



**PUBLIC NOTICE** is hereby given pursuant to Utah Code §52-4-202, that the Administrative Control Board (the “Board”) of the North Summit Fire District (the “District”) will hold a work session and regular meeting on **Thursday, December 9, 2021** beginning at **6:00PM** at Fire Station 21, 86 E Center St., Coalville, UT 84017

View the meeting live via Facebook “North Summit Fire Service District”

or

Zoom <https://us02web.zoom.us/j/84338250332?pwd=eEp4dmpkaXNidDIzVklWczZsTWFiUT09>

or

To listen by phone only: Dial 1-301-715-8592 Meeting ID: 843 3825 0332

## AGENDA

1. Call meeting to order
2. Roll call
3. Pledge of Allegiance
4. Work Session
  - a. New chief recruitment
  - b. Review current Fire Chief Job description
  - c. Discuss and possible approval of the full time Chief's salary
  - d. Job announcement and discuss the process
  - e. Open items that we need to decide if we are to discuss or table until a new chief is hired to lead the direction of the department.
    - i. Procedural policies (Lexipol)
    - ii. Strategic Plan / 10-15-year vision
    - iii. Payroll: I 9s, W-4s, an online payroll system, job applications, Firefighter recruitment/ pay etc.
    - iv. Audit Report follow up
    - v. Policies in place
    - vi. Capitalization Plan
    - vii. Fraud Risk Assessment
    - viii. Tollgate station planning
  - f. Revenue
    - i. Grants
    - ii. Impact fees
    - iii. Annex Chalk Creek

## 5. Regular Meeting

### NOTICE OF SPECIAL ACCOMODATION DURING PUBLIC MEETINGS

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Tyler Rowser at (435) 901-0102

- a. Public Comment (3 min per person)  
*Any public comments are only allowed for items not on the agenda*
  - b. Review and Possible Approval of the November 2021 Accounts Payable
  - c. Review and Possible Approval of the Meeting Minutes of October 14, 2021, November 1, 2021, November 10, 2021
  - d. Possible recommendation of the proposed Bylaws to the County Council for review and approval.
  - e. Operations Report – Chief Judd
  - f. Treasurers Report
  - g. Chair Updates
  - h. Board Member Updates
  - i. Adjournment
6. Adjournment

# North Summit Fire District

## Rules, Policies, and Procedures

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Fire Chief</b>
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### **JOB SUMMARY**

The Fire Chief is an appointed position which reports to and serves at the pleasure of the North Summit Fire District Administrative Control Board (NSFDACB). 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 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.

### **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.

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.

# North Summit Fire District

## Rules, Policies, and Procedures

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Fire Chief</b>
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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 all Fire District services and activities including fire prevention, suppression, investigation, inspection, , public education, and 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 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 NSFDACB 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 NSFDACB.
- Coordinates Fire District activities with those of other Districts and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence.

# North Summit Fire District

## Rules, Policies, and Procedures

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Fire Chief</b>
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- 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.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited university in Fire Science Management, Paramedicine, Business or Public Administration.
- Must be (21) twenty-one years of age or older.
- 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.
- 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.
- 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 and write the English language. Must have the ability to follow verbal and written instructions, and the ability to communicate effectively orally and in writing.
- Must possess or be able to obtain by time of employment a valid Driver's License.
- Must have a stable driving history without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal history within the past seven 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.

# North Summit Fire District Rules, Policies, and Procedures

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Fire Chief</b>
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- This position does not qualify for tele-commuting.

**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.**

# North Summit Fire District

## Rules, Policies, and Procedures

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Fire Marshal</b>
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### **JOB SUMMARY**

Under general supervision from the Fire Chief and in compliance with Utah Law and Fire District Policies and Procedures, this FLSA non-exempt position performs 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 an employee 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 Marshal 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 a general office setting and all-weather conditions.

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.

# North Summit Fire District

## Rules, Policies, and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Fire Marshal
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### **ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Holds responsibility for the fire prevention division; enforces the provisions of the Fire Prevention code and the laws and regulations of the assigned jurisdiction.
- Inspects existing structures, new construction, and remodel sites for compliance with fire codes, and issues citations or other orders where violations are found.
- Resolves compliance problems with owners within scope of knowledge and authority.
- 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.
- Conducts voluntary home inspections.
- 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.
- Makes reports to the Fire Chief; provides information to the business community and the public upon request; attends, if possible, all off-duty fires.
- Provides public education in fire prevention, including giving talks, demonstrations, and presentations to community groups, schools, and other organizations or institutions.
- Participates in physical fitness activities to maintain the capacity for sustained physical exertion.
- Performs other job-related duties as required by the NSFD administration.

### **MINIMUM QUALIFICATIONS**

- High school diploma or GED equivalent.
- Must be (21) eighteen years of age or older.
- Must have a minimum of 5 years' experience as a Firefighter II.
- 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.
- Must have Utah Fire Inspector I certification from Utah Fire Rescue Academy.
- Must have NWCG Firefighter II certification.
- Must have NREMT Emergency Medical Responder or higher certification.
- Must be a citizen of the United States of America at the time of application or provide proof of appropriate work permit.



# North Summit Fire District Rules, Policies, and Procedures

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Fire Marshal</b>
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- 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 and write the English language. Must have the ability to follow verbal and written instructions, and the ability to communicate effectively orally and in writing.
- Must possess or be able to obtain by time of employment a valid Driver's License.
- Must have a stable driving history without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal history within the past seven 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 tele-commuting.

## **REQUIRED QUALIFICATIONS**

- Utah Fire Inspector I certification from Utah Fire Rescue Academy.

**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.**



## Memorandum

To: North Summit Fire District Administrative Control Board  
From: Tom Fisher, Summit County Manager  
Date: 21 November 2021  
Subject: Strategic Planning Completion Draft

The Administrative Control Board (ACB) of the North Summit Fire District (NSFD) has been working through a strategic planning exercise for the past few months. This memo is being forwarded to the Chair and Vice Chair of the ACB in order to finish my facilitation of this exercise and allow the Board to complete this process and make the results their own and the District's.

The results are as follows:

### **Mission:**

The mission of the North Summit Fire District is to reflect the needs of our community, protect the lives and property of our residents and visitors through our professional service.

### **Vision:**

The North Summit Fire District is committed to delivering excellence in customer service to our communities through pride and professionalism. We seek to be a respected leader by continually evolving with the modern fire service while respecting the traditions of the past.

### **Values:**

#### SPIRIT

- Service – Dedication to our Community
- Professionalism – Honoring the Firefighter Oath and standards of practice
- Integrity – Upholding moral and ethical conduct at all times
- Respect – Embracing diversity and recognizing individual worth
- Innovation – Be creative and progressive to adapt and improve
- Trust – Reliance on the accountability, integrity, strength and abilities of our organization and its members

### **Goals and Action Items:**

Goal 1 – Promote community relations and engagement: The NSFD is committed to providing high value services to the community. This goal addresses the desire to increase opportunities to engage with the community to raise public awareness of the NSFD current service and future plans.

- Using this Strategic Plan, develop a Master Plan presentation to show the future of the NSFD. Include stations, station upgrades, equipment, apparatus, and personnel

- Use the Master Plan Presentation to conduct updates for City Council, Community Groups, and a general "Road Show" looking for opportunities to educate the community on the NS

Goal 2 – Focus on resource management: Well-maintained and up-to-date facilities, equipment and apparatus are important for the NSFD to provide high-quality emergency response. This goal reviews the current resources and provides insight into the future needs of the NSFD.

- Complete a 10-year Capital Reserve Projection to include equipment, apparatus, potential station upgrades, and anticipated new stations
- Using the Capital Reserve Projection, present proposed expenditures to the NSFD Board along with recommendations for funding sources
- Utilizing the Inventory in the Capital Reserve Projection, update our records with the insurance, and update the equipment rental rate sheet.
- Update the files for each key piece of equipment and apparatus and set up a preventative maintenance program. Consider internal and external resources

Goal 3 – Hire and maintain highly skilled, accountable personnel: Hiring the best employees for our growth along with their subsequent training creates a safe and healthy environment. This goal focuses on building our organization for the future.

- Review the NSFD Management Organization Chart down to the Captain level, and approve it for use
- Complete a Job Description for each Management position. Do a wage and benefit survey and report results for future hiring decisions
- Complete job descriptions for all positions anticipated in NSFD and perform a wage and benefit survey for future hiring decisions.
- Create and maintain a revised yearly Training Calendar to be all inclusive and relevant
- Seek and utilize grant funding to capitalize on specialty training such as Texas A&M.
- Enhance recruiting in our home communities. Explore opportunities to attend Career Days and promote opportunities with the NSFD
- Improve our Fire Marshalling capabilities

Goal 4 – Build on our sound financial management and incorporate revenue enhancing opportunities: Staying financially sound and fiscally responsible requires accounting focus to provide the proper reporting for good governance. Integrity with key personnel and sound policies for them to follow are essential ingredients. This goal outlines strategies for the above, plus explores new avenues for resource generation opportunities.

- Establish the initial set of Policies & Procedures for NSFD
- Create a Balance Sheet to be updated Quarterly and presented to the Board
- Establish equipment and personnel to allow NSFD to deploy for wild land fires outside our area
- Form a committee to review Revenue Enhancing Opportunities relevant to the NSFD. These should include items such as: Grant Opportunities, State Wild land Opportunities and Impact Fees
- If key components of this Strategic Plan are implemented the Board should consider Truth In Taxation

Goal 5 – Make EMS the cornerstone of the NSFD organization structure: To be a full-service organization, the NSFD needs to first establish a strong community driven EMS team. This goal focuses on the essential steps to the success of a new EMS organization.

- Form an EMS Committee to fully evaluate program needs and work with NSFD Board to review and approve essential steps to implementation of EMS



Tyler Rowser &lt;trowser@northsummitfd.org&gt;

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**FW: North Summit Fire District**

5 messages

**Megan Anderson** <Megan.Anderson@zionsbancorp.com>

Wed, Dec 1, 2021 at 12:23 PM

To: Michelle Andersen &lt;mandersen@northsummitfd.org&gt;, Tyler Rowser &lt;trowser@northsummitfd.org&gt;

Michelle and Tyler,

Below is a thread of emails where I was discussing your existing stations and apparatus as well as discussing future facilities/apparatus. I've included the original email attachment where I summarized what data we are looking for and what I have from the 2012 study. Are the station descriptions, costs, and square footage that we used in 2012 still correct? Do you still feel that the Tollgate station and the Wanship station renovation are the most likely future projects to be constructed between now and 2031 like Ian indicated in the email below? Can you please provide an estimated year of construction for those future projects (or any other that you feel are more likely to be constructed within the 10-year horizon if you don't feel that those two projects are the priority)? Do you have any estimates or budgets yet for the future station projects? Ideally I'd be looking for a price per square foot, construction year, and the estimated station square footage of each new build/addition.

Thanks,

**Megan Weber Anderson** | Financial Analyst**Zions Public Finance, Inc.**

800 W. Main St. Suite 700 Boise, Idaho 83702

Office: 208-501-7482

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**From:** Ian Nelson <inelson@northsummitfd.org>**Sent:** Thursday, November 4, 2021 3:48 PM**To:** Megan Anderson <Megan.Anderson@zionsbancorp.com>**Subject:** Re: North Summit Fire District

 **EXTERNAL EMAIL!** Inspect contents carefully.

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As far as stations I would include the construction of the Tollgate station and the renovation of the Wanship station.

I have as not here for the purchase of any vehicles. I am sure though that they were all purchased used and for well under \$500,000.

As for the new apparatus, we will purchase new. I would say we will be purchasing 2 new engines in the next 10 years. I would say they will cost 500,000 to 600,000. I think those are out till 2025-2026.

On Thu, Nov 4, 2021 at 3:25 PM Megan Anderson <[Megan.Anderson@zionsbancorp.com](mailto:Megan.Anderson@zionsbancorp.com)> wrote:

Thanks Ian. I have a couple of questions:

- Do you think it is realistic that you could construct any or all of those station capital projects within the ten year horizon? I'm not sure what your financial situation is in that regard, but we won't want to include any costs in the impact fee calculation that are highly speculative. If we included all of the future capital projects, but you found you didn't have adequate funds for the projects and they never happened, then you could risk being on the hook to have to refund a portion of the impact fees that you collected and that can be a huge headache. So if you are not reasonably confident that any or all of those projects you mentioned could really be funded and/or have the board's approval, then it would be better to leave them out of the calculation for now and just do a quick update to the impact fee analysis at any point in the future once your capital projects are more clearly defined.
- For the 3 engines and 1 ladder truck that you mentioned would be future replacements:
  - Do you have estimated years for each of those acquisitions?
  - Do you have an estimated cost/budget for each expenditure? Would you be purchasing used apparatus or new?

The Impact Fee Act only allows us to include any apparatuses that cost at least \$500,000 fully equipped. If you can give me a rough estimate on when you'd purchase each of the engines and the ladder truck and the approximate cost you expect to pay for each one I can definitely include that in the impact fee calculations. It looks like each of your current rigs were under \$500,000 so unfortunately I can't include any of the current inventory in the calculation.

Thanks,

**Megan Weber Anderson** | Financial Analyst

**Zions Public Finance, Inc.**

800 W. Main St. Suite 700 Boise, Idaho 83702

Office: 208-501-7482

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**From:** Ian Nelson <[inelson@northsummitfd.org](mailto:inelson@northsummitfd.org)>  
**Sent:** Wednesday, November 3, 2021 2:37 PM  
**To:** Megan Anderson <[Megan.Anderson@zionsbancorp.com](mailto:Megan.Anderson@zionsbancorp.com)>  
**Subject:** Re: North Summit Fire District

 **EXTERNAL EMAIL!** Inspect contents carefully.

1. We have acquired 3 acres in Tollgate Canyon to build a new fire station. Obviously, we don't have the money.
2. We will need to renovate the Henefer and Wanship station to support community growth. If we had the money I would definitely, do it within the next ten years. The coalville station needs to be replaced. It would most likely be on the same land as the current Coalville Fire Station. Again, we would love to do this within the next 10 years.
3. As for apparatus we need to replace 4 that would cost over 500,000 each. 3 engines and 1 ladder truck.

Our current rigs were all purchased used for really cheap. I am working on getting you there info.

On Wed, Nov 3, 2021 at 1:59 PM Megan Anderson <[Megan.Anderson@zionsbancorp.com](mailto:Megan.Anderson@zionsbancorp.com)> wrote:

Hi Ian,

Thanks for reaching out. I've attached a revised version of the information needs request we previously sent over. I don't think the District has had a chance to respond to it yet so I believe I still need some information on your existing facilities, apparatus, future facility and land acquisitions, or any future apparatus acquisitions.

Can you review the fire facility list we used in 2012 (included in the attachment) and let me know if it is still accurate or if there are any other facilities or land purchases that should be added to the existing inventory? I also need an estimate of any future capital projects you anticipate doing within the 10-year planning horizon (through 2031). I believe in a meeting earlier this year it was mentioned that the District has not done the Henefer station expansion that we had anticipated in 2012. Is that project off the table now or do you think it may still happen before 2031? There was also mention of a garage and land in Tollgate Canyon that I think have been acquired since 2012 (or at least it was not listed as an existing facilities/land in the 2012 analysis). Can you collect this information and send it over to me when you have it ready?

Thanks,

**Megan Weber Anderson** | Financial Analyst

**Zions Public Finance, Inc.**

800 W. Main St. Suite 700 Boise, Idaho 83702

Office: 208-501-7482

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**Information Needs- North Summit Fire .docx**

21K

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**Michelle Andersen** <mandersen@northsummitfd.org>  
To: Megan Anderson <Megan.Anderson@zionsbancorp.com>  
Cc: Tyler Rowser <trowser@northsummitfd.org>

Wed, Dec 1, 2021 at 1:47 PM

Megan,  
We are having a meeting tonight. Can we review there and I can send you an email tomorrow?

[Quoted text hidden]

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**Megan Anderson** <Megan.Anderson@zionsbancorp.com>

Wed, Dec 1, 2021 at 1:50 PM

To: Michelle Andersen <mandersen@northsummitfd.org>  
Cc: Tyler Rowser <trowser@northsummitfd.org>

Absolutely. Take whatever time you need to discuss it. Thanks!

[Quoted text hidden]

[Quoted text hidden]

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**Michelle Andersen** <mandersen@northsummitfd.org>

Wed, Dec 1, 2021 at 2:03 PM

To: Ryan Stack <rstack@summitcounty.org>, Mike Novak <mnovak@northsummitfd.org>, Melanie Bosworth <melaniebosworth.mb@gmail.com>, Don Winters <don.winters@coalvillecity.org>, Jim Rees <jrees@northsummitfd.org>, Tyler Rowser <trowser@northsummitfd.org>

I was able to make contact with Zions bank, who is doing our Impact Fee study.

Please see the email thread conversations below.

This is something we can discuss as a board and with Brandt. We can put it on the December 9th meeting Agenda. This should be a priority.

Michelle

[Quoted text hidden]



**Information Needs- North Summit Fire .docx**

21K

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**Mike Novak** <mnovak@northsummitfd.org>

Wed, Dec 1, 2021 at 3:20 PM

To: Michelle Andersen <mandersen@northsummitfd.org>

Cc: Ryan Stack <rstack@summitcounty.org>, Melanie Bosworth <melaniebosworth.mb@gmail.com>, Don Winters <don.winters@coalvillecity.org>, Jim Rees <jrees@northsummitfd.org>, Tyler Rowser <trowser@northsummitfd.org>

Excellent. Please have Tyler put this background info in next packet. Thanks

Mike

Sent from my iPad

On Dec 1, 2021, at 2:03 PM, Michelle Andersen <[mandersen@northsummitfd.org](mailto:mandersen@northsummitfd.org)> wrote:

[Quoted text hidden]

<Information Needs- North Summit Fire .docx>



## North Summit Fire District Checks and Deposits October 17 through November 30, 2021

Date	Num	Name	Memo	Amount
11/04/2021		Fire Inspection	Deposit	25.00
11/05/2021		Building Rent	Deposit	19.32
11/08/2021		Building Rent	Deposit	77.88
11/08/2021		Building Rent	Deposit	116.82
11/08/2021		State Treasures	Deposit	24,885.00
11/12/2021		Building Rent	Deposit	19.32
11/12/2021		EMT Class Payment	Deposit	2,000.00
11/15/2021		Building Rent	Deposit	78.18
11/19/2021		Building Rent	Deposit	38.94
11/19/2021		Fire Inspection	Deposit	100.00
11/22/2021		Building Rent	Deposit	38.94
11/22/2021		Building Rent	Deposit	58.26
11/24/2021		Building Rent	Deposit	19.32
11/30/2021		Light Prade	Deposit	100.00
			Total Deposits	27,576.98
11/05/2021	DD	Adkins, John	Paycheck	-510.50
11/05/2021	DD	Anzalone, Montana	Paycheck	-105.60
11/05/2021	DD	Clark, Spencer J	Paycheck	-114.52
11/05/2021	DD	Clark, Zyle K	Paycheck	-27.01
11/05/2021	DD	Giauque, Marc R	Paycheck	-221.87
11/05/2021	DD	Henderson, Caitlin	Paycheck	-202.36
11/05/2021	DD	Hogwood, Ray	Paycheck	-173.16
11/05/2021	DD	Jones, Tyler	Paycheck	-363.40
11/05/2021	DD	Judd, M. Brandt	Paycheck	-378.34
11/05/2021	DD	Marble, Olivia N	Paycheck	-271.05
11/05/2021	DD	Novak, Michael	Paycheck	-36.94
11/05/2021	DD	Robertson, Mark S	Paycheck	-582.58
11/05/2021	DD	Rowser, Tyler J	Paycheck	-1,120.25
11/05/2021	DD	Sorenson, Cody K	Paycheck	-138.52
11/05/2021	DD	Andersen, Michelle	Paycheck	-36.94
11/05/2021	DD	Bosworth, Melanie	Paycheck	-36.94
11/05/2021	DD	Nelson, Ian B	Paycheck	-1,220.41
11/05/2021	DD	Winters, Don C	Paycheck	-36.94
11/01/2021	On-line	Domonion Energy	Payment for Sept. 2021	-69.94
11/07/2021	On-line	Republic Service	Waste Pick up Oct. 11 2021	-207.09
11/08/2021	4413	All West Communications	Phone and Internet Service Oct. 2021	-440.11
11/08/2021	4415	Fuel Network	Fuel payment for October 2021	-595.06
11/08/2021	4416	Marc Giauque	Lawn Care Wanship Station 23	-300.00
11/08/2021	4417	Peopletrial	Back Ground check for staff	-107.45
11/08/2021	4418	R Hogwood	Page protectors	-21.86

## North Summit Fire District Checks and Deposits October 17 through November 30, 2021

11/08/2021	4419	Rex Ovard	Lawn Care	-600.00
11/08/2021	4420	South Summit Fire District	7 ea. Fire I & II Text & Work Books	-803.25
11/08/2021	4421	Utah Valley University	Cerificate for JT, Cody, Brain	-90.00
11/08/2021	4422	Whites Auto Parts	Parts and supplies	-137.74
11/09/2021	4423	Office of Recovery Service	1/2 of Pay Period 10/16 - 10/31/2021 (Anzalone Ja	-105.60
11/10/2021	4424	Sue Smith	Snow Shovel, Rat Food, Ice melt.	-45.04
11/09/2021	On-line	Credit Card ECS Payment	Visa Payments	-742.96
11/07/2021	On-line	Republic Service	Waste Pick up Oct. 11 2021	-171.21
11/12/2021	On-line	Fee Harbor	Caneled Rental	-38.94
11/17/2021	On-line	United States Treasury	87-0560689	-2,295.62
11/17/2021	4434	Treasure Vallery Coffee, Inc of Utah	Coffee Supplies	-83.50
11/17/2021	4433	Valley Glass Ogden	50% Down Windows Henefer/Wanship Sta	-4,426.00
11/17/2021	On-line	Bankcard Center	Visa Payments	-846.69
11/19/2021	4427	Office of Recovery Service	C00144266	-98.24
11/19/2021	4428	Summit Fire & Security	25 ea. Fire Extingulsher annual Inspection	-336.00
11/19/2021	On-line	Fee Harbor	Caneled Rental	-38.94
11/20/2021	DD	Adkins, John	Paycheck	-981.93
11/20/2021	DD	Anzalone, Montana	Paycheck	-98.23
11/20/2021	DD	Clark, Spencer J	Paycheck	-111.74
11/20/2021	DD	Giauque, Marc R	Paycheck	-180.70
11/20/2021	DD	Giauque, Nathaniel M	Paycheck	-92.35
11/20/2021	DD	Henderson, Caitlin	Paycheck	-11.77
11/20/2021	DD	Jones, Tyler	Paycheck	-230.87
11/20/2021	DD	Judd, M. Brandt	Paycheck	-625.24
11/20/2021	DD	Mandeen, Erik	Paycheck	-15.24
11/20/2021	DD	Marble, Olivia N	Paycheck	-92.35
11/20/2021	DD	Novak, Michael	Paycheck	-36.94
11/20/2021	DD	Robertson, Mark S	Paycheck	-461.75
11/20/2021	DD	Rowser, Tyler J	Paycheck	-184.70
11/20/2021	DD	Sorenson, Cody K	Paycheck	-731.76
11/20/2021	DD	Sorenson, Marvin E	Paycheck	-191.53
11/20/2021	DD	Andersen, Michelle	Paycheck	-36.94
11/20/2021	DD	Bosworth, Melanie	Paycheck	-36.94
11/20/2021	DD	Nelson, Ian B	Paycheck	-1,220.42
11/20/2021	DD	Winters, Don C	Paycheck	-36.94
11/30/2021	4430	Nelson, Ian B	Paycheck	-1,220.41
11/24/2021	On-line	Rocky Mountain Power	Payment October 2021	-459.46
				<b>Total Checks</b>
				-25,236.78
				1001 · Zions Bank
				59,989.45
				1254 · 1254 PTIF Operation Funds
				234,461.61
				3901 · 3901 Capital Deposit Account
				856,041.39

Visa Card November 2021

Memo

Ian Nelson

11-21-2021	2469216A42X97473N UDOH-BUREAUEMRGMEDSRVS SALT LAKE CITUT	\$1,323.00	EMT Classes
11-21-2021	2443106A32DJZJ6XZ AMAZON.COM*6T99F3Y63 AMZNAMZN.COM/BILLWA	\$100.00	Gift Card
11-21-2021	2494301A309FWQPKY THE HOME DEPOT #4401 RIVERDALE UT	\$21.36	
11-04-2021	24692169K2XTFD52P 8X8, INC. 888-898-8733 CA	\$179.04	Phone System

Cody Sorensen

11-22-2021	2469216A52X77W7NA NETFLIX.COM NETFLIX.COM CA	\$13.99	Netflix
11-08-2021	24943009RS4AFKL8W COSTCO WHSE #0770 SOUTH OGDEN UT	\$247.77	Station Supplies
11-05-2021	24692169L2XP6HT0Q AMZN MKtp US*7L6R11UH3 Amzn.com/billWA	\$35.78	Station Supplies
11-03-2021	24692169J2XE5M10J Amazon.com*XC9HZ5T83 Amzn.com/billWA	\$45.41	Station Supplies

Mark Robertson

11-23-2021	2443105A7RQEQW17T O'REILLY AUTO PARTS 3664 HEBER CITY UT	\$35.10	Gasoline primer Bulb
11-10-2021	24692169T2XMIJBNAB THE HOME DEPOT 4415 PARK CITY UT	\$578.92	Press Washer Station 23
11-05-2021	24248099LS66GMH6E MOBETTAHS SALT LAKE 02 801-6423800 UT	\$35.13	Food ( Deliver Engine for Repair )

Brandt Judd

11-28-2021	2469216AB2XDLOWHK CHEVRON 0070907 COALVILLE UT	\$25.01	Fuel
11-21-2021	2469216A32X9YUJLK AMZN MKtp US*FM8R35XT3 Amzn.com/billWA	\$75.98	Light for Light Prade
11-14-2021	24692169X2X4WQRFN CHEVRON 0070907 COALVILLE UT	\$20.00	Fuel

# North Summit Fire District Balance Sheet

January 1, 2020 through December 6, 2021

	Jan - Dec 20	Jan 1 - Dec 6, 21	2022
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>1003 · Deposit</b>			
1004 · Building Rent	4,905.00	5,890.48	5,500.00
1005 · Wildland Fire Sup Reimbursement	15,588.71	38,617.90	15,000.00
1006 · Other Reimbursement	0.00	9,071.12	
1007 · Cost Recovery	3,447.09	1,508.00	7,000.00
1009 · Grants	0.00	4,906.26	4,000.00
1010 · Equipment Sales	0.00	15,115.00	10,000.00
1011 · Donation	100.00	800.00	
1012 · Fees for Services	2,040.00	0.00	
1013 · Visa Card Cash Back	0.00	245.62	
1016 · Property taxes	497,642.43	85,391.92	500,000.00
1019 · Inspection Fee	3,750.00	4,050.00	4,200.00
<b>1020 · Interest</b>			
1021 · Interest 3901 Capital	7,317.28	2,815.02	
1020 · Interest - Other	0.00	1,995.49	
<b>Total 1020 · Interest</b>	<b>7,317.28</b>	<b>4,810.51</b>	<b>10,800.00</b>
2045 · Interest 1245	4,906.99	1,240.41	
<b>Total 1003 · Deposit</b>	<b>539,697.50</b>	<b>171,647.22</b>	<b>556,500.00</b>
<b>Total Income</b>	<b>539,697.50</b>	<b>171,647.22</b>	<b>556,500.00</b>
<b>Expense</b>			
<b>6500 · Operations</b>			
6501 · Insurance	23,993.25	25,999.49	27,000.00
6502 · Accounting other.	3,728.47	4,520.00	6,000.00
6509 · Utilities	24,119.54	22,805.94	30,000.00
6510 · Building and Grounds	9,533.01	18,998.75	20,000.00
6511 · Fuel	7,504.30	7,210.25	8,000.00
6512 · Fleet Maintenance	84,432.02	31,814.82	30,000.00
6513 · PPE / Equipment / Uniforms	8,701.72	19,018.72	20,000.00
6515 · Minor Equipment	16,058.96	2,090.28	6,000.00
6516 · Training Expenses	1,163.42	9,537.03	12,000.00
6517 · Employee Food and other	1,936.31	1,007.96	1,000.00
6518 · Public Notice, Postage, Fees	1,099.22	2,156.85	
6519 · Subscriptions and Memberships	2,229.21	16,578.17	16,000.00
6500 · Operations - Other	0.00	214.95	55,700.00
<b>Total 6500 · Operations</b>	<b>184,499.43</b>	<b>161,953.21</b>	<b>231,700.00</b>
<b>6600 · Payroll Expenses</b>			
<b>6602 · Admin. Salary</b>			
6612 · Fire Inspector	4,400.00	4,600.00	
6602 · Admin. Salary - Other	30,388.91	50,231.53	
<b>Total 6602 · Admin. Salary</b>	<b>34,788.91</b>	<b>54,831.53</b>	<b>123,000.00</b>
6603 · Board Member Salary	4,800.00	4,440.00	4,800.00
6605 · Firefighter Salaries			150,000.00
6611 · Standby	1,775.00	750.00	

**North Summit Fire District**  
**Balance Sheet**  
 January 1, 2020 through December 6, 2021

	Jan - Dec 20	Jan 1 - Dec 6, 21	2022
6609 · Fire Response	10,006.57	9,092.94	
6601 · Monthly Training	5,551.15	5,682.50	
6608 · Assigned Duties	8,960.00	4,379.37	
6606 · District Officer	64,370.55	56,137.50	
6605 · Firefighter Salaries - Other	33,948.56	28,751.18	
<b>Total 6605 · Firefighter Salaries</b>	<b>124,611.83</b>	<b>104,793.49</b>	
6607 · Wildland	10,730.55	4,912.15	5,000.00
6610 · Payroll Taxes	13,697.45	16,312.17	42,000.00
6600 · Payroll Expenses - Other	0.00	0.00	
<b>Total 6600 · Payroll Expenses</b>	<b>188,628.74</b>	<b>185,289.34</b>	<b>324,800.00</b>
<b>Total Expense</b>	<b>373,128.17</b>	<b>347,242.55</b>	<b>556,500.00</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7610 · Debt Service interest	1,368.35	0.00	
7500 · Capital Purchase	38,320.80	4,570.30	435,000.00
7600 · Debt Services Principal	32,472.85	0.00	
<b>Total Other Expense</b>	<b>72,162.00</b>	<b>4,570.30</b>	
<b>Net Other Income</b>	<b>-72,162.00</b>	<b>-4,570.30</b>	

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Regular Meeting  
86 E Center St  
Coalville, UT 84017  
October 14, 2021

1 Chair Andersen called the meeting to order at 6:00PM

2 **Board Members Present**

3 Chair Michelle Andersen  
4 Vice Chair Jim Rees  
5 Treasurer Michael Novak  
6 Melanie Bosworth  
7 Don Winters

**Staff Present**

Chief Ian Nelson  
Tyler Rowser  
Erik Mandeem - Electronic  
Deputy Chief Brandt Judd  
Ryan Stack, Deputy County Attorney  
Kent Clark  
Capt. Mark Robertson

10

11 **Public Present**

12 Scott Adams  
13 David Aleksa  
14 David Millgory  
15 Lori Bergeson/Shepherd  
16 Nolan Mitchell  
17 Kelly Hannah  
18 Peter Kemp  
19 George Sunderland  
20 Lori McBnde  
21 Spencer Oberle  
22 Chris Moore  
23 Joel Savage  
24 Mathew White  
25 Andrew Lambert  
26 Stephanie Coleman  
27 Mike Young  
28 Barry Elsen  
29 Debbie Lecheminant  
30 Mike DiBiasio  
31 Eileen Maywest  
32 Anna Dow  
33 MarDicne Jeffs  
34 Sue Parseci  
35 Ginger Larson

Lesley Aleksa  
Dan Heather  
Todd Hams  
Jannelle Levtre  
William Peugh  
Raguel Donati  
Chris Hahn  
Michelle Sutor  
Claven McBnde  
Dornielle Josepher  
Mathew White  
Peg Savage  
Evan Lambert  
John Adams  
Aler Falkenstari  
Lauren Young  
Tom Lecheminant  
Nicole Irving  
Justin Maywest  
Mike Dow  
Gayle White  
Reed Uhteham  
Racudi Larson  
Byam Thompson

36 Tracy Bowers  
37 Peggy Simeone  
38 Charles Goldslern  
39 Pam Slaughter  
40 Hunter Moe  
41 Brian Ryczek

Mark Bowers  
Jane Goldslein  
Tom Slaughter  
Katie Winters  
Reba Broyles  
Gale Pace

42 **Public Present Electronic**

43 Cheyanne  
44 Kelly Hannah

Sue Smith

46 **Item 2 Roll Call**

47 A quorum was present.

48 **Item 3 Pledge of Allegiance**

49 Chair Andersen lead the board and public in the Pledge of Allegiance.

50 1. Work Session

51 a. **Presentation by West Coast Code Consultants (WC3)**

52 Scot Adams with WC3 presented his proposal for fire plan and building  
53 plan review and code enforcement. Billing rate \$90 per hour for a plan  
54 review and a fire clearance (Building Inspection) is \$40 per hour. It  
55 should take 5 to 7 business days for turnaround time of plan reviews. A  
56 normal size home sprinkler review is about an hour to review. Plan  
57 review is electronic so not much travel time. Plan check are only done  
58 no certifying (building inspection). Chief Nelson stated that the fee  
59 schedule should cover the cost of this. Ryan stated that in the fee  
60 schedule it does state that the full cost of any outside consultant is the  
61 responsibility of the developer/building. Scott stated that this is on as  
62 needed basis, not a contractile monthly fee.

63 b. **Battalion Chief Job Description review**

64 Chair Andersen stated that on page 2 refers to PCFSD policies.  
65 Caption job has to be an officer shouldn't this one also? What is the  
66 certification council officer designation? FLSA non-exempt is it full  
67 time? Jami will need to review this.

68 c. **Continued Review Draft Bylaws**

69 Ryan stated that this is the most current draft. After the last meeting  
70 and other items Mike brought to Ryan for review.

71 d. **Discussion on Lexipol/ Committee for Policies**

72 Chief Nelson played a short video about the product. Chief Nelson  
73 stated that there is an app to send out daily training, to review and  
74 take a quiz on it. The County has personal policy's that all districts are  
75 to adopt. Operating policies are up to each district to adopt their own.  
76 The cost is based on the number of full-time employees, but

77 volunteer/part time is a fraction of a full-time employee. Fire Rescue  
78 one is a training site to help with all training to keep firefighters  
79 certified. Chief Nelson stated that crew sense will be discontinued, by  
80 next month and moved to google calendar, with only the chief and  
81 deputy chief being able to edit and remove people from shifts. This  
82 system will help move policy adoption along.

83 **e. Discussion on Fire Station 24 (Tollgate)**

84 Chair Andersen asked what is the plan for the station? Chief Nelson  
85 stated to start prelim work with an engineering company. Treasurer  
86 Novak stated he thinks its best to not hire an architect but to use an  
87 existing plan of another fire station. The cost now would be to hire an  
88 engineering firm, to do the soil testing and utilities drawings. Work  
89 with the county engineer to start getting plans ready. Ryan stated that  
90 the plans will need to have an architect and engineer stamp on them  
91 according to the building official at that County. Treasurer Novak is  
92 there anyone who doesn't want to build a building? Board Member  
93 Bosworth stated that she doesn't want to approve anything until we  
94 have the information. What is the budget? Chair Andersen I seen the  
95 video on the HOA's website and there may be some unrealistic  
96 expectations. I'm not agents building the station. If we use a station  
97 that is currently in use, will need to have the architect that drew the  
98 original plans re-stamp it. Vice Chair Rees stated that if we have a  
99 shell of a building, is the important part. Chief Nelson we can then  
100 pick a couple plans to present and talk to the county building officials  
101 to see what is need to get approved plans. Board Member Winters we  
102 need to get a plan and a cost estimate. If there is a cost to get the plans  
103 we can pay a nominal fee.

104 **f. Review of Preliminary 2022 budget & pay scale**

105 Chair Andersen, why are officers being paid more for being on call  
106 from home? Chief Nelson stated a promoted officer is some one that  
107 holds a spot, but OOD is acting in as an officer for the shift. Chief  
108 Nelson stated that we went through the budget and what we have  
109 spent so far this year. Treasurer Novak asked why is the 2021/2022  
110 budgets added together? Why is the budget form changed. We need to  
111 see a projection of spending through end of year. Treasurer Novak  
112 asked if the board could do a work session to review before the next  
113 meeting. Board members agreed on October 27, 2021 for a work  
114 session at 6PM.

115 **g. Discussion of board member and alternate board member for**  
116 **UASD committee**

117 As a member of the Utah Association of Special Districts (UASD) we  
118 have the opportunity to have a board member sit on the Associations  
119 board and we will also need an alternate. UASD meetings are online or



120 in person meetings quarterly. Chair Andersen will be the board  
121 member and Board Member Bosworth will be the alternate.

122 **h. Continued work on Strategic Plan for the District**

123 Chief presented the draft mission, vision and values.

124 Strategic goals

125 On the goals what is the priority and when is it expected to be done  
126 and who's assigned to do them?

127 i. Discussion on Procurement Policy spending limits

128 Mark and chief are going to the state procurement office Wednesday to  
129 meet with them on what the regulations.

130 j. Discussion on potential deployment and community fire mitigation  
131 program

132 Erik Mandeem presentation.

133 2. Regular Meeting

134 a. Public Comment (5 min per person)

135 Nolen Mitchell, at the last meeting it was brought up that if there is  
136 anyone in Tollgate that have concerns please bring them. 150 people  
137 live up their full time. 4 LDS church camps that can range from 2,000  
138 to 4,000 people up there in the summer. All walks of life live up there.  
139 When Annexed in 2013 Chief Smith promised a fire station and the  
140 HOA worked to get things going, and land was given to the district for  
141 a reduced cost. All they are asking for is getting what we were  
142 promised. We want changes to be made now before something  
143 happens.

144  
145 John Adams, VP of Tollgate HOA. Why so much work was put into the  
146 website video, it took a lot of man hours to condemn the land for a fire  
147 station. A lot of people spread across 30 to 40 miles of road, in the area.

148  
149 Nicole Irving, the video says they don't need a ladder truck. We know  
150 what we need a helicopter pad isn't unrealistic.

151  
152 Chair Andersen, we can only make decisions on what is brought to us  
153 as a board.

154  
155 Kent Clark, You're an *expletive* layer, you have known about this for  
156 years!

157  
158 Lori Bergeson, when we're addressing a fire house is there an equation  
159 for risk. Were talking about tollgate that only has one way in and one  
160 way out. I'm wondering if we have an event, what will happen.

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Jan (last name unaidable) I was on the board when we were annexed, we have a shed to put fire truck in now we wouldn't have if the HOA and the District hand worked together to do that. We need a more permeant place now.

Stephanie Colman – what is it going to be like in 10 year? 3 of my neighbors have moved in full time. The populations is exploding with families. With the fire a few years ago getting out is a big deal.

Dan Health – on the board (HOA) for 18 years in those years we have up graded the water system, a cabin fire a few years ago the tollgate people were there 15 min before others were. I was the 50<sup>th</sup> family to move up their full time. It is now double that.

William Peugh, just moved here full time, I've been an owner for many years.

Michelle Suter – secretary for the HOA board, the station was always expected to be staffed, maybe a volunteer at first. We have several volunteers up there.

Lori McBbde, new owners, we've done a lot of work in fire mitigation, and making the mountain safer. I work for an air medical agency, and a landing pad isn't unrealistic. We need to have a good working relationship. We need to make sure were all safe why were there. We want to have a retreat, and safety. We want to work with you, and make sure we preserve the lifestyle we have.

Chis Hon – just moved up here in February. We had a meet your neighbor, and fire mitigation party. The helicopter came and landed at the bottom of the hill, we need them up there and not at the bottom.

Gayle White, just bought property, what we fell in love with is the community, we had people coming out to ask us if we needed any help and told us how things work up there. We will be building on Maple it is the back part of the canyon. Knowing there was going to be a fire station, made us cantefable in buying and building up there. We need to know that our families will be safe and how we will be safe. We need the support of the community and the sounding community.

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George Sunderland, I know what I paid was \$144.00 in taxes to the district, that's about 100K of all the land owners. I'm not sure where our taxes over these years went to, but we need some of it back. As to the on call pay.

Reba Broyles, volunteer with NS and a resident in tollgate. I personally responded to several fires in the canyon that I thought I was responding alone, and I was shaking just as much then, as much as I am now. We need to make sure our initial attack is quick and effective.

Gale Pace, I live in Hoytsville, I was the fire chief in Wanship, Ken, Sue and Allen came and asked for help with a BBQ and got to know each other. Allen did a great job educating everyone. A good BBQ in the spring would be great to help build a better relationship.

Rocky Donady, what would be enough time to schedule a bbq for everyone to attend.

Peter Vancamp, I'm new up here, what happens now if we call 911 for a fire? Chair Andersen two people are on call every day, and then there is also volunteers up there to respond and we have brush truck.

Spencer Overley, one of the first things I recognized being up there is the limited access. If there is a fire it will cause a major fire to not allow us to get out.

Treasurer Novak is there a senior of maybe being a summer time staffed station not a year rounds station?

John Adams, unfortunately this meeting was in direct conflict with the water board meeting or more would be here.

Board Member Bosworth, I spent 30 years on the ambulance running calls up there, Michelle was 20 years, we were both on the tollgate fire. It is really hard to get an am

Kelly Hanna, I expect is a common experience to many Tollgate residents, if not most, I have spent dozens of hours personally this

241 summer and fall alone clearing deadwood from the ground, felling dead  
242 trees, and just today executed 4 prescribed burns on my lot and  
243 surrounding area to reduce fuels and help protect the mountain.  
244

245 **b. Review and Possible Approval of the August 24, 2021 &**  
246 **September 9, 2021 minutes**

247 Treasurer Novak motioned to approve the August 24 and September 9,  
248 2021 Minutes, Vice Chair Rees second the motion, a vote was called,  
249 all ayes. Motion Passed

250 **c. Review and Possible Approval of the accounts payable**  
251 **September 2021**

252 Chair Andersen asked why fairharbor is taking money out of the  
253 deposit? Chief Nelson state that they shouldn't be, as the fee is passed  
254 along to the person booking the room. He will look into it though.  
255 Chair Andersen have we been paid from Mtn Green Fire for EMT  
256 class? Chief Nelson stated he ahs a check on his desk, he just hasn't  
257 gotten it to Mark yet.

258 Vice Chair Rees motioned to approve the accounts payable for  
259 September 2021, Board Member Winters second the motion, a vote was  
260 called, all ayes. Motion passed.

261 **d. Treasurers Report**

262 Just a follow up from the audit, Chief and Mark finished the fraud risk  
263 assessment for 2020. We got a score of 295, this puts us in the  
264 moderate category. The only way to get higher is have policies in place.  
265 The balance sheet is moving along. We now know our assesses. Plan is  
266 to have the balance sheet to the board quickly. Capital reserve  
267 projections, we had multiple reports that were inconsonant. We went  
268 around and touched every peace of equipment so we know all of them  
269 are really here and the values are estimates. The next thing is for the  
270 chief to come back with what were going to spend out of capitol. Chief  
271 should bring back the next 3 years of expenses. We need to upgrade  
272 some brush truck.

273 **e. Possible recommendation of the proposed Bylaws to the**  
274 **County Council for review and approval.**

275 Treasurer Novak motioned to recommend the bylaws to the County  
276 Council for approval, Board Member Bosworth seconded the motion, a  
277 vote was called, all ayes, motion passed.

278 **f. Review and Possible Approval of the Battalion Chief Job**  
279 **Description**

- 280 Board Member Winters motioned to table the item, Treasurer Novak  
281 seconded the motion, a vote was called, all ayes, motion passed.
- 282 **g. Review and Possible approval of Lexipol**
- 283 Board Member Winters motioned to table the item, Board Member  
284 Bosworth seconded the motion, a vote was called, all ayes, motion  
285 passed.
- 286 **h. Review and Possible approval to spend up to \$75,000 of capital**  
287 **budget for preliminary work on Fire Station 24 (Tollgate)**
- 288 Vice Chair Rees motioned to table the item, Board Member Rees  
289 seconded the motion, a vote was called all ayes, motion passed.
- 290 **i. Review and Possible approval of pay scale**
- 291 Board Member Winters motioned to table the item, Treasurer Novak  
292 seconded the motion, a vote was called, all ayes, motion passed.
- 293 **j. Operations update – Chief Nelson**
- 294 I've been working on getting more access to spilman to get more  
295 accurate reports. To give a better picture of the call volume.  
296 Fire I & II class just finished up.  
297 Is there away to get a contract for us putting them through schooling.  
298 14 background checks are currently done
- 299 **k. Chairpersons updates**
- 300 None
- 301 **l. Board member updates**
- 302 Board Member Bosworth stated that after this meeting tonight, and  
303 the heated response from a person, we need to be civil with each other,  
304 and the comment was not appropriate.
- 305
- 306 Vice Chair Rees asked if this was an active fire fighter? Chief Nelson,  
307 No, oh wait the second one yes that is an active firefighter and the  
308 comment was not appropriate and needs some reprimand. I will work  
309 with Ryan and Jami on that.
- 310 **m. Adjournment**
- 311 Board Member Winters motioned to adjourn, Board Member Bosworth  
312 seconded the motion, a vote was call, all ayes, motion passed.
- 313 Adjourned at 8.58PM

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Special Meeting  
86 E Center St  
Coalville, UT 84017  
November 1, 2021

1 Chair Andersen called the meeting to order at 6:03PM

2 **Board Members Present**

3 Chair Michelle Andersen  
4 Vice Chair Jim Rees  
5 Treasurer Michael Novak - Electronic  
6 Melanie Bosworth  
7 Don Winters

**Staff Present**

Chief Ian Nelson  
Tyler Rowser  
Erik Mandeem  
Cpt. Mark Robertson  
Ryan Stack, Deputy County Attorney -  
Electronic

9

10

11 **Public Present**

12 Shane Andersen

13

14 **Item 2 Roll Call**

15 A quorum was present.

16 **Item 3 Pledge of Allegiance**

17 Chair Andersen lead the board and public in the Pledge of Allegiance.

18 1. Work Session

19 a. **Continued Review of Preliminary 2022 Budget & 2021**  
20 **Amended Budget**

21 Chief Nelson started off with the 2021 approved budget submitted to  
22 the state. Then went over the amended the 2021 budget and why line  
23 items needed amended. Chief Nelson will add the 2021 approved  
24 budget to the form to see where over spending has happened and split  
25 the rent for EMS rent and community room rental, add a line item for  
26 impact fee in the revenue section. Board Member Winters why is the  
27 budget going down in wildland its going from \$36,000 to \$10,000?  
28 Chief Nelson because it's a billable that we take a guess at and I would  
29 rather underbudget in this revenue. Chair Andersen would like to see  
30 the budget vs actual expense in each meeting to see ware where at on a  
31 monthly basis. Chair Andersen asked, I'm wondering why we have  
32 more planned to spend vs a decline in income? Are we abled to do  
33 \$20,000 of station repairs or will it be more? Training has gone up as  
34 well. Chief Nelson stated that as part of becoming more professional



35 we will need to pay for training. I have also taken the on call stipend  
36 pay and divided it by the 24 hour shift to get the hourly on call rate  
37 and then added in a historical cost for response pay and added 5%.  
38 Chair Andersen, we need to make sure we have I9's and W4's and add  
39 a line item for WC3 for inspections. What happened to the \$300,000 for  
40 the Station 24 (Tollgate)? Chief Nelson I want to finance station 24.  
41 Ryan said that we need to look at funding and how to finance the  
42 station. Chief Nelson I submitted 2 quotes in the packet for  
43 information on financing. Treasurer Novak stated he thinks we need to  
44 just determine how much needs to be in the budget rather than trying  
45 to shake out all the details. Ryan, we need to think and plan in the  
46 budget. Treasurer Novak stated that budgets I see are always balanced  
47 budget income equals expenses. We need to see how much is being  
48 transferred to capitol each year. Chair Andersen would like to have a  
49 line item budget of capitol budget.  
50 Chief Nelson stated that he is requesting 5 brush trucks each costing  
51 \$166,666.00. 5 truck one in each station and a backup. We have a  
52 proposal from one finance company, and we will need to get a couple  
53 more before moving forward. All the current trucks are different, and  
54 nothing is kept in the same place and no equipment on them are  
55 interchangeable. Chair Andersen asked why are we focusing on one  
56 truck rather than trying to get other older Engines or rescues replaced?  
57 Chair Andersen, would like to know how many calls and type of calls  
58 we are going on? Chief Nelson would be able to sell 8 trucks and  
59 replace with these 5 brush trucks. Putting \$400 to \$450 down. Chair  
60 Andersen doesn't think we will have enough to get station 24 built this  
61 year. Chair Andersen, Can we build a station for under a million  
62 dollars? can we afford to pay on these loans? Board Member Winters  
63 Do we need a 5<sup>th</sup> truck for a backup? Board Member Winters how  
64 many years will these last? Chief Nelson stated they should last about  
65 10 to 15 years depending on how we maintain them and rotate them.  
66 Board Member Bosworth stated that she has reservations about the 5<sup>th</sup>  
67 truck, and we should look at that money for station 24. Treasurer  
68 Novak stated that the chief needs to get us a picture of where these  
69 trucks will go, and help us present it to the community. The station 24  
70 is a moving target for cost and I think we need to figure it out how  
71 much its going to cost to build. Capt. Robertson need to figure out how  
72 much the station will be and the monthly payment before moving  
73 forward. Chief Nelson asked, so should be do less trucks and focus the  
74 finances towards the station? The board came to a consensus to do  
75 \$350,000 for a down payment on trucks. \$50,000 for tollgate start, for a  
76 total \$400,000 in capital expense. Increase the Building & Grounds  
77 line to \$40,000 from \$20,000.

78 Work on getting impact fees done as soon as possible, so we can have it  
79 for the for a public hearing as soon as possible and get them  
80 implemented.

81 **b. Review Payroll updates and how it impacts the budget**

82 Nothing is going to change as we have only taken the stipend and  
83 turning it into an hourly rate. The auditor has recommended adding  
84 5% per year on top of the budget to pad it for any additional costs.

85 **c. Adjournment**

86 Board Member Winters Motioned to Adjourn, Board Member Bosworth  
87 seconded the motion, a vote was call, all ayes motion passed.  
88 Adjourned at 7:17PM



# Minutes

North Summit Fire Service District  
Administrative Control Board  
Regular Meeting  
60 N. Main Street  
Courthouse Executive Conference Room  
Coalville, UT 84017  
**November 10, 2021**

1 Chair Andersen called the meeting to order at 4:36PM

2 **Board Members Present**

3 Chair Michelle Andersen  
4 Vice Chair Jim Rees  
5 Treasurer Michael Novak  
6 Melanie Bosworth  
7 Don Winters

**Staff Present**

Tyler Rowser  
Ryan Stack, Deputy County Attorney  
Jami Brackin, Deputy County  
Attorney - Electronic

8  
9  
10 **Public Present**

11 Gale Pace

**Public Present Electronic**

David Warnock, County HR Director

12  
13  
14 **Item 2 Roll Call**

15 A quorum was present.

16 **Item 3 Closed-door meeting in compliance with Utah Code §52-4-205(1)(a) –**  
17 **Personnel**

18 Board Member Bosworth Motioned to go in to closed door meeting, Treasurer  
19 Novak Seconded the Motion

20 A roll call vote was called:

21 Board Member Bosworth Aye

22 Board Member Winters Aye

23 Vice Chair Rees Aye

24 Treasurer Novak Aye

25 Chair Andersen Aye

26 Motion passed Closed-door meeting began at 4:36PM

27 Present in the meeting Board Members listed above, Ryan Stack, Jami  
28 Brackin, David Warnok.

29 **a. Adjourn from Closed-door meeting. Board members move to**  
30 **Fire Station 21, 86 E Center St., Coalville, UT 84017**

31 Vice Chair Rees motioned to adjourn from closed door meeting,  
32 Treasurer Novak Seconded the motion, a vote was called, all aye,  
33 motion passed.

34 **Item 4 Reconvene in open meeting at 6:00PM**

35 Board Member Bosworth made a motion to reconvene in open meeting, Board  
36 Member Winters seconded the motion, a vote was called, all ayes, open meeting  
37 called to order at 6:20PM

38 **Board Members Present**

39 Chair Michelle Andersen  
40 Vice Chair Jim Rees  
41 Treasurer Michael Novak  
42 Melanie Bosworth  
43 Don Winters

**Staff Present**

Chief Ian Nelson  
Tyler Rowser  
Ryan Stack, Deputy County Attorney  
Erik Mandeem - Electronic

46 **Public Present**

47 Gale Pace

**Public Present Electronic**

iPhone

49 **Item 5 Pledge of Allegiance**

50 Chair Andersen lead the board and public in the Pledge of Allegiance.

51 **Item 6 Work Session**

52 **a. Station 24 (Tollgate) update**

53 Chief Nelson, after review of the procurement policy, we need to do a  
54 Request for Qualifications (RFQ) for acratric, Waiting on the plants to from  
55 Mtn. Green Fire Station. State office said that anything under \$100,000  
56 needs 3 bids.

57 **b. Brush Truck discussion, interest rates**

58 Waiting on a 3<sup>rd</sup> finance company to submit their proposal. They are  
59 concerned about the time line to get chassis. County Council, wondered  
60 why we are putting so much down on the truck? Chief Nelson we could  
61 adjust this lower latter.

62 **c. Lexipol and line item to be deducted from**

63 This will come out 2021 budget and going forward coming out of the  
64 subscriptions and memberships line item. This will need action at the next  
65 meeting. County Council wondered if the training on the phone app is an  
66 extra cost but needs to have documentation on that before decision.

67 **d. Review progress of current firefighters to meet job descriptions  
68 for positions held.**

69 Chief Nelson stated, we are on UFRA for class availability. All are current  
70 employees are aware of what the expectation is.

71 **e. Discussion on Mountain Green Fire Payment to NSFD for their**  
72 **firefighters that participated in the EMT class**

73 Mountain Green paid \$2000, Chief Nelson has the check just not deposited  
74 yet.

75 **f. Background checks, drug screens**

76 We only have 5 or 6 left to get done we have 25 done. Drug Screens  
77 working with County HR to get that set up. This will be the same company  
78 the county uses.

79 **Item 7 Regular Meeting**

80 **a. Public Comment (3 min per person)**

81 *Any public comments are only allowed for items not on the agenda*

82 Pam Slaughter keep tollgate in your thoughts prayers and budget.

83  
84 Gale Pace – 60 years ago the Wanship fire station consisted of a metal  
85 building you would back up grab the trailer and go fill up the tank. Lake  
86 Rockport estates, came to the board looking for a fire station for there  
87 community. Lake Rockport estates built the station, and the district got a  
88 surplus army 6x6 truck. Tollgate came to the board saying that they  
89 wouldn't be any full-time residents, and it was understood that if a fire  
90 happened during the winter the structure will be gone. Its part of the  
91 history, if tollgate gets a station will Rockport estates get a station? Will  
92 Bridge Hollow get a station?

93  
94 **b. Review and Possible Approval of the accounts payable October**  
95 **2021**

96 Chair Andersen noticed new names on payroll, Membership fees for  
97 UASSD can we get access to the policy and procedures that they have?

98 Chief Nelson will get the chair of UASSD to contact Chair Andersen  
99 directly.

100 Treasurer Novak motioned to approve accounts payable for October 2021,  
101 Vice Chair Rees seconded the motion, a vote was called, all ayes, motion  
102 passed.

103 **c. Operations Report – Chief Nelson**

104 Don't have the call numbers broken down, working on getting all the  
105 background checks done. Talked with Zions about the impact fee study, it  
106 is just about done.

107 **d. Treasurers Report**

108 Treasurer Novak capitulation policy, is in the Audit we need to get one  
109 hoping a policy is in Lexapol

110 **e. Chair Updates**

**DRAFT**

- 111           None  
112       **f. Board Member Updates**  
113       Treasurer Novak read the Procurement polity, we need to get with  
114       someone at the county about how we best procure items.  
115       **g. Adjournment**  
116       Board Member Winters motioned to adjourn, Board Member Bosworth  
117       seconded the motion, a vote was called, all ayes motion passed. Adjourned  
118       at 6:42PM

# NORTH SUMMIT FIRE SERVICE DISTRICT

## Bylaws of the Administrative Control Board

Adopted ~~October~~ December\_\_\_\_, 2021

### ARTICLE I DEFINITIONS

- 1.1 “Board” means the voting membership of the Administrative Control Board (“ACB”) of the North Summit Fire Service District.
- 1.2 “Board Action” means an official vote or action of the Board Members.
- 1.3 “Board Member” means a member of the ACB of the North Summit Fire Service District.
- 1.4 “Clerk/Secretary” is the person appointed by the Board to record and safeguard all minutes of the Board and act as the secretary to the Board.
- 1.5 “County” means Summit County, Utah.
- 1.6 “County Council” refers to the legislative body of Summit County who is the Governing Body of the District.
- 1.7 “District” means the North Summit Fire Service District (“NSFSD”).
- 1.8 “Treasurer” is one of two Board Members designated and authorized to cosign all checks and other disbursements on behalf of the District, and to provide recommendations to the Board regarding the collection of revenues, disbursements of funds for expenses, and the custody of funds that comply with state law and sound accounting controls.
- 1.9 “Manager” is the Fire Chief of the NSFSD, as appointed by the County Council, who serves as its executive officer in accordance with Summit County Code Section 2-25-6.
- 1.10 “Officer” means the chair, vice-chair, and treasurer of the ACB.

### ARTICLE II ADMINISTRATIVE CONTROL BOARD

- 2.1 The District shall be governed by an Administrative Control Board (“Board”) which shall manage and conduct the District’s business and affairs in accordance with its delegated powers from the County Council, acting as the Governing Board of the District. All powers of the District are exercised through the Board or County Council in accordance with the law.

- 2.2 The Board shall be comprised of five (5) voting members, and is hereby constituted as set forth below:
  - 2.2.1 Three (3) members shall be appointed by the Summit County Council.
  - 2.2.2 One (1) member shall be appointed by the Coalville City Council.
  - 2.2.3 One (1) member shall be appointed by the Henefer Town Council.
- 2.3 Qualifications: To be eligible for appointment as a voting member, each member of the Board shall:
  - 2.4.1 Be a registered voter at the location of the member's residence.
  - 2.4.2 Reside within the District boundaries.
  - 2.4.3 Not be employed by the District, whether as an employee or under contract.
- 2.4 Functions of the Board
  - 2.4.1 The Board shall exercise all powers and duties enumerated in Utah Code § 17D-1-103, except for those reserved to the County Council under Utah Code § 17D-1-301(4)(a) and Section 2-25-6 of the Summit County Code.
  - 2.4.2 Manager prepares and proposes to the Board an annual budget in conformance with Utah Code § 17B-1-601 et seq, and the Board shall vote on a final budget recommendation to the County Council.
  - 2.4.3 The Board passes resolutions and policies. The Board establishes policy through broad general policy directives and general task assignments of a goal-oriented nature.
  - 2.4.4 The Board reviews the Manager's performance.
  - 2.4.5 In every case, the will of the Board shall be expressed by a majority vote of a quorum of the Board. No statement or act of any individual member of the Board shall be viewed as the will of the Board.
  - 2.4.6 The Board will review this document periodically to ensure that it is pertinent and current.
- 2.5 Individual Board Members shall not give orders to any staff member of the District, either publicly or privately, but may ask for information from the Manager to be presented to the Board.

- 2.6 All members of the Board shall serve in accordance with Utah Code and Title 2, Chapter 25 of the Summit County Code.
- 2.7 The interests of the NSFSD are best served if a balance is achieved among Board Members. Such balance strives, if possible, to give representation to the following interests:
  - 2.7.1 Fire Service Background.
  - 2.7.2 Financial Background.
  - 2.7.3 Governance Background.
  - 2.7.4 One Commissioner representing Coalville.
  - 2.7.5 One Commissioner representing Henefer.

ARTICLE III  
TERM OF OFFICE

- 3.1 Except as provided below, the term of office for each appointed member of the Board shall be four (4) years.
- 3.2 Each Board Member's term shall begin at noon on the first Wednesday following the member's appointment.
- 3.3 Board Members shall serve until a successor is duly appointed, unless the member is removed from office or resigns.
- 3.4 Each Board Member may serve a maximum of three (3) appointed terms (Summit County Code 2-25-4).
- 3.5 Vacancies of the five (5) appointed members of the Board, created other than by expiration of term, shall be filled by either the appropriate municipality or the County Council for the unexpired term of the Board Member whose vacancy is filled. At the end of a Board Member's term, the position is considered vacant and the appropriate municipality or the County Council may either reappoint the old Board Member or appoint a new member after following the appointment procedures under Utah law. The County Council may remove a Board Member for cause at any time after a hearing and vote by two-thirds (2/3) of the County Council.

ARTICLE IV  
OFFICERS

- 4.1 The Board shall elect from among its members, a chair, vice-chair, and a treasurer who shall act as the Officers of the District. Elections shall be held at the first scheduled public

meeting in January and annual thereafter, except if the changing of a commission seat in mid-year necessitates a reassigning of officers and/or duties. The Board may elect to forgo the election of a clerk/secretary, choosing instead to appoint this position in which case it will not be considered an Officer of the District.

#### 4.2 Chair

4.2.1 Conducts meetings.

4.2.2 Schedules public meetings and any or all special public meetings. Collaborates with the Manager to set ACB meeting agendas. The Chair shall have final say in determining whether an item is placed on an agenda.

4.2.3 Act as official spokesperson for the ACB to the public or designate such spokesperson.

4.2.4 Coordinates and follows through on projects and assignments of the Board.

4.2.5 Arranges for on-going dialogue and interaction with interfacing entities such as the County Council and other local town/city councils within the District, and other public entities for the purposes of information exchange, insight and analyzing future growth and development.

4.3 The Vice Chair shall act as Chair in the absence or at the direction of the same.

#### 4.4 Clerk/Secretary

4.4.1 Attends Board meetings and keeps a record of the proceedings.

4.4.2 Maintains financial records.

4.4.3 Presents a financial report at least quarterly to the Board.

4.4.4 May be appointed by the ACB to serve a 4 year term which may be renewed upon further vote of the ACB. When appointed, the Clerk/Secretary is not an Officer or Board Member.

#### 4.5 Treasurer

4.5.1 Primarily responsible for the funds and assets of the NSFSD and accountability for the same.

4.5.2 Reviews placement and status of NSFSD's monetary funds.

4.5.3 One of two Board Members on the NSFSD's operating account signature card.



#### 4.6 Entire Board

4.6.1 Provides policy framework, sets vision/goals/policies.

4.6.2 Delegates policy implementation to the Manager.

4.6.3 At least quarterly, reviews all expenditures authorized by the Manager.

4.6.4 Any Board Member may submit a request to the Chair to place an item on a future agenda, provided that such request shall be submitted no fewer than ten (10) business days in advance of the meeting for which the item is requested.

#### 4.7 Removal of Board Member

4.7.1 The interests of the NSFSD are best served by allowing for the removal of a Board Member by the County Council when a majority of the Board perceives that a member no longer fulfills the responsibilities of a Board Member. Reasons for removal may include, but are not necessarily limited to, the following:

1. Unreasonable absence from three (3) consecutive meetings.
2. Unreasonable absence from four (4) regularly-scheduled meetings per year.
3. Failure to abide by the guidelines and duties for Board Members as set forth in these Policies and Procedures.
4. Conduct unbecoming to a public official.
5. Gross disinterest or failure to perform needed or necessary duties on behalf of the NSFSD.
6. Impairment of impartial and objective decision-making abilities because of a conflict of interest which is either personal or business/employment related.

4.7.2 Since removal is an extreme measure, and leave of absence is a practical impossibility, the Board Member in question should be accorded the opportunity to either resign voluntarily or reprioritize his/her commitment to the NSFSD before any action is taken by the Summit County Council.

4.8 Compensation. –The District shall pay Board Members a monthly stipend in exchange for their service. The Board shall set the stipend amount annually during its budgeting process. The stipend is not to exceed actual costs of attending meetings and participating on the Board.

~~The District shall pay Board Members \$80/month in exchange for their service.~~

4.9 Vacancies. Whenever there is a vacancy in the Board membership, a replacement Board Member shall be appointed by the Summit County Council or appointing entity within ninety (90) days.

ARTICLE V  
OPEN AND PUBLIC MEETINGS

5.1 Open Meetings

The NSFSD Administrative Control Board operates within the guidelines of the Open and Public Meetings Act of the State of Utah. Annual training will be scheduled by NSFSD administration regarding the Open and Public Meetings Act. The Chair of the Board will ensure that its members are provided with annual training on the requirements of the Open and Public Meetings Act. Within one year of appointment NSFSD Administrative Control Board Members will complete State Auditor's Office/Utah Association of Special Districts training.

With a quorum present, an open meeting will include workshops and Executive Sessions but does not include chance meetings or social meetings.

5.2 Closed Meetings

A meeting may only be closed pursuant to Utah Code §§ 52-4-204 through 206.

The Board may enter a Closed Meeting only from a properly-noticed Open Meeting, with a motion to enter a Closed Meeting. A two-thirds vote will be required of Board Members present at an Open Meeting to enter a Closed Meeting, and the motion to convene a Closed Meeting must be publicly announced and recorded. The reason for closing the meeting must be clearly stated, and the location of the Closed Meeting must be recorded. The vote of each Board Member must also be recorded (by roll call vote). No board action may be taken in a Closed Meeting. No recorded minutes are required if the meeting is closed to discuss: the character, professional competence, or physical or mental health of an individual. In lieu of recorded minutes, Utah Code requires a sworn written statement from the Chair. All other Closed Meetings require the Board to record the closed portion of the meeting, and detailed written minutes be kept.

5.3 Emergency Meetings

Emergency meetings may be held in the event of unforeseen circumstances. The best practicable notice must be given of meeting date, time, place, and items to be considered. A reasonable attempt will be made to notify all Board Members, and a majority of the Board Members must approve of the meeting.

5.4 Electronic Meetings

The Board may conduct electronic meetings consistent with the provisions of Utah Code § 52-4-207 and Summit County Resolution 2021-06.

## 5.5 Electronic Messages

No deliberation shall occur outside of a publicly noticed and held meeting, including through any electronic communications. During meetings, Board Members shall not transmit electronic messages. Electronic messages are defined as: email, instant messages, electronic chat, text messaging, or other means of electronic messaging. All Board Members will be issued a NSFSD email address upon appointment. All electronic communications involving Board business are considered public records and must be preserved and retained according to the State retention schedule.

## ARTICLE VI VOTING

- 6.1 Number of votes: Each member of the Board shall have one vote on all matters brought before the Board.
- 6.2 Passage: The affirmative vote of majority of all voting members present at any meeting of the Board at which a quorum of voting members was presented shall be necessary and sufficient for the passage of any item before the Board or Board Action.

## ARTICLE VII QUORUM

- 7.1 A majority of the members of the Board shall constitute a quorum. No action may be taken by the Board unless a quorum is present.

## ARTICLE VIII CONDUCT OF MEETINGS

- 8.1 The Board shall, with the Manager, establish a regular meeting schedule which shall not be less than one meeting per month.
- 8.2 All meetings shall be noticed pursuant to and comply with all provisions of the Utah Open and Public Meetings Act.
- 8.3 A copy of the agenda and notice for each Board meeting shall be provided via electronic mail to the Summit County Manager no less than twenty-four (24) hours prior to the scheduled meeting.
- 8.4 A copy of the minutes of each Board meeting shall be provided via electronic mail to the Summit County Manager within five (5) working days following the approval of the minutes. Draft minutes, recordings of electronic meetings, and final minutes shall be posted

to the District's webpage (if any) and to the Utah Public Notice webpage as required by the Open and Public Meeting Act.

- 8.5 The Board shall adopt a form of parliamentary procedure (Robert's Rules of Order) and shall conduct all meetings in a manner consistent with that procedure and consistent with all applicable laws.

## ARTICLE IX ETHICS

The following ethical principles shall guide the actions of the Board and its members in carrying out the powers and duties described above:

- 9.1 Gifts.

Board Members will not solicit or accept gifts. An occasional non-pecuniary gift having a value of less than \$50 or an award public presented in recognition of public services may be accepted.

- 9.2 The primary obligation of the Board and each member is to serve the public interest.

- 9.3 Conflict of Interest.

Any potential conflicts of interest require full disclosure. A Board Member may not have a personal investment or pecuniary interest in any business entity which will create a substantial conflict between private interests and public duties. The Board and its members shall avoid conflicts of interest and the very appearance of impropriety. A Board Member with a potential conflict of interest shall publicly disclose that interest, abstain from voting on the matter, and not participate in any deliberations on the matter, but may remain in the chamber where such deliberations are to take place except when the Board may go into executive session. When the Board is in executive session, any Commission member with a potential conflict shall remove himself/herself from the chamber. Also, the Board Member with a potential conflict shall not discuss the matter privately with any other Board Member or public official voting on the matter.

## ARTICLE X PENALTIES

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