



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 its regular work session and meeting on **Thursday, August 11, 2022**, beginning at **6:00PM** at The Summit County Courthouse, Executive Conference Room (2nd Floor), 60 N. Main St., Coalville, UT 84017

Zoom <https://us02web.zoom.us/j/82555909958>

or

To listen by phone only: Dial 346-248-7799 Webinar ID: 825 5590 9958

Members of the Board, presenters, and members of public, may attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the same as listed above.

AGENDA

1. **Call meeting to order**
2. **Roll call**
3. **Pledge of Allegiance**
4. **Closed session in compliance with Utah Code §52-4-205(1) as needed, to discuss:**
 - a. Purchase, exchange, or lease of real property
 - b. Pending or reasonably imminent litigation
 - c. Personnel – to discuss the character, competence, or physical or mental health of an individual
5. **Reconvene in Open Meeting**
6. **Work Session**
 - a. Finance Committee Report. Update the status of the work of the Finance Committee (Mike Novak)

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

- b. Personnel Policies Committee Report. Update the status of the work of the Personnel Policy Committee (Louise Willoughby)
- c. Capital Committee Report. Update the status of the work of the Capital Committee. (Ari Iaconides)
- d. Discussion on the need for a budget amendment for 2022 (Michelle Andersen)
- e. Discussion of the procedure and timeline for Truth in Taxation
- f. Chief's Report. Discussion of current operational status. (Ben Nielson)
 - i. Impact fees
- g. Treasurer's Report. (Mike Novak)

7. Consideration of Approval

- a. Discussion and approval of surplus property. (Ben Nielson)
- b. Discussion of a Mutual Aid Agreement between Morgan County Fire and North Summit Fire Service District. (Ryan Stack & Ben Nielson)
- c. Discussion and recommendation to the Summit County Council for approval of the Administrative Assistant Job Description (Mike Novak)
- d. Review and possible approval of Accounts Payable. (Tyler Rowser)

8. Approval of Minutes.

- a. February 4, 2022, March 23, 2022, April 6, 2022, and June 2, 2022

9. Board Comments.

10. Adjourn.

2023 Calendar Year Entity Property Tax Increase Requirements (TNT)

(Additional Requirements: process was changed by Senate Bill 61 in 2014 <http://le.utah.gov/~2014/bills/static/SB0061.html>)

Executive-Council Counties, Special Service Districts, & Local Districts may be subject to additional requirements

Please contact the Property Tax Division if considering a tax increase

DATE	2022 DATE	ACTION	REQUIREMENT
On or Before Oct. 1 st	October 1 st	Notification of public meeting	Notify county legislative body of the date, time, and place of the public hearing where the budget will be discussed. The Tax Commission also recommends notification of the intent to increase property taxes.
14 or more days before the general or municipal election	By October 25 th or earlier	Public Meeting with agenda item	In a public meeting, have separate agenda item, state: (1) intent to increase property taxes, (2) dollar amount of increase, (3) purpose for increase, (4) and the approximate percentage increase.
7 or more days before the general or municipal election	By November 1 st or earlier	Parcel Specific Notice Must be Mailed <small>*this requirement was added to eliminate the second TNT public hearing in the summer</small>	Info needed: (1) Value of the property, current year (2) tax on the property, current year (3) estimated tax on property w/ proposed increase (4) date, time and place of public hearing (5) statement from 59-2-919(3)(c)(iv). We also suggest the taxable value be included. <u>See example below.</u>
2 weeks before the public hearing		1 st Newspaper advertisement Public Meeting Website	Notify public with a newspaper advertisement and post on the public notice websites: www.utah.gov/pmn/index.html , www.utahlegals.com . TNT Ad must be filled out on the Certified Tax Rate System (www.taxrates.utah.gov). After you sign in, on the main screen hover over <i>Data Entry</i> menu item, then click on <i>Truth in Taxation December Ad</i> and fill out the information.
1 week before the public hearing		2 nd Newspaper Advertisement	Same advertisement as was used the week before. All copies of newspaper advertisements must be sent in to county auditor and tax commission.
2 weeks after the 1 st newspaper advertisement		Hold Public Hearing, budget hearing (TNT)	Public hearing must be held, may be in conjunction with the public hearing required by Section 17-36-13 or 17B-1-610. The only other hearings allowed on the same day are budget, fee, and enterprise fund hearings. Any meetings on the same day must end before the TNT hearing.
After the public hearing		Adopt the Property Tax Increase	After the public hearing, the property tax increase may be adopted, Resolution (pt-800C) must be sent in to tax commission before rate can be finalized

PLEASE SEND A COPY OR PROOF OF ALL THE REQUIREMENTS TO THE COUNTY AUDITOR AND THE TAX COMMISSION!!!

Table 1: Minimum requirements for volunteer fire department response capabilities (modified from NFPA 1720 Table 4.3.2).

Demand Zone	Demographics	Minimum Staff to Respond	Response Time in Minutes
Urban area	More than 1,000 people per square mile	15	9
Suburban area	Between 500-1,000 people per square mile	10	10
Rural area	Less than 500 people per square mile	6	14
Remote area	Travel distance of 8 miles or more	4	Depends on travel distance
Special Risks	Determined by the AHJ	Determined by AHJ based on risk	Determined by the AHJ

(*Minimum staffing includes the members responding from the volunteer department and any other fire departments (volunteer or otherwise) that have agreed to work together for immediate joint response on first alarms (known as "automatic aid"). **Response time begins from the minute the dispatch notification is delivered.)

The (NFPA) National Fire Protection Agency amongst other agencies are what we call consensus standards. These are considered the best practices of the industry. Anytime we deviate from those standards we must justify why we have deviated and can leave the district open to lawsuits.

(Example: NFPA sets a standard for how many firefighters that we should have on a normal structure fire. NFPA 1720: Structural firefighting for volunteers and NFPA 1500 both say that the minimum of firefighters needed to keep each other safe is 4 personnel for an initial attack, but then within a period we need to have 14 personnel arrive and if an aerial is used then it becomes 15 personnel.)

I had these maps produced and wanted to show you. The good part about this map is that you can edit times and turn off locations, as you see fit. I think they could help with understanding area coverage for future Capital projects or for projecting costs on personnel and apparatus if we do EMS for the County or just NSFD: I have the four-ambulance model below.

<https://commutetimemap.com/map?places=40.917725%253B-111.399363%253B1%253B900%253B%25234143f4&places=41.017903%253B-111.491822%253B1%253B900%253B%2523fc0000&places=40.642958%253B->

[111.280518%253B1%253B900%253B%2523b241f4&places=40.811756%253B-111.407341%253B1%253B900%253B%252380f441](https://www.koorsen.com/nfpa-requirements-for-municipal-and-volunteer-fire-departments#:~:text=Operation%20and%20Deployment%20%20Demand%20Zone%20,on%20travel%20distance%20%201%20more%20rows%20)

Works Cited

- Koorsen Fire & Security. (2021, January 26). *NFPA Requirements for Municipal and Volunteer Fire Departments*. Retrieved from www.koorsen.com: <https://blog.koorsen.com/nfpa-requirements-for-municipal-and-volunteer-fire-departments#:~:text=Operation%20and%20Deployment%20%20Demand%20Zone%20,on%20travel%20distance%20%201%20more%20rows%20>
- Moore-Merrell, L. (2019, July 17). *Understanding and Measuring Fire Department Response Times*. Retrieved from www.lexipol.com: <https://www.lexipol.com/resources/blog/understanding-and-measuring-fire-department-response-times/>

NORTH SUMMIT FIRE DISTRICT



8/10/2022



Presenters

- Mike Novak – ACB Treasurer
- Ben Nielson – NSFD Chief

Administrative Control Board Now 9 Members

WANSHIP FIRE

- Near station #23
(unmanned do to finances)
- Response time was approx. 13 min. from Station #21 (Coalville)
- If staffed adequately, quicker response time = lessened threat level.





BUILDING OUR FIRE DEPARTMENT

- Back in Business April 22nd
- Stabilization Phase
- Growth Phase I (0 – 3 Years)

BACK IN BUSINESS



AFTER THE “STORM”

April 22nd

- Established New Firefighter Staff
 - Staffing Station 21
 - 26-member team
 - 60% Returnees
 - Now on Duty at Coalville
- Repairing Immediate Infrastructure Issues (doors, windows, pipes, etc.)
- Thanks to PCFD for Help (\$205,000)
- PCFD Reports Very Helpful



TRAINING AND CERTIFICATIONS

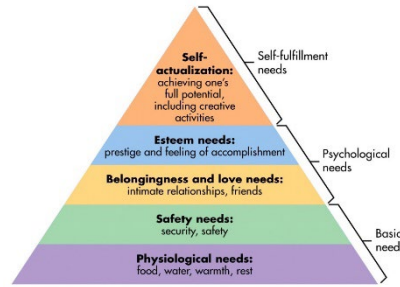
Disciplines (All Hazards Response)

- Fire
- EMS
- Hazmat
- Wildland
- Specialty (Rope rescue, extrication, trench, structural collapse, water)

Certifications (Vary within the discipline)

- FF I – FF II – Inspector – investigator - Officer
- EMR – EMTB – AEMT – Paramedic
- Awareness – Operations – Technician – Specialist – Commander
- Red card – Engine Boss – Types of team leaders

FIXING THE 'BASE OF THE TRIANGLE'



- **Safety of the Firefighters**
First!
- Turn out Gear
- All New for Our Current Staff
- \$102,000
- Additional Purchases as Staffing Increases





TOTAL OF \$340.000 SPENT
FROM CAPITAL BUDGET

FIXING THE 'BASE OF THE TRIANGLE'

Initial Phase Purchase

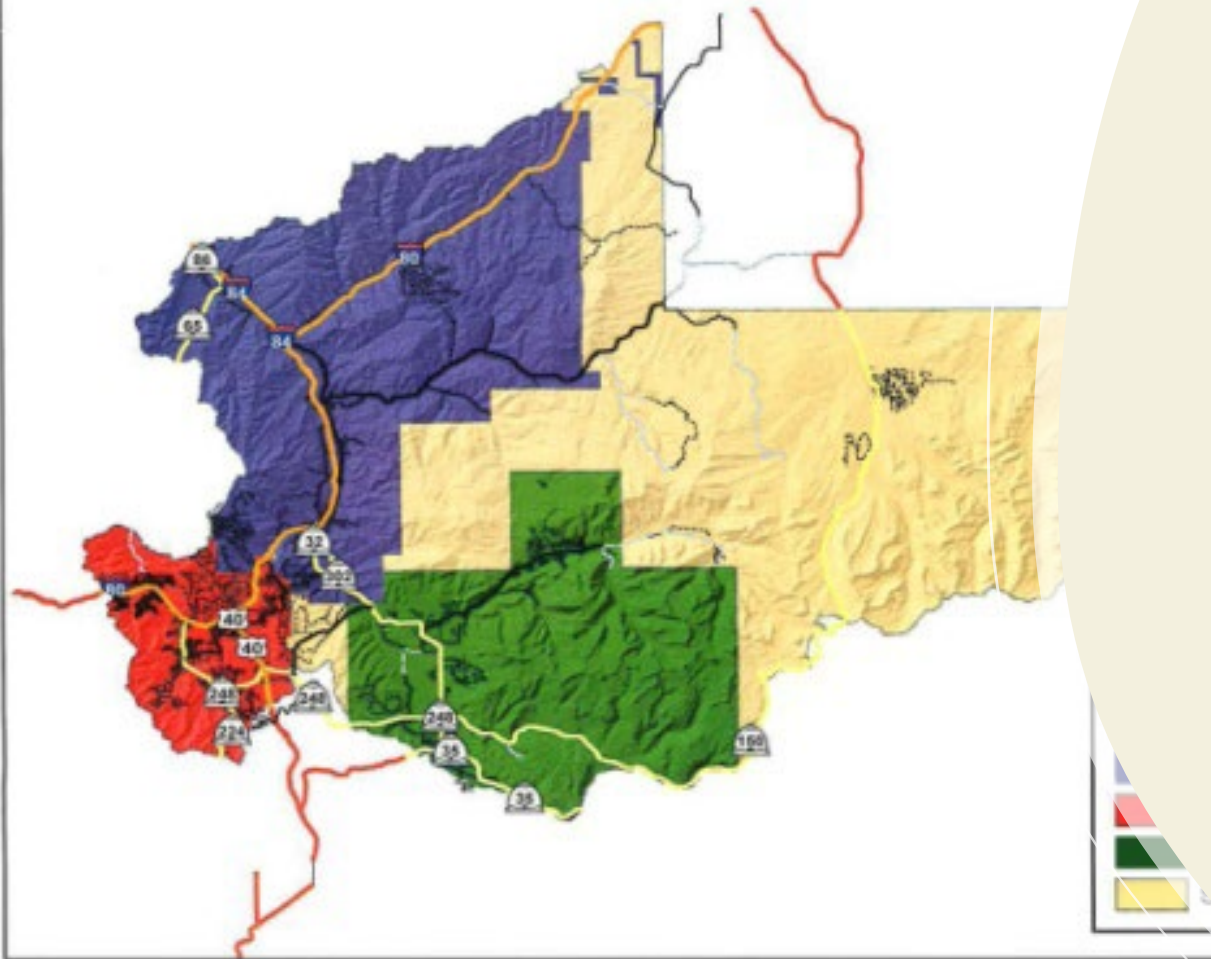
- SCBA's (Self-Contained Breathing Apparatus)
- (2nd year): Additional SCBA's & servicing program

Second Phase Purchase

- Station 21 access system
- Station repairs
- Command Vehicle
- Other items

\$115,000

Fire and EMS Service Districts



STABILIZATION PHASE (2022 – 2023)



1977 MACK
Pumper
Engine 21C

START WITH OUR EQUIPMENT

- Engines, Water Trucks, Brush Trucks – Very Old
- “Seek First to Understand”
 - Inventory - \$1.5MM trade in value
 - Capital Investment Worksheet
 - Declaring Equipment Surplus

CAPITAL BUDGET WORKSHEET

- \$150,000 Contribution
2022 – 2026
- \$500,00 Contribution
2026 +
- Worksheet Goes
Extremely
Negative in 5 Years



NORTH SUMMIT FIRE DISTRICT

Capital Reserve Projection

7/5/2022

Values in \$

Asset Inventory	Current Value	VIN#	Optimum Replace Cycle		2021	2022	2023	2024	2025	2026	2027
				Carry Forward Reserve	856,000	856,000	520,400	400,400	35,400	(144,600)	(2,724,600)
				Annual Res Contribution			150,000	150,000	500,000	500,000	500,000
				Available - Fiscal Year	856,000	856,000	670,400	550,400	535,400	355,400	(2,224,600)
Fire Station 21 (Coalville)											
Structure	950,000										
2022 Ford F-150	54,000	A96492	2024								
1977 Mack Pumper Engine 21C	12,000	6F1188	To be sold				(12,000)				
2008 GMC Rescue 21	183,000	415966	2023				175,000				
2003 Ford F550 B621B	20,000	C03104	2023					175,000			
2003 Freightliner M2 WT221	82,000	N08379	2018						550,000		
1995 Spartan Pumper Engine 21	49,000	017304	2010							800,000	
2017 4" Trash Pump	4,000	385775S	TBD								
2004 Ford F 550 B621	20,000	D66077	2014					175,000			
2001 American La France T21	80,000	J81585	2017								800,000
1971 Kaiser WT 221B	10,000	B30970	To be Sold					(10,000)			550,000
2005 Ford Brush Truck Dist 2	15,000	A49864	2015							75,000	
2013 Polaris 900XP BC 721	10,000	144581	2023						30,000		
2003 Williams HM Trailer BC21	2,000	022270	2013								
Air Tanks/SCBA/Apparatus (old)	100,000		2032 & 2033								
MAKO Air Compressor	24,000		2023								
KOHLER Generator 3 Phase	22,000	73941	?								
NSFD Radios	15,000									30,000	
2015 Pumpkin Tank	8,000		As needed								

				Paving								
				Exhaust system								
Fire Station 23 (Wanship)												
Structure	600,000											
1995 Ford L8000 WT223	28,000	A06487	2010								550,000	
2004 Ford Truck B623	17,000	A18040	2013					175,000				
2006 Emergence E One Engine 23	234,000	286661	2021								800,000	
2003 Ford F 350 B623B	20,000	C82990	2013								175,000	
1987 AM General WT 223B	20,000	309862	Return to the State/Merie									
Air Tanks/SCBA/Apparatus	50,000		2037									
MAKO Air Compressor	24,000		2023									
2015 Pumpkin Tank	8,000		Until worn out									
KOHLER Generator Single Phase	21,000		?									
				Projects								
				Dorm addition							100,000	
				Building Repairs								
				New Roof/Paving								
				Exhaust system								
Fire Station 24 (Tollgate)												
Structure	70,000											
2005 Polaris with Skid BC723	6,000	737471	2015				35,000					
1997 Ford F750 B324	10,000	A20982	To Be sold					(10,000)				
1999 Chev Suburban Rescue 624B	5,000	567138	To Be sold				(5,000)					
2004 Ford F350 Rescue 624	20,000	B18413	2014								450,000	
1990 Kaiser T2 WT 224	20,000	518347	To be sold				(20,000)					
1993 Chev 3500 B 620	10,000	160170	To be sold					(10,000)				
Propane Tank	2,500		?									
Total Physical Assets	3,619,500											
Land												
Coalville Station (1 1/2 acres)	300,000											
Henefer Station (1 acre)	70,000											
Wanship Station (3 acres)	270,000											
Tollgate Station (3 acres)	225,000											
Land Total	865,000											
				Total Purchase/Projects	0	335,600	272,023	517,024	682,025	3,082,026	1,352,027	
Asset Total	4,484,500			Carry Forward Reserve	856,000	520,400	398,377	31,353	(150,672)	(2,732,698)	(3,584,725)	

OUR STATIONS

- Wanship and Henefer Stations Suffering from Lack of Use
- Looking Ahead to Dorms at Stations
- Capital Projects Committee



POLICIES AND PROCEDURES

- Personnel and Procurement Policies in Place
- Policy Committee Established
- Adopting SOPs



Consensus Standards & NFPA

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*Minimum staffing includes the members responding from the volunteer department and any other fire departments (volunteer or otherwise) that have agreed to work together for immediate joint response on first alarms (known as "automatic aid"). **Response time begins from the minute the dispatch notification is delivered.

Heat Map Data

- https://www.google.com/maps/d/u/0/edit?mid=1tHK2jn_fz_nPNw98BGQKjbBMyxASZsl&ll=40.87055919799608%2C-111.32988897935073&z=10
- <https://commutetimemap.com/map?places=40.917725%253B-111.399363%253B1%253B900%253B%25234143f4&places=41.017903%253B-111.491822%253B1%253B900%253B%2523fc0000&places=40.642958%253B-111.280518%253B1%253B900%253B%2523b241f4&places=40.811756%253B-111.407341%253B1%253B900%253B%252380f441>



FINANCIALS FOR STABILIZATION

2023 Budget Look Ahead

Revenue Generation	\$500,000
Expenses Anticipated	\$810,000
Contribution to Capital	<u>\$150,000</u>
Anticipated Shortfall	\$410,000

SOURCES OF FUNDS

2022 Year End

- Operating Fund \$ 450,000
- Capital Fund \$ 520,000

2023 Look Ahead

- Impact Fees \$400,000
(anticipated/ to Capital)
- Grants (anticipated) \$ 50,000
- **Truth In Taxation**

GROWTH PHASE I (0 – 3 YEARS)



EMS DRIVES GROWTH



Study Underway Third Party



Involvement



Timing is Critical

-Park City Fire
Department
-North Summit
Fire Department
-South Summit
Fire Department

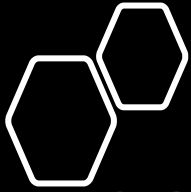


The Model Drives Our
Future Growth and
Budgeting

COMING SOON

- EMS
 - Infrastructure
 - Staffing
 - Equipment
 - Training
- Staffing Three Stations
- Equipment Upgrades Continuing
- Command Staffing Needed
- Inflation a Concern





SOURCES OF FUNDS

- Phase I Will Be Expensive
- Impact fees
- Wildland fires
- **Truth In Taxation**



2022 Calendar Year Entity Property Tax Increase Requirements (TNT)

On or before Oct. 1st:

- Our ACB is currently considering Truth and Taxation
- NSFD will notify the County Council of a Date, Time, & Place of our public hearing where our budget will be discussed.
- Notifications of the intent to increase property taxes

CONCLUSION

- Back In Business
- 2023 Budget Key for Stabilization
- Growth Phases Starting 2024

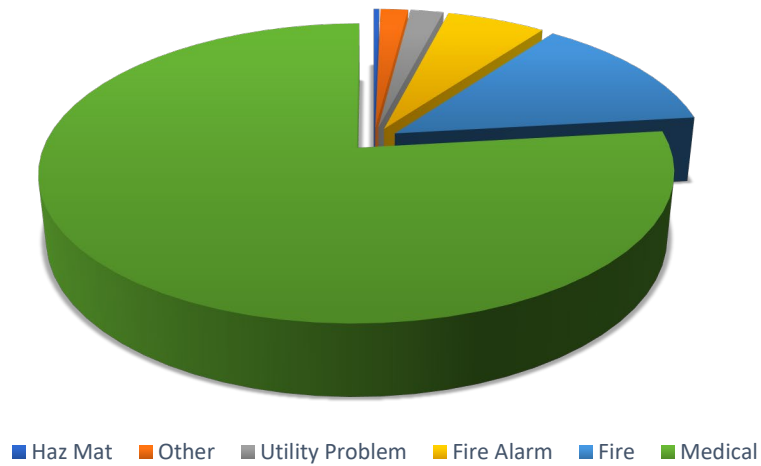


THANK YOU!

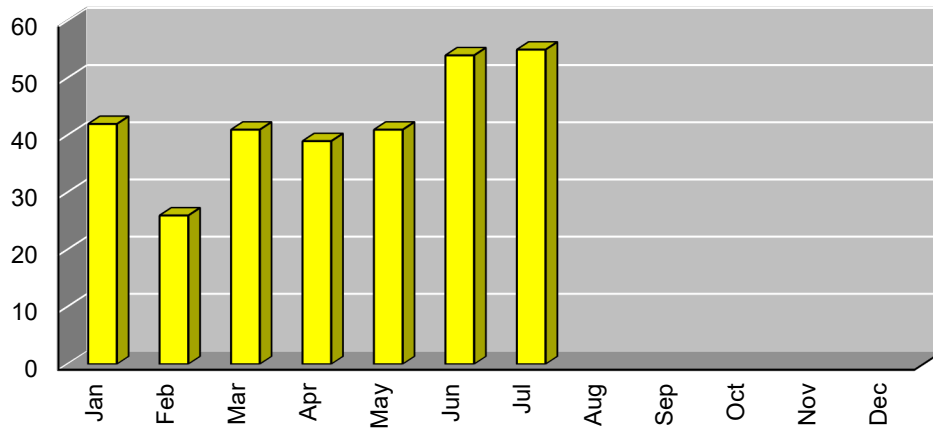
WE APPRECIATE YOUR INPUT

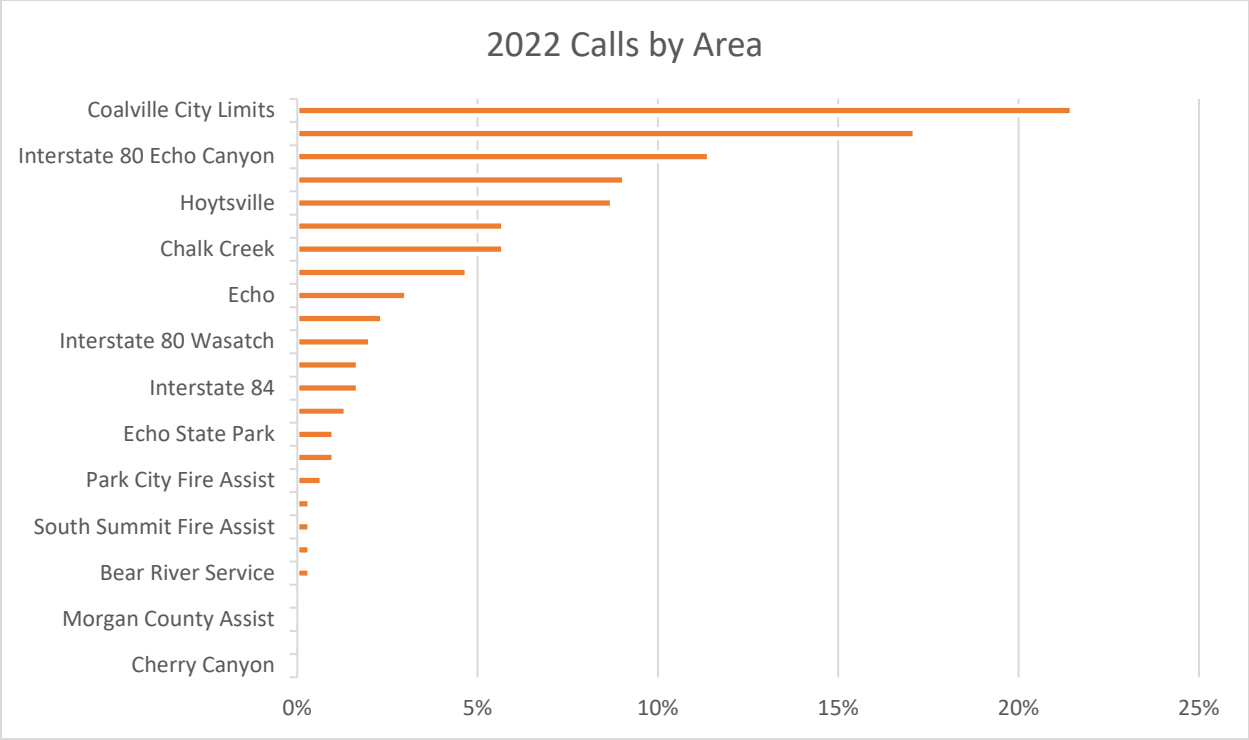


2022 Calls by Type



Monthly Calls - 2022





Purpose: As we have discussed in past meeting's, these trucks are becoming extremely old, with the oldest being 51 years. We also previously discussed establishing a fleet rotation and maintenance. Besides trying to establish this rotation, we do not have the staffing to use this apparatus during emergencies. They are just sitting, not get used, and space is an issue. They have become a liability for the district as we are seeing them with many mechanical problems. It would be better served, to have the ability to sell them and consider requesting newer trucks from the state and/or in the future purchasing newer apparatus.

Also, another consideration is with the new Wildland Unit that has been created by the County, the concerns are not as immediate as they once were. Their equipment will be available, I have been told, will be staged in Wanship at the Fire Warden's residence. They are a resource to be used as needed and/or extended attacks.

Recommendation: Requesting to change the following apparatus to a status of 'Surplus,' with the ability to have them sold at public auction on GovDeals.com:

Vehicle Identification Number	Current Location	Model Year of the Vehicle	Make of Vehicle	Model of the Vehicle
1FDWW31PX5EA49864	Stn. 21	2005	FORD	BRUSH VEHICLE
1GFNK16R7XJ567138	Warehouse	1999	CHEV	K15 SUBURBAN
4Z36EMCB1WR958167	Stn. 22	1998	American LaFrance	T3
1FDXF80C1WVA20982	Stn. 21	1980	FORD	F 750
CF686F1188	Stn. 21	1977	MACK	ENGINE
DAAK0170C6299	Stn. 21	1971	MILITARY KAISER	MILITARY TANKER T2

MUTUAL AID AGREEMENT

This agreement (“Agreement”) is entered into by and among the following bodies corporate and politic of the State of Utah: MORGAN COUNTY FIRE DEPARTMENT (“Morgan”) and NORTH SUMMIT FIRE SERVICE DISTRICT (“North Summit”), collectively referred to herein as the “agencies” or “parties.”. The effective date of this Agreement shall be _____, 2022.

RECITALS

WHEREAS, the parties desire to enter into a mutual interlocal agreement for fire protection and/or emergency medical services that will be beneficial to all parties; and

WHEREAS, the parties enter into this Agreement pursuant to the provisions of the Utah Interlocal Cooperation Act, Utah Code §§ 11-13-101 et seq., to provide a joint mutual agreement relating to mutual response, use of firefighting equipment and personnel to fight structure and wildland fires, and the use of equipment and personnel in providing emergency fire response both within and outside the normal geographical limits of each party; and

WHEREAS, each of the parties owns and maintains equipment for the suppression of fires and for the supplying of emergency medical services. Each of the parties also retains firefighting personnel who are trained to provide various levels of emergency medical services, to wit: North Summit holds an EMR designation, and Morgan holds an advanced EMT designation; and

WHEREAS, in the event of a major fire, disaster, or other emergency; each of the parties may need the assistance of the other party to provide supplemental fire suppression and/or emergency medical service equipment and personnel, except that any medical response shall not exceed the level for which the responding party is licensed or designated to operate by the State of Utah Bureau of Emergency Services and Preparedness; and

WHEREAS, each of the parties has the necessary equipment and personnel to enable it to provide supplemental service to the other party in the event of such an emergency; and

WHEREAS, the geographical boundaries of each party are in such a manner as to enable each party to render mutual aid service to the other; and

WHEREAS, each party desires to cooperate with and assist the others in times of fire emergency and in incidents requiring emergency medical response.

NOW, THEREFORE, based upon the mutual promises and conditions contained herein, the parties agree as follows:

1. **Request for Assistance.** The commanding officer of the fire department or the officer in charge of a fire unit or an emergency medical service unit at the scene of an emergency, of either party, is authorized to request assistance from the other party if confronted with an emergency at which the requesting party has need for equipment or personnel in excess of that available at the requesting party's fire department.
2. **Response to Request.** Upon receipt of such a request, the commanding officer of the party receiving the request shall immediately take the following action:
 - a. Determine if the responding party has equipment and personnel available to respond to the requesting party and determine the nature of the equipment and number of personnel available.
 - b. Determine what available equipment and what available personnel can and should be dispatched in accordance with the operating plans and procedures established by the parties.
 - i. In the event the needed equipment and personnel are available, to dispatch such equipment and personnel to the scene of the emergency with proper operating instructions. Responses by the responding agency under this Agreement shall be made only when the absence of fire and/or emergency medical personnel and/or equipment will not jeopardize the fire services and/or emergency medical services of the party furnishing assistance to the requesting agency.
 - ii. In the event the needed equipment and personnel are not available, to immediately advise the requesting party of such fact.
3. **Command Responsibility at Emergency Scene.** The chief officer or senior officer of the party requesting assistance shall be in command of the operations under which the equipment and personnel sent by the responding party shall serve; provided, that the responding equipment and personnel shall be under the immediate supervision of the officer in charge of the responding apparatus.
4. **Termination of Service.** Equipment and personnel from the responding agency shall be released by the incident commander when the services of the responding agency are no longer required, or upon notification that the personnel and equipment of the responding agency are needed within the responding agency's own jurisdictional area.
5. **Costs.** Except as otherwise provided, each party responding under this Agreement shall be responsible for its own salaries, equipment, costs, repair or replacements necessitated by the provision of services, personnel or equipment for fire suppression, except that all supplies such as fresh air, oxygen, foam, wet water, and /or dry chemical and CO₂ that are expended by the

responding department will be replaced by the requesting agency.

6. **Resolving Service Imbalances.** No mandatory compensation of any nature shall be required of either party, provided that each party hereto agrees to respond to the needs of the other, as available, on a fair and equitable basis, and provided that no imbalance occurs between the parties with respect to the service(s) provided. To determine the presence of an imbalance, the fire chiefs of each agency shall maintain an account of services and supplies provided to the other during each calendar year or such other portion of any year should this agreement be terminated before the end of a calendar year. The parties agree that their respective fire chiefs shall, within thirty (30) days following the last day of any calendar year in which this agreement is effective, review said records and meet to determine whether an imbalance exists. An imbalance shall be deemed to have occurred if, at the conclusion of the accounting period, the value of the services and supplies rendered by one jurisdiction exceeds the value of the services and supplies rendered by the other jurisdiction in the course of exchange of services. Should an imbalance occur, the parties agree to compensate each other in a manner to be agreed upon by their fire chiefs. The failure to agree may serve as the basis for either party to terminate this Agreement.
7. **Liability.** Except in instances of gross negligence or willful misconduct, each party hereto agrees to waive all claims against all other parties for any loss, damage, personal injury, or death occurring in consequence of the performance of this Agreement. Each responding agency shall have the same privileges and immunities from liability when responding to a request for assistance outside its jurisdictional area as it has in the performance of its duties within its own territorial jurisdiction.
8. **Insurance.** Each party to this Agreement shall procure and maintain, at its sole and exclusive expense, insurance coverage, including comprehensive liability, personal injury, property damage, worker's compensation, and if applicable, with such limits of coverage and deductibles as are prudent and reasonable for the protection of itself, its personnel, and its equipment. No party hereto is obligated to provide or extend insurance coverage to the other party or its personnel. Either party may require the other to provide it with certificates of insurance, copies of policies, or other evidence of compliance with the provisions of this Section.
9. **Indemnification.** Each party (the "Indemnifying Party") hereby agrees to hold harmless, indemnify, and defend all other parties hereto and their personnel from any and all claims, demands, judgments, expenses, liability, losses, and suits in law or in equity which are made by a third party and which are caused directly and solely by the Indemnifying Party or its personnel, regardless of the location where such claim arose. Included in the costs hereby indemnified against by the Indemnifying Party are attorney fees required to defend any other party hereto or enforce the provisions of this section against the Indemnifying Party.

10. **Injury While on Duty.** The effect of the death or injury of any firefighter who may be killed or injured outside the territorial limits of the governmental entity where he or she is a member of the fire department and while that department is rendering services outside its jurisdictional limits pursuant to this Agreement shall be the same as if he or she were killed or injured while that department was functioning within its own territorial limits, and such death or injury shall be considered to be in the line of duty.
11. **No Separate Entity.** No separate legal entity is created by the terms of this Agreement; to the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the governing bodies of the parties acting as a joint board. There shall be no real or personal property jointly acquired by the parties as a result of this Agreement.
12. **Pre-Emergency Planning.** The commanding officers of the parties shall, from time to time, mutually establish pre-emergency plans which shall indicate
- a. the types of and locations of potential problem areas where emergency assistance may be needed,
 - b. the type of equipment that should be dispatched under various possible circumstances, and
 - c. the number of personnel that should be dispatched under such circumstances.
- Such plans shall take into consideration and ensure the proper protection by the responding party of its own geographical area.
13. **Non-Exclusive Agreement.** The parties to this Agreement shall not be precluded from entering into other similar agreements or first response agreements.
14. **Effective Date.** The effective date of this Agreement shall be date upon which the last party executes this Agreement, and shall continue for a period of ten (10) years from said date.
15. **Termination.** This Agreement may be terminated by either party by providing the other party a thirty (30) day notice of termination in writing.
16. This Agreement shall be submitted to the authorized attorney for each party for approval as to form in accordance with the provisions of Utah Code § 11-13-202.5.
17. This Agreement is conditioned and shall take effect upon the adoption of a resolution by the commission, board, council, or other governing body or officer vested with the executive power of the public agency represented herein.
18. Nothing contained herein is intended to affect or amend any initial action agreement currently in effect between any of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the date first written above, which shall be the date the last party to this Agreement executes the same.

North Summit Fire Service District

Roger Armstrong, Administrative Control Board Chair

Jim Rees, Administrative Control Board Vice-Chair

Approved as to form:

By: _____
Ryan P.C. Stack, Deputy County Attorney

Morgan County Representatives

Mike Newton, County Commissioner

Boyd Carrigan, Fire Chief

Approved as to form:

By: _____
Garrett Smith, County Attorney

**North Summit Fire Service
District**

NSFSD Operational Policies and Procedures	Position Descriptions	Administrative Assistant
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I. Job Summary

Under the direction of the Fire Chief, the Administrative Assistant performs a variety of routine and complex clerical, secretarial and administrative functions in keeping official records, providing administrative support to Fire District staff, preparing reports and newsletters, typing, taking meeting minutes, transcribing dictation, management of the district fire and EMS training database, and administering the NSFSD fire and EMS records. This position is responsible for answering phones, greeting the public, receiving, interpreting, and resolving general informational questions and service requests, including the scheduling of fire inspections and school-related programs.

Commented [BN1]: Keep it in for the future.

II. Tools and Equipment Used

Vehicle, radio, personal computer, copy machine, postage machine, fax machine, calculator, various audio/visual equipment, phone, and phone system.

III. 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 sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

IV. 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. The noise level in the work environment is usually quiet.

V. Essential Duties, Functions and Responsibilities

- A. Perform routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing and bookkeeping.
- B. Operates radios as needed and assists in radio communications; operates base radio as required.

**North Summit Fire Service
District**

NSFSD Operational Policies and Procedures	Job Descriptions	Administrative Assistant
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- C. Assists in the procurement of District materials and supplies.
- D. Receives, stamps, and distributes in-coming mail, processes out-going mail.
- E. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- F. Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.
- G. Manages and inputs data for all fire and EMS reports and assures that reports are being completed appropriately and in a timely fashion. Prepares EMS billing forms as well as monthly run reports.
- H. Inputs data related to Fire District training records and other programs as requested
- I. Coordinates travel plans for staff.
- J. Prepares officials records such as notices, minutes, and resolutions.
- K. Schedules appointments, on-site inspections, school-related programs and performs other administrative and clerical duties.
- L. Receives, interprets, and directs interdepartmental and walk-in customer requests.
- M. Receives, records and routes plan submittals.
- N. Performs and provides general clerical duties including work processing, filing, copying and FAX services and generating Fire District newsletter.
- N.O. Other duties as assigned.

VI. Minimum Qualifications

- A. High school diploma or GED equivalent.
- B. Must be (18) eighteen years of age or older.
- C. Must be a citizen of the United States of America at the time of application or provide proof of an appropriate work permit.
- D. Must possess or be able to obtain by time of hire a valid Utah driver's license.
- E. No felony convictions or disqualifying criminal history.
- F. Must be of good moral character and of temperate and industrious habits.
- G. Must be able to read, write and speak the English language.
- H. Minimum of two (2) years of increasingly responsible experience in general office practices such as typing, filing, accounting, and bookkeeping, or any equivalent combination of related education and experience.
- I. Must have effective knowledge of personal computer usage, including accounting programs, word processing and database programs. Ability to type 40 or more words per minute.
- J. Must have the ability to follow verbal and written instructions. Must have excellent organizational skills, including effective time management skills.
- K. Working knowledge of modern office practices and procedures; some knowledge or accounting principles and practices.
- L. Skilled in operation of listed tools and equipment.
- M. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public and effectively cope with stressful situations.
- N. Ability to effectively provide an elevated level of customer service.

North Summit Fire Service
District

NSFSD Operational Policies and Procedures	Job Descriptions	Administrative Assistant
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O. Ability to meet deadlines and prioritize while managing daily responsibilities.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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 and requirements of the job change.

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Accrual Basis

North Summit Fire District

Checks and Deposits

June 4 through August 12, 2022

Type	Date	Num	Name	Memo	Amount
1001 - Zions Bank					
Deposit	06/06/2022			Inspection Fees	193.60
Deposit	06/06/2022			Building Rent	38.94
Deposit	06/07/2022			Inspection Fees	96.80
Deposit	06/07/2022		Paylogics	Returned Paycheck ACH Info Wrong	221.64
Deposit	06/08/2022			Building Rent	19.32
Deposit	06/08/2022			Inspection Fees	96.80
Check	06/08/2022	ACH	Health Equity	Admin Fee	-2.00
Deposit	06/09/2022		Public Treasures (PTIF) Operating	Payroll 6.10.22	21,259.93
Check	06/09/2022	ACH	Paylogics	Payroll 05.16.2022 - 05.31.2022	-20,893.05
Deposit	06/13/2022			Deposit	38.94
Deposit	06/13/2022			Inspection Fees	193.60
Check	06/14/2022	ACH	Health Equity	Health Savings	-125.00
Check	06/15/2022	ACH	URS	Retirement Payment	-778.21
Deposit	06/16/2022	ACH	Public Treasures (PTIF) Operating	Transfer	28,272.15
Check	06/16/2022	ACH	Republic Service	Trash Service	-91.96
Check	06/16/2022	ACH	Republic Service	Trash Service	-123.65
Bill Pmt -Check	06/17/2022	4554	Amazon Business	Office Supplies	-436.17
Bill Pmt -Check	06/17/2022	4555	AT&T Mobility	Cell Phones and Ipad	-92.14
Bill Pmt -Check	06/17/2022	4556	Dominion Energy	Gas Service 3 stations	-235.01
Bill Pmt -Check	06/17/2022	4557	Fuel Network	Fuel	-1,732.67
Bill Pmt -Check	06/17/2022	4558	KHSA	QB hosting	-100.00
Bill Pmt -Check	06/17/2022	4559	Price's Guaranteed Doors	Grage Door Repair Sta 21	-355.00
Bill Pmt -Check	06/17/2022	4560	Public Safety Center	Radio Batteries	-363.00
Bill Pmt -Check	06/17/2022	4561	Rocky Mountain Power	Power Service 3 Stations	-536.51
Bill Pmt -Check	06/17/2022	4562	Summit Merc.	Screws	-10.28
Bill Pmt -Check	06/17/2022	4563	Treasure Vallery Coffee, Inc of Utah	Coffee supplies and rent	-298.30
Bill Pmt -Check	06/17/2022	4564	Utah Local Governments Trust	Auto, Liability & Property Insurance Payment	-23,551.89
Bill Pmt -Check	06/17/2022	4565	Zions Bank Bankcard Center	Visa Payment	-561.18
Check	06/17/2022	ACH	Zions Bank First National Bank	Service Fee	-10.00
Deposit	06/22/2022			Plan Review	96.80
Check	06/23/2022	ACH	Paylogics	Payroll Ending 06.15.22	-20,722.69
Deposit	06/23/2022		Public Treasures (PTIF) Operating	Payroll & Benifits Transfer	20,919.86
Deposit	06/24/2022			Plan Review	96.80
Deposit	06/27/2022			Workers Comp Audit Refund	405.94
Deposit	06/27/2022			Plan Review	96.80
Check	06/28/2022	ACH	URS	Retirement	-778.21
Check	06/28/2022	ACH	Health Equity	Health Savings	-129.00
Deposit	06/28/2022	ACH	Public Treasures (PTIF) Operating	AP 6.28.22	3,781.05
Bill Pmt -Check	06/28/2022	4566	Amazon Business		-292.18
Bill Pmt -Check	06/28/2022	4567	Paul Suitor	Tollgate BBQ	-425.79
Bill Pmt -Check	06/28/2022	4568	Reliance Standared Life Insurance Co...	Life Insurance	-14.08
Bill Pmt -Check	06/28/2022	4569	Steffen Design	Website Update and online FM form/paym...	-1,215.00
Bill Pmt -Check	06/28/2022	4570	Summit County Health Insurance	June Health & Dental Insurance	-1,791.00
Deposit	06/29/2022			Plan Review	96.80
Check	06/29/2022	ACH	Paylogics	Payroll Ending 06.15.22 Correction	-868.09
Bill Pmt -Check	06/30/2022	4580	Amazon Business		-607.99
Deposit	07/07/2022	ACH	Public Treasures (PTIF) Operating	Payroll Ending 06.30.22	20,996.68
Check	07/07/2022	ACH	Paylogics	Payroll Ending 06.30.22	-20,093.47

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Accrual Basis

North Summit Fire District

Checks and Deposits

June 4 through August 12, 2022

Type	Date	Num	Name	Memo	Amount
Deposit	07/08/2022			Surplus Property	7,400.00
Check	07/08/2022	ACH	URS	Retirement Payment	-778.21
Check	07/08/2022	ACH	Health Equity	Payroll Ending 06.30.22	-125.00
Deposit	07/08/2022		Paylogics	Payroll Adjustment	868.09
Check	07/08/2022		Health Equity	Admin Fee	-2.00
Deposit	07/09/2022			Inspection Fees	96.80
Deposit	07/14/2022			Inspection Fees	96.80
Deposit	07/14/2022			Building Rent	19.32
Deposit	07/15/2022		Public Treasures (PTIF) Operating	AP 7.15.22	8,870.47
Bill Pmt -Check	07/15/2022	4571	Acme Thread Ware	Uniform Shirts	-2,470.00
Bill Pmt -Check	07/15/2022	4572	All West Communications	Telephone and Internet Service	-497.51
Bill Pmt -Check	07/15/2022	4573	Dominion Energy	Gas Service	-49.79
Bill Pmt -Check	07/15/2022	4574	Fuel Network	Fuel Bill	-2,303.88
Bill Pmt -Check	07/15/2022	4575	Park City Lock & Key	Internal Door Locks	-4,027.25
Bill Pmt -Check	07/15/2022	4576	Ray Hogwood.	Reimbursement EMT Training Officer Class	-100.00
Bill Pmt -Check	07/15/2022	4577	Rocky Mountain Power	Power Service	-637.12
Bill Pmt -Check	07/15/2022	4578	Summit Blinds	Blinds for Stations	-4,967.00
Bill Pmt -Check	07/15/2022	4579	Zions Bank Bankcard Center	Visa Payment	-626.36
Deposit	07/15/2022			Inspection Fees	96.80
Deposit	07/18/2022			Building Rent	2,400.00
Check	07/18/2022		Zions Bank First National Bank	Bank Fee	-10.00
Deposit	07/21/2022	ACH	Public Treasures (PTIF) Operating	Payroll Ending 07.15.22	23,066.66
Deposit	07/21/2022			Inspection Fees	193.60
Check	07/22/2022	ACH	Paylogics	Payroll	-22,163.45
Check	07/26/2022	ACH	URS	Retirement	-738.63
Check	07/26/2022	ACH	Health Equity	Health Savings	-125.00
Deposit	07/27/2022			Inspection Fees	290.70
Bill Pmt -Check	07/29/2022	4581	Fuel Network	March Fuel	-106.29
Bill Pmt -Check	07/29/2022	4582	KHSA	QB Hosting	-100.00
Bill Pmt -Check	07/29/2022	4583	Marc Giauque	Station Clean out Landfill Fees	-37.20
Bill Pmt -Check	07/29/2022	4584	Summit Merc.	Station Supplies	-59.89
Bill Pmt -Check	07/29/2022	4585	Tyler Rowser	Rehab Supplies	-256.41
Bill Pmt -Check	07/29/2022	4586	Whites Auto Parts	Equipment Repairs	-57.01
Bill Pmt -Check	07/29/2022	4587	Summit County Health Insurance	Health & Dental Insurance	-1,791.00
Deposit	07/29/2022		Public Treasures (PTIF) Operating	Fund Transfer	2,241.09
Deposit	08/09/2022		Public Treasures (PTIF) Operating	Fund Transfer Payroll Ending 7.31.22	24,475.11
Check	08/09/2022		Paylogics	Payroll Ending 07.31.22	-26,884.89
Check	08/09/2022		Health Equity	HSA Benifit	-125.00
Check	08/09/2022		URS	Retirement	-738.63
Bill Pmt -Check	08/09/2022	4588	All West Communications	Phone & Internet Service	-502.03
Bill Pmt -Check	08/09/2022	4589	Dominion Energy	Gas Service	-51.82
Bill Pmt -Check	08/09/2022	4590	Fuel Network	Fuel	-2,128.36
Bill Pmt -Check	08/09/2022	4591	KHSA	Accounting Services	-115.00
Bill Pmt -Check	08/09/2022	4592	Moore's Chevron and Towing LLC	Spare Tire for WT221	-345.00
Bill Pmt -Check	08/09/2022	4593	Republic Service	Trash Service	-236.01
Bill Pmt -Check	08/09/2022	4594	Rocky Mountain Power	Power Service	-818.19
Bill Pmt -Check	08/09/2022	4595	Summit Merc.	Mic Station Supplies	-42.95
Bill Pmt -Check	08/09/2022	4596	Whites Auto Parts	Misc. Feelt Maint	-123.36

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Accrual Basis

North Summit Fire District
Checks and Deposits
June 4 through August 12, 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/09/2022	4597	Zions Bank Bankcard Center	Credit Card Payment	-1,976.88
Deposit	08/12/2022		Public Treasures (PTIF) Operating	Fund Transfer AP 8.8.22	6,339.60
Total 1001 - Zions Bank					26.85
TOTAL					26.85

Minutes

North Summit Fire Service District
Administrative Control Board
Special Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
February 4, 2022
DRAFT

1 Chair Andersen called the meeting to order at 5:00PM

2 **Board Members Present**

3 Chair Michelle Andersen

4 Vice Chair Jim Rees

5 Treasurer Michael Novak

6 Melanie Bosworth

7 Don Winters

8

9 **Public Present**

10 Tom Fisher, County Manager

11 Chris Robinson, County Council

12 Roger Armstrong, County Council

13 Mayor Mark Marsh

14 Mayor Kay Richins

15 Sheriff Justin Martinez

16

17

18 **Item 2 Roll Call**

19 A quorum was present.

Staff Present

Tyler Rowser, District Clerk

Dave Thomas, Chief Deputy County

Attorney

Ryan Stack. Deputy County Attorney

Public Present Electronic

Alexander Cramer

Deputy Chief Emery PCFD

PM

Janna Young

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

22 Board Member Bosworth made a motion to go in to closed door for personnel,

23 Board Member Winters seconded the motion, a roll call vote was called,

24 Board Member Bosworth Aye

25 Board Member Winters Aye

26 Treasurer Novak Aye

27 Vice Chair Rees Aye

28 Chair Andersen Aye

29 Motion passed, in closed session at 5:01PM

30 Present in the closed meeting the 5 board members listed about, Roger

31 Armstrong, Christ Robinson, Dave Thomas, and Ryan Stack

32 a. Reconvene in Open meeting

33 The board reconvened in open meeting at 5:26PM

Item 4 Work Session

a. Discuss issues relating to the provisions of service.

Chair Andersen stated we have called this meeting to discuss resent issues with firefighters who have been insubordinate and recently had a firefighter who refused to respond on a critical call while on call, even after the Deputy Chief had called him and asked him to respond on the call. Our top priority is the safety of our community. We have concerns as to where do we go. Currently we have firefighters that are refusing to take shifts and saying that this is a job to support our community, and actions speak louder the words, there not support our community by boycotting, I feel they are hiding under an umbrella that they are volunteers and not accountable because of being a volunteer, and that we are holding to high of an expectation for them. But I think our citizens deserve as professional service as we can get. Concerns brought up by the board are, we have definite insubordination, the firefighters won't listen to the Deputy Chief's direct orders, so where do we go from here?

Board Member Bosworth stated that we have a duty to provide this service to our community when we were chosen for this board, we did this because we care about this community. I have 43 years of medical experience as an RN and 30 years on the Ambulance Service and these are not trivial matters we are talking about, these are major matters that people are not taking the full responsibility that some of these people said that they wanted to take as firefighters to provide for our community, to make it a safe place. It also sickens me to see how they have turned on one of their own, as they have with the Deputy Chief. It sickens me as a medical personal to think of a family waiting for help and none coming from that particular department, it has bothered me all week. It's a dereliction of duty and gross negligence as fare as I'm concerned, are we here to help the community or are we here to help their selves, and the firefighters have to relies that they are public servants and they don't pick and choose when they respond, if they are on call they respond.

Chair Andersen stated that she has had the same thoughts as Melanie, this poor family and a firefighter refusing to help that's a big deal.

Treasurer Novak stated we talked last night, and I think the common theme was safety of our community we all said that. Were all on this board to make this fire department better and I think were do a great job, were putting the policy and procedures in place, believe it or not, there were none so were doing all the administrative stuff. Finding out what our inventory of stuff. I guess for me it was surprising that it's our people letting us down. I was hoping that these people would come to be full time firefighters with us, but I was surprised to find out in the last few months

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that we can't fill shifts. Only 3 or 4 people were filling shifts. Then this last thing happened where someone filling a shift wouldn't respond to the Echo Canyon incident, it's unconscionable to me, were failing and we have got to fix it. Were going to have lots of closed sessions I guess on how to fix it. But in the Interim we have to make our community safe.

Vice Chair Rees stated that I think that what we got is that the county needs to be protected, and if we can't depend on our firefighter's we are going to have to call for help. We have reached out to Park City, we can't leave the town unprotected, I can't speak for the other board members but boycotting the fire department to make a point, that is not professional conduct of any firefighter or any individual. Were not saying with want to replace this fire department, we just need to have coverage until we get some more people to be apart help. I don't think anyone wants to see Park City take over, my main concern is seeing the people of Henefer, Coalville, and Wanship (the North Summit area) protected.

Chair Andersen stated that as soon as we found out the situation, Park City stepped up and did automatic aid, dispatch stepped up to make sure that resources were being dispatched to get coverage to the people. We are grateful for there help in getting us coverage when they knew we were in need.

Board Member Bosworth stated that the really sad part is, this is not all the firefighters doing this. We have some really great people who are helping us. We have a few who are really causing some issues, and it's even more concerning that some of those causing issues are in leadership rolls. That is not a good leader you are leading people down the wrong path.

Mayor Richins asked, how many full-time firefighters do you have?

Chari Andersen said we don't have any full-time firefighters; we have paid on call. They are paid to be in the area and are notified of a call on there phone. They get paid up to \$175 to be on call, and when they get a call, they are then paid hourly when they respond to a call. We have an application out for a full time Chief, hoping that this will help to bring in a new structure and prepare us for the future.

Board Member Winters stated that he would like to echo pretty much what everyone has said. Being the representative of Coalville City, we are required to provide the services, and were not getting the services proved. So, we have no alternative, other then to contract with some one else to cover us. None of the firefighters have come to us, we have had meetings

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for months and months none of have come to use the tell us their concerns.

Chair Andersen Stated that the only thing they have stated is that they didn't want a full time Chief. That is the only thing they have gone through the chain of command to communicate.

Vice Chair Rees stated that is why we are looking for a full-time Chief, and then they attack a part time guy who has been doing this whole adult life, what are they going to do to a full-time guy. They coronated this agent someone they know, what will they do to someone who they don't know. We want the community to know that they are not left out, we have people to cover them. Boycotting is normally a way of tying someone's hands, and our hands aren't tied, we have gone to an alternative source to get coverage. They haven't brought any concerns, all that has been happening is attacking people, you're not going to get what you want by attacking. No concerns have been bought up, even after Tom had a meeting with some in December, and they still haven't been able to articulate concerns to us or the County.

Mayor Richins asked how many on call people do you have in the system?

Chair Andersen we had about 8 people who took a majority of the shifts, and we have 8 people boycotting. We have good people, but those good people are being bullied and humiliated if you step up to help. I think there are a few people that are hiding in the shadows. We have the next few days covered (the weekend through Monday). But then noting the rest of the week.

Council Member Robinson asked how the scheduling process work's, is it scheduled out a couple weeks in advance, and now we just get a few shifts covered here and there?

Chair Andersen there is really a core of people, who take the shifts.

Council Member Robinson stated that myself and council member Armstrong are the chair and vice chair of the council and you have communicated to Tom Fisher our executive, that you have an issue and what are you recommending to solve the issue?

Chair Andersen currently we have asked Park City Fire District to help cover us until we can rebuild the department.

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Council Member Armstrong asked if there is a desire by the board to have Park City Fire take over the fire service?

Board Member Winters stated that is not his wish and he wants to keep the department local and under local control.

Vice Chair Rees stated that he agrees with Don, but we have to have something we can't keep going like this.

Chair Andersen this is only a temporary solution.

Council Member Armstrong stated that he comes from a firefighter family his father was a fire chief. The notion that firefighter would actively fail to respond to a call, or disobey an order by the deputy chief, is unethical to begin with, it's some kind of negligence beyond that, and I can't believe that it's in any part of the bone marrow of anyone pretending to be a firefighter. If we have a captain who is willing to do this, they need to find another way to express their public service. This is beyond anything I have heard about, and creates a risk in the community, and we have to find a fix for it. This creates an opening for us though and one that I think has been a long time coming for a public discussion with the public as to what they want. I think unless anyone in this room thinks we need to put a band aid in place, but also kick off getting a permanent fix sooner then latter.

Council Member Robinson stated that maybe that public engagement could be a public hearing at our level. We could have David talk about the legal issues and requirements and the ACB could talk about what is happening and what is going on.

Mayor Mark Marsh stated that he was on the NSFD for 17 years, and 2 years as the county fire warden. We must have some type of angst causing people who love this community as much as I do to be doing this. What is the difference between the pay for the Ambulance and the Fire District?

Chair Andersen stated that the ambulance is managed by Park City Fire District and funded by the County, they make \$13.50 to be at the fire station during there shift.

Council Member Robinson stated that with the ability to remote work, maybe we could find people who have that ability, and could be able to be on call, and then leave their full-time job remote work for calls.

DRAFT

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Mayor Marsh stated that when he was a volunteer, if the pager went off, he would step out of his business and see if someone was going towards the station, he knew he was good to stay and work, but if not, he would shut down his business to respond to a call. As the mayor and city council, if we were to step up and have that public discussion as to what we expect for our fire protection.

Council Member Robinson I was just thinking about it maybe we should have a joint meeting with the council, and the two city council, and ACB to have a joint meeting. In the Internum lets have Dave Thomas and the Attorney's office who represents both the NSFD & PCFD to draft a interlocal agreement and get it over to PCFD's board and NSFD to review.

Dave Thomas stated we can draft it but for how long, 30, 60, or 90 days?

Tom Fisher we could have it be for whatever time period, but make sure that it is able to be extended. We need to give ourselves some time to think and cooling off time.

Dave Thomas stated that this agreement would only have to be signed by the NSFD & PCFD ACB's so it would have to be on a special meeting agenda for both boards.

Council Member Robinson asked how does this go, is the current members on Furlow or would they still be on payroll? Is it an exclusive contract with PCFD?

Peat Emery stated that right now we are doing an automatic aid, for NSFD, it is something we can handle for the next 30 or 60 days, we are doing that now and could continue it for the short term.

Tom Fisher, I think were talking about a higher level of service, for equipment and personal in the North Summit area.

Council Member Robinson stated that if everything is dispatched from the basin that could result in unacceptable response times. Like it's been said it's beyond the automatic aid point. Then to the point are the existing personal furlowed or what is the proper term.

Tom Fisher I would suggest that we make this simple for PCFD and that unfortunately we would be suspending for that time and the full roster. If the board determines that some volunteers need to continue doing some things, and they volunteer to do that, then they can sort through that on a case-by-case basis.

DRAFT

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Council Member Robinson when will we need to get this done, and it's not on the council's timeline?

Tom Fisher, I think that Dave and I get with PCFD leadership and get something in place quickly.

Council Member Robinson asked if the intent is to have PCFD staff the station in Coalville and equipment.

Tom Fisher, Dave can correct me now or after the meeting, but if I feel we have an emergency then I can put something in place.

Mayor Richins what do you think will be the response from the North Summit Roster once they've been put on the bench? Does it just add fuel to their fire of their narrative that see Park City is coming in to take over? Or do they just quit?

Chair Andersen stated that they made us do this, it was not our mission or intention to even come up with this idea, we have to provide coverage for our area though.

Vice Chair Rees stated that I personally I can't trust them that they are going to show up to a call or even sign up for shifts. This isn't a risk I'm willing to take to see if they will show up or take calls.

Mayor Marsh this is going to be hard, I can tell you from a personal standpoint that with a sports team if you ever got benched it was hard on you, If you look at Michael Jordan what made him grater, he got cut from the team as a junior in high school he could have chose to go join a gang but he chose to work harder and dig in and become better.

Tom Fisher stated that we have to remember that we need to remember that the fire fighters are red carded and are the back up to the fire warden. We need to get them back as soon as we can. We also have to recognize that there is informal leadership of the boycott and it's not in a good way. They circle around themselves with a victim mentality and keep pointing at one person or a group like the ACB. There is very little interreflection as to what have I done to be a part of this problem with the exception of the Deputy Chief who has now left.

Council Member Robinson stated that I haven't been in on this conversation, but it seems to be any respect for the ACB, they would like a board that shows up every and again to inspect the budget and that's it.

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Council Member Armstrong stated correct me if I'm wrong, but this isn't the first time of insubordination, there was one who made comments towards the board.

Vice Chair Rees stated that yes there was one who made derogatory comments to the board in a public meeting.

Mayor Richins asked how do you now let the firefighters know of this situation, and that they are being benched?

It was decided that the board will send an email to all firefighters.

Tom Fisher stated that he has run some numbers that at the end of this week, and personal cost from PCFD is about \$2,300 per day and then you add fuel and equipment on top of that its going to get expensive fast, but the NSFD budget can handle that for a 30-to-60-day period. The board will have to amend the budget for that and present it to the council. After that the board will have to talk about what the budget, going forward from that point. If the future holds that we have to raise the budget and go to truth in taxation, then we will have to go down that path then.

Council Member Armstrong stated that he would like to thank the ACB for their work and sticking with this. Public service is already hard, and this situation is making it harder.

The board will meet in special meeting on Monday, February 7, 2022, at 6:00PM at the Courthouse Executive Conference room.

The board will also meet with the County Council in a joint meeting on Wednesday, February 9, 2022, at 6:00PM

Item 5 Adjournment

Treasurer Novak motioned to adjourn, Board Member Bosworth seconded the motion, a vote was called, all ayes, motion passed adjourned at 7:16PM

Minutes

North Summit Fire Service District
Administrative Control Board
Special Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
March 23, 2022

1 Chair Andersen called the meeting to order at 4:00PM

2 **Board Members Present**

3 Chair Roger Armstrong
4 Vice Chair Jim Rees
5 Treasurer Michael Novak
6 Melanie Bosworth - Excused
7 Louise Willoughby
8 Michelle Andersen
9 Chris Robinson
10 Ari Ioannides
11 Don Donaldson

Staff Present

Chief Ben Nielson
Tyler Rowser, District Clerk
Ryan Stack, Deputy County Attorney

12
13 **Public Present**

14 Mike Grant
15 Margarita Richins

16 ***Mike Novak's Wife and Grandson***

17 **Public Present Electronic**

18 Gale Pace
19 KPCW
20 Toria Barnhart

Bryce Boyer
18014502749
Tom Fisher

21
22 **Item 2 Roll Call**

23 A quorum was present.

24 **Item 3 Pledge of Allegiance**

25 Chair Armstrong lead the board and public in the Pledge of Allegiance

26 **Item 4 Work Session**

27 **a. Discussion with Chief Nielson of his plan to restaffing the**
28 **department**

29 The board and chief had a discussion on how to restaff the department
30 and brining a new culture into the department. Along with setting up a
31 formal application and interview process, to restaff and going into the
32 future.

33 **b. Discussion of goals for the next 30 and 60 days**

Chief Nielson talked about his plan for the next 30 to 60 days for staffing and getting his feet under him with running the department.

Item 5 Regular Meeting

A. Discussion and possible recommendation to the Summit County Council, to extend the Inter Local Agreement with Park City Fire District for short term fire protection service.

Chief would like to extend the ILA 2 weeks, but we also have to give PCFD notice 2 weeks in advance from the following 2 weeks, if we feel we will need them.

Board Member Robinson motioned to extend the ILA 2-week, not to exceed, \$39,200 with an option to extend an additional 2 weeks, Board Member Andersen seconded the motion, a vote was called, all ayes, motion passed.

Item 6 Adjourn

Board Member Robinson motioned to adjourn, Board Member Ioannides seconded, a vote was called, all aye, Adjourned at 5:43PM

Minutes

North Summit Fire Service District
Administrative Control Board
Special Meeting

Executive Conference Room

60 N Main St

Coalville, UT 84017

April 6, 2022

1 Chair Armstrong called the meeting to order at 2:02PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Jim Rees

5 Treasurer Michael Novak

6 Melanie Bosworth

7 Michelle Andersen - Electronic

8 Louise Willoughby - Electronic

9 Chris Robinson - Electronic

10 Ari Ioannides - Excused

11 Don Donaldson - Excused

12

13 **Public Present**

14 None

15 **Public Present Electronic**

16 None

17 **Item 2 Roll Call**

18 A quorum was present.

19 **1. Regular Meeting**

20 **a. Discussion and possible approval of an extension to the Inter**
21 **Local Agreement with Park City Fire District for short term**
22 **fire protection service.**

23 The board discussed the extension to the ILA. Ryan walked thought
24 the changes that PCFD made, were increase in the biweekly fee to
25 \$41,706 this is for the personal, engine and a brush truck, and an
26 additional \$1,500 for supplies that they bought.

27 Board Member Robinson motioned to approve the ILA as amended by
28 PCFD, and allow the County Attorney and Chair Armstrong to make
29 the determination as to if we need to had the second 2 weeks,
30 Treasurer Novak seconded, a vote was called, all ayes, motion passed.

31 **2. Adjourn**

32 Treasurer Novak motioned to adjourn, Board Member Bosworth seconded, a vote
33 was called, all ayes, adjourned at 2:24PM

Minutes

North Summit Fire Service District
Administrative Control Board
Special Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
June 2, 2022

1 Chari Armstrong called the meeting to order at 5:02PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Jim Rees

5 Treasurer Michael Novak

6 Melanie Bosworth

7 Louise Willoughby *joined during Closed*

8 Michelle Andersen

9 Chris Robinson *joined during Closed*

10 Ari Ioannides

11 Don Donaldson - Excused

12

13 **Public Present**

14 John Haderlie

15

16 **Item 2 Roll Call**

17 A quorum was present.

18 **Item 3 Pledge of Allegiance**

19 Chair Armstrong lead the board and public in the Pledge of Allegiance.

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

21 **Personnel**

22 Board Member Ioannides motioned to go into closed door session for personal, Board

23 Member Bosworth seconded the motion, a roll call vote was called,

24 Board Member Bosworth Aye

25 Board Member Ioannides Aye

26 Board Member Andersen Aye

27 Treasurer Novak Aye

28 Vice Chair Rees Aye

29 Chair Armstrong Aye

30 Board Member Robinson not present

31 Board Member Willoughby not present

32 Motion passed, closed session for personal began at 5:04PM, in the Executive

33 Conference Room, present in the meeting were all board members that voted, board

Staff Present

Ben Nielson, Fire Chief

Tyler Rowser, District Clerk

Ryan Stack. Deputy County Attorney

Public Present Electronic

Tom Fisher

members Robinson and Willoughby joined during the closed session, Tom Fisher, Ben Nielson, Ryan Stack.

Item 5 Reconvene in Open meeting

The public meeting reconvened at 5:50PM

Item 6 Work Session

a. Presentation and discussion of the 2021 Audit

John Haderlie, CPA at Larson & Company, PC presented the audit of the 2021 financial to the board and the public.

b. Discussion on how the board would like meeting minutes kept

The board discussed how detailed they would like to keep the board meeting minutes going forward. District Clerk Rowser discussed that under new legislation that they could be a brief description if the district wanted to buy the software to allow for indefinite retention of the recordings and to provide a link in the online posted minutes to the exact part of the recording where the topic begins. Chair Armstrong wanted Clerk Rowser to work with County Clerk Eve Furse to see if we can buy an additional license under the counties software or if we would have to purchase our own.

c. Committees

Chair Armstrong would like to propose the following committees:

Policies Committee

Louise Willoughby Chair, Christ Robinson, Michelle Andersen, Ryan Stack and Chief Nielson

Finance Committee

Mike Novak Chair, Chris Robinson, Melanie Bosworth, Matt Leavitt, Tom Fisher, and Chief Nielson

Capital projects Committee

Ari Ioannides Chair, Don Donaldson, Jim Rees, Mike Novak, Matt Leavitt, Tom Fisher, and Chief Nielson

d. Strategic Planning

The board discussed the need for a good strategic plan to be able to move forward with Truth in Taxation (TNT) in the fall. The work of the 3 committees will tie into this plan, to help paint a picture of the districts needs and goals going forward to the community.

Item 7 Consideration of Approval

a. Discussion and approval of account signers on the Zions Bank account

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Board Member Robinson motioned to appoint Chief Ben Nielson,
Board Chair Roger Armstrong, and Treasurer Mike Novak to be the
account signers on the Zions Bank Checking Account, Board Member
Willoughby seconded the motion, a rollcall vote was called,
Board Member Ioannides Aye
Board Member Andersen Aye
Treasurer Novak Aye
Vice Chair Rees Aye
Board Member Bosworth Aye
Board Member Robinson Aye
Board Member Willoughby Aye
Chair Armstrong Aye
All ayes, motion passed.

b. Chief's Report

Chief Nielson reviewed the upcoming firework rules by the state fire
marshal's office, and he has been getting calls about sky lanterns and
that because they can't be controlled where they land, so we will not be
permitting them at all. Reviewed vehicle replacement schedules they
he has been putting together. Reviewed the number of calls, and what
areas are they happening in. Chief touched on the tax rates,

c. Review and possible approval of Accounts Payable

Board Member Willoughby motioned to approve the accounts payable,
Board Member Ioannides seconded the motion, a vote was called, all
ayes, motion passed.

Item 8 Adjourn

- a. Board Member Ioannides motioned to adjourn, Board Member
Willoughby seconded the motion, a vote was called, all ayes, adjourned
at 7:30PM