



LONE PEAK PUBLIC SAFETY DISTRICT DRAFT Minutes

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

Approved January 14, 2026

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 Patten, Police Chief Brian Gwilliam, Recorder Stephannie Cottle, Finance Director David Mortensen

OTHERS PRESENT: Jake Beck, Doug Courtney, Darci Brunson, Melissa Fahrni, Rob Patterson, Brent Rummler, 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 Rummler 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 14th meeting and proposed changes for the September 30th 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 9th, with amendment that Board Member Rummler was not in attendance on May 14th.

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 14th.

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>	<i>Yes</i>
<i>Board Member Kurt Ostler</i>	<i>Yes</i>
<i>Board Member Carla Merrill</i>	<i>Yes</i>
<i>Board Member Jason Thelin</i>	<i>Yes</i>

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:

<i>Board Member Kim Rodela</i>	
<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

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