Owen Olsen, Andrew Young, Ron Campbell

## **1. UNSCHEDULED PUBLIC APPEARANCES**

Please limit comments to three minutes per person. Please state your name.

There were no public comments.

## **2. CONSENT AGENDA**

### **a. Approval of Meeting Minutes**

Lone Peak Public Safety District Meeting – July 9, 2025

Lone Peak Public Safety District Work Session – September 30, 2025

*Board Member Kurt Ostler MOVED to approve the consent agenda, item 2a. the meeting minutes of July 9, 2025 and Lone Peak Public Safety Work Session on September 30, 2025*

*Board Member Brittney P. Bills SECONDED the motion.*

*The vote was recorded as follows:*

Board Member Brittney P. Bills	Yes
Board Member Kurt Ostler	Yes
Board Member Carla Merrill	Yes
Board Member Jason Thelin	Yes

*The motion passed 4:0*

### **3. AMENDMENTS TO THE INTERLOCAL AGREEMENT FOR LONE PEAK PUBLIC SAFETY DISTRICT (LPPSD)**

The Board will consider amending the Interlocal Agreement related to the formula for the Cities allocations to fund the Fire Department.

Executive Director Wells referred to her staff report regarding the matter, which provided background information pertaining to amendments to the Interlocal Agreement for the District; she presented three options for amending the Interlocal Agreement regarding the formula for City allocations to fund the Fire Department. She apologized for the late distribution of the packet materials and provided a detailed explanation of each option:

- Option 1: Change the assessment formula from the current base formula split between population and ERUs to one based solely on taxable property value. This would take effect in fiscal year 2027.
- Option 2: Implement the property tax value formula over a two-year transition period. In the first year (FY 2027), Alpine would pay 50% of the increase, with Highland covering the remaining portion. In the second year (FY 2028), the formula would be fully based on taxable value.
- Option 3: Similar to Option 2, but the 50% gap in the first year would be covered by fund balance instead of Highland City. Additionally, Highland City would receive a proportional benefit from the fund balance. The district currently has approximately \$3.4 million in fund balance.

Ms. Wells provided examples and hypothetical situations to demonstrate how each of the options would work in those situations; she noted that the Highland City Council had discussed these options at their meeting the previous night and preferred Options 1 or 3. Final action on the matters may be taken by the Highland City Council at their December 2 meeting, with the Alpine City Council scheduled to discuss and vote on the matter at their January 13, 2026 meeting.

Board Member Jason Thelin expressed concern about the short notice for reviewing these options and felt that Option 3's use of the fund balance was being rushed without proper consideration, particularly regarding using fund balance. He noted that Alpine's City Council had discussed including property tax in the formula but had not discussed removing other metrics entirely or how the implementation would work.

Mayor Kurt Ostler emphasized that the formula discussions had been ongoing for months and noted that this issue surfaced around April to May. He discussed Highland's current staffing situation, with only three firefighters being present 70 percent of the time, despite the area having the highest call volume in the district and Highland paying 65 percent of the fire budget. He expressed concern that this disparity in staffing poses a risk to Highland's residents and that they are not receiving the same level of service compared to other areas of the district. Mayor Ostler highlighted that even though the district had voted to increase staffing to nine firefighters, this has not yet been implemented, leaving Highland with lower staffing levels than desired. He further pointed out that most fire districts typically use property tax values when determining their funding formulas, which he believes to be a more equitable solution to address the current discrepancies in service levels within the district. Chair Rodela

acknowledged the prolonged discussions regarding the formula changes. She indicated understanding of the discrepancies in service levels and the concerns highlighted by Board Member Ostler. Chair Rodela recognized the need for equitable funding solutions that align the District's resources with service demands, suggesting that the use of property tax values was a viable method to address these issues.

Board Member Thelin asked for clarification on the three options presented by Executive Director Erin Wells. He inquired if Option 1 would involve a full property value tax implementation starting fiscal year 2027, and whether Alpine City would face an increase based solely on property values, representing a 281,000 dollar rise from the current setup. Ms. Wells confirmed his understanding. Board Member Thelin asked about Option 2, expressing interest in whether the incremental payment by Alpine would be \$140,000 dollars for the first year, transitioning to the full amount by fiscal year 2028. This scenario, as reiterated by Ms. Wells, was contingent on no increases other than structural changes. Regarding Option 3, Board Member Thelin sought reasoning for compensating Highland City over the two transitional years using funds from the District's fund balance, stating it might be complex for Alpine City, given the recent introduction of this consideration. Ms. Wells noted both the Fire and Police Chiefs had supported Option 3, seeing it as equitable. Board Member Thelin expressed opposition to Option 3, highlighting potential complications for Alpine City; he indicated he is cautiously leaning towards Option 1, but needs time for further evaluation of the implications of the options.

Board Member Carla Merrill emphasized that the financial impact would be significant for Alpine, as their overall city budget is only \$10 million, making the potential \$281,000 increase a substantial adjustment. She noted the full Alpine City Council had not had time to discuss the options, particularly regarding the use of fund balance.

Chair Rodela explained that Option 3 was proposed as a compromise to help Alpine manage the financial impact while still implementing the change Highland felt was long overdue.

A lengthy discussion ensued about the history of the funding formula, staffing disparities between the stations, and the collaborative nature of the district. Board Member Thelin noted that Alpine City Council had indicated they were amenable to including property tax in the formula but had not anticipated completely removing other metrics like call volume and population. Board Member Thelin reiterated the decision is being rushed and he is not comfortable. Board Member Merrill agreed and stated that Highland representatives had the benefit of having reviewed the options in advance and discussing them with their full Council; Alpine has not had that benefit and she was not aware that there would be three options. She feels uneasy as well and wants to proceed with caution.

Board Member Bills expressed surprise at the lack of preparation from the Alpine representatives. She stated that her understanding was that the purpose of this meeting was to finalize the funding formula change that had been previously discussed and agreed upon. She reiterated that the main objective for this gathering was to approve the funding approach, facilitating its subsequent presentation and review during the upcoming City Council meetings in December and January for Highland and Alpine, respectively. She emphasized the importance of adhering to the previously set timeline, which anticipated moving forward with the formula changes by the end of the year to ensure the District's continued operational integrity and financial stability.

After extensive discussion about the merits of each option and the timing constraints, the Board engaged in a detailed debate concerning the potential implications of transitioning to the new funding formula for both cities. Throughout the discussion, the Board acknowledged the need to balance timely decision-making with the need for consideration of each City's financial and operational capacities. The deliberations underscored the complexity of arriving at a consensus that satisfies all parties involved, focusing on ensuring fairness while acknowledging each City's unique circumstances. Despite the differences in opinion, the collective effort was directed towards finding a viable solution that aligned with the previously agreed-upon objectives and deadlines.

Board Member Jason Thelin MOVED to recommend Option 2 to amend the Lone Peak Public Safety Interlocal Agreement.

Board Member Carla Merrill SECONDED the motion.

The vote was recorded as follows:

Board Member Brittney P. Bills	No
Board Member Kurt Ostler	No
Board Member Carla Merrill	Yes
Board Member Jason Thelin	Yes
Chair Kim Rodela	No

The motion failed 2:3

Board Member Kurt Ostler MOVED that the Lone Peak Board recommend Option 1 to change the Lone Peak Interlocal Agreement to the Alpine and Highland City Council's for adoption.

Board Member Brittney P. Bills SECONDED the motion.

After the motion was made and seconded, Board Member Thelin requested clarification on the voting protocol, stating his uncertainty about whether a majority or supermajority was needed for the motion to pass. He expressed his understanding that one Board Member from each City should have been necessary to approve a recommendation based on prior discussions. Ms. Wells clarified that the newly approved ILA did not require one Member from each City for approval. She emphasized that the updated process involved the Board making recommendations, but final approval comes from the City Councils.

Board Member Ostler highlighted that selecting Option 1 for the amendment did not preclude the possibility of revisiting the funding method in the future. By recommending Option 1, it established using property tax value as the assessment formula but still allowed for discussions on funding mechanisms at a later date if both Councils agreed.

The vote was recorded as follows:

Board Member Brittney P. Bills	Yes
Board Member Kurt Ostler	Yes
Board Member Carla Merrill	Yes
Board Member Jason Thelin	No

The motion passes 3:1

#### **4. VEHICLE REPLACEMENT/PURCHASE FOR POLICE DEPARTMENT**

The Board will consider the replacement and purchase of vehicles to be used by the Police Department.

Executive Director Wells presented options for the purchase of three replacement vehicles for the Police Department. She explained that the Police Department typically replaces three vehicles annually, traditionally using a lease arrangement with Zions Bank. Given the district's significant fund balance, approximately \$3.4 million, with about \$1.9 million attributable to the Police Department, she proposed the option of using fund

balance to purchase the vehicles outright at a cost of approximately \$200,000. This would provide some interest savings compared to leasing at the current 4.5 percent rate, though the fund balance currently earns about 4 percent interest.

Board Member Merrill expressed her thoughts on vehicle purchases, noting her preference for outright purchasing vehicles rather than leasing, based on her past experience. She highlighted that, traditionally, her approach has been to buy vehicles rather than enter lease agreements. She raised fiscal concerns, contemplating whether leasing or purchasing outright is the more advantageous option, especially considering resale potentials post-ownership. Despite owning vehicles outright, she acknowledged the nuances specific to Police vehicles, including rebranding for resale, which might influence the practical benefits of owning versus leasing. Ms. Wells clarified that the lease arrangement with Zions Bank was actually a lease-to-own option. This means that while payments were made over time, the vehicles would ultimately be owned by the District at the end of the term. She highlighted that this approach allowed for the resale of owned vehicles once they had served their useful life, and the lease arrangement provided the flexibility of spreading payments, even though it involved some interest costs. Ms. Wells emphasized that while outright purchase using the fund balance could offer interest savings, the lease-to-own plan allowed the District to maintain liquid funds that could continue to earn some interest, effectively balancing short-term financial decisions with the long-term operational strategy.

*Board Member Carla Merrill MOVED that the Lone Peak Board authorize the use of fund balance for the purchase of the three replacement vehicles and related equipment as outlined in this report.*

*Board Member Kurt Ostler SECONDED the motion.*

*The vote was recorded as follows:*

Board Member Brittney P. Bills	Yes
Board Member Kurt Ostler	Yes
Board Member Carla Merrill	Yes
Board Member Jason Thelin	Yes

*The motion passed 4:0*

## **5. DEPARTMENT REPORTS**

### **a. Administration**

### **b. Police Department**

### **c. Fire Department**

Fire Chief Brian Patten made a brief announcement about a blood drive scheduled for the following day at the Highland Fire Station and invited everyone to sign up and donate blood. He also clarified that contrary to rumors, there was not a firefighter calendar, but rather a fire truck calendar.

The remaining department reports were deferred to the December meeting due to time constraints.

## **6. CLOSED SESSION**

The Board may recess to convene in a closed session for the purpose of discussing items as provided by Utah Code Annotated §52-4-205.

There was no closed session.

## **ADJOURNMENT**

*Board Member Kurt Ostler MOVED to adjourn the regular meeting and Board Member Carla Merrill SECONDED the motion. All voted in favor and the motion passed unanimously.*

*The meeting adjourned at 8:32 a.m.*

I, Stephannie Cottle, Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on November 19, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Stephannie Cottle, CMC, UCC  
LPPSD Recorder



# LONE PEAK PUBLIC SAFETY DISTRICT DRAFT MINUTES

**Wednesday, December 10, 2025**

**7:30 am**

**Waiting Formal Approval**

Highland City Hall, 5400 West Civic Center Drive, Highland, Utah 84003

## **7:30 AM REGULAR MEETING**

Call to Order: Chair Kim Rodela

Invocation: Board Member Jason Thelin

The meeting was called to order by Chair Kim Rodela as a regular meeting at 7:34 am. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

**PRESIDING:** Kim Rodela, Chair

**BOARD MEMBERS:**  
Brittney P. Bills – absent  
Kurt Ostler – present  
Carla Merrill – present  
Jason Thelin – present

**STAFF PRESENT:** LPPSD Executive Director Erin Wells, LPPSD Assistant Executive Director Shane Sorensen, Fire Chief Brian Gwilliam, Police Chief Brian Patten, Deputy Recorder Heather White, Finance Director David Mortensen

**OTHERS PRESENT:** Captain Cannon, Doug Courtney, Tyler Lythgoe, Andy Butler, Tayton Christiansen, Josh Rich, John Pollock, Hayden Pierce, Dustin Mitchell, Brent Rummel, Liz Rice

## **1. UNSCHEDULED PUBLIC APPEARANCES**

Please limit comments to three minutes per person. Please state your name.

There were no public comments.

## **2. PRESENTATIONS**

### **a. Fire Department Fleet Replacement Program**

Captain Griffin Cannon

Chief Patten introduced Captain Griffin Cannon, highlighting his eight years of service as a Lone Peak Firefighter and his recent promotion to captain. Chief Patten explained that Captain Cannon had taken the initiative on the vehicle replacement program while on light duty, demonstrating exceptional capability in developing the project.

This program, which started before his promotion to Engineer, materialized during the Engineer qualification process. He noted Captain Cannon has continued to spearhead this replacement program, embodying a proactive approach the department is eager to adopt.

Captain Cannon presented the department's apparatus replacement plan, explaining that its purpose was to provide clarity, transparency, and objective metrics for vehicle replacement decisions rather than relying on subjective assessments. He provided an overview of the current fleet, which consists of 16 vehicles with an average age of nearly 11 years. He outlined the department's measurable success criteria, including reducing the average frontline apparatus age to 5 years or less by FY 2028, cutting out-of-service hours by 25% within 12 months, keeping repair-to-value costs below 10% for frontline vehicles, and achieving 100% compliance with inspections and preventative maintenance schedules. The presentation included two assessment approaches:

- Time-based life service assessment - based on standards from comparable local agencies (American Fork, Lehi, Saratoga Springs, and Pleasant Grove)
- Cost-based replacement assessment - tracking repair-to-value ratios

Captain Cannon showed how the fleet's condition had improved over the past 6-12 months through the addition of new vehicles, including the new Rosenbauer ladder truck, a new engine received last month, and a new ambulance expected in March. He emphasized that vehicles reaching certain age thresholds wouldn't automatically be replaced, as decisions would incorporate cost analysis as well.

Board Member Ostler questioned whether comparing with neighboring agencies with higher call volumes was appropriate, noting that Lone Peak's lower call volume might result in less wear and tear on vehicles. Captain Cannon clarified that the framework was meant as a guideline rather than a rigid rule, and that cost-based analysis would be the primary driver of replacement decisions. The cost-based analysis matrix showed significant costs associated with the department's two BC command vehicles (Ford F-150s from 2018), with repair costs exceeding 15% of replacement value in 2025 and 19-24% in 2023. Chief Patten explained these trucks had experienced major mechanical issues, including motor replacement, turbo problems, timing belt issues, and transmission failures, partly due to the vehicles having turbocharged engines not suited for emergency response use patterns.

Board members discussed the vehicle types needed, with Chief Patten confirming they were looking at Chevy LT models (mid-range, not high-end) with non-turbocharged engines. He noted that command vehicles require approximately \$15,000 in lighting, siren, and radio equipment, which is factored into replacement considerations.

The presentation concluded by emphasizing that the matrix provides objective data for decision-making but doesn't mandate automatic replacements at specific intervals or cost thresholds.

### **3. CONSENT AGENDA**

#### **a. 2026 Meeting Schedule**

Annual Meeting Schedule for the 2026 Calendar Year

Executive Director Wells presented the proposed 2026 meeting schedule. Board Member Carla Merrill asked about potentially moving the April 1st meeting due to travel plans, but it was noted that this date was important for budget approval timing. The Board agreed to keep the schedule as proposed with the possibility of revisiting the April meeting date if needed closer to the time.

*Board Member Kurt Ostler MOVED to approve the 2026 Regular Meeting Schedule.*

*Board Member Jason Thelin SECONDED the motion.*

*The vote was recorded as follows:*

Board Member Kurt Ostler	Yes
Board Member Brittney Bills	Absent
Board Member Carl Merrill	Yes
Board Member Jason Thelin	Yes

*The motion passed 3:0*

Chair Rodela indicated she needed to leave the meeting soon and Board Member Ostler agreed to conduct the rest of the meeting.

#### **4. VEHICLE REPLACEMENT/PURCHASE FOR FIRE DEPARTMENT**

The Board will consider the replacement and purchase of vehicles to be used by the Fire Department.

A staff report from Chief Patten explained that during the November 10, 2025 Board meeting, staff presented a financial update covering the final quarter of Fiscal Year 2025. As part of that discussion, staff indicated that pending completion of the annual audit, the District is projected to finish the fiscal year with an estimated \$3.4 million in total fund balance (not including recent wildland net revenue), approximately \$840,000 of which is attributable to the Fire Department. The Fire Department currently operates two 2018 Ford F-150 administrative vehicles. As was shown as a part of the fleet replacement plan in this meeting, both units have exceeded their intended service life, are experiencing increasing maintenance/repair needs, and no longer meet current safety and reliability expectations. These vehicles are scheduled to be surplussed and sold. To ensure safe and dependable transportation for administrative and operational functions, the Department recommends replacing them and adding one additional vehicle to meet current administrative needs including battalion chief coverage, trips for training and conferences, and growing needs in the wildland urban interface area. Listed below are the costs of the vehicle and additional equipment.

- (3) 2026 Chevrolet 1500 - \$48,828
- (3) Vehicle Lighting & Equipment per vehicle - \$15,000
- TOTAL = \$191,484

Staff proposed that the purchase be funded from the Fire Department's portion of the general fund balance. Originally, staff had budgeted for these items to be split between the vehicle lease line (10-47-74) in the current fiscal year budget and fund balance savings from the vehicle lease line in the prior fiscal year. However, given the amount of fund balance, staff felt it made sense to pull the entire purchase from fund balance. This purchase, when combined with the police vehicle outright purchases previously approved by the board, will decrease the fund balance to approximately \$3,000,000.

Board Member Ostler asked if the light packages can be taken from the old trucks and added to the new trucks. Chief Patten stated he will look into that matter, but typically the light package is specific to each truck model.

*Board Member Jason Thelin MOVED that the Lone Peak Public Safety District Board authorizes the use of the Fire Department fund balance to purchase three administrative vehicles and the emergency lighting/equipment packages for the vehicles, as outlined in this report.*

*Board Member Kurt Ostler SECONDED the motion.*

*The vote was recorded as follows:*

<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Brittney Bills</i>	<i>Absent</i>
<i>Board Member Carl Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

*The motion passed 3:0*

Chair Kim Rodela left the meeting at 8:21 a.m.

## **5. DEPARTMENT REPORTS**

### **a. Administration**

#### **Discussion on Fund Balance**

Finance Director David Mortensen presented an analysis of the district's fund balance, which has grown significantly in recent years to approximately \$3.4 million (not including the most recent wildland surplus of approximately \$150,000-\$200,000). He displayed charts showing the growth pattern over five years, with fund balances assigned to administration (\$830,000), police (\$1.9 million), and fire (\$840,000). He explained that conservative budgeting practices, interest revenues exceeding projections, and expenditures consistently coming in below budget were primary contributors to the growing fund balance. Other factors contributing to the surplus included:

- For administration: lower-than-budgeted dispatch costs and legal fees
- For police: vehicle sales, Alpine School District revenues above budget, security service revenues, unfilled positions, and lower-than-budgeted 401k participation
- For fire: wildland surplus, ambulance service revenues, Utah County call reimbursements, and lower-than-budgeted vehicle lease payments

Mr. Mortensen outlined potential uses for the fund balance, including already-approved purchases (ambulance, brush truck, equipment) and potential payments to Alpine (\$150,000) and Highland (\$300,000) as previously discussed. He also suggested the board consider establishing a dedicated capital fund for equipment replacement and determining an appropriate fund balance level to maintain.

Board members discussed whether the district needed such a large fund balance and considered strategies for potentially returning funds to the cities or reducing future assessments. Board Member Thelin suggested setting specific fund balance targets for each department (Fire, Police, Administration) and using excesses to reduce city assessments in future budget cycles.

Erin Wells expressed that it might be sensible to maintain sufficient fund balances to avoid midyear adjustments that could necessitate changing city allocations. There was no specific decision made on altering fund balances, but the discussion highlighted a need for continued evaluation and possible action in the future.

#### **Fire Department Financing Payoff Option**

Mr. Mortensen presented the option of using fund balance to pay off the remaining \$102,000 owed on the transport vehicle. This would reduce future lease payments and free up budget capacity for the new ladder truck payments starting in FY27. Board Member Merrill requested an analysis comparing the interest rate on the lease versus interest earned on fund balance before making a decision.

### **b. Police Department**

Chief Gwilliam reported that the police department was fully staffed for the first time in several years. He noted that hiring pools for law enforcement officers was increasing, with applications nearly doubling in the past two years after the post-2020 downturn in interest. He expressed satisfaction with the quality of new recruits.

### **c. Fire Department**

Chief Patten brought fire truck calendars for Board Members, noting that Lone Peak's new ladder truck was featured on the cover of the Rosenbauer 2026 calendar. He thanked representatives of both Highland and Alpine City for their support of the Fire Department, noting the Department is operating with a positive balance and making an impact on the communities it serves.

### **Thank You to Outgoing Board Members**

Executive Director Erin Wells, along with Chiefs Patten and Gwilliam, presented boxing gloves as gifts to outgoing Board Members Kurt Ostler and Jason Thelin in recognition of their service. Both chiefs expressed their gratitude to the outgoing board members for their support in improving the departments.

Mayor Ostler and Board Member Thelin both reflected on the positive changes they had witnessed during their tenure, particularly praising the leadership of both Chiefs in creating positive departmental cultures and improving services.

## **6. CLOSED SESSION**

The Board may recess to convene in a closed session for the purpose of discussing items as provided by Utah Code Annotated §52-4-205.

## **ADJOURNMENT**

*Board Member Merrill MOVED to adjourn the regular meeting and Board Member Thelin SECONDED the motion. All voted in favor and the motion passed unanimously.*

*The meeting adjourned at 9:09 PM.*

I, Heather White, Deputy Recorder, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on December 10, 2025. This document constitutes the official minutes for the Lone Peak Public Safety District Board Meeting.

Heather White, Highland City Deputy Recorder



## LONE PEAK PUBLIC SAFETY DISTRICT AGENDA REPORT 3b

**DATE:** January 14, 2026

**TO:** Lone Peak Public Safety District Board Members

**FROM:** Erin Wells, Executive Director

**SUBJECT: ACTION:** Ratification of Board Approval of the Purchase of New Fire Administration Vehicles

---

**PURPOSE:**

The Board will consider ratifying the decision made by the Lone Peak Public Safety Board on December 10, 2025, to outright purchase three new administrative vehicles for the Fire Department.

**BACKGROUND:**

In the December 10, 2025, Lone Peak Board meeting, the Board approved the outright purchase and outfitting of three new administrative vehicles for the fire department using fund balance. The staff report for that item is attached to this report.

The meeting also included a presentation on the fire department fleet replacement program and costs which highlighted the fact that the vehicles being replaced have exceeded their intended service life, are experiencing increasing maintenance/repair needs, and no longer meet current safety and reliability expectations.

Due to an issue posting the December 10 agenda, this item is simply a ratification of the decision previously made by the board.

**FISCAL IMPACT:**

See attached report.

**PROPOSED MOTION:**

I move that the Lone Peak Board ratify the decision to use the Fire Department fund balance to purchase three administrative vehicles and the emergency lighting/equipment packages for the vehicles, as outlined in the attached report.

**ATTACHMENT:**

1) December 10, 2025, Staff Report



## LONE PEAK PUBLIC SAFETY DISTRICT AGENDA REPORT

**DATE:** Dec 10, 2025

**TO:** Lone Peak Public Safety District Board Members

**FROM:** Brian Patten, Fire Chief

**SUBJECT: ACTION:** Purchase of New Fire Administration Vehicles

---

**PURPOSE:** The Board will consider the outright purchase of the administrative vehicles planned for the fire department this fiscal year using fund balance.

**BACKGROUND:** During the November 10, 2025, Board meeting, staff presented a financial update covering the final quarter of Fiscal Year 2025. As part of that discussion, staff indicated that pending completion of the annual audit the District is projected to finish the fiscal year with an estimated \$3.4 million in total fund balance (not including recent wildland net revenue), approximately \$840,000 of which is attributable to the Fire Department.

In this meeting, staff will share how the fund balance has accumulated over time and outline planned and potential uses for these funds.

The Fire Department currently operates two 2018 Ford F-150 administrative vehicles. As will be shown as a part of the fleet replacement plan in this meeting, both units have exceeded their intended service life, are experiencing increasing maintenance/repair needs, and no longer meet current safety and reliability expectations. These vehicles are scheduled to be surplused and sold. To ensure safe and dependable transportation for administrative and operational functions, the Department recommends replacing them and adding one additional vehicle to meet current administrative needs including battalion chief coverage, trips for training and conferences, and growing needs in the wildland urban interface area.

Listed below are the cost of the vehicle and additional equipment.

- (3) 2026 Chevrolet 1500 - \$48,828
- (3) Vehicle Lighting & Equipment per vehicle - \$15,000

TOTAL = \$191,484

**FISCAL IMPACT:** Staff proposes that the purchase be funded from the Fire Department's portion of the general fund balance. Originally, staff had budgeted for these items to be split between the vehicle lease line (10-47-74) in the current fiscal year budget and fund balance savings from the vehicle lease line in the prior fiscal year. However, given the amount of fund balance, staff felt it made sense to pull the entire purchase from fund balance.

This purchase, when combined with the police vehicle outright purchases previously approved by the board, will decrease the fund balance to approximately \$3,000,000.

**PROPOSED MOTION:** I move that the Lone Peak Public Safety District Board authorizes the use of the Fire Department fund balance to purchase three administrative vehicles and the emergency lighting/equipment packages for the vehicles, as outlined in this report.



## LONE PEAK PUBLIC SAFETY DISTRICT AGENDA REPORT #3c

**DATE:** January 14, 2026

**TO:** Lone Peak Public Safety District Board Members

**FROM:** Brian Patten, Fire Chief

**SUBJECT: RESOLUTION:** Approval for Surplus and Disposal of Personal Public Property and Equipment – Administrative

---

**PURPOSE:**

The Lone Peak Fire Board will consider a request to surplus two (2) 2018 Ford F-150 vehicles from the Lone Peak Fire fleet.

**BACKGROUND:**

The two 2018 Ford F-150 vehicles have previously supported daily operations and administrative functions within the District. Both vehicles have served the District well, but as was discussed in December, have reached a point where continued use is no longer the most cost-effective option due to mileage, wear, and ongoing maintenance and repair costs.

The purchase of three replacement vehicles was approved by the board on December 10, 2025 and as such, these vehicles are ready to be surplussed.

Once the Public Safety Board approves the disposal, a reasonable notice of at least 14 days prior to disposition shall be placed on the department website. After the notice period, the District will then dispose of the truck by means of auction, sealed bid, or other method designed to best serve the interests of District residents.

Pictures of the vehicles to be surplussed are below.



**FISCAL IMPACT:**

Funds received from the sale of the surplus vehicles will be received by the District and ultimately go towards District fund balance.

**PROPOSED MOTION:**

I move to approve to approve the surplus of two 2018 Ford F-150's.

**RESOLUTION NO: R-2026-**

**LONE PEAK PUBLIC SAFETY DISTRICT**

**A RESOLUTION AUTHORIZING THE DISPOSAL OF TWO 2018 FORD F-150 VEHICLES FROM THE FIRE DEPARTMENT**

**WHEREAS**, the Ford F-150 vehicles are no longer cost-effective option due to mileage, wear, and ongoing maintenance and repair costs; and

**WHEREAS**, the Public Safety Board has previously authorized the purchase of replacement trucks for the 2018 Ford F-150 vehicles; and

**WHEREAS**, the proceeds from the sale of the vehicles will go into District fund balance.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the Lone Peak Public Safety District, as follows:

1. The Board designates the two 2018 Ford F-150 vehicles in the Fire Department as surplus and approves of their disposal.
2. A minimum of 14 days' reasonable notice shall be posted on the Fire Department's website and in such other places as determined to be appropriate of the disposal of the property, with a description of the property, and potential methods of disposal.
3. The disposal of the two 2018 Ford F-150 vehicles shall thereafter occur as permitted by District policy.
4. This resolution shall take effect immediately upon passage.

**Adopted and resolved by the Governing Board of the Lone Peak Public Safety District, Utah this 14 day of January 2026.**

---

Chrissy Hanneman  
Chair

ATTEST:

---

Stephannie B. Cottle  
Recorder



## LONE PEAK PUBLIC SAFETY DISTRICT AGENDA REPORT #4

**DATE:** January 14, 2026

**TO:** Lone Peak Public Safety District Board Members

**FROM:** Erin Wells, Executive Director

**SUBJECT: ACTION:** Approval of the Contract for Legal Services with Walter J. Bird

---

### **PURPOSE:**

The Board will consider approving a contract for legal services with Walter J. Bird for Lone Peak Public Safety District.

### **BACKGROUND:**

In 2025, it was decided that it would be best for Lone Peak Public Safety District to have its own independent attorney rather than to contract with one of the City's attorneys. In October, the Alpine and Highland Administrators issued a Request for Proposal for legal services for the District. Three proposals were received and the Mayors and Administrators from each city along with the Fire and Police Chief selected two finalists to interview. After conducting the interviews, the review team is recommending Walter Bird become the District's contract attorney and that the Board approve his contract as attached.

The contract is for five years, with the ability to terminate the contract with thirty days' notice. The Administrator and Chiefs would consult Mr. Bird as needed on all legal matters related to the District including personnel, contracts, and interlocal agreement questions. Mr. Bird would also attend all board meetings, draft any needed documents, and represent the District in all legal matters.

### **FISCAL IMPACT:**

Mr. Bird is proposing an hourly rate of \$175 locked in for five years. The District was previously paying \$150 per hour for legal services. The District has budgeted \$4,000 for legal services in the FY2026 budget.

### **PROPOSED MOTION:**

I move that the lone peak board approve the Contract For Legal Services with Walter J. Bird.

**ATTACHMENT:**

- 1) Proposed Contract

## **CONTRACT FOR LEGAL SERVICES: LONE PEAK PUBLIC SAFETY DISTRICT**

This Contract for Legal Services (the "Agreement") is made and entered into this \_\_\_\_\_ day of December, 2025 (the "Effective Date"), by and between the **LONE PEAK PUBLIC SAFETY DISTRICT** (the "District"), a political subdivision of the State of Utah, and **WALTER J. BIRD, ATTORNEY AT LAW** (the "Attorney").

### **SECTION 1: PURPOSE AND TERM**

**1.1. Purpose.** The purpose of this Agreement is to retain the Attorney as an independent contractor to provide contract legal services to the District, its interlocal Board, and its staff.

**1.2. Term.** The term of this Agreement shall commence on the Effective Date and shall continue for a period of **five (5) years**, unless sooner terminated at any time with thirty (30) days written notice from either the District or the independent contractor.

### **SECTION 2: SCOPE OF SERVICES (DUTIES OF ATTORNEY)**

The Attorney shall provide comprehensive civil legal services to the District, including but not limited to:

**2.1. General Legal Counsel:** Provide legal advice and opinions on an as-needed basis to the District Board and staff concerning all legal matters related to the operations of the District.

**2.2. Representation:** Provide legal representation for the District in all legal matters, including administrative proceedings and litigation, unless a matter is assigned to Special Counsel by the District.

**2.3. Interlocal Agreement:** Interpret and assist in the implementation of the Interlocal Agreement that governs the District. The Attorney shall consult with the City Attorneys of Alpine and Highland regarding any proposed amendments to the Interlocal Agreement.

**2.4. Meetings:** Attend regular meetings of the Lone Peak Board (typically held on the second Wednesday of the month at 7:30 am), and other meetings as requested by the Board or District staff.

**2.5. Legal Drafting:** Draft, review, and edit ordinances, resolutions, contracts, interlocal agreements, leases, policies, and other legal documents as necessary.

**2.6. Compliance:** Ensure all legal advice, opinions, and representation are accurate and appropriate according to Utah Code, including the Utah State Code, and relevant federal law (e.g., GRAMA, Open Meetings Act).

**2.7. Professional Standards:** Perform all legal services in a manner consistent with professional and ethical standards required by the Utah Rules of Professional Conduct.

## **SECTION 3: COMPENSATION AND BILLING**

**3.1. Hourly Rate:** The District shall compensate the Attorney for all legal services rendered at a rate of **One Hundred Seventy-Five Dollars (\$175.00) per hour** (the "Hourly Rate"). This Hourly Rate is guaranteed for the entire initial term of this Agreement.

**3.2. Billing:** The Attorney shall submit invoices to the District on a monthly basis. Invoices shall itemize all time spent, detailing the date, the amount of time expended (billed in tenths of an hour), and a specific description of the services performed.

**3.3. Payment:** The District shall pay all approved invoices within thirty (30) days of receipt.

**3.4. Reimbursable Costs:** The District shall reimburse the Attorney for reasonable and necessary out-of-pocket expenses incurred on the District's behalf, provided they are billed at actual cost and without markup. Reimbursable costs include, but are not limited to, court filing fees, expert witness fees, and statutory publication costs. Any single reimbursable expense exceeding Two Hundred Fifty Dollars (\$250.00) must receive prior written approval from the District staff or Board.

**3.5. Travel:** Travel time for services rendered within Utah County (including attendance at Board meetings) shall not be billed to the District.

## **SECTION 4: INDEPENDENT CONTRACTOR STATUS**

**4.1. Status:** The Attorney is retained as an **independent contractor**. The Attorney is not, and shall not be considered, an employee of the District for any purpose whatsoever.

**4.2. Responsibility:** The Attorney shall be solely responsible for all federal, state, and local taxes, insurance (including malpractice), licenses, and other payments required of a private practice attorney. The District shall not make any tax withholdings, provide workers' compensation coverage, or extend any employee benefits.

## **SECTION 5: INSURANCE AND INDEMNIFICATION**

**5.1. Professional Liability:** The Attorney shall, at all times during the term of this Agreement, maintain professional liability (malpractice) insurance with limits of at least One Million Dollars (\$1,000,000) per occurrence. The Attorney shall provide the District with proof of coverage upon request.

**5.2. Indemnification:** The Attorney shall indemnify and hold harmless the District, its officials, employees, and agents from any and all claims, demands, damages, and costs arising out of the Attorney's negligent acts, errors, or omissions, or any breach of professional duty under this Agreement.

## **SECTION 6: CONFLICTS AND CONFIDENTIALITY**

**6.1. Conflicts:** The Attorney warrants that no current conflicts of interest exist. The Attorney shall immediately notify the District upon the identification of any potential or actual conflict of interest that may arise during the term of this Agreement and propose a resolution in accordance with the Utah Rules of Professional Conduct.

**6.2. Confidentiality/GRAMA:** All communications and records relating to the representation of the District are governed by the Utah Rules of Professional Conduct and the Government Records Access and Management Act (GRAMA). The Attorney shall safeguard privileged information and advise the District on its duties under GRAMA and the Open Meetings Act.

## **SECTION 7: TERMINATION**

**7.1. Termination for Convenience:** Either party may terminate this Agreement for convenience upon giving thirty (30) days prior written notice to the other party.

**7.2. Termination for Cause:** The District may terminate this Agreement immediately upon written notice to the Attorney for a material breach of this Agreement, including but not limited to, the loss of good standing with the Utah State Bar, a material conflict of interest that cannot be waived, or failure to perform legal services in a timely and competent manner.

**7.3. Effect of Termination:** Upon termination, the Attorney shall be compensated for all authorized services performed and expenses incurred up to the date of termination less any damages and expenses arising out the Attorney's breach, if any.

## **SECTION 8: MISCELLANEOUS PROVISIONS**

**8.1. Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the **State of Utah**.

**8.2. Entire Agreement:** This document constitutes the entire agreement between the parties and supersedes all prior agreements, representations, and understandings, oral or written.

**8.3. Amendments:** This Agreement may only be amended by a written instrument executed by both the District Board and the Attorney.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**LONE PEAK PUBLIC SAFETY DISTRICT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
Board Chair / Authorized Representative

**ATTORNEY**

---

Walter J. Bird, Attorney At Law

Utah State Bar No. 8616



## BOARD AGENDA REPORT ITEM #5

**DATE:** January 14, 2026  
**TO:** Members of the Board  
**FROM:** Brian Patten, Fire Chief & David Mortensen, Finance Director  
**SUBJECT: 2013 Pierce Transport Engine Payoff Option**

### **PURPOSE:**

The Board will consider an early payoff of the 2013 Pierce Transport Engine. The Board will take appropriate action.

### **PRIOR BOARD DIRECTION:**

In October 2012, the Board approved the lease financing of a 2013 Pierce Transport Engine in the amount of \$589,148.00 at 2% interest over a 15 year term with annual payments, including principal and interest, of \$51,152.82.

### **BACKGROUND:**

The District has two annual payments remaining on this lease financing, one in October 2026, and the final payment in October 2027. With the recent surplus sale of the 2008 Tower, funds are available to pay off the 2013 Pierce Transport Engine lease financing now and reduce the annual lease payments line item in the District's budget by \$51,152.82 each year for FY27 and FY28. Currently, the only other lease payment that needs to be budgeted for is the recent lease financing of the 2025 Rosenbauer Commander Ladder Truck and 2026 Rosenbauer Pumper Engine. The total annual lease payment for that new equipment is \$261,598.50. When the purchase of the new ladder truck and pumper engine was approved by the Board, it was communicated that the intent of staff was to surplus the 2008 Tower and use the proceeds to pay off the 2013 Pierce Transport Engine lease financing in order to free up room in the budget for the lease payment on the new ladder truck and pumper engine.

### **FISCAL IMPACT:**

The early payoff of the lease financing would not save a significant amount in interest expense, only \$741 savings when compared to making the final payments as usual. There is also some loss of interest revenue by pulling funds out of our PTIF investment account in order to make the payoff, estimated around \$4,000 total interest for the two year period. However, paying off the financing now using funds received from the sale of the 2008 Tower would reduce the lease payments budget needed in FY27 and FY28 and therefore reduce the assessments required from both Alpine and Highland cities for those two budget years.

**RECOMMENDATION & PROPOSED MOTION:**

Staff recommends that the Board approve the early payoff of the 2013 Pierce Transport Engine in the amount of \$101,564.30.

**Proposed Motion:**

“I move that the Board approve the early payoff of the 2013 Pierce Transport Engine in the amount of \$101,564.30.”

**ATTACHMENTS:**

1. Payoff Quote



November 25, 2025

Lone Peak Public Safety District  
5400 W. Civic Center Drive  
Highland, UT 84003  
Attention: David Mortensen

RE: Lease No. 169334000 ("Lease")

Dear David:

You have informed us that you desire to repay the Lease, in full, on **October 19, 2026** (the "**Payoff Date**"). This letter shall constitute our statement of the amount required in order for you to pay the Lease in full on the Payoff Date. This letter replaces and supersedes any and all prior payoff letters, if any, issued for the Lease, which prior letters are hereby canceled and terminated.

As of the Payoff Date, you shall owe the following with respect to the Lease (the "**Payoff Sum**"):

Remaining Payment-10/19/2026	\$51,152.82
Termination Value	\$50,411.48
Total	<b>\$101,564.30</b>

The Payoff Sum must be received, in immediately available funds, by 2:30 P.M. (Eastern Time) on the Payoff Date. We reserve the right to revise and notify you of any change in the Payoff Sum due to unforeseen circumstances, calculation errors, and amounts payable by you which are not included in the Payoff Sum or otherwise.

Payment of the lease should be made to PNC Bank, National Association via the following instructions.

**Wire Instructions**

Bank Name: PNC Bank, Ohio  
Bank Address: 1900 E. 9<sup>th</sup> Street  
Bank City, State, Country: Cleveland, Ohio USA  
ABA/Routing Number: **041 000 124**  
Account Number: **4206166645**  
Beneficiary Name: PNC Bank  
Reference #1: 169334000  
Reference #2: Attn: Bridget Welsh

**U.S. Overnight Address**

PNC Bank, National Association  
ARC Lockbox #931034  
4100 West 150th Street  
Cleveland, OH 44135

Subject to the terms hereof, upon payment in full in immediately available funds, any and all commitments by us to lend to you shall be terminated, and all of your obligations under the documents evidencing the Lease shall be satisfied, terminated and released, except for such provisions which expressly survive such termination.

As soon as practicable after receipt of the Payoff Sum, at your request, we shall: (i) deliver to you or such other person as you may designate (the "**Customer's Designee**"), in accordance with applicable law and with your written instructions provided to us, such other releases and such Uniform Commercial Code certifications or authorizations as

**Member of The PNC Financial Services Group**

995 Dalton Avenue Cincinnati Ohio 45203

[www.pnc.com](http://www.pnc.com)

may be reasonably required to enable you or the Customer's Designee to terminate or release our interest in any collateral, so long as such collateral does not also serve as collateral for other obligations owed to us (including without limitation, any interest rate swap termination costs or foreign exchange exposures, whether or not such transactions have been terminated or finalized), and (ii) cause any other instruments which represent collateral released hereunder to be delivered to you or the Customer's Designee. We shall have no liability to you for the termination, release or assignment of any financing statement, or for the return of any possessory collateral, if we shall have complied with written instructions from you or the Customer's Designee.

If you wish to continue to use treasury management and other deposit account services with us after the Payoff Date, we reserve the right to revise (i) the fees relating thereto and (ii) the availability schedules for such services as permitted under Regulation CC. Please contact your PNC treasury management representative or the undersigned for further information. If you wish to have letters of credit, bankers' acceptances, trade acceptances or other instruments continue to be outstanding after the Payoff Date, you must contact the undersigned to arrange for cash collateral to be posted by you and/or indemnity agreements to be delivered to us by you and your new lender (if applicable) or make other arrangements acceptable to us for these services to continue.

Further, pursuant to the USA PATRIOT Act and related laws, PNC is required to establish policies and procedures to ensure compliance with anti-money laundering laws of the United States and to otherwise detect and report suspicious transactions. These procedures apply to the repayment of leases, which involves the transfer of substantial sums of money. Please be assured that PNC's application of these procedures to this transaction is not intended to suggest or imply that you or any of your funding sources is in violation of any law but is rather an impartial part of PNC's ongoing regulatory compliance program. Separately, you may be required to identify each entity which is providing replacement funding to allow us to complete our required due diligence.

Very truly yours,

PNC Bank, National Association

Bridget Welsh  
Maturity Analyst Sr.  
513-826-0134  
Bridget.Welsh@pnc.com