



To: Administrative Control Board
From: Tyler Rowser Administrative Captain/District Clerk
Date: May 11, 2023
Re: Quarter 1 2023 Financial
Action: Review and Discussion

The North Summit Fire District has recently made some changes to its financial reporting process. Moving forward, the district will be using Quickbooks to create reports directly from its accounting system, which will reduce the time it takes to prepare the reports and provide a more accurate picture of the financial state of the district. The new reporting process will also automatically track and reconcile the budget, making the process less confusing and providing better detail to stakeholders.

In addition, the district has adjusted the way it uses the Summit County Line of Credit. Rather than transferring funds from the line to an interest-bearing account, the district will now only pull enough funds to cover expenses for the upcoming month. We are depleting the investment account to pay this month's expenses. This change will help to minimize interest expenses and ensure that the district is using resources efficiently.

Overall, these changes are expected to streamline financial reporting and improve the financial management of the North Summit Fire District.

Here's an analysis of the P&L for the North Summit Fire District for the first three months of the calendar year 2023:

- **Gross Profit:** The gross profit for the period Jan-Mar 2023 was \$149,610.54, which is 7.2% of the budgeted gross profit of \$2,071,500 for the full 12-month period. The actual gross profit for the three months is 24.5% of the budgeted gross profit for the same period.
- **Expense:** The actual expense for the period Jan-Mar 2023 was \$199,309.03, which is 9.7% of the budgeted expense of \$2,056,188 for the full 12-month period. The actual expense for the three months is 30.8% of the budgeted expense for the same period.
- **Net Income:** The actual net income for the period Jan-Mar 2023 was ~~\$75,225.39~~, Revenue

which is -3.6% of the budgeted net income of -\$2,056,188 for the full 12-month period. The actual net income for the three months is 21.7% of the budgeted net income for the same period.

Overall, the North Summit Fire District experienced negative variances in all areas of the P&L statement with budget for the first three months of 2023.

North Summit Fire District Budget vs. Actual January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
10003 · Deposit				
1021 · Summit County/PCFD ILA	125,000.00	0.00	125,000.00	100.0%
1004 · Ambulance Rent	0.00	4,800.00	-4,800.00	0.0%
1006 · Wildland Fire Sup Reimbursement	0.00	3,000.00	-3,000.00	0.0%
1005 · Community Room Rent	351.06			
1007 · Cost Recovery	431.52	7,000.00	-6,568.48	6.2%
1009 · Grants	6,041.00	2,000.00	4,041.00	302.1%
1013 · Visa Card Cash Back	51.00			
1016 · Property Taxes	26,455.54	2,000,000.00	-1,973,544.46	1.3%
1019 · Inspection Fee	1,755.30	4,700.00	-2,944.70	37.3%
1020 · Interest	11,767.20	50,000.00	-38,232.80	23.5%
Total 10003 · Deposit	171,852.62	2,071,500.00	-1,899,647.38	8.3%
Total Income	171,852.62	2,071,500.00	-1,899,647.38	8.3%
Gross Profit	171,852.62	2,071,500.00	-1,899,647.38	8.3%
Expense				
7610 · Debt Service Interest	0.00	80,000.00	-80,000.00	0.0%
6500 · Operations				
6518 · Office Supplies	1,339.69	10,000.00	-8,660.31	13.4%
6510 · Building and Grounds	11,260.59	50,000.00	-38,739.41	22.5%
6506 · Background Checks	583.43	4,500.00	-3,916.57	13.0%
6505 · Contract Services	2,238.75			
6501 · Insurance	0.00	40,000.00	-40,000.00	0.0%
6502 · Accounting other.	550.00	20,000.00	-19,450.00	2.8%
6509 · Utilities	11,875.32	45,000.00	-33,124.68	26.4%
6512 · Fleet Maintenance	2,545.03	32,500.00	-29,954.97	7.8%
6511 · Fuel	3,852.43	20,000.00	-16,147.57	19.3%
6513 · PPE / Equipment / Uniforms	1,330.86	42,000.00	-40,669.14	3.2%
6515 · Minor Equipment	2,107.96	12,000.00	-9,892.04	17.6%
6516 · Training Expenses	1,113.36	25,000.00	-23,886.64	4.5%
6517 · Employee Food and other	696.64	2,500.00	-1,803.36	27.9%
6519 · Subscriptions/Memberships/Publi	21,373.81	46,000.00	-24,626.19	46.5%
Total 6500 · Operations	60,867.87	349,500.00	-288,632.13	17.4%
6600 · Payroll Expenses				
6620 · Employee Benifits	19,550.73	107,030.00	-87,479.27	18.3%
6613 · Payroll Processing Fee	1,170.50	4,000.00	-2,829.50	29.3%
6602 · Admin. Salaries	34,941.44	185,000.00	-150,058.56	18.9%

**North Summit Fire District
Budget vs. Actual
January through March 2023**

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
6603 · Board Member Salaries	1,680.00	9,000.00	-7,320.00	18.7%
6605 · Firefighter Salaries	102,555.24	1,025,335.00	-922,779.76	10.0%
6610 · Payroll Taxes	11,068.57	296,323.00	-285,254.43	3.7%
Total 6600 · Payroll Expenses	170,966.48	1,626,688.00	-1,455,721.52	10.5%
Total Expense	231,834.35	2,056,188.00	-1,824,353.65	11.3%
Net Ordinary Income	-59,981.73	15,312.00	-75,293.73	-391.7%
Other Income/Expense				
Other Expense				
7500 · Capital Purchase				
22.05 · Turnouts	25,526.90			
7500 · Capital Purchase - Other	0.00	500,000.00	-500,000.00	0.0%
Total 7500 · Capital Purchase	25,526.90	500,000.00	-474,473.10	5.1%
Total Other Expense	25,526.90	500,000.00	-474,473.10	5.1%
Net Other Income	-25,526.90	-500,000.00	474,473.10	5.1%
Net Income	-85,508.63	-484,688.00	399,179.37	17.6%

Staff Report

Analysis of Incident Data and Financial Overview for North Summit Fire District

Date: May 5, 2023

To: All North Summit Fire District Board Members

From: Chief Nielson

Introduction:

This staff report provides an analysis of the incident data and financial overview for the North Summit Fire District. The purpose of this analysis is to identify trends and areas of focus for the District's operations and budget. The data spans from 2019 to 2023, with the most recent data available for January through April of 2023. Graphs illustrating the data will be included to aid in the understanding of the analysis.

Incident Data Analysis:

The incident data is categorized into six main categories: Haz Mat, Other, Flooding, Utility Problem, Fire Alarm, Fire, and Medical. The total number of incidents and the percentage of calls in each category are provided for each year.

From 2019 to 2023, the most significant category of incidents has consistently been Medical, accounting for 69.9% to 76.7% of total calls. Fire-related incidents have seen a slight decrease, with 10.5% in 2019 to 6.8% in 2023. Fire Alarm incidents have remained relatively stable, ranging from 4.2% to 6.2% of total calls. Utility Problem incidents have also remained fairly stable, fluctuating between 3.8% and 6.2% of total calls.

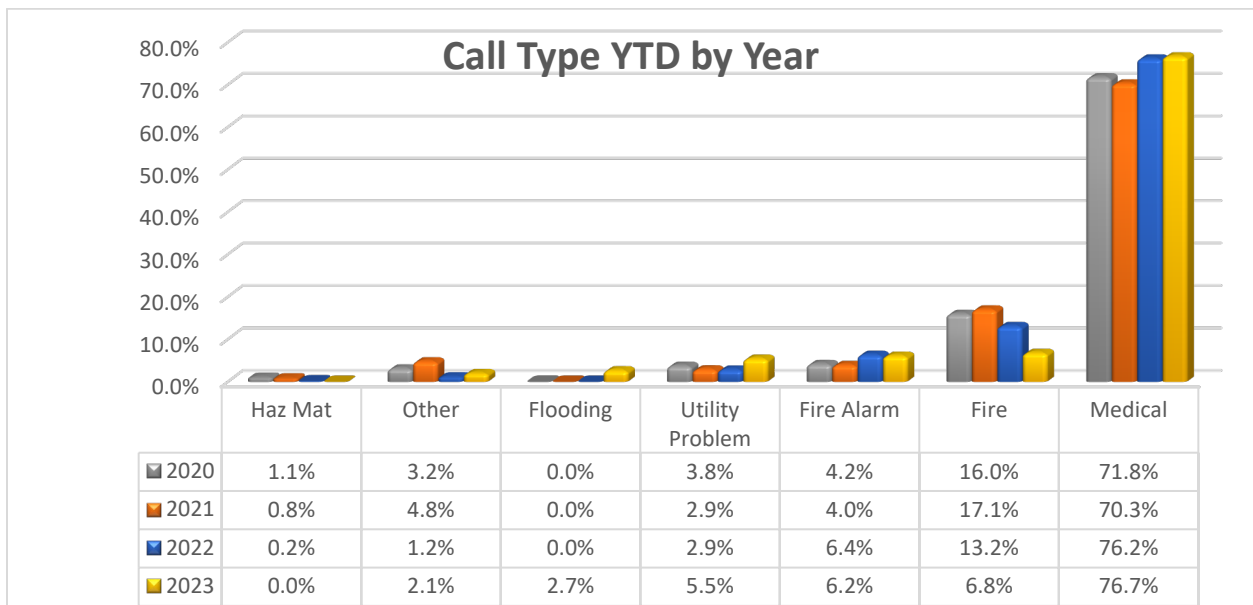
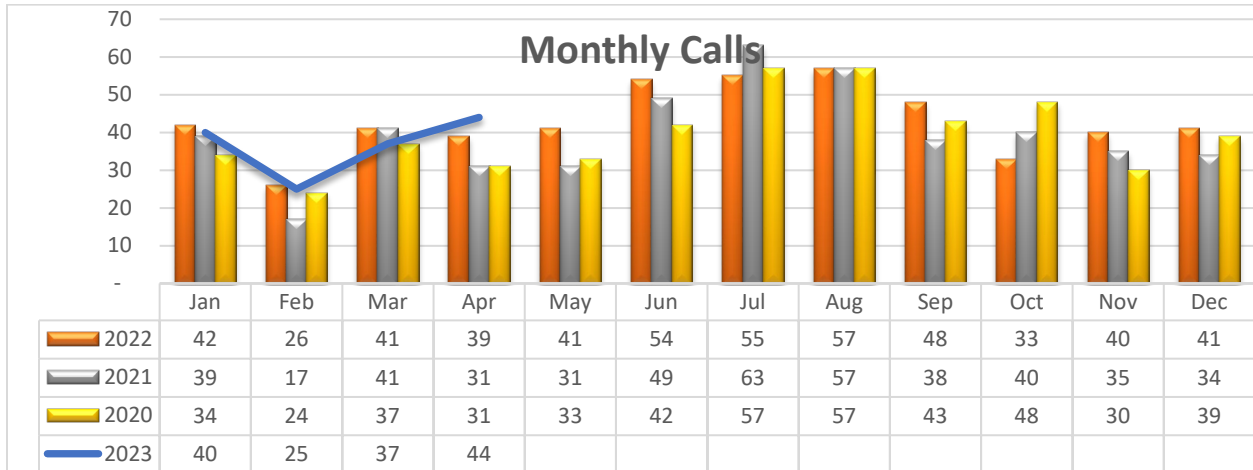
Other incidents, including Haz Mat and Flooding, have seen less consistency over the years. Haz Mat incidents have decreased from 2.6% in 2019 to 0% in 2023. Flooding incidents, on the other hand, have increased from 0% in the previous years to 2.7% in 2023.

Conclusion:

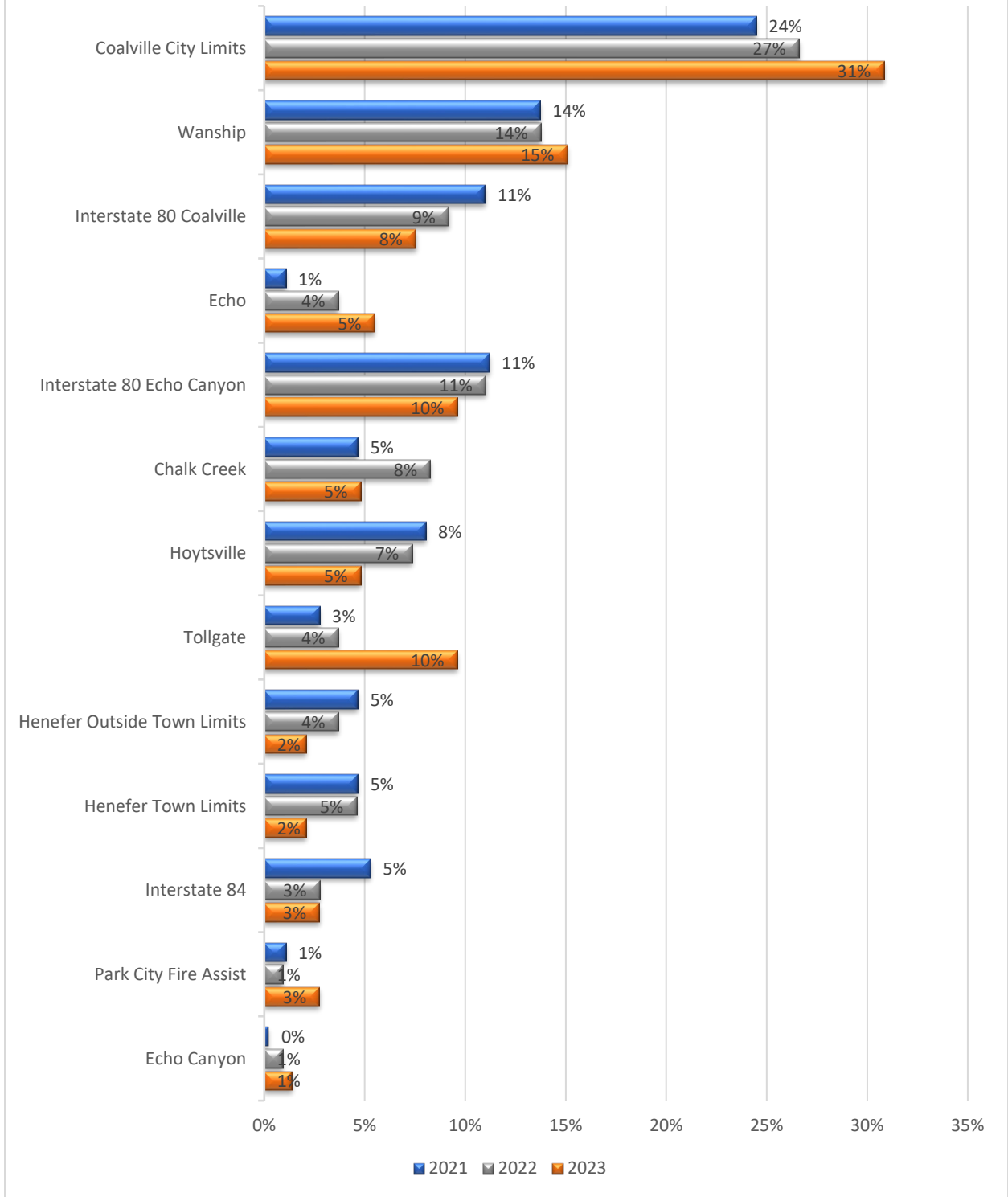
The analysis of the incident data for the North Summit Fire District highlights the prominence of Medical incidents, which consistently account for the majority of calls. This finding emphasizes the importance of ensuring that our resources, training, and equipment are well-prepared to handle these incidents. Furthermore, the increase in Flooding incidents in 2023 suggests that the District should monitor this trend and consider allocating resources to address potential flooding events.

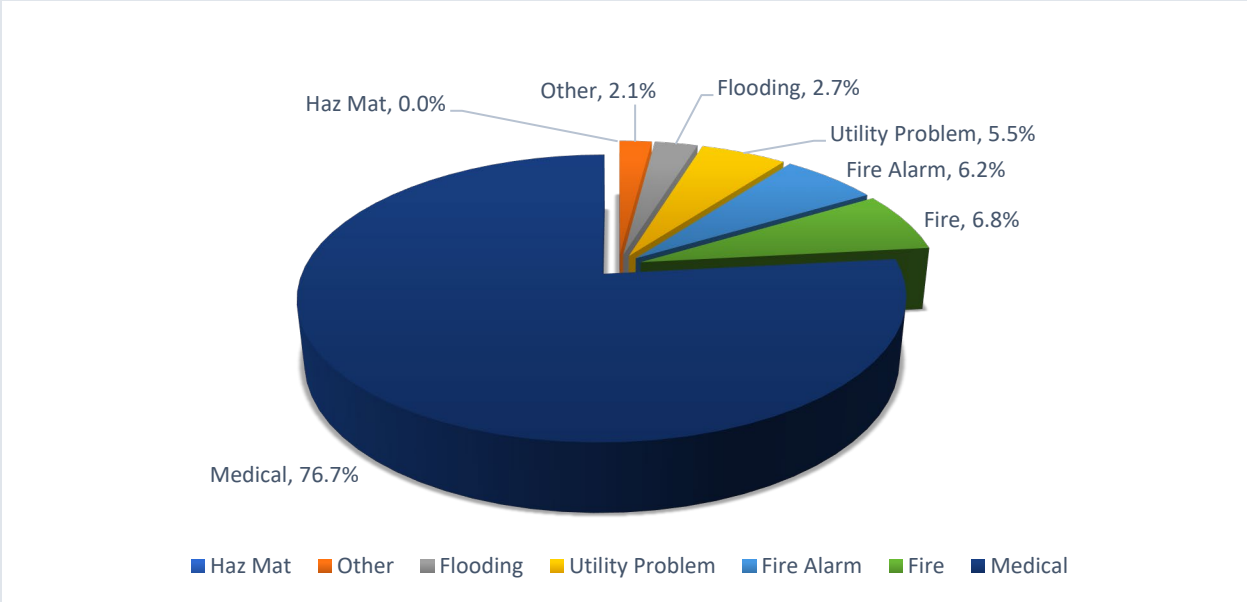
The financial overview indicates that the District is currently operating within its budget, with 7% of the revenue budget and 6% of the expense budget utilized. The capital budget has also been managed responsibly, with only 5% utilized as of February 2023. The Board should continue to monitor the District's financial performance and make necessary adjustments to ensure the efficient allocation of resources and the financial stability of the District.

[Graphs illustrating the incident data and financial overview will be included here for visual representation and enhanced understanding.]



Calls by Area





Staff Report

Creation of a New Line Item for Community Outreach in the North Summit Fire District Budget

Date: May 5, 2023

To: All North Summit Fire District Board Members

From: Chief Nielson

Background:

As part of the North Summit Fire District's mission to promote fire safety and awareness, it has been observed that several communities within our District have independently organized annual fire safety BBQs. These events serve to bring community members together to learn about fire safety and prevention measures while enjoying a social gathering. The District recognizes the importance of these events in fostering a sense of community and camaraderie, as well as enhancing fire safety sensibility among residents.

Proposal:

It is proposed to create a new line item in the North Summit Fire District budget specifically for community outreach initiatives, such as supporting the annual fire safety BBQs. The allocated funds will be used to provide resources, manpower, and financial assistance to these events, making them more accessible and impactful for the communities involved.

Benefits:

1. **Strengthen Community Ties:** Supporting these events will help build stronger relationships between the North Summit Fire District and the communities it serves. This sense of unity will encourage residents to be more proactive in fire safety and prevention efforts.
2. **Promote Fire Safety Awareness:** By contributing to these events, the District can utilize this opportunity to disseminate essential fire safety information, provide educational materials, and offer demonstrations on fire safety equipment.
3. **Enhance District Visibility and Reputation:** Actively participating in these events will demonstrate the District's commitment to fire safety and its dedication to the well-being of its residents. This increased visibility will help establish trust and credibility in the newly formed District.
4. **Encourage Future Collaboration:** By showing support for existing community efforts, the District paves the way for future collaborative projects, allowing for the exchange of knowledge and resources to further enhance fire safety within the District.

Recommendation:

This recommendation does not seek any immediate action or approval from the North Summit Fire District Board. Instead, the administration would like to keep the Board informed about the proposed change and share the direction we intend to take in building our fire prevention program. By creating a new line item in the budget for community outreach initiatives, we aim to actively support the annual fire safety BBQs and further promote fire safety awareness within our communities.

The estimated budget for this new line item will be determined by the administration and monitored for its effectiveness in achieving the intended objectives. The Board's awareness and understanding of this initiative will be vital as we proceed with building a robust fire prevention program that benefits our communities and strengthens the District's reputation and visibility.

**NORTH SUMMIT FIRE SERVICE DISTRICT
IMPACT FEE ENACTMENT RESOLUTION**

May 11, 2023

THIS RESOLUTION ADOPTING AN IMPACT FEE ANALYSIS AND IMPOSING IMPACT FEES, PROVODING FOR THE CALCULATION AND COLLECTION OF SUCH FEES, PROVIDING FOR APPEAL, ACCOUNTING, AND SEVERABILITY OF THE SAME, AND OTHER RELATED MATTERS is made this 11th day of May, 2023, by the North Summit Fire Service District Administrative Control Board (“NSFSD ACB”) for the NORTH SUMMIT FIRE SERVICE DISTRICT, a special service district duly organized under the laws of the State of Utah as a public body corporate and politic (the “Resolution”).

WHEREAS, North Summit Fire Service District (the “**District**”) is a political subdivision of the State of Utah, authorized and organized under the provisions of Utah law; and

WHEREAS, the District is authorized pursuant to the Impact Fees Act, Utah Code § 11-36a-101 et seq. to adopt and impose impact fees as a condition of development approval; and

WHEREAS, the District provided written notice of its intent to prepare an Impact Fee Facilities Plan pursuant to Utah Code § 11-36a-501; and

WHEREAS, the District has caused an Impact Fee Facilities Plan (the “**Facilities Plan**”) to be prepared by Zions Public Finance, Inc., a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference; and

WHEREAS, Zions Bank Public Finance has certified its work on the Facilities Plan under Utah Code § 11-36a-306(1); and

WHEREAS, the District provided notice and held a public hearing prior to adopting the Facilities Plan in satisfaction of Utah Code § 11-36a-502; and

WHEREAS, the District adopted the Facilities Plan by Resolution No. NSFSD 2023-04; and

WHEREAS, prior to preparing the Impact Fee Analysis (the “**Impact Fee Analysis**”), the District provided notice as set forth in Utah Code § 11-36a-503; and

WHEREAS, the District has caused an Impact Fee Analysis to be prepared by Zions Public Finance, Inc., a copy of which is attached hereto as **Exhibit B** and incorporated herein by reference; and

WHEREAS, Zions Public Finance, Inc., has certified its work on the Impact Fee Analysis under Utah Code § 11-36a-306(2); and

WHEREAS, in accordance with Utah Code § 11-36a-504(1)(c)(i) and § 17B-1-111(1)(a)(ii), the District made this Impact Fee Enactment Resolution (the “**Resolution**”) available to the public at least fourteen (14) days before the scheduled public hearing; and

WHEREAS, in accordance with Utah Code § 17B-1-111, the District posted notice of the public hearing with respect to the proposed Resolution in at least three public places within the District at least fourteen (14) days before the scheduled public hearing; and

WHEREAS, the District published notice of such public hearing in the Deseret News, a newspaper of general circulation in the District, on April 28, 2023; and

WHEREAS, in accordance with Utah Code § 11-36a-504(1)(d)(ii), the District, having previously made this Resolution available to the public, posted notice of its intent to adopt and enact this Resolution on the Utah Public Notice Website at least ten (10) days before the scheduled public hearing; and

WHEREAS, on or before April 27, 2023, a copy of the Impact Fee Analysis and a summary of the impact fee analysis prepared in accordance with Utah Code §11-36a-303 was placed in the Coalville branch of the Summit County public library; and

WHEREAS, on May 11, 2023, the Administrative Control Board of the District (the “**Board**”) held a public hearing regarding the Impact Fee Analysis and Resolution; and

WHEREAS, after careful consideration and review of the comments at the public hearing, the Board has determined that it is in the best interest of the health, safety, and welfare of the inhabitants of the District to enact new impact fees.

NOW, THEREFORE, BE IT RESOLVED by the Administrative Control Board of the North Summit Special Service District, as follows:

SECTION 1: FINDINGS.

The Board finds and determines as follows:

1.1. All required notices have been given and public hearings conducted as required by the Impact Fee Act with respect to the Facilities Plan, Impact Fee Analysis, and this Resolution.

1.2. Growth and development activities in the District will create additional facility demands. The capital facility improvement requirements which are analyzed in the Facilities Plan and the Impact Fee Analysis are the direct result of additional facility needs caused by future development activities. The persons responsible for growth and development activities

should pay a proportionate share of the costs of the facilities needed to serve the growth and development activity.

1.3. Impact fees are necessary to achieve an equitable allocation of the costs borne in the past and to be borne in the future, in comparison with the benefits already received and yet to be received.

1.4. In enacting and approving the Impact Fee Analysis and this Resolution, the Board has taken into consideration, and in certain situations will consider on a case-by-case basis in the future, the future capital facilities and emergency service and response needs of the District, the capital financial needs of the District which are the result of the District's future facilities needs, the distribution of the burden of costs to different properties within the District based on the demands placed upon such facilities of the District by such properties, the financial contribution of those properties and other properties similarly situated in the District at the time of computation of the required fee and prior to the enactment of this Resolution, all revenue sources available to the District, and the impact on future facilities that will be required by growth and new development activities in the District.

1.5. The provisions of this Resolution shall be liberally construed in order to carry out the purpose and intent of the Board in establishing a program of impact fees in compliance with the Utah Impact Fees Act.

SECTION 2: DEFINITIONS.

2.1. Except as provided below, words and phrases that are defined in the Impact Fees Act shall have the same meaning in this Resolution.

2.2. "Board" means the Administrative Control Board of the North Summit Fire Service District.

2.3. "Council" means the County Council of Summit County, Utah.

2.4. "Development Activity" means any construction or expansion of building, structure, or use, any change in use of a building or structure, or any change in the use of land located within the Service Area that creates additional demand and need for Public Facilities related to transportation.

2.5. "District" means the North Summit Fire Service District.

2.6. "Facilities Plan" means the plan prepared for the District as required by Utah Code § 11-36a-301.

2.7. "Impact Fee Analysis" means the analysis prepared for the District as required by Utah Code § 11-36a-303.

2.8. "Project Improvements" means site improvements and facilities that are planned and designed to provide service for development resulting from a Development Activity and are necessary solely for the use and convenience of the occupants or users of said Development Activity. "Project improvements" do not include "System Improvements" as defined below.

2.9. “Public Facility(ies)” means, for purposes of this Resolution, a public safety facility, as that term is defined in Utah Code § 11-36a-102(18), of the District for the Service Area.

2.10. “Request for Information” means a written request submitted to the District for information regarding the impact fee.

2.11. “Resolution” means this Impact Fee Enactment Resolution.

2.12. “Service Area” means all areas within the District. A map of the District boundaries is attached hereto as **Exhibit C**.

2.13. “Summary” means the summary of the Impact Fee Analysis.

2.14. “System Improvements” refer both to existing Public Facilities designed to provide services within the Service Area and to future Public Facilities identified in the Impact Fee Analysis that are intended to provide service to the Service Area. “System Improvements” do not include “Project Improvements” as defined above.

SECTION 3: ADOPTION OF IMPACT FEES.

3.1. Impact Fee Analysis. The Council hereby approves and adopts the Impact Fee Analysis attached as **Exhibit B**.

3.2. Impact Fees. Impact fees are hereby imposed in the Service Area as a condition of any development activity that impacts public facilities in order to mitigate the impact of such development on public facilities. Impact fees shall be paid in cash to the District at the time of the building permit application to Summit County, Coalville City, or Henefer Town, and it is the policy of Summit County that no building permit shall be issued unless and until the impact fees required by this Resolution have been paid in full.

3.3. Impact Fee Schedule. The impact fees imposed are as set forth in the Impact Fee Schedule attached hereto as **Exhibit D** and incorporated herein by reference. Unless the District is otherwise bound by a contractual requirement or the impact fees have been prepaid according to a prior agreement with the District, the impact fee shall be determined from the impact fee schedule in effect at the time of payment.

3.4. Adjustments. The Board may adjust the impact fee imposed on a particular project or development at the time the impact fee is charged as necessary:

- (a) to respond to unusual circumstances in specific cases;
- (b) to respond to a request for a prompt and individualized impact fee review for the development activity of an agency of the State of Utah, a school district, or charter school;

- (c) to respond to a request for a prompt and individualized impact fee review for an offset or credit for a public facility for which an impact fee has been or will be collected;
- (d) to ensure that impact fees are imposed fairly; or
- (e) based upon studies and data submitted by a developer showing a substantial discrepancy between the Impact Fee being assessed and the actual impact of the Development Activity on the system.

3.5. Credits and Reimbursements.

- (a) A developer may be allowed a credit against or proportionate reimbursement of impact fees if a developer:
 - (i) dedicates land for a System Improvement;
 - (ii) builds and dedicates some or all of a System Improvement; or
 - (c) dedicates a Public Facility that the District and the developer agree will reduce the need for a System Improvement.
- (b) A credit against impact fees shall be granted for any dedication of land for, improvement to, or new construction of, any System Improvements provided by the developer if the facilities:
 - (i) are System Improvements, or
 - (ii) are dedicated to the public and offset the need for an identified System Improvement.

3.6. Waiver for Public Purpose. The Board may, on a project-by-project basis, authorize exemptions or adjustments to the Impact Fees due from Development Activity for those projects the Board determines to be of such benefit to the community as a whole to justify the exception or adjustment. Such projects may include facilities being funded by tax-supported agencies, affordable housing projects, or facilities of a temporary nature. The Board may elect to waive or adjust Impact Fees in consideration of economic benefits to be received from the Development Activity. Applications for exceptions under this subsection are to be filed with the Board at the time the developer first requests development approval.

3.7. Additional Fees and Costs. The impact fees imposed hereby are separate from and in addition to user fees and other charges lawfully imposed by the District for new development, such as engineering and inspection fees, building permit fees, review fees, hookup fees, connection fees, fees for project improvements, and other fees and costs that may not be included as itemized component parts of any impact fee.

SECTION 4: IMPACT FEE ACCOUNTING.

4.1. Impact Fee Accounts. The District shall establish a separate interest-bearing ledger account for each type of public facility for which the Impact Fees are collected pursuant to this Resolution and will deposit Impact Fee receipts in the appropriate ledger account. All interest earned on each such account shall be retained in that account.

4.2. Reporting. At the end of each fiscal year, the District shall prepare a report on each Impact Fee ledger account established as required herein generally showing the source and amount of all monies collected, earned, and received by the account and each expenditure from the account. The report shall account for all Impact Fee funds the District has on hand at the end of the fiscal year. The report shall also identify Impact Fee funds by the year in which they were received, the development activity from which the funds were collected, the capital projects for which the funds were budgeted, and the projected schedule for expenditure. The report shall be in a format approved by the State Auditor, certified by the District's chief financial officer, and transmitted to the State Auditor within 180 days after the day on which the fiscal year ends.

4.3. Impact Fee Expenditures. The District may expend impact fees only for System Improvements identified in the Facilities Plan and for the specific public facility type for which the fee was collected.

4.4. Time of Expenditure. Impact fees collected are to be expended or encumbered for a permissible use within six years of receipt by the District. For purposes of this calculation, first funds received shall be deemed to be the first funds expended.

4.5. Extension of Time. The District may hold previously dedicated or unencumbered fees for longer than six years if it identifies in writing, before the expiration of the six year period, (i) an extraordinary and compelling reason why the fees should be held longer than six years; and (ii) an absolute date by which the fees will be expended.

4.6. Refunds. The District shall refund any Impact Fees paid by a developer, plus interest actually earned, when (i) the developer does not proceed with the development activity and has filed a written request for a refund; (ii) the fees have not been spent or encumbered; and (iii) no impact has resulted.

4.7. Imposition of Additional Fee or Refund After Development Activity. Should any developer undertake Development Activity such that the ultimate density or other impact of the Development Activity is not revealed to the District, either through inadvertence, neglect, a change in plans, or any other cause whatsoever, and/or the Impact Fee is not initially charged against all units or the total density within the development, the District shall be entitled to charge an additional Impact Fee to the developer or other appropriate person covering the density for which an Impact Fee was not previously paid.

SECTION 5: APPEAL PROCEDURES.

5.1. Application. The appeal procedures set forth herein apply both to challenges to the legality of impact fees of the District and to the interpretation and/or application of those fees.

5.2. Request for Information Concerning the Fee. Any person or entity required to pay or who has paid an Impact Fee under this Resolution may file a written request for information concerning the fee (the “**Request for Information**”) with the District. The District will provide the person or entity with the District's Impact Fee Analysis, Impact Fee Facilities Plan, and other relevant information relating to the impact fee within fourteen (14) days after receipt of the written Request for Information.

5.3. Administrative Appeal.

- (a) Any person or entity that has paid an impact fee under this Resolution and wishes to challenge the impact fee shall file a notice of appeal with the County Clerk that contains:
 - (i) the appellant’s name, mailing address and daytime phone number;
 - (ii) a copy of the written Request for Information and a brief summary of the grounds for appeal; and
 - (iii) the relief sought.
- (b) The notice of appeal shall be filed as provided below:
 - (i) if the appellant is challenging compliance with the notice requirements of Title 11, Chapter 36 of the Utah Code (the Impact Fee Act) with respect to the imposition of the impact fee, the notice of appeal must be filed within thirty (30) days after payment of the impact fee;
 - (ii) if the appellant is challenging compliance with other, non-notice, procedural requirements of Title 11, Chapter 36 of the Utah Code Annotated (the Impact Fee Act) with respect to the imposition of the impact fee, the notice of appeal must be filed within one hundred and eighty (180) days after payment of the impact fee; and
 - (iii) if the appellant is challenging the impact fee, the notice of appeal must be filed within one year after payment of the impact fee.

5.4. Appeals to the District. Any developer, landowner or affected party desiring to challenge the legality of any impact fee under this Resolution shall appeal directly to the District by filing a notice of appeal with the County Clerk either prior to payment of the impact fee but within thirty (30) days of the decision or action to which the appeal relates or after payment of the impact fee and within the applicable time period set forth in Section 5.3 herein. If a notice of appeal is not filed with the County Clerk within the applicable time period set forth above, the person or entity is barred from proceeding with an administrative appeal to the District.

5.5. Hearing. An informal hearing will be held not sooner than five (5) days nor more than twenty-five (25) days after the written notice of appeal is filed. The Council shall sit as the hearing officer.

5.6. Decision. After the conclusion of the informal hearing, the hearing officer shall affirm, reverse, or take action with respect to the challenge or appeal as appropriate. The decision of the hearing officer will be issued within thirty (30) days after the date the written notice of appeal was filed. In light of the statutorily mandated time restriction, the District shall not be required to provide more than three (3) working days' prior notice of the time, date, and location of the informal hearing and the inconvenience of the hearing to the challenging party shall not serve as a basis of appeal of the District's final determination.

5.7. Denial Due to Passage of Time. Should the District, for any reason, fail to issue a final decision on a written challenge to an impact fee, its calculation or application, within thirty (30) days after the filing of the notice of appeal, the challenge shall be deemed to have been denied and any affected party to the proceedings may seek appropriate judicial relief from such denial.

5.8. Judicial Review. Any party to the administrative action who is adversely affected by the District's final decision may petition the district court for a review of the decision within thirty (30) days of the hearing officer's final decision. After having been served with a copy of the pleadings initiating the court review, the District shall submit to the court the record of the proceedings before the District, including minutes, and if available, a true and correct transcript of any proceedings.

SECTION 6: SEVERABILITY.

If any section, subsection, paragraph, clause, or phrase of this Resolution shall be declared invalid for any reason, such decision shall not affect the remaining provisions of this Resolution, which shall remain in full force and effect, and for this purpose, the provisions of this Resolution are declared to be severable. In the event any section, subsection, paragraph, clause, or phrase of this Resolution conflicts with the Utah Impact Fees Act, the relevant provision of the Utah Impact Fees Act shall control.

SECTION 7: EXHIBITS.

All exhibits to this Resolution are hereby incorporated herein by reference and are made a part hereof as though fully set forth herein.

SECTION 8: EFFECTIVENESS.

This Resolution shall become effective ninety (90) days after the adoption hereof.

NOW, THEREFORE, be it resolved by the Administrative Control Board of the North Summit Fire Service District, as **APPROVED, ADOPTED, and ENACTED** this 11th day of May, 2023.

NORTH SUMMIT FIRE SERVICE DISTRICT ADMINISTRATIVE CONTROL BOARD

By: _____
Title: Board Chair

By: _____
Title: Board Vice-Chair

APPROVED AS TO FORM:

By: _____
Ryan P.C. Stack
Deputy County Attorney

Exhibit A: Impact Fee Facilities Plan



North Summit Fire District

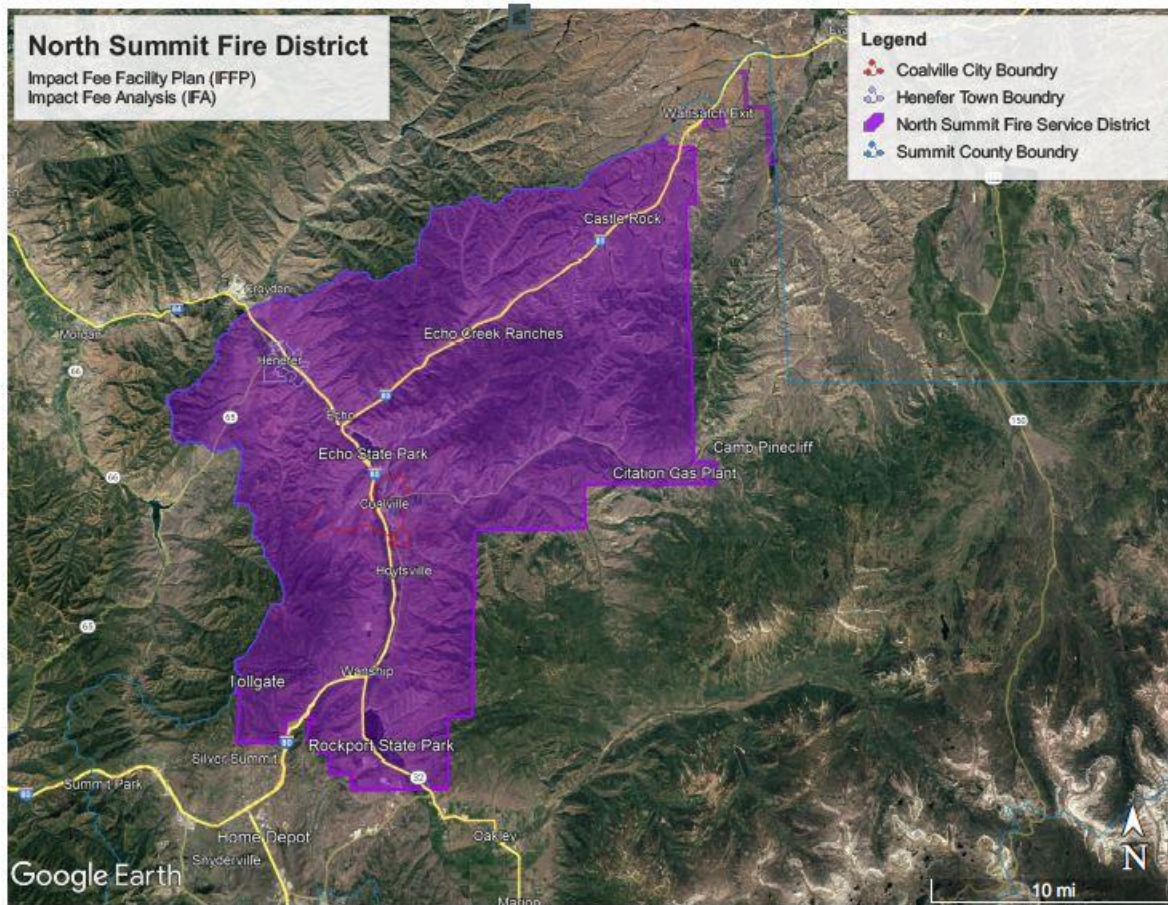
Public Safety Impact Fee Facilities Plan

IMPACT FEE FACILITIES PLAN NORTH SUMMIT FIRE DISTRICT

Executive Summary

Background

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



New Development and Growth

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



TABLE 1: GROWTH PROJECTIONS

Year	Total Households	Non-Residential Square Feet
2022	2,210	486,168
2032	2,444	537,595

Identify the Existing and Proposed Levels of Service and Excess Capacity

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

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

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

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

The District had a total of 485 calls for service in 2022, with 29 of those calls for mutual aid and 21 pass-thru traffic calls.¹ 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 in 2032, 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 2: 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 485 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 renovations in order to serve the additional demand.

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

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

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

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

Identify How the Growth Demands Will Be Met

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

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

Consideration of Revenue Sources to Finance Impacts on System Improvements

Utah Code 11-36a-302(2)

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

Utah Code Legal Requirements

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

Notice of Intent to Prepare Impact Fee Facilities Plan

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

Preparation of Impact Fee Facilities Plan

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

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

- (i) identify the existing level of service
- (ii) establish a proposed level of service
- (iii) identify any excess capacity to accommodate future growth at the proposed level of service

- (iv) identify demands placed upon existing facilities by new development activity at the proposed level of service; and
- (v) identify the means by which the political subdivision or private entity will meet those growth demands.

Further, the proposed level of service may:

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

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

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

Certification of Impact Fee Facilities Plan

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

Existing Service Levels

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

Growth in Demand

Impacts on fire safety facilities will come from both residential and non-residential growth. Residential growth projections were based on information provided by Summit County's Economic Development department. Non-residential square feet were obtained from the Summit County Assessor's database. Future projections for non-residential square feet maintain the same proportion of square footage per household as at present.

TABLE 3: GROWTH PROJECTIONS, 2022-2032

Year	Households	Non-Residential Square Feet
2022	2,210	486,168
2023	2,234	491,310
2024	2,257	496,453



Year	Households	Non-Residential Square Feet
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 4: 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
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

Existing Service Levels

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

TABLE 5: EXISTING FACILITIES

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

The District projects a total of 485 calls for service in 2022, with 29 of those calls for mutual aid and 25 pass-thru traffic calls.² The District projects a total of 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 in 2032, 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 6: 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 485 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 renovations in order to serve the additional demand.

Proposed Level of Service

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

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

TABLE 7: PROPOSED FUTURE FACILITIES

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

Excess Capacity

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

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

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

Demand will come from the increased residential and non-residential development, with calls for service increasing by 52 calls over the timeframe of this study.

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

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

Manner of Financing for Public Facilities

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

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

Credits Against Impact Fees

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

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

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

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

Grants

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

Bonds

The District has no outstanding bonds.

Impact Fees

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

Anticipated or Accepted Dedications of System Improvements

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

Certification

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

1. Includes only the costs of public facilities that are:
 - a. allowed under the Impact Fees Act; and
 - b. actually incurred; or
 - c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;

2. Does not include:
 - a. costs of operation and maintenance of public facilities; or
 - b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents;

3. Complies in each and every relevant respect with the Impact Fees Act.

Exhibit B: Impact Fee Analysis



North Summit Fire District

Public Safety Impact Fee Analysis

IMPACT FEE ANALYSIS NORTH SUMMIT FIRE DISTRICT

Executive Summary

Background

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

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

Maximum fire impact fees, on a residential unit and nonresidential square foot (SF) 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 Maximum Fee per Unit/SF
Residential	0.1028 calls per unit	\$188.76 per unit
Total Non-Residential Fee (Facilities & Apparatus)	0.00043 calls per sf	\$0.78 per sf

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
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)
TOTAL Cost per Call	\$1,836.39

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 Maximum Fee per Unit/SF
Residential	0.1028 calls per unit	\$188.76 per unit
Total Non-Residential Fee (Facilities & Apparatus)	0.00043 calls per sf	\$0.78 per sf

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



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

Excess Capacity

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

TABLE 8: EXISTING FACILITIES

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

The District projects a total of 485 calls for service in 2022, with 29 of those calls for mutual aid and 25 pass-thru traffic calls.¹ The District projects a total of 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/SF in 2022	Calls per Unit/SF
Residential	227	2,210 units	0.1028 per unit
Non-Residential	207	486,168 sf	0.00043 per sf

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

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.

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

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

TABLE 10: PROPOSED FUTURE FACILITIES

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

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

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

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

The proportionate share analysis includes the following steps:

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

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

TABLE 11: PROJECTED CALLS 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
Facility Square Feet	16,050
Cost of Existing Buildings	\$835,396.41
Calls in 2032	536
Cost per Call	\$1,557.40

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
Cost per Call	\$433.13

In addition, impact fees can include consultant costs.

TABLE 14: CONSULTANT COSTS

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



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	Amount
Existing Facilities	\$1,557.40
New Construction	\$433.13
Consultant Costs	\$163.46
Credit for Benefits to New Development	(\$317.59)
TOTAL Cost per Call	\$1,836.39

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 Maximum Fee per Unit/SF
Residential	0.11 calls per unit	\$169.21 per residential unit
Total Non-Residential Fee (Facilities & Apparatus)	0.000341575 calls per sf	\$0.54 per sf

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 per Unit	Maximum Non-Residential Fee per SF
2023	\$1,836.39	\$188.76	\$0.78
2024	\$1,863.37	\$191.53	\$0.79
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.

Exhibit C: District Map

North Summit Fire District

Impact Fee Facility Plan (IFFP)
Impact Fee Analysis (IFA)

Legend

-  Coalville City Boundry
-  Henefer Town Boundry
-  North Summit Fire Service District
-  Summit County Boundry

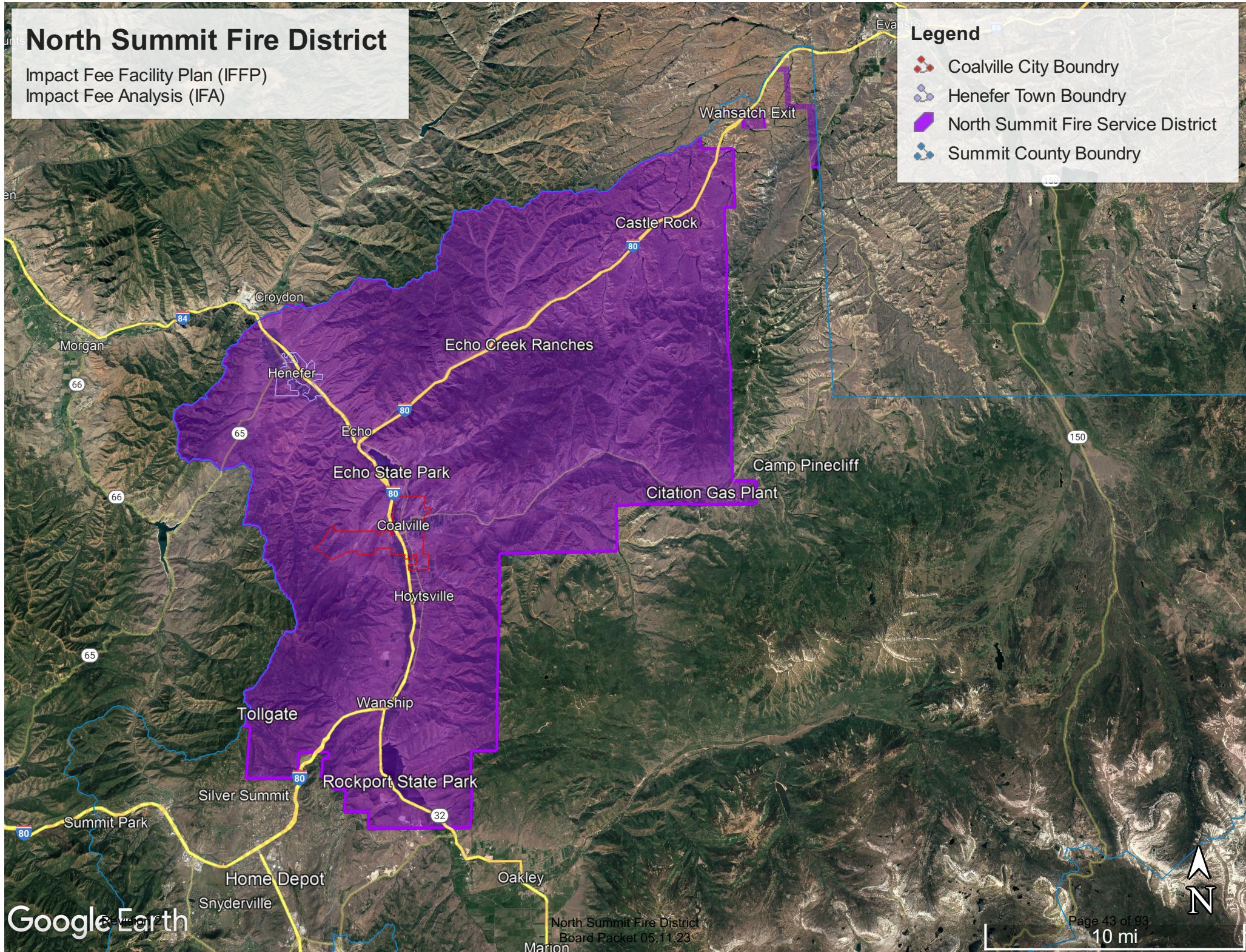


Exhibit D: Impact Fee Schedule

IMPACT FEE SCHEDULE – 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
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

*Fees for 2023 may be assessed no sooner than August 11, 2023. Fees for each subsequent year will be effective January 1 of that year.

**NORTH SUMMIT FIRE SERVICE DISTRICT
RESOLUTION ADOPTING RULES OF ORDER AND PROCEDURE
FOR BOARD MEETINGS
May 11, 2023**

THIS RESOLUTION ADOPTING RULES OF ORDER AND PROCEDURE FOR ADMINISTRATIVE CONTROL BOARD MEETINGS is made this 11th day of May, 2023, by the North Summit Fire Service District Administrative Control Board (“NSFSD ACB”) for the NORTH SUMMIT FIRE SERVICE DISTRICT, a special service district duly organized under the laws of the State of Utah as a public body corporate and politic (the “Resolution”).

WHEREAS, North Summit Fire Service District (the “**District**”) is a political subdivision of the State of Utah, authorized and organized under the provisions of Utah law; and

WHEREAS, pursuant to Utah Code § 17D-1-301 and Summit County Code 2-25-3, the Summit County Council created the NSFSD ACB to, consistent with state law, govern the District’s affairs; and

WHEREAS, during the 2023 General Legislative Session, the Utah State Legislature through House Bill 21 (“HB 21”), enacted new Utah Code § 17D-1-307. Governor Spencer Cox signed HB 21 on March 14, 2023. This section requires all Administrative Control Boards in the State of Utah to adopt a set of Rules of Order and Procedure to “govern a public meeting” of the Administrative Control Board; and

WHEREAS, Utah Code § 17D-1-307 went into effect on May 3, 2023; and

WHEREAS, in order to comply with Utah Code § 17D-1-307, the NSFSD ACB has reviewed and found it appropriate to adopt by this Resolution 2023-02 the Administrative Control Board Rules of Order and Procedure attached hereto as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED, pursuant to Utah Code § 17D-1-307(1)(b)(i), the Administrative Control Board of the North Summit Special Service District hereby adopts the Administrative Control Board Rules of Order and Procedure (the “Rules”) attached hereto as Exhibit A. The NSFSD ACB shall conduct its public meetings accordance with the Rules, and shall conspicuously post the same on its website.

APPROVED, ADOPTED, and ENACTED this 11th day of May, 2023.

NORTH SUMMIT FIRE SERVICE DISTRICT ADMINISTRATIVE CONTROL BOARD

By: _____
Title: Board Chair

By: _____
Title: Board Vice-Chair

APPROVED AS TO FORM:

By: _____
Ryan P.C. Stack
Deputy County Attorney

EXHIBIT A

**NORTH SUMMIT FIRE SERVICE DISTRICT
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. Action items - consideration of approval (business matters)
- 1.6. Financial Matters (reports, budget items, procurement approval requests, etc.)
- 1.7. Committee Reports (committee chair must request item before agenda is published)
- 1.8. Other items as needed
- 1.8. Board Comments
- 1.9. Adjournment

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.



1. Certification of Authorized Individuals

I, _____(Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of _____(Name of Legal Entity). Please list at least two individuals. Each individual must have a unique email.

Table with 4 columns: Name, Title, Email, Signature(s). Three rows of blank lines for data entry.

The authority of the named individuals to act on behalf of _____(Name of Legal Entity) shall remain in full force and effect until written revocation from _____(Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, _____(Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the administrative control board for banking and investments of said entity on the _____ day of _____, 20____, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Table with 4 columns: Signature, Date, Printed Name, Title. One row of blank lines for data entry.

STATE OF UTAH) Approved as to form _____
COUNTY OF _____) § Ryan P.C. Stack, Deputy County Attorney

Subscribed and sworn to me on this _____ day of _____, 20____, by _____(Name), as _____(Title) of _____(Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal) Signature_____

Executive Summary

The North Summit Fire District has recently made some changes to their personnel policies, primarily focused on updating the Paid Time Off (PTO) and pay structure. The updates aim to ensure that employees receive fair compensation for their work and have an appropriate work-life balance.

The policy changes related to PTO include an increase in the accrual rate for new employees and a maximum cap on the total amount of PTO an employee can accrue. This will provide employees with more time off and ensure that they use their PTO regularly.

It takes into account an employee's years of service and performance and provides more competitive wages for certain positions. This will encourage employees to stay with the organization and provide higher-quality service to the community at no additional cost to the Fire District.

Overall, the policy changes in the North Summit Fire District's personnel policies aim to improve the well-being of employees and ensure that they are compensated fairly for their work.

SECTION 5 - HIRING FOR NEW AND VACANT POSITIONS

A. Recruiting:

Selecting and advancing employees in the District personnel system shall be on the basis of their ability, knowledge and skill levels related to the vacant position.

When recruiting for non-merit positions or certain services, the Fire Chief may execute, with the approval of the Board, written employment agreements.

B. Disqualification:

The District reserves the right to reject any application which is incomplete or indicates on its face that the applicant does not possess the minimum qualifications required for the position. Applicants and subsequently hired applicants who make false or misleading statements, or who are found to have engaged in any type of deception or fraud in the application or testing process shall be rejected or immediately terminated.

Failure to successfully pass a physical exam, when appropriate, including drug screening; or a background review, including motor vehicle records and criminal conviction history shall result in disqualification.

C. Hiring Procedures:

1. When a need arises to fill a position, the Human Resource Officer shall prepare a notification that will include:
 - a. Position title;
 - b. Description of the duties, responsibilities and essential functions of the job;
 - c. The required knowledge and skills;
 - d. Minimum qualifications for education and experience;
 - e. FLSA status of the job;
 - f. Salary range;

- g. Application procedure;
 - h. Examination process.
2. Human Resource Officer shall prepare, advertise and post the opening where all District employees will be made aware of the opportunity. First consideration in filling a vacancy for a merit position will be given to current District employees who qualify. Employees interested in the position must apply for the position with Human Resources within seven calendar days of the posting date. If the same position is being recruited for multiple times within the span of one year of the first in-house advertisement, the in-house posting requirement is waived, however first consideration of District employees for open positions will still be given.
 3. Following the in house posting, if the position is not filled, the community and labor market shall become the object of an appropriate recruitment effort. All applications will be received by the Human Resource Officer. Outside applications will be accepted for a minimum of seven calendar days.

D. Application Process:

1. All applicants shall be required to complete and submit an application form in order to be considered for employment. The Human Resource Officer shall screen incoming applications to identify candidate qualifications. All applicants shall be required to provide copies of educational transcripts, copies of certificates/degrees, and other required documentation as set forth in the job announcement.
2. All applicants shall be notified of their approval or rejection for participation in the examination process. Those applicants approved for the examination shall receive notification of the date, time, place, and conditions of the testing.
3. The Fire Chief and/or designated representative shall have the authority to reject an applicant for the following causes:
 - a. Failure to submit a completed application packet.
 - b. Lack of minimum qualifications or requirements as set forth in the position announcement.

- c. Falsification of information or material omission of information in the application process.
 - d. Prior employment with ~~PCFSD~~ NSFSD that resulted in a status of ineligibility for rehire.
4. Upon closing the community and labor market recruitment the Human Resource Officer shall review all applications to determine those that meet the minimum qualifications.

E. Testing/Examination Process:

In the event of a position *above* entry level, a competitive internal examination shall be administered, unless the Fire Chief determines that there are not sufficient numbers of qualified internal candidates to meet the needs of the District. In such instance, the position shall be subject to an open competitive process.

1. Internal Competitive Testing Process

- a. The testing process shall be established by the Fire Chief or designated representative, and may include any of the following components: review of minimum qualifications, review of job performance and attendance, written examination, practical skills evaluation, physical ability test, oral interview(s), and/or assessment center.

2. Open Competitive Testing Process

- a. Applicants may be subjected to competitive testing which may include, but is not limited to: rating of education and experience, written exam, oral interview, physical ability tests (see section J. below), essential function demonstrations, preliminary background investigations, reference checks, proof of academic attainment, determination of bondability, etc.
- b. Preliminary background and reference checks may only be done if the applicant submitted a signed application form and a release form allowing the District to conduct a background investigation.

3. The minimum passing score for all examinations shall be determined by the Fire Chief.

F. Veterans Preference:

1. For purposes of new hires, any eligible veteran of the armed forces of the United States separated from the armed forces under honorable conditions following more than six months of active duty shall, in the final determination of scoring, be given a veteran preference of 5% of the total possible score for eligible veterans and 10% of the total possible score for veterans with a disability or a purple heart recipient, pursuant to Utah Code §71-10-2. This shall be added to the grade earned by such veteran only if the veteran earns a passing score without preference.
2. Additionally, for purposes of new hires, there will be a preference score added pursuant to Utah Code §71-10-2 for any preference eligible veteran's spouses or unmarried widows or widowers.

G. Eligible List:

Those applicants who successfully pass the examination process shall be ranked by the Human Resource Officer using applicant testing scores, training, education and experience, Veterans or other preference points, etc. The rated list then constitutes the list of eligible applicants and a hiring register for the recruited position and functionally similar positions within the District. The eligible list for the advertised position shall remain active from six months up to one year.

H. Additional Selection Processes:

1. Final Interview
 - a. When certain vacant positions are to be filled, the top three qualified applicants that successfully complete the testing and examination process may be interviewed by the Fire Chief or designee. If more than one vacancy is to be filled, the Chief of designee may interview up to three additional applicants for each vacancy. The Fire Chief or designee will make the determination of hiring as a result of the interview.

I. Conditional Job Offers:

1. After extending a conditional offer of employment to the finalist, the Human Resource Officer will secure the following:

- a. Signed documentation by the Fire Chief if a new employee is hired or a current employee is promoted to an amount higher than the starting wage for that position.
 - b. Necessary criminal background check information.
 - 1) Although a prior criminal conviction record shall not automatically disqualify an applicant for employment, a background investigation shall be thoroughly reviewed and the Fire Chief shall make an appropriate determination on an individual case basis.
 - c. All notes, scores, or other documentation created and or received during the process.
 - d. The results (pass/fail only) of any pre-employment drug screening/physical/medical/psychological examinations.
 - e. The results of any job related skills or agility tests.
2. New hire job offers shall be contingent upon successful completion of a medical/physical examination where appropriate, drug screening, and background checks. If the individual does not successfully pass these examinations, the offer shall be withdrawn.
 3. No offer is final until approved by the Fire Chief.

J. Physical Examination/Drug Testing:

Public health and safety demands that employees be physically able to perform the duties and essential functions of the position for which they are hired. The physical requirements of the job constitute bona-fide occupational qualifications. The District will make every effort to provide reasonable accommodations for employees and applicants in compliance with the Americans with Disabilities Act (ADA), however if the requested accommodation creates an undue hardship on the District it shall not be obligated to provide such.

1. A physical examination may be required before an applicant is appointed to any District position. The pass/fail results of the exam will be presented to the Human Resource Officer, in writing. A disabled applicant may be required to submit to a physical exam only subsequent to a job offer being made and only

- if all others being hired are required to do the same.
2. The District may require a medical examination at any time during the employee's work tenure, if deemed necessary to assure the safety and health of the employee, co-workers and the public. The District will pay the cost of any required medical examination.
 3. Final candidates for any position shall be required to undergo chemical screen testing to determine the presence of chemical substances in the body. Subject to the ADA, any applicant who tests positive, tampers with or adulterates their sample may be disciplined according to these policies and procedures and state law (see Drug Free Work Place policy, Utah Code §34-38-8, District Policies and Procedures, Section 12, paragraph H, subparagraph 6).

K. Employment Eligibility Verification:

1. In conformance with the "Immigration Reform and Control Act of 1986" (P.L. 99-603) and in order to avoid monetary penalties for the hiring of undocumented workers, the Human Resource Officer shall establish an employment verification system, and shall verify that all applicants for vacant positions or persons hired to fill vacant positions are authorized to work within the boundaries of the United States.
 - a. The Human Resource Officer shall complete or have completed Immigration and Naturalization Service Form I-9 prior to or on a hired employee's first day of work and verify work eligibility through examining such documents listed as acceptable by the Department of Homeland Security.
 - b. Forms shall be kept in accordance with the Utah State Records Management Act. These documents shall be made available to the Immigration and Naturalization Service or the Department of Labor as requested.

L. Employee Induction:

After the new employee is hired, they shall promptly receive a general orientation concerning benefits, compensation practices, personnel policies and procedures and various employment expectations from the Fire Chief or their designee and/or their immediate supervisor. Job specific orientation shall be conducted by the

Supervisor or Training Officer. All new employees must sign a document stating they have received a copy of District's Personnel Policies and Procedures.

Some employees may be required to take an oath of office administered by the District affirming that one will support and defend the constitution of the United States and the State of Utah.

M. Orientation Period:

All appointments to positions within the District, whether new hires, rehire, reinstated (affected by reduction-in-force or leave without pay), or promotional, require an orientation period during which both the District and the employee can determine compatibility and competence.

This period is regarded as a testing period designed to acquaint the new employee with the position and allow the employee, Supervisor, and Fire Chief, to measure fairly the employee's ability to perform the job.

1. New Hire Orientation:

During the orientation period, the supervisor shall conduct a written performance review to coach the employee in the job duties, apprise the employee of their suitability for the position and determine the employment action to be recommended to the Fire Chief. (see Section 6, para E, Conditional Employees)

- a. The orientation period for administrative District employees shall be six (6) months in duration. For fire suppression/EMT personnel, the orientation shall be for one (1) year. Orientation periods may be extendable up to an additional six (6) months for good cause, but with the condition that the orientation period employee may appeal any undue prolongation of the period designed to thwart merit principles. The employment relationship may be terminated at any time during the new hire orientation period, with or without notice, and with or without cause, by either the employee or the District.
- b. During the new hire orientation period, all benefits accrue.
- c. At the close of the orientation period the supervisor shall submit the new employee's written evaluations and may recommend a reasonable pay

increase for the new administrative employees. Full-time EMT and Suppression employees may receive the pay increase as established by the pay scale.

2. Promoted or Reclassified Employee Orientation:

Promoted or reclassified employees who fail to demonstrate competence and/or compatibility with the new assignment within the six-month orientation period may be reassigned/reclassified to the same or equivalent position with the equivalent pay and tangible benefits previously held if one is available. Reclassified employees shall have all rights of appeal and due process as defined by policy and procedures. There shall be no orientation period increase at the completion of a promoted or reclassified employee orientation period except for those that have been established by the pay scale.

SECTION 6 - EMPLOYMENT STATUS

A. Applicability:

All full-time employees, officers and other personnel not exempted herein, who prior to the effective date of these policies and procedures, have successfully completed the orientation period; (see item F below) are deemed to be fully covered employees under these personnel policies and procedures.

B. Merit Exempt Positions:

It shall be the policy of the District to comply with the provisions of Utah Code Ann. §17D-1-106 and §17B-1-801 by adopting the merit system set forth in 17-33-101 et. seq.. The following types of positions have been designated as being exempt from the provisions of the personnel system. The Personnel Director will specify, in writing, those positions which fall under the exempt categories listed below. Exempt positions should be reviewed annually to determine whether or not their exempt status should be withdrawn based on changes of duties and related factors. Written agreements with the Fire Chief may include applicable policies and procedures. Workers in such positions are “at will” and may be separated from employment for reasons other than cause.

1. Fire Chief.
2. Each Assistant Chief and Battalion Chief -hired after January 1, 2017 and charged by Fire Chief with the responsibility of assisting to formulate and carry out policy matters.
3. Members of policy, advisory, review, and appeal boards, or similar bodies who do not perform administrative duties as individuals.
4. Attorneys serving as outside legal counsel, special advisors, and any person employed to make or conduct a temporary and special inquiry, investigation, or examination on behalf of the District, Board or Governing Board.
5. Each employee appointed to perform:
 - a. Work that does not exceed three (3) years in duration; or

- b. Work with limited funding.
- 6. Bona fide independent contractors
- 7. Temporary and seasonal employees as defined in paragraphs C and H below.
- 8. Contractual personnel hired to perform time limited services requiring specific professional skills and abilities. Employment contracts shall not be valid until approved by the Fire Chief.

C. Temporary Employees:

The Fire Chief may make temporary appointments to carry out necessary District responsibilities as the budget will permit. The District shall create a pool of eligible temporary employees. When the Fire Chief needs to utilize the services of a temporary employee, they shall select an individual from the temporary employee pool. Supervisors may request individuals of their choice be added to the temporary employee pool.

Temporary employees shall work not more than twenty-nine (29) hours per week and shall not qualify for regular benefits, except that mandatory benefits shall be provided as prescribed by law. These appointments shall not exceed 320 hours in succession. Temporary employees cannot work more than 29 hours per week or 320 hours in succession without a 90 day rest period (no employment activity with any department of the District) before additional work hours are permitted. In extenuating circumstances a Supervisor may petition the Fire Chief to extend a temporary employee's term of service. Upon review the Fire Chief may approve or deny the Supervisor's request. The temporary employee, on approval, will have additional time allotted to their term of service. The additional time shall not exceed an additional 320 hours and no more than 29 hours per week for a total 640 hours. Temporary employment does not count as credit toward the completion of an orientation period.

D. Full-time Employees:

- 1. An administrative employee who has satisfactorily met the requirements for employment, is generally working forty (40) hours per week (is expected to work 2080 hours per year), and successfully completed the appropriate orientation period is considered a full-time employee. Full-time employees are

eligible for all the benefits programs and rights and privileges described in District policies and procedures.

2. A fire suppression employee who has satisfactorily met the requirements for employment, is generally working 2880 hours per year, and successfully completed the appropriate orientation period is considered a full-time employee. Full-time employees are eligible for all the benefits programs and rights and privileges described in District policies and procedures.

E. Part-time Employees:

Employees expected and scheduled to work less than a yearly average of forty (40) hours per week in any one position shall be considered part-time.

1. Merit Status: Consistent with the provisions of Utah Code Ann. §17-33-8(1)(b)(ix), and paragraph B above, part time employees hired after August 1, 2015 shall be considered Merit Exempt.
2. FLSA Exempt: Part-time employees who are considered exempt under the federal Fair Labor Standards Act (“FLSA”) and under paragraph G below shall be compensated at a fixed rate, based upon the expected hours of work per week for the part time position they hold. All other part time employees shall be compensated at an hourly rate in accordance with federal law.
3. Benefits:
 - a. For administrative employees, part-time employees who work less than thirty 30 hours per week, shall not qualify for benefits offered to full-time employees. Part-time employees who work a yearly average of thirty (30) or more hours per week, but less than forty (40), shall qualify for the following benefits only:
 - b. Mandatory benefits as prescribed by law, i.e. social security (if applicable), workers compensation, health care retirement (if applicable) and unemployment.
 - c. For suppression employees, part-time employees who work less than one (1) shift per week (29 hours) shall not qualify for benefits offered to full-time employees other than those mandated by law.

F. Conditional Employees:

All new and promoted employees shall be considered conditional employees and are required to serve an orientation period. The orientation period shall be six (6) months for all Administrative Employee and twelve (12) months for Suppression/EMT Employees. Conditional employees who are new hires may be terminated with or without cause.

Conditional employees who are promoted or transferred and are unable to satisfactorily perform the requirements of the new position, during the orientation period, may be reassigned to their former position, if available, reassigned to a like position of similar pay grade, or reassigned to a position of lesser pay grade. If a promoted or transferred conditional employee violates District policy and procedures, they may be terminated but shall have all rights of appeal and due processes as defined by these Policies and Procedures (see Section 14).

This period is designed to acquaint the new employee with their position and allow the supervisor to assess the employees' performance (see Orientation Period, Section 5, Paragraph M).

G. FLSA Exempt:

There are two types of employment classes in the District relative to FLSA minimum wage and maximum hour requirements, exempt and non-exempt.

1. Exempt employees are those in an executive, administrative or professional position and certain merit exempt employees. These employees will normally be classified in category 1 and 2 according to the EE04 definitions. These codes generally include: officials, administrators; and professionals.
2. Non-exempt employees are generally included in all other EE04 categories. Category 3 includes technicians, category 4 protective service workers, category 5 office and clerical, category 6 craft workers, category 7 operators (semi-skilled), laborers (unskilled), category 8 service workers.
 - a. Part-time employees will not be paid for overtime unless the total number of hours worked in a standard work week exceeds forty (40) (for administrative personnel) or ~~91~~ two hundred twelve (212) hours in a ~~12-28~~ day average cycle for fire suppression personnel.

- b. Full-time, temporary and seasonal employees shall be paid overtime if they are non-exempt and hours actually worked exceed forty (40).
- c. Holidays, ~~vacation, sick leave~~ Paid Time Off (PTO), trade time¹ and other paid leave such as jury duty, military leave and funeral leave shall not be counted as time worked for purposes of overtime.
- d. Volunteers and Board Members are exempt from FLSA minimum wage and overtime requirements and will not be considered an employee of the District. They may receive a nominal stipend or reimbursement for expenses.

H. Seasonal:

Due to the seasonal nature of the work demands which may be placed upon the District, the Fire Chief may designate certain positions as seasonal hire. Seasonal employees are hired for a specific portion of the year not to exceed twenty-nine (29) hours per week or 640 hours total to meet the increased demands during that period. Upon the conclusion of the high demand period, employees shall be terminated, or furloughed until they are recalled to meet the needs of a new "high need period". A furlough does not create a vacancy or reduce the number of approved positions. Such employees are not merit employees as described above. All seasonal appointments must be determined through a competitive recruitment process.

I. Volunteers:

- 1. Full Volunteers are those who commit to respond to all Fire District calls for service. They maintain minimum training hours in Hazardous Materials, Structure Fire and Wild-land Fire. They may or may not be EMS certified at their discretion, but respond to EMS calls to render assistance to EMS responders as needed.
- 2. EMS responders are those who wish to maintain certification as EMS providers of EMR or above, but do not enter hazardous areas. They respond to all calls for EMS service in the District to provide skilled EMS first response. They may also respond to other emergency calls to provide support service to other responders as directed by the Incident Commander. These may be, but are not limited to: personnel accountability, traffic control,

¹ See 29 U.S.C. §207(p)(3)

- messengers or liaisons. EMS only responders **will not** enter the hot zone of any call, except vehicle accidents to render medical aid. EMS responders will maintain minimum training hours for their level of certification as outlined in Utah State Bureau of EMS [guidelines](#).
3. Wildland Reserves are those who have been trained in wildland fire and wish to only respond to wildfire calls for service. They must attend the annual wildland refresher course from the fire district, or provide documentation of equivalent training from another agency. They may respond to other calls and assist as directed by the IC. They **shall not** enter the hot zone of any call except for a wildfire.
 4. Adjutant Volunteers are those who provide specialized services to the district in administrative or training specialist capacities. Depending on qualifications, they may, with authorization from the Chief or Assistant Chief, respond to certain types of calls.
 5. Leave of absence may be granted to any of the above categories for 6 months. No explanation is required, and the responder may return to duty anytime within the 6 month period by notifying the Chief or Assistant Chief of their intent. All safety gear and equipment issued by the Fire District will remain with the responder during this 6 month period. If the leave must extend beyond 6 months, the responder must meet with the Chief or Assistant Chief and explain the circumstances and develop a plan to return to availability for calls. Equipment issued by the Fire District may be retained or returned at the discretion of the Chief or AC. Upon return from L.O.A. of longer than 6 months, the responder must meet with the Training Officer to plan makeup training hours.
 6. Inactive Volunteer are those who no longer maintain training and response requirements and are not on an approved leave of absence. **ALL** Fire District issued equipment will be returned, including all communication devices. Any inactive volunteer can be reinstated to their previous position by applying to the Chief or Assistant Chief. A conference will be held with the Training Officer to outline a plan to bring training and certifications to a current status.

J. On-call Firefighter:

1. Any firefighter who has completed their probation, has completed NIMS 100, 200, and 700, and whose training hours are current (defined as participating in at least 50% of training opportunities in the prior 6 months) Will be eligible to take on-call shifts.
2. During times of high call volume, the Chief or Assistant Chief of Operations may schedule firefighters to be on-call during certain periods.
3. The on-call period will be determined by the need for coverage and be issued in the form of a memo, stating the times of day and the days to be covered. The memo will also state the station or stations and apparatus to be covered.
4. Responsibilities: The on-call firefighters will be responsible to be in uniform and to check out the apparatus assigned to them to insure it is ready to respond. The on-call firefighters can also assist the Officer of the Day as needed.
5. Scheduling: The scheduling will be through the District's selected scheduling program. Scheduling will take place approximately 4 weeks before the beginning of a calendar month. The schedule will be filled by seniority, With each person taking 1 day on the first round and 1 day on the second round. One does not have to take any or all of their possible shifts. The order will go as follows: Firefighters by seniority will pick 1 day. And then a second round of 2 days. After the rotations of Firefighters, Captains by seniority may pick one day and following that all officers will have the opportunity to pick 1 day. After which the schedule will be opened to any who wish to fill the remaining days.
 - * One of the on-call firefighters must be EMS certified.
6. Trades and coverage. Trading will be allowed, with the person actually covering getting the stipend for that period. Partial coverage is allowed, but the person working the majority of the hours will get the stipend for the entire shift. No proration of the stipend will be done.
7. Pay: Pay for these shifts will be at the Board approved rate.

K. Physical Agility Test:

To ensure proper physical fitness, to meet and maintain a district standard to perform necessary functions in the day-to-day operations of the district, members must perform and pass the necessary PAT done by every member of the district annually starting Sept. 1st and ending Oct. 1st. **Each participant will have 5 min. to complete the tasks, without any critical failures.**

1. The PAT is a continuously timed event, based upon six separate tasks listed in the following paragraphs. These are to be completed consecutively for an overall Pass or Fail grade dependent upon Time, and Critical Fails. **These tasks will be performed in Full turnout gear, including SCBA, with facepiece and ON air.**
2. The individual will perform each task, with no outside assistance to the participant. There will be NO accommodations for this test regarding Age, and or Sex.
3. A video of each portion will be taken and uploaded for the participating parties prior to the testing.
4. Test Administration
 - a. The PAT will be administered via The Fire District administration and/or its designee(s). Before starting the PAT, the participants will be allowed to warm up, and practice the tasks before being timed. The participant may ask any questions to the tester prior to the test beginning regarding the tasks.
 - b. Prior to the administration of the PAT, firefighters will be given 15 minutes with access to the training ground at Station 21.
 - c. To ensure safety of every participant, every firefighter will be continuously monitored before, during, and after the testing process, for the time it takes to get their vitals within acceptable range.
 - d. Upon completion of the PAT each participant will have their vital signs assessed for any signs of medical problems
5. Task Descriptions

- a. Stair Climb: Participants will start five feet behind the staircase, marked by a cone. Participants will cross the start line and pick up a hotel pack. Participants will then carry the hotel pack on any preferred shoulder, walking up the stairs, and back down, three times. Maintaining safety standards. When the task is complete, the participant will drop down the hotel pack at the bottom of the stairs where it was found and proceed to task #2.

(Note: When climbing the stairs, subject may skip stairs and may use the railing. However, when descending the stairs, subject must hit every stair and use at least one railing. Subject must place both feet on the top landing both times subject climbs to it.)

- b. Dummy Drag/Victim Rescue: Participants will find the dummy drag ten feet from the ladder throw. Participants will see a barrel fifty” from the spot of the dummy located at the starting line. Participants are required to pick up both pieces of webbing, and will stay in position of power, walk backwards with the dummy in tow, not turning around or looking behind them. Once the participant reaches the barrel, they will be instructed to turn around, and carry the dummy back to the starting line. Once the dummies feet cross the starting line the participant may drop the dummy, and proceed to Task #3

(Note: Subject must maintain grip of one rope handle in each hand throughout the rearward drag. If the subject loses grip on one of the handles, the subject must stop, regain a grip on the handle and continue the two-handed, backward drag. Subject must walk backward and not turn sideways to drag the mannequin.)

- c. Ladder Carry: Participants will walk from the dummy drag starting line, to the ladder rack of Truck 21. Participants will approach the ladder rack from the midpoint, and grab hold of the ladder, then without letting the tip or foot of the ladder touch the ground, the participant will walk the ladder to the designated point located next to the bay doors. Participants will set the ladder safely to the ground, and not let it crash down onto the ground before proceeding to task #4.

(Note - If any part of the ladder touches the ground at any time, the subject must place the entire ladder on a side edge on the ground, re-grasp the ladder and then lift it such that both edges remain off the ground

and control is maintained. Two such touches and re-grasps are permitted. On the third touch, the subject will not be permitted to complete the course (disqualified).)

- d. LDH and Kettlebell/Weight: Participants will proceed to the south side of station twenty-one and will locate an accordion load of 5" LDH and a 40lb Kettlebell. Participants will be required to pick up both items, and moving biomechanically correct, will walk west towards the dumpster, until the five" LDH is completely stretched out on the pavement. A test administrator will instruct them to then drop the items and proceed to task #5.
- e. Sledgehammer Hits: Participants will walk to the tire and sledge located in front of truck twenty-one. Participants will be required to hit the tire a total of twenty times, in intervals of 'five' and turning 90 degrees per interval. Participants must bring the sledgehammer up to their ear before striking, for the hit to count towards the total. Once the participant has finished a total of twenty hits surrounding the tire, the participant may proceed to task #6.

Note - Hits will ONLY count if the sledgehammer reaches up to the participants ear before hitting the tire on every strike.

- f. Advancing Charged Hose Line: Participants will advance from the tire to truck twenty-one. They will then be guided to a one ¾" charged hose line flaked out on the ground. Participants must pick up the nozzle and move at a normal pace to flake out the entire line. Once participants cross the designated threshold, their time will end.

6. Firefighter Screening

All firefighters that are approved to take part in the PAT, shall have their baseline vitals taken prior to, and after the test is complete. Baseline vitals should NOT exceed; BP 150/110 PR 110 SPO2 <92% PRIOR TO TESTING AND BP 160/100 PR 120. If a participant's vitals should exceed these parameters, administrators for the test will intervene and not allow the firefighter to leave rehab until the firefighter's vitals have returned to their normal baseline or at or below the stated vitals. Per NFPA 1500 Chapter 11.2.

- a. VITALS: Any participant presenting with vitals of (BP 150/90 HR 110 SP02 <92% Prior to testing shall not commence testing until a 15-minute rest period & vital recheck are complete.
- b. Any participants unable to meet pre-vital sign parameters shall not be permitted to test and/or must show documentation from a physician that B/P is being monitored & treated.

7. Compliance Requirements:

Each firefighter representing the district will test at least ANNUALLY, during the district wide testing period. The test is scheduled from Sept. 1st – Oct. 1st.

- a. Regardless of when the firefighter/participant successfully completes the PAT, He/She must participate in the annual district-wide PAT
- b. Firefighters who miss their assigned PAT testing will have an opportunity to make up their test during a scheduled testing period. If the firefighter fails to communicate their needs, they have regarding making up the PAT, it will be counted as a Fail.

8. Intervention & Support:

- a. If a firefighter does not successfully complete their annual PAT, the firefighter will meet with administration and discuss details on why they failed, and how the administration can support the individual. Firefighters who fail to successfully complete the PAT are solely responsible to improve their skills or physical conditioning. These firefighters must demonstrate marked improvement with or without the assistance of the administration. These members also must attempt to set up time outside of general working hours to get physical fitness time in.
- b. After the second unsuccessful attempt to pass the PAT, the firefighter will be required to meet with administration again and review what they have been doing to progress. Administration will work with, said firefighter, to develop a plan to aid in successful completion of the PAT.
- c. Firefighters who do not successfully complete the PAT on attempt #3, will meet with the administration to discuss further action.

9. Medically Exempt Firefighters:

If a firefighter is determined to be medically unfit to perform the PAT, the firefighter shall be placed on sick leave and be subject to the terms and conditions of the sick leave policy.

10. Support Division/Administrative Firefighters:

Administrative staff not required to wear a Self-Contained-Breathing-Apparatus (SCBA) for their position are not required to participate in the PAT.

11. Confidentiality:

The Training Officer shall maintain individual records relating to this policy for each Firefighter. The Training Officer may disclose information from these records, as necessary, to the subject firefighter, the Fire Chief, or to anyone determined by the Fire Chief to have a need to know. The Training Officer shall comply with all legal requirements for safeguarding any medical, private, or protected information. All those who administer or facilitate the PAT process shall maintain the confidentiality of actual test times, any medical, private or protected information.

SECTION 8 – COMPENSATION

A. Equability:

Compensation for District employees shall be equitable and competitive with the marketplace. The assignment of employees to positions and pay rates shall be consistent with the formal classification plan.

B. General Wage/Salary Adjustments:

It is the intent of the District to consider prevailing practices related to cost of living and market trends in establishing wages and salaries. The Fire Chief shall consider annually, during the budgeting process, the amount of cost of living money available. All cost of living increases and salary adjustments are subject to the sole discretion (and the availability of budgeted funds) of the Fire Chief. This shall be communicated to Supervisors as a percentage of the salary budget for the ensuing year. Where general, across the board raises are awarded, the raise will be effective on a date determined and approved by the Fire Chief.

1. Cost Of Living vs. Market: Adjustments to the salary schedule shall be determined through analysis of market trends in comparison to cost of living. This shall be done once per year and the District will utilize market survey results and cost of living index data. All employees, regardless of employment status (for exception, see paragraph "K" following- Salary Adjustments & Red Line Rates), shall receive the benefits of such general adjustments to the pay plan.
2. In determining the total compensation value of the position, benefits must be considered. Base salary plus cost of benefits equals' total compensation. In comparing benefit packages provided in the labor market, the District may evaluate both level and cost of benefits or other factors as deemed appropriate.

C. Initial Appointment:

All initial appointments to classes assigned to the wage scale in the compensation plan should be at the first step unless:

1. An employee cannot be recruited for the position at the beginning rate, or,

2. The qualifications of the individual selected for the position exceed the minimum requirements and the individual can be expected to perform at a level equal to that of other individuals being paid at the same step.
3. That applicant qualifies as a lateral hire.

D. Hourly Rates:

Temporary, part-time and seasonal employees shall be paid at an hourly rate no higher than that which is established for the position through job classification.

E. New Hire Increases:

New employees at the completion of their orientation period, shall be assigned a merit review date which coincides with the established performance review policies of the District. New employees who successfully complete their orientation period and receive the orientation period increase shall not be eligible for any other merit increase until they have reached their one (1) year anniversary date of employment. All other merit increases shall be conducted and evaluated as provided in this chapter.

F. Overtime:

1. Administrative Employees covered under the overtime pay provisions of the Fair Labor Standards Act, will be credited with overtime for all hours worked over forty (40) in a 7 day work period. Two 7 day work periods shall comprise a pay period (bi-weekly).
2. Suppression Employees covered under the overtime pay provisions of the Fair Labor Standards Act¹, will be credited with overtime for all compensable hours worked over ~~Ninety-one (91)~~ **One Hundred Six (106)** in a ~~1214~~-day work period. The overtime cycle will begin at **078:00** on the first day and end at **078:15** (the end of the shift) on the ~~12th-14th~~ day. Compensable hours will be defined as mandatory hours and hours worked.
3. Time taken as ~~vacation leave~~ **PTO**, ~~sick leave~~, funeral leave, trade time, compensation time, holiday leave, etc., shall not be counted as hours worked for the purpose of calculating overtime.

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¹ 29 U.S.C. §207(k)

4. It is the District's policy to discourage the accumulation of overtime. Supervisory personnel should organize their department workload to avoid the need for overtime. Overtime will be permitted where circumstances allow no other alternative and should be kept to a minimum. Overtime work must have the prior approval of the Fire Chief or Supervisor, who shall keep complete records concerning overtime and any compensation thereof. Any time worked over ~~Ninety One (91)~~ One hundred six (106) in a ~~1214~~-day work period by a Suppression Employee, or 40 hours per week for Administrative Employees, which the Supervisor has approved of, is aware, or "suffered" to be worked, shall qualify as overtime. The following rules apply to the accumulation and compensation of overtime.
5. Positions defined as FLSA exempt as outlined in Section 6, paragraph G, are not eligible for overtime.
6. For all non-exempt, FLSA covered Administrative Employees, overtime shall be paid and/or all comp-time accrued at the rate of time and one half (1 ½) the regular rate of pay for all hours worked in excess of the forty (40) hour work week. **It shall be the regular practice of the District to pay overtime in the pay period in which it is earned.** However, if authorized by the Fire Chief, an employee may be allowed to accumulate up to a maximum of twenty four (24) hours compensatory time.
7. For all non-exempt, FLSA covered Suppression Employees, overtime shall be paid and/or all comp-time accrued at ~~their regular rate plus half (½) the rate of time and one half (1 ½) the regular rate of pay for all hours worked in excess of one hundred six (106) hours in a 14 day pay cycle. -time.~~ **It shall be the regular practice of the District to pay overtime in the first pay period after the close of the 12-14 consecutive day overtime period.** However, if authorized by the Fire Chief, an employee may be allowed to accumulate up to a maximum of twenty four (24) hours compensatory time.
8. It shall be the regular practice of the District to pay full-time suppression employees an average of one hundred twelve (112) hours each pay period. One hundred six (106) regular rate and six (6) overtime. Subject to the provisions of section F.3 of this chapter apply to this overtime rate.
- ~~89.~~ Overtime and comp time must be requested, during the District's budget session. The District shall then be allowed to utilize overtime and comp time

up to the amount approved by the Governing Board in the budgeting process. Records of overtime hours worked shall be maintained by the District for all employees and shall be retained as required bylaw.

~~910.~~ When call-out occurs the District shall pay the employee a minimum of ~~one~~ two (~~12~~) hour when called out to work other than their regular work schedule. (see Section 11.F)

~~1140.~~ All time spent in training, in conferences, at workshops, meetings, etc., when such attendance is required by the District shall constitute hours worked and shall be used to calculate overtime eligibility under the FLSA.

~~4412.~~ An employee who has accrued comp time shall, upon termination of employment, be paid for all unused comp time.

~~4213.~~ "Compensatory time" and "Compensatory time off" are defined as hours when an employee is not working and which are paid at the employee's regular rate of pay. These hours are not counted as hours worked in the week in which they are paid.

~~4314.~~ Vacation, sick leave, comp time, holiday leave, trade time and funeral leave shall not be used to obtain overtime. Overtime shall only be paid for actual compensable hours worked

G. Compensable Hours:

1. For Suppression Employees, the District has established the following as compensable hours:
 - a. Shift hours ~~—16 hours 15 minutes minimum.~~
 - b. Response time.
 - c. Required training.
 - d. Required staff meetings.
 - e. Required support services.

~~2. The designated 8-hour sleep time shall be between 22:30 and 06:30. If the 8-hour sleep period is interrupted by a call to duty to such an extent that the employee would be unable to get at least 5 hours of uninterrupted sleep, the entire time will be counted as compensable time.~~

Commented [TR(F1)]: Doesn't work with part time employees.

~~3~~2. In addition to the provisions set forth in paragraph F.14-12 above, for Suppression Employees, the District has established the following as non-compensable (non-mandatory) hours:

~~a. Up to 8 hours of uninterrupted sleep time.~~

- a. Standby events.
- b. Outside training offered but not required.
- c. Voluntarily traded time.
- d. Non-required support.

H. Separation Pay:

When employees separate their employment, they shall be required to return all District property and to clear all financial obligations prior to receiving their final pay check. Any obligations not cleared shall be deducted from their final pay check. The employee shall receive a final check for all vacation and comp time earned, and in lieu of payment or use, sick time will be paid at 50% to the employee's 501(c)(9) post-employment health plan.

The Human Resource Officer shall determine the amount of separation pay to which the employee is entitled. In the event of the death of an employee, final payment shall be made to the employee's beneficiary.

I. Pay advancement:

The District will not make pay advances to employees.

J. Severance Pay:

When a full-time employee is separated from District employment due to a reduction in force through no fault of the employee, and when such a separation

requires immediate action thereby not permitting a two week notice, the employee shall be paid two weeks' severance pay in lieu of the two weeks' notice. Employees terminated for cause shall not be eligible for severance pay.

K. Payroll Deductions/Withholdings:

Payroll deductions other than FICA, State and Federal Income Tax Withholdings and Garnishments, can only be made with the approval of the Fire Chief or designee and Human Resource Officer on a program by program basis.

L. Salary Adjustment & Red Line Rates:

When the rate of pay of an employee is lower than the minimum prescribed for their classification in the compensation plan, the wage shall be increased to that minimum. When an employee's pay rate falls above the established pay range (step and grade), that employee's pay shall be frozen for a period not to exceed two (2) years. During the freeze period the employee shall not be entitled to any general pay increases or cost of living increases until such adjustments bring the individual pay back into the range. If after two (2) years, the pay still falls above the established pay range or maximum step and grade of the new range, the pay of the individual shall be **reduced** to the maximum of the pay range of the job classification to which they are assigned.

M. Out Of Classification Assignments:

Employees required to perform in higher level positions due to illness, vacation schedules or under-staffing of their offices may, at the discretion of the Fire Chief, and upon recommendation of the Supervisor, receive a temporary increase in compensation which is consistent with the level of the temporary assignment. The out of class assignments must exceed a thirty-day period in order to be considered for a temporary increase. Normally, out of class duties shall not be allowed to continue beyond a six-month period. If the need continues beyond six-months the department head shall treat the situation as a job vacancy and utilize the promotion or transfer policies to remedy the situation. If no internal remedy is achievable, an outside recruitment shall be undertaken.

1. For Administrative Employees, the increased compensation, if any, shall be determined by the Fire Chief.

2. Suppression employees required to act-in higher level positions shall be compensated in the following manner:
 - a. Captains acting-in as Battalion Chiefs shall receive \$50 per 24-hour shift.
 - b. Firefighters acting-in as Captains shall receive \$30 per 24-hour shift.
 - c. Other Firefighters acting-in positions that they are not normally assigned such as Rescue Technicians, Engineers, or Paramedics shall receive \$20 per 24-hour shift.

N. Pay Progression:

Progression through the various pay grades within the salary and wage scale shall be based upon the recommendation of the Supervisor and Human Resource Officer, with the approval of the Fire Chief. In making recommendations for pay progression, the Supervisor and Fire Chief shall adhere to District policies and procedures, performance, level of competence and job knowledge. Such pay progression shall be accomplished within the current budget as approved by the Governing Board.

Salary increases shall be limited to cost of living, merit, market adjustments, steps and progression from one District position to another. Salary increases are not a vested right of any employee.

Upon achieving the maximum of the pay range, the employee shall still be eligible for Cost of Living increases, market adjustments to the pay plan and consideration for performance incentives.

O. Performance/Incentive Awards & Bonuses:

In order to promote exceptional or outstanding services and recognize those occasions where services are rendered, emergencies responded to, or proficiencies demonstrated which are beyond the normal expectation of the job; it is the position of the District to reward such individual or group contributions. These awards shall be a one-time recognition, in that they are not added to the regular pay of the recipient.

No performance/incentive award or bonus shall be given for job expectations, i.e., coming to work on time, not using sick leave, keeping a clean environment or

returning telephone calls.

1. Instant Bonus Program: A District employee, supervisor, manager, or member of the general public may nominate a District employee for a bonus of \$50 for actions which bring favorable attention or recognition to the District.
 - a. The nomination shall be written in memo or bonus nomination form. Nominations must involve a detailed description of the project or act and the nominated employee's involvement in the act. If money is awarded to the District employee, the award shall run through the payroll process.
 - b. The nomination shall be forwarded to the employee's supervisor for approval. If the employee's supervisor does not approve the nomination, the nominating individual may appeal the decision to the Fire Chief.
 - c. The Fire Chief's decision shall stand.
 - d. The bonus money/gift certificate will be given to the nominating individual so they can present the award to the recognized employee.
 - e. In lieu of money, the nominating employee may choose to award the employee a \$50 gift certificate.
2. Award Restrictions:
 - a. The most recent performance evaluation must be at least above the District average in order for the employee to be considered for a nomination.
 - b. More than one incentive award of different sizes may be given to the same employee, providing that the performance qualifies.
 - c. No more than one incentive award may be given for the same or substantially similar act. However, case by case consideration shall be given.
 - d. Awards may be shared by a team of employees, provided all of the employees contribute to the project or act.
 - e. Employees shall not be considered for an incentive award for

Adopted: Month, Date, Year
Effective: Month, Date, Year

performance which is routinely expected for any duty or responsibility.

P. Pay Day:

District employees will be paid ~~semi-monthly~~ biweekly on-on Friday the 7th and the 22nd. Pay stubs shall be delivered electronically. If a pay day falls on a weekend or holiday, employees will be paid on the previous workday. An annual calendar of paydays shall be distributed before the first pay cycle of the year.

SECTION 11 - WORK HOURS

A. Normal Work Day:

1. Administrative Employees: District administrative offices may be open to the public from 8:00 a.m. through 5:00 p.m. The normal work day for Administrative Employees will consist of 10 hours of work, 4 days per week. A work period consists of 7 consecutive days.
2. Full Time Suppression Employees: ~~Suppression s~~Shifts begin at ~~7~~8:00 a.m. through ~~7~~8:00 a.m. the following day. A regular work schedule consists of two (2) consecutive suppression shifts followed by four (4) consecutive days off. A work period consists of ~~12-14~~ consecutive days.
3. Part Time Suppression Employees: Shifts begin at 7:00 a.m. through 7:00 p.m. that afternoon (12 hours), and 7:00 p.m. through 7:00 a.m. the following day (12 hours). A work period consists of 28 consecutive days.

B. Attendance:

An employee unable to report for duty due to injury, illness or an emergency on an assigned work day shall notify their immediate supervisor of the fact no later than one (1) hour before the beginning of work. Administrative Employees may work remotely on a case-by-case basis as approved by the Fire Chief and/or his/her designee.

C. Show up Pay:

An employee who during a normal work day shows up for work and is sent home before any time is earned, will receive a minimum of two (2) hours straight time pay. Any employee who is called to work on a day off and is then sent home before any time is earned will receive a minimum of two (2) hours straight time pay.

D. Rest Periods:

For Administrative Employees, two ten minute rest periods are allowed to employees daily, usually one in the middle of the first four hour block of the work day and the second in the second four hour block, the last half of the work day. The ten minute rest periods are optional and generally, must be approved by the

Supervisor. **No unused ten minute, rest period may be used to shorten the work day.**

E. On Call:

A District employee who is required to remain on call on the District's premises, within the District boundaries, or so close thereto that they cannot use the time effectively for their own purposes is working while "on call" and shall be considered hours worked. An employee who carries a pager or cell phone and is not required to remain on the District's premises but is merely required to leave work at their home, with the Supervisor or Fire Chief, where they may be reached is not working while "on call". These hours are not considered "hours worked" for purposes of FLSA.

F. Call Out:

Any employee who is called to work on a day off will receive a minimum of ~~one~~two (~~1~~2) hour pay at their regular rate (see Section 8.F.9).

G. Time Keeping:

1. To assure accurate time-keeping records of all services performed for the benefit of the District for financial compensation and FLSA purposes. This policy applies to all employees of the District. This means all persons employed on a full-time, part-time, temporary, seasonal, or contract basis. It shall be the policy of the District to maintain records of hours worked and all leave requests for each employee.
 - a. Time-keeping records, in the form of time cards, shall be maintained for all FLSA – Covered Employees (all employees not classified as FLSA Exempt). Timecards may be either a paper record, electronic, or other means, approved by the Fire Chief, for tracking employee hours worked and leave time taken.
 - b. All extra time worked including extra shifts, support, standby events, training, etc., must be pre-approved and recorded on the employee's Crewsense calendar, using the proper codes.
 - c. Hours worked must reflect the actual time worked rounded to the nearest

15-minutes.

- d. All leave requests shall be recorded and tracked through Crewsense.
- e. FLSA Exempt employees shall record all leave requests through Crewsense.
- f. It is the responsibility of each employee to enter their own hours worked on their own time cards. This must be done in a timely manner; the same day work is performed. When it is not possible for the employee to enter their own time, employees may contact a Chief-approved designee or Human Resources to enter the appropriate work hours and codes.
- g. Each employee must ensure that the information on their timecard is accurate; that the time entered is true and correct and the proper work code has been used.
- h. Falsification of time records will result in disciplinary action, up to and including termination.



To: Administrative Control Board
From: Tyler Rowser Administrative Captain/District Clerk
Date: May 11, 2023
Re: Surplus Property
Action: Review, Discussion, and possible Approval

It is requested that the board approve the 4 vehicles listed below as surplus property to be auctioned off to the highest bidder.

These vehicles are no longer in use or due to maintenance issues are no longer viable vehicles for the district to use.

Vehicle Identification Number	Model Year of the Vehicle	Make of Vehicle	Model of the Vehicle
1FDZU82EXSVA06487	1995	FORD	PUMPER TANKER
4S7AT9D01SC017304	1995	SPARTA	FIRE ENGINE
1FDWF37P65EB18413	2004	Ford	F 350
1GBJK34N1PE160170	1993	CHEV	MINI PUMPER

North Summit Fire District Expenses by Vendor Detail April 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount
8X8 Inc							
Credit Card Charge	04/03/2023		PBX TELEPH...	6509.1 · Telephone		2020.3 · Utility ...	189.23
Total 8X8 Inc							189.23
All West Communications							
Bill	04/01/2023	383100	TELEPHONE ...	6509.1 · Telephone		2012 · Account...	198.36
Bill	04/01/2023	383100	INTERNET S...	6509.2 · Internet		2012 · Account...	321.30
Total All West Communications							519.66
Alpine Cleaning & Restoration Specialists							
Bill	04/19/2023	SI44473	HENEFER R...	6510 · Building and ...		2012 · Account...	30,712.33
Total Alpine Cleaning & Restoration Specialists							30,712.33
Amazon Business							
Bill	04/05/2023	1MGP...	DOOR CLOS...	6510 · Building and ...		2012 · Account...	178.00
Bill	04/14/2023	1LD7X...	CLEANING S...	6510 · Building and ...		2012 · Account...	122.91
Total Amazon Business							300.91
Ameritas Life Insurance Corp							
Bill	04/01/2023	010-6...	VISION INSU...	2400.9 · Benifits Acc...		2012 · Account...	94.84
Total Ameritas Life Insurance Corp							94.84
Dive Rescue International, Inc							
Bill	04/10/2023	INV19...	Ice Rescue C...	6516 · Training Expe...		2012 · Account...	150.00
Bill	04/10/2023	INV19...	FREIGHT	6516 · Training Expe...		2012 · Account...	29.94
Total Dive Rescue International, Inc							179.94
Dominion Energy							
Bill	04/04/2023	59936...	GAS SERVIC...	6509.4 · Gas		2012 · Account...	448.80
Bill	04/05/2023	74160...	GAS SERVIC...	6509.4 · Gas		2012 · Account...	998.97
Bill	04/05/2023	42348...	GAS SERVIC...	6509.4 · Gas		2012 · Account...	391.24
Total Dominion Energy							1,839.01
Fuel Network							
Bill	04/04/2023	F2309...	FUEL	6511 · Fuel		2012 · Account...	1,879.49
Total Fuel Network							1,879.49
Google							
Credit Card Charge	04/01/2023		EMAILS	6509.3 · Email		2020.3 · Utility ...	25.71
Total Google							25.71

North Summit Fire District Expenses by Vendor Detail April 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount
Health Equity							
Check	04/03/2023	ACH	PAYROLL EN...	2400.9 · Benefits Acc...		1001 · Zions B...	81.52
Check	04/11/2023	ACH	PLAN ADMIN ...	2400.9 · Benefits Acc...		1001 · Zions B...	10.00
Check	04/17/2023	ACH	PAYROLL EN...	2400.9 · Benefits Acc...		1001 · Zions B...	413.04
Total Health Equity							504.56
Meems' Apparel Decoration							
Bill	04/20/2023	13399	PLOL SHIRT...	6513 · PPE / Equip...		2012 · Account...	76.34
Total Meems' Apparel Decoration							76.34
Moore's Tire & Service Express							
Bill	04/21/2023	DR10...	STATE VEHI...	6512 · Fleet Mainten...		2012 · Account...	958.25
Total Moore's Tire & Service Express							958.25
Paylogics							
Check	04/13/2023	ACH	PAYROLL EN...	2500 · Accrued salar...		1001 · Zions B...	32,796.44
Check	04/27/2023	ACH	PAYROLL EN...	2500 · Accrued salar...		1001 · Zions B...	41,029.37
Total Paylogics							73,825.81
Peopletrial							
Bill	04/01/2023	58989	BACKGROU...	6506 · Background ...		2012 · Account...	251.97
Total Peopletrial							251.97
Rocky Mountain Power							
Bill	04/03/2023	34582...	POWER SER...	6509.5 · Power		2012 · Account...	470.51
Bill	04/04/2023	35247...	POWER SER...	6509.5 · Power		2012 · Account...	127.13
Total Rocky Mountain Power							597.64
Skaggs Public Safety Uniforms							
Bill	04/03/2023	169169	R. SMITH UNI...	6513 · PPE / Equip...		2012 · Account...	522.19
Bill	04/13/2023	171116	T. WHITING ...	6513 · PPE / Equip...		2012 · Account...	469.54
Total Skaggs Public Safety Uniforms							991.73
Summit County Health Insurance							
Bill	04/01/2023	APRIL...	APRIL HEALT...	2400.9 · Benefits Acc...		2012 · Account...	8,582.00
Bill	04/01/2023	APRIL...	APRIL DENT...	2400.9 · Benefits Acc...		2012 · Account...	652.00
Total Summit County Health Insurance							9,234.00
Summit Merc.							
Bill	04/18/2023	02154...	GRAGE DOO...	6510 · Building and ...		2012 · Account...	11.78
Total Summit Merc.							11.78

North Summit Fire District Expenses by Vendor Detail April 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount
Sun Life							
Bill	04/14/2023	24684...	LIFE INSURA...	2400.9 · Benefits Acc...		2012 · Account...	542.20
Total Sun Life							542.20
URS							
Check	04/04/2023	ACH	PAYROLL EN...	2400.9 · Benefits Acc...		1001 · Zions B...	3,562.75
Check	04/17/2023	ACH	PAYROLL EN...	2400.9 · Benefits Acc...		1001 · Zions B...	4,485.69
Total URS							8,048.44
Utah Local Governments Trust							
Bill	04/10/2023	12830...	WORKERS C...	6501 · Insurance		2012 · Account...	22,069.04
Total Utah Local Governments Trust							22,069.04
Verizon Wireless							
Bill	04/01/2023	99313...	LIFEPACK D...	6509.2 · Internet		2012 · Account...	50.10
Bill	04/01/2023	99314...	IPAD SERVICE	6509.2 · Internet		2012 · Account...	82.12
Total Verizon Wireless							132.22
Wanship Irrigation Company #2							
Bill	04/05/2023	197	IRRIGATION ...	6509.6 · Water		2012 · Account...	135.00
Total Wanship Irrigation Company #2							135.00
Whites Auto Parts							
Bill	04/05/2023	357530	ANTIFREZE	6512 · Fleet Mainten...		2012 · Account...	17.98
Bill	04/10/2023	357766	BATTERIES ...	6512 · Fleet Mainten...		2012 · Account...	382.94
Total Whites Auto Parts							400.92
Zions Bank Public Financial Services							
Bill	04/04/2023	6782	IMPACT FEE ...	6505 · Contract Serv...		2012 · Account...	1,491.50
Total Zions Bank Public Financial Services							1,491.50
TOTAL							155,012.52

Minutes

North Summit Fire Service District
Administrative Control Board
Regular Meeting
Executive Conference Room
60 N Main St
Coalville, UT 84017
April 13, 2023

1 Chair Armstrong called the meeting to order at 6:04PM

2 **Board Members Present**

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

Staff Present

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

Public Present

Alex Hall - Electronic

9
10

11 **Item 2 Roll Call**

12 A quorum was present.

13 **Item 3 Pledge of Allegiance**

14 Chair Armstrong 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 Work Session**

- 25
26 a. **Discussion of the Impact Fee Analysis (IFA)**
27 The chef went over what the IFA is. Alex Hall from Zions Bank
28 discussed how the fees are formulated and answered the board's
29 questions.
- 30 b. **Discussion of the changes to the Open and Public Meetings Act**
31 **and requirement for the district to adopt rules of order for**
32 **meetings.**
33 Clerk Rowser and Attorney Stack went over the changes and what is
34 now needed to comply with the rules of order. The board directed staff

35 to refine the rules of board and to bring it back for final resolution at
36 the next meeting.

37 **c. Chief's Report. Discussion of current operational status.**

38 Chief Nielson went over his report and what the calls are that we have
39 been having, and how things are changing with the new staffing.

40 **Item 7 Consideration of Approval**

41

42 **a. Election of District Treasurer**

43 Board Member Willoughby motioned to nominate Board Member Ari
44 Ioannides as the new District Treasurer, Vice Chair Rees seconded the
45 motion, a roll call vote was called,

46 Board Member Willoughby *Aye*

47 Board Member Robinson *Aye*

48 Board Member Ioannides *Aye*

49 Vice Chair Rees *Aye*

50 Chair Armstrong *Aye*

51 Motion passed.

52 **b. Appoint signers to the Zions Bank Checking Account and
53 Public Treasurers Investment Fund**

54 Board Member Robinson motioned to appoint Louise Willoughby, Ari
55 Ioannides, reappoint Roger Armstrong and Benjamin Nielson as
56 signers on the Zions Bank Checking Account and Public Treasurers
57 Investment Fund and remove Mike Novak from both accounts, Vice
58 Chair Rees seconded the motion, a vote was called, all ayes, motion
59 passed.

60 **c. Discussion and possible scheduling of a special meeting for the
61 impact fee analysis public hearing.**

62 No action taken

63 **d. Review and possible approval of Accounts Payable.**

64 Board Member Willoughby motioned to approve the accounts payable,
65 Vice Chair Rees Seconded the motion, a vote was called, all ayes,
66 motion passed.

67 **e. Review and possible approval of the meeting minutes of; March
68 9, 2023**

69 Treasurer Ioannides motioned to approve the minutes of March 9,
70 2023, Vice Chair Rees seconded the motion, a vote was called, all ayes,
71 motion passed.

72

73 **Chair Armstrong opened the floor for any public comment.**

74 No public comment was made.

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2. Board Comments.

Board Member Robinson asked about the recruitment of a new board member. Chair Armstrong stated that County staff has started the advertising and that will be going to the county council sometime after May 10th.

3. Adjourn.

Board Member Willoughby motioned to adjourn, Vice Chair Rees seconded the motion, a vote was called, all ayes, adjourned at 7:15PM

DRAFT