



PUBLIC NOTICE is hereby given pursuant to Utah Code §52-4-202, that the Administrative Control Board (the “Board”) of the North Summit Fire District (the “District”) will hold a work session and its regularly scheduled meeting on **Thursday, June 10, 2021** beginning at **6:00PM** at **Coalville City Hall, 10 N. Main Street**, Coalville, UT 84017.

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

or

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

or

To listen by phone only: Dial 1-301-715-8592 Meeting ID: 911911

AGENDA

1. Call meeting to order
2. Roll call
3. Pledge of Allegiance
4. Work Session
 - a. Audit Update
5. Regular Meeting
 - a. Appoint Chair, Vice Chair, & Treasurer
 - b. Closed-door meeting in compliance with Utah Code §52-4-205(1)(a) – Personnel
 - c. Reconvene in open meeting
 - d. Public Comment (5 min per person)
 - e. Review and Possible Approval of the May 13, 2021 minutes
 - f. Review and Possible Approval of the accounts payable May 2021
 - g. Possible Approval to move the July 8, 2021 meeting to July 15, 2021
 - h. Review and Possible Approval of Job Descriptions
 - i. Review and Possible Approval of the Resolution 2021-1 A Resolution Adopting Final Tax Rate and Budget
 - j. Operations update – Chief Nelson
 - k. Set a date for the first Strategic Plan meeting
 - l. Chairpersons updates
 - m. Board member updates
 - n. Closed-door meeting in compliance with Utah Code §52-4-205(1)(a) – Personnel
 - o. Reconvene in open meeting
 - p. Adjournment

NOTICE OF SPECIAL ACCOMODATION DURING PUBLIC MEETINGS In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify Tyler Rowser at three days prior to the hearing to be attended. nsfdpio@gmail.com or 435-901-0102

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
86 E. Center St.
Coalville, UT 84017
May 13, 2021

1 Vice Chair Michelle Andersen called the meeting to order at 6:04PM

2 **Board Members Present**

3
4 Vice Chair Michelle Andersen
5 Treasurer Melanie Bosworth (Electronic)
6 Matt Shill (Electronic)
7 Don Winters

Staff Present

Chief Ian Nelson
Tyler Rowser
Erik Mandeem
Capt. Mark Robertson
Capt. JT Adkins
Jami Brackin, Deputy County
Attorney
Ryan Stack. Deputy County Attorney

12 **Public Present**

13 Gale Pace
14 Glen Wright, County Council
15 Tom Fisher, County Manager

Public Present Electronic

18 **Item 2 Roll Call**

19 A quorum was present.

20 **Item 3 Pledge of Allegiance**

21 Board Member Winters lead the board and public in the Pledge of Allegiance

22 **Item 4 Work Session**

23 **a. Strategic Plan**

24 Chief Nelson & County Manager Fisher presented the process for creating a
25 strategic plan for the District. At the end of plan, we will have a guide for where
26 the district wants to go in the short and long term planning. Vice Chair
27 Andersen asked how will the SWAT analysis works, is it public comment or just
28 board and chief? Manager Fisher said it can be however we want it to be. The
29 board will schedule the first meeting at the June board meeting.

30 **b. Purchasing policy and Purchasing limits**

31 Chief Nelson would like to base the District policy off the County policy,
32 Attorney Brackin said if the district doesn't have a policy they would fall to the
33 County policy, but the District may have to use the states policy. Attorney Stack
34 will review the state code to make sure of what policy will need to be followed.

- 35 **c. Station rentals – Fare Harbor will provide the service at no cost**
36 Morgan County uses the fare harbor system. This system doesn't charge the
37 district, but passes a processing fee to the customer. Board Member Shill is there
38 a way to have a security deposit? Chief believes there is a way, but will go over it
39 with them tomorrow on there meeting.
- 40 **d. Medical Direction contract – Park City Hospital Admin writing a**
41 **contract**
42 Chief spoke Park City Hospital Dr. Sutherland, hospital staff is writing the
43 agreement and then the county attorney will review.
- 44 **e. Credit Card agreement**
45 Attorney Stack is reviewing and as soon as he gives the ok will get it out to card
46 holders to sign
- 47 **f. Brandt has been issued a check for interim chief pay**
48 Chief Nelson stated that Brandt had been paid for his time as acting Chief.
- 49 **g. Pay scale**
50 Jami emailed and said she is underwater so she haven't been able to review it.
- 51 **h. Department organization**
52 Chief Nelson would like the organization to look in the future. Vice Chair
53 Andersen does a minimum education have to be meat? Attorney Brackin Yes, if
54 they are required certification or education in the job description.
- 55 **i. New Hire process – Backgrounds done through PeopleTrail. Drug tests**
56 **will be done through Workforce QA and Summit County Personnel**
57 **Department**
58 David Warnock County HR is helping to set up an account with PeopleTrail and
59 Workforce QA. All current employs will have to go thought background & drugs
60 screening.
- 61 **j. EMS vehicle inspections were pushed to May 13**
62 BEMS came today and inspected the vehicles, and they passed.
- 63 **k. Board emails**
64 Google workforce, everyone will be getting an email tomorrow to set up your
65 district email account.
- 66 **2. Regular Meeting**
- 67 **a. Public Comment (5 min per person)**
68 None
- 69 **b. Review and Possible Approval of the April 8, 2021 minutes**
70 Board members reviewed the minuets, no changes needed to be made. Treasurer
71 Bosworth motioned to approve the minutes of April 8, 2021. Board Member Shill
72 seconded the motion. A vote was called, all ayes, motion passed.
- 73 **c. Review and Possible Approval of the accounts payable April 2021**
74 Vice Chair Andersen one question, the 2021 approved budget is \$11,000 less
75 then what is shown on this statement, please review this might be an error.
76 Chief Nelson stated that Annie B.s pizza donated \$500 for a training prop Home

77 Depot also donated to this by discounting our purchases. 2 props will be built
78 and one will have Annie b's and one with Home Depot logo. Board Member
79 Winters motioned to approve the April 2021 Accounts Payable. Treasurer
80 Bosworth seconded the motion. A vote was called, all ayes, motion passed.

81 **d. Operations update – Chief Nelson**

82 EMT class is underway, everyone is zooming in from there stations to keep
83 groups small. ADO class, 2 guys went to Wasatch to do the areal class. UFRA
84 will be coming up to do rural command training. Treasurer Bosworth asked are
85 there any NSFD firefighter taking the EMT class. Yes 4 are currently.

86 **e. Review and Possible Approval of Surplus Property**

87 Water Tender 22 1978 Ford 900 VIN Y90VVC0690

88 Squad 22 2003 Ford Explore VIN 1FMZU72K43ZA97282

89 District 2 2004 Ford F350 VIN 1FDWW31PX5EA49864

90 Brush 22 Ford 2003 F350 VIN 1FDWF37PI3EC82990

91 Board Member Shill motioned to approve the surplus property of the 4 vehicles
92 (listed above). Board Member Winters seconded the motion. A vote was called,
93 all ayes, motion passed.

94 **f. Review and Possible Approval of contract award to Zions Bank for
95 impact fee study**

96 The fee will be \$7,500 and the data needs to be gathered by the district, and
97 Zions will put the data together to calculate the impact fees. Board Member Shill
98 asked if any other companies put in a quote. Chief Nelson advised that non had
99 as this is a very specialized field.

100 Board Member Winters Motioned to approve the Zions Bank contract, Board
101 Member Shill Seconded the motion, a vote was called, all ayes, motion passed.

102 **g. Chairpersons updates**

103 Vice Chair Andersen said that she had seen in the newspaper that a trailer had
104 been stolen from the fire station. Chief Nelson said that on of the new flat bed
105 trailers had been stolen from behind the station. The Sheriff's office had listed it
106 as stolen so if anyone tries to register it, they can recover it.

107 **h. Board member updates**

108 None

109 **i. Closed-door meeting in compliance with Utah Code §52-4-205(1)(a) –
110 Personnel**

111 Treasurer Bosworth motioned to go in to go in to closed door meeting for
112 personnel matters. Board Member Winters seconded, Roll Call vote:

113 Treasurer Bosworth Ayesummit

114 Board Member Shill Aye

115 Board Member Winters Aye

116 Vice Chair Andersen Aye

117 Motion passed closed door meeting began at 6:54PM

DRAFT

118 Present in the meeting the board members above and County Manager Tom
119 Fisher, Councilmember Glen Wright, Deputy County Attorney's Jami Brackin
120 and Ryan Stack

121 **j. Reconvene in open meeting**

122 Board Member Shill Motioned to reconvene in open meeting, Board Member
123 Winters Seconded, a vote was called, all ayes motion passed open meeting
124 reconvened at 7:21PM

125 **k. Adjournment**

126 Board Member Winters motioned to adjourn, Board Member Shill seconded the
127 motion, a vote was called, all ayes motion passed. Adjourned at 7:22PM

128

129 _____
130 Vice Chair Michelle Andersen

Chief Ian Nelson

131

132 Attest:

133 _____
134 Tyler J Rowser, Board Secretary

Resolution 2021-1

Utah State Tax Commission - Property Tax Division Resolution Adopting Final Tax Rates and Budgets	Form PT-800 Rev. 02/15
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County: SUMMIT

Tax Year: 2021

It is hereby resolved that the governing body of:

NORTH SUMMIT FIRE PROTECTION DISTRICT

approves the following property tax rate(s) and revenue(s) for the year: **2021**

1. Fund/Budget Type	2. Revenue	3. Tax Rate
70 Fire Protection	452,813	0.000454
190 Discharge of Judgement		
	\$452,813	0.000454

This resolution is adopted after proper notice and hearing in accordance with UCA 59-2-919 and shall be forwarded to the County Auditor and the Tax Commission in accordance with UCA 59-2-913 and 29-2-920.

Signature of Governing Chair

Signature: _____ Date: June 10, 2021

Title: Administrative Control Board - Vice Chair