



PUBLIC NOTICE is hereby given pursuant to Utah Code §52-4-202, that the Administrative Control Board (the “Board”) of the North Summit Fire District (the “District”) will hold its regular work session and meeting on **Thursday, April 11, 2024**, beginning at **6:00 PM** 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. 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
 - d. Deployment of security personnel, devices, or systems
- 4. Reconvene in Open Meeting**
- 5. Pledge of Allegiance**
- 6. Work Session**
 - a. Welcome Steven Dallin to the board as the Henefer Town Council representative.
 - b. Chief’s Report. Discussion of current operational status. (Ben Nielson)
 - a. Buildings
 - b. Apparatus
 - c. Training

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) 350-3473

- d. Operations (Medical/Fire)
- e. Misc.

7. Public Input

Public comment is for any matter not on the Agenda. If you wish to interact with the Board for public input, please follow the “Public Comment Instructions”.

8. Consent Agenda

- a. Accounts Payable March 2024
- b. Minutes of March 14, 2024

9. Consideration of Approval

None

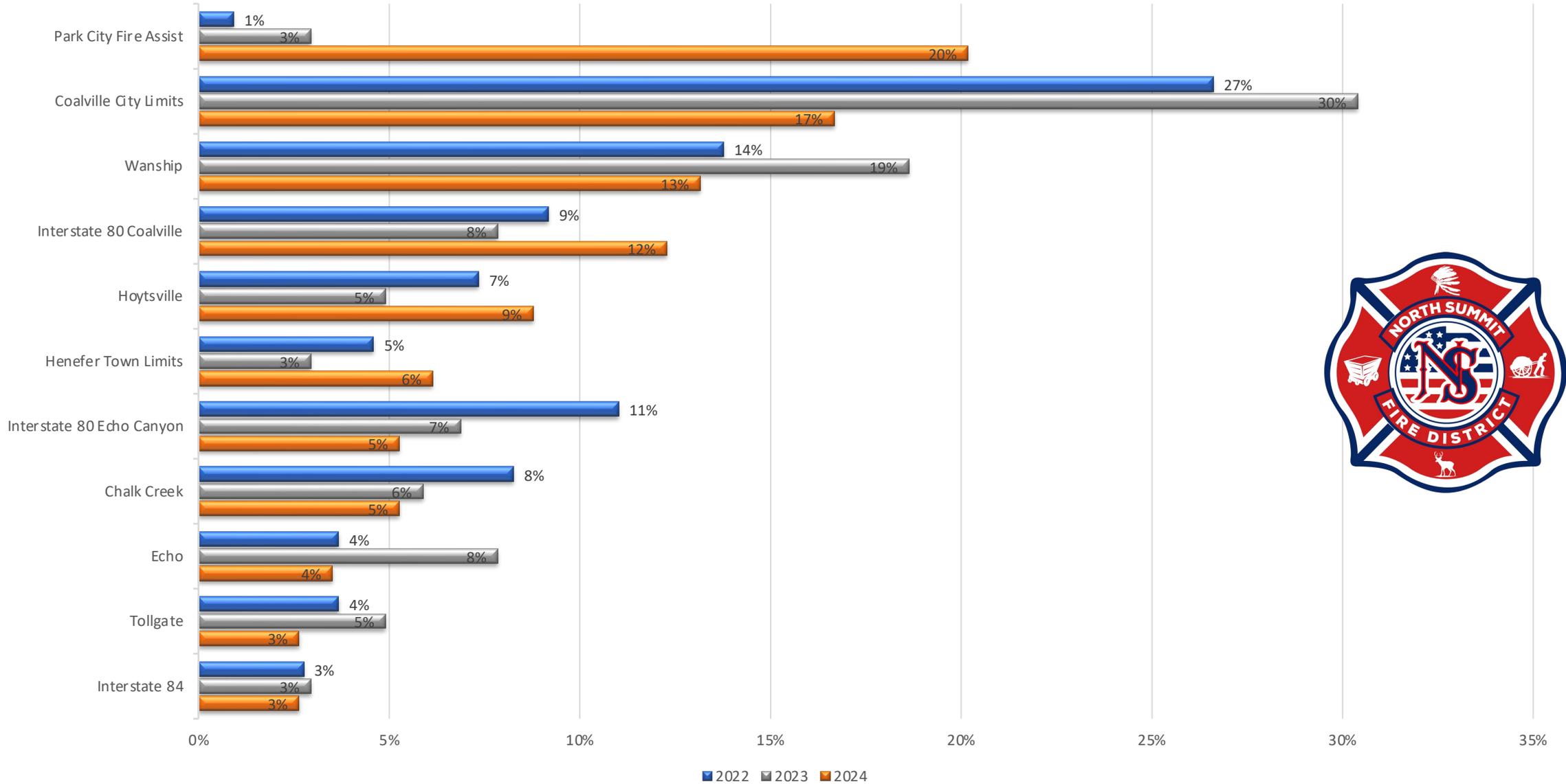
10. Board Comments.

11. Adjourn.



Monthly Statistics
January-March 2024

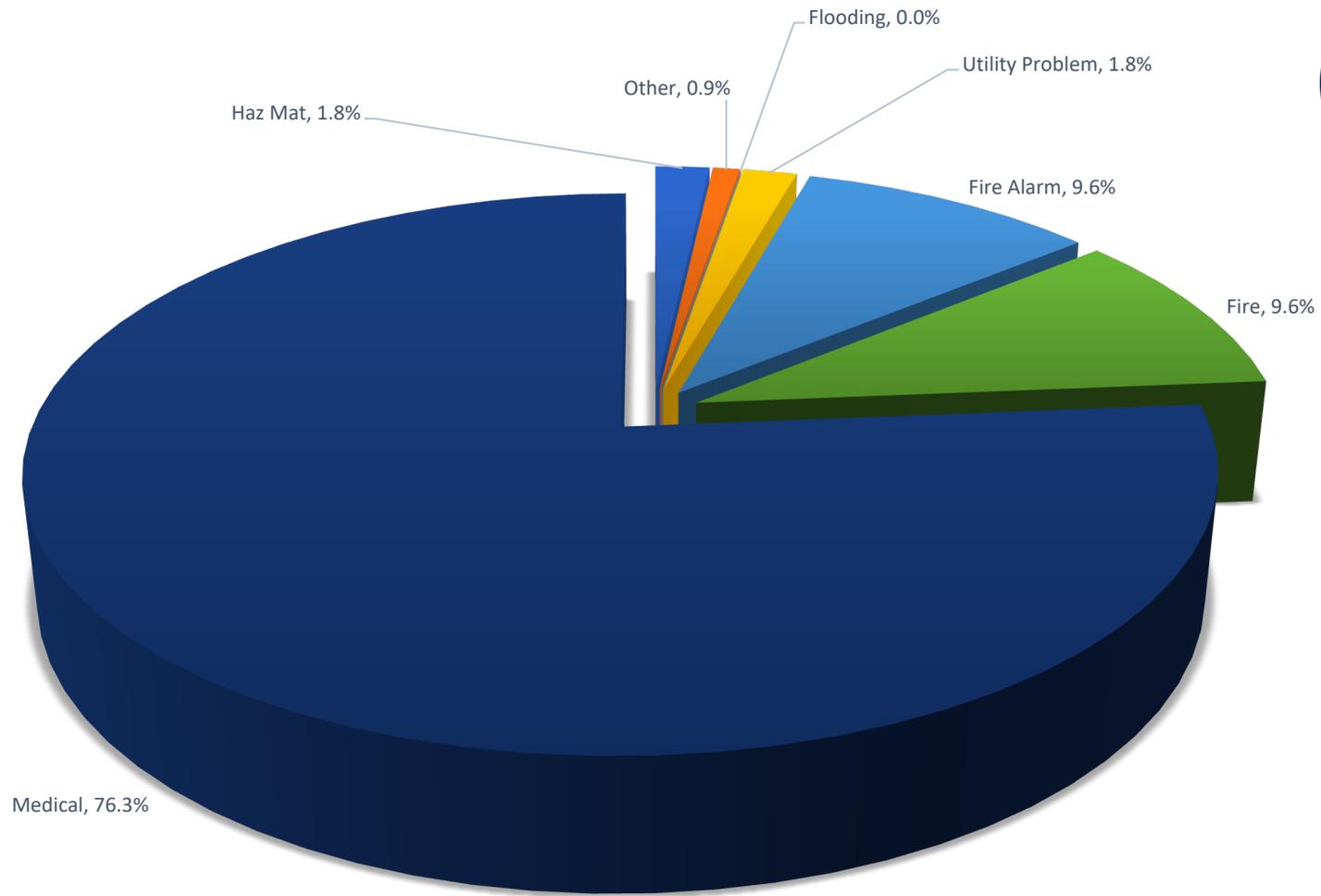
Calls by Area



Call Type YTD by Year



	Haz Mat	Other	Flooding	Utility Problem	Fire Alarm	Fire	Medical
2021	1.8%	0.0%	0.0%	1.8%	3.6%	14.3%	78.6%
2022	0.0%	0.9%	0.0%	0.9%	11.0%	7.3%	79.8%
2023	0.0%	1.0%	0.0%	3.9%	6.9%	7.8%	80.4%
2024	1.8%	0.9%	0.0%	1.8%	9.6%	9.6%	76.3%



■ Haz Mat ■ Other ■ Flooding ■ Utility Problem ■ Fire Alarm ■ Fire ■ Medical

North Summit Fire District
Accounts Payable
March 2024

Date	Num	Memo	Account	Amount
A1- Uniforms Workwear				
03/01/2024	44431	P. PIFER UNIFORM	6513 · PP...	82.00
03/01/2024	44060	CREDIT MEMO	6513 · PP...	-50.00
03/01/2024	44309	CREDIT MEMO	6513 · PP...	-8.00
Total A1- Uniforms Workwear				24.00
All West Communications				
03/01/2024	383100	FAX LINE	6509.1 · ...	44.81
03/01/2024	383100	INTERNET SERVICE	6509.2 · I...	422.35
Total All West Communications				467.16
Allied Mechanical				
03/01/2024	11316	INSTALL PLUG FOR DRYER STA 23	6510 · Bu...	585.00
03/26/2024	11465	REWIRE HEATER IN BAY AT STA 21	6510 · Bu...	4,860.00
03/26/2024	11466	FIX ELECTRICAL ISSUES AT ALL 3 STATIONS	6510 · Bu...	1,845.00
Total Allied Mechanical				7,290.00
Amazon Business				
03/08/2024	1T433...	5 TRUCK MOUNTED LOCK BOXES	6524 · E...	381.60
03/11/2024	1YGC9...	AAA BATTERIES	6518 · Off...	28.49
03/11/2024	1YGC9...	D CELL BATTERIES	6518 · Off...	16.69
03/11/2024	1YGC9...	62" MICROFIBER CAR WASH BRUSH	6512 · Fle...	37.24
03/11/2024	1YGC9...	DISHWASHER DETERGENT PACS	6510 · Bu...	29.32
03/11/2024	1YGC9...	3 BROOMS AND DUSTPAN SET	6510 · Bu...	69.69
03/11/2024	1YGC9...	AA BATTERIES	6518 · Off...	24.51
03/25/2024	16LLM...	FILE FOLDERS	6518 · Off...	21.24
03/25/2024	16LLM...	2 O2 SENSORS	6515 · Mi...	270.00
03/30/2024	1XGR...	3 MASTER LOCK KEY BOX	6515 · Mi...	91.20
03/31/2024	1HWN...	SANATATION SUPPLIES	6510.3 · ...	475.33
03/31/2024	1HWN...	ROAP CUTTER	6515 · Mi...	78.61
Total Amazon Business				1,523.92
Ameritas Life Insurance Corp				
03/01/2024	010602...	VISION INSUTANCE	2400.9 · ...	205.88
Total Ameritas Life Insurance Corp				205.88
Bound Tree				
03/01/2024	852621...	EPINEPHRINE 1 TO 10 ACETAMINCPHEN	6524 · E...	21.16
03/01/2024	852579...	ADENOSINE, ASPIRIN, IV SOLUTION, ACETAMINOPHEN, IBUPROFEN	6524 · E...	118.52
03/13/2024	852797...	EPINEPHRINE	6524 · E...	264.58
03/15/2024	852823...	GLOVES, DEFIB PADS, PREP PAD'S, GLUTOSE, WET GEL	6524 · E...	231.79
03/15/2024	852823...	CURAPLEX PATIENT TRANSPORTER	6524 · E...	162.40
Total Bound Tree				798.45

North Summit Fire District
Accounts Payable
 March 2024

Date	Num	Memo	Account	Amount
Burt Brothers				
03/01/2024	124001...	OIL CHANGE AND TIRE ROTATE AND BALANCE	6512 · Fle...	114.27
03/20/2024	124002...	FLEET INSPECTION	6512 · Fle...	797.00
03/20/2024	124002...	SAFETY INSPECTION	6512 · Fle...	30.00
03/22/2024	124002...	VEHICLE INSPECTION	6512 · Fle...	30.00
03/22/2024	124002...	VEHICLE INSPECTION	6512 · Fle...	30.00
03/29/2024	124002...	2 DRIVE TIRES FOR B21	6512 · Fle...	789.06
Total Burt Brothers				1,790.33
ChatGPT				
03/26/2024		CHAT GPT MEMBERSHIP	6519 · Su...	21.43
Total ChatGPT				21.43
CLINTON VELOCITY CAR WASH				
03/09/2024		CAR WASH	6512 · Fle...	10.00
03/19/2024		CAR WASH	6512 · Fle...	10.00
Total CLINTON VELOCITY CAR WASH				20.00
Crown Promotions				
03/01/2024	5917	WINTER COAT EMBROIDERY	6513 · PP...	356.80
Total Crown Promotions				356.80
Dominion Energy				
03/06/2024	599360...	GAS SERVICE STA 22	6509.4 · ...	398.14
03/06/2024	723483...	GAS SERVICE STA 23	6509.4 · ...	489.46
03/06/2024	741602...	GAS SERVICE STA 21	6509.4 · ...	885.45
Total Dominion Energy				1,773.05
Fuel Network				
03/01/2024	F2408...	FUEL	6511 · Fuel	1,675.83
Total Fuel Network				1,675.83
Gold Cross Services				
03/31/2024	3658	AMBULANCE BILLING SERVICE 4.5% ON COLLECTIONS	6505 · Co...	404.59
Total Gold Cross Services				404.59
Google				
03/01/2024		EMAILS	6509.3 · ...	25.71
Total Google				25.71

North Summit Fire District
Accounts Payable
March 2024

Date	Num	Memo	Account	Amount
Graham Fire Apparatus Sales and Service				
03/13/2024	523	PUMP REPAIR ON AND GENERAL MAINT B21	6512 · Fle...	3,596.51
Total Graham Fire Apparatus Sales and Service				3,596.51
Home Depot				
03/06/2024		BUILDING REPAIRS	6510 · Bu...	160.28
Total Home Depot				160.28
ImageTrend				
03/19/2024	PS-INV...	ANNUAL SUBSCRIPTION	6519 · Su...	8,137.50
Total ImageTrend				8,137.50
IMS Alliance				
03/01/2024	24-0668	PAR TAG'S AND PASPORTS	6513 · PP...	433.60
Total IMS Alliance				433.60
J Comm. Corp				
03/01/2024	210520	UPDATE RADIOS FOR P25 TRANSFER	6515 · Mi...	140.00
Total J Comm. Corp				140.00
KHSA				
03/01/2024	134288	MONTHLY QUICKBOOKS HOSTING	6502 · Ac...	50.00
03/01/2024	134384	MONTHLY QUICKBOOKS HOSTING	6502 · Ac...	50.00
Total KHSA				100.00
Leagle Shield				
03/01/2024	0303457	EMPLOYEE PAID BENIFIT	2400.9 · ...	38.90
03/25/2024	0303457	EMPLOYEE PAID BENIFIT	2400.9 · ...	31.90
Total Leagle Shield				70.80
Les Olson Company				
03/01/2024	EA138...	MONTHLY COPY MACHING	6505 · Co...	41.07
03/12/2024	MNS42...	MONTHLY IT SERVICE	6505.4 · I...	630.00
Total Les Olson Company				671.07
Life-Assist				
03/01/2024	1409296	LOCKING DRUG BOX	6524 · E...	73.50
03/01/2024	1410494	REFUND MINIMUM ORDER FEE	6524 · E...	-14.50
Total Life-Assist				59.00

North Summit Fire District
Accounts Payable
 March 2024

Date	Num	Memo	Account	Amount
Most Valuable Plumbing & Heating, Inc.				
03/17/2024	2947	PLUMBING REPAIRS STA. 22 & 23	6510 · Bu...	2,887.88
Total Most Valuable Plumbing & Heating, Inc.				2,887.88
Old Rock Car Wash				
03/13/2024		CAR WASH	6512 · Fle...	13.00
Total Old Rock Car Wash				13.00
Oxygen Utah, LLC				
03/01/2024	17748	OXYGEN CYLINDER RENT	6524 · E...	80.82
Total Oxygen Utah, LLC				80.82
Paylogics				
03/14/2024	ACH	PAYROLL ENDING 03.01.24	2500 · Ac...	67,042.55
03/28/2024	ACH	PAYROLL ENDING 03.15.24	2500 · Ac...	64,691.63
Total Paylogics				131,734.18
Peopletrial				
03/01/2024	63169	BACKGROUND AND DRUG SCREENING	6506 · Ba...	158.98
Total Peopletrial				158.98
Republic Service				
03/01/2024	086400...	TRASH SERVICE STA 23	6510.1 · ...	125.22
03/01/2024	086400...	TRASH SERVICE STA 21	6510.1 · ...	128.72
03/26/2024	086400...	TRASH SERVICE STA 21	6510.1 · ...	128.72
03/26/2024	086400...	TRASH SERVICE STA 23	6510.1 · ...	125.22
Total Republic Service				507.88
Rocky Mountain Power				
03/01/2024	356437...	POWER SERVICE STA 23	6509.5 · ...	212.82
03/04/2024	345821...	POWSER SERVICE STA 21	6509.5 · ...	425.66
03/06/2024	352472...	POWSER SERVICE STA 22	6509.5 · ...	214.83
Total Rocky Mountain Power				853.31
Signarama				
03/07/2024	inv-160...	DECALS FOR AMBULANCE	6512 · Fle...	1,876.98
Total Signarama				1,876.98

**North Summit Fire District
Accounts Payable
March 2024**

Date	Num	Memo	Account	Amount
Skaggs Public Safety Uniforms				
03/01/2024	218556	UNIFORM W. SPIVEY	6513 · PP...	418.50
03/01/2024	180618	UNIFORM M. GIAUQUE	6513 · PP...	133.20
03/04/2024	219015	UNIFORM A. LUTZ	6513 · PP...	154.80
03/14/2024	218886	UNDIROM R. HOGWOOD	6513 · PP...	283.20
Total Skaggs Public Safety Uniforms				989.70
Software Store				
03/10/2024		WINDOWS 11 FOR MACKBOOK	6519 · Su...	108.99
Total Software Store				108.99
Streamline				
03/01/2024	30A37...	WEBSITE HOSTING	6505.3 · ...	249.00
Total Streamline				249.00
Summit County Health Insurance				
03/01/2024	582025...	AFLAC	2400.9 · ...	45.60
03/18/2024	582026...	HEALTH INSURANCE	2400.9 · ...	18,870.00
03/18/2024	582026...	DENTAL INSURANCE	2400.9 · ...	1,140.00
Total Summit County Health Insurance				20,055.60
Summit Merc.				
03/01/2024	021725...	PAINTING SUPPLIES FOR STA 21	6510 · Bu...	9.99
03/01/2024	011505...	LIGHT BULB FOR OVEN	6510 · Bu...	2.99
03/01/2024	021727...	DRILL BIT	6510 · Bu...	13.99
03/01/2024	011503...	WATER	6517 · E...	4.99
03/16/2024		DISH SOAP	6510.3 · ...	9.02
03/16/2024		MAKING TAPE & AAA BATTERIES	6518 · Off...	16.97
03/20/2024	011514...	VINIGER FOR DISHWASHER	6510.3 · ...	5.19
03/21/2024	011514...	BATTERIESS	6510 · Bu...	5.19
Total Summit Merc.				68.33
Sun Life				
03/14/2024	246849...	LFIE INSURANCE	2400.9 · ...	782.58
Total Sun Life				782.58
URS				
03/01/2024	ACH	RETIRMENT PAYROLL ENDING 02.16.24	2400.9 · ...	10,594.31
03/15/2024	ACH	PAYROLL ENDING 03.01.24	2400.9 · ...	10,316.75
03/29/2024	ACH	RETIRMENT PAYROLL ENDING 03.15.24	2400.9 · ...	10,707.38
Total URS				31,618.44

North Summit Fire District
Accounts Payable
 March 2024

Date	Num	Memo	Account	Amount
Utah Bureau of EMS				
03/26/2024		EMS CERT	6516 · Tr...	20.00
Total Utah Bureau of EMS				20.00
Verizon Wireless				
03/01/2024	995795...	LIFEPACK DATA	6509.2 · I...	20.10
03/02/2024	995807...	TELEPHONE SERVICE	6509.1 · ...	200.07
03/02/2024	995807...	DATA SERVICE	6509.2 · I...	470.26
03/02/2024	995807...	IPAD	6515 · Mi...	1,199.99
Total Verizon Wireless				1,890.42
Walmart				
03/13/2024		FOOD FOR EMPLOYEE MEETING	6517 · E...	15.87
Total Walmart				15.87
Weber State				
03/25/2024		CPR/ACLS/PALS CARDS	6516 · Tr...	26.00
Total Weber State				26.00
Weidner Fire				
03/20/2024	68241	BOOTS AND GLOVES FOR NEW FIREFIGHTERS	6513 · PP...	4,167.86
03/25/2024	68285	CUSTOMER HELMET FRONT	6513 · PP...	75.00
03/25/2024	68280	TECGEN GEAR FOR NEW FIREFIGHTERS	6513 · PP...	2,402.03
Total Weidner Fire				6,644.89
Whites Auto Parts				
03/01/2024	373003	RADIATOR CAP	6512 · Fle...	5.51
03/04/2024	373364	DIELECTRIC TUEN UP KIT	6512 · Fle...	24.98
03/20/2024	3740021	DEF	6512 · Fle...	44.97
03/21/2024	374047	PREMIXED GAS	6512 · Fle...	30.39
Total Whites Auto Parts				105.85
Zions Bank Bankcard Center				
03/04/2024	ACH	BANK CARD POINTS	1013 · Vis...	-221.00
Total Zions Bank Bankcard Center				-221.00

4:43 PM

04/10/24

Accrual Basis

North Summit Fire District
Accounts Payable
March 2024

Date	Num	Memo	Account	Amount
Zions Bank First National Bank				
03/04/2024		REFUND SERVICE AND TRANSACTION FEES	6519 · Su...	-22.00
03/04/2024		REFUND SERVICE AND TRANSACTION FEES	6519 · Su...	-22.00
03/04/2024	ACH	REFUND OF SERVICE FEE	6519 · Su...	-36.93
03/04/2024	ACH	REFUND OF SERVICE FEE	6519 · Su...	-38.81
03/21/2024	ACH	SERVICE FEE	6519 · Su...	14.19
03/29/2024		SERVICE FEE	6519 · Su...	15.00
Total Zions Bank First National Bank				-90.55
TOTAL				230,123.06

Minutes

North Summit Fire Service District
Administrative Control Board
Special Meeting

Executive Conference Room
60 N Main St

Coalville, UT 84017

March 13, 2024

1 Vice Chair Donaldson called the meeting to order at 6:10 PM

2 **Board Members Present**

3 Chair Roger Armstrong – Remote 6:16 PM

4 Vice Chair Don Donaldson - Remote

5 Treasurer Ari Ioannides

6 Louise Willoughby

7 Chris Robinson - Remote

8 John Adams - Excused

9 Steven Dallin - Excused

Staff Present

Ben Nielson, Fire Chief

Nick Jarvis, Deputy Fire Chief

Tyler Rowser, District Clerk

Ryan Stack, Deputy County Attorney

Public Present – Electronic

10
11
12 **Item 2 Roll Call**

13 A quorum was present.

14 **Item 3 Closed session in compliance with Utah Code §52-4-205(1) as**
15 **needed, to discuss:**

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

17 b. Pending or reasonably imminent litigation

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

20 No members called for a closed session.

21 **Item 4 Reconvene in Open Meeting**

22
23 **Item 5 Pledge of Allegiance**

24 Vice Chair Donaldson lead the board and public in the pledge of allegiance.

25 **Item 6 Work Session**

26
27 a. **Welcome Steven Dallin to the board as the Henefer Town**
28 **Council representative.**

29 Table

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

31 a. **Buildings**

32 Chief Neilson updated the board on the mold issue at
33 Station 21. Alpine conducted a post-mitigation sampling,
34 and the mold was removed. Alpine will send us the
35 documentation for cleaning the building for use.

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b. Apparatus

After having the ladder truck from Ogden inspected, it was determined that it would be too expensive to fix it so that it would be operational.

The Mini Pumper is getting the equipment put on it to be ready to put into service.

c. Training

Firefighters have completed 300 hours of training in February.

Firefighters and a few other agencies participated in Ice rescue training at Echo State Park.

3 personnel attended fire investigation training in Windover to keep up their certification.

d. Operations (Medical/Fire)

Review the attached monthly statistics.

e. Misc.

Assistance to Firefighters Grant (AFG) is a 95/5 grant; we applied for money to buy firefighters a second set of turnouts. We will have to put up a 5% match.

f. Insurance Services Office (ISO) rating change.

We lacked training records and other records to prove pump testing, we are now 5/5X down from 6/6X.

Item 7 Public Input

none

Item 8 Consent Agenda

d. Accounts Payable January & February 2024

e. Minutes of January 11 & February 8, 2024

Board Member Willoughby motioned to approve the consent agenda; Vice Chair Donaldson seconded the motion, a vote was called all ayes, and the motion passed.

Item 9 Consideration of Approval

Chief Neilson explained to the board that due to an accident of not recording the February 8, 2024 meeting, we are bringing the voted-on items back to the board to be ratified to keep things transparent with the public.

a. Discussion and possible appointment of Auditor for the 2023 financial year.

The board discussed the matter. Board Member Willoughby motioned to ratify the motion from the February 8th meeting. Board Member Robinson seconded the motion. A vote was called; all ayes and the motion passed.

79 **b. Discuss and possible approval to enter into a purchase**
80 **agreement for a mini pumper and set a maximum amount for**
81 **purchasing the mini pumper and necessary equipment.**

82 The board discussed the purchase of the mini pumper. Treasure
83 Ioannides motioned to ratify the motion from the February 8th meeting;
84 Board Member Robinson seconded the motion; a vote was called, all
85 ayes and the motion passed.

86 **c. Discussion and possible approval of surplus property**

87 The board discussed the truck to be surplus. Board Member
88 Willoughby motioned to ratify the motion from the February 8th
89 meeting; Board Member Robinson seconded the motion, a vote was
90 called, all ayes, and the motion passed.

91 **Item 10 Board Comments.**

92 Board Member Willoughby asked that we look into doing a mailer to the citizens
93 and what that would cost to keep them up to date on the district's events.

94 Treasurer Ioannides is concerned about not having the last meeting recorded and
95 what we can do to ensure it does happen.

96 **Item 11 Adjourn.**

97 Board Member Willoughby motioned to adjourn; Board Member Robinson seconded
98 the motion, a vote was called, and all ayes adjourned at 7:15 PM.