



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 special work session and meeting on **Thursday, January 12, 2023**, 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. Consideration of Approval**
 - a. Discussion and election of board officers, Chair, Vice Chair and Treasurer.
 - b. Appoint signers to the Zions Bank Checking Account and Public Treasurers Investment Fund

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

- c. Discussion and possible approval of the annual meeting schedule
- d. Discussion and possible recommendation to the County Council of the promissory note between North Summit Fire District and Summit County Treasurer. (Ben Nielson and Mike Novak)
- e. Discussion about the Community Development Block Grant (CDBG) (Ben Nielson)
- f. Discussion and possible approval of Job Descriptions, Fire Captain - Operations, Fire Captain – Administrative, Engineer, Firefighter I/EMTB, Firefighter II/AEMT, Firefighter II/Paramedic (Ben Nielson)
- g. Discussion and possible approval of the First Responder Mental Health Services Grant Memorandum of Understanding (Ben Nielson)
- h. Discussion and possible recommendation to the County Council for a public hearing and adoption of the Impact Fees Facilities Plan (IFFP) (Ben Nielson)
- i. Treasurer Report (Mike Novak)
- j. Chief's Report. Discussion of current operational status. (Ben Nielson)
- k. Review and possible approval of Accounts Payable. (Tyler Rowser)
- l. Review and possible approval of the meeting minutes of; October 20, 2022, October 24, 2022, and November 10, 2022

7. Board Comments.

8. Adjourn.

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, subject to the exception that an item shall be placed on the agenda upon the agreement of any two Board Members.
 - 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.

<< [Previous Section \(17B-1-632\)](#) Download Options [PDF](#) | [RTF](#) [Next Section \(17B-1-634\)](#)
| [XML](#) >>

Index Utah Code

Title 17B Limited Purpose Local Government Entities - Local Districts

Chapter 1 Provisions Applicable to All Local Districts

Part 6 Fiscal Procedures for Local Districts

Section 633 District treasurer -- Duties generally.

17B-1-633. District treasurer -- Duties generally.

- (1) (a) The board of trustees of each local district shall appoint a district treasurer.
 - (b) (i) If required, the treasurer may be chosen from among the members of the board of trustees, except that the board chair may not be district treasurer.
 - (ii) The district clerk may not also be the district treasurer.
- (2) The district treasurer is custodian of all money, bonds, or other securities of the district.
- (3) The district treasurer shall:
 - (a) determine the cash requirements of the district and provide for the deposit and investment of all money by following the procedures and requirements of [Title 51, Chapter 7, State Money Management Act](#);
 - (b) receive all public funds and money payable to the district within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue;
 - (c) keep an accurate detailed account of all money received under Subsection (3) (b) in the manner provided in this part and as directed by the district's board of trustees by resolution; and
 - (d) collect all special taxes and assessments as provided by law and ordinance.

Renumbered and Amended by Chapter [329](#), 2007 General Session

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Proposed 2023 General Session legislation affecting section 17B-1-633: [H.B. 22](#)

STATE SENATE

350 North State, Suite 320
PO Box 145115
Salt Lake City, Utah 84114
Telephone: (801) 538-1408
<https://senate.utah.gov>

[Contact a Senator](#)

HOUSE OF REPRESENTATIVES

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Salt Lake City, Utah 84114
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Index Utah Code

Title 17B Limited Purpose Local Government Entities - Local Districts

Chapter 1 Provisions Applicable to All Local Districts

Part 6 Fiscal Procedures for Local Districts

Section 635 Duties with respect to issuance of checks.

17B-1-635. Duties with respect to issuance of checks.

- (1) The district clerk or other designated person not performing treasurer duties shall prepare the necessary checks after having determined that:
- (a) the claim was authorized by:
 - (i) the board of trustees; or
 - (ii) the local district financial officer, if the financial officer is not the clerk, in accordance with Section [17B-1-642](#);
 - (b) the claim does not overexpend the appropriate departmental budget established by the board of trustees; and
 - (c) the expenditure was approved in advance by the board of trustees or its designee.
- (2) (a) (i) The treasurer or any other person appointed by the board of trustees shall sign all checks.
- (ii) The person maintaining the financial records may not sign any single signature check.
- (b) In a local district with an expenditure budget of less than \$50,000 per year, a member of the board of trustees shall also sign all checks.
- (c) Before affixing a signature, the treasurer or other designated person shall determine that a sufficient amount is on deposit in the appropriate bank account of the district to honor the check.

Renumbered and Amended by Chapter [329](#), 2007 General Session

<< [Previous Section \(17B-1-634\)](#)

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Proposed 2023 General Session legislation affecting section 17B-1-635: [H.B. 22](#)

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PUBLIC NOTICE is hereby given pursuant to Utah Code §52-4-202.2a, that the Administrative Control Board (the “Board”) of the North Summit Fire District (the “District”) will hold regularly scheduled meetings on the following dates. Meetings will begin at 6:00PM at the Summit County Courthouse, 60 N. Main St., Coalville, UT 84017

February 9, 2023

March 9, 2023

April 13, 2023

May 11, 2023

June 8, 2023

July 13, 2023

August 17, 2023 (3rd Thursday)

September 14, 2023

October 12, 2023

November 9, 2023

December 14, 2023

January 11, 2024

The District reserves the right to cancel, amend, or hold additional meetings or change the time and location.

Published in the Summit County News January 18 & 25, 2023

PROMISSORY NOTE

LENDER'S NAME: **SUMMIT COUNTY, a political subdivision of the State of Utah**

LENDER'S ADDRESS: Summit County Courthouse, P.O. Box 128, 60 North Main Street,
Coalville, Utah 84017

BORROWER'S NAME: **NORTH SUMMIT FIRE SERVICE DISTRICT, a Special Service District
of the State of Utah**

BORROWER'S ADDRESS: 86 E. Center Street, Coalville, Utah 84017

Principal Amount: Up to U.S. \$2,100,000.00

Term: 12 months

Annual interest to be determined based on PTIF and dollar value of draws

FOR VALUE RECEIVED, the Borrower hereby acknowledges itself indebted to Lender and promises to pay to or to the order of the Lender at Summit County Treasurer's Office, 60 N. Main Street, Coalville, Utah 84017, or as otherwise directed in writing by the Lender, the principal sum of up to \$2,100,000.00 with interest as described herein, the total sum to be due and payable on or before December 31, 2023, whereupon this line of credit shall be closed.

The Lender agrees to hold open the face value of this Note as a revolving line of credit ("LOC") for Borrower, which may make a maximum of one (1) draw per month. Interest shall be variable based on PTIF rates as published by the Utah State Treasurer. Interest will be calculated, charged, and due monthly based upon Borrower's average daily balance and applicable interest rate. All monthly Principal and Interest payments shall be withheld from Lender's monthly tax distributions to Borrower during the year, and the final balance shall be withheld from 2023 property tax collections distributed to Borrower in December 2023. Lender agrees to provide Borrower with a monthly statement showing LOC activity and balance due. Borrower agrees to pay an Administration Fee of 5 basis points (0.05%), which shall be due no later than December 31, 2023, and will be calculated based upon the sum of all draws taken but in no case may exceed \$1,000.00.

This Promissory Note may, in whole or in part, be prepaid without penalty before the maturity date hereof.

In the event of default in payment of any amount of principal or interest under this Promissory Note, the entire remaining principal sum and all interest accrued shall, at the option of the Lender, become immediately due and payable without presentment, notice or demand.

The Lender may assign all of its right, title, and interest in, to and under this Promissory Note. All payments required to be made hereunder shall be made by the Borrower without any right of set off or counterclaim.

Security Interest

Whereas, in further consideration of this Promissory Note and as inducement to the Lender to extend a loan to the Borrower, the Borrower grants the Lender a security interest in the following: 2023 Property Tax Proceeds of the Borrower.

1. The Borrower agrees not to dispose of or transfer the rights to the 2023 Property Tax Proceeds without the prior written consent of the Lender.
2. The Borrower waives all defenses based on suretyship or impairment of the 2023 Property Tax Proceeds.
3. Upon default by the Borrower under the terms of this Promissory Note and within three (3) days of demand by the Lender, the Borrower shall deliver the 2023 Property Tax Proceeds to the Lender.
4. The Lender agrees that 2023 Property Tax Proceeds shall first be applied to repayment of monies due under this Promissory Note and that any surplus money shall be transferred to the Borrower.
5. The Borrower agrees that it shall remain liable for any shortfalls if the 2023 Property Tax Proceeds are not sufficient to repay all monies due under the Promissory Note.
6. No relaxation, indulgence, waiver, release or concession extended to the Borrower by the Lender and no delay or omission in the enforcement or exercising of the Lender's right under the Promissory Note shall affect the rights of the Lender hereunder.
7. This Promissory Note shall be binding upon and accrue to the benefit of the parties, their successors, legal representatives, and assigns.

8. This Promissory Note shall be construed, interpreted and governed in accordance with the laws of the State of Utah and should any provision be judged by an appropriate court of law as invalid, it shall not affect any of the remaining provisions whatsoever.

DATED: _____

SUMMIT COUNTY

NORTH SUMMIT FIRE
SERVICE DISTRICT

By: Summit County Council,
Governing Body

Corrie Forsling
Summit County Treasurer

Roger Armstrong
Chair

State of Utah)
) ss.
Summit County)

Subscribed and sworn to before me by CORRIE FORSLING, Summit County Treasurer, on this
___ day of _____, 2023.

Notary Public in and for the State
of Utah
Residing in Coalville, Utah
My commission expires: _____

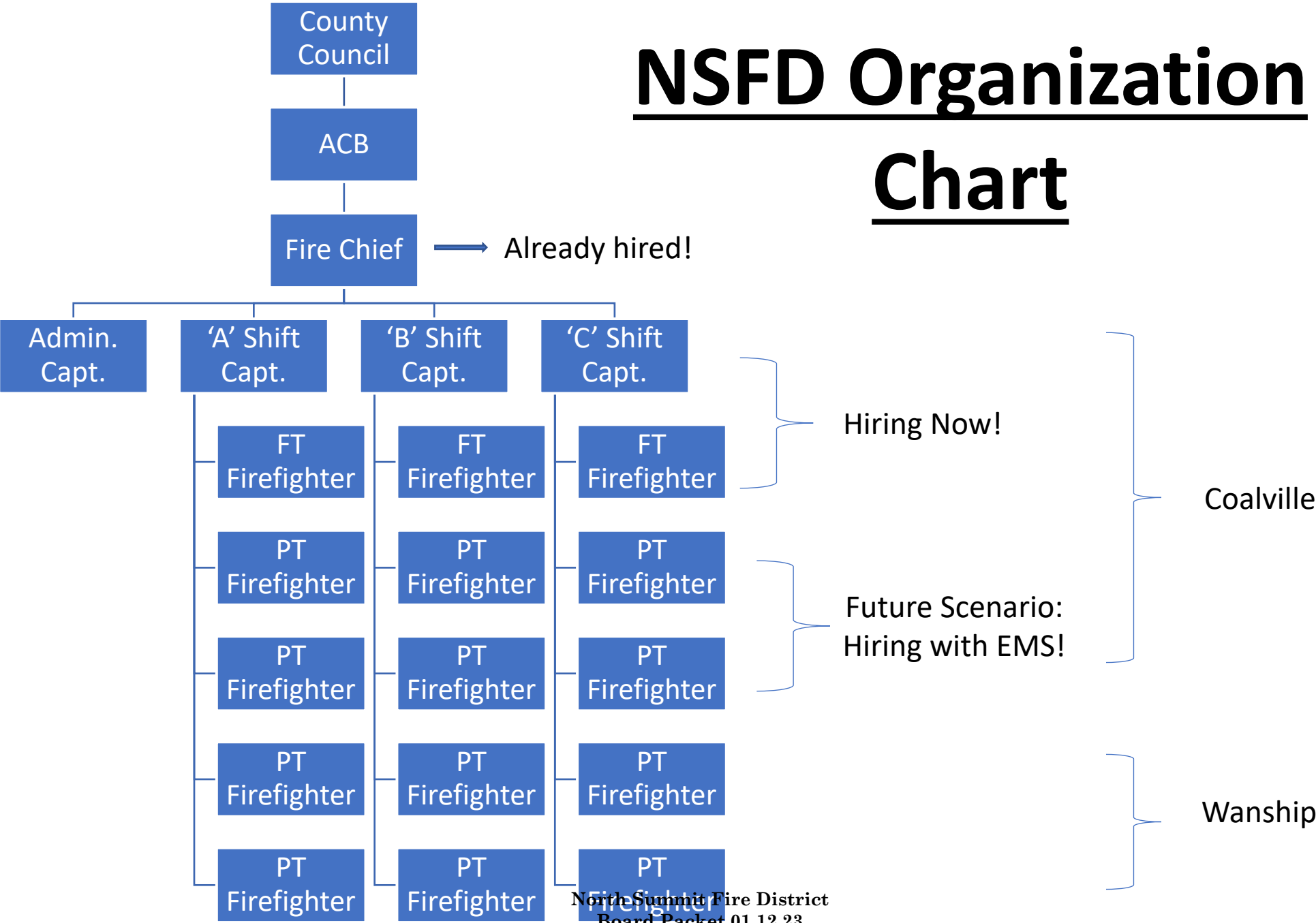
State of Utah)
) ss.
Summit County)

Subscribed and sworn to before me by ROGER ARMSTRONG, Chair of the Summit County
Council, on this ___ day of _____, 2023.

Notary Public in and for the State
of Utah
Residing in Coalville, Utah
My commission expires: _____

	Hourly Rate	Fringe Total	% of Base	Total Compensation
<u>Administrative Costs</u>				
Admin. Capt.	\$ 38.47	\$ 49,421.04	62%	\$ 129,438.64
Fire Chief (Ben)	\$ 50.25	\$ 57,975.57	55%	\$ 162,495.57
Totals:		\$ 107,396.61		
			Admin. Total:	\$ 291,934.21
<u>Full-Time</u>				
Ops. Captain - FT	27.75	\$ 38,690.40	48%	\$ 134,677.65
Ops. Captain - FT	27.75	\$ 45,985.44	58%	\$ 141,972.69
Ops. Captain - FT	27.75	\$ 45,985.44	58%	\$ 141,972.69
FF II/AEMT - FT	16.7	\$ 30,893.52	64%	\$ 88,658.82
FF II/AEMT - FT	16.7	\$ 30,893.52	64%	\$ 88,658.82
FF II/AEMT - FT	16.7	\$ 30,893.52	64%	\$ 88,658.82
Totals:		\$ 594,064.00		
			Full-time Total:	\$ 684,599.47
<u>Part-Time</u>				
30 FF's Total:		\$ 72,997.77	Part-time Total:	\$ 617,250.73
		\$ 774,458.39	Total Compensation W/ Fringe:	\$ 1,593,784.42
			Operations Budget	\$ 478,290
			Full - Budget amount	\$ 2,072,074

NSFD Organization Chart



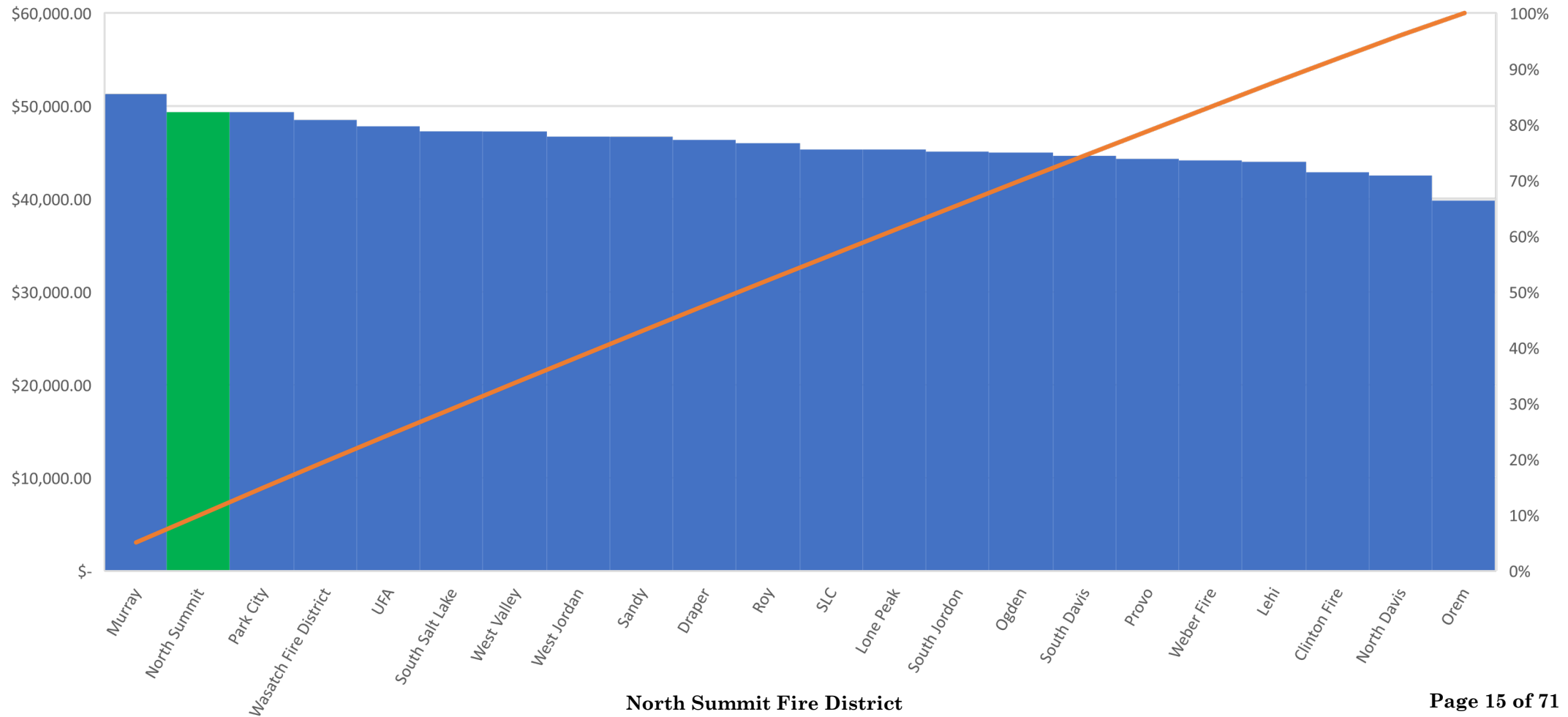
Certifications	
<u>Minimum Qualifications</u>	<u>Pay Range</u>
Firefighter I/EMT	\$14.67 - \$20.88
Firefighter II/AEMT	\$15.40 - \$21.92
Firefighter II/Paramedic	\$18.48 - \$25.19
Captain	\$27.75 - \$31.35

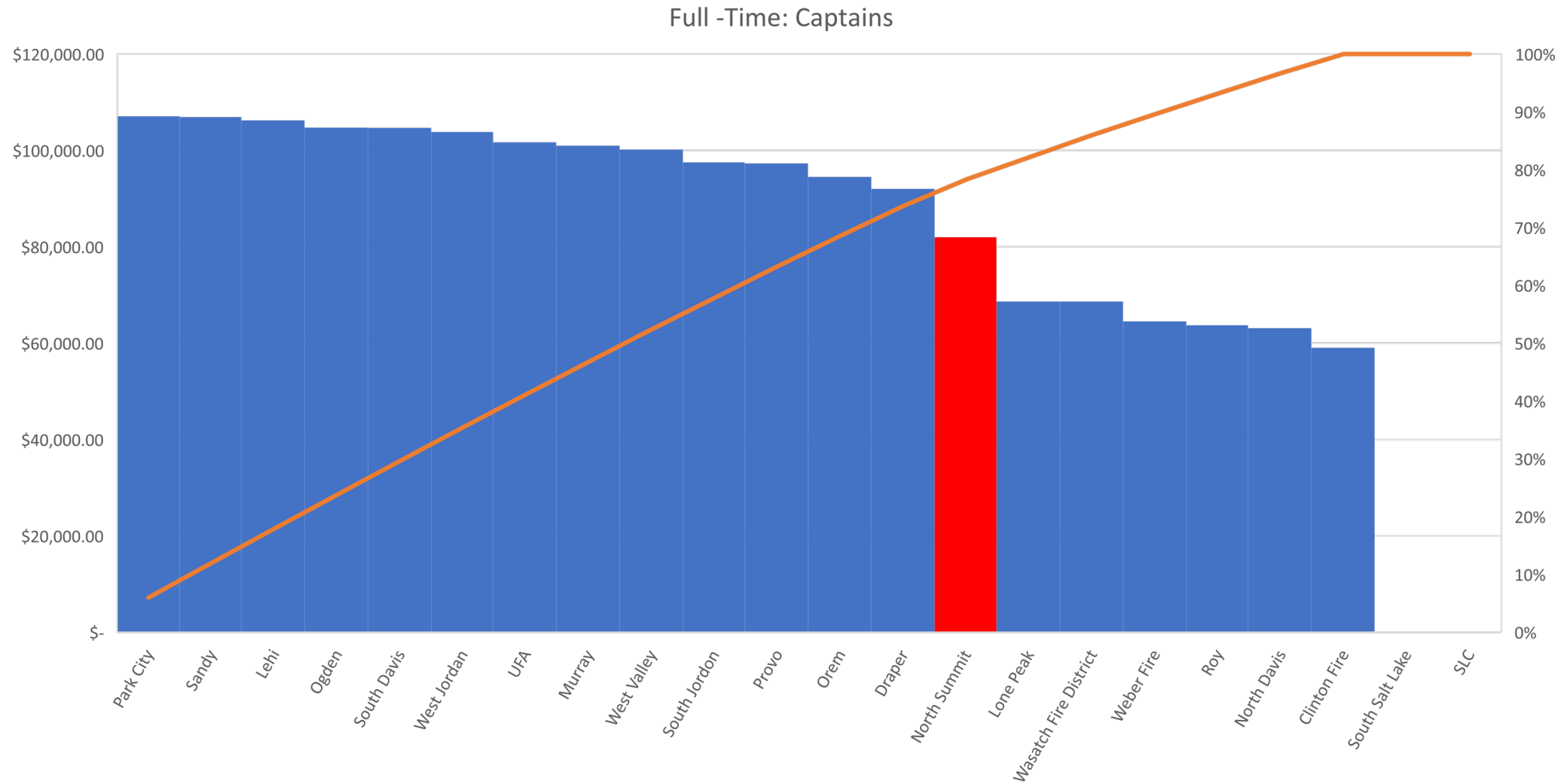
Currently no room in this budget for COLA, Merit, or Pay scale.

Wage Analysis

(Davis, Weber, Salt Lake, Utah, & Wasatch Counties)

Full-time: FF II/AEMT





Hiring Process

- Wage analysis - Complete
- Wage recommendation - Complete
- Updated job descriptions – Complete, but need adoption tonight by ACB
- Organizational Chart – Complete
- Station Staffing – In process

Flow Chart: Hiring process

- Job announcements and posting (Internal and external; Min. 7 days)
- Application process
- Testing/Examination process
 - Open competitive process
 - Eligible list
 - Additional selection process
 - Final Chief Interview
 - Conditional job offers
 - Physical examination/Drug testing/background check
 - Employment eligibility verification
 - Employee induction
 - Orientation period
 - 6 months to 1 yr.

North Summit Fire District
Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Fire Captain – Operations
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I. JOB SUMMARY

Under the general guidance and direction of the Fire Chief the Operational Captain performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing programs essential to the effective performance of the North Summit Fire District (NSFD).

This position is responsible for the supervision of assigned fire companies. This is a working level supervisory position requiring the effective use of independent judgement, teamwork principles and leadership capabilities in the completion of assigned activities and operational tasks. During emergency operations, this position will be responsible for incident command and/or the issuance of orders pertaining to fire suppression and property conservation until relieved.

II. FLSA STATUS AND WORK HOURS

This is an FLSA non-exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

III. TOOLS AND EQUIPMENT USED

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

IV. 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.

Operational Captains must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. Operation Captains are also required to participate in the (P.A.T.) Physical Agility Test, as per the NSFD Personnel Policy. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

V. 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 outside 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.

VI. ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- A. Responds to alarms as incident commander and ensures that pertinent priorities, strategies, and tactics are performed in an effective, efficient manner by assigned companies.
- B. Supervises all Firefighter I, II, Engineer I, II and Apprentice Firefighter positions under the

North Summit Fire District

Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Fire Captain – Operations
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direction of the Chief and Deputy Chief.

- C. Performs and supervises firefighting activities including driving all fire apparatus, operating pumps, and related equipment, laying hose, and performing fire suppression and containment tasks.
- D. Responds to medical emergency calls as dispatched and ensures scene safety and determines scene priorities.
- E. Identifies training needs and assists in developing classes and drills to meet these needs.
- F. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- G. Participates in the preplan and inspection of buildings, the inspection of hydrants, and other fire suppression systems as required.
- H. Complies with NSFD Policies and Procedures and ensures compliance of all subordinates and/or assigned personnel.
- I. Directs and delegates work assignments until complete.
- J. Supervises all assigned work to be certain that companies follow all safety measures and standard operational procedures.
- K. Provides training to assigned personnel and/or companies in OSHA, NFPA and NSFD safety standards and operational procedures.
- L. Ensures that incident reports are completed after each incident.
- M. Maintains firefighting equipment, apparatus, and facilities. Performs minor repairs to district equipment.
- N. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- O. Presents programs to the community on safety, medical, and fire prevention topics.
- P. Performs salvage operations such as throwing salvage covers, water evacuation and debris removal.
- Q. Participates in physical fitness activities to maintain the capacity for sustained physical exertion.
- R. Performs other job-related duties as required by the NSFD administration.
- S. Assists in other supervisory and administrative activities as assigned.
- T. All duties and responsibilities designated by NSFD Fire Chief or his administration.

VII. MINIMUM QUALIFICATIONS

- A. High school diploma or GED equivalent.
- B. Must be (21) twenty-one years of age or older.
- C. Minimum of eight full years of experience and/or an equivalent combination of volunteer/part-time years of service.
- D. Must have American Heart Association Basic Life Support (BLS) for Healthcare Providers.
- E. Must have IS-100, IS-200, IS-700, and IS-800.
- F. (PALS) Pediatric Advanced Life Support
- G. (ACLS) Advanced Cardiac Life Support
- H. Must have Utah Firefighter II certification from Utah Fire Rescue Academy.
- I. Must have Utah Hazmat Operations certification from Utah Fire Rescue Academy.
- J. Must have NWCG Firefighter II or higher certification.
- K. Must have NREMT Advanced Emergency Medical Technician or higher certification.
- L. Must have Utah Apparatus Driver Operator – Pumper certification.
- M. Must have Utah Apparatus Driver Operator – Aerial certification.
- N. 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

NSFD Operational Policies and Procedures	Position Descriptions	Fire Captain – Operations
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- O. 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.
- P. 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.
- Q. 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.
- R. Must possess or be able to obtain by time of employment a valid Driver's License.
- S. Must have a stable driving history without record of suspension or revocation in any State.
- T. No felony convictions or disqualifying criminal history within the past seven years. Must be of good moral character and of temperate and industrious habits.
- U. This is a safety sensitive position and must pass a criminal background check and drug screen.
- V. This position does not qualify for tele-commuting.

VIII. DESIRED QUALIFICATIONS

- A. Utah Fire Officer I certification from Utah Fire Rescue Academy.
- B. IS-300, IS-400
- C. Associates Degree or Higher in Fire Science or a related field.
- D. NWCG Engine Boss certification.
- E. Utah Commission of Fire Officer Designation – Supervising Fire Officer certification.
- F. Fire Instructor II certification
- G. NREMT Paramedic Certification

NOTE:

The qualifications above may be substituted with an equivalent combination of education and experience in the Fire Service.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the 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

NSFD Operational Policies and Procedures	Position Descriptions	Fire Captain – Administrative
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I. JOB SUMMARY

Under the general guidance and direction of the Fire Chief the Administrative Captain performs a variety of technical, administrative, human resource, supervisory work in planning, organizing, directing, and implementing programs essential to the effective performance of the North Summit Fire District (NSFD).

This position is primarily responsible for administrative support, with secondary responsibilities of assisting, as needed, the supervision of assigned fire companies. This is a supervisory position requiring the effective use of independent judgement, teamwork principles and leadership capabilities in the completion of assigned activities and operational tasks. During emergency operations, this position can also be responsible for incident command and/or the issuance of orders pertaining to fire suppression and property conservation until relieved.

II. FLSA STATUS AND WORK HOURS

This is an FLSA non-exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

III. TOOLS AND EQUIPMENT USED

Personal computer, copy machine, facsimile machine, calculator, telephone, pager, and automobile. Emergency medical care equipment, Emergency apparatus, fire pumps, hoses, and other standard firefighting equipment, power equipment, small hand tools, ladders, radio, phone.

IV. 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; talk or hear; stand; walk; run; jump; handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. It is encouraged that this position also abides by the (P.A.T.) Physical Agility Test. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

V. 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. Work is performed primarily in office, vehicles, outdoor settings, and in all weather conditions, including temperature extremes, during day and night. Work is occasionally performed in emergency and stressful situations.

Individual may be exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

North Summit Fire District

Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Fire Captain – Administrative
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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. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

VI. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Plans, coordinates, supervises, evaluates and establishes procedures for NSFD Administrative Services, including ambulance billing and collection processes, records and reports management, district statistics and technical data, and district information technology in order to implement directives from the Fire Chief and/or Administrative Control Board.
- B. Researches, writes, and administers district grant and other miscellaneous funding sources. Responsible for annual audits of grant funding sources.
- C. Assists in the preparation and presentation of an annual budget for District Administrative Services. Acts as risk manager for the NSFD, assists with review of the annual inventory of District properties, and supervises NSFD general liability insurance policy and other insurance related issues.
- D. Prepares and submits reports to the Fire Chief and/or Administrative Control Board regarding District activities and prepares a variety of other reports as appropriate and requested by the Fire Chief.
- E. Oversees the administration of the NSFD web site.
- F. Oversees the NSFD Payroll and all systems and programs related to payroll.
- G. Has knowledge and experience in basic accounting principles and local government funding. In conjunction with the Fire Chief and acting as his designee oversees Human resources within the North Summit Fire District.
- H. Has knowledge and skills in District programs and software's. Also keeps up to date with software's of the fire industry.
- I. All duties and responsibilities designated by NSFD Fire Chief.

VII. PERIPHERAL DUTIES

Attends conferences and meetings to keep abreast of current trends in the field; represents the NSFD in a variety of local, county, state, and other meetings. Serves as a member of various employee committees.

- A. Responds to alarms as incident commander and ensures that pertinent priorities, strategies, and tactics are performed in an effective, efficient manner by assigned companies.
- B. Responds to medical emergency calls as dispatched and ensures scene safety and determines scene priorities.
- C. Identifies training needs and assists in developing classes and drills to meet these needs.
- D. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- E. Complies with NSFD Policies and Procedures and ensures compliance of all subordinates and/or assigned personnel.

North Summit Fire District

Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Fire Captain – Administrative
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- F. Directs and delegates work assignments until complete.
- G. Supervises all assigned work to be certain that companies follow all safety measures and standard operational procedures.
- H. Provides training to assigned personnel and/or companies in OSHA, NFPA and NSFD safety standards and operational procedures.
- I. Presents programs to the community on safety, medical, and fire prevention topics.
- J. All duties as assigned by the Fire Chief and/or Designee.

VIII. MINIMUM QUALIFICATIONS

- A. Must be a citizen of the United States of America at the time of application or provide proof of appropriate work permit.
- B. Minimum of eight full years of experience and/or an equivalent combination of volunteer/part-time years of service.
- C. Excellent oral and written communication skills. Must be able to read, write, and speak the English language.
- D. Thorough knowledge of modern fire suppression, prevention, and emergency medical services principles, procedures, techniques, and equipment.
- E. Working knowledge of the practical use of personal computers and applications.
- F. Significant knowledge of applicable laws, ordinances, and regulations as they pertain to emergency services.
- G. The ability to exercise sound judgment in evaluating situations and in making decisions. The ability to effectively give and receive verbal and written instructions and to establish and maintain effective working relationships with other employees, supervisors, and the public.
- H. Must possess, or be able to obtain by time of hire, a valid Utah Driver's License without record of suspension or revocation in any state.
- I. No felony convictions or disqualifying criminal histories.
- J. This position does qualify for tele-commuting.

IX. DESIRED QUALIFICATIONS

- A. Utah Fire Officer I certification from Utah Fire Rescue Academy.
- B. IS-300; IS-400
- C. Associates Degree or Higher in Fire Science or a related field.
- D. NWCG Engine Boss certification.
- E. Utah Commission of Fire Officer Designation – Supervising Fire Officer certification.

NOTE:

The qualifications above may be substituted with an equivalent combination of education and experience in the Fire Service.

North Summit Fire District
Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Fire Captain – Administrative
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The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the 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

NSFD Operational Policies and Procedures	Position Descriptions	Engineer
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I. JOB SUMMARY

Under the supervision of a Captain, and in compliance with Utah Law and Fire District Policies and Procedures, this position protects life and property by performing firefighting, advanced and emergency medical care, and fire suppression duties. Maintains fire equipment, apparatus, and facilities.

II. FLSA STATUS AND WORK HOURS

This is an FLSA non-exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

III. 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.

IV. 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; 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.

An Engineer must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. Engineers are required to participate in the (P.A.T.) Physical Agility Test, as per the NSFD Personnel Policy. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

V. 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 outside 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	Engineer
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VI. ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- A. Assists in the coordination, instruction, and/or supervision of all Firefighters as assigned.
- B. Performs firefighting activities including driving light (brush trucks/support vehicles) fire apparatus, operating pumps, and related equipment, laying hose, and performing fire suppression tasks.
- C. Responds to medical emergency calls and assists EMS personnel with patient care as needed.
- D. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- E. Participates in the preplan and inspection of buildings, the inspection of hydrants, and other fire suppression systems as required.
- F. Maintains firefighting equipment, apparatus, and facilities. Performs minor repairs to district equipment.
- G. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- H. Presents programs to the community on safety, medical, and fire prevention topics.
- I. Performs salvage operations such as throwing salvage covers, water evacuation and debris removal.
- J. Participates in physical fitness activities to maintain the capacity for sustained physical exertion.
- K. All duties and responsibilities designated by NSFD Fire Chief or his administration.

VII. MINIMUM QUALIFICATIONS

- A. High school diploma or GED equivalent.
- B. Must be (18) eighteen years of age or older.
- C. Must have American Heart Association Basic Life Support Instructor.
- D. Must have IS-100, IS-200, IS-700, and IS-800.
- E. (PALS) Pediatric Advanced Life Support
- F. (ACLS) Advanced Cardiac Life Support
- G. ADO Pumper certification
- H. ADO Aerial certification
- I. Must have Utah Firefighter II certification.
- J. Must have Utah Hazmat Operations.
- K. Must have NWCG Firefighter II certification (Red Card).
- L. Must have NREMT Advanced Emergency Medical Technician or higher certification.
- M. Must be a citizen of the United States of America at the time of application or provide proof of appropriate work permit.
- N. 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.

North Summit Fire District
Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Engineer
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- O. 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.
- P. 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.
- Q. Must possess or be able to obtain by time of employment a valid Driver's License.
- R. Must have a stable driving history without record of suspension or revocation in any State.
- S. No felony convictions or disqualifying criminal history within the past seven years. Must be of good moral character and of temperate and industrious habits.
- T. This is a safety sensitive position and must pass a criminal background check and drug screen.
- U. This position does not qualify for tele-commuting.

VIII. DESIRED QUALIFICATIONS

- A. Fire Instructor I
- B. NREMT Paramedic Certification
- C. NWCG Engine Bos Certification.

NOTE:

The qualifications above may be substituted with an equivalent combination of education and experience in the Fire Service.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the 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

NSFD Operational Policies and Procedures	Position Descriptions	Firefighter I/EMT-B
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I. JOB SUMMARY

Under the supervision of a Captain, and in compliance with Utah Law and Fire District Policies and Procedures, this FLSA non-exempt position protects life and property by performing firefighting, basic and emergency medical care, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

II. FLSA STATUS AND WORK HOURS

This is an FLSA non-exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

III. 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.

IV. 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.

A Firefighter I must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. Firefighters also are required to participate in the (P.A.T.) Physical Agility Test, as per the NSFD Personnel Policy. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

V. 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 outside 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	Firefighter I/EMT-B
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VI. ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- A. Assists in the coordination, instruction, and/or supervision of Apprentice Firefighters as assigned.
- B. Performs firefighting activities including driving light (brush trucks/support vehicles) fire apparatus, operating pumps, and related equipment, laying hose, and performing fire suppression tasks.
- C. Responds to medical emergency calls and assists EMS personnel with patient care as needed.
- D. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- E. Participates in the preplan and inspection of buildings, the inspection of hydrants, and other fire suppression systems as required.
- F. Maintains firefighting equipment, apparatus, and facilities. Performs minor repairs to district equipment.
- G. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- H. Presents programs to the community on safety, medical, and fire prevention topics.
- I. Performs salvage operations such as throwing salvage covers, water evacuation and debris removal.
- J. Participates in physical fitness activities to maintain the capacity for sustained physical exertion.
- K. All duties and responsibilities designated by NSFD Fire Chief or his administration.

VII. MINIMUM QUALIFICATIONS

- A. High school diploma or GED equivalent.
- B. Must be (18) eighteen years of age or older.
- C. Must have American Heart Association Basic Life Support (BLS) for Healthcare Providers.
- D. Must have IS-100, IS-200, IS-700, and IS-800.
- E. Must have Utah Firefighter I certification.
- F. Must have Utah Hazmat Awareness.
- G. Must have NWCG Firefighter II certification (Red Card).
- H. Must have NREMT Emergency Medical Technician Basic certification or higher.
- I. Must be a citizen of the United States of America at the time of application or provide proof of appropriate work permit.
- J. 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.

North Summit Fire District
Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Firefighter I/EMT-B
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- K. 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.
- L. 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.
- M. Must possess or be able to obtain by time of employment a valid Driver's License.
- N. Must have a stable driving history without record of suspension or revocation in any State.
- O. No felony convictions or disqualifying criminal history within the past seven years. Must be of good moral character and of temperate and industrious habits.
- P. This is a safety sensitive position and must pass a criminal background check and drug screen.
- Q. This position does not qualify for tele-commuting.

VIII. DESIRED QUALIFICATIONS

- A. (PALS) Pediatric Advanced Life Support
- B. (ACLS) Advanced Cardiac Life Support
- C. Fire Instructor I
- D. Firefighter II
- E. Utah Hazmat Operations certification

NOTE:

The qualifications above may be substituted with an equivalent combination of education and experience in the Fire Service.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the 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

NSFD Operational Policies and Procedures	Position Descriptions	Firefighter II/AEMT
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I. JOB SUMMARY

Under the supervision of a Captain, and in compliance with Utah Law and Fire District Policies and Procedures, this position protects life and property by performing firefighting, advanced and emergency medical care, and fire suppression duties. Maintains fire equipment, apparatus, and facilities.

II. FLSA STATUS AND WORK HOURS

This is an FLSA non-exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

III. 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.

IV. 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.

A Firefighter II must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. Firefighters also are required to participate in the (P.A.T.) Physical Agility Test, as per the NSFD Personnel Policy. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

V. 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 outside 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	Firefighter II/AEMT
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VI. ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- A. Assists in the coordination, instruction, and/or supervision of an Firefighter I/EMT-B and Firefighter I as assigned. May receive supervision from an Engineer.
- B. Performs firefighting activities including driving light (brush trucks/support vehicles) fire apparatus, operating pumps, and related equipment, laying hose, and performing fire suppression tasks.
- C. Responds to medical emergency calls and assists EMS personnel with patient care as needed.
- D. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- E. Participates in the preplan and inspection of buildings, the inspection of hydrants, and other fire suppression systems as required.
- F. Maintains firefighting equipment, apparatus, and facilities. Performs minor repairs to district equipment.
- G. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- H. Presents programs to the community on safety, medical, and fire prevention topics.
- I. Performs salvage operations such as throwing salvage covers, water evacuation and debris removal.
- J. Participates in physical fitness activities to maintain the capacity for sustained physical exertion.
- K. All duties and responsibilities designated by NSFD Fire Chief or his administration.

VII. MINIMUM QUALIFICATIONS

- A. High school diploma or GED equivalent.
- B. Must be (18) eighteen years of age or older.
- C. Must have American Heart Association Basic Life Support (BLS) for Healthcare Providers.
- D. Must have IS-100, IS-200, IS-700, and IS-800.
- E. Must have Utah Firefighter II certification.
- F. Must have Utah Hazmat Operations.
- G. Must have NWCG Firefighter II certification (Red Card).
- H. Must have NREMT Advanced Emergency Medical Technician or higher certification.
- I. Must be a citizen of the United States of America at the time of application or provide proof of appropriate work permit.
- J. 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.

North Summit Fire District
Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Firefighter II/AEMT
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- K. 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.
- L. 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.
- M. Must possess or be able to obtain by time of employment a valid Driver's License.
- N. Must have a stable driving history without record of suspension or revocation in any State.
- O. No felony convictions or disqualifying criminal history within the past seven years. Must be of good moral character and of temperate and industrious habits.
- P. This is a safety sensitive position and must pass a criminal background check and drug screen.
- Q. This position does not qualify for tele-commuting.

VIII. DESIRED QUALIFICATIONS

- A. ADO Pumper
- B. ADO Aerial
- C. (PALS) Pediatric Advanced Life Support
- D. (ACLS) Advanced Cardiac Life Support
- E. Fire Instructor I

NOTE:

The qualifications above may be substituted with an equivalent combination of education and experience in the Fire Service.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the 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

NSFD Operational Policies and Procedures	Position Descriptions	Firefighter II/Paramedic
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I. JOB SUMMARY

Under the supervision of a Captain, and in compliance with Utah Law and Fire District Policies and Procedures, this position protects life and property by performing firefighting, advanced and emergency medical care, and fire suppression duties. Maintains fire equipment, apparatus, and facilities.

II. FLSA STATUS AND WORK HOURS

This is an FLSA non-exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

III. 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.

IV. 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.

A Firefighter II must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. Firefighters also are required to participate in the (P.A.T.) Physical Agility Test, as per the NSFD Personnel Policy. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

V. 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 outside 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	Firefighter II/Paramedic
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VI. ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- A. Assists in the coordination, instruction, and/or supervision of all Firefighters as assigned. May receive supervision from an Engineer.
- B. Performs firefighting activities including driving light (brush trucks/support vehicles) fire apparatus, operating pumps, and related equipment, laying hose, and performing fire suppression tasks.
- C. Responds to medical emergency calls and assists EMS personnel with patient care as needed.
- D. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- E. Participates in the preplan and inspection of buildings, the inspection of hydrants, and other fire suppression systems as required.
- F. Maintains firefighting equipment, apparatus, and facilities. Performs minor repairs to district equipment.
- G. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- H. Presents programs to the community on safety, medical, and fire prevention topics.
- I. Performs salvage operations such as throwing salvage covers, water evacuation and debris removal.
- J. Participates in physical fitness activities to maintain the capacity for sustained physical exertion.
- K. All duties and responsibilities designated by NSFD Fire Chief or his administration.

VII. MINIMUM QUALIFICATIONS

- A. High school diploma or GED equivalent.
- B. Must be (18) eighteen years of age or older.
- C. Must have American Heart Association Basic Life Support Instructor.
- D. Must have IS-100, IS-200, IS-700, and IS-800.
- E. (PALS) Pediatric Advanced Life Support certification
- F. (ACLS) Advanced Cardiac Life Support certification
- G. Must have Utah Firefighter II certification.
- H. Must have Utah Hazmat Operations.
- I. Must have NWCG Firefighter II certification (Red Card).
- J. Must have NREMT Paramedic or higher certification.
- K. Must be a citizen of the United States of America at the time of application or provide proof of appropriate work permit.
- L. 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.

North Summit Fire District
Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Firefighter II/Paramedic
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- M. 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.
- N. 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.
- O. Must possess or be able to obtain by time of employment a valid Driver's License.
- P. Must have a stable driving history without record of suspension or revocation in any State.
- Q. No felony convictions or disqualifying criminal history within the past seven years. Must be of good moral character and of temperate and industrious habits.
- R. This is a safety sensitive position and must pass a criminal background check and drug screen.
- S. This position does not qualify for tele-commuting.

VIII. DESIRED QUALIFICATIONS

- A. ADO Pumper
- B. ADO Aerial
- C. Fire Instructor I
- D. EMS Instructor

NOTE:

The qualifications above may be substituted with an equivalent combination of education and experience in the Fire Service.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

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



State of Utah

SPENCER J. COX
Governor

DEIDRE M. HENDERSON
Lieutenant Governor

Department of Public Safety

JESS L. ANDERSON
Commissioner

July 1, 2022

FIRST RESPONDER MENTAL HEALTH SERVICES APPLICATION

The Department of Public Safety has formed a Mental Health Resources for First Responders Grant Funding Committee composed of individuals representing various organizations throughout the first responder community. The committee shall assist the department in reviewing applications and recommending grant award amounts to first responder agencies under the new Utah Code §53-21-103. Please be aware that time is of the essence in submitting applications. The committee will start meeting quarterly to review and award funding, beginning during the fourth quarter of the calendar year 2022. Also, note all grants are limited to one-time funding.

Grant application guidelines:

- A. First responder agencies or a group of first responder agencies may jointly apply for grant funding to provide mental health resources for first responders. If a group of agencies applies:
 - The group of agencies shall designate one first responder agency as the lead agency.
 - The lead agency shall:
 - take responsibility for applying for grant funding on behalf of the group of first responder agencies;
 - provide oversight of the mental health resources program for the group of agencies; and
 - provide a quarterly report for all agencies to the committee.
- B. If establishing a new program or expanding an existing program, the applicant will need to provide details of how the proposed plan will offer or expand mental health resources to first responders. Please indicate how the proposal will require mental health providers contracted or employed by the first responder agency to have training and experience in working with first responders and how the proposal will provide, at a minimum, the following services as required under §53-21-103(2):
 - regular periodic screenings for all employees within the first responder agency;
 - assessments and availability of mental health services for personnel directly involved in a critical incident within 12 hours of the incident; and
 - access to the mental health program for:

- spouses and children of first responders; and
 - first responders who have retired from the agency.
- C. Agency accountability is requested quarterly and includes that an agency does the following:
- maintain records for five years sufficient to show how the funding is used;
 - cooperate with the committee if and when the committee determines it is necessary to audit agency records or evaluate the use of the funding; and
 - provide a quarterly report to the committee that includes:
 - the amount of the grant funding;
 - the amount of grant funding expended by the agency and the purpose for which the grant funding was spent;
 - the amount of the grant funding not yet expended;
 - the number of first responders, family members, and retired first responders served; and
 - the types of services provided.

Regarding the above guidelines, please answer the questions in the [application](#) link.

Supporting documentation may be sent to mentalhealthgrant@utah.gov in addition to any questions you may have.

Ben Nielson

From: Joe Brown <jbrown@utah.gov>
Sent: Tuesday, November 29, 2022 3:08 PM
To: Ben Nielson
Subject: Mental Health Grant Award
Attachments: MOU-North Summit Fire District.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Chief Nielson, congratulations! North Summit Fire District's application for Mental Health Grant resources has been approved by the awarding committee for \$3,000.

Please look over the attached MOU and send a signed copy back to me. Once signed, we will be able to distribute the funds in full to your organization.

Please let us know who the check should be made out to and the address. We can use this to verify if your organization is already part of the state's vendor list. If so, we should be able to issue a check without any delay.

Best, Joe

--

Joseph Brown, CPA
Finance Director
Utah Department of Public Safety
Mobile: 801-618-7675



State of Utah

SPENCER J. COX
Governor

DEIDRE M. HENDERSON
Lieutenant Governor

Department of Public Safety

JESS L. ANDERSON
Commissioner

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered by and between North Summit Fire District (Recipient Entity) and the State of Utah, Department of Public Safety (DPS), stating the obligations that govern the award of state funds granted to the Recipient Entity from state funding received pursuant to House Bill 23 "First Responder Mental Health Service Amendments" passed in the 2022 General Legislative Session.

PURPOSE

This MOU is to implement the provisions of Utah Code Ann. §§ 53-21-103, which allows DPS to award grants to first responder agencies to assist with the costs of providing mental health resources to first responders.

AGREEMENT

Therefore the Parties agree to this MOU as follows:

- a. DPS shall issue a check to Recipient Entity in the amount of \$3,000.
- b. The Recipient Entity agrees to:
 - 1) use the awarded resources only in the manner set forth in Section 53-21-103;
 - 2) maintain records for five years sufficient to show how the funding is used;
 - 3) cooperate with the committee (awarding committee) created under Administrative Rule R714-570-10 if and when the committee determines it is necessary to audit agency records, and evaluate use of the funding; and
 - 4) provide a quarterly report to the committee that includes:
 - (a) the amount of grant funding awarded to the agency;
 - (b) the amount of grant funding expended by the agency, and the purposes for which the grant funding was expended;
 - (c) the amount of grant funding not yet expended by the agency;
 - (d) the number of first responders, family members, and retired first responders served; and the types of services provided
 - 5) return the grant funding to DPS if DPS determines that an agency has used grant funding for purposes not specified in Section 53-21-103.

This MOU shall be construed in accordance with the laws of the State of Utah. Each signatory below represents that he/she has the authority to agree to all the terms of this Agreement and bind their respective entity.

This MOU is in effect as of the last date when both signatories have signed this document. This MOU remains in effect until all funds have been spent by Recipient Entity, and a final report is received by DPS.

IN WITNESS WHEREOF.

DEPARTMENT OF PUBLIC SAFETY

RECIPIENT ENTITY

_____ Jess Anderson Commissioner, Public Safety	_____ Date	_____ Recipient Entity	_____ Date
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North Summit Fire District

DRAFT Public Safety Impact Fee Facilities Plan



IMPACT FEE FACILITIES PLAN NORTH SUMMIT FIRE DISTRICT

Executive Summary

Background

This Impact Fee Facilities Plan (IFFP) was prepared to meet the requirements of Utah Code §11-36a. Impact fees are a one-time fee charged to new development to help offset the capital costs associated with new growth in a community or special district. North Summit Fire District is one service area that covers areas of northern Summit County and that includes the entirety of North Summit Fire District.

New Development and Growth

Residential and non-residential growth creates the demand for new fire public safety capital facilities. Projected growth is shown in the following table:

TABLE 1: GROWTH PROJECTIONS

Year	Total Households	Non-Residential Square Feet
2022	2,501	488,091
2032	3,089	602,844

Identify the Existing and Proposed Levels of Service and Excess Capacity

Utah Code 11-36a-302(1)(a)(i)(ii)(iii)

The IFFP considers only *system* facilities in the calculation of impact fees. For the District, this has been determined to mean fire buildings, as well as fire vehicles that were or will be acquired within the next six years at a cost of \$500,000 or more.

Existing service levels are based on the current capital facilities (i.e., building square feet) as measured per demand unit. Demand units increase with development which generates more calls for service and, therefore, the need for more public building space. In addition, existing service levels for fire include fire vehicles acquired at a cost of \$500,000 or more.

The District currently has 16,050 square feet of building space at the following stations: Coalville, Henefer and Wanship.

The District had a total of 487 calls for service in 2022, with 29 of those calls for mutual aid and 25 pass-thru traffic calls.¹ The District projects a total of 602 calls in 2032. New development is not responsible for paying for the growth-related costs of pass-thru traffic and mutual aid but only the calls directly attributable to the new development itself. Of the total 602 calls, it is projected that 534 will be impact-fee eligible.

¹ Pass-thru traffic calls are for traffic calls from trips that do not originate or have a destination within the District.

On average, there are 0.1063 calls per residential dwelling unit annually and 0.00034 calls annually per nonresidential square foot of space.

TABLE 2: EXISTING LEVEL OF SERVICE - 2022

	Calls in 2022	Units in 2022	Calls per Unit
Residential	266	2,501	0.106320487
Non-Residential	167	488,091	0.000341575

With 487 total calls for service in 202 and 16,050 occupied building square feet, the existing level of service is 32.96 building square feet per call. Calls for service from new development will place additional demands on the existing space which will require some renovations in order to serve the additional demand.

Identify Demands Placed Upon Existing Public Facilities by New Development Activity at the Proposed Level of Service

Utah Code 11-36a-302(1)(a)(iv)

Additional personnel will be needed, and space must be available to accommodate them, to meet the demands from the additional calls for service associated with new development.

Identify How the Growth Demands Will Be Met

Utah Code 11-36a-302(1)(a)(v)

In order to maintain service levels, the District intends to redesign approximately 3,800 square feet of space to include dormitories that will allow for more personnel at the facilities to answer the increased calls for service.

Consideration of Revenue Sources to Finance Impacts on System Improvements

Utah Code 11-36a-302(2)

This Impact Fee Facilities Plan includes a thorough discussion of all potential revenue sources for public safety improvements. These revenue sources include grants, bonds, impact fees and any anticipated or accepted dedications of system improvements.

Utah Code Legal Requirements

Utah law requires that communities prepare an Impact Fee Facilities Plan before preparing an Impact Fee Analysis (IFA) and enacting an impact fee. Utah law also requires that communities give notice of their intent to prepare and adopt an IFFP. This IFFP follows all legal requirements as outlined below. The District has retained Zions Public Finance, Inc. (ZPFI) to prepare this Impact Fee Facilities Plan in accordance with legal requirements.

Notice of Intent to Prepare Impact Fee Facilities Plan

A local political subdivision must provide written notice of its intent to prepare an IFFP before preparing the Plan (Utah Code §11-36a-501). This notice must be posted on the Utah Public Notice website.

Preparation of Impact Fee Facilities Plan

Utah Code requires that each local political subdivision, before imposing an impact fee, prepare an impact fee facilities plan. (Utah Code 11-36a-301).

Section 11-36a-302(a) of the Utah Code outlines the requirements of an IFFP which is required to identify the following:

- (i) identify the existing level of service
- (ii) establish a proposed level of service
- (iii) identify any excess capacity to accommodate future growth at the proposed level of service
- (iv) identify demands placed upon existing facilities by new development activity at the proposed level of service; and
- (v) identify the means by which the political subdivision or private entity will meet those growth demands.

Further, the proposed level of service may:

- (i) exceed the existing level of service if, independent of the use of impact fees, the political subdivision or private entity provides, implements, and maintains the means to increase the existing level of service for existing demand within six years of the date on which new growth is charged for the proposed level of service; or
- (ii) establish a new public facility if, independent of the use of impact fees, the political subdivision or private entity provides, implements, and maintains the means to increase the existing level of service for existing demand within six years of the date on which new growth is charged for the proposed level of service.

In preparing an impact fee facilities plan, each local political subdivision shall generally consider all revenue sources to finance the impacts on system improvements, including:

- (a) grants
- (b) bonds
- (c) interfund loans
- (d) transfers from the General Fund
- (e) impact fees; and
- (f) anticipated or accepted dedications of system improvements.

Certification of Impact Fee Facilities Plan

Utah Code states that an impact fee facilities plan shall include a written certification from the person or entity that prepares the impact fee facilities plan. This certification is included at the conclusion of this analysis.

Existing Service Levels

Utah Code 11-36a-302(1)(a)(i)(ii)(iii)

Growth in Demand

Impacts on fire safety facilities will come from both residential and non-residential growth. Residential growth projections were based on Summit County population projections from the Kem C. Gardner Policy Institute. The number of household units was taken from the United States Census 2020. Building permits after 2020 were then added to the 2020 household units to determine the actual number of household units in 2022. Non-residential square feet were obtained from the Summit County Assessor's database. Future projections for non-residential square feet maintain the same proportion of square footage per household as at present.

TABLE 3: GROWTH PROJECTIONS, 2022-2032

Year	Households	Non-Residential Square Feet
2022	2,501	488,091
2023	2,651	517,364
2024	2,801	546,638
2025	2,837	553,664
2026	2,873	560,690
2027	2,909	567,715
2028	2,945	574,741
2029	2,981	581,767
2030	3,017	588,792
2031	3,053	595,818
2032	3,089	602,844

Source: Kem Gardner Policy Institute; Summit County Assessor's database; ZPFI

Residential and nonresidential growth will create increased demand for fire safety services as demonstrated by the increased calls for service that are projected to occur.

The increased calls for service, originating within the District, are projected as shown in the following table. While calls are received for pass-through traffic, these calls are not included in the calculation of impact fees.

TABLE 4: PROJECTED GROWTH IN CALLS FOR SERVICE

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2022	266	167	29	25	487
2023	282	177	31	26	516
2024	298	187	33	28	545
2025	302	189	33	28	552
2026	305	192	34	29	559

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2027	309	194	34	29	566
2028	313	196	35	29	573
2029	317	199	35	30	580
2030	321	201	35	30	587
2031	325	204	36	30	594
2032	328	206	36	31	602

Existing Service Levels

The District currently has 16,050 square feet of building space.

TABLE 5: EXISTING FACILITIES

Location	Year	Total SF	Structure	Land	Actual Cost
Coalville Station	1983	9,000	\$320,000	\$0	\$320,000
Henefer Station	1985	3,450	\$123,500	\$20,000	\$143,500
Wanship Station	1995	3,600	\$351,896	\$20,000	\$371,896
Total		16,050			\$835,396

The District had a total of 487 calls for service in 2022, with 29 of those calls for mutual aid and 25 pass-thru traffic calls.² The District projects a total of 602 calls in 2032. New development is not responsible for paying for the growth-related costs of pass-thru traffic and mutual aid but only the calls directly attributable to the new development itself. Of the total 602 calls in 2032, it is projected that 534 will be impact-fee eligible.

On average, there are 0.1063 calls per residential dwelling unit annually and 0.00034 calls annually per nonresidential square foot of space.

TABLE 6: EXISTING LEVEL OF SERVICE - 2022

	Calls in 2022	Units in 2022	Calls per Unit
Residential	266	2,501	0.106320487
Non-Residential	167	488,091	0.000341575

With 487 total calls for service in 2022 and 16,050 occupied building square feet, the existing level of service is 32.96 building square feet per call. Calls for service from new development will place additional demands on the existing space which will require some renovations in order to serve the additional demand.

Proposed Level of Service

The proposed level of service for fire station facilities is to maintain existing service levels by redesigning space to accommodate additional personnel to service the increased calls for service.

² Pass-thru traffic calls are for traffic calls from trips that do not originate or have a destination within the District.

The District plans on the following new construction within the timeframe of this study.

TABLE 7: PROPOSED FUTURE FACILITIES

Location	Construction Year	Square Feet	Cost in \$2022	Construction Year Expense
Coalville Dorm Addition	2023	1,000	\$100,000	\$103,000
Henefer Dorm Addition	2026	1,400	\$60,000	\$67,531
Wanship Dorm Addition	2023	1,400	\$60,000	\$61,800
New Facilities Total		3,800		\$232,331

Excess Capacity

The existing fire stations are at full capacity to serve the calls for service currently received.

Identify Demands Placed upon Existing Facilities by New Development Activity at the Proposed Level of Service

Demand will come from the increased residential and non-residential development, with calls for service increasing by 115 calls over the timeframe of this study.

Identify the Means by Which the Political Subdivision or Private Entity Will Meet Those Growth Demands

The District intends to renovate space to accommodate additional personnel as shown by the new construction costs in Table 7.

Manner of Financing for Public Facilities

Utah Code 11-36a-304(2)(c)(d)(e)

Impact fees will be used to fund the established growth-driven fire safety facilities.

Credits Against Impact Fees

Utah Code 11-36a-304(2)(f)

The Impact Fees Act requires credits to be paid back to development for future fees that may be paid to fund system improvements found in the IFFP, and that benefit existing development, so that new development is not charged twice. Credits may also be paid back to developers who have constructed or directly funded items that are included in the IFFP or donated to the District in lieu of impact fees, including the dedication of land for system improvements. This situation does not apply to developer exactions or improvements required to offset density or as a condition for development. Any item that a developer

funds must be included in the IFFP if a credit is to be issued and must be agreed upon with the District before construction of the improvements.

The standard impact fee can also be decreased to respond to unusual circumstances in specific cases in order to ensure that impact fees are imposed fairly. In certain cases, a developer may submit studies and data that clearly show a need for adjustment.

At the discretion of the District, impact fees may be modified for low-income housing, although alternate sources of funding must be identified.

Grants

The District is unaware of any potential grant sources for future public safety facilities. However, should it be the recipient of any such grants, it will then look at the potential to reduce impact fees.

Bonds

The District has no outstanding bonds.

Impact Fees

Because of the growth anticipated to occur in the District, impact fees are a viable means of allowing new development to pay for the impacts that it places on the existing system. This IFFP is developed in accordance with legal guidelines so that an Impact Fee Analysis may be prepared and the District may charge impact fees for public safety.

Anticipated or Accepted Dedications of System Improvements

Any item that a developer funds must be included in the IFFP if a credit against impact fees is to be issued and must be agreed upon with the District before construction of the improvements.

Certification

Zions Public Finance, Inc. certifies that the attached impact fee facilities plan:

1. Includes only the costs of public facilities that are:
 - a. allowed under the Impact Fees Act; and
 - b. actually incurred; or
 - c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;
2. Does not include:
 - a. costs of operation and maintenance of public facilities; or
 - b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents;
3. Complies in each and every relevant respect with the Impact Fees Act.



North Summit Fire District

DRAFT Public Safety Impact Fee Analysis



IMPACT FEE ANALYSIS NORTH SUMMIT FIRE DISTRICT

Executive Summary

Background

The Impact Fee Analysis (IFA) was prepared to meet the requirements of Utah Code §11-36a. Impact fees are a one-time fee charged to new development to help offset the capital costs associated with new growth in a community. The District includes one service area and all new development will be charged the same public safety impact fee regardless of where the development takes place.

Impacts to public safety from residential and non-residential growth are manifest in increased demand on fire services as evidenced by increased calls for service. The increased demand results in the need for more fire safety facility capacity. The total impacts are shown in the table below, with the following sections analyzing how the increased growth results in more calls for service and the need for more facility space.

Maximum fire impact fees, on a residential unit and nonresidential square foot basis, are summarized in the table below:

TABLE 1: SUMMARY OF RESIDENTIAL PER UNIT AND NONRESIDENTIAL SQUARE FOOT COSTS

	Calls per Unit/SF	2022 Fee per Unit/SF
Residential	0.11	\$169.21
Total Non-Residential Fee (Facilities & Apparatus)	0.000341575	\$0.54

New Development and Growth

Residential and non-residential growth creates the demand for new public safety capital facilities. Projected growth is shown in the following table:

TABLE 2: GROWTH PROJECTIONS

Year	Total Households	Non-Residential Square Feet
2022	2,501	488,091
2032	3,089	602,844

Source: Summit County; ZPFI

Residential and non-residential growth will result in the need for more fire facility space, as reflected by the growth in calls for service. Between 2022 and 2032 the District anticipates an increase of 115 calls for service.

TABLE 3: PROJECTED GROWTH IN CALLS FOR SERVICE

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2022	266	167	29	25	487
2032	328	206	36	31	602

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
<i>Source: North Summit Fire District; ZPFI</i>					

Impact on Consumption of Existing Capacity - *Utah Code 11-36a-304(1)(a)*

There is no existing excess capacity and therefore the fire buildings must be renovated in order to accommodate additional calls for service.

Impact on System Improvements by Anticipated Development Activity - *Utah Code 11-36a-304(1)(b)*

In order to meet the demands of new development, the District plans on renovating 3,800 square feet of building space in order to provide dormitories and expand the capacity of the District to serve additional calls for service.

Relationship of Anticipated Impacts to Anticipated Development Activity - *Utah Code 11-36a-304(1)(c)*

New development will be required to pay for its fair share of the additional capacity at the existing fire stations.

Proportionate Share Analysis - *Utah Code 11-36a-304(1)(d)*

A summary of the cost calculations, explained in more detail in the body of this report, is as follows:

TABLE 4: FIRE FEE CALCULATIONS – COST PER CALL

Description	Amount
Existing Facilities	\$1,388.83
New Construction	\$386.25
Consultant Costs	\$73.91
Credit for Benefits to New Development	(\$257.85)
TOTAL Cost per Call	\$1,591.14

The total cost per call is then multiplied by the average number of calls per unit to arrive at the maximum impact fees.

TABLE 5: SUMMARY OF MAXIMUM IMPACT FEES

	Calls per Unit/SF	2022 Fee per Unit/SF
Residential	0.11	\$169.17
Total Non-Residential Fee (Facilities & Apparatus)	0.000341575	\$0.54

For on-standard uses, the impact fee may be calculated by multiplying the cost per call (\$1,591.14) by the calls per unit for the non-standard use. The applicant requesting a non-standard impact fee adjustment must provide reasonable verification of the calls per unit before the District may consider an adjustment.

Utah Code Legal Requirements

Preparation of Impact Fee Analysis. Utah Code requires that “each local political subdivision... intending to impose an impact fee shall prepare a written analysis (Impact Fee Analysis or IFA) of each impact fee” (Utah Code 11-36a-303). This IFA follows all legal requirements as outlined below. The District has retained Zions Public Finance, Inc. (ZPFI) to prepare this Impact Fee Analysis in accordance with legal requirements.

Section 11-36a-304 of the Utah Code outlines the requirements of an impact fee analysis which is required to identify the following:

- anticipated impact on or consumption of any existing capacity of a public facility by the anticipated development activity;

- anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility;

- how anticipated impacts are reasonably related to the anticipated development activity

- the proportionate share of:

 - costs for existing capacity that will be recouped; and

 - costs of impacts on system improvement that are reasonably related to the new development activity; and

 - how the impact fee was calculated.

Further, in analyzing whether or not the proportionate share of the costs of public facilities are reasonably related to the new development activity, the local political subdivision or private entity, as the case may be, shall identify, if applicable:

- the cost of each existing public facility that has excess capacity to serve the anticipated development resulting from the new development activity;

- the cost of system improvements for each public facility;

- other than impact fees, the manner of financing for each public facility such as user charges, special assessments, bonded indebtedness, general taxes, or federal grants;

- the relative extent to which development activity will contribute to financing the excess capacity of and system improvements for each existing public facility, by means such as user charges, special assessments, or payment from the proceeds of general taxes;

- the relative extent to which development activity will contribute to the cost of existing public facilities and system improvements in the future;

the extent to which the development activity is entitled to a credit against impact fees because the development activity will dedicate system improvements or public facilities that will offset the demand for system improvements, inside or outside the proposed development;

extraordinary costs, if any, in servicing the newly developed properties; and

the time-price differential inherent in fair comparisons of amounts paid at different times.

Calculating Impact Fees. Utah Code 11-36a-305 states that for purposes of calculating an impact fee, a local political subdivision or private entity may include the following:

construction contract price;

cost of acquiring land, improvements, materials, and fixtures;

cost for planning, surveying, and engineering fees for services provided for and directly related to the construction of the system improvements; and

for a political subdivision, debt service charges if the political subdivision might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the costs of the system improvements.

Additionally, the Code states that each political subdivision or private entity shall base impact fee amounts on realistic estimates and the assumptions underlying those estimates shall be disclosed in the impact fee analysis.

Certification of Impact Fee Analysis. Utah Code 11-36a-306 states that an impact fee analysis shall include a written certification from the person or entity that prepares the impact fee analysis. This certification is included at the conclusion of this analysis.

Impact Fee Enactment. Utah Code 11-36a-202 states that a local political subdivision or private entity wishing to impose impact fees shall pass an impact fee enactment in accordance with Section 11-36a-402. Additionally, an impact fee imposed by an impact fee enactment may not exceed the highest fee justified by the impact fee analysts. An impact fee enactment may not take effect until 90 days after the day on which the impact fee enactment is approved.

Notice of Intent to Prepare Impact Fee Analysis. A local political subdivision must provide written notice of its intent to prepare an IFA before preparing the Analysis (Utah Code 11-36a-503(1)). This notice must be posted on the Utah Public Notice website. The District has complied with this noticing requirement for the IFA by posting notice.

Impact Fee Analysis

Utah Code allows political subdivisions to include only public safety buildings and fire vehicles with a cost of \$500,000 or more in the calculation of impact fees. This IFA is organized based on the legal requirements of Utah Code 11-36a-304.

Impact on Consumption of Existing Capacity – Utah Code 11-36a-304((1)(a))

Impacts on fire safety facilities will come from both residential and non-residential growth. Residential growth projections were based on Summit County population projections from the Kem C. Gardner Policy Institute. The number of household units was taken from the United States Census 2020. Building permits after 2020 were then added to the 2020 household units to determine the actual number of household units in 2022. Non-residential square feet were obtained from the Summit County Assessor's database. Future projections for non-residential square feet maintain the same proportion of square footage per household as at present.

TABLE 6: GROWTH PROJECTIONS, 2022-2032

Year	Households	Non-Residential Square Feet
2022	2,501	488,091
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2029	2,981	581,767
2030	3,017	588,792
2031	3,053	595,818
2032	3,089	602,844

Source: Summit County Assessor's Office; ZPFI

Residential and nonresidential growth will create increased demand for fire safety services as demonstrated by the increased calls for service that are projected to occur.

The increased calls for service, originating within the District, are projected as shown in the following table. While calls are received for pass-through traffic, these calls are not included in the calculation of impact fees.

TABLE 7: PROJECTED GROWTH IN CALLS FOR SERVICE

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2022	266	167	29	25	487
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2028	313	196	35	29	573
2029	317	199	35	30	580
2030	321	201	35	30	587
2031	325	204	36	30	594
2032	328	206	36	31	602

Excess Capacity

The existing fire stations will need to be redesigned to add capacity for the increased calls for service coming from new development. The District currently has 16,050 square feet of building space.

TABLE 8: EXISTING FACILITIES

Location	Year	Total SF	Structure	Land	Actual Cost
Coalville Station	1983	9,000	\$320,000	\$0	\$320,000
Henefer Station	1985	3,450	\$123,500	\$20,000	\$143,500
Wanship Station	1995	3,600	\$351,896	\$20,000	\$371,896
Total		16,050			\$835,396

The District had a total of 487 calls for service in 2022, with 29 of those calls for mutual aid and 25 pass-thru traffic calls.¹ The District projects a total of 602 calls in 2032. New development is not responsible for paying for the growth-related costs of pass-thru traffic and mutual aid but only the calls directly attributable to the new development itself. Of the total 602 calls, it is projected that 534 will be impact-fee eligible.

On average, there are 0.1063 calls per residential dwelling unit annually and 0.00034 calls annually per nonresidential square foot of space.

TABLE 9: EXISTING LEVEL OF SERVICE - 2022

	Calls in 2022	Units in 2022	Calls per Unit
Residential	266	2,501	0.106320487
Non-Residential	167	488,091	0.000341575

With 487 total calls for service in 2022 and 16,050 occupied building square feet, the existing level of service is 32.96 building square feet per call. Calls for service from new development will place additional demands on the existing space which will require some redesign to serve the additional demand.

¹ Pass-thru traffic calls are for traffic calls from trips that do not originate or have a destination within the District.

Identify the Means by Which the Political Subdivision or Private Entity Will Meet Those Growth Demands – *Utah Code 11-36a-304((1)(b))*

The District plans on the following new construction within the timeframe of this study.

TABLE 10: PROPOSED FUTURE FACILITIES

Location	Construction Year	Square Feet	Cost in \$2022	Construction Year Expense
Coalville Dorm Addition	2023	1,000	\$100,000	\$103,000
Henefer Dorm Addition	2026	1,400	\$60,000	\$67,531
Wanship Dorm Addition	2023	1,400	\$60,000	\$61,800
New Facilities Total		3,800		\$232,331

Relationship of Anticipated Impacts to Anticipated Development Activity – *Utah Code 11-36a-304((1)(c))*

Additional public safety facilities are needed due to new development and growth. One way of measuring the increased demand for services is through the number of calls for service. As calls for service increase, public safety departments are forced to expand and need more space or redesigned space to house the increased demand for services.

Proportionate Share Analysis – *Utah Code 11-36a-304((1)(d))*

The proportionate share analysis includes the following steps:

- 1) Project increased population and nonresidential growth
- 2) Project increased calls for service, keeping the ratio of calls for service for residential units and nonresidential square feet constant with existing ratios
- 3) Project the need to accommodate increased calls for service
- 4) Calculate the cost per call by dividing the cost of the increased public safety costs by the growth in calls
- 5) Allocate the cost per call to residential and nonresidential units based on the number of calls per residential unit and nonresidential square feet, respectively
- 6) Calculate the fair share of fire vehicle costs in excess of \$500,000 that are attributable to new development.

The first step is to take the projected growth and calculate the additional calls for service that will result due to new development.

TABLE 11: PROJECTED CALLS PER UNIT

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2022	266	167	29	25	487
2023	282	177	31	26	516

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2024	298	187	33	28	545
2025	302	189	33	28	552
2026	305	192	34	29	559
2027	309	194	34	29	566
2028	313	196	35	29	573
2029	317	199	35	30	580
2030	321	201	35	30	587
2031	325	204	36	30	594
2032	328	206	36	31	602

The growth in development will result in the need for additional capacity. The cost to serve additional capacity is projected at \$232,311. Therefore, new development will need to buy in to the existing building, plus participate in its fair share of the expense required to expand capacity in the additional buildings.

TABLE 12: BUY-IN COST FOR EXISTING FACILITY

Description	Amount
Square Feet	16,050
Cost of Existing Buildings	\$835,396.41
Calls in 2032	602
Cost per Call	\$1,388.83

TABLE 13: NEW CONSTRUCTION COST

Description	Amount
Cost of New Construction	\$232,331
% to Existing Development	81%
% to New Development	19%
Total Costs to New Development, 2022-2032	\$44,418
Growth in Calls, 2022-2032	115
Cost per Call	\$386.25

In addition, impact fees can include consultant costs.

TABLE 14: CONSULTANT COSTS

Description	Amount
ZPFI	\$8,500
Growth in Calls, 2022-2032	115
Cost per Call	\$73.91

The cost per call is \$1,591.14 as shown in the table below.

TABLE 15: SUMMARY OF COST PER CALL

Summary - Cost per Call	
Existing Facilities	\$1,388.83
New Construction	\$386.25
Consultant Costs	\$73.91
Credit for Benefits to New Development	(\$257.85)
TOTAL Cost per Call	\$1,591.14

A credit needs to be made to account for the portion of the redesign of existing facilities that will benefit existing development so that new development does not pay twice. The cost of the redesign is \$232,331. New development is responsible for 19 percent of the cost based on the 115 additional calls divided by the 602 total calls for service within the timeframe of this study. Therefore, a total cost of \$188,105.75 (81 percent) will benefit new development and credits must be made to offset this cost. Assuming a 10-year timeframe, and spreading the cost evenly over the timeframe, there will be a cost of \$18,810.57 per year. The cost per year is then divided by the number of calls per year to arrive at an average cost per call.

TABLE 16: SUMMARY OF CREDITS PER YEAR

Year	Cost per Year	Calls	Cost per Call	NPV*
2023	\$18,810.57	516	\$36.44	\$257.85
2024	\$18,810.57	545	\$34.49	\$234.31
2025	\$18,810.57	552	\$34.05	\$211.53
2026	\$18,810.57	559	\$33.62	\$188.06
2027	\$18,810.57	566	\$33.21	\$163.84
2028	\$18,810.57	573	\$32.80	\$138.82
2029	\$18,810.57	580	\$32.41	\$112.96
2030	\$18,810.57	587	\$32.02	\$86.21
2031	\$18,810.57	594	\$31.64	\$58.50
2032	\$18,810.57	602	\$31.27	\$29.78

*NPV = net present value discounted at 5 percent.

In addition, non-residential development can be charged for its proportionate share of the costs associated with fire vehicles that cost in excess of \$500,000.

TABLE 17: SUMMARY OF MAXIMUM IMPACT FEES

	Calls per Unit/SF	2022 Fee per Unit/SF
Residential	0.11	\$169.21
Total Non-Residential Fee (Facilities & Apparatus)	0.000341575	\$0.54

For non-standard uses, the impact fee may be calculated by multiplying the cost per call (\$1,591.14) by the calls per unit for the non-standard use. The applicant requesting a non-standard impact fee adjustment must provide reasonable verification of the calls per unit before the District may consider an adjustment.

Certification

Zions Public Finance, Inc. certifies that the attached impact fee analysis:

1. includes only the costs of public facilities that are:
 - a. allowed under the Impact Fees Act; and
 - b. actually incurred; or
 - c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;
2. does not include:
 - a. costs of operation and maintenance of public facilities; or
 - b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents;
3. offsets costs with grants or other alternate sources of payment; and
4. complies in each and every relevant respect with the Impact Fees Act.

North Summit Fire District
Checks and Deposits
October 22 through December 31, 2022

Type	Date	Num	Name	Memo	Amount
1001 - Zions Bank					
Deposit	10/24/2022	ACH	Public Treasures (PTIF) Operating	Fund Transfer	19,993.16
Check	10/24/2022	ACH	Paylogics		-19,993.16
Deposit	10/24/2022			Station Rent	19.32
Deposit	10/26/2022			WC Refund & Inspection Fee	656.19
Deposit	10/26/2022			Fire Inspection	96.80
Deposit	10/26/2022			Station Rent	19.32
Check	10/30/2022	4646	Robert Gordon	2 shifts missed on Paycheck	-425.60
Check	10/31/2022	4647	Post Master	5,678 TNT Notices Mailing	-3,236.46
Deposit	10/31/2022			Station Rent	58.56
Check	10/31/2022	ACH	URS	Payroll Ending 10.15.22	-738.63
Check	11/01/2022	2	Public Treasures (PTIF) Operating	Fund Transfer	4,000.00
Check	11/01/2022	ACH	Health Equity	Health Savings	-125.00
Check	11/02/2022	ACH	Fareharbor	Refund Building Rent	-19.32
Deposit	11/03/2022	ACH		Plan Review	96.80
Deposit	11/04/2022	ACH		Equipment Sales	20,249.00
Check	11/08/2022	ACH	Health Equity	Admin Fee	-2.00
Deposit	11/08/2022	ACH		Plan Review	96.80
Check	11/09/2022	ACH	Paylogics	Payroll Ending 10.31.22	-20,850.71
Deposit	11/09/2022	ACH		Community Room Rent	38.94
Deposit	11/10/2022	ACH	Public Treasures (PTIF) Capital Projects	Fund Transfer	876.80
Deposit	11/10/2022	ACH	Public Treasures (PTIF) Operating	Fund Transfer	9,641.34
Bill Pmt -Check	11/10/2022	4648	All West Communications	Phone & Internet	-500.09
Bill Pmt -Check	11/10/2022	4649	Amazon Business	Mlc Supplies	-340.51
Bill Pmt -Check	11/10/2022	4650	AT&T Mobility	Phone Service	-80.08
Bill Pmt -Check	11/10/2022	4651	Colonial Flag	Flags & Flagpole Lights	-488.50
Bill Pmt -Check	11/10/2022	4652	Dominion Energy	Gas Service	-297.93
Bill Pmt -Check	11/10/2022	4653	Fuel Network	Fuel	-1,780.50
Bill Pmt -Check	11/10/2022	4654	Life-Assist	EMS Supplies	-13.50
Bill Pmt -Check	11/10/2022	4655	Post Master	VOID: PO Box Fee	0.00
Bill Pmt -Check	11/10/2022	4656	Republic Service	Trash Service	-244.65
Bill Pmt -Check	11/10/2022	4657	Rocky Mountain Power	Power Service	-600.41
Bill Pmt -Check	11/10/2022	4658	Siddons-Martin Emergnecy Group	E23 Repair final bill	-876.80
Bill Pmt -Check	11/10/2022	4659	Summit County Health Insurance	Health & Dental Insurance	-1,791.00
Bill Pmt -Check	11/10/2022	4660	Target Solutions Learning LLC	Scheduling software additional perople	-118.96
Bill Pmt -Check	11/10/2022	4661	Whites Auto Parts	Minor Equipmet Repairs	-34.91
Bill Pmt -Check	11/10/2022	4662	Zions Bank Bankcard Center	Visa Payment	-2,684.04
Deposit	11/10/2022	ACH		Community Room Rent	38.94
Deposit	11/14/2022	ACH	Citizen	Building Rent	58.26
Check	11/15/2022	ACH	URS	Payroll Ending 10.31.22	-738.63
Check	11/15/2022	ACH	Health Equity	Payroll Ending 10.31.22	-125.00
Deposit	11/22/2022	ACH	Public Treasures (PTIF) Operating	Fund Transfer	17,417.43
Check	11/22/2022	ACH	Paylogics	Payroll Ending 11.15.22	-20,500.53
Deposit	11/22/2022	ACH	Citizen	Building Rent	19.32
Deposit	11/23/2022	ACH	Public Treasures (PTIF) Operating	Fund Transfer	31,411.48
Bill Pmt -Check	11/23/2022	4668	Alpine Cleaning & Restoration Special...	50% Down on Henefer Station Repair	-30,712.33
Bill Pmt -Check	11/23/2022	4669	Amazon Business	Holiday Tree	-148.05
Bill Pmt -Check	11/23/2022	4670	Jeff Ovard	Lawn Care Station 22	-700.00
Bill Pmt -Check	11/23/2022	4671	KHSA	QB Hosting	-100.00

4:41 PM

01/09/23

Accrual Basis

North Summit Fire District
Checks and Deposits
October 22 through December 31, 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/23/2022	4672	Summit Merc.	Station Repair parts	-22.58
Deposit	11/23/2022			Inspection & Auto Insurance Refund	914.42
Deposit	11/30/2022	ACH	Citizen	Plan Review	96.80
Bill Pmt -Check	12/01/2022	4663	Alpine Cleaning & Restoration Special...	VOID: 50% Down on Henefer Station Repair	0.00
Bill Pmt -Check	12/01/2022	4664	Amazon Business	VOID: Holiday Tree	0.00
Bill Pmt -Check	12/01/2022	4665	Jeff Ovard	VOID: Lawn Care Station 22	0.00
Bill Pmt -Check	12/01/2022	4666	KHSA	VOID: QB Hosting	0.00
Bill Pmt -Check	12/01/2022	4667	Summit Merc.	VOID: Station Repair parts	0.00
Deposit	12/01/2022	ACH	Citizen	Station Rent	38.94
Deposit	12/02/2022	ACH	Zions Bank Bankcard Center	Cash back Savings	142.00
Deposit	12/05/2022	ACH	Citizen	Station Rent	38.94
Check	12/06/2022	ACH	Health Equity	Payroll Ending 11.15.22	-125.00
Bill Pmt -Check	12/06/2022	ACH	Sun Life	Life Insurance	-122.32
Check	12/07/2022	ACH	URS	Payroll Ending 11.15.22	-738.63
Check	12/08/2022	ACH	Paylogics	Payroll Ending 11.30.22	-19,846.00
Deposit	12/08/2022	ACH	Public Treasures (PTIF) Operating	Fund Transfer	20,709.63
Check	12/08/2022	ACH	Health Equity	Admin Fee	-2.00
Deposit	12/09/2022	ACH	Public Treasures (PTIF) Capital Projects	Fund Transfer	10,155.22
Deposit	12/09/2022	ACH	Public Treasures (PTIF) Operating	Fund Transfer	10,625.42
Bill Pmt -Check	12/09/2022	4673	All West Communications	Phone and Internet Service	-516.95
Bill Pmt -Check	12/09/2022	4674	Amazon Business	Tree light Timer	-18.39
Bill Pmt -Check	12/09/2022	4675	AT&T Mobility	iPad Service	-80.08
Bill Pmt -Check	12/09/2022	4676	Column Software PBC	Budget Hearing notice	-165.42
Bill Pmt -Check	12/09/2022	4677	Dominion Energy	Gas Service	-1,512.50
Bill Pmt -Check	12/09/2022	4678	Fuel Network	Fuel	-1,410.81
Bill Pmt -Check	12/09/2022	4679	Marc Giauque	Lawn Care Sta 23	-245.00
Bill Pmt -Check	12/09/2022	4680	Norco Inc.	LEL Sensors	-120.00
Bill Pmt -Check	12/09/2022	4681	Reliance Standard Life Insurance Co...	Life Insurance	-14.08
Bill Pmt -Check	12/09/2022	4682	Republic Service	Trash Service	-241.05
Bill Pmt -Check	12/09/2022	4683	Rocky Mountain Power	Power Service	-784.95
Bill Pmt -Check	12/09/2022	4684	Summit County Health Insurance	Health & Dental Insurance Payment	-1,791.00
Bill Pmt -Check	12/09/2022	4685	Summit Merc.	Ice Melt	-21.48
Bill Pmt -Check	12/09/2022	4686	Utah Communications Authority	Radio Programing	-10.00
Bill Pmt -Check	12/09/2022	4687	Weidner Fire	Fire Boots	-10,155.22
Bill Pmt -Check	12/09/2022	4688	Zions Bank Bankcard Center	Visa Card Payment	-5,001.91
Bill Pmt -Check	12/09/2022	4689	Amazon Business	Air Filters Sta 21	-146.22
Deposit	12/09/2022	ACH	Citizen	Plan Review	96.80
Deposit	12/14/2022	ACH	Citizen	Deposit	38.94
Deposit	12/19/2022	ACH	Citizen	Building Rent	38.94
Deposit	12/19/2022	ACH	Citizen	Plan Review Fee	96.80
Deposit	12/20/2022	ACH	Public Treasures (PTIF) Capital Projects	Fund Transfer	60,082.88
Deposit	12/20/2022	ACH	Public Treasures (PTIF) Operating	Fund Transfer	8,631.48
Bill Pmt -Check	12/20/2022	4690	AllwerX HVAC & Electrical	Repair heater at Sta 23	-170.00
Bill Pmt -Check	12/20/2022	4691	Amazon Business	Air Filters and Exit signs	-230.01
Bill Pmt -Check	12/20/2022	4692	Intermountain Healthcare	Medical Director Services	-2,403.00
Bill Pmt -Check	12/20/2022	4693	KHSA	QB Hosting	-100.00
Bill Pmt -Check	12/20/2022	4694	Steffen Design	Website Hosting & permit systme	-225.00
Bill Pmt -Check	12/20/2022	4695	Summit County News	TNT & Budget Hearing Public Notice	-565.48
Bill Pmt -Check	12/20/2022	4696	Summit Merc.	Ice Melt and Buckets for Sta 21 and 22	-60.55

4:41 PM

01/09/23

Accrual Basis

North Summit Fire District **Checks and Deposits** **October 22 through December 31, 2022**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/20/2022	4697	Wasatch Mountain News Media	TNT Hearing Notice	-630.00
Bill Pmt -Check	12/20/2022	4698	Weidner Fire	Turnouts and Turnout Rack	-64,476.54
Deposit	12/20/2022			Building Rent	60.00
Check	12/21/2022	ACH	URS	Payroll Ending 11.30.22	-738.63
Check	12/21/2022	ACH	Health Equity	Payroll Ending 11.30.22	-125.00
Deposit	12/22/2022	ACH	Public Treasures (PTIF) Operating	Fund Transfer	20,778.41
Deposit	12/22/2022	ACH	Public Treasures (PTIF) Operating	Fund Transfer	863.53
Check	12/22/2022	ACH	Paylogics	Payroll Ending 12.15.22	-20,778.41
Check	12/27/2022	ACH	URS	Payroll Ending 12.15.22	-738.53
Check	12/27/2022		Health Equity	Payroll Ending 12.15.22	-125.00
Check	12/27/2022	ACH	Citizen	Refund for Canceled Building Rent	-19.32
Check	12/27/2022	ACH	Citizen	Refund for Canceled Building Rent	-38.94
Deposit	12/29/2022	ACH	Citizen	Building Rent	58.56
Check	12/29/2022	ACH	Health Equity	HSA	-125.00
Check	12/29/2022	ACH	Paylogics	Payroll Ending 12.15.22 Correction	-790.70
Total 1001 - Zions Bank					-5,442.83
TOTAL					-5,442.83

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
October 20, 2022

1 Chair Armstrong called the meeting to order at 6:14PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Jim Rees - Excused

5 Treasurer Michael Novak

6 Louise Willoughby

7 Chris Robinson – Joined at 7:08

8 Ari Ioannides – Excused at 8:35

9 Don Donaldson - Excused

Staff Present

Ben Nielson, Fire Chief

Tyler Rowser, District Clerk

Ryan Stack. Deputy County Attorney

Public Present

Matt Leavitt

10

11 **Public Present Electronic**

12

13

14

15 **Item 2 Roll Call**

16 A quorum was present.

17 **Item 3 Pledge of Allegiance**

18 Chair Armstrong lead the board and public in the pledge of allegiance.

19 **Item 4 Closed session in compliance with Utah Code §52-4-205(1) as 20 needed, to discuss:**

21

22 a. Purchase, exchange, or lease of real property

23 b. Pending or reasonably imminent litigation

24 c. Personnel – to discuss the character, competence, or physical or mental
25 health of an individual

26 Tabled

27 **Item 5 Reconvene in Open Meeting**

28

29 **Item 6 Work Session**

30 a. **Chief's Report. Discussion of current operational status.**

31 Chief Nielson discussed the current staffing, call volume for the past
32 month and year to date. Also went over training that the district is
33 conducting.

34 i. Impact Fee update

Zions bank is still working on the impact fees and we are needing to have a general contractor look at our current buildings for what is needed and cost to remodel the stations for living quarters.

b. Update on Summit County EMS Services

Chair Armstrong updated on the board on the county councils decision to continue with the study that has been commissioned, and won't be making any changes until that study is completed.

c. Treasurer's Report.

Treasurer Novak explained the way the districts funds are held and invested and reviewed the budget for 2023.

d. Presentation on funding operations for 2023

Matt discussed the possibility of getting a tax anticipation note from Zions Bank, and the County Treasurer may also so a similar note until tax revenue comes in, in December 2023.

Item 7 Consideration of Approval

a. Appointment of a member to the Utah Association of Special Districts Board of Representatives and an Alternate Member.

Board Member Robinson motioned to appoint Treasurer Novak as the representative, Board Member Willoughby seconded the motion, a vote was called, all ayes, motion passed.

Board Member Robinson motioned to appoint Board Member Willoughby as the alternat representative, Treasurer Novak seconded the motion, a vote was called, all ayes, motion passed.

b. Discussion and possible approval of the roof repair at the Henefer Station, due to wind damage.

i. Tabled

c. Discussion and passable approval to enter into the Utah Communications Authority's cooperative purchase agreement for new public safety radios

Treasurer Novak motioned to enter into the Utah Communications Authority's cooperative purchases agreement for up to \$80,000, Board Member Robinson seconded the motion, a roll call vote was called,

Board Member Willoughby Aye

Board Member Robinson Aye

Board Member Ioannides Abstain

Treasurer Novak Aye

Chair Armstrong Aye

Motion passed

d. **Discussion and possible recommendation to the Summit County Council of the 2023 tentative and 2022 amended operating and capital budgets**

The board discussed the need for possible procurement for the repairs and needed further information. Item was tabled

e. **Discussion and possible recommendation to the Summit County Council of the Personnel Policies**

Chair Armstrong recommend that everyone review this and provide feedback to Chief and Ryan. Chair Armstrong would like to have the document cleaned up and resent back out to the board for review.

f. **Review and possible approval of Accounts Payable.**

Treasurer Novak motioned to approve accounts payable, Board Member Robinson seconded the motion, a vote was called, all ayes, motion passed.

Item 8 Approval of Minutes.

August 11, 2022, September 8, 2022, September 19, 2022

Board Member Willoughby motioned to approve the above listed meeting minutes, Treasurer Novak seconded the motion, a vote was called, all ayes, motion passed.

Item 9 Board Comments.

None

Item 10 Adjourn.

Board Member Willoughby motioned to adjourn, Treasurer Novak seconded the motion, a vote was called, all ayes, motion passed, adjourned at 8:42PM

Minutes

North Summit Fire Service District
Administrative Control Board
Special Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
October 24, 2022

1 Chair Armstrong called the meeting to order at 5:34PM

2 **Board Members Present**

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

Staff Present

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

Public Present

10
11 **Public Present Electronic**
12
13
14

15 **Item 2 Roll Call**

16 A quorum was present.

17 **Item 3 Pledge of Allegiance**

18 Chair Armstrong lead the board and public in the pledge of allegiance.

19 **Item 4 Consideration of Approval**
20

21 **a. Consideration and possible approval of the engagement of**
22 **Alpine Cleaning and Restoration to perform repairs to the**
23 **Henefer fire station.**

24 Chief Nielson went through the cost and insurance claim information.
25 Chair Armstrong explained the exceptions to the bid process, as Alpine
26 is on state contract.

27 Board Member Willoughby motioned to approve up to \$39,516.02 to
28 Alpine Cleaning and Restoration company that is on state contract for
29 the services being performed to repair to the Henefer station and the
30 contract for such services to be approved the county attorney and final
31 approval by the chair, Treasurer Novak seconded the motion, a roll call
32 vote was called,

33 Board Member Willoughby Aye

34 Board Member Ioannides Aye

35 Treasurer Novak Aye

36 Vice Chair Rees Aye
37 Chair Armstrong Aye
38 Motion Passed.
39

40 **Item 5 Board Comments.**

41 None

42 **Item 6 Adjourn.**

43 Board Member Ioannides motioned to adjourn, Vice Chair Rees
44 seconded the motion, a vote was called, all ayes, motion passed
45 adjourned at 5:46PM

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Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
November 10, 2022

1 Chair Armstrong called the meeting to order at 6:09PM

2 **Board Members Present**

3 Chair Roger Armstrong

4 Vice Chair Jim Rees

5 Treasurer Michael Novak

6 Louise Willoughby Excused after closed returned at 7:04

7 Chris Robinson - Electronic

8 Ari Ioannides - Electronic

9 Don Donaldson

Staff Present

Ben Nielson, Fire Chief

Tyler Rowser, District Clerk

Ryan Stack, Deputy County Attorney

Public Present

11 **Public Present Electronic**

15 **Item 2 Roll Call**

16 A quorum was present.

17 **Item 3 Pledge of Allegiance**

18 Chair Armstrong lead the board and public in the pledge of allegiance.

19 **Item 4 Closed session in compliance with Utah Code §52-4-205(1) as needed, to discuss:**

21 a. Purchase, exchange, or lease of real property

22 b. Pending or reasonably imminent litigation

23 c. Personnel – to discuss the character, competence, or physical or mental
24 health of an individual

25 Board Member Robinson motioned to move in to closed session for
26 litigation and discussion of real property, Vice Chair Rees seconded the
27 motion, a vote was called, all ayes, motion passed, closed session began
28 at 6:10PM and was moved to the County Attorney's conference room.
29 Present in the closed session, all present board members, Ryan Stack
30 and Ben Nielson

31 Treasurer Novak motioned to move from litigation to real property,
32 Board Member Donaldson seconded the motion, all ayes.

33 Vice Chair Rees motioned to adjourn from closed session, Treasure
34 Novak seconded the motion, a vote was called all ayes.

35 **Item 5 Reconvene in Open Meeting**

Reconvened in open session at 6:46PM

Item 6 Work Session

d. Chief's Report. Discussion of current operational status.

Chief Nielson went over the call volume for the past month, staffing and what he's doing to gear up for winter.

e. Treasurer's Report. (Mike Novak)

Treasurer Novak went over the 2023 budget and the amended budget for 2022.

f. Discussion of a possible Inter Local Agreement for Henefer Town to use Station 22 for housing equipment when they remodel their building.

Tabled

Item 7 Consideration of Approval

g. Discussion and possible approval of the roof repair at Station 22, due to wind damage

The district is insured up to replacement value, the insurance company is holding a portion of the claim until the project is completed.

Board Member Willoughby motioned to approve Alpine cleaning for repairs to Station 21 totaling of \$61,424.66 Board Member Donaldson seconded the motion, a vote was called, all ayes, motion passed.

h. Discussion and possible recommendation to the Summit County Council of the 2023 final and 2022 amended operating and capital budgets

Board Member Robinson motioned to recommend the 2023 final and 2022 amended operating and capital budgets to the County Council, Board Member Donaldson seconded the motion, a vote was called, all ayes, motion passed.

i. Discussion and possible recommendation to the Summit County Council of the Personnel Policies

Board Member Robinson motioned to recommend to the summit county council of the personnel policies with the edits, Board Member Donaldson seconded the motion, a vote was called, all ayes, motion passed.

j. Discussion and possible recommendation to the Summit County Council for approval of the Administrative Fire Captain job Description

Tabled

k. Review and possible approval of Accounts Payable.

Tabled

Item 8 Board Comments.

Chair Armstrong would like to cancel the December meeting unless board members felt they needed to have a meeting.

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Page 2 of 3

79 **Item 9 Adjourn.**

80 Treasurer Novak motioned to adjourn, Vice Chair Rees seconded the
81 motion, a vote was called, all ayes, adjourned at 8:23PM

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