



**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, April 13, 2023**, beginning at **6:00PM** at the Summit County Courthouse, Executive Conference Room (2<sup>nd</sup> Floor), 60 N. Main St., Coalville, UT 84017

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

or

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



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

## **AGENDA**

- 1. Call meeting to order**
- 2. Roll call**
- 3. Pledge of Allegiance**
- 4. Closed session in compliance with Utah Code §52-4-205(1) as needed, to discuss:**
  - a. Purchase, exchange, or lease of real property
  - b. Pending or reasonably imminent litigation
  - c. Personnel – to discuss the character, competence, or physical or mental health of an individual
- 5. Reconvene in Open Meeting**
- 6. Work Session**
  - a. Discussion of the Impact Fee Analysis (IFA) (Ben Nielson)
  - b. Discussion of the changes to the Open and Public Meetings Act and requirement for the district to adopt rules of order for meetings. (Tyler Rowser & Ryan Stack)
  - c. Chief's Report. Discussion of current operational status. (Ben Nielson)

### **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

**7. Consideration of Approval**

- a. Election of District Treasurer
- b. Appoint signers to the Zions Bank Checking Account and Public Treasurers Investment Fund
- c. Discussion and possible scheduling of a special meeting for the impact fee analysis public hearing.
- d. Review and possible approval of Accounts Payable. (Tyler Rowser)
- e. Review and possible approval of the meeting minutes of; March 9, 2023

**8. Board Comments.**

**9. Adjourn.**



# North Summit Fire District

## Public Safety Impact Fee Analysis



ZIONS PUBLIC FINANCE, INC.

## 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 – MAXIMUM 2023 FEE

	Calls per Unit/SF	2022 Fee per Unit/SF
Residential	0.1028	\$188.76
Total Non-Residential Fee (Facilities & Apparatus)	0.00043	\$0.78

#### 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	2,210	486,168
2032	2,444	537,595

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 52 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	227	207	29	21	485

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2023	230	210	30	21	490
2024	232	212	30	22	495
2025	234	214	30	22	500
2026	237	216	31	22	506
2027	239	218	31	22	511
2028	242	221	31	23	516
2029	244	223	31	23	521
2030	246	225	32	23	526
2031	249	227	32	23	531
2032	251	229	32	23	536

#### 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	\$1,557.40
New Construction	\$433.13
Consultant Costs	\$163.46
Credit for Benefits to New Development	(\$317.59)
<b>TOTAL Cost per Call</b>	<b>\$1,836.39</b>

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 - 2023

	Calls per Unit/SF	2022 Fee per Unit/SF
Residential	0.1028	\$188.76

	Calls per Unit/SF	2022 Fee per Unit/SF
Total Non-Residential Fee (Facilities & Apparatus)	0.00043	\$0.78

For non-standard uses, the impact fee may be calculated by multiplying the cost per call (\$1,836.39) 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 will 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	2,210	486,168
2023	2,234	491,310
2024	2,257	496,453
2025	2,281	501,596
2026	2,304	506,739
2027	2,327	511,881
2028	2,351	517,024
2029	2,374	522,167
2030	2,397	527,310
2031	2,421	532,452
2032	2,444	537,595

*Source: Summit County Economic Development; 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	227	207	29	21	485
2023	230	210	30	21	490
2024	232	212	30	22	495
2025	234	214	30	22	500



Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2026	237	216	31	22	506
2027	239	218	31	22	511
2028	242	221	31	23	516
2029	244	223	31	23	521
2030	246	225	32	23	526
2031	249	227	32	23	531
2032	251	229	32	23	536

## 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
<b>Total</b>		<b>16,050</b>			<b>\$835,396</b>

The District projects a total of 485 calls for service in 2022, with 29 of those calls for mutual aid and 25 pass-thru traffic calls.<sup>1</sup> The District projects a total of 536 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 536 calls, it is projected that 481 will be impact-fee eligible.

On average, there are 0.1028 calls per residential dwelling unit annually and 0.00043 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	227	2,210	0.1028
Non-Residential	207	486,168	0.00043

With 487 total calls for service in 2022 and 16,050 occupied building square feet, the existing level of service is 33.09 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.

<sup>1</sup> 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
<b>New Facilities Total</b>		<b>3,800</b>		<b>\$232,331</b>

## 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 FOR SERVICE

Year	Residential Calls	Non-Residential Calls	Mutual Aid	Pass-Thru Traffic Calls	TOTAL Calls
2022	227	207	29	21	485
2023	230	210	30	21	490
2024	232	212	30	22	495
2025	234	214	30	22	500
2026	237	216	31	22	506
2027	239	218	31	22	511
2028	242	221	31	23	516
2029	244	223	31	23	521
2030	246	225	32	23	526
2031	249	227	32	23	531
2032	251	229	32	23	536

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	536
<b>Cost per Call</b>	<b>\$1,557.40</b>

TABLE 13: NEW CONSTRUCTION COST

Description	Amount
Cost of New Construction	\$232,331
% to Existing Development	90%
% to New Development	10%
Total Costs to New Development, 2022-2032	\$22,523
Growth in Calls, 2022-2032	52
<b>Cost per Call</b>	<b>\$433.13</b>

In addition, impact fees can include consultant costs.

TABLE 14: CONSULTANT COSTS

Description	Amount
ZPFI	\$8,500
Growth in Calls, 2022-2032	52
<b>Cost per Call</b>	<b>\$163.46</b>

The cost per call is \$1,836.39 as shown in the table below.

TABLE 15: SUMMARY OF COST PER CALL

Summary - Cost per Call	
Existing Facilities	\$1,557.40
New Construction	\$433.13
Consultant Costs	\$163.46
Credit for Benefits to New Development	(\$317.59)
<b>TOTAL Cost per Call</b>	<b>\$1,836.39</b>

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 10 percent of the cost based on the 52 additional calls divided by the 536 total calls for service within the timeframe of this study. Therefore, a total cost of \$210,105.38 (90 percent) will benefit existing 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 \$21,010.54 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	\$21,010.54	490	\$42.86	\$317.59
2024	\$21,010.54	495	\$42.42	\$290.61
2025	\$21,010.54	500	\$41.98	\$262.73
2026	\$21,010.54	506	\$41.55	\$233.88
2027	\$21,010.54	511	\$41.14	\$204.02
2028	\$21,010.54	516	\$40.73	\$173.09
2029	\$21,010.54	521	\$40.33	\$141.01
2030	\$21,010.54	526	\$39.93	\$107.74
2031	\$21,010.54	531	\$39.55	\$73.19
2032	\$21,010.54	536	\$39.17	\$37.30

\*NPV = net present value discounted at 5 percent.

TABLE 17: SUMMARY OF MAXIMUM IMPACT FEES - 2023

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

The credit for benefits to existing development decreases slightly each year, as shown in Table 16. Therefore, the maximum fee that can be charged increases slightly each year as shown in Table 18.

TABLE 18: SUMMARY OF MAXIMUM IMPACT FEES – 2023 - 2032

Year	Cost per Call	Maximum Residential Fee	Maximum Non-Residential Fee per SF
2023	\$1,836.39	\$188.76	\$0.78
2024	\$1,863.37	\$191.53	\$0.79

Year	Cost per Call	Maximum Residential Fee	Maximum Non-Residential Fee per SF
2025	\$1,891.26	\$194.39	\$0.81
2026	\$1,920.10	\$197.36	\$0.82
2027	\$1,949.96	\$200.43	\$0.83
2028	\$1,980.90	\$203.61	\$0.84
2029	\$2,012.97	\$206.91	\$0.86
2030	\$2,046.25	\$210.33	\$0.87
2031	\$2,080.79	\$213.88	\$0.89
2032	\$2,116.68	\$217.57	\$0.90

For non-standard uses, the impact fee may be calculated by multiplying the cost per call (\$1,836.39) 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.



To: Administrative Control Board  
From: Tyler Rowser Administrative Captain/District Clerk  
Date: April 13, 2023  
Re: Intent to Increase 2023 Property Taxes  
Action: Review and Discussion

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### **BACKGROUND:**

During the 2023 legislative session, the legislature passed, and Governor Cox signed H.B. 21 OPEN AND PUBLIC MEETINGS ACT AMENDMENTS. Section 5 of the bill states. Section 17D-1-307 is enacted to read:

17D-1-307. Meetings of administrative control board.

(1) (a) Each meeting of the administrative control board shall comply with Title 52, Chapter 4, Open and Public Meetings Act.

(b) Subject to Subsection (2), an administrative control board shall:

(i) adopt rules of order and procedure to govern a public meeting of the administrative control board;

(ii) conduct a public meeting in accordance with the rules of order and procedure described in Subsection (1)(b)(i); and

(iii) make the rules of order and procedure described in Subsection (1)(b)(i) available to the public:

(A) at each meeting of the administrative control board; and

(B) if the special service district has a public website, on the website.

(2) Subsection (1)(b) does not affect the administrative control board's duty to comply with Title 52, Chapter 4, Open and Public Meetings Act.

### **DISCUSSION:**

Attorney Ryan Stack has drafted a set of rules of order for the board to review and discuss any changes they may want to make. This item will come back to the next meeting for final approval.

# **ADMINISTRATIVE CONTROL BOARD RULES OF ORDER AND PROCEDURE**

## **Order of Business and Organization of Board Agenda**

The Board shall consider business in the following order:

- 1.1. Closed session, if needed.
- 1.2. Work/Briefing Session (generally work/briefing sessions will be held prior to the regular sessions, upon call of the President/Chair or two Board Members).
- 1.3. Regular Session (will be held as determined by the Board and include Welcome, Introduction & Preliminary Matters)
  - a. Pledge of Allegiance
  - b. Public comments

The purpose of public comment is to allow residents to address the Board. Residents requesting to address the Board must state their name and area of residence for the minutes. In general, the chair will allow an individual two minutes to address the Board. A spokesperson, recognized as representing a group in attendance, may be allowed up to five minutes. At the conclusion of the citizen comment time, the chair may direct staff to assist the resident on the issue presented, direct the resident to the proper action, or take no action.
- 1.4. Consent Agenda

The Consent Agenda lists Board action items which require no further discussion, or which are routine in nature, including the minutes of prior meetings. All items on the Consent Agenda shall be adopted by a single motion and roll call vote. Prior to the motion to adopt the Consent Agenda, any Board member may have any item removed from the Consent Agenda in order to permit discussion on that item. If a majority of the quorum present at the Board meeting vote in favor of adopting the Consent Agenda, every item on the Consent Agenda shall be adopted.
- 1.5. Business Matters
- 1.6. Financial Matters
- 1.7. Other Matters
- 1.8. New Items for Subsequent Consideration
- 1.9. Notice of Future Meetings

The Board may, by motion and majority vote, proceed out of order to any order of business and return to order.

## **Motions**

- 2.1. Motions can be made or seconded by any member of the Board (the Chair shall generally refrain from making a motion unless it is evident that no other Board member is willing to do so). No motion shall be debated until it has been seconded and announced by the Chair.
- 2.2. Any motion may be modified by the sponsor of the motion, with the consent of the second, or withdrawn by the sponsor, with consent of the chair, at any time before amendment or voting.
- 2.3. When a question is under debate, the procedural motions listed below, shall require a majority vote of the quorum present at the Board meeting. The Chair will consider motions to:
  - a. Recess
  - b. Suspend the rules to address an immediate more urgent matter (this motion requires a two-thirds majority)
  - c. Cease debate and call for a vote (“call the question”)
  - d. Postpone to a set time and date
  - e. Refer to a committee
  - f. Limit debate
  - g. Table the motion (postpone indefinitely)
  - h. Amend
- 2.4. Any amendment must relate to the same subject as the original motion under consideration.

## **Debate**

- 3.1. The Chair shall recognize any Board member requesting recognition to speak, debate, make a motion, submit a report, or for any reason, address the Board, unless a motion taking precedence is offered.
- 3.2. The Chair shall recognize the author of the motion first and then others wishing to address the motion.
- 3.3. During debate, the Chair shall be responsible for maintaining order. If private discourse among or between Board members or any other disturbance disrupts the Board’s business, the Chair may call the Board to order. When the Chair calls the Board to order, all discussion and other disturbance shall cease.
- 3.4. Any Board member may make a motion to call to order, a point of personal privilege, or for information on or clarification of the motion. A motion for any of these issues does not require a second and is not debatable.
- 3.5. All Board members shall be allowed to speak once on each motion before any member may speak a second time.



## **Motions Decided Without Debate**

The following motions will be decided without debate:

- 4.1. Adjourn
- 4.2. Recess
- 4.3. Suspend the rules
- 4.4. Cease debate and call for a vote
- 4.5. Limit debate
- 4.6. Table the motion (may be limited debate on the propriety of the motion to table)

## **Voting**

- 5.1. Voting shall be in the form of “yes,” “no,” or “abstain.”
- 5.2. At least a quorum must be present before a vote may be taken. All votes requiring a majority shall be a majority of the quorum present.
- 5.3. An expression of “abstain” during voting shall be considered as a no vote. A Board member who abstains on a question, or is absent, may not move to reconsider that question.
- 5.4. In the case of a tie vote, the motion shall fail.
- 5.5. Board members shall not explain their votes during the call of the roll or at the time of a voice vote. However, at the conclusion of the vote, any Board member may request a point of personal privilege to give an explanation of their vote.

## **When Board Members Shall Vote**

- 6.1. With at least a quorum present, every Board member who is in the meeting at the time the vote is called shall vote. On a roll call vote, votes shall be cast as the roll is called. Roll call votes shall proceed as directed by the Chair.

## **Decorum**

- 7.1. No Board member shall walk about in or out of the meeting while the Chair is calling the vote.
- 7.2. Board members should avoid engaging in private discourse or committing any other act which may tend to distract the attention of the Board or the audience from the business before the Board, or interfere with any person’s right to be heard after recognition by the Chair.
- 7.3. When speaking to or debating a specific subject before the Board, all persons, including Board members, shall confine their remarks to the topic under discussion or debate, avoiding personal attacks. Anyone engaging in discussion or debate beyond the topic before the Board shall be ordered to stop by the Chair and no further discussion or debate will be allowed by said person.

- 7.4. No one may address the Board without first being recognized by the Chair. Only one Board member may speak at a time.

### **Reconsideration**

- 8.1. Any Board member who has voted with the prevailing side of a question may move at the same meeting to reconsider the question.
- 8.2. A motion to reconsider shall require the affirmative vote of a majority of the quorum present.

### **Amendment, Revision or Addition to the Bylaws/Rules of Procedure**

- 9.1. Any Board member may propose amendments, revisions, or additions to these Rules of Procedure.
- 9.2. Each amendment, revision, or addition proposed by a Board member shall be in written form and copies shall be provided to each Board member.
- 9.3. A majority vote of all Board members in a regular Board meeting shall be required for passage and adoption of any amendment, revision, or addition to these Rules of Procedure.

### **Roberts Rules of Order**

- 10.1. With respect to matters not described above, Roberts Rules of Order – Simplified shall govern.

# Executive Summary

KPI's

## Operations:

### Incidents by year:

- 2023: 102 incidents (Data only available until March)
- 2022: 517 incidents
- 2021: 475 incidents
- 2020: 475 incidents
- 2019: 455 incidents

### Incidents by category for 2023 (until March):

- Haz Mat: 0 incidents (0.0% of total calls)
- Other: 1 incident (1.0% of total calls)
- Utility Problem: 4 incidents (3.9% of total calls)
- Fire Alarm: 7 incidents (6.9% of total calls)
- Fire: 8 incidents (7.8% of total calls)
- Medical: 82 incidents (80.4% of total calls)

### Incidents by category for 2022:

- Haz Mat: 1 incident (0.2% of total calls)
- Other: 6 incidents (1.2% of total calls)
- Utility Problem: 15 incidents (2.9% of total calls)
- Fire Alarm: 33 incidents (6.4% of total calls)
- Fire: 68 incidents (13.2% of total calls)
- Medical: 394 incidents (76.2% of total calls)

### Incidents by category for 2021:

- Haz Mat: 4 incidents (0.8% of total calls)
- Other: 23 incidents (4.8% of total calls)
- Utility Problem: 14 incidents (2.9% of total calls)
- Fire Alarm: 19 incidents (4.0% of total calls)
- Fire: 81 incidents (17.1% of total calls)
- Medical: 334 incidents (70.3% of total calls)

### Incidents by category for 2020:

- Haz Mat: 5 incidents (1.1% of total calls)
- Other: 15 incidents (3.2% of total calls)
- Utility Problem: 18 incidents (3.8% of total calls)
- Fire Alarm: 20 incidents (4.2% of total calls)
- Fire: 76 incidents (16.0% of total calls)
- Medical: 341 incidents (71.8% of total calls)

#### Incidents by category for 2019:

- Haz Mat: 12 incidents (2.6% of total calls)
- Other: 22 incidents (4.8% of total calls)
- Utility Problem: 28 incidents (6.2% of total calls)
- Fire Alarm: 27 incidents (5.9% of total calls)
- Fire: 48 incidents (10.5% of total calls)
- Medical: 318 incidents (69.9% of total calls)

In summary, the total number of incidents increased from 455 in 2019 to 517 in 2022. Medical incidents consistently made up the majority of calls across all years. In 2023, there were 102 incidents recorded up until March, with 80.4% being medical-related.

Overall, the majority of calls received in all years were related to medical incidents, followed by fire incidents. There is an increase in the total number of incidents from 2019 to 2022, while the data for 2023 is still in progress.

## Finance:

#### Financial Snapshot (as of February 2023):

##### 1. Revenue:

- February 2023: \$7,888
- Year-to-Date (YTD): \$147,553
- 2023 Budget: \$2,071,500
- 2023 Budget Balance: \$1,923,947
- Percentage of Budget: 7%

##### 2. Expenses:

- February 2023: \$70,667
- Year-to-Date (YTD): \$133,545
- 2023 Budget: \$2,056,188
- 2023 Budget Balance: \$1,922,643
- Percentage of Budget: 6%

##### 3. Capital Budget:

- February 2023: \$25,527

- Year-to-Date (YTD): \$25,527
- 2023 Budget: \$500,000
- 2023 Budget Balance: \$474,473
- Percentage of Budget: 5%

As of February 2023, the revenue and expenses are at 7% and 6% of their respective 2023 budgets. The capital budget spending is at 5% of its 2023 budget.

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# North Summit Fire District

## Accounts Payable Detail

### March 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Check		03/14/2023	Public Treasures (PTIF) Oper...	FUND TRANSFER	1002 · 1254 PTIF Operation Funds	-30,408.66
				FUND TRANSFER PAYROLL EN...	1001 · Zions Bank	30,408.66
TOTAL						30,408.66
Bill P...		03/20/2023	Whites Auto Parts	QuickBooks generated zero am...	1001 · Zions Bank	0.00
Bill	356324	03/07/2023	Whites Auto Parts	WINDSHIELD WASHER FLUID	2012 · Accounts Payable	-7.32
TOTAL						-7.32
Check	ACH	03/08/2023	Health Equity	ADMIN FEE	1001 · Zions Bank	-2.00
				ADMIN FEE	2400.9 · Benifits Accrual	2.00
TOTAL						2.00
Check	ACH	03/14/2023	Paylogics	PAYROLL ENDING 03.03.23	1001 · Zions Bank	-26,226.34
				PAYROLL ENDING 03.03.23	2500 · Accrued salaries	26,226.34
TOTAL						26,226.34
Check	ACH	03/17/2023	URS	PAYROLL ENDING 03.03.23	1001 · Zions Bank	-2,196.08
				PAYROLL ENDING 03.03.23	2400.9 · Benifits Accrual	2,196.08
TOTAL						2,196.08
Check	ACH	03/17/2023	Health Equity	PAYROLL ENDING 03.03.23	1001 · Zions Bank	-81.52
				PAYROLL ENDING 03.03.23	2400.9 · Benifits Accrual	81.52
TOTAL						81.52
Bill P...	ACH	03/20/2023	Dominion Energy	Gas Service Sta 22	1001 · Zions Bank	-389.20
Bill	5993600...	03/07/2023		Gas Service Sta 22	6509.4 · Gas	389.20
TOTAL						389.20

**North Summit Fire District**  
**Accounts Payable Detail**  
**March 2023**

Type	Num	Date	Name	Memo	Account	Original Amount
<b>Bill P...</b>	<b>ACH</b>	<b>03/20/2023</b>	<b>Republic Service</b>	<b>Transh Service Sta 23</b>	<b>1001 - Zions Bank</b>	<b>-109.22</b>
Bill	0864001...	02/26/2023		Trash Service Sta 23	6510.1 · Trash	109.22
TOTAL						109.22
<b>Bill P...</b>	<b>ACH</b>	<b>03/20/2023</b>	<b>Rocky Mountain Power</b>	<b>POWER SERVICE STA 23</b>	<b>1001 - Zions Bank</b>	<b>-107.68</b>
Bill	3564375...	03/02/2023		POWER SERVICE STA 23	6509.5 · Power	107.68
TOTAL						107.68
<b>Bill P...</b>	<b>ACH</b>	<b>03/20/2023</b>	<b>Zions Bank Bankcard Center</b>	<b>VISA PAYMENT</b>	<b>1001 - Zions Bank</b>	<b>-7,774.62</b>
Bill	4693	03/02/2023		Ben's Visa Card Payment	2020.4 · Ben's Visa	4,438.82
Bill	6581	03/02/2023		Utility Visa Payment	2020.3 · Utility Visa	1,101.00
Bill	0718	03/02/2023		Mike's Visa Payment	2020.2 · Mike's Visa	24.99
Bill	4701	03/02/2023		Tyler's Visa Payment	2020.1 · Tyler's Visa	2,209.81
TOTAL						7,774.62
<b>Bill P...</b>	<b>ACH</b>	<b>03/20/2023</b>	<b>Dominion Energy</b>	<b>GAS SERVICE STA 21</b>	<b>1001 - Zions Bank</b>	<b>-1,247.64</b>
Bill	7416020...	03/07/2023		GAS SERVICE STA 21	6509.4 · Gas	1,247.64
TOTAL						1,247.64
<b>Bill P...</b>	<b>ACH</b>	<b>03/20/2023</b>	<b>Republic Service</b>	<b>Trash Service Sta 21</b>	<b>1001 - Zions Bank</b>	<b>-140.10</b>
Bill	0864001...	02/26/2023		Trash Service Sta 21	6510.1 · Trash	140.10
TOTAL						140.10
<b>Bill P...</b>	<b>ACH</b>	<b>03/20/2023</b>	<b>Rocky Mountain Power</b>	<b>Power Service Sta 21</b>	<b>1001 - Zions Bank</b>	<b>-469.17</b>
Bill	3458213...	03/03/2023		Power Service Sta 21	6509.5 · Power	469.17
TOTAL						469.17

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**North Summit Fire District**  
**Accounts Payable Detail**  
**March 2023**

Type	Num	Date	Name	Memo	Account	Original Amount
Bill P...	ACH	03/20/2023	Dominion Energy	GAS SERVICE STA 23	1001 · Zions Bank	-451.18
Bill	7234830...	03/07/2023		GAS SERVICE STA 23	6509.4 · Gas	451.18
TOTAL						451.18
Bill P...	ACH	03/20/2023	Rocky Mountain Power	Power Service Sta 22	1001 · Zions Bank	-134.91
Bill	3524727...	03/06/2023		Power Service Sta 22	6509.5 · Power	134.91
TOTAL						134.91
Check	ACH	03/20/2023	Deluxie	HIGH SECURITY CHECK STOCK	1001 · Zions Bank	-389.18
				HIGH SECURITY CHECK STOCK	6518 · Office Supplies	389.18
TOTAL						389.18
Check	ACH	03/21/2023	Citizen	REFUND OF PLAN REVIEW FE...	1001 · Zions Bank	-101.65
				REFUND OF PLAN REVIEW FEE...	1019 · Inspection Fee	101.65
TOTAL						101.65
Bill P...	ACH	03/22/2023	Verizon Wireless	LET INTERNET SERVICE FOR L...	1001 · Zions Bank	-96.50
Bill	9928935...	03/01/2023		LET INTERNET SERVICE FOR L...	6509.2 · Internet	96.50
TOTAL						96.50
Bill P...	ACH	03/22/2023	Verizon Wireless	CELL SERVICE	1001 · Zions Bank	-107.03
Bill	9929059...	03/02/2023		CELL SERVICE	6509.1 · Telephone	107.03
TOTAL						107.03
Check	ACH	03/30/2023	Paylogics	PAYROLL ENDING 03.17.23	1001 · Zions Bank	-31,947.66
				PAYROLL ENDING 03.17.23	2500 · Accrued salaries	31,947.66
TOTAL						31,947.66



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# North Summit Fire District

## Accounts Payable Detail

### March 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Bill P...	4735	03/20/2023	All West Communications	TELEPHONE & INTERNET SER...	1001 · Zions Bank	-503.13
Bill	383100	03/01/2023		TELEPHONE SERVICE INTERNET SERVICE	6509.1 · Telephone 6509.2 · Internet	186.55 316.58
TOTAL						503.13
Bill P...	4736	03/20/2023	AT&T Mobility	Cell Service	1001 · Zions Bank	-80.08
Bill	2873045...	02/20/2023		Cell Service	6509.1 · Telephone	80.08
TOTAL						80.08
Bill P...	4737	03/20/2023	Morgan County Ambulance	3 FF 1 text books	1001 · Zions Bank	-207.00
Bill	282942	03/14/2023		3 FF 1 text books	6516 · Training Expenses	207.00
TOTAL						207.00
Bill P...	4738	03/20/2023	NFIRSONline	NFIRS REPORTING	1001 · Zions Bank	-495.00
Bill	99706	02/01/2023		NFIRS REPORTING	6519 · Subscriptions/Memberships/Publi	495.00
TOTAL						495.00
Bill P...	4739	03/20/2023	Peopletrial	6 Background and Drug Screeni...	1001 · Zions Bank	-499.44
Bill	58592	03/01/2023		6 Background and Drug Screenings	6506 · Background Checks	499.44
TOTAL						499.44
Bill P...	4740	03/20/2023	Reliance Standard Life Insu...	DENTAL INSURANCE ADMIN FEE	1001 · Zions Bank	-14.08
Bill	1360033...	02/15/2023		DENTAL INSURANCE ADMIN FEE	2400.9 · Benefits Accrual	14.08
TOTAL						14.08
Bill P...	4741	03/20/2023	Skaggs Public Safety Uniforms	UNIFORMS	1001 · Zions Bank	-639.15
Bill	162415	02/13/2023		Uniforms	6513 · PPE / Equipment / Uniforms	548.76
Bill	163935	02/27/2023		Uniforms	6513 · PPE / Equipment / Uniforms	90.39
TOTAL						639.15

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**North Summit Fire District**  
**Accounts Payable Detail**  
**March 2023**

Type	Num	Date	Name	Memo	Account	Original Amount
Bill P...	4742	03/20/2023	Summit Merc.	FOOD FOR ICE RESCUE TRAINI...	1001 · Zions Bank	-40.12
Bill	011336283	02/18/2023		FOOD FOR ICE RESCUE TRAINI...	6517 · Employee Food and other	40.12
TOTAL						40.12
Bill P...	4743	03/20/2023	Weidner Fire	XXL Structure Gloves	1001 · Zions Bank	-91.83
Bill	65298	02/27/2023		XXL Structure Gloves	6513 · PPE / Equipment / Uniforms	91.83
TOTAL						91.83
Bill P...	4744	03/20/2023	Fuel Network	FUEL	1001 · Zions Bank	-1,111.13
Bill	F2308E0...	03/01/2023		FUEL	6511 · Fuel	1,111.13
TOTAL						1,111.13
Bill P...	4745	03/22/2023	Intermountain Healthcare	MED. DIRECTOR SERVICES	1001 · Zions Bank	-445.00
Bill	143-00193	03/16/2023		MED. DIRECTOR SERVICES	6505 · Contract Services	445.00
TOTAL						445.00
Bill P...	4746	03/22/2023	Summit Merc.	MIC SUPPLIES	1001 · Zions Bank	-13.47
Bill	021527374	03/15/2023		PENS	6518 · Office Supplies	2.99
Bill	011348940	03/18/2023		CLEANING SUPPLIES	6510 · Building and Grounds	10.48
TOTAL						13.47
Check	100102	03/15/2023	Tyler Rowser	DIRECT DEPOSIT DIDNT FUND ...	1001 · Zions Bank	-2,605.37
				DIRECT DEPOSIT DIDNT FUND ...	2500 · Accrued salaries	2,605.37
TOTAL						2,605.37
Bill P...	99106838	03/22/2023	Amazon Business		1001 · Zions Bank	-191.92
Bill	1HQ4T1...	03/20/2023		CLEANING SUPPLIES	6510 · Building and Grounds	83.96
Bill	1MVNMT...	03/20/2023		2 ECHO DOT FOR STA. 23	6515 · Minor Equipment	107.96
TOTAL						191.92

North Summit Fire District  
Accounts Payable Detail  
March 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Bill P...	99253348	03/20/2023	Amazon Business		1001 - Zions Bank	-73.47
Bill	1MWTQ9...	02/13/2023		CREDIT TAKEN OFF THIS INVO...	6518 - Office Supplies	9.00
Bill	17YFKX3...	02/23/2023		PARTS TO TRY AND FIX DRYER	6510 - Building and Grounds	64.47
TOTAL						73.47

# Minutes

North Summit Fire Service District  
Administrative Control Board  
Regular Meeting

Executive Conference Room

60 N Main St

Coalville, UT 84017

**March 9, 2023**

1 Vice Chair Rees called the meeting to order at 6:01PM

## 2 **Board Members Present**

3 Chair Roger Armstrong – Electronic

4 Vice Chair Jim Rees

5 Treasurer Michael Novak - Electronic

6 Louise Willoughby

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**

Susie Becker - Electronic

Dennis Golden

10

## 11 **Item 2 Roll Call**

12 A quorum was present.

## 13 **Item 3 Pledge of Allegiance**

14 Vice Chair Rees lead the board and public in the pledge of allegiance.

## 15 **Item 4 Closed session in compliance with Utah Code §52-4-205(1) as** 16 **needed, to discuss:**

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

18 b. Pending or reasonably imminent litigation

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

21 No closed meeting was called.

## 22 **Item 5 Reconvene in Open Meeting**

23

## 24 **Item 6 Consideration of Approval**

25

### 26 a. **Introduction of new Fire Captains.**

27 Chief Nielson introduced the 4 new full time Captains to the board.

### 28 b. **Discussion and possible recommendation to the County**

29 **Council as Governing Body for a public hearing on April 5,**  
30 **2023, and adoption of the Impact Fee Facilities Plan (IFFP)**

31 Susie went over the way they formulated the fees and what the  
32 maximum fee is.

33 Board member Robinson motioned to recommend the impact fee  
34 facilities plan (IFFP) to the County Council to hold a public hearing

and approve the plan, Board Member Donaldson seconded the motion,  
a roll call vote was called,  
Board Member Donaldson *Aye*  
Board Member Willoughby *Aye*  
Board Member Ioannides *Aye*  
Board Member Robinson *Aye*  
Treasurer Novak *Aye*  
Chair Armstrong *Aye*  
Vice Chair Rees *Aye*  
Motion passed.

c. **Discussion and possible approval of the ImageTrend software contract.**

Chief Nielson went over the details of the other options for software, and still recommended ImageTrend. Board Member Robinson motioned to approve ImageTrend contract, Board member Willoughby seconded the motion, a vote was called, all ayes, motion passed.

d. **Discussion of the types of Fire Engines and what would work best for our area and update on inspection of engines.**

Board Member Ioannides discussed the different options of fire engines and what would work best for the different areas of the district.

e. **Update on the new P25 Radio System.**

Chief Nielson discussed that Utah Communications Authority has come back that they have received more money to put towards a larger discount for radio.

f. **Review of Q4 2022 financials.**

Clerk Rowser reviewed the finance statement for Q4/Year End 2022 financials. They are the unaudited financial though.

g. **Treasurer Report**

Mike went over the finance policy he has been drafting and would like to get it over the Ryan and the Finance committee review to bring back to the board. Mike went over the cash flow and how we will start pull from the County loan.

h. **Chief's Report. Discussion of current operational status.**

Chief Neilson went over the calls we have been having and answered questions from the board.

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

The board reviewed the accounts payable. Board Member Robinson motioned to approve the accounts payable, Board Member Donaldson seconded the motion, a vote was called, all ayes, motion passed.

j. **Review and possible approval of the meeting minutes of; January 12, 2023, and February 9, 2023**

Chair Armstrong motioned to approve the minutes of January 12, 2023, Board Member Willoughby seconded the motion, Roll Call vote, Chair Armstrong *Aye*  
Treasurer Novak *Aye*  
Board Member Willoughby *Aye*  
Board Member Donaldson *Aye*  
Vice Chair Rees *Abstained*  
Board Member Robinson *Abstained*  
Board Member Ioannides *Abstained*  
motion passed.

Treasurer Novak motioned to approve the minutes of February 9, 2023, Board Member Robinson seconded the motion, roll call vote, Vice Chair Rees *Aye*  
Treasurer Novak *Aye*  
Board Member Robinson *Aye*  
Board Member Willoughby *Aye*  
Board Member Ioannides *Aye*  
Chair Armstrong *Abstained*  
Board Member Donaldson *Abstained*  
Motion passed.

**Item 7 Board Comments.**

None

**Item 8 Adjourn.**

Board Member Willoughby motioned to adjourn, Board Member Donaldson seconded the motion, a vote was called, all ayes, adjourned at 7:42PM