



## Regular Meeting - Apr 09 2026 Minutes

Thursday, April 9, 2026 at 5:00 PM

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

Page

### 1. Meeting Opening

#### 1.1 Call to Order

Chiar Dallin called the meeting to order at 5:04 PM  
and passed the meeting off to Vice-Chair Hayse as he will have to leave early.

#### 1.2 Roll Call

Board Members Present

Steven Dallin, Jeff Peterson, Bridget Hayes, and Daniel Bates

Board Members Absent

Staff Present

Tyler Leavitt, Tyler Rowser, and Benjamin Nielson

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

#### 2.1 Purchase, exchange, or lease of real property

#### 2.2 Pending or reasonably imminent litigation

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

#### 2.4 Deployment of security personnel, devices, or systems

Motion to move to a closed session for Personnel – to discuss the character, competence, or physical or mental health of an individual.

Moved by: Steven Dallin; seconded by: Jeff Peterson

**Aye:** Steven Dallin, Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 4-0**

Closed session started at 5:06 PM

Motion to move out of the closed session back to the open session.

Moved by: Jeff Peterson; seconded by: Daniel Bates

**Aye:** Steven Dallin, Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 4-0**

Open session resumed at 6:01 PM

[Closed Meeting Affidavit.pdf](#) 

### 3. Pledge of Allegiance

### 4. Consideration of Approval

- 4.1 Discussion and possible recommendation to the County Council of the Fire Chiefs' Contract renewal. 6

[Chief Contract 2026.pdf](#) 

Attorney Stack presented the contract for consideration, with a few changes from the current contract.

Chiar Dallan was excused from the meeting at 6:28 PM

The board discussed changing the contract to a 3-year term rather than a 5-year term, adding that the vehicle can be used for personal use and that, upon resignation, all accrued time off is paid out.

Motion to recommend the contract to the county council for approval with changes as outlined by the board.

Moved by: Daniel Bates; seconded by: Jeff Peterson

**Aye:** Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 3-0**

- 4.2 Discussion and possible approval of the capital expense for the Westnet First In station alerting system for Stations 22 & 23. 19

[Westnet First In Smart Station Alerting System.pdf](#) 

Chief Rowser went over the staff report and the need for the system.

Motion to approve the expendute for the alering and smart staiton alering ssytem with the amout out linkend in staff report.

Moved by: Jeff Peterson; seconded by: Daniel Bates

**Aye:** Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 3-0**

- 4.3 Discussion and possible recommendation to the County Council amending Sections 9 & 12 of the personnel policies. 26

[Policy Update Staff Report.pdf](#) 

Vice-Chair Hayes moved this to the first item of the consent agenda.

Chief Nielson went over the proposed PTO policy.

Motion to recommend the revised sections 9 & 12 of the personnel policies to the county council for approval.

Moved by: Steven Dallin; seconded by: Jeff Peterson

**Aye:** Steven Dallin, Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 4-0**

4.4 Accounts Payable for 75

[March 2026 AP.pdf](#) 

Motion to approve the accounts payable for March 2026.

Moved by: Daniel Bates; seconded by: Jeff Peterson

**Aye:** Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 3-0**

4.5 Minutes of 81

[Regular Meeting - Mar 12 2026 - Minutes - Html](#) 

Motion to table until next month.

Moved by: Jeff Peterson; seconded by: Daniel Bates

**Aye:** Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 3-0**

## 5. Work Session

5.1 Chiefs operations update. 85

[Jan - Mar 2026 Statistics.pdf](#) 

Chief Nielson, went over his operations report.

## 6. Public Input

*None*

## 7. Board Comments.

Vice Chair Hayse mentioned she had a meeting with the county manager, who said the EMS tax grant is coming out. Can the board hold a work session to review the capital request and set a timeline for it?

Board Member Peterson asked about replacing the 5th board member.

## 8. Adjournment

8.1 Adjourn Meeting

Motion to adjourn.

Moved by: Jeff Peterson; seconded by: Daniel Bates  
**Aye:** Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 3-0**

Adjourned at 6:59 PM

---

---

*Closed Meeting Affidavit*

---

---

Pursuant to Utah Code § 52-4-206, I, Steven Dallin, North Summit Fire Service District Administrative Control Board Chair, hereby certify and affirm that the closed meeting held on April 9, 2026, at 5:06 PM, at the physical location of 90 E Center St, Coalville, UT 84017, with the following individuals present:

Steven Dallin, Bridget Hayes, Daniel Bates, Jeff Peterson, Ryan Stack, & Ben Nielson

and the following individuals were absent: *None*

---

was for the sole purpose of discussing: [check one]

Personnel (Utah Code § 52-4-205(1)(a))

Security (Utah Code § 52-4-205(1)(f))

And the provisions of Utah Code § 52-4-206(1) do not apply.

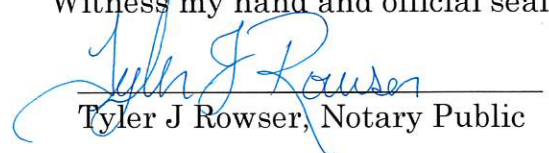


Steven Dallin, Chair  
North Summit Fire Service District Administrative Control Board

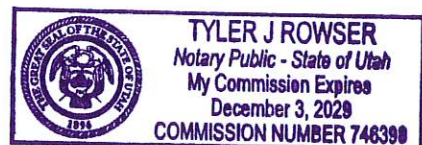
Subscribed and sworn to (or affirmed) before me on this 22<sup>nd</sup> day of April, in the year 2026, by Steven Dallin.

County of Summit )  
ss: )  
State of Utah )

Witness my hand and official seal.



Tyler J Rowser, Notary Public



**NORTH SUMMIT FIRE SERVICE DISTRICT  
FIRE CHIEF  
EMPLOYMENT CONTRACT**

THIS AGREEMENT is made and entered into this \_\_\_ day of \_\_\_\_\_, 2026 by and between **NORTH SUMMIT FIRE SERVICE DISTRICT**, a political subdivision of the State of Utah (hereinafter referred to as “District”), whose address is 86 Center Street, Coalville, Utah 84017, and **BENJAMIN NIELSON** (hereinafter referred to as “Nielson”), whose address is \_\_\_\_\_ . The District and Nielson are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

**RECITALS**

WHEREAS, the District desires to employ the services of Nielson as the Fire Chief of the District through a written employment contract; and,

WHEREAS, the District desires to:

1. Provide certain benefits to Nielson,
2. Establish certain conditions of employment,
3. Set working conditions for Nielson,
4. Secure and retain the services of Nielson and to provide inducement for him to remain in such employment,
5. Make possible full work productivity by assuring peace of mind on the part of Nielson,
6. Provide deterrents against malfeasance or dishonesty for personal gain on the part of Nielson, and
7. Provide a just means for compensation and for terminating Nielson’s service should he become unable to fully discharge his duties or when the District may desire to otherwise terminate his employment.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained,

**Section 1: POWERS AND DUTIES**

The District hereby agrees to employ Benjamin Nielson as the Fire Chief of the North Summit Fire Service District to exercise powers and perform the duties specified in Summit County Code, **Title 2, Chapter 25**, as well as those duties and requirements enumerated in the attached job description (Exhibit A) which is incorporated by reference herein, and to perform other legally permissible and proper duties as the Summit County Council (as the governing body of the District) or the Administrative Control Board may from time to time assign not inconsistent with, or in conflict with, the provisions of this Agreement, Summit County Code, or state or federal law.

**Section 2: TERM**

The term of this Agreement shall be for a period of five (5) years from March 28, 2026 to March 27, 2031 (the "Term").

- a. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of District to terminate the services of Nielson at any time, subject only to the provisions established by this Agreement. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Nielson to resign at any time from his position with the District upon thirty (30) days written notice to the Administrative Control Board.
- b. In the event the District intends not to renew or renegotiate the Agreement with Nielson at the end of the Term, Nielson shall be given a minimum of thirty (30) days written notice.
- c. Nielson agrees to remain in the exclusive employ of the District during the term of this Agreement. The term "employed" however, shall not be construed to include occasional teaching, writing, speaking, consulting performed on Nielson's time off, even if outside compensation is provided for such services. Further, Nielson shall be allowed to work up to five (5) night shifts per month for the Washington Terrace Volunteer Fire Department. Said activities are expressly allowed, provided that in no case is any activity allowed which would present a conflict of interest with the District. *De Minimis* use of District's equipment (such as laptop computer) for such purposes is hereby authorized.

**Section 3: TERMINATION AND SEVERANCE PAY**

- a. Probationary Period. During the first six (6) months of Nielson's employment, Nielson shall be employed "at will" (the "Probationary Period"). As such, Nielson may be terminated without cause during the Probationary Period and shall not be entitled to "Severance" as set forth in Section 3(b) below.
- b. Termination without Cause. In the event Nielson is terminated or asked to resign by the Administrative Control Board for any reason other than as set forth in Section 3(c) below, and Nielson is willing and able to perform his duties under this Agreement, then in that event the District agrees to pay Nielson the following (together, referred to as "Severance"):
  - (i) a lump sum cash payment equal to nine (9) months aggregate salary;
  - (ii) the employee share of COBRA, to the extent that Nielson elects to take Cobra, to maintain health care coverage consistent with that which was received at the time of termination; and

(iii) all paid time off, deferred compensation and all other accrued benefits to date at 100%.

- c. Termination for Cause. In the event Nielson is terminated with cause, which is defined for purposes of this contract as: (i) an intentional act or acts of dishonesty in the performance of your duties as an employee of the District that is injurious to the mission, financial condition, results of operations or reputation of the District, taken as a whole; (ii) any material breach of this Agreement; (iii) a material breach of your fiduciary duties to the District including not complying with and not enforcing District policies; (iv) your conviction, or pleading of nolo contendere of any felony, or any misdemeanor involving moral turpitude; (v) your imprisonment for any reason; (vi) any act of fraud or willful misconduct in the performance of your duties hereunder; (vii) your repeated failure to obey the District's policies or the instructions of the Administrative Control Board; (viii) a disability as set forth in Section 5; or (ix) your repeated failure to perform your obligations and duties, then the District shall have no obligation to pay the Severance indicated, except for items for which the Nielson may be legally entitled.
- d. Resignation. In the event Nielson voluntarily resigns as the Fire Chief of the North Summit Fire Service District, the District will be under no obligation to continue to compensate Nielson after the date of resignation except for items for which Nielson may be legally entitled.

**Section 4: COMPENSATION**

- a. Nielson's salary shall be \$150,000.00 per year, effective immediately upon the Governing Body's approval of this Agreement.
- b. Nielson shall be paid installments at the same time as other employees of the District are paid.
- c. The District agrees that Nielson is eligible for an annual increase in salary, which shall be up to the maximum potential percentage increase provided for all District employees in the annual budget.
- d. Nielson shall be eligible for year-end bonus programs as may be applicable to other employees of the District as recommended by the Administrative Control Board and authorized by the Governing Body in the annual budget.

**Section 5: DISABILITY**

In the event Nielson is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity, or health for a period of six

(6) successive months and has not or cannot obtain a medical release to return to work, this Agreement will be deemed terminated and no additional compensation or Severance shall be paid as indicated in Section 3(c) of this Agreement.

**Section 6: BENEFITS**

- a. All provisions of the District’s personnel policies, and other regulations, directives, policies, practices and procedures shall apply to Nielson unless otherwise provided herein. This shall include the following benefits as contained in the District’s Personnel Policies:
  - (1) Health Insurance
  - (2) Dental Insurance
  - (3) Life Insurance
  - (4) Retirement: Nielson shall take retirement through Tier I Program of the Utah Retirement Systems (“URS”).
  - (5) 401k (if offered to all District employees)
  - (6) Family and Medical Leave
  - (7) Long Term Disability
  - (8) Military Reserve Leave
- b. Accumulation of vacation shall be at the maximum accrual rate per the District’s Personnel Policies.
- c. The District shall provide access to a vehicle, including maintenance and fuel, for Nielson’s business and personal use. Such benefit to be documented on IRS form W-2.

**Section 7: POLICIES**

All provisions of the District’s regulations, directives, policies, practices, and procedures shall apply to Nielson unless otherwise provided herein.

**Section 8: HOURS OF WORK**

It is recognized that Nielson must devote a great deal of his time outside normal office hours to business of the District, and to that end Nielson will be allowed to take administrative time off as he shall deem appropriate during normal office hours.

**Section 9: PROFESSIONAL DEVELOPMENT**

- a. The District will provide through the budgeting process resources, as it deems appropriate, for Nielson to attend seminars, short courses, professional association meetings, and similar functions for his continued professional development and for

the good of the District. District agrees to pay for Nielson to attend conference/training the District determines Nielson should attend.

- b. District will provide through the budget process resources, as it deems appropriate, for Nielson to maintain professional association memberships that are held by Nielson and any civic club memberships (e.g.; Rotary Club International) where Nielson participates.

#### **Section 10: PERFORMANCE EVALUATION**

The Administrative Control Board shall annually review the performance of Nielson in March of each year subject to a process, form, criteria, and format for the evaluation that shall be mutually agreed upon by the Administrative Control Board and Nielson. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to Nielson within 30 days of the evaluation meeting.

#### **Section 11: INDEMNIFICATION**

As required under Federal, State or Local Law, and at the express written request of Nielson, District shall defend, save harmless and indemnify Nielson against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Nielson's duties or resulting from the exercise of judgment or discretion in connection with the performance of those duties or responsibilities, unless the act or omission involved willful or wanton conduct. Legal representation for Nielson shall be provided by the District or their insurance carrier as may be required, but shall not be provided for allegations or determinations of willful or wanton conduct of Nielson. If provided, legal representation, provided by District for Nielson, shall extend until a final determination of the legal action including any appeals brought by either party, and the District shall indemnify Nielson against any and all losses, damages, judgments, interest, settlements, fines, and court costs.

Nielson recognizes that the District shall have the absolute right to settle any claims or lawsuits unless the settlement is of a personal nature to Nielson, in which event Nielson may exercise his veto over the settlement. Further, District agrees to pay all reasonable litigation expenses of Nielson throughout the pendency of any litigation to which Nielson is a party, witness or advisor to the District. Such expense payments shall continue beyond Nielson's service to the District as long as litigation is pending. Further, District agrees to pay Nielson's reasonable consulting fees and travel expenses when Nielson serves as a witness, advisor or consultant to District regarding pending litigation.

**Section 12: RESIDENCE**

During the term of this Agreement, Nielson agrees that he shall live within the boundaries of Summit County, Utah, unless otherwise approved by the Administrative Control Board.

**Section 13: BONDING**

District shall bear the full costs of any fidelity or other bonds required of Nielson under any law or ordinance.

**Section 14: GENERAL PROVISIONS**

- a. This Agreement sets forth and establishes the entire understanding between the District and Nielson relating to the employment of Nielson by the District. Any prior discussions, representations, written or verbal agreements by or between the parties are merged into superseded and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.
- b. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Nielson.
- c. If any provision, or any portion thereof, contained in the Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, and shall not be affected and shall remain in full force and effect.
- d. This agreement supersedes any and all prior agreements between the parties. Any such agreements are null and of no force or effect.

**Section 15: NO REDUCTION OF BENEFITS**

The District shall not at any time during the term of the Agreement reduce the salary, compensation, or other financial benefits of Nielson, except to the degree of such a reduction across-the-board for all employees of the District, or the result of disciplinary action.

**Section 16: NOTICES**

Notices pursuant to the Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- a. DISTRICT: Administrative Control Board  
86 Center Street  
Coalville, UT 84017
  
- b. NIELSON: Benjamin Nielson  
[REDACTED]  
[REDACTED]

(or as amended by Nielson)

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

[signatures on following page]

**IN WITNESS WHEREOF**, North Summit Fire Service District has caused this Agreement to be signed and executed in its behalf by the Chair of the Summit County Council, acting as the Governing Body of the District, and the Benjamin Nielson has signed and executed this Agreement, the day and year first above written.

NORTH SUMMIT FIRE SERVICE DISTRICT

By: SUMMIT COUNTY COUNCIL, Acting as the  
Governing Body

---

Canice Harte  
Chair

ATTEST:

---

MALENA STEVENS  
County Clerk

By: ADMINISTRATIVE CONTROL BOARD

---

STEVEN DALLIN  
Chair

APPROVED AS TO FORM:

---

RYAN P.C. STACK  
Deputy County Attorney

NIELSON

---

BENJAMIN NIELSON

EXHIBIT A

- 9 -

# North Summit Fire District

<b>Job Description</b>	<b>Position:</b>	<b>Fire Chief/ Fire Marshal</b>
------------------------	------------------	---------------------------------

## **JOB SUMMARY**

The Fire Chief is appointed by the Summit County Council and reports to and serves under the direction of the North Summit Fire Service District Administrative Control Board (ACB). The Fire Chief manages all facets of the Fire District. The primary function of this position is to provide for the sole command over all officers, members and employees of the Fire District as well as provide measures seen necessary to the prevention and extinguishing of fires, the protection of life and property, the rendering of emergency medical services, the preservation of order and observance of Federal and State laws, ordinances of the County and rules and regulations of the Fire District. The Fire Chief is also responsible for emergency preparedness, hazard mitigation, response, and recovery, planning and budgeting.. The Fire Chief will perform professional and technical work in the field of fire prevention.

## **TOOLS AND EQUIPMENT USED**

Emergency medical care equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, power equipment, small hand tools, ladders, radio, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Firefighter and/or Engineer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; run; jump; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb; balance; stoop, kneel, crouch, or crawl; talk and hear; and taste or smell.

The Fire Chief must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in general office and all weather conditions.

# North Summit Fire District

<b>Job Description</b>	<b>Position:</b>	<b>Fire Chief/ Fire Marshal</b>
------------------------	------------------	---------------------------------

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration, heat and sub-zero temperatures.

The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

## **ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Assumes full management responsibility for operating a Fire Based EMS Department, which includes all Fire District services and activities, enforcement of the provisions of the Fire Prevention code and the laws and regulations of the assigned jurisdiction, suppression, investigation, inspection, public education, the provision of Emergency Medical Services and general emergency management.
- Works closely with Summit County general emergency management teams, Emergency Medical Services, and other Fire Districts within Summit County.
- Manages the development and implementation of Fire District goals, objectives, policies, and priorities for each assigned service area; establishes appropriate service and staffing levels; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
- Represents the Fire District to elected and appointed officials and outside agencies; explains and interprets Fire District programs, policies, and activities; negotiates and resolve sensitive, significant, and controversial issues.
- Selects, trains, motivates, and evaluates Fire District personnel; provides or coordinates staff training; works with employees to correct deficiencies, and issues discipline where necessary.
- Plans, directs, and coordinates, through the Deputy Chief and Fire Captains, the Fire District's strategic goals; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Manages and participates in the development and administration of the annual Fire District budget to be recommended by the ACB to the Governing Body for adoption; reports the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures.
- Directs the preparation of and implements budgetary adjustments, as necessary and as approved by the ACB.

## North Summit Fire District

Job Description	Position:	Fire Chief/ Fire Marshal
-----------------	-----------	--------------------------

- Coordinates Fire District activities with those of other Districts and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence.
- Ensures proper maintenance and availability of equipment, apparatus, buildings, and other facilities.
- Responds to major fire alarms and personally directs fire suppression activities, as necessary.
- Supervises fire incident investigations.
- Directs and participates in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings and conferences; stays abreast of new trends and innovations in the field of fire science.
- Resolves compliance problems within scope of knowledge and authority.
- Inspects existing structures, new construction, and remodel sites for compliance with fire codes, and issues citations or other orders where violations are found.
- Reviews building and fire sprinkler plans to assure fire code requirements are met.
- Participates in the inspection of hydrants, sprinkling systems, and elements of a fire prevention or protection system.
- Investigates complaints received by the Fire Prevention Division; establishes and maintains comprehensive records of all business transacted such as complaints, inspections, investigations, notices served and permits written.
- Investigates origin and circumstances of fires which involve loss of life, injury to any person or persons or damage or destruction of property. Takes charge of evidence of the origin of the fire.
- Provides public education in fire prevention, including giving talks, demonstrations, and presentations to community groups, schools and other organizations or institutions.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited university in Fire Science Management, Business or Public Administration. Experience in lieu of education is acceptable.
- Must have at least ten (10) years' experience as a full time firefighter
- Must have at least three (3) years' supervision experience in a full time firefighter setting. (preference given for experience as Fire Captain/Fire Battalion Chief)
- Must have American Heart Association Basic Life Support (BLS) for Healthcare Providers.
- Must have Utah Firefighter II certification from Utah Fire Rescue Academy.\*
- Must have Utah Hazmat Operations certification from Utah Fire Rescue Academy.\*

## North Summit Fire District

Job Description	Position:	Fire Chief/ Fire Marshal
-----------------	-----------	--------------------------

- Must have Fire Officer I from Utah Fire Rescue Academy.\*
- Must have NWCG Firefighter II or higher certification.\*
- Must have NREMT Emergency Medical Responder or higher certification.\*
- Must have Utah Apparatus Driver Operator – Pumper certification.\*
- Must have Utah Apparatus Driver Operator – Aerial certification.\*
- *\* Equivalent certifications are acceptable with reciprocity agreement to be completed within 90 days of employment*
- Must live within 45 minute driving distance of Coalville Station 21
- Must be a citizen of the United States of America at the time of application or provide proof of appropriate work permit.
- Must have the ability to learn the operation of fire suppression and other emergency equipment. Must have the ability to learn to apply standard firefighting, basic and advanced life support, and fire prevention techniques.
- Must be able to perform strenuously or to peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Must be able to read, write and speak the English language. Must have the ability to follow verbal and written instructions, and the ability to communicate effectively orally and in writing.
- Must have a stable driving history without a record of suspension or revocation in any State.
- Must possess or be able to obtain, within 90 days of employment, a valid Utah Driver's License.
- No felony convictions or disqualifying criminal history within the past seven (7) years. Must be of good moral character and of temperate and industrious habits.
- This is a safety sensitive position and must pass a criminal background check and drug screen.
- This position does not qualify for telecommuting.

**This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**



Benjamin L. Nielson  
*Fire Chief*

Tyler J Rowser  
*Administrative Battalion Chief*

Tyler D. Leavitt  
*Deputy Fire Marshal*

## Staff Report

**Date:** April 9, 2026

**To:** Administrative Control Board

**From:** Chief Nielson

**Subject:** Approval of Westnet Smart Station Alerting Systems for Stations 22 and 23 Dorm Additions

## Recommendation

Staff recommends approval to purchase and install Westnet First-In Alerting Smart Station Systems for Stations 22 and 23 as part of the current dorm addition projects, utilizing a **sole source, no-bid procurement**.

## Background

As part of the ongoing Station 22 and Station 23 dorm expansion projects, the District has identified the need to install modern fire station alerting systems to support personnel response, safety, and operational efficiency.

The Westnet First-In Alerting Smart Station System is designed to:

- Reduce response times through targeted alerting.
- Improve firefighter safety with lighting and audio controls.
- Enhance sleep-cycle management and reduce fatigue.
- Integrate with dispatch and station systems.

These systems are consistent with current industry standards and are commonly deployed in modern fire stations.

## Sole Source Justification

The proposed purchase qualifies as a **sole source, no-bid procurement** due to system compatibility requirements.

Summit County has previously implemented a **Westnet First-In Alerting System**, which is a proprietary platform. In order to maintain full compatibility

North Summit Fire District  
PO Box 187 | 90 E. Center Street  
Coalville, Utah 84017  
435-336-2221 | Emergency 9-1-1  
[www.NorthSummitFireUT.gov](http://www.NorthSummitFireUT.gov)

with the County's dispatch and alerting infrastructure, any additional station alerting systems must be integrated within this existing proprietary system.

Because Westnet is the sole provider of the First-In Alerting System and associated components, no equivalent or compatible alternatives are available. Procuring a different system would:

- Result in incompatibility with the County dispatch system
- Require significant additional costs for integration or replacement.
- Create operational inefficiencies and potential safety concerns.

For these reasons, competitive bidding is not practical, and a sole-source procurement is justified.

#### Financial Impact

The district currently has **\$772,402.16** in the capital account.

#### **Committed funds include:**

- \$145,165 – Purchase of two new pickup trucks
- \$120,000 – Change orders for Station 22

**Total committed:** \$265,165.

**Remaining available capital:** \$507,237.16

#### Project Cost

The quotes provided by Westnet are as follows:

- **Station 22 System:** \$88,959.42
- **Station 23 System:** \$91,914.29

**Total project cost:** \$180,873.71

These quotes include equipment, installation, configuration, and one year of technical support.

#### Budget Summary After Purchase

- Remaining capital prior to purchase: \$507,237.16
- Less Smart Station systems: \$180,873.71

**Projected remaining balance: \$326,363.45.**

#### Discussion

Installing these systems during the construction of the dorm additions is the most cost-effective and operationally efficient approach. Retrofitting at a later date would result in higher costs and potential disruption to operations.

These systems will:

- Improve alerting reliability and response times.
- Enhance firefighter safety and readiness.
- Align both stations with modern fire service infrastructure standards.

Both quotes are valid through June 24, 2026, and reflect current pricing for equipment and installation.

#### Conclusion

The proposed purchase is within the District's available capital budget, supports critical operational improvements tied directly to the Station 22 and 23 expansion projects, and meets the criteria for sole source procurement due to proprietary system requirements.

#### Action Requested

Approve the purchase of the Westnet First-In Alerting Smart Station Systems for Stations 22 and 23 in the total amount of **\$180,873.71**, utilizing a **sole-source, no-bid procurement**.



**WESTNET**

15542 Chemical Lane  
Huntington Beach, CA 92649  
Phone: 714-548-3500 Fax: 714-901-5610  
www.FirstInAlerting.com



## Quote: North Summit Fire Station #22 First-In Alerting Smart Station System Revised

**To: North Summit Fire District**

**From: Rick Sanft**

86 East Center Street  
Coalville, Utah 84017  
435-336-2221

### Summary

Total Amount: **\$88,959.42** Quote ID: Q-10450-F0W9 Revision: 1

Shipping Method: Ground Date: 3/24/2026

Payment Terms: Net 30 Effective To: 6/24/2026

Description: This quote is for North Summit Fire Station #22 First-In Alerting Smart Station System Revised including installation and one year of technical support.

Clarifying Comments: This quote is based upon installation occurring in 1 trip. If the station is not ready and additional trips are required, the customer agrees to pay additional fees. The customer is responsible for all network connectivity between dispatch and station, as well as the CAD interface if network activation is desired. Customer is responsible for having the radio, network equipment and power within 6 feet of the Master Control Unit. Quote does not include conduit of more than 20 feet, if required. Customer to provide VPN access to Westnet for remote adjustments and support.

Quote does not include Davis Bacon, union, or prevailing wage rates, customer is responsible if applicable. Customer is responsible for the difference in sales and use tax if applicable. If tax exempt please email the tax exempt form to [accounting@westnet-inc.com](mailto:accounting@westnet-inc.com). Payment terms are net 30 with payment milestones. Quote does not include permits or bonds.

Quote was revised 3/23/26 to update pricing and remove 1 Satellight Controller and all kits that are now included.

### Shipping Information

**Ship To:**

**Bill To:**

### Details

Product ID	Product	QTY	Price	Sub Total
ACD-RS	Appliance Control Device (Comes with 1 Reset Switch)	1.00	\$1,995.00	\$1,995.00
AEP-43	Alerting Endpoint w/ 43" Monitor	1.00	\$2,700.00	\$2,700.00
CI-M-BAY	Company Indicator (Apparatus Bay) Medium	2.00	\$1,495.00	\$2,990.00
DLSP	MCU Data Line Surge Protector	1.00	\$209.00	\$209.00
DR-FM	Dorm Remote (With Ceiling Mounted Light)	4.00	\$1,380.00	\$5,520.00
FIN-AUX-L01	First-In MCU Auxiliary Module Lite	1.00	\$655.00	\$655.00
FIN-Eth-T10	Ethernet Data Activated First-In Type 10 MCU	1.00	\$13,500.00	\$13,500.00
FINISO4P	Radio Isolation Unit - Four Channel	1.00	\$873.00	\$873.00
FRMKit-Dual	MCU and Radio Rack Mount Kit	1.00	\$200.00	\$200.00
HPA-OMNI-D	High Power Audio Module with 2 - Omnidirectional Speaker and Hanging Kit	2.00	\$2,080.00	\$4,160.00
PM-BLK-UPS	Power Module Black with UPS	1.00	\$3,595.00	\$3,595.00
SCR26-24VCS	Control Remote (each controls up to 8 functions)	1.00	\$1,212.00	\$1,212.00
SSAT	Satellight (driven off Satellight Controller)	2.00	\$478.00	\$956.00
SSAT-M-FT	Satellight Controller	3.00	\$839.00	\$2,517.00

3/24/2026 4:42:30 PM

Prepared by : Rick Sanft

Page 1 of 2

Product ID	Product	QTY	Price	Sub Total
SS-MLC	Lighting Controller Module (max 4)	1.00	\$675.00	\$675.00
SVC-LIFT-FEE	Lift Service Fee	1.00	\$1,628.00	\$1,628.00
SW-DB	Doorbell Button	2.00	\$275.00	\$550.00
SW-EM	Emergency Button	2.00	\$275.00	\$550.00
TIM	Telephone Interface Module	1.00	\$1,236.00	\$1,236.00
TT-M	Turnout Timer Medium	2.00	\$1,495.00	\$2,990.00

**NOTES:**

1. In the event that taxes, other than sales tax apply to the purchase of this equipment, said taxes will be paid by the customer.
2. Quote is based on a properly working and installed CAD, radio system(s), station radio(s) and does not include costs for repair or modifications of the CAD, radio system(s), or station radio(s).
3. Any equipment drawings included with this quote are for quoting purposes only and are not to be used as working drawings unless such drawings are labeled "Installation Drawings". See attached Limited Warranty.

Equipment Total	\$48,711.00
Install Supplies	\$1,260.00
Total Tax (7.150 %)	\$3,572.93
Shipping and Handling	\$1,583.11
Station Equipment Install	\$22,800.00
FiAP Install, Commissioning, and Testing	\$0.00
FiAP Training	\$0.00
Year 1 Configuration and Technical Support	\$7,562.38
Project Coordination	\$2,220.00
Special Engineering Services	\$1,250.00
<b>Total Amount</b>	<b>\$88,959.42</b>

Manufacturer's warranties apply on all parts. First-In warranty is provided by Westnet and consists of one-year parts and labor. Warranty does not apply to damage resulting from outside agencies or extraneous circumstances. Installation labor for any other items is ninety days. This quote is based on the reasonable assumption that the fire station is prepared to accept the above listed parts and that any existing equipment involved with the fire station alarm be in good working order or that it will be prior to commencement of the First-In installation. Westnet has made reasonable attempts to verify that conditions are satisfactory such that installation may occur. However, should an occurrence arise where further parts, labor and/or engineering are required, the customer may be billed at the Purchase Order rate. Any additional parts, labor and/or engineering exceeding \$250 will have prior approval, unless otherwise specified by the customer prior to commencement.

***If payment is not received by 30 (thirty) days from the date of invoice, a late charge of 1.5% per month of the unpaid balance will be charged to that particular invoice.***



**WESTNET**

15542 Chemical Lane  
Huntington Beach, CA 92649  
Phone: 714-548-3500 Fax: 714-901-5610  
www.FirstInAlerting.com



## Quote: North Summit Fire Station #23 First-In Alerting Smart Station System Revised 3

**To: North Summit Fire District**

**From: Rick Sanft**

86 East Center Street  
Coalville, Utah 84017  
435-336-2221

### Summary

Total Amount:	<b>\$91,914.29</b>	Quote ID:	Q-09700-W1C9 Revision: 3
Shipping Method:	Ground	Date:	3/24/2026
Payment Terms:	Net 30	Effective To:	6/24/2026

Description: This quote is for North Summit Fire Station #23 First-In Alerting Smart Station System Revised 3 including installation and one year of technical support.

Clarifying Comments: This quote is based upon installation occurring in 1 trip. If the station is not ready and additional trips are required, the customer agrees to pay additional fees. The customer is responsible for all network connectivity between dispatch and station, as well as the CAD interface if network activation is desired. Customer is responsible for having the radio, network equipment and power within 6 feet of the Master Control Unit. Quote does not include conduit of more than 20 feet, if required. Customer to provide VPN access to Westnet for remote adjustments and support.

Quote does not include Davis Bacon, union, or prevailing wage rates, customer is responsible if applicable. Customer is responsible for the difference in sales and use tax if applicable. If tax exempt please email the tax exempt form to [accounting@westnet-inc.com](mailto:accounting@westnet-inc.com). Payment terms are net 30 with payment milestones. Quote does not include permits or bonds.

Quote was revised 8/1/2024 to add 2 speaker switches.  
Quote was revised 4/30/2025 to add 1- 43" Alerting Endpoint, 2- HPA with Dual 8" Omni Speakers, 1- Doorbell, 1- Emergency Button, 1- Satellight, 1- Appliance Control Device w/ Reset Button, and remove 1- HPA with Dual Speakers, 1- Dorm Remote, 1- Dorm Kit/Light.  
Quote was revised 3/23/26 to update pricing and remove 1 Satellight and all kits that are now included.

### Shipping Information

**Ship To:**

**Bill To:**

### Details

Product ID	Product	QTY	Price	Sub Total
ACD-RS	Appliance Control Device (Comes with 1 Reset Switch)	1.00	\$1,995.00	\$1,995.00
AEP-43	Alerting Endpoint w/ 43" Monitor	1.00	\$2,700.00	\$2,700.00
CI-M-BAY	Company Indicator (Apparatus Bay) Medium	2.00	\$1,495.00	\$2,990.00
DLSP	MCU Data Line Surge Protector	1.00	\$209.00	\$209.00
DR-FM	Dorm Remote (With Ceiling Mounted Light)	4.00	\$1,380.00	\$5,520.00
FIN-AUX-L01	First-In MCU Auxiliary Module Lite	1.00	\$655.00	\$655.00
FIN-Eth-T10	Ethernet Data Activated First-In Type 10 MCU	1.00	\$13,500.00	\$13,500.00
FINISO4P	Radio Isolation Unit - Four Channel	1.00	\$873.00	\$873.00
FRMKit-Dual	MCU and Radio Rack Mount Kit	1.00	\$200.00	\$200.00
HPA-OMNI-D	High Power Audio Module with 2 - Omnidirectional Speaker and Hanging Kit	2.00	\$2,080.00	\$4,160.00
PM-BLK-UPS	Power Module Black with UPS	1.00	\$3,595.00	\$3,595.00

Product ID	Product	QTY	Price	Sub Total
SCR26-24VC5	Control Remote (each controls up to 8 functions)	1.00	\$1,212.00	\$1,212.00
SSAT	Satellite (driven off Satellite Controller)	3.00	\$478.00	\$1,434.00
SSAT-M-FT	Satellite Controller	4.00	\$839.00	\$3,356.00
SS-MLC	Lighting Controller Module (max 4)	1.00	\$675.00	\$675.00
SVC-LIFT-FEE	Lift Service Fee	1.00	\$1,628.00	\$1,628.00
SW-DB	Doorbell Button	2.00	\$275.00	\$550.00
SW-EM	Emergency Button	2.00	\$275.00	\$550.00
TIM	Telephone Interface Module	1.00	\$1,236.00	\$1,236.00
TT-M	Turnout Timer Medium	2.00	\$1,495.00	\$2,990.00

**NOTES:**

1. In the event that taxes, other than sales tax apply to the purchase of this equipment, said taxes will be paid by the customer.
2. Quote is based on a properly working and installed CAD, radio system(s), station radio(s) and does not include costs for repair or modifications of the CAD, radio system(s), or station radio(s).
3. Any equipment drawings included with this quote are for quoting purposes only and are not to be used as working drawings unless such drawings are labeled "Installation Drawings". See attached Limited Warranty.

Equipment Total	\$50,028.00
Install Supplies	\$1,350.00
Total Tax (7.150 %)	\$3,673.53
Shipping and Handling	\$1,625.91
Station Equipment Install	\$24,000.00
FiAP Install, Commissioning, and Testing	\$0.00
FiAP Training	\$0.00
Year 1 Configuration and Technical Support	\$7,766.85
Project Coordination	\$2,220.00
Special Engineering Services	\$1,250.00
<b>Total Amount</b>	<b>\$91,914.29</b>

Manufacturer's warranties apply on all parts. First-In warranty is provided by Westnet and consists of one-year parts and labor. Warranty does not apply to damage resulting from outside agencies or extraneous circumstances. Installation labor for any other items is ninety days. This quote is based on the reasonable assumption that the fire station is prepared to accept the above listed parts and that any existing equipment involved with the fire station alarm be in good working order or that it will be prior to commencement of the First-In installation. Westnet has made reasonable attempts to verify that conditions are satisfactory such that installation may occur. However, should an occurrence arise where further parts, labor and/or engineering are required, the customer may be billed at the Purchase Order rate. Any additional parts, labor and/or engineering exceeding \$250 will have prior approval, unless otherwise specified by the customer prior to commencement.

***If payment is not received by 30 (thirty) days from the date of invoice, a late charge of 1.5% per month of the unpaid balance will be charged to that particular invoice.***



Benjamin L. Nielson  
*Fire Chief*

Tyler J Rowser  
*Administrative Battalion Chief*

Tyler D. Leavitt  
*Deputy Fire Marshal*

## STAFF REPORT

**To:** Administrative Control Board

**From:** Fire Chief Nielson

**Date:** April 9, 2026

**Subject:** Recommendation to County Council – Approval of PTO Policy Update and Tattoo Policy Update

### PURPOSE

The purpose of this report is to request that the Administrative Control Board recommend approval to the County Council for updates to the District's Paid Time Off (PTO) policy (Section 9 – Fringe Benefits) and Tattoo/Appearance policy (Section 12 – Productive Work Environment).

### BACKGROUND

District administration has completed a review and update of personnel policies to ensure alignment with current operational needs, workforce expectations, and industry standards. Two key policy areas identified for update include:

- Paid Time Off (PTO) policy
- Tattoo and appearance standards within the uniform policy.

These updates are intended to improve clarity, consistency, and operational effectiveness while maintaining professionalism and public trust.

### SUMMARY OF PROPOSED UPDATES

#### **Paid Time Off (PTO) Policy – Section 9**

The proposed PTO updates provide structure, fairness, and improved staffing predictability. Key elements include:

- **Structured PTO Accrual Schedules:** Clearly defined accrual rates based on years of service for suppression and administrative personnel.

North Summit Fire District  
PO Box 187 | 90 E. Center Street  
Coalville, Utah 84017  
435-336-2221 | Emergency 9-1-1  
[www.NorthSummitFireUT.gov](http://www.NorthSummitFireUT.gov)

- **Annual PTO Bid Process (Suppression):** Implementation of a seniority-based bidding system to improve scheduling equity and operational readiness.
- **Advance Scheduling Requirements:** Establishes deadlines for PTO requests to support staffing and reduce last-minute vacancies.
- **Usage and Accrual Alignment:** Employees may not utilize PTO prior to accrual, ensuring fiscal responsibility.
- **Carryover and Buyout Limits:** Establishes caps and minimum balances to manage long-term financial liability.

These changes provide improved workforce planning, reduce administrative burden, and promote responsible leave usage.

## **Tattoo / Appearance Policy – Section 12**

The updated tattoo and appearance standards are intended to balance professionalism with evolving workforce norms. Key elements include:

- **Professional Appearance Standards:** Reinforces expectations for a clean, professional image while on duty.
- **Tattoo Visibility Guidelines:**
  - Prohibits tattoos on the head, face, neck, and hands
  - Requires all visible tattoos to be approved by administration
  - Prohibits offensive, discriminatory, or inappropriate content
- **Consistency and Accountability:** Establishes a formal approval process and clear expectations for compliance
- **Covering Requirements:** Provides guidance for covering non-approved tattoos while on duty

These updates ensure the District maintains a professional public image while providing clear, fair, and enforceable standards for employees.

## **DISCUSSION**

The proposed updates reflect best practices within the fire service and public sector organizations. Specifically:

- The **PTO policy** enhances operational efficiency, improves scheduling equity, and manages financial liability.
- The **tattoo policy** provides clear direction to employees while maintaining the professional standards expected by the community.

Both updates are necessary to modernize District policy and support recruitment, retention, and organizational consistency.

#### FISCAL IMPACT

- **PTO Policy:** May impact long-term leave liability; however, structured caps and scheduling processes are designed to mitigate financial risk.
- **Tattoo Policy:** No direct fiscal impacts.

#### RECOMMENDATION

It is recommended that the Administrative Control Board:

1. Review the proposed updates to the PTO and Tattoo policies; and
2. Forward a recommendation to the County Council for approval of these policy updates.

Respectfully submitted,

**Chief Nielson**

Fire Chief

North Summit Fire Service District

## SECTION 9 - FRINGE BENEFITS

### A. **Employee Categories:**

As used in this Section:

1. Administrative Division employees working 40 hours per week (2080 hours annually) are defined as Full-Time Administrative Employees.
2. Suppression Division employees working an equivalent of 56 hours per week (2912 hours annually) are defined as Full-Time Suppression Employees.
3. Qualifying Part-time Employees are defined as employees working the equivalent of 30 hours per week (1560 hours annually) or more.

### B. **Group Health Insurance:**

The District may pay a premium for health, dental, life insurance, accidental death and dismemberment, and disability insurance up to a maximum amount designated by the Fire Chief for Full-Time Employees and their dependents.

The District may pay a premium for health insurance for Qualifying Part-Time Employees.

Part-time, temporary, seasonal employees, contractors, and volunteers are not eligible for any benefits, except those as required by law.

### C. **Continuation of Benefits:**

The District recognizes and follows COBRA regulations for insurance coverage after employment by the District for all employees. Employees separating from District employment who are participating in health care prior to the qualifying event will be allowed to continue group medical and dental insurance coverage at cost to the employee for up to eighteen (18) months from the date of separation (except when terminated for cause). The District assesses up to a minimum of 2% of the premium as an administrative fee. (see Utah Code §31A-22-714, or Consolidated Omnibus Budget Reconciliation Act, 1985 (COBRA)). Employees and/or dependents shall be notified within thirty (30) days from date of separation regarding extension and conversion privileges and must reply in writing within sixty (60) days of notice or forfeit their extension right. Payment must be made

within forty-five (45) days of acceptance of COBRA benefits or benefits will be canceled.

1. Dependents of employees are eligible to continue insurance at their cost for up to thirty-six (36) months upon the occurrence of the following:
  - a. Upon legal separation or divorce from the covered employee;
  - b. The death of the covered employee;
  - c. When dependents cease to be dependent under the definition of the policy;
  - d. When Medicare-eligible employees cease participation in employer-sponsored plans.
2. Insurance cannot be continued beyond any of the following:
  - a. The date the premium is not paid;
  - b. The date when the individual becomes covered under any other group health plan or is entitled to Medicare benefits;
  - c. In the case of a spouse, when the spouse remarries or becomes covered under another group health plan; and
  - d. On the date when the employer ceases to provide any group plan, except the District would be obligated to allow employees or dependents to continue coverage under any replacing group policy or policies.

**D. General Group Insurance Programs:**

Disability coverage beginning on 31<sup>st</sup> day for accidents and illness is also provided for full-time employees. Family & Medical Leave without pay shall run concurrently during disability but shall begin the first day the employee is not able to work. In the event of long-term disability, health, dental and life insurance premium payments will be paid by the District for a period of six (6) months from date of inception of the disability. An employee returning to work after disability leave shall provide a return-to-work release from their physician listing accommodations, if any. The District may restrict the employee's return to work if the accommodations preclude the employee from fully participating in their job responsibilities. An

employee who cannot return to their regular work responsibilities or perform the essential functions of the job after the 6-month period following the inception of the disability shall be separated from employment with the District.

1. Dental insurance is available for all full-time employees. There shall be no compensation in lieu of coverage.

**E. Social Security:**

All employees are required by law to have a valid Social Security number.

Full-time employees participating in the Utah Retirement System (URS) are exempt from Social Security tax.

Part-time employees are required to contribute to the Social Security system.

**F. Leave Status:**

PTO, comp time, holidays, trade time, or funeral leave shall not be used to create overtime. The purpose of leave is to supplement the employee's full-time workweek.

**G. Paid Time Off (PTO):**

1. The District believes that a reasonable period of time away from the job encourages good health and the well-being of employees. This is a benefit to the District, as well as the employee. Therefore, it is the policy of the District to grant paid PTO to full-time employees.

2. All full-time employees are eligible for PTO as accrued. Years of District service, for establishing PTO accrual rates, shall be the employee's full-time hire date.

3. Accumulation of PTO shall be based upon the following schedule for 26 pay periods per year:

- a. Full-time Suppression:

Employees shall accrue PTO leave according to the following schedule:

<u>Year of Service Accrual</u>	<u>Hours Per-Pay-Period</u>	<u>Hours Per Year</u>	<u>Days per year</u>
<u>Hire date through the end of the 1<sup>st</sup> year</u>	<u>13</u>	<u>338</u>	<u>14.08</u>
<u>Beginning of the 2<sup>nd</sup> year through the end of the 5<sup>th</sup> year</u>	<u>14.75</u>	<u>383.5</u>	<u>15.97</u>
<u>Beginning of the 6<sup>th</sup> year through the end of the 10<sup>th</sup> year</u>	<u>16.75</u>	<u>435.5</u>	<u>18.14</u>
<u>Beginning of the 11<sup>th</sup> year through the end of the 15<sup>th</sup> year</u>	<u>18.75</u>	<u>487.5</u>	<u>20.31</u>
<u>Beginning of the 16<sup>th</sup> year through the end of the 20<sup>th</sup> year</u>	<u>21.25</u>	<u>552.5</u>	<u>23.02</u>
<u>Beginning of the 21<sup>st</sup> year and over</u>	<u>22.25</u>	<u>578.5</u>	<u>24.48</u>

b. Full-time non-exempt Administrative:

Employees shall accrue PTO leave according to the following schedule:

<u>Year of Service Accrual</u>	<u>Hours Per-Pay-Period</u>	<u>Hours Per Year</u>	<u>Days per Year</u>
<u>Hire date through the end of the 1<sup>st</sup> year</u>	<u>5.25</u>	<u>136.5</u>	<u>17.06</u>
<u>Beginning of the 2<sup>nd</sup> year through the end of the 5<sup>th</sup> year</u>	<u>6.50</u>	<u>169</u>	<u>21.12</u>
<u>Beginning of the 6<sup>th</sup> year through the end of the 10<sup>th</sup> year</u>	<u>8.25</u>	<u>214.5</u>	<u>26.81</u>
<u>Beginning of the 11<sup>th</sup> year through the end of the 15<sup>th</sup> year</u>	<u>9.50</u>	<u>247</u>	<u>30.87</u>
<u>Beginning of the 16<sup>th</sup> year through the end of the 20<sup>th</sup> year</u>	<u>11</u>	<u>286</u>	<u>35.75</u>
<u>Beginning of the 21<sup>st</sup> year and over</u>	<u>12</u>	<u>312</u>	<u>39</u>

c. Full-time FLSA-Exempt Administrative

Employees shall accrue PTO leave according to the following schedule:

<u>Year of Service Accrual</u>	<u>Hours Per-Pay-Period</u>	<u>Hours Per Year</u>	<u>Days per Year</u>
<u>Hire date through the end of the 1<sup>st</sup> year</u>	<u>6.75</u>	<u>175.5</u>	<u>21.93</u>
<u>Beginning of the 2<sup>nd</sup> year through the end of the 5<sup>th</sup> year</u>	<u>8</u>	<u>208</u>	<u>26</u>
<u>Beginning of the 6<sup>th</sup> year through the end of the 10<sup>th</sup> year</u>	<u>9.75</u>	<u>253.5</u>	<u>31.68</u>
<u>Beginning of the 11<sup>th</sup> year through the end of the 15<sup>th</sup> year</u>	<u>11</u>	<u>286</u>	<u>35.75</u>
<u>Beginning of the 16<sup>th</sup> year through the end of the 20<sup>th</sup> year</u>	<u>12.75</u>	<u>331.5</u>	<u>41.43</u>
<u>Beginning of the 21<sup>st</sup> year and over</u>	<u>13.5</u>	<u>351</u>	<u>43.87</u>

4. PTO leave may not be accrued during a period of time when an employee is on long-term disability or is on extended leave without pay and has exhausted all FMLA entitlement.
  
5. Former employees who are re-hired with reinstatement rights following military service shall be entitled to assume the same eligibility for PTO as enjoyed as outlined in Section 7, Paragraph H.
  
6. Employees may carry unused PTO over to the next year, to a maximum of:
  - a. Suppression Employees 960 hours.
  - b. Administrative Employees 680 hours.
  - c. At the end of the calendar year, any accrued PTO in excess of the maximum hours shall be forfeited.
  
7. Utilization: Suppression: Paid Time Off (PTO) Bidding and Usage Policy
  - A. Purpose  
This policy establishes procedures for scheduling and using Paid Time Off (PTO) to ensure equitable access to leave while maintaining adequate staffing levels.
  - B. Annual PTO Bid Process
    - a. Each November, a seniority-based PTO bid will be conducted for the upcoming calendar year.
    - b. The bid will be conducted separately for each shift.
    - c. Employees will select PTO dates in order of seniority.

- d. Once selected, approved PTO dates will be recorded and considered scheduled leave for the upcoming year.
- e. Minimum PTO Selection Requirement
- f. During the annual bid, each employee is required to select (bid) a minimum amount of PTO equal to:
- g. 25% of their anticipated maximum PTO accrual for the upcoming year.
- h. This requirement ensures proactive scheduling and helps balance staffing needs throughout the year.
- i. Accrual Requirement for PTO Usage
- j. Employees shall not use PTO prior to accruing the necessary leave balance.
- k. Any PTO selected during the bid that has not yet been accrued at the time of use:
- l. Must be deferred until sufficient PTO has been accrued, or
- m. May be adjusted in coordination with supervision, consistent with district policy.

C. PTO Blackout Holidays for Suppression:

To ensure adequate staffing levels during critical operational periods, the following holidays are designated as PTO Blackout dates:

- a. Independence Day (July 4<sup>th</sup>)
- b. Thanksgiving Day
- c. Christmas Day (December 25<sup>th</sup>)

D. PTO Requests Outside of Annual Bid

- a. All PTO requests outside of the annual bid must be submitted through the Scheduling Software no later than:
- b. End of business (4:00 PM) on the last business day of the month, two (2) months prior to the requested day off.
- c. Example:  
If an employee wishes to take November 15th off, the request must be submitted by 4:00 PM on the last business day of September.
- d. Late Requests: Any PTO request submitted after this deadline:
- e. Requires supervisor approval, and
- f. The employee is responsible for securing their own coverage to ensure shift obligations are met.
- g. This requirement is intended to maintain adequate staffing levels and minimize operational disruptions.
- h. Exceptions may be considered for emergencies or unforeseen circumstances, subject to approval.

E. Call-Out Procedures

Employees who need to call out for a scheduled shift must:

- a. Firefighters shall notify the on-duty captain.
- b. Captains shall notify the Battalion Chief

c. Call-out notification should be at least one (1) hour prior to the scheduled start time.

d. Failure to provide proper notice may result in corrective action, consistent with district policy.

e. The supervisor does not have to approve a call-out.

F. Changes to Scheduled PTO

a. Employees may request changes to previously approved PTO:

b. Changes are subject to supervisory approval.

c. Staffing minimums must be maintained.

d. Shift trades or coverage arrangements may be required depending on operational needs.

G. Administration

a. The Fire Chief or designee is responsible for administering this policy.

b. Supervisors will ensure compliance and equitable application across all shifts.

H. Exceptions

a. Exceptions to this policy may be granted by the Fire Chief based on operational necessity or extenuating circumstances.

I. Administrative

Administrative employees shall request time off through the scheduling software at least 5 days in advance.

8. An authorized holiday that falls within the time period of an administrative employee's scheduled PTO shall not be charged as PTO.

9. The District will not advance PTO days.

10. Administrative employees may request up to 96 PTO hours per calendar year in 8-hour increments. Administrative employees shall have a minimum of 96 PTO hours before becoming eligible for a buyout, and the buyout may not reduce their PTO hours below the minimum.

11. Suppression employees may request up to 144 PTO hours per calendar year in 24-hour increments. Suppressed employees shall have a minimum of 144 PTO hours before becoming eligible for a buyout, and the buyout may not reduce their PTO hours below the minimum.

12. Buyouts in sections 10 & 11 shall be requested before November 15<sup>th</sup> each calendar year.

13. Scheduled paid leave and trade time may be taken consecutively up to a

maximum of 30 calendar days with the approval of the Fire Chief, unless taken in conjunction with FMLA.

14. Shift-suppression personnel may use PTO in half-shift (12-hour) increments.

15. Resignation or Retirement:

- a. Upon resignation, an employee will be paid the cash value of 50% of the earned PTO (carried over and earned) of the maximum defined in section 7.
- b. Upon an eligible retirement, an employee will be paid the cash value of 100% of the earned PTO (carried over and earned) up to the maximum defined in section 7.
- c. Deductions from termination pay may be made where the terminating employee has outstanding obligations to the District. The District may withhold the payment of termination pay if the employee fails to return District property in their possession.
- d. An employee who takes PTO in their final 2 weeks or doesn't give notice shall not be paid out for unused PTO. Unless it is for a medical retirement, or the Chief determines it is in the district's best interest.

16. Record Keeping: The official record of accrued and used PTO is to be kept by the District through a formal leave accounting system. Any discrepancies shall be reconciled directly through the Human Resource Officer. If discrepancies are not reported within thirty (30) days, all information shall be deemed correct.

**H. Call Out:**

1. Firefighters shall notify the on-duty captain that PTO will be used no later than one (1) hour prior to the employee's regular reporting time.
2. Captains shall notify the Battalion Chief that PTO will be used at least one (1) hour before the employee's regular reporting time.
3. Supervisors are charged with the responsibility to approve or disapprove PTO requests and may require the employee to provide evidence of illness or injury.

**I. Workers Compensation:**

1. In the event an employee is injured on the job, they must immediately report the injury to the Human Resource Officer, and submit to any necessary drug testing (see Section 12) and apply for workers compensation. The employee

may additionally utilize compensated PTO in accordance with the following formula: "Gross monthly compensation minus industrial compensation equals total compensation subject to PTO utilization. The number of hours to be charged shall be determined by dividing the total amount subject to use by the appropriate hourly compensation rate." This shall not be construed as allowing a gross income, inclusive of industrial compensation, in excess of the employee's regular monthly salary or earnings.

2. Insurance benefits are provided for more serious or longer-term illness or accidents. While insurance policies pay 60% of the normal wage, PTO time and PTO time may be used on a pro-rata basis to maintain normal income. The employee may supplement the disability benefit first with accrued PTO and PTO to receive 40% of their normal wage. During the duration of an employee supplementing their disability benefit, PTO and PTO accruals will continue. If no PTO or PTO time is available, normal insurance proceeds only are payable and PTO and PTO will not accrue.

**J. Dependent Care Leave:**

An eligible employee may request up to 24 hours per year of Dependent Care Leave to care for the eligible employee's child, spouse, or parent who is ill or injured but may not have a serious health condition (non-FMLA qualifying event).

1. NSFSD may require an eligible employee to provide information about the need for Dependent Care Leave.
2. An eligible employee's PTO accrual shall be reduced by the number of hours taken by an employee as Dependent Care Leave under this paragraph.

**K. Funeral Leave:**

1. Funeral leave with pay, not to exceed one (1) week, may be allowed in the loss of the following:
  - a. Spouses, Adult Designee (as noted for health insurance) Son, Daughter, Mother, Father, Grandson, Granddaughter, Stepmother, Stepfather, Stepson, Stepdaughter, Son-in-law, and Daughter-in-law.
2. Funeral leave with pay, not to exceed one shift, may be allowed in the loss of the following:

- a. Grandparents, Sister, Brother, Father-in-law, Mother-in-law, Sister-in-law, and Brother-in-law.
  
- 3. Employees desiring extended funeral leave may request to use comp time, PTO, or leave without pay. Leave without pay may be used only if the employee has no accrued comp time or PTO. Funerals which occur during use of PTO shall be treated as described in this paragraph and not be charged to PTO.
  
- 4. If a funeral is attended or death occurs while an employee is on leave of absence, there will be no time off with pay forthcoming.

**L. Holiday Leave:**

- 1. The following days have been designated by the District to be paid holidays for Administrative Employees<sup>1</sup>:

<u>New Year's Day</u>	<u>January 1<sup>st</sup></u>
<u>Martin Luther King Jr. Day</u>	<u>3<sup>rd</sup> Monday in January</u>
<u>Presidents Day</u>	<u>3<sup>rd</sup> Monday in February</u>
<u>Memorial Day</u>	<u>Last Monday of May</u>
<u>Juneteenth</u>	<u>June 19<sup>th</sup></u>
<u>Independence Day</u>	<u>July 4<sup>th</sup></u>
<u>Pioneer Day</u>	<u>July 24<sup>th</sup></u>
<u>Labor Day</u>	<u>1<sup>st</sup> Monday in September</u>
<u>Veteran's Day</u>	<u>November 11<sup>th</sup></u>
<u>Thanksgiving Day</u>	<u>4<sup>th</sup> Thursday of November</u>
<u>Day after Thanksgiving</u>	<u>Friday after Thanksgiving Day</u>
<u>Christmas Day</u>	<u>December 25<sup>th</sup></u>
<u>Personal Day (Birthday)</u>	<u>TBD as per individual</u>

- 2. When any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday. When any of the above holidays fall on a Saturday, the preceding workday shall be observed as the holiday.
  
- 3. Should a holiday occur while an employee is on PTO, the employee will not be charged with PTO the day of the holiday.

<sup>1</sup> Suppression accrues PTO at higher rates to compensate for the lack of any paid holidays (see paragraph G above)

4. Holiday Pay: Administrative Employees who are required to work on a designated holiday will receive compensation at the regular rate for the holiday plus compensation at the regular rate for all hours actually worked on the holiday.

**M. Court or Jury Leave:**

Each full time employee entitled to paid leave under these rules shall, during regularly scheduled work time only, be entitled to leave of absence with full pay for such period of required absence when, in obedience to a subpoena or direction by proper authority, the employee is to appear as a witness in a case involving the federal government, the State of Utah, or a political subdivision thereof, to serve on a jury or as a witness in a grievance/hearing. Witness or jurors fees paid to employees on leave with pay status shall be returned to the District for deposit in the general fund. Per diem and witness or juror fees may be retained by an employee who elects to use PTO leave while on jury duty or acting as a witness. Absence due to litigation not required by the employee's position, but as an individual, shall be taken as PTO leave, comp time, or leave without pay.

**N. Maternity Leave:**

1. An employee who becomes pregnant may continue working until such time as they can no longer satisfactorily perform their duties or their physical condition is such that their attending physician deems continued employment to be hazardous to the employee's health or the health of the unborn child.
2. PTO or Family & Medical Leave without pay, which is available to cover the time for physical examinations and periods of incapacitation, will be available to the pregnant employee for the same purpose.
3. Leave granted for maternity purposes shall be allowed. Such leave may also be eligible for short-term disability compensation according to District insurance program guidelines.
4. Employees who have exhausted all accumulated PTO but have not exhausted their FMLA leave, shall be granted Family & Medical Leave without pay for maternity and other allowed purposes. Family & Medical Leave with-out-pay shall run concurrently with the use of PTO and shall begin the first day the employee is not able to work. Employees desiring extended leave due to "pregnancy disability" shall receive it on the same basis as any other disability.

**O. Military Leave:**

Leave shall be granted for a period of active military service. Extended military leave is six (6) months or more, not to exceed five (5) years unless approved by the District. Short-term military leave is any leave of less than six (6) months in duration, normally not longer than 120 hours.

1. Short-term Military Leave is authorized for full-time employees pursuant to the following conditions:
  - a. Administrative Employees are entitled to one hundred and twenty (120) hours and Suppression Employees are entitled to one-hundred and sixty-eight (168) hours of military leave per year without loss of regular pay or other fringe benefits. The employee may take military leave when activated. After the employee has exhausted their hours of military leave, they may take unpaid leave or substitute PTO or trades.
  - b. Whenever possible, employees who are members of reserve units of the military shall notify the Fire Chief and Human Resource Officer within one week of receipt of an activation notice, and shall indicate in writing their intention and anticipation with regard to participating in periods of active duty. Such written notification shall be made a part of the individual employee's personnel file.
  - c. Employees requesting short term military leave may go on leave without pay status prior to using accrued PTO and comp-time.
  - d. While on short term military leave without pay, none of the employee's benefits shall accrue, except that health, dental and life insurance benefits will remain in force.
  - e. If the employee does not return to District employment after six (6) months, the Fire Chief may declare the position vacant.
2. Extended Military Leave without Pay shall be granted to employees who enlist, are drafted, or are recalled to active service in the armed forces of the United States in accordance with the provision of the Universal Military Training and Service Act. Former employees shall be permitted to return to District employment without loss of benefits pursuant to the provisions of the Utah Code §39-3-1. The following conditions shall apply:

- a. USERRA provides that an individual may serve up to 5 years in the uniformed services, in a single period of service or in cumulative periods totaling 5 years and retain the right to re-employment by their pre-service employer (38 USC 4312(c)).
- b. The employee must have satisfactorily completed the period of active duty and furnish a certificate to that effect.
- c. The District shall follow USERRA regulations regarding the reinstatement of an employee returning from active military duty. If the employee declines an offer for position vacancy, reinstatement rights may be canceled by the Fire Chief.
- d. If, due to a service connected disability or for some other reason, an employee is not qualified to perform all the duties of their former position, they will be placed in the closest comparable position for which they are qualified or the employee will be placed on a list of eligibles for consideration for future openings. Under the American's With Disabilities Act, reasonable accommodation shall be provided unless to do so would prove to be an undue hardship.

**P. Administrative Leave:**

In cases of training, special educational pursuits, hardships, or other cases not provided for in these policies, the Fire Chief, may grant short-term leaves at full pay, partial pay, or without pay. The approval or denial of such requests is at the discretion of the Fire Chief and is not subject to appeal.

**Q. Family & Medical Leave Without Pay:**

The District will comply with all applicable requirements of the Family & Medical Leave Act of 1993 (FMLA).

1. Eligibility: All employees who have worked for the District for at least 12 months (which need not be a consecutive 12 month period) and have worked for the District at least 1250 hours in the previous consecutive 12 month period qualify for family & medical leave without pay.
2. Eligible employees may receive up to 12 weeks of unpaid, job protected, leave

- in any 12-month period for the following reasons:
- a. To care for a child upon birth or upon placement for adoption or foster care;
  - b. To care for a parent, spouse, or child with a serious health condition, or,
  - c. When an employee is unable to work because of a serious health condition. A serious health condition is defined as "any illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider" (i.e. doctors, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse midwives, and Christian Scientist practitioners). In addition, a single event or occasion, which results in a regimen of continuing treatment under the supervision of the health care provider, such as a regimen of medication or physical therapy, qualifies. Excluded from coverage are voluntary or cosmetic treatments, which are not medically necessary and preventive physical examinations. An employee returning to work after FMLA leave for their own serious health conditions shall provide a return to work release from their physician listing accommodations, if any. The District may restrict the employee's return to work if the accommodations preclude the employee from fully participating in their job responsibilities.
  - d. When a family member is called on active military duty or called to active military duty
3. Eligible employees may receive up to 26 weeks of unpaid, job protected, leave in any 12-month period to care for a family member who sustained an injury or illness in the line of active military duty.
  4. Notice & Verification: Employees who want to take FMLA leave ordinarily must provide the District with at least 30 days' notice of the need for leave, if the need for leave is foreseeable. If the need is not foreseeable, the employee should give as much notice as is practicable. The employee notice shall contain the reason for the leave, the anticipated timing of the leave and the expected duration of the leave. In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification of the serious health condition within 15 days after the request or as soon thereafter as is seasonably possible. The District may also require a second or third opinion (at the District's expense), periodic recertification of

- the serious health condition (as frequently as every 30 days), and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The District may deny leave to employees who do not provide proper advance leave notice or medical certification within established time frame.
5. District Communication Requirements: Upon receiving notice of an employee need for FMLA leave the District must provide the employee with a detailed notice specifying the employee's rights and obligations in connection with the law and District policy and explain any consequences of a failure to meet these obligations. The District notice shall include:
    - a. A statement that the leave will be counted against the employee's annual FMLA leave entitlement;
    - b. Requirements for the employee to furnish medical certification of a serious health condition and the consequences for failing to do so;
    - c. The requirement for the employee to use accrued paid leave,
    - d. Any requirements for the employee to make or participate in the payment of insurance premiums, and the methods for doing so;
    - e. Any requirement of the employee to present a fitness for duty certificate in order to return to work;
    - f. The employee reinstatement rights to the same or equivalent job;
    - g. The employee's status as a "key employee" and the conditions under which reinstatement may be denied, and
    - h. The employee's potential liability for health insurance premiums paid by the District during the leave if the employee does not return to work.
  6. Method of Leave Usage: The leave may be taken intermittently or on a reduced leave schedule without the District's approval when medically necessary; therefore Supervisors shall take an active role in verifying medical necessity, especially in the case of emergencies and short notice situations. Medically necessary FMLA leave may be taken in half-hour, hourly, daily or weekly blocks of time, but may not be taken intermittently for any other non-

medical purpose.

7. Employee Entitlements: Employees taking qualified FMLA leave are entitled to receive health benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. In addition, the District shall reinstate an employee returning from FMLA leave to the same or equivalent position with equivalent pay, benefits, and other employment terms as previously provided. The District's obligation under FMLA to reinstate an employee returning from leave ceases once the employee has used up their 12/26 week entitlement and continues on another form of leave, paid or unpaid. Also, the District may deny reinstatement if it can be demonstrated that the employee would not otherwise have been employed at the time the reinstatement request is made, such as when an employee's position is eliminated due to a layoff.
8. Accrued Benefit Impact: Employees use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, the employee must first use any accrued paid PTO, compensatory time, and PTO during a FMLA leave for the employee's own serious health condition or for a seriously ill family member. In addition, the employee must first use any accrued paid PTO or compensatory time, but not PTO, during FMLA leave to care for a newborn or newly placed child, and no more than 5 paid sick days may be included in FMLA leave taken to care for a seriously ill family member (see PTO policy). In calculating the number of leave days used as part of the 12/26 week FMLA limit, all paid leave shall be included.
9. Defining 12 month period: The District shall use a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
10. Return to Work
  - a. Upon returning to work, an employee whose FMLA leave was due to the employee's own serious health condition shall provide a release to return to work from his health care provider. In addition, an employee who has been absent due to illness or injury may also be required to undergo a Return to Work / Fitness for Duty Evaluation through a District-appointed physician. In such event, the district shall cover the cost of such examination.

- b. If the employee has not exhausted their FMLA or other leave, the employee shall be restored to the same position held before the FMLA leave or to an equivalent position with equivalent pay and benefits, unless the employee has been identified as a “key employee.”
11. Temporary Work Assignments: Where medical necessity dictates the need to use scheduled intermittent leave or a reduced work schedule, the District may require the employee to transfer temporarily to an alternative position that better accommodates recurring periods of leave than the employee's regular position. In addition, the District may transfer an employee to a part-time job with the same hourly rate of pay and benefits as long as the employee is not required to take more leave than is medically necessary.
12. Record Keeping Requirements: Records retention for FMLA purposes must be maintained in accord with record keeping requirements of the Fair Labor Standards Act (FLSA). Records must be kept for a minimum of three years, which includes the following information:
- a. Basic payroll records;
  - b. Dates that FMLA leave is taken;
  - c. Hours of FMLA leave;
  - d. Copies of employee notification given to employer;
  - e. Copies of employer notices regarding employee rights and obligations;
  - f. Copies of District policies and procedures describing benefits and leave provisions;
  - g. Premium payments of employee benefits;
  - h. Documents pertaining to disputes regarding designation of FMLA leave. All records relating to medical information must be kept in separate, confidential medical files.

**R. Retirement:**

The District is a participant in the Public Employee and Firefighters retirement

programs of the Utah Retirement Systems (URS).

Qualifying suppression personnel participate in the URS Tier I or Tier II, Division "B", Firefighters Retirement System. Qualifying Administrative personnel participate in the Tier I or Tier II Public Employees Noncontributory Retirement System.

The District endorses the concept that performance, not age should be the standard for retaining qualified employees. There shall be no set retirement age from District employment. Contributions into the retirement system shall be made for all employees working full time.

1. Employees, at their discretion, may choose to retire any time after they are eligible under the provisions of the Retirement Act.
2. Employees over retirement age, as defined by the Social Security Administration, can be retained or hired as long as they are physically and mentally able to satisfactorily discharge the duties of the position.
3. The retirement system provides a number of benefits to the employee, including retirement benefits, death benefits, and survivor's allowances. Contributions are made by the employer as allowed by the retirement system.
4. All employees who have previously participated with URS prior to July 1, 2011 shall be enrolled in the Tier I retirement.
5. Effective July 1, 2011, all existing employees who have not participated and all newly hired employees shall be enrolled with the URS Tier II retirement unless previously enrolled within a URS retirement system.
6. Employees working less than full time but at least 20 hours per week and receiving any other non-mandated benefit from the District will also be enrolled in the District Retirement program.
7. Retirement credit will continue to accrue while an employee is receiving short-term disability.
8. Retirement credit will not accrue while an employee is receiving long-term disability or when an employee is on unpaid leave and has exhausted all FMLA entitlement.

**S. Unemployment Insurance:**

The District participates in the State Unemployment Insurance Program; and each person that terminates will be eligible for unemployment benefits in accordance with the rules and provisions as provided by the State. Employees terminated for cause shall not be eligible for unemployment benefits from the District.

**T. Education Assistance:**

When determined by the Fire Chief that additional training or education is required for the proper performance of a job, the District shall allow rescheduling of work time together with compensation for time spent in training plus associated expenses.

If a full-time employee desires to enhance their own job skills through training or academic pursuits which are viewed by the Fire Chief as being directly related to the job or a position to which one may wish to become promoted, and the employee initiates such a request; the District may give consideration in work schedule accommodations and tuition expenses.

Tuition expenses must be budgeted during the District's regular budget process. Employees requesting tuition reimbursement must be employed, full time, by the District for a minimum of 2 years. The District may choose to participate at a rate of 100% of tuition expenses. Education expenses may be taxable by the IRS. Employees with approved educational assistance must enter into a written agreement that upon termination (voluntary or involuntary, except for reduction in force) they will refund to the District monies received for educational assistance based upon the following schedule:

**Time Period Between Date Of Termination & Portion Of Expenses**

<u>&amp; Conclusion of Educational Course(s)</u>	<u>Refunded To District</u>
Less than one Year	100%
One Year, But Less than Two Years	75%
Two Years, But Less than Three Years	50%
Three Years, But Less than Four Years	25%
Greater than Four Years	0%

Employees who participate in this benefit shall maintain a 3.0 grade or better (on a 4.0 scale) in all classes at the end of each term or semester.

**U. Benefit Limitation:**

The benefits described in this section constitute the total and complete benefit package offered and available to all District employees who qualify for participation according to eligibility requirements established by this policy manual.

## SECTION 12 - PRODUCTIVE WORK ENVIRONMENT

### A. **General Conduct:**

The very nature of governmental service makes public relations one of the most important aspects of the job. The quality of our interactions impacts all employees of the District and the public perception of the District as a whole. Employees are to take every opportunity through the course of performing their job to create "good will" with the public. Employees are required to be courteous and show understanding in spite of the difficulty of situations which may arise. Reports of a negative nature will be investigated by supervisors, and disciplinary actions could result.

1. Employees are expected to adhere to and abide by the Firefighter Code of Ethics, which is incorporated herein by reference.
2. Employees are expected to apply themselves to their assigned duties during the full schedule for which they are being compensated.
3. Employees are expected to make prudent and frugal use of District funds, equipment, building and supplies.
4. Employees are expected to observe work place rules.
5. Employees are to report conditions or circumstances that would prevent them from performing their job effectively or completing assigned tasks.
6. Employees are expected to practice dress and grooming habits which are consistent with the District's purpose and beneficial in promoting a favorable public image. The Fire Chief is responsible for determining what creates a professional business environment in the District.

### B. **Uniform & Grooming Standards:**

The purpose of this policy is to establish a standard for professional appearance. This policy applies to all employees of the District, while on duty or while representing the District in related activities. In order to portray a positive public image and demonstrate pride and professionalism, it is the policy of the District to maintain high standards regarding employee appearance, dress, and grooming.

*Adopted: Month, Date, Year  
Effective: Month, Date, Year*

1. All employees shall adhere to good personal hygiene practices, including neat and clean appearance, well-groomed hair, and proper attention to oral hygiene, absence of offensive body odors, and attire that is appropriate to their line of work. Employees' general appearance while on-duty and/or in uniform must reflect a positive and professional image at all times.
2. Uniform items are provided by the District for all employees. Replacement of uniform items shall be on an as needed basis, and shall be monitored by District officers.
  - a. Administrative Personnel -- Individuals in administrative or support staff positions shall be well-groomed and attired in clothing items that are professional and business-like in nature.
  - b. Uniforms -- Suppression Personnel -- Suppression personnel are to dress according to the uniform standards set forth herein. Suppression personnel are to be appropriately attired at the start of the shift until they are relieved from duty following the conclusion of their shift.
  - c. Safety Uniform/Turnout Gear (Suppression personnel) -- Protective clothing and equipment is provided to all suppression personnel for use as required when working in a hazardous environment, during firefighting activities or during any other similar conditions during training activities. The District shall provide a complete ensemble of personal protective equipment for structural and wildland firefighting to all suppression employees. The components of the turnout gear are set forth herein.
  - d. Physical Training Uniforms (Suppression personnel) -- The physical training (PT) uniform may be worn during physical training activities, but shall not be worn out of the station when responding to emergency scenes unless it is fully covered by a duty uniform and/or emergency PPE. The components of the PT uniform shall be outlined herein.
  - e. No other insignia, emblem, advertising button, ribbon, jewelry or device shall be attached to the uniform without authorization of the Fire Chief.
3. Employee uniforms must be properly fitted, clean, pressed, and in good condition. Shoes or boots shall be shined and in good condition. All shirts shall be tucked into the uniform pants. District issued insignias, belt buckles, and badges shall be polished and worn in the proper place.

4. Employees are responsible for laundering and maintenance of all uniform items. Worn, torn, or faded uniforms shall not be permitted to be worn. It is the responsibility of the employee to notify their immediate supervisor in the event that a uniform item is in need of repair or replacement.
5. Approval/Pre-Approval: All body art must be approved by the NSFD administration before a firefighter may expose it while on duty. To request approval, the member must email the fire administration with a clear description and an image or drawing of the body art that will be visible. The administration will respond by email with approval or denial. This request may be submitted before body art is applied.

**Deleted:** Tattoos/Branding/Body Piercing -- Tattoos, brandings, and body piercings shall not be visible while in uniform and working in the public eye. Compliance may be achieved by the ongoing use of clothing to cover a tattoo.

Tattoo Guidelines: Body art shall not be on the head, face, neck, (anything above the neckline of a duty T-shirt or hands below the wrist). Approved visible body art must not contain offensive language, vulgarity, nudity, violence, racist or ethnically offensive imagery or language, or other obscene material. Unapproved body art includes marks that advocate discrimination, promote gangs, supremacist, extremist affiliation, or depict or promote drug use, sexually explicit acts, or other inappropriate content. Uniforms may not be altered to conceal tattoos, brands, or mutilations and must be worn in accordance with NSFD uniform standards. The NSFD administration reserves the right to approve or disallow visible body art at any time; non-approved body art must not be exposed while on duty.

Covering Body Art: The member will meet with the administration to determine an appropriate method for covering non-approved body art. The chosen covering must be applied at the beginning of the shift and remain in place until the member is off duty. Approved covering options include department-approved arm sleeves or department-approved long-sleeve T-shirts.

6. The following additional guidelines apply to **suppression personnel**:
  - a. Hair – Hair must be properly cut so as to present a neat appearance at all times. Employees' hair shall be cut so as not to hang below the bottom of the collar line, or it must be pulled back and secured at all times and in such a way that allows for full coverage by the protective safety hood. Any hair ties, combs, or barrettes must be neutral in color. Mohawks, spiked hair, unnatural hair coloring, and/or radical hairstyles that draw unnecessary attention are not appropriate on-duty or at District-

related functions.

- b. Facial Hair – Employees will be freshly showered and clean-shaven when reporting for duty. Mustaches and sideburns will not obstruct and/or interfere with the wearing of uniforms or breathing apparatus facemasks. Mustaches shall not extend over the upper lip or more than one half inch past the corners of the mouth or one quarter inch below the corners of the mouth. Sideburns shall be neatly trimmed and may not extend down below the lower part of the ear opening, shall be of even width, not flared, and shall end with a clean horizontal line. Beards, goatees, or any facial hair on the chin, cheeks, underneath the lower lip or throat shall not be allowed.
  - c. Earrings or other visible body piercing items – Earrings or other visible body piercing items shall not be worn by suppression employees while on duty.
  - d. Rings/Jewelry – It is strongly recommended that for safety purposes, rings not be worn while on duty. If a suppression employee chooses to wear a ring, it must not protrude above the band; additionally, it is highly suggested that it be modified so that it will break away when snagged. Any ring that interferes with required safety protective equipment shall not be worn. Necklaces may be worn but must be worn under the clothing and not visible.
  - e. Cosmetics – Employees wearing cosmetics shall ensure that the appearance is conservative and in good taste.
- 7. Supervisors may request a uniform inspection at any time and employees shall be required to display all uniform items at that time.
  - 8. The wearing of District-issued uniform items, including footwear, while off-duty is prohibited without prior approval of a Chief Officer, with the exception of when an employee is traveling to and from work or is attending a district related training or event.
  - 9. Employees wearing any NSFSD identifying items while off-duty shall recognize that the wearing of such identifies them with the NSFSD, thus, their behavior while wearing such items shall reflect positively on the District.

*Adopted: Month, Date, Year  
Effective: Month, Date, Year*

10. Only current District employees shall wear any District-issued uniform items unless prior permission from the Fire Chief has been received.
11. Any uniform elements issued by the District or purchased with District-issued uniform allowance monies shall remain as District property. Thus, when an employee terminates, all uniform items shall be returned, clean and in as good a condition as possible. The cost of uniform items not returned may be deducted from the employee's final paycheck.

**C. Driving Requirements:**

To ensure District employees meet driving standards as set forth in this policy and are in compliance with state and local laws. This policy applies to all prospective and current employees, including all full-time, part-time, volunteer and temporary personnel.

1. Driver's License Verifications

The District will conduct driver's license verifications for each employee required to drive, or who has the potential to drive, District-owned vehicles. Verifications will be done initially upon post-offer of employment, prior to approval of driving privileges, and on an annual basis thereafter.

2. Driving Requirements:

- a. All employees are required to possess a valid Utah Driver's License to operate any District vehicle or use their personal vehicle for District business. (License must be carried on the person when operating a vehicle.)
- b. Employees must be twenty-one years of age or older to operate a District vehicle.

- c. All emergency responders must complete the District's emergency vehicle operation course prior to being approved to operate emergency vehicles.
  - d. While operating a District vehicle or while operating any vehicle on District business, employees must comply with any and all restrictions placed on his/her driver's license.
  - e. Any change in status of a driver's license must be reported to the Fire Chief or Administrator within 24 hours. Change in status means that an individual's previously valid driver's license is subsequently expired, refused, cancelled, revoked, suspended, or restricted by the Department of Public Safety, Driver License Division.
  - f. Any arrest, charge (including citation)<sup>1</sup> and/or conviction for a violation of driving under the influence (DUI) of drugs or alcohol must be reported to the Administration or Fire Chief prior to the employee's next scheduled shift or within twenty-four (24) hours, whichever is sooner. In order to comply with District policies and to protect the interests of the District and the public the District serves, internal disciplinary action may be taken prior to adjudication by the court.
3. An individual in a driving position who has a status change in his/her driver's license will be removed immediately from all driving responsibilities and may be placed on paid leave pending an internal investigation. A license suspension or revocation may cause disciplinary action up to and including dismissal.
4. Unusual circumstances with individual cases will be evaluated on their own merits.
5. Privately Owned Vehicles:
- a. Active members (those on active status with the fire district, are not on reserve or a trainee) are encouraged to respond first to their assigned station to respond with apparatus or second, another station closer to the members current location, rather than responding to the scene of an emergency in a Privately Owned Vehicle (POV) unless:
  - b. The scene is between the member's location and a station, and the

---

<sup>1</sup> See EMS rule R426-5-3200

member has appropriate safety gear with them, or

- c. An Incident Commander instructs them to respond to a different station or to go to the scene in their POV.
- d. All reserve and trainees will respond to their assigned station or other station as directed by the IC.
- e. When responding in a privately owned vehicle, members are reminded that they are not in an emergency vehicle. Members must follow all applicable Utah State and local jurisdictions motor vehicle laws while driving to the stations or an emergency scene:
- f. Members may not:
  - 1) Exceed the posted speed limit
  - 2) Run through red lights
  - 3) Run through stop signs without stopping.
  - 4) Force other vehicles from the road.
  - 5) Install or use any emergency lights, sirens or warning devices on any personally owned motor vehicle
- g. If a member responds to an incident scene, they must:
  - 1) Park outside of the emergency scene in a safe location so that incoming and outgoing emergency vehicles can move unimpeded.
  - 2) Leave enough room for arriving apparatus to park.
  - 3) Obey instructions from IC and law enforcement officials regarding parking.
  - 4) Dim or turn off headlights so that other traffic and responders will not be blinded.
  - 5) Exit and enter their vehicle in a safe manner.

6) Wear appropriate PPE for the incident.

- h. Under no circumstances will a member respond POV to an emergency scene with any minor children who will be left unattended in a vehicle. Family or non-members will not be allowed at emergency scenes anywhere in the hot or warm zones of a hazardous incident.

*\*\*Remember that private vehicles are subject to normal traffic laws. Responding to an emergency does not exempt drivers from traffic laws.*

**D. Outside Employment:**

District employment shall be the principal vocation of full-time employees. An employee may engage in outside employment, receive honoraria, or paid expenses, subject to the following conditions:

1. The outside employment must not interfere with efficient performance of the employee's District position. In the event the Fire Chief determines that the outside employment is interfering with the employee's District position, the Fire Chief shall notify the employee in writing that the outside employment must cease. Interference would include (but is not limited to) conducting the outside employment during District paid hours and using District equipment.
2. The outside job must not conflict with the interests of the District.
3. The outside employment must not be the type that would reasonably give rise to conflicting interests or duties.
4. The employee is required to sign a statement concerning outside employment, notify the Fire Chief, and gain approval for acceptable outside employment, prior to accepting the employment. The employee will acknowledge in the signed statement that they understand any injuries occurring while conducting outside employment will not qualify for District worker's compensation coverage.
5. If the Fire Chief determines that either the employment or payment could reasonably present a real or potential conflict of interest, the Fire Chief shall deny permission. The Fire Chief's decision may not be grieved. Failure to notify the employer and to gain approval is grounds for disciplinary action.

Employees may jeopardize their employment with the District through unsatisfactory performance reviews affected by outside employment.

**E. Conflict Of Interest:**

Employees shall not use their District position or any influence, power, authority, confidential information derived there from, or District time, equipment, property, or supplies for private gain. Employees shall not receive outside compensation for their performance of District duties except in cases of:

1. Awards for meritorious public contribution publicly awarded.
2. Receipt of honoraria or expenses paid for papers, speeches, or appearances made by employees with the approval of the Fire Chief, or on their own time for which they are not compensated by the District, nor prohibited by these rules.
3. Receipt of usual social amenities, ceremonial gifts, or insubstantial advertising gifts as established by state law (see Section 17, Paragraph B). When an employee's responsibilities require an action or a decision which could be interpreted as a conflict of interest, the employee shall declare the potential conflict. The Fire Chief may then determine and notify the employee of the status of the potential conflict, either approving of the activity or listing the objections of the District.

**F. Political Activity:**

Except as otherwise provided by law or by rules and regulations promulgated by the State of Utah or the federal government for federally aided programs, District employees may voluntarily participate in political activity subject to the following provisions:

1. No person shall be denied the opportunity to become an applicant for a position by virtue of political opinion or affiliation.
2. No person employed by the District may be dismissed from service as a result of political opinion or affiliation.
3. An employee may voluntarily contribute funds to political groups and become a candidate for public office. The intent of this provision is to allow the

individual freedom of political expression, and to allow employees to serve as county party officers and as state or county delegates.

4. No employee may directly or indirectly coerce, command, advise or solicit any employee covered under the personnel system to pay, lend, or contribute part of their salary or compensation or anything else of value to any party, committee, organization, agency or person for political purposes. No supervisor, captain, employee, Board member or the Fire Chief, may attempt to make any employee's employment status dependent upon the employee's support or lack of support for any political party, committee, organization, agency, or person engaged in a political activity.
5. No employee may engage in any political activity during the hours of employment nor shall any person solicit political contributions from District employees during hours of employment. Hours of employment are those hours for which the employee is receiving compensation from the District. The use of District equipment or resources for political activity is also prohibited. Nothing in this section shall preclude voluntary contributions by a District employee to the party or candidate of the employee's choice, or participation on the employee's own time.
6. Nothing contained in this section shall be construed to permit partisan political activity by any District employee who is prevented or restricted from engaging in such political activity by the provisions of the Federal Hatch Act.

**G. Discrimination Based on Protected Categories:**

1. Discrimination in any form is a serious offense which will not be tolerated.
2. Employees may use the **HOTLINE AT 435-395-7334** for any complaints. If this method is used, the caller must be specific as to who is involved, the date and time of the occurrence(s). Please see paragraph 5 below.
3. Discrimination based on a protected class is defined as discrimination of any person because of race, color, religious creed, sex, national origin, age, military status, disability, sexual orientation, gender identification or any other factor protected by law.
  - a. Examples of discrimination may include but is not limited to:

- 1) Using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics,
  - 2) Recruiting or hiring practices,
  - 3) Promotion opportunities, and
  - 4) Adverse employment actions
4. Discrimination may result in disciplinary action up to and including termination of employment.
- a. Employees or officials who willfully report a false claim may be subject to disciplinary action.
5. Reporting and Investigating Claims:
- a. If an employee believes they have been subjected to discrimination, they should:
    - 1) Make a written record of the date, time and nature of the incident, and the names of any witnesses,
    - 2) Report the incident immediately to any of the following: A supervisor in the employee's chain of command, the Human Resource Officer, Fire Chief, the Personnel Director, or the County Attorney's Office, Civil Division, and
    - 3) All incidents must be reported regardless of their seriousness. There shall be no retaliation against an employee who in good faith reports an incident of discrimination or against anyone who provides information about violations. Complaints may be submitted by any individual irrespective of whether the complainant was personally subjected to the offending behavior.
  - b. Supervisors who knowingly allow or tolerate any discrimination are in violation of this policy and are subject to disciplinary action up to and including termination of employment. Supervisors must deal quickly and fairly with allegations of discrimination whether or not there has been a formal complaint. They are responsible to:

- 1) Make sure the District's policy is communicated to employees; and
  - 2) Any complaint received by a supervisor shall be immediately reported to the Fire Chief, Human Resource Officer and Personnel Director so that the matter can be investigated.
- c. The Personnel Director, or their designee, will conduct a fair and impartial review of the discrimination complaint. All such complaints will be handled with as much confidentiality as possible in order to encourage reporting and to protect the privacy of the parties.
  - d. An employee accused of discrimination and facing disciplinary action shall be entitled to receive notice of charges, the evidence to be used against them, and an opportunity to respond before disciplinary action may be taken per Section 13 of these policies.
6. Resolution
- a. The complainant shall be notified if any disciplinary action has been taken or not taken as a result of the official complaint. If either party to the complaint is not satisfied with the action taken or not taken they may file a written appeal with the Administrative Control Board through the Personnel Director within ten (10) working days of receiving official notification of the case resolution from the Fire Chief or Personnel Director.
  - b. If the complainant is not satisfied with the Board's decision, they have a statutory right to request an investigation by the Utah Division of Antidiscrimination and Labor.

**H. Sexual Harassment:**

The giving or withholding of job benefits based on the granting of sexual favors and any behavior or conduct of a sexual or gender based nature which is demeaning, ridiculing or derisive and results in a hostile, abusive, or unwelcome work environment constitutes sexual harassment. (See paragraph 7 below.)

Employees may use the **HOTLINE AT 435-395-7334** for any complaints. If this method is used, the caller must be specific as to who is involved, the date and time of the occurrence(s). Please see Paragraph 8, subparagraph b 1.

It is the Policy of the District that:

1. Unlawful discrimination/harassment of coworkers of any type, on or off duty, based on sex/gender, subtle or otherwise, shall not be tolerated and violators will be subject to disciplinary action up to and including termination.
2. Retaliation or reprisals are prohibited against any employee who opposes a forbidden practice, has filed a charge, testified, assisted or participated in any manner in an investigation proceeding or hearing under this policy.
3. False or bad faith claims regarding sexual harassment shall result in disciplinary action against the accuser.
4. An employee accused of sexual harassment and facing disciplinary action shall be entitled to receive notice of charges, the evidence to be used against them, and an opportunity to respond before disciplinary action may be taken.
5. Records and proceedings of sexual harassment claims, investigations, or resolutions are confidential and shall be maintained separate and apart from the employee's personnel file.
6. All employees, supervisors and management personnel shall receive training on the sexual/gender harassment policy and grievances procedures during orientation and annually during in service training.
7. Prohibited Conduct: Any deliberate, unwanted, or unwelcome behavior of a sex/gender based nature, whether verbal, non-verbal, or physical is prohibited. There are two major categories of sexual/gender harassment:
  - a. Quid Pro Quo the granting or conditioning of tangible job benefits on the grant of sexual favors, and
  - b. Creating a hostile or unwelcome work environment. Creation of a hostile work environment can occur through any or all of the following general means:
    - 1) Level One: Sex Role Stereotyping
      - a) Assignments made or denied solely on the traditional historic

perceptions regarding the types of jobs that specific gender may/should perform.

- b) Comments or written material reinforcing traditional historic perception regarding gender.

2) Level Two: Gender Harassment/Discrimination

- a) Intentional or unintentional behavior/conduct of a visual, verbal, nature directed at a specific gender which is demeaning, ridiculing or derisive of that gender.
- a) Creating an environment that demonstrates a demeaning, ridiculing or derisive attitude toward a specific gender.

3) Level Three: Targeted or Individual Harassment

- a) Intentional behavior predicated on gender or expressing sexuality which is directed at a specific group or individual.
- b) Offensive conduct may be verbal, visual or physical and includes unwanted physical touching.

4) Level Four: Criminal Touching

- a) The intentional unwanted touching of the breasts, buttocks, or genitals of another.
- b) Forcible sexual abuse.

8. Any employee who is being sexually harassed or who has personal knowledge of clearly offensive conduct may address the issue either through the formal or informal processes described below.

- a. Informal Process: Employees who are experiencing an unwelcome or hostile work environment at levels 1-3 as described above may, if they so desire, choose to address that unwelcome behavior/conduct informally by notifying the individual responsible for the behavior that the behavior is objectionable. That the conduct/behavior is unwelcome and that future

similar behavior will result in a formal complaint.

- b. Employees experiencing sexual harassment at this level are not required to use the informal process and may file a formal complaint if they so desire.
  - 1) This notification may be: orally in person; in writing signed or unsigned; through a supervisor either orally or in writing.
  - 2) The victim may ask the supervisor for assistance in determining what to say and how to approach the offending employee; request the supervisor to accompany the victim when the victim gives the offending employee notice; ask the supervisor to give notice to the offending employee, accompanied by the victim; ask the supervisor alone to provide notice to the offending employee.
  - 3) If circumstances involve the immediate supervisor, the employee shall seek assistance through the Human Resource Officer, Fire Chief, Personnel Director or the County Attorney's Office, Civil Division.
- c. Formal Process: Employees who are experiencing an unwelcome or hostile work environment which is clearly offensive or at Level 4 as described above, or who have been subjected to quid pro quo type sexual harassment, should address that unwelcome behavior/conduct through the formal remedial process.
  - 1) Complaints shall be in writing and specify the identity of the victim; the identity of the offending employee; the offensive behavior that the offender engaged in; the frequency of the offensive behavior; damage the victim suffered as a result of the offensive behavior; How the victim would like the matter settled; and what the victim would like to see happen.
  - 2) The victim will be allowed a reasonable amount of time during work hours to prepare a formal complaint. The victim should submit formal written complaints to any of the following:
    - a) The District Human Resource Officer
    - b) The Fire Chief;

- c) The Personnel Director, or
- d) County Attorney's Office, Civil Division.

9. Remedies: Employees found guilty of sexual harassment shall face disciplinary action ranging from a letter of reprimand to termination based on all the circumstances of the case, as well as the offending employee's prior work history. Information contained in the complaint and/or investigation files shall be released only with the written authorization of the victim and the Personnel Director.

10. Records: Information related to any sexual harassment complaint, proceeding, or resolution shall be maintained in separate and confidential sexual harassment complaint files. This information shall not be placed or maintained in any employee's personnel file.

11. Victim Protection: Individual complaints, either verbal or written, are confidential. Victims of alleged sexual harassment shall not be required to confront the accused outside of a formal proceeding. Retaliation or reprisals are prohibited against any employee who opposed a practice forbidden under this policy, or who has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing. Any employee engaging in prohibited retaliatory activities shall be subject to disciplinary action up to and including termination. Retaliation is an additional and separate disciplinary offense. Retaliation may consist of, but is not limited to:

- a. Open hostility;
- b. Exclusion or ostracism;
- c. Special or more closely monitored attention to work performance;
- d. Assignment to demeaning duties not otherwise performed during the regular course of the employee's duties.

I. **Drug Free Workplace:**

A healthy and productive work force, safe working conditions free from the effects of drugs and alcohol is essential to the maintenance of quality operations and all

services provided to the public. It is the policy of the district that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, drug paraphernalia and/or alcoholic beverage in the workplace is expressly prohibited. All processes, procedures, actions and requirements undertaken or imposed by the district shall be in conformance with Utah Code §34-41-101 *et. Seq.* Drug and Alcohol Testing and the Omnibus Transportation Employee Testing Act of 1991, revised as of February 15, 1994. In order to achieve a drug-free work place all individuals who are extended a conditional offer of employment with the district and employees in safety sensitive positions shall be required to participate in controlled substances testing.

1. Testing
2. When an applicant has been extended a conditional offer of employment but before beginning work;
3. When there is a reasonable suspicion to believe that an employee is in an impaired state;
4. When an employee has been involved in an on duty accident or has been injured on duty
5. On a random basis for employees in safety sensitive positions;
  - a. Return to duty testing (as defined by paragraph 2(k) below));
  - b. Follow up testing.
6. Definitions:
  - a. Alcohol – Alcohol is defined as an intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols in methyl and isopropyl alcohol no matter how packaged or in what form the alcohol is stored, utilized or found.
  - b. Controlled Substance – Controlled substances are defined as marijuana (THC), cocaine, phencyclidine (PCP), opiates, and amphetamines (including methamphetamine) or any other substances which are included in the, Utah Controlled Substances Act (Utah Code §58-37-1 *et. Seq.*).

- c. Drug – Any substance recognized as a drug in the United States Pharmacopeia or other drug compendia, including the Utah Controlled Substances Act, (Utah Code §58-37-1 *et. Seq.*) or supplement to any of those compendia.
- d. Drug Testing – The scientific analysis for the presence of drugs or their metabolites in the human body in accordance with the definitions and terms of this policy.
- e. Random Testing – The unannounced drug testing of an employee in a Safety Sensitive Position who was selected for testing by using a method uninfluenced by any personal characteristics other than job category.
- f. Reasonable Suspicion – Knowledge sufficient to induce an ordinarily prudent and cautious individual under the circumstances to believe that a prohibited activity is occurring.
- g. Reasonable Suspicion Testing – An articulated belief based on recorded specific facts and reasonable inferences drawn from those facts that an employee or volunteer is in violation of this drug-free workplace policy.
- h. Positive test – Any test result showing a blood alcohol content of 0.02 or greater or the presence of any controlled substance, its metabolites in the test subject or a sample that has been tampered with.
- i. Refusal to Submit to Testing – Failure to provide adequate breath or urine sample without a valid or verified medical explanation, after the employee has received notice they are being tested and a breath or urine sample is required, or engages in conduct that clearly obstructs the testing process.
- j. Safety Sensitive Position – shall include any position which involves emergency response or driving of District Vehicles, or any position involved in the operation of Dangerous Equipment.
- k. Return to duty testing – The drug/alcohol testing with a verified negative test result for controlled substances or their metabolites, of an employee who has been released back to work after seeking help from a rehabilitation program.

- I. Follow-up testing – The drug/alcohol testing of an employee who has sought professional help from a rehabilitation program. The employee shall be tested monthly while under the care of the Substance Abuse Professional and upon release from a rehabilitation program. The employee shall be tested a minimum of six (6) times in the following twelve (12) months following their return to duty. Employees may be subjected to follow up drug/alcohol testing for a period not to exceed sixty (60) months.
7. Follow-up testing beyond one year shall be based on a need assessment provided by a substance abuse professional.
8. If the employee seeks help prior to discovery, then confidentiality, job security, and promotional opportunities will be protected. But if the employee does not attempt to seek help and the problem comes to the attention of the district, the employee will be terminated per paragraphs 16 and 18 below. Discovery begins with the notification when an employee has been notified of a random drug test.
9. The extent of District assistance, if an employee comes forward prior to discovery, shall be limited to referral to a community resource program with financial limitations as provided in the district health and medical insurance plan.
10. If an employee is under treatment with a drug that alters their ability to perform the essential functions of a specific position, the employee shall be reassigned if a current job opening exists which the employee is qualified.
11. The district shall require a final applicant selected for a position with the District to undergo a drug screen test to detect the presence of illegal drugs, controlled substances or their metabolites in the body. Refusal to take such a test shall be grounds for denial of employment. An applicant, who tests positive for a controlled substance or its metabolites, as defined in the definitions of this policy, shall be denied employment with the District.
12. Employees shall not use, be under the influence of or be in possession of alcohol while on duty, on District premises or while in District vehicles. District premises include buildings, parking lots, grounds and vehicles owned by District or personal vehicles while being used for District business. Under the influence is defined as having blood alcohol content in excess of .02%.

13. If an employee in a safety sensitive position is called to work outside the regularly scheduled work period, the employee has the right to refuse to go to work if the employee has used alcohol and feels that they may be impaired. The employee must notify their supervisor if they have consumed any alcohol in the last four hours prior to being called in. Employees exercising this option shall have job security and promotional opportunities protected.
14. Employees trafficking, selling, using, possessing or being at the work place under the influence of alcohol, illegal or illegally obtained controlled substances shall be subject to immediate suspension and such conduct may be grounds for termination of employment.
15. When a supervisor makes a determination that there is a reasonable suspicion to believe that an employee is under the influence of, or is in possession of alcohol or controlled substances, the employee shall be subject to drug/alcohol testing.
16. Employees performing in safety sensitive positions are subject to random drug/ alcohol tests.
17. The District maintains the right to conduct unannounced inspections of District owned property, vehicles, work stations, equipment, desks, cabinets, etc.
18. The District maintains the right to utilize detection methods necessary for the enforcement of this policy including blood, urine, or other tests, and the use of electronic detection equipment and trained animals.
19. Failure to cooperate with these detection methods or inspections is grounds for termination of employment.
20. Upon required testing due to an accident or reasonable suspicion, the employee tested shall not engage in the operation of any District equipment or engage in any employment related duties, which their supervisor deems dangerous to themselves or others until the results of the tests are received and the employee is released back to work by the District.
21. If any alcohol test result shows a blood alcohol content of 0.04% or greater,

the employee shall be terminated.

22. If an employee test result shows an alcohol concentration of greater than 0.02% but less than 0.04%, the employee shall not be permitted to perform in a Safety Sensitive Position for at least twenty-four (24) hours.
23. If an employee has self-disclosed prior to discovery (see paragraph 3 above) and tests positive for a controlled substance or the test results show a blood alcohol content of 0.04% or greater, the employee may be referred to a Substance Abuse Professional who shall perform an evaluation at the district's expense, to determine whether the employee has a drug/alcohol problem. This employee may also be provided with information about drug or alcohol treatment programs in the area. The district shall have no obligation or duty to pay for or provide financial assistance for a drug/alcohol treatment program. Referral to treatment creates no protections from other disciplinary actions.
24. If a drug test result shows that the employee has tested positive for a controlled substance, the employee shall be terminated.
25. Employees may direct any questions regarding this policy to the Human Resource Officer.
26. Reporting Violations – All employees have the responsibility to immediately report unsafe working conditions or hazardous activities that may jeopardize their safety, the safety of fellow employees and the safety of the public we serve. This includes the responsibility to immediately report any violations of this Drug and Alcohol policy.

**J. Nonsmoking Policy:**

It is the policy of the district to comply with all applicable federal, state, and local regulations regarding smoking and the use of tobacco products (including e-cigarettes or vaporless cigarettes) in the work place and to provide a work environment that promotes productivity and the well-being of its employees.

1. The district recognizes that smoking in the work place can adversely affect employees. Accordingly, smoking is restricted at all District facilities and grounds.

2. Smoking is prohibited inside all District facilities and vehicles. The Supervisors are responsible for implementing and monitoring smoking regulations, and supervisors/department managers are expected to enforce such regulations. The smoking policy applies to employees during working time and to customers and visitors while on District premises.
3. Employees who wish to smoke may do so outside of District facilities and vehicles, as long as, they are at least 25' from any entry way, exit, open or closed window or air intake.
4. Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers as regards the smoking policy. However, smokers have a special obligation not to abuse break and work rules. Complaints about smoking issues should be resolved at the lowest level possible but may be processed through the District's grievance procedure. Employees who violate the policy will be subject to disciplinary action.
5. The district does not discriminate against individuals on the basis of their use of legal products, such as tobacco, if the use occurs during non-working time or off of the District's premises.

**K. Serious & Communicable Diseases:**

It is the policy of the district that employees with infectious, long-term, life threatening, or other serious diseases may work as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees or customers of District services.

1. Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, drug resistant tuberculosis, chronic fatigue syndrome, human immune deficiency virus ("HIV") and acquired immune deficiency syndrome ("AIDS").
2. The district will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.
3. Employees afflicted with a serious disease are to be treated no differently than any other employee. However, if the serious disease affects their ability to perform assigned duties, such employees are to be treated like other

employees who have disabilities that limit their job performance and will be provided reasonable accommodation as long as there is no undue hardship on District operations.

4. Employees who are diagnosed as having a serious disease and who want an accommodation shall inform their supervisor, the Fire Chief or the Personnel Director of their condition as soon as possible. Anyone receiving such a report shall respond with compassion and understanding. In addition, they shall review with the employee District policy on such issues as employee assistance, leaves and disability, infection control, requesting and granting accommodations, the District's continuing expectation regarding the employee's performance and attendance, and available benefits.
5. Employees who have a serious disease and who want an accommodation shall provide the Fire Chief and Human Resource officer with any pertinent medical records needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. The district may also require a doctor's certification of an employee's ability to perform job duties safely. Additionally, the District may request that an employee submit to a medical examination if it believes the employee is a health or safety threat to themselves or others.
6. The district will maintain the confidentiality of the diagnosis and medical records of employees with serious diseases, unless otherwise required by law. Information relating to an employee's serious disease will not be disclosed to other employees unless the information is, in the opinion of the Fire Chief, necessary to protect the health or safety of the employee, coworkers, or others.
7. The District will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, engineering and work practice controls, and personal protective equipment will be utilized to limit the spread of diseases in the work place.
8. Employees concerned about being infected with a communicable disease by a coworker, customer, or other person shall convey this concern to their supervisor, the Fire Chief or the Human Resource Officer. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first discussing their concern with a supervisor,

will be subject to discipline, up to and including termination. In addition, where there is little or no evidence of risk of infection to the concerned employee, that employee may be assigned to work with or perform services for any other employee or customer as required by the district.

**L. Work Place Violence:**

It is the policy of the NSFD that threats or acts of physical violence, including verbal abuse, bullying, intimidation, harassment, and/or coercion which involve or affect District employees, or which occur on District property or at District functions shall not be tolerated.

1. Threats or Acts of Violence are defined as conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the condition of District employment, or to create a hostile, abusive or intimidating work environment for one or more District employees.
2. Prohibited workplace violence includes, but is not limited to, the following:
  - a. Threats or acts of violence occurring on District premises, regardless of the relationship of the district with the individual(s) involved.
  - b. Threats or acts of violence not occurring on District premises but involving someone who is acting in the capacity of a representative of the District.
  - c. Threats or acts of violence not occurring on District premises but involving an employee of the District if the threats or acts of violence affect the legitimate interests of the District.
3. Any employee who experiences or witnesses such acts, conduct, behavior, or communications that would fall within the definition above shall immediately notify their immediate supervisor or another member of management. Failure to report such information according to the guidelines within this policy shall be grounds for disciplinary action.
4. The district shall promptly and thoroughly investigate any report of threats or acts of violence. The identity of the individual making a report shall be protected to the greatest extent possible.

*Adopted: Month, Date, Year  
Effective: Month, Date, Year*

5. Any employee determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines shall be subject to disciplinary action, up to and including dismissal.
6. Incidents of workplace violence that involve criminal conduct shall be referred to law enforcement for investigation and handling.
7. At the sole discretion of the Fire Chief, any employee who exhibits any potential warning signs, symptoms, and risk factors may be required to submit to a psychological fitness for duty evaluation. The cost of such evaluation shall be at the expense of the district.
8. Reporting Procedure:
  - a. If the act of violence constitutes an emergency, an employee who witnesses or is made aware of the situation shall call 911. After contacting 911, the employee shall immediately contact the senior officer on duty. Upon receipt of such a report, the Fire Chief shall be notified as soon as possible.
  - b. If a situation of workplace violence occurs but does not constitute an immediate emergency, the employee shall contact his immediate supervisor.
  - c. It shall be the responsibility of the Fire Chief to direct the investigation into the allegation and determine any appropriate and necessary action.

**M. Employee Education:**

It shall be the policy of the district to conduct regularly scheduled training to ensure the highest quality of service is provided to the residents and visitors of the North Summit area and to develop teamwork and efficiency of operations during emergency incidents.

- a. The training officers will organize, coordinate, and schedule training to meet local, state, and federal guidelines for all Fire, EMS, and Special Operations training. All training shall be documented, and records maintained by the Training Officer.

*Adopted: Month, Date, Year  
Effective: Month, Date, Year*

- b. The Training Officers will be responsible to ensure compliance with all District Policies, Procedures, Standard Operating Guidelines, and that all safety regulations will be followed during training exercises.
  
- c. Every attempt shall be made to offer quality training in-house. However, from time to time, persons may wish to attend training outside the district. All personnel wishing to participate in outside training must fill out the "Outside Training Request" form and submit it to the Fire Chief for approval. Selection of participating applicants will be based on the district's training needs, timeliness of applications, prior outside training of the applicants and seniority. All registration costs and fees for training materials will be paid in full by the district upon approval of the requested training.

**Formatted:** Font: (Default) Arial, 12 pt

# March 2026 Accounts Payable Summary

## Total Accounts Payable

\$254,362.37

## Subtotals by Distribution Account

Description (Abbrev.)	Total
Benefits Accrual	\$54,933.21
Capital Project (Sta 22 Dorm)	\$4,890.76
Accrued Salaries	\$147,181.04
Accounting	\$50.00
Website Hosting	\$392.00
IT Support	\$630.00
EMS Billing	\$1,382.56
EMS Refund	\$50.00
Background Checks	\$308.50
Internet	\$422.55
Email	\$36.17
Gas	\$1,247.36
Power	\$1,297.95
Water	\$510.50
Building & Grounds	\$4,751.08
Trash	\$167.23
Sanitation Supplies	\$337.43
Fuel	\$2,485.85
Fleet Maintenance	\$12,563.49
PPE / Uniforms	\$3,124.62
Minor Equipment	\$2,887.94
Training	\$402.34
Employee Food/Meetings	\$774.47
Office Supplies	\$4,412.49
Subscriptions/Memberships	\$6,985.23
Community Relations	\$814.22
EMS Supplies	\$688.68
Payroll Processing Fees	\$604.70
HSA Admin Fee	\$30.00

North Summit Fire District  
Accounts Payable  
March 2026

Distribution account	Line description	Bill number	Vendor	Date	Amount
6505.3 Web Site Hosti	Streamline Flex Mar 1-Apr 1, 2026	30A377B8-00	Streamline	03/01/2026	392.00
6509.2 Internet	INTERNET SERVICE	26C 383100	All West Commun	03/01/2026	422.55
6506 Background Chec	Occupational Health - Standard 10 I	172970	Peopletrial	03/01/2026	42.50
2400.9 Benefits Accruæ	Insurance premiums for vision cover	26C 01060247	Ameritas Life Insu	03/01/2026	274.28
6509.3 Email	emails	CC	Google Workspace	03/01/2026	36.17
6519 Subscriptions/Mæ	chatgpt	CC	OpenAI	03/01/2026	32.30
6512 Fleet Maintenanc	Luo ke 15 Pcs White Mini Wire Brus	1TGH-1XGD-C	Amazon Business	03/02/2026	7.12
6513 PPE / Equipment	PRE P2620-2G / GLD CAPTAINS H	450_A_33380	Skaggs Public Saf	03/02/2026	28.94
6513 PPE / Equipment	SAM 15010-BLK / 3.25"x58" 4-IN-H	450_A_33380	Skaggs Public Saf	03/02/2026	9.99
6511 Fuel	Fuel charges for diesel, unleaded, an	F2608E00839	Fuel Network	03/02/2026	2,485.85
6513 PPE / Equipment	Uniform apparel including Class A	45507	A1- Uniforms Wor	03/02/2026	162.52
6510 Building and Gro	Flag for truck	CC	Colonial Flag	03/02/2026	54.00
6519 Subscriptions/Mæ	annual subscription	CC	Grammarly	03/02/2026	155.02
6519 Subscriptions/Mæ	Software subscription for Fieldwire	CC	Fieldwire	03/02/2026	503.80
6513 PPE / Equipment	Philip Pifer - dress shoes for class A	CC	Walmart	03/02/2026	37.59
6512 Fleet Maintenanc	WeatherTech Custom Fit FloorLine	1PPT-J7RD-L	Amazon Business	03/03/2026	231.90
6509.5 Power	Power Service Sta 23	26C 3564375	Rocky Mountain P	03/03/2026	253.20
6512 Fleet Maintenanc	Spark Plugs	406893	Whites Auto Parts	03/04/2026	7.50
6512 Fleet Maintenanc	Tools to change spark plugs	406892	Whites Auto Parts	03/04/2026	58.31
6509.5 Power	Power Service Sta 21	26C 3458213	Rocky Mountain P	03/04/2026	853.30
6519 Subscriptions/Mæ	Subscription	CC	Apple Services	03/04/2026	86.11
6509.5 Power	Power Service Sta 22	26C 3524727	Rocky Mountain P	03/05/2026	191.45
6517 Employee Food a	Breakfast for officers meeting	CC	Mix Place	03/05/2026	262.31
6510.3 Sanitation Sup	Paper towels	CC	Costco	03/05/2026	86.48
6512 Fleet Maintenanc	brake repair	3414-8605686	Burt Brothers	03/06/2026	4,237.58
6524 EMS Supplies	IV Solution, Sodium Chloride 0.9%	186125893	Bound Tree	03/06/2026	101.80
6524 EMS Supplies	Curaplex Yankauer with Vent 20ea/	186125893	Bound Tree	03/06/2026	3.56
6524 EMS Supplies	Curaplex Select Endotracheal Tube	186125893	Bound Tree	03/06/2026	4.19

6524 EMS Supplies	Curaplex Select Endotracheal Tube	86125893	Bound Tree	03/06/2026	4.19
6524 EMS Supplies	Curaplex Select Endotracheal Tube	86125893	Bound Tree	03/06/2026	4.19
6524 EMS Supplies	Curaplex Yankauer Suction Kit, Bull	86125893	Bound Tree	03/06/2026	4.39
6524 EMS Supplies	IV Catheter, Insyte Autoguard BC, 2	86125893	Bound Tree	03/06/2026	53.40
6524 EMS Supplies	IV Catheter, Insyte Autoguard BC, 18	86125893	Bound Tree	03/06/2026	66.75
6524 EMS Supplies	IV flush syringe, Normal Saline, 10n	86125893	Bound Tree	03/06/2026	77.40
6524 EMS Supplies	Curaplex Select Endotracheal Tube	86125893	Bound Tree	03/06/2026	8.38
6524 EMS Supplies	Curaplex Select Endotracheal Tube	86125893	Bound Tree	03/06/2026	8.38
6524 EMS Supplies	Curaplex Select Endotracheal Tube	86125893	Bound Tree	03/06/2026	8.38
6524 EMS Supplies	Curaplex Select Endotracheal Tube	86125893	Bound Tree	03/06/2026	8.38
6524 EMS Supplies	Vaseline Petrolatum Gauze Strip, 3i	86125893	Bound Tree	03/06/2026	8.94
6524 EMS Supplies	Curaplex IV Start Kit (Tegaderm, A	86125893	Bound Tree	03/06/2026	84.90
6505.9 EMS Refund	County EMS payment sent to NSFD County EMS p		Summit County	03/06/2026	50.00
6516 Training Expense	Philip Pifer - EMS certification	CC	Udoh Bureau of Er	03/06/2026	30.00
6516 Training Expense	Philip Pifer - EMS certification	CC	National Registry	03/06/2026	26.00
6510 Building and Gro	truck wash supplies	CC	The Home Depot	03/06/2026	328.00
6513 PPE / Equipment	FDX-INTERCEPTOR HOOD NOME	700-SIV00585	Siddons-Martin E	03/09/2026	330.00
6510 Building and Gro	M-AERATOR CHRM 15/16 371550	02-625935	Summit Merc.	03/09/2026	4.99
6512 Fleet Maintenanc	Oil Change GMC C5500	56517	Precision Complet	03/09/2026	99.95
6509.4 Gas	Gas Service Sta 21	74160200000	Enbridge	03/09/2026	762.41
6509.4 Gas	Gas Service Sta 23	7234830000-0	Enbridge	03/09/2026	360.31
6510 Building and Gro	Security hardware technician service	IN00453833	Convergint Techno	03/09/2026	645.00
6502 Accounting other	QuickBooks Cloud user interface for	139347	KHSA	03/09/2026	50.00
6621.4 HSA ER	ADMIN FEE	ACH	Health Equity	03/09/2026	30.00
6519 Subscriptions/Me	This is for a membership to the IAA	CC	National Associati	03/09/2026	40.00
6522 Community Rela	Retirement Venue for Brandon Wood	CC	Clinton City Corp.	03/09/2026	310.00
6515 Minor Equipmen	batteries for corless drills	CC	The Home Depot	03/09/2026	172.97
6512 Fleet Maintenanc	microfiber cleaning for scrubber tool	CC	The Home Depot	03/09/2026	172.97
6613 Payroll Processin	PAYROLL ENDING 02.27.26	ACH	Paylogics	03/10/2026	304.42
2500 Accrued salaries	PAYROLL ENDING 02.27.26	ACH	Paylogics	03/10/2026	71,871.01
2400.9 Benefits Accru	RETIRMENT PAYROLL ENDING (ACH		Health Equity	03/10/2026	2,231.24
2400.9 Benefits Accru	RETIRMENT PAYROLL ENDING (ACH		Utah Retirement S	03/10/2026	13,121.25
6510 Building and Gro	WOOD SCREWS	02-626920	Summit Merc.	03/10/2026	2.98

6516 Training Expense	White out	02-626920	Summit Merc.	03/10/2026	4.69
6515 Minor Equipment	Stihl Chainsaw, MS362, 20" Bar MS	700-SIV00587	Siddons-Martin E	03/10/2026	1,250.00
6515 Minor Equipment	FREIGHT	700-SIV00587	Siddons-Martin E	03/10/2026	200.00
6515 Minor Equipment	MAK-40V XGT 9" CIRCULAR SAW	700-SIV00587	Siddons-Martin E	03/10/2026	995.00
6512 Fleet Maintenance	OIL CHANGE AND TIRE REPLAC	56471	Precision Complet	03/10/2026	739.52
2400.9 Benefits Accrued	LegalShield and IDShield members	0303457-2026	Leagle Shield	03/10/2026	136.60
6512 Fleet Maintenance	LOF gas service and tire rotation for	88574	Young Ford	03/10/2026	57.93
6512 Fleet Maintenance	Vehicle oil change and multi point in	84596541	Young Ford	03/10/2026	57.93
6512 Fleet Maintenance	Three gauges for vehicle or equipmer	407122	Whites Auto Parts	03/11/2026	54.51
25.02 Sta 22 Dorm Ad	NSFD BLDG Permit 26-2	307962196	Town of Henefer	03/11/2026	4,890.76
2400.9 Benefits Accrued	NORTH SUMMIT FIRE DENTAL 2	582036569	Summit County	03/11/2026	1,402.00
2400.9 Benefits Accrued	NORTH SUMMIT FIRE HEALTH 2	582036569	Summit County	03/11/2026	21,099.77
2400.9 Benefits Accrued	NSF AFLAC Reimbursement 2026.	582036569	Summit County	03/11/2026	91.20
6505.4 IT Support	Service: RMMELITEDSK Contract 1	MNS65229	Les Olson Compar	03/11/2026	630.00
6516 Training Expense	Dallas Davies - Hubbard NREMT re CC		National Registry	03/11/2026	26.00
6516 Training Expense	Dallas Davies - Hubbard State AEM CC		Udoh Bureau of Er	03/11/2026	30.00
6522 Community Rela	Brandon Woods retirement gift	CC	Fire Axe	03/11/2026	277.23
6518 Office Supplies	ID card printer	CC	IDVille	03/11/2026	4,082.44
6517 Employee Food a	Dinner for Board Meeting	CC	Jimmy John's	03/12/2026	123.89
6513 PPE / Equipment	Uniform items for Ben Nielson	CC	Boot Barn	03/13/2026	109.76
6518 Office Supplies	Shipping for RX	CC	Fedex	03/13/2026	112.20
2400.9 Benefits Accrued	Monthly insurance premiums and A	C26 2468490C	Sun Life	03/14/2026	1,199.55
6513 PPE / Equipment	WEI 831-6031 12/M / SHOE, PATEL	450_A_33380	Skaggs Public Saf	03/16/2026	80.96
6510.3 Sanitation Sup	3" Mop Bucket Casters Replacement	1JMY-HTVR-]	Amazon Business	03/16/2026	19.99
6510.3 Sanitation Sup	MySit 3 Inch Rubbermaid Cart Cast	1JMY-HTVR-]	Amazon Business	03/16/2026	20.99
6510.3 Sanitation Sup	AAGUT Mop Bucket Replacement C	1JMY-HTVR-]	Amazon Business	03/16/2026	36.98
6510.3 Sanitation Sup	kCarpoly 3 Pack 3 Pack Heavy Mop ]	1JMY-HTVR-]	Amazon Business	03/16/2026	74.95
6510.3 Sanitation Sup	Matthew Cleaning Commercial Quic	1JMY-HTVR-]	Amazon Business	03/16/2026	80.59
6510 Building and Gro	Rain Gutters on District Office	1466	Adams Constructi	03/16/2026	2,275.00
6510 Building and Gro	10Gsupxsxl Cat 6 Ethernet Cable 3l	14MW-H1F4-	Amazon Business	03/16/2026	13.99
6515 Minor Equipment	HP Home and Student Essential La	14MW-H1F4-	Amazon Business	03/16/2026	269.97
6518 Office Supplies	2 Inch 3-Ring Binder, 2" Round Ring	14MW-H1F4-	Amazon Business	03/16/2026	36.09
6512 Fleet Maintenance	2005 Ford F450 Super Duty 1 1/2 To	56548	Precision Complet	03/16/2026	1,828.71

6522	Community Relations	Better Display Cases Clear Acrylic I	1CGR-1JRG-C	Amazon Business	03/17/2026	226.99
6510	Building and Grounds	Paint samples for station 22 remodel	CC	Sherwin-Williams	03/17/2026	15.11
6524	EMS Supplies	Medical supplies including Fentanyl	86139087	Bound Tree	03/18/2026	84.02
6518	Office Supplies	ENRG AAA MAX BATTERIES	02-635532	Summit Merc.	03/19/2026	7.29
6513	PPE / Equipment	Size: XL - Color: Alloy	9721	Crown Promotions	03/19/2026	53.00
6513	PPE / Equipment	Size: XL - Color: Black	9721	Crown Promotions	03/19/2026	53.00
6513	PPE / Equipment	Size: XL - Color: Navy	9721	Crown Promotions	03/19/2026	53.00
6513	PPE / Equipment	Size: XL - Color: Black	9721	Crown Promotions	03/19/2026	58.00
6513	PPE / Equipment	Size: XL - Color: Charcoal	9721	Crown Promotions	03/19/2026	58.00
6513	PPE / Equipment	Size: XL - Color: Grey	9721	Crown Promotions	03/19/2026	58.00
6513	PPE / Equipment	Size: XL - Color: White	9721	Crown Promotions	03/19/2026	58.00
6512	Fleet Maintenance	monthly carwash membership	CC	Mister Car Wash	03/20/2026	36.99
6512	Fleet Maintenance	Vehicle repairs including battery rep	9094	Precision Truck and	03/22/2026	1,443.05
6519	Subscriptions/Member	Monthly Quickbooks subscription	CC	Intuit	03/22/2026	296.04
6613	Payroll Processing	PAYROLL ENDING 03.13.26	ACH	Paylogics	03/23/2026	300.28
2500	Accrued salaries	PAYROLL ENDING 03.13.26	ACH	Paylogics	03/23/2026	75,088.39
2400.9	Benefits Accrued	PAYROLL ENDING 03.13.26	ACH	Utah Retirement System	03/23/2026	13,026.14
2400.9	Benefits Accrued	PAYROLL ENDING 03.13.26	ACH	Health Equity	03/23/2026	2,231.24
2500	Accrued salaries	PAYROLL ENDING 03.13.26	PAYROLL	Jeffrey M Peterson	03/23/2026	221.64
6519	Subscriptions/Member	Elite™ Rescue - SaaS	PS-INV12355	ImageTrend	03/24/2026	5,788.13
6512	Fleet Maintenance	Labor for jump starting and diagnosis	9095	Precision Truck and	03/24/2026	721.20
6512	Fleet Maintenance	In Person by NORTH SUMMIT FIRE	9090	Precision Truck and	03/24/2026	2,408.47
6518	Office Supplies	SIBRILLE Floor Lamp with Linen Shade	1374-MFJX-V	Amazon Business	03/24/2026	29.00
6518	Office Supplies	12" Wood Guillotine Paper Cutter, Heavy	1374-MFJX-V	Amazon Business	03/24/2026	53.48
6509.4	Gas	Commercial natural gas utility service	0016743	Enbridge	03/24/2026	124.64
6518	Office Supplies	Postage	CC	Post Master	03/24/2026	78.00
6517	Employee Food and	Interagency Fire Collaboration meeting	CC	Taggart's Grill	03/24/2026	145.06
6513	PPE / Equipment	Embroidery and digitizing services for	9744	Crown Promotions	03/25/2026	158.86
6512	Fleet Maintenance	30 Gallon Fuel Caddys	CC	Vevor	03/25/2026	399.00
2400.9	Benefits Accrued	Employee Paid Vasa Fitness membership	CC	VASA FITNESS	03/25/2026	119.94
6517	Employee Food and	South davis courtesy gift	CC	Wiki-licious	03/26/2026	43.08
6519	Subscriptions/Member	chatgpt	CC	OpenAI	03/26/2026	21.53
6517	Employee Food and	Lunch for meeting with PCFD and District	CC	Mister Clucker	03/26/2026	58.22

6516 Training Expense	Philip Pifer - CPR training materials	CC	ShopCPR	03/26/2026	285.65
6513 PPE / Equipment	First Tactical clothing including t-shirts	OR010379298	Crown Promotions	03/30/2026	304.00
6513 PPE / Equipment	Fitted stretch hats in two sizes and	OR131277180	Crown Promotions	03/30/2026	1,207.00
6513 PPE / Equipment	Purchase of tactical shirts and polo shirts	OR900839690	Crown Promotions	03/30/2026	304.00
6517 Employee Food	Dinner for firefighters after multiple	CC	Subway	03/30/2026	141.91
6519 Subscriptions/Me	Monthly ChatGPT Business subscription	CC	OpenAI	03/30/2026	32.30
6510 Building and Gro	Mattress for station	CC	Riverdale Furniture	03/30/2026	1,412.01
6524 EMS Supplies	Monthly cylinder rental and medical	29537	Oxygen Utah, LLC	03/31/2026	157.43
6512 Fleet Maintenance	TUBING	408041	Whites Auto Parts	03/31/2026	0.85
6518 Office Supplies	Texas Instruments TI-30XIIS Scientific	1XGQ-PK3K-I	Amazon Business	03/31/2026	13.99
6510.3 Sanitation Sup	Lysol Air Sanitizer Spray with Bacteri	1XGQ-PK3K-I	Amazon Business	03/31/2026	17.45
6509.6 Water	Monthly POU cooler rental for April	465X2978690	Culligan Water Co	03/31/2026	238.00
6509.6 Water	POU COOLER RENTAL	465X2978860	Culligan Water Co	03/31/2026	119.00
6509.6 Water	Water treatment services, equipment	465X2978660	Culligan Water Co	03/31/2026	153.50
6510.1 Trash	Waste container pickup service and	0864-0022115	Republic Service	03/31/2026	86.59
6510.1 Trash	Pickup Service 04/01-04/30	0864-0022115	Republic Service	03/31/2026	80.64
6506 Background Chec	Criminal background checks motor v	262482-3	ProScreening	03/31/2026	266.00
6505.6 EMS Billing Se	Charge for Billing Services @ 4.5% of	4741	Gold Cross Service	03/31/2026	1,382.56
6519 Subscriptions/Me	Dr. Smith state renewal	CC	Udoh Bureau of Er	03/31/2026	30.00

# Regular Meeting - Mar 12 2026 Minutes

Thursday, March 12, 2026 at 6:00 PM

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

## 1. Meeting Opening

### 1.1 Call to Order

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

### 1.2 Roll Call

Board Members Present

Steven Dallin, Bridget Hayes, and Daniel Bates

Board Members Absent

Jeff Peterson

Staff Members Present

Tyler Leavitt, Tyler Rowser, and Benjamin Nielson

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

### 2.1 Purchase, exchange, or lease of real property

### 2.2 Pending or reasonably imminent litigation

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

### 2.4 Deployment of security personnel, devices, or systems

No closed session was called for.

## 3. Pledge of Allegiance

## 4. Work Session

### 4.1 Chiefs' operations update.

[Transmittal Mold Report.pdf](#) 

[Jan - Feb 2026 Statistics.pdf](#) 

Chief went over updates on the building project in Henefer and the operations report.

### 4.2 Review and discussion on the Q4 2025 financial report.

[Budgetvs.Actuals2025.pdf](#) 

Chief Rowser went over the unaudited financial report and answered questions from the board.

### 4.3 Review and discussion on the 2025 Fraud Risk Assessment.


[Fraud Risk Assessment Staff Report.pdf](#) 

Chief Rowser reviewed the fraud risk assessment and offered suggestions on how to score better in 2026.

**5. Public Input**

*None*

**6. Consideration of Approval**


- 6.1 Accounts Payable for [February 2026.pdf](#)   
The board went over the accounts payable.

Motion to approve accounts payable.

Moved by: Bridget Hayes; seconded by: Daniel Bates

**Aye:** Steven Dallin, Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 4-0**

- 6.2 Minutes of  
[Regular Meeting - Feb 12 2026 - Minutes - Html](#) 

Motion to approve the minutes

Moved by: Bridget Hayes; seconded by: Daniel Bates

**Aye:** Steven Dallin, Bridget Hayes, and Daniel Bates

**Carried 3-0**

- 6.3 Public Hearing and possible adoption of resolution 2026-02 A resolution amending the fee schedule for the North Summit Fire Service District.

[Fee Schedule Staff Report.pdf](#) 

[Resolution 2026-02 \[amended fee schedule\].pdf](#) 

No public comment was made.

Deputy Fire Marshal Leavitt went over the fee schedule, and a couple of revisions were made since the last meeting.

Motion to approve Resolution 2026-02 amended fee schedule for NSFSD

Moved by: Bridget Hayes; seconded by: Daniel Bates

**Aye:** Steven Dallin, Jeff Peterson, Bridget Hayes, and Daniel Bates

**Carried 4-0**

Motion to open public hearing

Moved by: Bridget Hayes; seconded by: Daniel Bates

**Aye:** Steven Dallin, Bridget Hayes, and Daniel Bates

**Abstain:** Jeff Peterson

**Carried 3-0**

Public Hearing Opened at 6:52 PM

Motion to colse public hearing

Moved by: Bridget Hayes; seconded by: Daniel Bates

**Aye:** Steven Dallin, Bridget Hayes, and Daniel Bates

**Abstain:** Jeff Peterson

**Carried 3-0**

Public Hearing closed at 6:53 PM

- 6.4 Discussion and possible recommendation to the County Council amending Section 9 of the personnel policies to change to a PTO system from a Vacation and Sick time system.

[PTO Staff Report.pdf](#) 

Chief Nielson went over the policy changes and answered questions from the board.

Board members tabled the item until the next meeting.

- 6.5 Discussion and creation of Subcommittees:

Audit

Staffing & Models

Finance

[Subcommittees Staff Report.pdf](#) 

Chief Neilson went over the committee's needs. The board renamed the staffing & models to the Human Capital committee.

Board members made the following recommendations on who would serve on each board.

Policy Dan

Finance Dan & Steve

Audit Jeff

Human Capital Bridget

Motion to approve the following subcommittees formed

Policy, Finance, Audit, Human Capital.

Moved by: Bridget Hayes; seconded by: Daniel Bates

**Aye:** Steven Dallin, Bridget Hayes, and Daniel Bates

**Abstain:** Jeff Peterson

**Carried 3-0**

- 6.6 Discussion and possible approval of the Wildland Engine Boss & Willand Firefighter Job Descriptions.

[Wildland Staff Report.pdf](#) 

Chief Nielson went over the jod descriptions.

Motion to approve the job descriptions  
Moved by: Bridget Hayes; seconded by: Daniel Bates  
**Aye:** Steven Dallin, Bridget Hayes, and Daniel Bates  
**Abstain:** Jeff Peterson

**Carried 3-0**

**7. Board Comments.**

Bridget mentioned that she has a meeting with the county manager, and wanted to know if anyone had anything to bring up to him.

Steve, thanks to the board for getting a lot done tonight. This was only the 3rd meeting of the new board.

**8. Adjournment**

8.1 Adjourn Meeting

Motion to adjourn.

Moved by: Bridget Hayes; seconded by: Daniel Bates

**Aye:** Steven Dallin, Bridget Hayes, and Daniel Bates

**Abstain:** Jeff Peterson

**Carried 3-0**

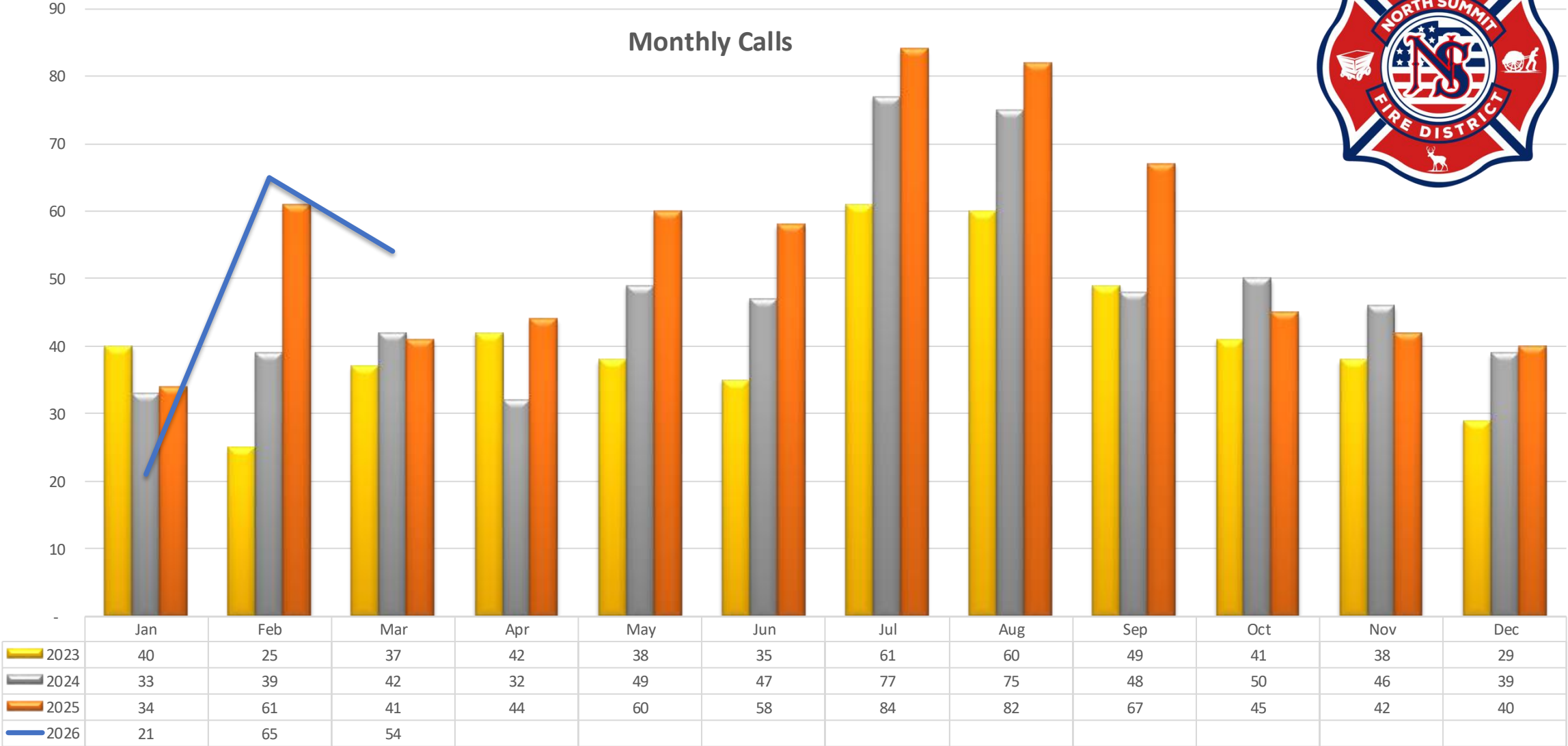
Adjourned at 8:04 PM



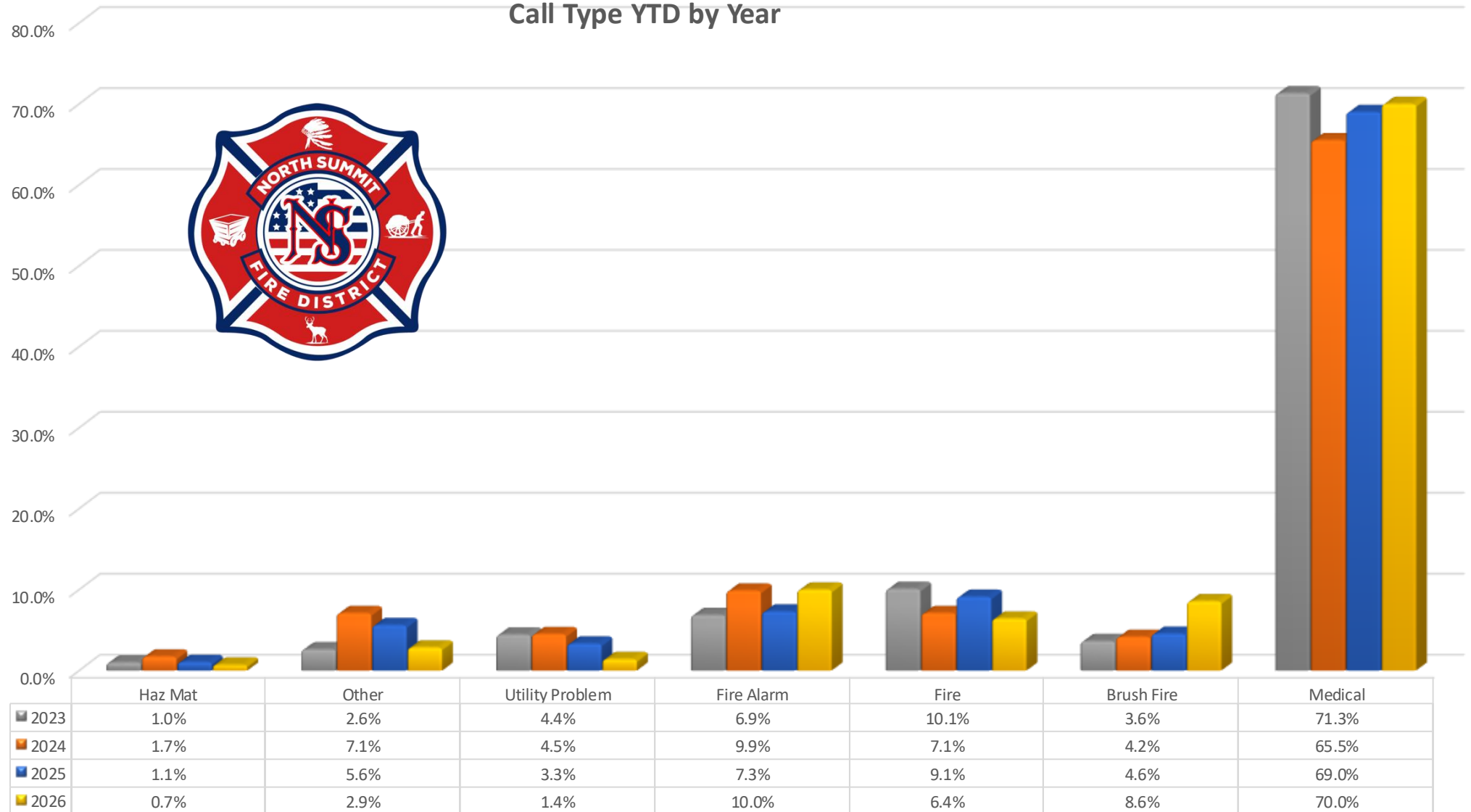
# Monthly Statistics January - March 2026

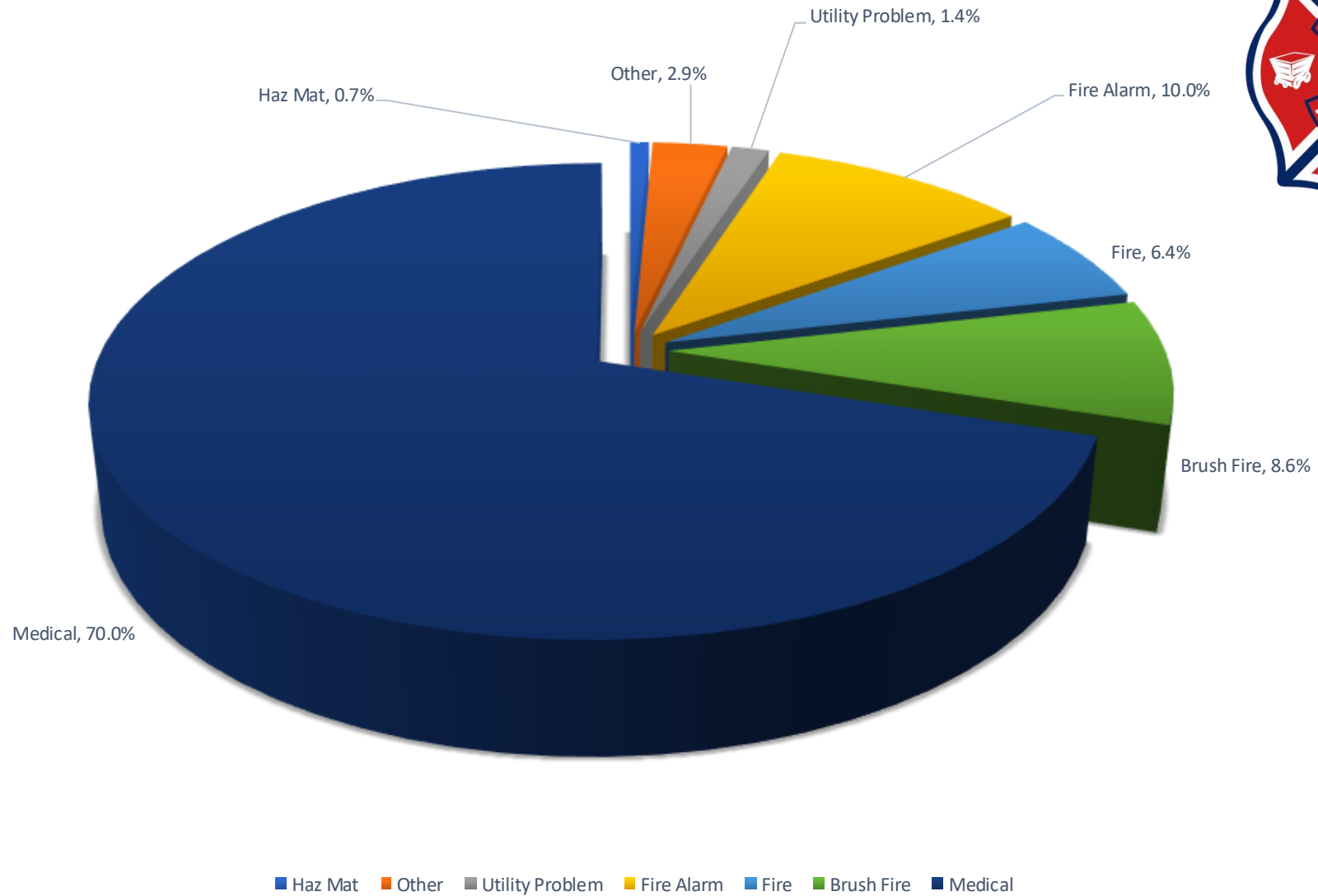


### Monthly Calls



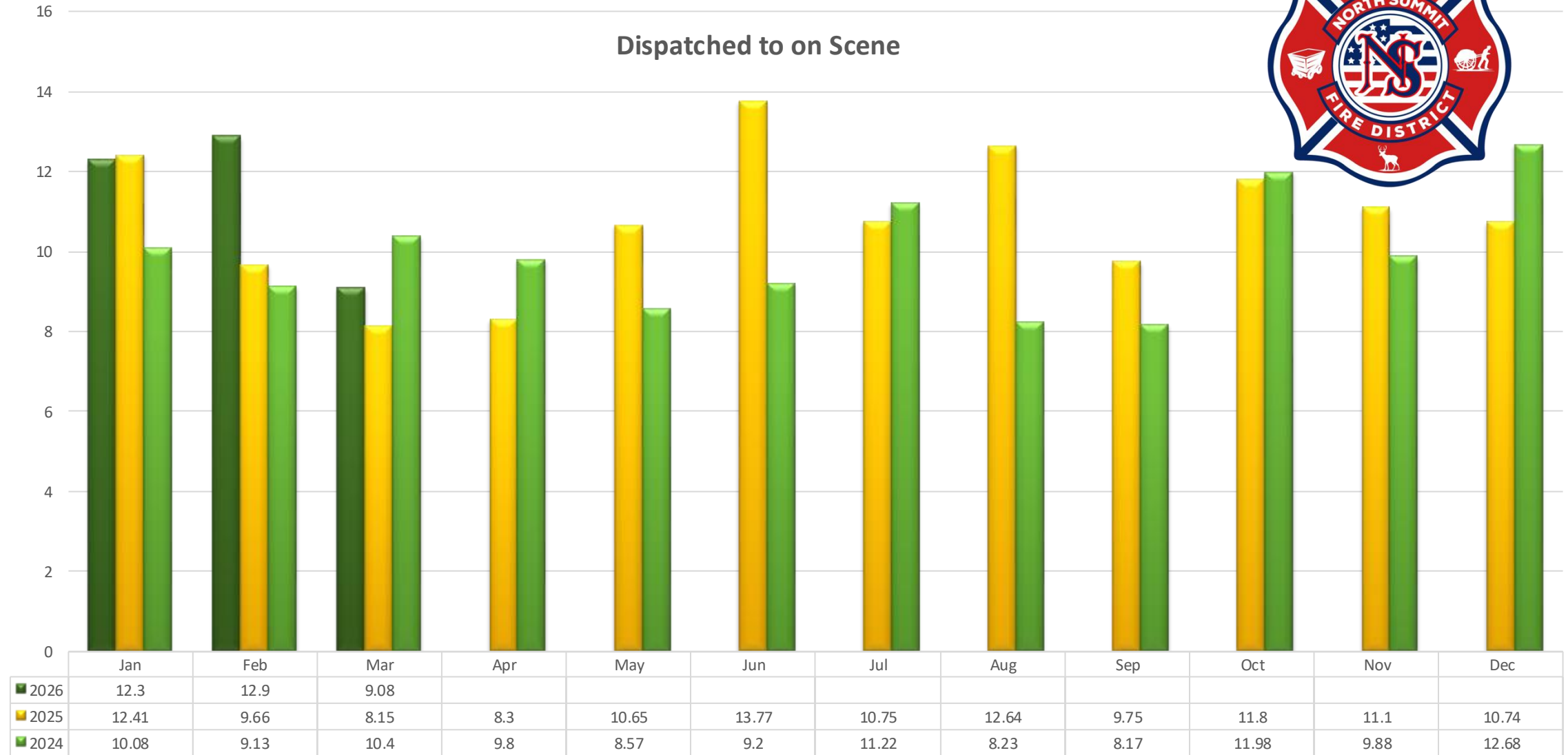
### Call Type YTD by Year







### Dispatched to on Scene



### Dispatched to En route

