

North Summit Fire District Expenses by Vendor Detail June 2023

Type	Date	Num	Memo	Account	Amount
5.11 Tactical					
Credit Card Charge	06/12/2023		UNIFORMS B. NIELSON	6513 · PPE / Equipme...	193.95
Credit Card Charge	06/29/2023		UNIFORMS T.ROWSER	6513 · PPE / Equipme...	183.18
Credit Card Charge	06/29/2023		UNIFORMS T.ROWSER	6513 · PPE / Equipme...	170.00
Credit Card Credit	06/29/2023		RETURN UNIFORMS T.ROWSER	6513 · PPE / Equipme...	-183.18
Total 5.11 Tactical					363.95
8X8 Inc					
Credit Card Charge	06/03/2023		PBX PHONE SYSTEM	6509.1 · Telephone	178.20
Total 8X8 Inc					178.20
A1- Uniforms Workwear					
Bill	06/01/2023	43841	UNIFORMS S. KEOVILAY	6513 · PPE / Equipme...	136.00
Total A1- Uniforms Workwear					136.00
All West Communications					
Bill	06/01/2023	383100	TELEPHONE SERVICE	6509.1 · Telephone	129.55
Bill	06/01/2023	383100	INTERNET SERVICE	6509.2 · Internet	321.30
Total All West Communications					450.85
Amazon Business					
Bill	06/02/2023	1KJY-...	CLEANING SUPPLIES	6510 · Building and Gr...	445.91
Bill	06/05/2023	19VH-...	PAPER TOWELS	6510 · Building and Gr...	27.77
Bill	06/20/2023	1QRM-...	MACBOOK DOCKING STATION	6515 · Minor Equipment	99.99
Bill	06/29/2023	1VQQ-...	SHOWER HEAD	6510 · Building and Gr...	26.09
Bill	06/30/2023	1W9P9...	BLUETOOTH KEYBOARD	6515 · Minor Equipment	48.99
Total Amazon Business					648.75
Ameritas Life Insurance Corp					
Bill	06/01/2023	010602...	VISION INSURANCE	2400.9 · Benefits Accrual	103.20
Total Ameritas Life Insurance Corp					103.20
Apple.com					
Credit Card Charge	06/15/2023		SHIPPING CHARGE	6515 · Minor Equipment	20.00
Credit Card Charge	06/15/2023		MACBOOK PRO	6515 · Minor Equipment	1,849.00
Total Apple.com					1,869.00
Ashley Homestore					
Credit Card Charge	06/12/2023		BOX SPRINGS	6510 · Building and Gr...	366.33
Total Ashley Homestore					366.33

North Summit Fire District Expenses by Vendor Detail June 2023

Type	Date	Num	Memo	Account	Amount
BRD Pest Solutions					
Credit Card Charge	06/02/2023		PEST CONTROL STA 23	6510 · Building and Gr...	149.99
Credit Card Charge	06/16/2023		PEST CONTROL STA 21	6510 · Building and Gr...	149.99
Total BRD Pest Solutions					299.98
ChatGPT					
Credit Card Charge	06/28/2023		CHATGPT MEMBERSHIP	6519 · Subscriptions/M...	21.43
Total ChatGPT					21.43
Cliffs Tunner Wash					
Credit Card Charge	06/24/2023		CAR WASH MEMBERSHIP	6512 · Fleet Maintenan...	24.99
Total Cliffs Tunner Wash					24.99
Dominion Energy					
Bill	06/05/2023	741602...	GAS SERVICE STATION 21	6509.4 · Gas	112.42
Bill	06/05/2023	723483...	GAS SERVICE STATION 23	6509.4 · Gas	85.81
Bill	06/05/2023	599360...	GAS SERVICE STATION 22	6509.4 · Gas	72.36
Total Dominion Energy					270.59
Fiver					
Credit Card Charge	06/01/2023		Ask Nick for Receipt	6515 · Minor Equipment	28.38
Total Fiver					28.38
Fuel Network					
Bill	06/05/2023	F2311...	FUEL	6511 · Fuel	2,435.77
Total Fuel Network					2,435.77
Google					
Credit Card Charge	06/01/2023		Email	6509.3 · Email	25.71
Total Google					25.71
Grease Monkey					
Credit Card Charge	06/10/2023		OIL CHANGE F150	6512 · Fleet Maintenan...	159.13
Total Grease Monkey					159.13
Health Equity					
Check	06/08/2023	ACH	ADMIN FEE	6620.5 · ER Health Sa...	10.00
Check	06/12/2023	ACH	PAYROLL ENDING 05.26.23	2400.9 · Benefits Accrual	823.04
Check	06/26/2023	ACH	PAYROLL ENDING 06.09.23	2400.9 · Benefits Accrual	1,060.54
Total Health Equity					1,893.58

North Summit Fire District Expenses by Vendor Detail June 2023

Type	Date	Num	Memo	Account	Amount
Home Depot					
Credit Card Charge	06/09/2023		DOOR SEALS, WEED KILLER & T...	6510 · Building and Gr...	85.80
Credit Card Charge	06/09/2023		GAS OIL MIX	6511 · Fuel	47.96
Credit Card Charge	06/16/2023		PVC PARTS FOR SPRINKERS AT ...	6510 · Building and Gr...	13.08
Total Home Depot					146.84
Moore's Tire & Service Express					
Bill	06/13/2023	DR109...	OIL AND FUEL FILTER CHANGE ...	6512 · Fleet Maintenanc...	392.63
Total Moore's Tire & Service Express					392.63
Paylogics					
Check	06/08/2023	ACH	PAYROLL ENDING 05.26.23	2500 · Accrued salaries	37,827.67
Check	06/22/2023	ACH	PAYROLL ENDING 06.09.23	2500 · Accrued salaries	41,751.72
Total Paylogics					79,579.39
Peopletrial					
Bill	06/01/2023	59722	DRUG AND BACKGROUND CHEC...	6506 · Background Ch...	176.49
Total Peopletrial					176.49
Republic Service					
Bill	06/26/2023	086400...	TRASH SERVICE STA. 23	6510.1 · Trash	105.18
Bill	06/26/2023	086400...	TRASH SERVICE STATION 21	6510.1 · Trash	174.95
Total Republic Service					280.13
Rocky Mountain Power					
Bill	06/01/2023	345821...	POWER SERVICE STATION 21	6509.5 · Power	429.96
Bill	06/01/2023	356437...	POWER SERVICE STATION 23	6509.5 · Power	193.28
Bill	06/02/2023	352472...	POWER SERVICE STATION 22	6509.5 · Power	76.20
Bill	06/29/2023	356437...	POWER SERVICE STA 23	6509.5 · Power	206.96
Bill	06/30/2023	345821...	POWER SERVICE STA 21	6509.5 · Power	507.10
Total Rocky Mountain Power					1,413.50
Siddons-Martin Emergnecy Group					
Bill	06/05/2023	384056...	AIR BRAKES REPAIR	6512 · Fleet Maintenanc...	3,715.00
Total Siddons-Martin Emergnecy Group					3,715.00

North Summit Fire District Expenses by Vendor Detail June 2023

Type	Date	Num	Memo	Account	Amount
Skaggs Public Safety Uniforms					
Bill	06/01/2023	178417	Uniforms	6513 · PPE / Equipme...	424.00
Bill	06/01/2023			6513 · PPE / Equipme...	0.00
Bill	06/12/2023	179918	UNIFORMS N. GIAUQUE	6513 · PPE / Equipme...	394.94
Bill	06/16/2023	180618	UNIFORMS M. GIAUQUE	6513 · PPE / Equipme...	76.00
Bill	06/22/2023	181242	UNIFORM Z. LEWIS	6513 · PPE / Equipme...	85.97
Bill	06/27/2023	179918.	UNIFORM N. GIAUQUE	6513 · PPE / Equipme...	133.20
Total Skaggs Public Safety Uniforms					1,114.11
Smith's Food					
Credit Card Charge	06/25/2023		SNACKS FOR EMS SKILLS LAB D...	6517 · Employee Food...	53.55
Total Smith's Food					53.55
Streamline					
Bill	06/01/2023	30A37...	WEBSITE HOSTING	6505 · Contract Services	249.00
Total Streamline					249.00
STRIPE					
Deposit	06/16/2023	ACH	TESTING OF NEW CREDIT CARD...	1019 · Inspection Fee	-1.00
Total STRIPE					-1.00
Stryker Sales Corp.					
Bill	06/01/2023	417657...	LIFEPACK CHARGER	6515 · Minor Equipment	1,759.78
Total Stryker Sales Corp.					1,759.78
Summit County Health Insurance					
Bill	06/01/2023	HEALTH	JUNE HELATH INSURANCE	2400.9 · Benefits Accrual	9,672.00
Bill	06/01/2023	DENTAL	JUNE DENTAL INSURNACE	2400.9 · Benefits Accrual	620.00
Total Summit County Health Insurance					10,292.00
Summit Merc.					
Bill	06/07/2023	021573...	CLEANING SUPPLIES	6510 · Building and Gr...	9.67
Bill	06/07/2023	021573...	COFFEE	6517 · Employee Food...	8.99
Bill	06/14/2023	021577...	SNACKS FOR MEETING	6517 · Employee Food...	4.98
Credit Card Charge	06/21/2023		ASK ANDY	6512 · Fleet Maintenan...	19.28
Bill	06/23/2023	021583...	FLUSH LEVER HANDEL	6510 · Building and Gr...	4.59
Bill	06/26/2023	021584...	FOAM CUP	6517 · Employee Food...	1.99
Bill	06/28/2023	011395...	PVC PIPE FITTINGS FOR SPRINK...	6510 · Building and Gr...	25.96
Bill	06/29/2023	011396...	TAPE, HOSE Y, BRASS HOSE EN...	6510 · Building and Gr...	68.96
Bill	06/29/2023	011396...	BOTTLED WATER	6517 · Employee Food...	12.98
Bill	06/30/2023	011396...	BOLTS/NUTS/WASHERS	6512 · Fleet Maintenan...	1.73
Total Summit Merc.					159.13

North Summit Fire District Expenses by Vendor Detail June 2023

Type	Date	Num	Memo	Account	Amount
URS					
Check	06/12/2023	ACH	PAYROLL ENDING 05.26.23	2400.9 · Benefits Accrual	5,524.35
Check	06/26/2023	ACH	PAYROLL ENDING 06.09.23	2400.9 · Benefits Accrual	5,528.79
Total URS					11,053.14
Utah Bureau of EMS and Preparedness					
Credit Card Charge	06/27/2023		EMT INSTRUCTOR RECERT	6516 · Training Expens...	150.00
Total Utah Bureau of EMS and Preparedness					150.00
Utah Local Governments Trust					
Bill	06/13/2023	1607143	PROPERTY INSURANCE	6501 · Insurance	3,855.61
Bill	06/13/2023	1607142	LIABILITY INSURANCE	6501 · Insurance	8,983.00
Bill	06/13/2023	1607141	AUTO INSURANCE	6501 · Insurance	8,896.89
Total Utah Local Governments Trust					21,735.50
Verizon Wireless					
Bill	06/02/2023	993624...	OFFICE AND IPAD PHONES	6509.1 · Telephone	562.09
Credit	06/02/2023	993612...	LIFE PACK DATA	6509.2 · Internet	-0.26
Bill	06/30/2023	993847...	LIFE PACK DATA	6509.2 · Internet	20.14
Total Verizon Wireless					581.97
Weber State					
Credit Card Charge	06/02/2023		CPR CARDS	6516 · Training Expens...	35.00
Total Weber State					35.00
Whites Auto Parts					
Bill	06/02/2023	360408	Antifrez	6512 · Fleet Maintenanc...	14.38
Bill	06/08/2023	360711	CLEANER AND SHOP TOWELS	6512 · Fleet Maintenanc...	32.88
Credit Card Charge	06/10/2023		THERMOSTAT AND WATER GAS...	6512 · Fleet Maintenanc...	13.80
Total Whites Auto Parts					61.06
Zions Bank Bankcard Center					
Deposit	06/02/2023	ACH	CASH BACK SAVINGS	1013 · Visa Card Cash...	-115.00
Total Zions Bank Bankcard Center					-115.00
TOTAL					142,108.06

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
May 11, 2023

1 Chair Armstrong called the meeting to order at 6:03PM

2 **Board Members Present**

3 Chair Roger Armstrong – Electronic
4 Vice Chair Jim Rees
5 Ari Ioannides – Electronic
6 Louise Willoughby – Absent
7 Chris Robinson – Absent
8 Don Donaldson

Staff Present

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

Public Present

Susie Becker – Electronic
Michelle – Electronic

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10
11

12

13 **Item 2 Roll Call**

14 A quorum was present.

15 **Item 3 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 4 Reconvene in Open Meeting**

23

24 **Item 5 Pledge of Allegiance**

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

26 **Item 6 Work Session**

27

- 28 a. **Review and Discussion of the Quarter 1 2023 District**
29 **Financials.**

30 The board reviewed the quarterly financial report.

31

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

33 Chief Nielson went over the calls YTD. Chief Nielson stated that the
34 draft EMS study is out, and he would talk with any board members on
35 the side if they had any questions.
36

37 **Item 7 Public Input**

38 No public comment was made.
39

40 **Item 8 Consideration of Approval**

41
42 **a. Discussion, Public Hearing, and possible adoption of**
43 **Resolution 2023-01 A Resolution Adopting an Impact Fee**
44 **Analysis and Imposing Impact Fees, Providing for the**
45 **Calculation and Collection of Such Fees, Providing for Appeal,**
46 **Accounting, and severability of the same, and other related**
47 **matters.**

48 Chair Armstrong opened the public hearing at 6:10PM and no public
49 comment was made. Chair Armstrong closed the public hearing at
50 6:11PM.

51 Vice Chair Rees motioned to adopt resolution 2023-01 Board Member
52 Donaldson seconded the motion, a vote was called, all ayes, motion
53 passed.
54

55 **b. Discussion, and possible adoption of Resolution 2023-02 A**
56 **Resolution Adopting Rules of Order and Procedure for**
57 **Administrative Control Board Meetings.**

58 The board reviewed the proposed changes to the rules of order and
59 procedure.

60 Treasurer Ioannides motioned to adopt Resolution 2023-02, Board
61 Member Donaldson seconded the motion, a vote was called, all ayes,
62 motion passed.
63

64 **c. Discussion and possible adoption of Resolution 2023-03 A**
65 **Public Entity Resolution for the Office of the State Treasurer**
66 **Public Treasurers Investment Fund Change.**

67 Vice Chair Rees motioned to adopt Resolution 2023-03, Board Member
68 Donaldson seconded the motion, a vote was called, all ayes, motion
69 passed.
70

71 **d. Review, Discussion and Possible recommendation to the**
72 **Summit County Council of changes to Section 5, 6, 8, & 11 of**
73 **the personnel Polices.**

74 The board discussed the proposed changes to the personnel policies.

75 Treasurer Ioannides motioned to recommend the changes to the
76 personal policies for approval by the County Council, Vice Chair Rees
77 seconded the motion, a vote was called, all ayes, motion passed.
78

79 e. **Discussion and possible approval of surplus property.**
80 Board Member Donaldson motioned to approve the surplus property as
81 outlined in the staff report and to deposit the money into the capital
82 fund, Treasurer Ioannides seconded the motion, a vote was called, all
83 ayes, motion passed.
84

85 f. **Review and possible approval of Accounts Payable.**
86 Vice Chair Rees motioned to approve the accounts payable, Treasurer
87 Ioannides seconded the motion, a vote was called, all ayes, motion
88 passed. After approval Treasurer Ioannides stated that it looked like
89 some credit card items were missing, Clerk Rowser said he would
90 rerun the report and bring it back next month.

91 g. **Review and possible approval of the meeting minutes of; April**
92 **13, 2023**
93 Tabled to next meeting.

94 **Item 9 Board Comments.**
95 No board comments were made.
96

97 **Item 10 Chief Comments.**
98 Chief Nielson mentioned that the county has moved to a new minute keeping
99 system called Granicus and would like to explore if the District could use it. Chief
100 Nielson also mentioned that we have been staffing 2 stations on a consistent basis,
101 but we still need more part-time employees.
102

103 **Item 11 Adjourn.**
104 Vice Chair Rees motioned to adjourn, Board Member Donaldson seconded the
105 motion, a vote was called, all ayes, Adjourned at 6:56PM

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
June 8, 2023

1 Vice Chair Rees called the meeting to order at 6:00PM

2 **Board Members Present**

3 Chair Roger Armstrong – Absent

4 Vice Chair Jim Rees

5 Treasurer Ari Ioannides

6 Louise Willoughby –Electronic

7 Chris Robinson – Electronic

8 Don Donaldson

9 John Adams

Staff Present

Ben Nielson, Fire Chief

Tyler Rowser, District Clerk

Ryan Stack, Deputy County Attorney

Public Present

Donna Leighton DHHS - Electronic

Me - 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 closed meeting was called.

21 **Item 4 Reconvene in Open Meeting**

22
23 **Item 5 Pledge of Allegiance**

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

25 **2. Work Session**

26 Jim introduced new board members John Adams to the board.

27
28 **a. Chief's Report. Discussion of current operational status.**

29 Chief Nielson updated the board certification levels, vehicles and
30 additional training that is going on.

31 Chief also updated the board on a new HVAC system in station 23.

32 From the capital account.

33
34 **3. Public Input**

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

38 None

39

40 **4. Consent Agenda**

41

42 a. Accounts Payable revised April 2023 and May 2023
43 Board Member Donaldson motioned to approve the accounts payable,
44 Treasurer Ioannides seconded the motion, a vote was called, all ayes,
45 motion passed.

46 b. Minutes of April 13, 2023, and May 11, 2023
47 Treasurer Ioannides motioned to approve the minutes of April 13,
48 2023, Board Member Willoughby seconded the motion, a vote was
49 called all ayes, Board members Adams & Donaldson abstained from
50 voting, motion passed.

51 Minutes of May 11, 2023, table till next meeting.

52

53

54 **5. Consideration of Approval**

55

56 a. **Review, Discussion and Possible recommendation to the**
57 **Summit County Council of changes to Section 9 of the**
58 **personnel Polices.**

59 The board reviewed the revised policy and requested additional
60 information. Treasurer Ioannides motioned to table the matter until a
61 financial impact could be completed, Board Member Robinson seconded
62 the motion, a vote was called, all ayes, motion passed.

63 **6. Board Comments.**

64 None

65 **Item 11 Adjourn.**

66 Treasurer Ioannides motioned to adjourn, Board Member Robinson seconded the
67 motion, a vote was called, all ayes, meeting adjourned at 7:03PM.

Executive Summary

Recommendation:

Based on the financial status and recent developments of the North Summit Fire District, I recommend approval of the purchase of two Chevy Colorado's from Young Chevy in Morgan. (Which is on State contract, and that we have used in the past). It is our intent to use the current F-150 (command vehicle) as a Paramedic rescue truck, and then use these other two vehicles as Auxiliary trucks. These would be used for training, command vehicles, and miscellaneous use, such as pulling trailers and carrying equipment and gear for wildland deployments.

We have spent the last year selling apparatus and equipment that we felt was necessary and not used to its fullest potential. In this manner we can accomplish getting needed vehicles that was recommended back in March in the Capital reserve projection and is attached.

The North Summit Fire District's capital account has shown a significant increase, reaching \$543,146.23 by the end of June 2023. This growth can be attributed to the successful sale of a Water Tender, generating \$32,500.00 in revenue, in addition to the interest earned amounting to \$2,186.12. The pending sale of equipment from the engine and brush truck is expected to further boost the capital account, along with additional interest earned.

Investing in two Chevy Colorado's from Young Chevy can provide several advantages for the fire district. Chevy Colorado's are reliable, durable, and versatile vehicles, well-suited for firefighting and emergency response operations. Including fire investigations and dealing with the terrain that we have in our response area.

By purchasing the Chevy Colorado's, the North Summit Fire District can enhance its fleet and operational capabilities. The addition of these vehicles can improve fiscal responsibility, increase efficiency during emergency situations, and ensure the safety of both firefighters and the community they serve.

In conclusion, considering the North Summit Fire District's financial stability, the recent growth in the capital account, and the potential revenue from the pending sale of equipment, I recommend purchasing two Chevy Colorado's from Young Chevy in Morgan. We will also be transitioning the F150 into a paramedic rescue vehicle. This will help save money for a paramedic rescue truck, so we do not have to purchase another vehicle on top of these two additions to the fleet. This strategic investment will enhance the fire district's fleet capabilities, improve emergency response effectiveness, and contribute to the overall operational efficiency and functionality of the organization.

2023 Chevy Colorado	\$38,554.00 ea
VLS emergency equipment upfitting	\$8,708.12 ea
Subtotal	\$42,262.12 ea
Grand Total	\$84,524.24

