

North Summit Fire District  
2024 Budget  
**OPERATIONS BUDGET**

**Revenue**

2022	2023	2023		2023	2024	2024	2024
Actual	Approved Budget	YTD 09/30/2023	Account	Ammended Budget	Tentative Budget	Board Recommended	Council Approved
2,400	4,800	-	1004 · Ambulance Rent	-	-		
1,884	-	351	1005 · Community Room Rent	351	-		
	3,000		1006 · Wildland Fire Sup	-	-		
52,083	7,000	21,683	1007 · Cost Recovery	22,000	-		
	2,000	11,041	1009 · Grants	11,100	-		
36,800	-	39,350	1010 · Equipment Sales	40,500	-		
-	-	-	1011 · Donations	-	-		
259	-	408	1013 · Visa Card Cash Back	410	200		
537,621	2,000,000	70,428	1016 · Property Taxes	2,005,000	2,005,000		
-	-	-	1022 · County EMS ILA	-	1,000,000		
5,273	4,700	7,493	1019 · Inspection Fee	7,493	7,000		
16,380	50,000	31,861	1020 · Interest	40,000	30,000		
-	-	125,000	1021 · Summit County/PCFD ILA	125,000	-		
-	-		1023 · Ambulance Transport Revenue	-	227,000		
-	-	1,321	1025 · Impact Fees	1,500	2,000		
145,595	-	-	Carried over form Year Pryor	-	-		
<b>798,296</b>	<b>2,071,500</b>	<b>308,936</b>		<b>2,253,354</b>	<b>3,271,200</b>	-	-

## Expenses

2022	2023	2023		2023	2024	2024	2024
Actual	Approved Budget	YTD 09/30/2023	Account	Ammended Budget	Tentative Budget	Board Recommended	Council Approved
18,618	-	-	6500 · Operatons - Other	-	-		
37,220	40,000	44,767	6501 · Insurance	65,000	60,000		
18,045	20,000	550	6502 · Accounting	3,100	25,000		
210,617	-	35,589	6505 · Contract Services	40,000	60,000		
505	4,500	1,772	6506 · Background Checks	2,500	4,000		
33,799	45,000	26,244	6509 · Utilities	35,000	35,000		
45,301	50,000	27,662	6510 · Building and Grounds	50,000	70,000		
14,132	20,000	16,944	6511 · Fuel	25,000	35,000		
15,216	32,500	22,713	6512 · Fleet Maintenance	95,000	70,000		
6,525	42,000	16,769	6513 · PPE / Equipment	80,000	67,900		
6,303	12,000	13,091	6515 · Minor Equipment	35,000	20,000		
823	25,000	1,533	6516 · Training Expenses	4,000	25,000		
1,865	2,500	1,099	6517 · Employee Food	15,000	15,000		
-	10,000	2,238	6518 · Office Supplies	15,000	10,000		
8,589	46,000	35,518	6519 · Subscriptions/Memberships,Public Notice, Postage, Fees	40,000	40,000		
-	-	629	6522 · Community Relations/Outreach	6,500	6,500		
-	-	-	6523 · Fleet Purchas (F-150)	112,000			
-	105,000	-	66002 · Admin. Salaries	-			
	80,000	-	66002.1 · Admin. Asst Salary	-			
7,120	9,000	-	66003 · Board Member Salaries	-			
240,280	1,005,335	-	66005 · Firefighter on Duty	-			
			66005.1 · Firefighter on Duty - OT/Major Incident	-			
-	20,000	-					
76,162	-	-	6601 · Admin. Salaries				
-	-	636,480	6601 · Salaries	1,000,000	1,904,000		
21,548	296,323	-	66010 · Payroll Taxes	-			
-	107,030	-	6602 · Admin. Benefits	-			
33,314	-	-	6620 · Employee Benefits	-			
2,314	4,000	3,196	6613 · Payroll Processing Fees	4,300	10,200		
-		211,310	6621 · Fringe Benifits	300,000	677,000		
-	80,000	732	7610 · Debt Service Interest	20,000			
			Transfer to Impact Fees	1,500	2,000		
-	-	-	Transfer to Capital	39,350	85,000		
<b>798,296</b>	<b>2,056,188</b>	<b>1,098,837</b>		<b>1,988,250</b>	<b>3,221,600</b>	-	-
-	15,312	(789,901)		265,104	49,600	-	-

## CAPITAL BUDGET

### Revenue

2022	2023	2023		2023	2024	2024	2024
Actual	Approved Budget	YTD 09/30/2023	Account	Ammended Budget	Tentative Budget	Final Budget	Council Approved
345,286	200,000	242,750	Transfer from Capial Account	132,091	200,000		
			Transfer from General Fund	39,350			
			Transfer to General Fund				
	300,000		Impact Fees	1,500	2,000		
<b>345,286</b>	<b>500,000</b>	<b>242,750</b>		<b>172,941</b>	<b>202,000</b>	-	-

### Expenses

2022	2023	2023		2023	2024	2024	2024
Actual	Approved Budget YTD	YTD	Account	Ammended Budget	Tentative Budget	Final Budget	Council Approved
	500,000		Equipment Purchase/Major Repairs/Building U				
28,471	-	-	22.01 Access Control System	-	-	-	-
9,373	-	-	22.02 Windows	-	-	-	-
2,366	-	-	22.03 Station 24 Design Work	-	-	-	-
6,960	-	-	22.04 Emergency Plumbing Repair	-	-	-	-
78,595	-	25,527	22.05 Turnouts	25,527	-	-	-
54,020	-	-	22.06 Command Vehicle	-	-	-	-
4,967	-	-	22.07 Blinds	-	-	-	-
12,737	-	-	22.08 E23 Repair	-	-	-	-
4,027	-	-	22.09 Internal Door Locks	-	-	-	-
118,976	-	-	22.10 SCBAs	-	-	-	-
5,563	-	-	22.11 - Turnout Extractor	-	-	-	-
19,229	-	-	22.12 P25 Radio Upgrade		28,241		
		10,493	23.01 HVAC Upgrade Sta 23	10,493			
		38,554	23.02 Chevy Colorado 1	42,500			
		38,554	23.03 Chevy Colorado 2	42,500			
		11,071	23.04 Sta. 21 kitchen Plumbing	11,071			
<b>345,286</b>	<b>500,000</b>	<b>124,199</b>		<b>132,091</b>	<b>28,241</b>	-	-

## North Summit Fire District Expenses by Vendor Detail September 2023

Type	Date	Num	Memo	Account	Amount
<b>ACE Hardware</b>					
Credit Card Charge	09/13/2023		2ND CHAIN SAW REPAIR	6515 · Minor Equipment	37.50
Credit Card Charge	09/29/2023		REPAIR CHAIN SAW	6515 · Minor Equipment	64.29
Total ACE Hardware					101.79
<b>All West Communications</b>					
Bill	09/01/2023	182.79	INTERNET SREVICE	6509.2 · Internet	392.55
Total All West Communications					392.55
<b>Amazon Business</b>					
Bill	09/22/2023	1J7RW...	SANITATION SUPPLIES	6510.3 · Sanitation Su...	107.94
Bill	09/28/2023	13WV...	BLANK GREETING CARDS AND E...	6518 · Office Supplies	29.49
Total Amazon Business					137.43
<b>Archies Car Wash</b>					
Credit Card Charge	09/14/2023		CAR WASH	6512 · Fleet Maintenanc...	6.00
Total Archies Car Wash					6.00
<b>Beehive Plumbing</b>					
Bill	09/11/2023	Est 39...	Estimate 39111156 Sewer line colla...	22.04 · Plumbing	0.00
Bill	09/11/2023	Est 39...	Emergency Purchase Sewer line co...	23.04 · Sta 21 Kitchen ...	4,776.87
Credit Card Charge	09/22/2023		BALANCE OF PLUMBING REPAIR...	23.04 · Sta 21 Kitchen ...	6,293.84
Credit Card Charge	09/29/2023		JET OUT DRAINS IN BAY AT STA ...	6510 · Building and Gr...	2,497.97
Total Beehive Plumbing					13,568.68
<b>Bound Tree</b>					
Bill	09/01/2023	850094...	MEDICAL SUPPLIES	6518 · Office Supplies	46.33
Total Bound Tree					46.33
<b>BRD Pest Solutions</b>					
Credit Card Charge	09/22/2023		PEST CONTROL STA 21	6510.2 · Pest Control	149.99
Credit Card Charge	09/26/2023		PEST CONTROL STA 23	6510.2 · Pest Control	149.99
Total BRD Pest Solutions					299.98
<b>ChatGPT</b>					
Credit Card Charge	09/26/2023		CHAT GPT MEMBERSHIP	6519 · Subscriptions/M...	21.43
Total ChatGPT					21.43
<b>Cliffs Tunner Wash</b>					
Credit Card Charge	09/28/2023		CAR WASH	6512 · Fleet Maintenanc...	24.99
Total Cliffs Tunner Wash					24.99

## North Summit Fire District Expenses by Vendor Detail September 2023

Type	Date	Num	Memo	Account	Amount
<b>Curtis</b>					
Bill	09/15/2023	INV746...	SCBA COMPRESSOR MATIN	6510 · Building and Gr...	135.00
Total Curtis					135.00
<b>Dominion Energy</b>					
Bill	09/06/2023	599360...	GAS SERVICE STA 22	6509.4 · Gas	21.28
Bill	09/06/2023	723483...	GAS SERVICE STA 23	6509.4 · Gas	21.17
Bill	09/06/2023	741602...	GAS SERVICE STA 21	6509.4 · Gas	49.68
Total Dominion Energy					92.13
<b>FIVE GUYS</b>					
Credit Card Charge	09/11/2023		LUNCH FOR CREWS	6517 · Employee Food...	196.49
Total FIVE GUYS					196.49
<b>Fuel Network</b>					
Bill	09/01/2023	F2402...	FUEL	6511 · Fuel	2,445.93
Total Fuel Network					2,445.93
<b>Google</b>					
Credit Card Charge	09/01/2023		EMAILS	6509.3 · Email	25.71
Total Google					25.71
<b>Health Equity</b>					
Check	09/04/2023	ACH	HSA PAYROLL ENDING 08.18.23	2400.9 · Benefits Accrual	886.17
Check	09/11/2023	ACH	ADMIN FEE	6620.5 · ER Health Sa...	10.00
Check	09/18/2023	ACH	PAYROLL ENDING 09.01.23	2400.9 · Benefits Accrual	886.17
Total Health Equity					1,782.34
<b>Home Depot</b>					
Credit Card Charge	09/22/2023		DRYWALL, CREWS AND COVER ...	6510 · Building and Gr...	136.54
Credit Card Charge	09/23/2023		SUPPLIES TO FIX BATHROOM A...	6510 · Building and Gr...	115.31
Credit Card Charge	09/24/2023		PAINT FOR TYLER'S OFFICE	6510 · Building and Gr...	45.12
Credit Card Charge	09/25/2023		SUPPLES TO WIRE NEW LIGHT ...	6510 · Building and Gr...	99.39
Credit Card Charge	09/25/2023		PAINT FOR TYLER'S OFFICE	6510 · Building and Gr...	30.42
Credit Card Charge	09/29/2023		SUPPLIES FOR BATHROOM AND...	6510 · Building and Gr...	110.11
Total Home Depot					536.89
<b>Moore's Tire &amp; Service Express</b>					
Bill	09/06/2023	DR109...	TIRES AND OIL CHANGE F150	6512 · Fleet Maintenan...	1,037.26
Total Moore's Tire & Service Express					1,037.26

## North Summit Fire District Expenses by Vendor Detail September 2023

Type	Date	Num	Memo	Account	Amount
<b>Paylogics</b>					
Check	09/14/2023	ACH	PAYROLL ENDING 09.01.23	2500 · Accrued salaries	42,679.57
Check	09/28/2023	ACH	PAYROLL ENDING 09.15.13	2500 · Accrued salaries	43,943.60
Total Paylogics					86,623.17
<b>Peopletrial</b>					
Bill	09/01/2023	60877	BACKGROUND CHECKS	6506 · Background Ch...	163.48
Total Peopletrial					163.48
<b>Republic Service</b>					
Bill	09/26/2023	086400...	TRASH SERVICE STA 23	6510.1 · Trash	108.79
Bill	09/26/2023	086400...	TRASH SERVICE STA 21	6510.1 · Trash	181.11
Total Republic Service					289.90
<b>Rocky Mountain Power</b>					
Bill	09/01/2023	352472...	POWER SERVICE STA 22	6509.5 · Power	73.27
Bill	09/29/2023	356437...	POWER SERVICE STA 23	6509.5 · Power	230.81
Total Rocky Mountain Power					304.08
<b>Siddons-Martin Emergncy Group</b>					
Bill	09/26/2023	321000...	WT221 REPAIRS	6512 · Fleet Maintenanc...	8,617.64
Total Siddons-Martin Emergncy Group					8,617.64
<b>Skaggs Public Safety Uniforms</b>					
Credit	09/05/2023	450_A...	OVERPAYMENT	6513 · PPE / Equipme...	-76.00
Bill	09/13/2023	173761	UNIFORM PANTS FOR T. BARBER	6513 · PPE / Equipme...	37.80
Bill	09/18/2023	193844	UNIFORM R. SMITH	6513 · PPE / Equipme...	67.99
Total Skaggs Public Safety Uniforms					29.79
<b>Streamline</b>					
Bill	09/01/2023	30A37...	WEBSITE HOSTING	6505.3 · Web Site Hos...	249.00
Total Streamline					249.00
<b>STRIPE</b>					
Check	09/27/2023	ACH	REFUND OF OVER CHARGED PE...	1019 · Inspection Fee	50.00
Total STRIPE					50.00
<b>Summit County Health Insurance</b>					
Bill	09/12/2023	SEPT. ...	HEALTH INSURANCE	2400.9 · Benefits Accrual	9,770.00
Bill	09/12/2023	SEPT ...	DENTAL INSURANCE	2400.9 · Benefits Accrual	620.00
Total Summit County Health Insurance					10,390.00

## North Summit Fire District Expenses by Vendor Detail September 2023

Type	Date	Num	Memo	Account	Amount
<b>Summit Merc.</b>					
Bill	09/06/2023	021626...	LIQUID PLUMBER	6510 · Building and Gr...	14.18
Bill	09/06/2023	011427...	LIQUID PLUMBER	6512 · Fleet Maintenan...	11.49
Credit	09/06/2023	STATM...	STATEMENT CREDIT	6510 · Building and Gr...	-24.04
Bill	09/07/2023	021626...	DRAIN UNCLOG	6510 · Building and Gr...	14.99
Bill	09/13/2023	021630...		6510 · Building and Gr...	52.24
Bill	09/16/2023	021632...	SPRAY NOZZLE	6510 · Building and Gr...	9.59
Credit Card Charge	09/20/2023			6510 · Building and Gr...	17.21
Bill	09/21/2023	021635...	BOTTLED WATER	6517 · Employee Food...	6.49
Credit Card Charge	09/22/2023		BLADES TO CUT DRYWALL	6510 · Building and Gr...	10.70
Total Summit Merc.					112.85
<b>Sun Life</b>					
Bill	09/14/2023	246849...	LIFE INSURANCE	2400.9 · Benefits Accrual	400.02
Total Sun Life					400.02
<b>URS</b>					
Check	09/04/2023	ACH	RETIRMENT PAYROLL ENDING 0...	2400.9 · Benefits Accrual	5,480.27
Check	09/18/2023	ACH	PAYROLL ENDING 09.01.23	2400.9 · Benefits Accrual	5,442.67
Check	09/29/2023	ACH	PAYROLL ENDING 09.15.13	2400.9 · Benefits Accrual	5,198.20
Total URS					16,121.14
<b>Utah Association of Special Districts</b>					
Bill	09/01/2023	ANNU...	ANNUAL MEMBERSHIP RENEWAL	6519 · Subscriptions/M...	2,905.00
Bill	09/01/2023	LOUIS...	LOUISE CONVENTION REGISTR...	6519 · Subscriptions/M...	115.00
Bill	09/01/2023	BEN R...	BEN CONVENTION REGISTRATION	6519 · Subscriptions/M...	275.00
Bill	09/01/2023	TYLER...	TYLER CONVENTION REGISTRA...	6519 · Subscriptions/M...	275.00
Bill	09/01/2023	JOHN ...	JOHN CONVENTION REGISTRATI...	6519 · Subscriptions/M...	275.00
Bill	09/01/2023	ARI RE...	ARI CONVENTION REGISTRATION	6519 · Subscriptions/M...	275.00
Total Utah Association of Special Districts					4,120.00
<b>Utah Department of Health (DHHS)</b>					
Bill	09/25/2023	24EM0...	VEHICEL INSPECTION	6512 · Fleet Maintenan...	210.00
Total Utah Department of Health (DHHS)					210.00
<b>Verizon Wireless</b>					
Bill	09/01/2023	994338...	CELL AND OFFICE PHONES	6509.1 · Telephone	251.46
Total Verizon Wireless					251.46
<b>W O FB LLC</b>					
Credit Card Charge	09/20/2023			6517 · Employee Food...	32.22
Total W O FB LLC					32.22

**North Summit Fire District  
Expenses by Vendor Detail  
September 2023**

Type	Date	Num	Memo	Account	Amount
<b>Waxie Sanitary Supply</b>					
Bill	09/05/2023	819493...	CLEANING SUPPLIES	6510.3 · Sanitation Su...	247.01
Total Waxie Sanitary Supply					247.01
<b>Whites Auto Parts</b>					
Bill	09/01/2023	365191	OIL FILER AND OIL	6512 · Fleet Maintenan...	16.68
Bill	09/01/2023	365194	SPARK PLUGS	6512 · Fleet Maintenan...	11.84
Bill	09/06/2023	365370	FLOOR DRY	6512 · Fleet Maintenan...	136.20
Bill	09/07/2023	365401	BATTERIES	6512 · Fleet Maintenan...	250.24
Bill	09/13/2023	365702	WINDSHIELD WASHER FLUID	6512 · Fleet Maintenan...	7.32
Bill	09/21/2023	366076	LIGHT FOR E23	6512 · Fleet Maintenan...	15.48
Total Whites Auto Parts					437.76
<b>Zions Bank Bankcard Center</b>					
Deposit	09/05/2023	ACH	VISA CASH BACK	1013 · Visa Card Cash...	-242.00
Total Zions Bank Bankcard Center					-242.00
<b>TOTAL</b>					<b>149,258.45</b>



# Minutes

North Summit Fire Service District  
Administrative Control Board  
Regular Meeting  
Executive Conference Room  
60 N Main St  
Coalville, UT 84017  
September 14, 2023

1 Vice Chair Rees called the meeting to order at 6:02PM

2 **Board Members Present**

3 Chair Roger Armstrong - Remote  
4 Vice Chair Jim Rees  
5 Treasurer Ari Ioannides - Excused  
6 Louise Willoughby - Arrived at 6:15PM  
7 Chris Robinson - Remote  
8 Don Donaldson  
9 John Adams

**Staff Present**

Ben Nielson, Fire Chief  
Tyler Rowser, District Clerk  
Ryan Stack, Deputy County Attorney  
Nice Jarvis – Electronic

**Public Present** – Electronic  
Michelle  
Torja Barnhart – The Park Record

12 **Item 2 Roll Call**

13 A quorum was present.

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

- 16 a. Purchase, exchange, or lease of real property  
17 b. Pending or reasonably imminent litigation  
18 c. Personnel – to discuss the character, competence, or physical or mental  
19 health of an individual  
20 No closed session was called for.

21 **Item 4 Reconvene in Open Meeting**

22

23 **Item 5 Pledge of Allegiance**

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

25 **Item 6 Work Session**

26

- 27 a. **Chief's Report. Discussion of current operational status.**  
28 Chief Neilson went over the Key Performance Indicators (KPI's) then  
29 went over apparatuses issues. Chief Neilson discussed issues with the  
30 sewer system at Station 21 with a clasped pipe and how it's being  
31 fixed.

32

33 **2. Public Input**

34 None

35 **3. Consent Agenda**

36

37 a. Accounts Payable August 2023

38 b. Minutes of August 17, 2023

39 Chair Armstrong motioned to separate out the minutes, and motioned  
40 to approve the accounts payable, Board Member Adams seconded the  
41 motion, a vote was called, all ayes, motion passed.

42 Chair Armstrong motioned to approve the minutes of August 17, 2023,  
43 Board Member Adams seconded the motion, a vote was called, all ayes,  
44 board member Donaldson abstained, Motion passed.

45

46 **4. Consideration of Approval**

47

48 **a. Discussion and Possible Approval of Inter Local Agreement**  
49 **with Summit County to Provide Emergency Medical Services**  
50 **within the Fire District.**

51 Ryan went over the 2 changes from the last meeting. Board members  
52 asked questions about the ILA and the implantation of it.

53 Board Member Robinson motioned to approve (recommend) the ILA to  
54 the Summit County Council, Board Member Adams seconded the  
55 motion, a vote was called, all ayes, motion passed.

56 **b. Discussion and Possible Approval of the draft resolution of**  
57 **intent to annex territory into North Summit Fire Service**  
58 **District.**

59 Ryan interfused the resolution and what it would take, Chief Nielson  
60 recommended an alternative annexation plan.

61 Chair Armstrong motioned to table the item pending a legal analysis  
62 by the County Attorneys office of what way is legal to annex the  
63 property and what could be defended, Board Member Robinson  
64 seconded the motion, a vote was called, all ayes, motion passed.

65 **c. Review and Possible Approval of Ride Along Agreement,**  
66 **Release and Waiver.**

67 Chief Neilson explained how a ride along policy can be helpful for  
68 recruiting. Ryan explained that this was taken for other agencies  
69 policies as well as what the insurance company wanted in it. Board  
70 Member Donaldson motioned to approve the Ride Along Agreement,  
71 Board Member Adams seconded the motion, a vote was called, all ayes,  
72 motion passed.

73 **d. Discussion and appointment of a representative and alternat**  
74 **representative of the district on the Utah Association of**  
75 **Special Districts board of representatives.**

76 Chair Armstrong motioned to appoint Board Member Willoughby as  
77 the Representative and Chair Armstrong as the alternate

78 Representative, Board Member Robison seconded the motion, a vote  
79 was called, all ayes, motion passed.

80 e. **Discussion and possible approve of up to \$25,000 to fix Engine**  
81 **22.**

82 Board Member Donaldson motioned to approve up to \$25,000 to have  
83 Siddions-Martin (on state contract) fix Engine 22 Board Member  
84 Willoughby seconded the motion,, a vote was called, all ayes, motion  
85 passed.

86 **5. Board Comments.**

87 Chief Neilson wanted to thank Ryan for helping so much with all these  
88 contract and policies that he has been reviewing and invoiced with for  
89 us.

90 **Adjourn.**

91 Board Member Willoughby motioned to adjourn, Board Member  
92 Adams seconded the motion, a vote was called, adjourned at 7:28PM



To: Administrative Control Board  
From: Chief Ben Nielson  
Date: October 12, 2023  
Re: New Job Descriptions  
Action: Requesting Approval

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## EXECUTIVE SUMMARY

This report recommends the adoption of new job descriptions for the roles of Deputy Fire Chief, Engineer, and Fire Marshal. It also suggests a title change for the existing Administration Captain role to Administration Battalion Chief. The proposed changes are aimed at better aligning our job titles and descriptions with industry best practices and ensuring that roles and responsibilities are clear and accurate.

Effective immediately, after these job descriptions are adopted by the ACB, the Chief will appoint a Deputy Fire Chief (Personnel Policy Section 6 - Employment Status, B – Merit Exempt positions) and make the title change from Admin. Captain to the Administrative Battalion. The fire Marshall position we will wait until the beginning of the new fiscal year of 2024 and the Engineer positions will not be made for a couple more years. So, we will be making them slowly as needed.

The Deputy Fire Chief and the Administrative Battalion Chief will be Merit Exempt and FLSA Exempt positions.

## BACKGROUND

As our organization grows and evolves, it's essential to continually assess and update our job descriptions to ensure they accurately reflect the roles, responsibilities, and expectations of each position. Additionally, aligning our job titles with those used more broadly in the industry can enhance our recruitment and professional development efforts. The intent was never meant to have this organization be a 'one man band', but to build an administrative team that can lead the future generations of firefighters into leadership positions. The positions that we created last year were to help quickly get some type of leadership in place, and it was successful, but now we need to formalize and standardize how NSFD will continue into the future.

## PROPOSED CHANGES

### 1. **Deputy Fire Chief:**

- Role Overview: Acts as the second in command to the Fire Chief and oversees operations, training, and personnel within the department. Assists in strategic planning, budgeting, and policy development.

- Key Responsibilities: Directing emergency scene operations, managing staff, developing training programs, liaising with other departments, assisting with budget development and management, etc.

### 2. **Engineer:**

- Role Overview: Responsible for driving and operating fire apparatus and equipment. Maintains the readiness of all firefighting equipment and ensures its proper functioning.

- Key Responsibilities: Driving fire apparatus to and from scenes, operating pumps, and other equipment, conducting regular maintenance checks, etc.

### 3. **Fire Marshal:**

- Role Overview: Oversee the enforcement of fire regulations and laws. Conduct fire investigations, inspect properties for fire hazards, and promote fire safety education.

- Key Responsibilities: Inspecting commercial and residential properties, investigating fire incidents, developing public education campaigns, etc.

### 4. **Title Change - Administration Captain to Administration Battalion Chief:**

- Rationale: The title "Battalion Chief" more accurately reflects the leadership responsibilities and scope of this role compared to the title "Captain." This change will align this role's title with industry standards, aiding in recruitment and clarity of role.

## BENEFITS OF THE PROPOSED CHANGES

1. **Clarity and Consistency:** Updated job descriptions provide clear expectations for current and potential employees, ensuring everyone understands their roles and responsibilities.

2. **Improved Recruitment:** Using industry-standard job titles will make our job postings more recognizable and attractive to potential candidates, broadening our talent pool.

3. **Enhanced Professional Development:** Clearly defined roles and responsibilities will aid in the identification of training and development opportunities for our staff.

## NEXT STEPS

Upon approval of these changes:

1. Update all internal documents, policies, and systems to reflect the new job descriptions and title change.

2. Begin recruitment efforts for any vacant positions under the new titles and descriptions.

3. Initiate internal communication strategies to ensure all staff members are informed and updated.

4. Offer training sessions for existing staff to align with the new expectations set by the updated descriptions.

## RECOMMENDATION

It is recommended that the Executive Board:

1. Approve the adoption of the proposed job descriptions for Deputy Fire Chief, Engineer, and Fire Marshal.

2. Approve the title change from Administration Captain to Administration Battalion Chief.

## ATTACHMENTS

# North Summit Fire District

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Deputy Fire Chief</b>
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## **POSITION DESCRIPTION**

Performs general administrative and managerial duties as needed to oversee the day-to-day operations and activities of the district; provides administrative assistance to the Fire Chief related to planning, organizing, directing, staffing, and coordinating fire prevention and suppression activities within the district. Performs technical fire prevention and investigation duties related to fire safety training and code enforcement as needed to prevent loss of life and property caused by fires or other emergencies.

## **FLSA STATUS AND WORK HOURS**

This is an FLSA exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

## **SUPERVISION RECEIVED**

Works under the broad guidance and direction of the Fire Chief.

## **SUPERVISION EXERCISED**

Supervises the Fire Marshal, Battalion Chiefs, Captains, and Firefighters/EMTs. Assumes full responsibility for the district in the absence of the Fire Chief.

## **ESSENTIAL FUNCTIONS**

Assists in preparing and administrating the district budget; recommends ordering equipment and supplies. Writes specifications and oversees purchasing processes; evaluates equipment options; collects and reviews bids and makes recommendations for purchase. Assists with monitoring expenditures to ensure conformity to established fiscal constraints; prepares and writes reports on department activity research. Prepares documents and writes grants.

Exercises supervision over district personnel; implements policies, rules, and regulations as deemed necessary and expedient for the district; assigns and evaluates work; disciplines personnel when necessary; conducts periodic performance evaluations.

Assists with interviewing, screening, and hiring new district members; supervises and coordinates the training of new personnel; participates in planning and implementing fire drills; may conduct district training meetings; updates and informs personnel of recent policy changes or procedures.

Directs district emergency response to fire and medical incidents; participates in and delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire or other emergency to expedite suppression or rescue and minimize property loss.

# North Summit Fire District

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Deputy Fire Chief</b>
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Responds to fires on a rotating duty schedule with the Battalion Chief, Fire Chief, or at the direction of the Fire Chief. Performs as incident commander; directs district personnel in performing their duties; makes decisions concerning effective strategy, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire is in progress for the protection of life and property.

Oversees station maintenance and general upkeep programs and schedules; assures upkeep and functional operation of all equipment and firefighting apparatus; conducts equipment and personnel evaluations and assessments to ensure district readiness to deliver efficient and effective response to fires and other emergencies.

Represents the district on various committees and task forces; serves or delegates as liaison to the Local Emergency Planning Committee (LEPC) and attends LEPC meetings, Paramedic/EMT programs, EMS Local and State committees, etc.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience**

- A. Graduation from an accredited college with an associate degree in Fire Science or bachelor's degree in business administration.  
AND
- B. Five (5) years progressively responsible for a fire inspection and public fire education program.  
AND
- C. Ten (10) years of firefighting experience; and  
AND
- D. Supervisory experience at a Captain or Battalion Chief Level.  
OR
- E. An equivalent combination of education and experience.

### **2. Essential Functions, Knowledge, Skills, and Abilities**

Considerable knowledge of principles of supervision and management practices and procedures. Utah Code, Title 17B, governance of Special Service Districts and Provisions Applicable to All Local Districts. Laws, ordinances, codes, and regulations affecting goals, objectives, and department operation; principles and practices of fire prevention and suppression; maintenance requirements and methods of firefighting equipment and apparatus. Departmental rules, policies, regulations, city geography, emergency medical practices and procedures; state and city codes, laws, regulations, and ordinances related to fire prevention,

# North Summit Fire District

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Deputy Fire Chief</b>
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investigation, and prosecution. Fire investigation methods and procedures; arson arrest procedures; common fire hazards and related safety precautions; firefighting methods, techniques, and procedures. In addition, must have knowledge of budget development and preparation; common fire chemical hazards and related safety precautions; public speaking and interpersonal communication skills; modern practices related to personnel training, management, motivation, firefighting techniques, and equipment.

**Skill** in the evaluation of tactical and operational requirements of conflagration situations.

Ability to plan, organize, and direct the implementation of overall fire district programs and objectives; direct and supervise various levels of professional firefighters. Evaluate performance without partiality; communicate effectively, verbally, and in writing; make quick and accurate decisions in emergency situations. Organize and analyze evidence related to causes of fire; determine fire causes. Develop effective working relationships with supervisors, fellow employees, and the public.

### 3. Special Qualifications

- A. Must possess a valid Driver’s License, with a Utah Driver’s License to be obtained within 30 days of hire.
- B. Must Be IFSAC certified or Utah State Fire Officer I
- C. Incident Command and Control Certification
- D. Must be IFSAC certified or Utah State Fire Inspector I
- E. Must be IFSAC certified or Utah State certified FF/II
- F. Must be IFSAC certified or Level II Utah HAZMAT
- H. Must be a National or Utah State certified Paramedic or AEMT or qualify for reciprocity.

### 4. Work Environment

Functions of the position are generally performed in a controlled environment but are subject to all seasonal and weather extremes. Many functions of the work pose a high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application are required, i.e., memory for details, emotional stability, discriminating thinking, and creative problem-solving. Continuous use of motor skills.

### CERTIFICATIONS

Please include copies of all certifications, licenses, diplomas, and other materials that document your qualifications for this position.



# North Summit Fire District

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Deputy Fire Chief</b>
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Failure to provide supporting documentation could cause an application to be rejected.

## **SELECTION GUIDELINES**

Per the North Summit Fire District Personnel policies; Section 6, Paragraph B this position may be selected, appointed, and serves at the discretion of the Fire Chief.

North Summit Fire District  
Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Battalion Chief – Administrative
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**JOB SUMMARY**

Under the general guidance and direction of the Fire Chief the Administrative Battalion Chief performs a variety of technical, administrative, human resource, supervisory work in planning, organizing, directing, and implementing programs essential to the effective performance of the North Summit Fire District (NSFD).

This position is primarily responsible for administrative support, with secondary responsibilities of assisting, as needed, the supervision of assigned fire companies. This is a supervisory position requiring the effective use of independent judgement, teamwork principles and leadership capabilities in the completion of assigned activities and operational tasks. During emergency operations, this position can also be responsible for incident command and/or the issuance of orders pertaining to fire suppression and property conservation until relieved.

**FLSA STATUS AND WORK HOURS**

This is an FLSA exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

**TOOLS AND EQUIPMENT USED**

Personal computer, copy machine, facsimile machine, calculator, telephone, pager, and automobile. Emergency medical care equipment, Emergency apparatus, fire pumps, hoses, and other standard firefighting equipment, power equipment, small hand tools, ladders, radio, phone.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; run; jump; handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. It is encouraged that this position also abides by the (P.A.T.) Physical Agility Test. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicles, outdoor settings, and in all weather conditions, including temperature extremes, during day and night. Work is occasionally performed in emergency and stressful situations.

North Summit Fire District  
Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Battalion Chief – Administrative
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Individuals may be exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A. Plans, coordinates, supervises, evaluates and establishes procedures for NSFD Administrative Services, including ambulance billing and collection processes, records and reports management, district statistics and technical data, and district information technology in order to implement directives from the Fire Chief and/or Administrative Control Board.
- B. Researches, writes, and administers district grant and other miscellaneous funding sources. Responsible for annual audits of grant funding sources.
- C. Assists in the preparation and presentation of an annual budget for District Administrative Services. Acts as risk manager for the NSFD, assists with review of the annual inventory of District properties, and supervises NSFD general liability insurance policy and other insurance related issues.
- D. Prepares and submits reports to the Fire Chief and/or Administrative Control Board regarding District activities and prepares a variety of other reports as appropriate and requested by the Fire Chief.
- E. Oversees the administration of the NSFD web site.
- F. Oversees the NSFD Payroll and all systems and programs related to payroll.
- G. Has knowledge and experience in basic accounting principles and local government funding. In conjunction with the Fire Chief and acting as his designee oversees Human resources within the North Summit Fire District.
- H. Has knowledge and skills in District programs and software. Also keeps up to date with software of the fire industry.
- I. All duties and responsibilities designated by NSFD Fire Chief.

**PERIPHERAL DUTIES**

Attends conferences and meetings to keep abreast of current trends in the field; represents the NSFD in a variety of local, county, state, and other meetings. Serves as a member of various employee committees.

- A. Responds to alarms as incident commander and ensures that pertinent priorities, strategies, and tactics are performed in an effective, efficient manner by assigned companies.
- B. Responds to medical emergency calls as dispatched and ensures scene safety and determines scene priorities.
- C. Identifies training needs and assists in developing classes and drills to meet these needs.
- D. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.

**North Summit Fire District  
Rules, Policies and Procedures**

NSFD Operational Policies and Procedures	Position Descriptions	Battalion Chief – Administrative
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- E. Complies with NSFD Policies and Procedures and ensures compliance of all subordinates and/or assigned personnel.
- F. Directs and delegates work assignments until complete.
- G. Supervises all assigned work to be certain that companies follow all safety measures and standard operational procedures.
- H. Provides training to assigned personnel and/or companies in OSHA, NFPA and NSFD safety standards and operational procedures.
- I. Presents programs to the community on safety, medical, and fire prevention topics.
- J. Public Information Officer of the District.
- K. All duties as assigned by the Fire Chief and/or Designee.

**MINIMUM QUALIFICATIONS**

- A. High school diploma or GED equivalent
- B. Must be (21) twenty-one years of age or older.
- C. Must have American Heart Association Basic Life Support (BLS) for Healthcare Providers.
- D. Must have IS-100, IS-200, IS-700, and IS-800.
- E. Must have Utah Hazmat Operations certification.
- F. Must have Utah Firefighter II certification.
- G. Must have NWCG Firefighter II or higher certification.
- H. Must be a citizen of the United States of America at the time of application or provide proof of appropriate work permit.
- I. Minimum of eight full-time years of experience or an equivalent combination of firefighter volunteer/part-time years of service.
- J. Excellent oral and written communication skills. Must be able to read, write, and speak the English language.
- K. Thorough knowledge of modern fire suppression, prevention, and emergency medical services principles, procedures, techniques, and equipment.
- L. Working knowledge of the practical use of personal computers and applications.
- M. Significant knowledge of applicable laws, ordinances, and regulations as they pertain to emergency services.
- N. The ability to exercise sound judgment in evaluating situations and in making decisions. The ability to effectively give and receive verbal and written instructions and to establish and maintain effective working relationships with other employees, supervisors, and the public.
- O. Must possess, or be able to obtain by time of hire, a valid Utah Driver's License without record of suspension or revocation in any state.
- P. No felony convictions or disqualifying criminal histories.
- Q. This position does qualify for tele-commuting.
- R. Must possess knowledge and experience of performing payroll operations.
- S. Must possess knowledge and experience of basic accounting and finance principles.

**DESIRED QUALIFICATIONS**

- A. (PALS) Pediatric Advanced Life Support
- B. (ACLS) Advanced Cardiac Life Support
- C. Utah Fire Officer I certification from Utah Fire Rescue Academy.
- D. IS-300; IS-400

North Summit Fire District  
Rules, Policies and Procedures

NSFD Operational Policies and Procedures	Position Descriptions	Battalion Chief – Administrative
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- E. Associate degree or Higher in Fire Science or a related field.
- F. NWCG Engine Boss certification.
- G. Utah Commission of Fire Officer Designation – Supervising Fire Officer certification.

**SELECTION GUIDELINES**

Per the North Summit Fire District Personnel policies; Section 6, Paragraph B this position may be selected, appointed, and serves at the discretion of the Fire Chief.

**NOTE:**

**The qualifications above may be substituted with an equivalent combination of education and experience in the Fire Service.**

**The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

# North Summit Fire District

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Deputy Fire Marshall</b>
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## **POSITION DESCRIPTION**

This position is responsible for but not limited to assisting in performing fire code inspections; identifies corrective actions necessary to bring properties into compliance; explains codes and corrective measures to property owners or representatives; Inspects and witnesses testing of fire protection and/or fire detections systems; performs follow up visits/inspections; inspect facilities that store, handle and use hazardous materials; write detailed reports of fire inspections, fire code violations and corrective recommendations; conduct fire exit drills to monitor and evaluate evacuation procedures; attend training classes to maintain current knowledge of fire prevention, safety and firefighting practices; conduct investigations of fires within the jurisdiction as assigned by the Fire Marshal; assist in the development of pre-fire plans for structures; perform various plan reviews; input all data into the Districts current database software; have oversight and authority to conduct various projects or duties as assigned and other duties as described in the job description. May need to assist on emergency scenes and other duties as assigned. Acts as the Fire Marshal in the absence of the Fire Marshal or as assigned by the Chief.

## **FLSA STATUS AND WORK HOURS**

This is an FLSA exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

## **SUPERVISION RECEIVED**

Works under the broad guidance and direction of the Fire Chief.

## **SUPERVISION EXERCISED**

Supervises the fire prevention division of the North Summit Fire District among other personnel, such as, Captains, and Firefighters/EMTs. Assumes full responsibility for the district upon delegation by the Fire Chief.

## **ESSENTIAL FUNCTIONS**

Assists in preparing and administrating the district budget; recommends ordering equipment and supplies. Writes specifications and oversees purchasing processes; evaluates equipment options; collects and reviews bids and makes recommendations for purchase. Assists with monitoring expenditures to ensure conformity to established fiscal constraints; prepares and writes reports on department activity research. Prepares documents and writes grants.

Exercises supervision over district personnel; implements policies, rules, and regulations as deemed necessary and expedient for the district; assigns and evaluates work; disciplines personnel when necessary; conducts periodic performance evaluations.

# North Summit Fire District

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Deputy Fire Marshall</b>
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Assists with interviewing, screening, and hiring new district members; supervises and coordinates the training of new personnel; participates in planning and implementing fire drills; may conduct district training meetings; updates and informs personnel of recent policy changes or procedures.

Directs district emergency response to fire and medical incidents; participates in and delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire or other emergency to expedite suppression or rescue and minimize property loss.

Responds to fires on a rotating duty schedule with the Battalion Chief, Fire Chief, or at the direction of the Fire Chief. Performs as incident commander; directs district personnel in performing their duties; makes decisions concerning effective strategy, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire is in progress for the protection of life and property.

Oversees station maintenance and general upkeep programs and schedules; assures upkeep and functional operation of all equipment and firefighting apparatus; conducts equipment and personnel evaluations and assessments to ensure district readiness to deliver efficient and effective response to fires and other emergencies.

Represents the district on various committees and task forces; serves or delegates as liaison to the Local Emergency Planning Committee (LEPC) and attends LEPC meetings, Paramedic/EMT programs, EMS Local and State committees, etc.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

- A. Five (5) years experience with a full-time professional department (can be a combination of full-time experience with different departments (does not have to be with the District). The Chief has final discretion on qualifying experience.
- B. Firefighter I and II
- C. Fire Inspector I
- D. Fire Officer I
- E. Fire Investigator I
- F. Within two years, obtain NIMS 300 & 400
- G. Must know principles of inspections, code enforcement, modern prevention theories, and fire investigations.

## North Summit Fire District

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Deputy Fire Marshall</b>
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- H. Able to use fire reporting and fire inspection software programs.
- I. Ability to pass a medical, physical exam, and other pre-employment testing.
- J. Possess a valid Utah driver's license.
- K. Within 2 years, obtain ICC Fire Inspector I certification (this is not the same as Fire Inspector I through UFRA. This is a certification by the International Code Council).
- L. within 3 years of appointment, obtain Fire Investigator I from the Utah Firefighter Certification System (UFCS) at the Utah Fire and Rescue Academy (UFRA)
- M. Within 3 years, obtain Certified Fire and Explosives Investigator (NAFI) or Certified Fire Investigator (IAAI).

Note: At the discretion of the District Administration, some of these qualifications may be co-requisite (in progress at the time of application) or post-requisite (supplementary). If granted, this will be posted at the time of the position opening.



**North Summit Fire District  
Rules, Policies, and Procedures**

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Engineer</b>
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**JOB SUMMARY**

Under the supervision of the Fire District Officer and in compliance with the Utah Law and Fire District Policies and Procedures, this position protects life and property by performing firefighting, basic and intermediate life support, and fire prevention duties. Along with the regular duties of a Firefighter the Firefighter/Engineer drives, maintains, and operates fire apparatus, fire pumps, and other power equipment.

**FLSA STATUS AND WORK HOURS**

This is an FLSA non-exempt position. Non-traditional hours including those worked weekends and evenings, and traveling out of the State of Utah, may be encountered from time to time.

**TOOLS AND EQUIPMENT USED**

Emergency medical care equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, power equipment, small hand tools, ladders, radio, pager, personal computer, phone.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; run; jump; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb; balance; stoop, kneel, crouch, or crawl; talk and hear; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. Engineers are required to participate in the (P.A.T.) Physical Agility Test, as per the NSFD Personnel Policy. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIROMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions.

**North Summit Fire District  
Rules, Policies, and Procedures**

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Engineer</b>
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The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration, heat and sub-zero temperatures.

The noise level in the work environment is usually moderate, except during certain firefighting operations when fire apparatus noise levels may be high. Hearing protection is provided.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the coordination, instruction, and/or supervision of part-time firefighters or new recruits, as assigned.
- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, and extinguishment tasks.
- Responds to medical emergency calls with companies, examines patients on an emergency scene, and initiates basic and intermediate life support as required.
- Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Participates in the preplan and inspection of buildings, the inspection of hydrants, and other fire suppression systems as required.
- Maintains fire equipment, apparatus, and facilities. Performs minor repairs to district equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains, and tests apparatus and equipment.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations such as throwing salvage covers, water evacuation, and debris removal.
- Assists supervising part-time firefighters when requested, and assists in training of new recruits when requested.
- Participates in physical fitness activities in order to maintain the capacity for sustained physical exertion.
- Performs other job-related duties as required by the NSFD administration.

**MINIMUM QUALIFICATIONS**

- High school diploma or GED equivalent.
- Must be (21) twenty-one years of age or older.
- Must have 3 years as NSFD Firefighter. Experience from outside agencies will be considered on a case-by-case basis.

**North Summit Fire District  
Rules, Policies, and Procedures**

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Engineer</b>
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- Must be a citizen of the United States of America at the time of application, or provide proof of appropriate work permit.
- Must have general knowledge in the use of fire suppression and other emergency equipment. Must have the ability to learn to apply standard firefighting, basic and intermediate life support, and fire prevention techniques.
- Ability to perform strenuously or to peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke.
- Must successfully complete the annual NSFD performance ability test.
- Must be able to read and write the English language. Must have the ability to follow verbal and written instructions, and the ability to communicate effectively orally and in writing.
- Must possess a valid Utah driver’s license. Must have stable driving history without record of suspension or revocation in any state. Must be eligible for coverage under NSFD vehicle and liability insurance.
- No felony convictions or disqualifying criminal history within the past seven years. Must be of good moral character and of temperate and industrious habits.
- Must be Certified Firefighter II.
- Must have NWCG Firefighter II or higher certification.
- Must be Utah certified at the level of EMT Advanced or Paramedic.
- Must have Utah Apparatus Driver Operator - Pumper Certification.
- Must have Utah Apparatus Driver Operator - Aerial Certification.
- Must have American Heart Association Basic Life Support. (BLS Provider)
- Must have American Heart Association Advanced Cardiac Life Support. (ACLS)
- Must have American Heart Association Pediatric Advanced Life Support. (PALS)

**This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**RESOLUTION OF INTENT TO ANNEX TERRITORY TO  
NORTH SUMMIT FIRE SERVICE DISTRICT  
SUMMIT COUNTY, UTAH**

**WHEREAS**, North Summit Fire Service District (“NSFD”) is a special service district established by Summit County, Utah pursuant to Utah law; and,

**WHEREAS**, NSFD provides fire protection service, including emergency medical service and 911 ambulance service within its geographical boundaries (the “Fire Protection Service”); and,

**WHEREAS**, the Summit County Wildland Fire Service Area (“Wildland Fire”) was established to provide wildfire suppression to uninhabited and vacant lands, not Fire Protection Service to developable lands; and,

**WHEREAS**, the Board of Trustees of Wildland Fire has withdrawn certain land from their service area (the “Withdrawn Lands”) because of an inability to provide adequate levels of Fire Protection Service; and,

**WHEREAS**, NSFD is in a position to provide Fire Protection Service to the Withdrawn Lands; and,

**WHEREAS**, NSFD is authorized under Utah Code Title 17, Chapter 1, Parts 2 and 4, to annex lands into the district; and,

**WHEREAS**, in satisfaction of Utah Code §17D-1-202(2)(c), the Withdrawn Lands will be benefited by annexation to the NSFD, as such lands will be provided Fire Protection Service; and,

**WHEREAS**, in accordance with Utah Code §17D-1-203(1)(a), the County Council of Summit County, Utah (“County Council”), has determined that the public health, convenience

and necessity requires that Fire Protection Service be provided within the territory which is proposed to be annexed to NSFD, as more specifically provided in Exhibit A to this Resolution; and,

**WHEREAS**, in accordance with Utah Code §17D-1-207, a public hearing shall be held on the proposal to annex territory to NSFD wherein all interested persons are entitled to attend the public hearing, comment on or protest the annexation proposed in this Resolution; and,

**WHEREAS**, notice of the public hearing shall be provided as required by Utah Code §17D-1-205;

**NOW, THEREFORE**, be it hereby resolved by the County Council of Summit County, Utah as follows:

**Section 1.**     Determination to Annex Property. The County Council hereby finds and determines that the public health, convenience, and necessity requires that certain territory situated in Summit County, State of Utah, being generally described as the property situated within and more particularly described in Exhibit B (the “Proposed Annexation Area”), be annexed to NSFD, and that proceedings for the annexation of said territory should be commenced in conformance with Utah law.

**Section 2.**     Summit County Declination of Service and Waiver of Notice. The County Council has determined that Summit County will not provide Fire Protection Service to the Proposed Annexation Area.

**Section 3.**     Intention to Annex. The County Council intends to annex all of the Proposed Annexation Area, or such part or parts as the County Council may determine to be equitable and necessary for the proposed annexation, subject to the filing of written protests in conformance with the provisions of Utah Code §17D-1-206.

**Section 4.** The boundaries of NSFD shall include all previously established boundaries and the additional Proposed Annexation Area.

**Section 5.** The services which should be provided within the areas proposed for annexation to NSFD are all of the services which are currently provided in NSFD at the time and date of this Resolution of Intent to Annex; i.e.: to provide fire protection service, including emergency medical service and 911 ambulance service. NSFD is empowered to collect service charges and/or levy taxes in order to fairly and equitably provide the services authorized. NSFD is entitled to enact regulations to accomplish the lawful and legitimate purposes of the district.

**Section 6.** The name of the district, subsequent to annexation, shall continue to be designated as “North Summit Fire Service District.”

**Section 7.** Public Hearing and Notice. A public hearing is directed to be held on the Proposed Annexation Area to NSFD on the date and at the time and place specified in the Notice of Intention to Annex Territory to North Summit Fire Service District (the “Notice”), the form and content of which is set forth below. **The Notice shall be published once a week for four (4) consecutive weeks not fewer than five (5) days and no more than twenty (20) days before the date of the public hearing, in a newspaper of general circulation within Summit County, and for thirty-five (35) days before the public hearing on the Utah Public Notice Website.** The Notice shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING**

**NOTICE OF INTENTION TO ANNEX TERRITORY TO THE**

**NORTH SUMMIT FIRE SERVICE DISTRICT**

PUBLIC NOTICE is hereby given that the County Council of Summit County, Utah (the “County Council”), has found and declared, in conformance with the applicable provisions of the

Utah Limited Purpose Local Government Entities – Other Entities, Utah Code Title 17D, Chapter 1, *as amended*, that the public health, convenience and necessity requires the annexation of certain real property to the North Summit Fire Service District (the “District”), for the purpose of providing fire protection service, including emergency medical service and 911 ambulance service; said properties being generally described as follows, to wit: Wilderness Acres Subdivisions No.s 1-20, Uintalands Subdivision, Barker Minor Subdivision, Monviso Phase 1 Subdivision, MacKay Manorlands Subdivision No. 1, Pine Plateau Estates Subdivision No.s 1-4, Beaver Knoll Subdivision, Cabins at Bear River Lodge, Christmas Meadows, SS-2039 Development Parcels, SS-2040 Development Parcels, SS-2047 Development Parcels, SS-2050 Development Parcels, SS-2053 Development Parcels, SS-2054 – Elizabeth Mountain Development Parcels, SS-2159 – Lancer-Bluff Road Development Parcels, and SS-2182 – Gilbert Creek Road Development Parcels (together the “Proposed Annexation Area”).

**A PUBLIC HEARING ON THE PROPOSED ANNEXATION OF PROPERTIES HEREBY CALLED AND SET FOR WEDNESDAY, THE \_\_\_\_ DAY OF \_\_\_\_\_, 2023, AT 6:00 P.M., AT THE SUMMIT COUNTY COURTHOUSE, COUNCIL CHAMBERS, 60 N. MAIN STREET, COALVILLE, UTAH, AT WHICH TIME ALL INTERESTED PERSONS MAY APPEAR BEFORE THE COUNTY COUNCIL AND BE HEARD WITH RESPECT TO THE PROPOSED ANNEXATION.**

In conformance with the provisions of Utah Code §§17D-1-204 thru 207, and 17D-1-401, any interested person may protest the annexation orally or in writing at the hearing, in writing any time prior to the hearing, or in writing within sixty (60) days after the conclusion of the hearing. If the owners of private real property that is located within the Proposed Annexation Area, covering at least 25% of the total private land area within the entire Proposed Annexation Area and equal in assessed value to at least 15% of the assessed value of all private real property within the entire Proposed Annexation Area, or registered voters residing within the entire Proposed Annexation Area equal in number to at least 25% of the number of votes cast within the entire Proposed Annexation Area for the office of governor at the last regular general election before the adoption of the Resolution of Intent to Annex, file written protests to the annexation of the Proposed Annexation Area, the County Council shall abandon the proposed annexation. Voter registration records of Summit County shall be considered by the County Council as conclusive evidence of residency. Any protest made by the owners of the taxable property proposed to be annexed, signed on behalf of a corporation owning such property, shall be sufficient if it is signed by the president, vice-president, or any duly authorized agent of the

corporation. Where title to any property is held in the name of more than one person, a majority of the persons holding title to it must join in the signing of the protest.

After the conclusion of the public hearing and after the time for filing protests has expired, the County Council shall adopt a resolution either annexing the Proposed Annexation Area or determining that the proposal to annex the Proposed Annexation Area shall be abandoned. Such resolution may contain any changes from the Resolution of Intent to Annex as the County Council determines to be appropriate, including a reduction in the amount of the property to be annexed; but the amount of the property to be annexed may not be increased without the giving of a new notice of intention and the holding of a new public hearing.

After the adoption of the resolution annexing the Proposed Annexation Area to the District, the boundaries of the District shall be modified to include the Proposed Annexation Area, whereupon the Proposed Annexation Area will become an integral part of the District and the owners thereof shall be entitled to receive the benefit of all services provided by the District.

Upon annexation of the Proposed Annexation Area to the District, all properties therein shall be subject to an annually levied ad valorem property tax and any other fees or charges lawfully adopted by the District to pay for all or part of the services to be provided by the District and for the payment of bonds and other obligations of the District.

Additional information about the proposed annexation may be obtained by calling the District Fire Chief at (\_\_\_\_) \_\_\_\_\_.

This Notice is given pursuant to and in accordance with the provisions of Utah Code §17D-1-205. This Notice together with the Resolution of Intent to Annex, are on file and may be seen at the office of the North Summit Fire Service District, \_\_\_\_\_, Coalville, Utah.

Given and ordered published this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

SUMMIT COUNTY COUNCIL

ATTEST:

\_\_\_\_\_  
Evelyn Furse  
County Clerk

\_\_\_\_\_  
Roger Armstrong  
Chair



(End of Notice)

**Section 8.**     Direction. All officers and employees of NSFD and Summit County are hereby directed to take such actions as shall be necessary and appropriate to effectuate the provisions of this Resolution of Intent to Annex and the intent expressed herein.

**Section 9.**     Effective Date. This Resolution of Intent to Annex shall take effect immediately upon its approval and adoption by the County Council. A copy of this Resolution of Intent to Annex shall be delivered to the Administrative Control Board of the North Summit Fire Service District within five (5) days of the Effective Date.

APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

COUNTY COUNCIL

SUMMIT COUNTY, UTAH

ATTEST:

\_\_\_\_\_  
Evelyn Furse  
County Clerk

\_\_\_\_\_  
Roger Armstrong  
Chair

APPROVED AS TO FORM:

\_\_\_\_\_  
David L. Thomas  
Chief Civil Deputy

**CERTIFICATE**

The County Council of Summit County, Utah, (the “County”), met in regular public session at the regular meeting place of the County Council at the anchor location of the Summit County Courthouse, Council Chambers, 60 N. Main Street, Coalville, Utah, on \_\_\_\_\_, 2023.

On roll call, the following members of the County Council were determined to be present:

- |                         |               |
|-------------------------|---------------|
| Roger Armstrong         | Chair         |
| Malena Stevens          | Vice Chair    |
| Tonja Hanson            | Councilmember |
| Canice Harte            | Councilmember |
| Christopher F. Robinson | Councilmember |

There were also present:

- |              |                                    |
|--------------|------------------------------------|
| Evelyn Furse | County Clerk                       |
| David Thomas | Chief Civil Deputy County Attorney |

After the meeting had been duly called to order, the County Clerk presented evidence to the County Council of the giving of not less than twenty-four (24) hours public notice of the agenda, date, time and place of the meeting in compliance with the requirements of Utah Code §52-4-202, as amended, by (1) posting written notice of the meeting at the principal office of the

County Council, (2) posting notice on the Utah Public Notice Website, and (3) providing notice to at least one newspaper of general circulation within the geographic jurisdiction of the County, or to a local media correspondent. The affidavit was ordered recorded in the minutes of the meeting and is as set forth in ATTACHMENT “I” hereto.

I hereby certify that after the conduct of other business, the above resolution was introduced in written form by Councilmember \_\_\_\_\_, was read and discussed, and pursuant to motion made by Councilmember \_\_\_\_\_, and seconded by Councilmember \_\_\_\_\_, was adopted by the following vote:

Aye:           Canice Harte  
  
                  Christopher Robinson  
  
                  Malena Stevens  
  
                  Tonja Hanson  
  
                  Roger Armstrong

Absent:       None

Nay:           None

IN WITNESS WHEREOF, I have hereunto subscribed my official signature and impressed the official seal of Summit County, Utah, this \_\_\_\_ day of \_\_\_\_\_, 2023.

[SEAL]

\_\_\_\_\_  
Evelyn Furse, County Clerk  
Summit County, Utah

**ATTACHMENT I**

STATE OF UTAH     )

: ss.

County of Summit     )

**AFFIDAVIT**

I, the undersigned, the duly qualified and acting Executive Assistant of Summit County, Utah, do hereby certify, according the records of the County Council in my possession, and upon my own knowledge and belief, that in accordance with the requirements of Utah Code §52-4-202, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time and place of the \_\_\_\_\_, 2023 public meeting held by the County Council of Summit County, Utah, by:

(a) causing a Notice of Public Meeting to be posted at the principal office of the County Council at Coalville, Utah, on or before \_\_\_\_\_, 2023, at least twenty-four (24) hours before the convening of the meeting, in the form attached hereto as ATTACHMENT II; said Notice of Public Meeting having continuously remained so posted and available for public inspection for the regular office hours of the County Council until the convening of the meeting; and

(b) causing a copy of the Notice of Public Meeting in a form attached hereto as ATTACHMENT II to be provided on or before \_\_\_\_\_, 2023, at least twenty-four (24) hours before the convening of the meeting, to the *Utah Public Notice Website*.

(c) causing a copy of the Notice of Public Meeting in a form attached hereto as ATTACHMENT II to be provided on or before \_\_\_\_\_, 2023, at least twenty-four (24) hours before the convening of the meeting, to *The Park Record*, a newspaper of general circulation, within the geographical jurisdiction of Summit County, and to any other local media, correspondent, newspaper, radio station or television station which has requested notification of meetings of the County Council.

IN WITNESS WHEREOF, I have hereunto subscribed by official signature and impressed the official seal of Summit County, Utah, this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Annette Singleton, Executive Assistant  
Summit County, Utah

[SEAL]

**ATTACHMENT II**  
**ATTACH COPY OF AGENDA (Notice of Public Meeting)**

**EXHIBIT A**

AREAS TO BE ANNEXED TO  
NORTH SUMMIT FIRE SERVICE DISTRICT  
(Map Included)

Wilderness Acres Subdivisions No.s 1-20

Uintalands Subdivision

Barker Minor Subdivision

Monviso Phase 1 Subdivision

MacKay Manorlands Subdivision No. 1

Pine Plateau Estates Subdivision No.s 1-4

Beaver Knoll Subdivision

Cabins at Bear River Lodge

Christmas Meadows

SS-2039 Development Parcels

SS-2040 Development Parcels

SS-2047 Development Parcels

SS-2050 Development Parcels

SS-2053 Development Parcels

SS-2054 – Elizabeth Mountain Development Parcels

SS-2159 – Lancer-Bluff Road Development Parcels

SS-2182 – Gilbert Creek Road Development Parcels

A

[Map]

A

**EXHIBIT B**

PROPERTIES IN AREA PROPOSED FOR ANNEXATION  
TO NORTH SUMMIT FIRE SERVICE DISTRICT

Wilderness Acres #1 Subdivision

WA-1-1-2  
WA-1-3  
WA-1-4  
WA-1-5  
WA-1-6  
WA-1-7  
WA-1-8  
WA-1-9  
WA-1-10  
WA-1-11  
WA-1-12  
WA-1-13-AM  
WA-1-16  
WA-1-17  
WA-1-18  
WA-1-19  
WA-1-20  
WA-1-21  
WA-1-22  
WA-1-24  
WA-1-25  
WA-1-26  
WA-1-27-AM  
WA-1-29  
WA-1-30  
WA-1-31  
WA-1-32  
WA-1-33-34

Wilderness Acres #2 Subdivision

WA-2-1  
WA-2-2-AM  
WA-2-3-AM  
WA-2-4  
WA-2-5  
WA-2-6  
WA-2-7  
WA-2-8

B



WA-2-9  
WA-2-12  
WA-2-12-A  
WA-2-13  
WA-2-14  
WA-2-14-A  
WA-2-15

Wilderness Acres #3 Subdivision

WA-3-301  
WA-3-301-A  
WA-3-302  
WA-3-302-A  
WA-3-302-A-1  
WA-3-302-B  
WA-3-303-AM  
WA-3-304-AM  
WA-3-305  
WA-3-306  
WA-3-306-A  
WA-3-307  
WA-3-307-A  
WA-3-308-A  
WA-3-308-B  
WA-3-309  
WA-3-310  
WA-3-310-A

Wilderness Acres #4 Subdivision

WA-4-401  
WA-4-402  
WA-4-403  
WA-4-404  
WA-4-404-A  
WA-4-405  
WA-4-406  
WA-4-407  
WA-4-408  
WA-4-409  
WA-4-410  
WA-4-411-A  
WA-4-411-412-AM  
WA-4-413  
WA-4-414  
WA-4-415  
WA-4-416

B

WA-4-417  
WA-4-418  
WA-4-420-2AM  
WA-4-422  
WA-4-423  
WA-4-424  
WA-4-425-AM  
WA-4-427  
WA-4-428  
WA-4-429  
WA-4-430  
WA-4-431  
WA-4-432  
WA-4-435  
WA-4-436

Wilderness Acres #5 Subdivision

WA-5-1  
WA-5-2  
WA-5-3  
WA-5-4  
WA-5-5  
WA-5-6  
WA-5-7  
WA-5-7-A  
WA-5-7-B  
WA-5-7-C  
WA-5-7-D  
WA-5-8  
WA-5-9  
WA-5-10  
WA-5-11  
WA-5-12  
WA-5-13  
WA-5-14  
WA-5-15

Wilderness Acres #6 Subdivision

WA-6-601  
WA-6-602  
WA-6-603  
WA-6-604  
WA-6-605  
WA-6-606  
WA-6-607  
WA-6-608

B

WA-6-609  
WA-6-610  
WA-6-611  
WA-6-612-614  
WA-6-613  
WA-6-615  
WA-6-616  
WA-6-617  
WA-6-618  
WA-6-618-1  
WA-6-619  
WA-6-620  
WA-6-621  
WA-6-622  
WA-6-623  
WA-6-624  
WA-6-625  
WA-6-626  
WA-6-627  
WA-6-628  
WA-6-629  
WA-6-630  
WA-6-631  
WA-6-632

Wilderness Acres #7 Subdivision

WA-7-701  
WA-7-702  
WA-7-703  
WA-7-704  
WA-7-705  
WA-7-706  
WA-7-707  
WA-7-708  
WA-7-709  
WA-7-709-A  
WA-7-710  
WA-7-711  
WA-7-712  
WA-7-712-A-AM  
WA-7-713  
WA-7-714

Wilderness Acres #8 Subdivision

WA-8-801  
WA-8-802

B

WA-8-803  
WA-8-804  
WA-8-805  
WA-8-806  
WA-8-810  
WA-8-811  
WA-8-812  
WA-8-813  
WA-8-814  
WA-8-815  
WA-8-816  
WA-8-817  
WA-8-818  
WA-8-819  
WA-8-820  
WA-8-821  
WA-8-822  
WA-8-823  
WA-8-824  
WA-8-825  
WA-8-826  
WA-8-827  
WA-8-828  
WA-8-829  
WA-8-830  
WA-8-831  
WA-8-832  
WA-8-833  
WA-8-834  
WA-8-835  
WA-8-836  
WA-8-836-A  
WA-8-837  
WA-8-838  
WA-8-839  
WA-8-840  
WA-8-841  
WA-8-842

Wilderness Acres #9 Subdivision

WA-9-901  
WA-9-902  
WA-9-903  
WA-9-904  
WA-9-905  
WA-9-906

B

WA-9-907  
WA-9-908  
WA-9-909  
WA-9-910  
WA-9-911  
WA-9-912  
WA-9-913  
WA-9-914  
WA-9-915  
WA-9-916  
WA-9-917  
WA-9-918  
WA-9-919  
WA-9-920  
WA-9-921  
WA-9-922  
WA-9-923  
WA-9-924  
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WA-9-928  
WA-9-929  
WA-9-930  
WA-9-931  
WA-9-932  
WA-9-933  
WA-9-934  
WA-9-935  
WA-9-936  
WA-9-937  
WA-9-938  
WA-9-939  
WA-9-940  
WA-9-941  
WA-9-942  
WA-9-943  
WA-9-944-A  
WA-9-946  
WA-9-947  
WA-9-948  
WA-9-949  
WA-9-950

Wilderness Acres #10 Subdivision

WA-10-1001

B

WA-10-1002  
WA-10-1003  
WA-10-1004-A  
WA-10-1005  
WA-10-1006  
WA-10-1007  
WA-10-1008  
WA-10-1009  
WA-10-1010  
WA-10-1011  
WA-10-1012  
WA-10-1013  
WA-10-1014  
WA-10-1015  
WA-10-1016  
WA-10-1017  
WA-10-1018  
WA-10-1019  
WA-10-1020  
WA-10-1021  
WA-10-1022  
WA-10-1023  
WA-10-1023-A  
WA-10-1024  
WA-10-1025  
WA-10-1026  
WA-10-1027  
WA-10-1028  
WA-10-1029  
WA-10-1030  
WA-10-1031  
WA-10-1032  
WA-10-1033  
WA-10-1034  
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WA-10-1036  
WA-10-1037  
WA-10-1038  
WA-10-1039  
WA-10-1040  
WA-10-1041  
WA-10-1042  
WA-10-1043  
WA-10-1044  
WA-10-1045  
WA-10-1046

B

WA-10-1047  
WA-10-1048  
WA-10-1049  
WA-10-1050  
WA-10-1051  
WA-10-1052  
WA-10-1053  
WA-10-1054

Wilderness Acres #11 Subdivision

WA-11-1  
WA-11-2  
WA-11-3  
WA-11-4  
WA-11-5  
WA-11-6  
WA-11-7  
WA-11-7A  
WA-11-8  
WA-11-9  
WA-11-10  
WA-11-11  
WA-11-12  
WA-11-13  
WA-11-14  
WA-11-15  
WA-11-16A-AM  
WA-11-18A-AM  
WA-11-20  
WA-11-21  
WA-11-22  
WA-11-23  
WA-11-24  
WA-11-25  
WA-11-26  
WA-11-27  
WA-11-28A-AM  
WA-11-30

Wilderness Acres #12 Subdivision

WA-12-1  
WA-12-1-A  
WA-12-2  
WA-12-3  
WA-12-4  
WA-12-5

B

WA-12-6  
WA-12-7  
WA-12-8  
WA-12-9  
WA-12-10  
WA-12-11  
WA-12-12

Wilderness Acres #13 Subdivision

WA-13-1  
WA-13-2  
WA-13-3  
WA-13-4-A  
WA-13-4-B  
WA-13-5  
WA-13-6  
WA-13-7  
WA-13-8  
WA-13-9  
WA-13-10  
WA-13-10-A  
WA-13-11  
WA-13-12  
WA-13-13  
WA-13-14  
WA-13-15-AM  
WA-13-16-AM  
WA-13-SS-2041-26

Wilderness Acres #14 Subdivision

WA-14-1  
WA-14-2-3  
WA-14-4  
WA-14-5  
WA-14-6  
WA-14-7  
WA-14-8  
WA-14-9  
WA-14-10  
WA-14-11-A-B

Wilderness Acres #15 Subdivision

WA-15-1  
WA-15-1-A  
WA-15-2  
WA-15-3

B



WA-15-4  
WA-15-4-B  
WA-15-5  
WA-15-6  
WA-15-7  
WA-15-8  
WA-15-9  
WA-15-10  
WA-15-11  
WA-15-11-A  
WA-15-12  
WA-15-13  
WA-15-14  
WA-15-15  
WA-15-16

Wilderness Acres #16 Subdivision

WA-16-1-A  
WA-16-1-B  
WA-16-1-C  
WA-16-1-D  
WA-16-1-D-2  
WA-16-2-AM  
WA-16-3-AM  
WA-16-5  
WA-16-6  
WA-16-16-AM  
WA-16-16A-AM  
WA-16-17-18  
WA-16-19  
WA-16-20  
WA-16-21  
WA-16-22-AM  
WA-16-23-AM  
WA-16-24  
WA-16-25  
WA-16-26  
WA-16-27  
WA-16-28  
WA-16-29  
WA-16-30  
WA-16-31  
WA-16-32  
WA-16-33-35

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Wilderness Acres #17 Subdivision

WA-17-1  
WA-17-2  
WA-17-3  
WA-17-4  
WA-17-5  
WA-17-6  
WA-17-7  
WA-17-8  
WA-17-9  
WA-17-10  
WA-17-11  
WA-17-12  
WA-17-13  
WA-17-14  
WA-17-15  
WA-17-16  
WA-17-17  
WA-17-18  
WA-17-19  
WA-17-20  
WA-17-21  
WA-17-22

Wilderness Acres #18 Subdivision

WA-18-1-AM  
WA-18-3-AM  
WA-18-4-AM  
WA-18-5-AM  
WA-18-6-AM  
WA-18-7-AM  
WA-18-7-A-AM  
WA-18-8-AM  
WA-18-9-AM

Wilderness Acres #19 Subdivision

WA-19-1  
WA-19-2  
WA-19-3-AM  
WA-19-4-AM  
WA-19-5  
WA-19-6  
WA-19-7  
WA-19-8  
WA-19-9  
WA-19-10

B

WA-19-11-A  
WA-19-12  
WA-19-13  
WA-19-14  
WA-19-15  
WA-19-16  
WA-19-17  
WA-19-18  
WA-19-19

Wilderness Acres #20 Subdivision

WA-20-1  
WA-20-2  
WA-20-3  
WA-20-4  
WA-20-5  
WA-20-6  
WA-20-7  
WA-20-8  
WA-20-9  
WA-20-10  
WA-20-11  
WA-20-12  
WA-20-13  
WA-20-14  
WA-20-15  
WA-20-16  
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WA-20-32  
WA-20-33  
WA-20-34  
WA-20-35

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WA-20-36  
WA-20-37  
WA-20-38  
WA-20-39  
WA-20-40  
WA-20-41  
WA-20-42  
WA-20-43  
WA-20-44  
WA-20-45  
WA-20-46  
WA-20-47

Uintalands Subdivision

UL-ASSOCIATION  
IL-PARK

UL-1997-A-1  
UL-94-A  
UL-94-B  
UL-94-C  
UL-93-A  
UL-93-B  
UL-93-C  
UL-92-A  
UL-92-B  
UL-92-C  
UL-91-A  
UL-91-B  
UL-91-C  
UL-90-A  
UL-90-B  
UL-90-C  
UL-89-A  
UL-89-B  
UL-89-C  
UL-88D  
UL-87-A  
UL-87-B  
UL-87-C  
UL-86-A  
UL-86-B  
UL-86-C  
UL-1995-A-1  
UL-85A-LLA  
UL-85B-LLA

B

UL-84-A  
UL-84-B  
UL-84-C  
UL-83-A  
UL-83-B  
UL-83-C  
UL-82-A  
UL-82-B  
UL-82-C  
UL-81-A  
UL-81-B  
UL-81-C  
UL-80-A  
UL-80-B  
UL-80-C  
UL-79-A  
UL-79-B  
UL-79-C  
UL-78-A  
UL-78-B  
UL-78-C  
UL-77-A  
UL-77-B  
UL-77-C  
UL-76  
UL-75  
UL-74  
UL-74-B  
UL-74-C  
UL-73-A  
UL-73-B  
UL-73-C  
UL-72-A  
UL-72-B  
UL-72-C  
UL-71-A  
UL-71-B  
UL-71-C  
UL-70-A  
UL-70-B  
UL-70-C  
UL-69-A  
UL-69-B  
UL-69-C  
UL-69-D  
UL-68-A-AM

B

UL-68-B  
UL-68-C-AM  
UL-67-A  
UL-67-B  
UL-67-B-1  
UL-67-C  
UL-66-A  
UL-66-B  
UL-66-C  
UL-65-A-B  
UL-65-B-A  
UL-65-C  
UL-64-A  
UL-64-B  
UL-64-C  
UL-63-A  
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UL-62-A  
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UL-49-A  
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UL-49-D  
UL-48-A  
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UL-47-A  
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UL-46-A  
UL-46-B  
UL-46-C  
UL-45-A  
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UL-44-A  
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UL-44-D  
UP-43-A  
UL-43-B  
UL-43-C  
UL-42-A  
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UL-42-C  
UL-41-A  
UL-41-B  
UL-41-C  
UL-40-A  
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UL-39-A  
UL-39-B  
UL-39-C

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UL-38-A  
UL-38-B  
UL-38-C  
UL-37-A  
UL-37-B  
UL-36-A  
UL-36-B  
UL-36-C  
UL-35-A  
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UL-33E  
UL-33D  
UL-32  
UL-31-A  
UL-31-B  
UL-31-C  
UL-30-A  
UL-30-B  
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UL-29-A  
UL-29-B  
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UL-28-C  
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UL-27-B  
UL-27-C  
UL-26-A  
UL-26-B  
UL-25-A  
UL-25-B  
UL-25-C  
UL-24A-AM  
UL-24B-AM  
UL-24-C  
UL-23  
UL-22-A  
UL-22-B  
UL-22-C  
UL-21  
UL-20A-AM

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UL-20B-AM  
UL-20-C  
UL-19-A  
UL-19-B  
UL-19-C  
UL-18-A  
UL-18-B  
UL-18-C  
UL-17-A  
UL-17-B  
UL-17-C  
UL-16-A&B  
UL-16C  
UL-15-A-AM  
UL-15-B  
UL-15-C  
UL-14-A  
UL-14-B  
UL-14-C  
UL-13-A  
UL-13-B  
UL-13-C  
UL-12-A  
UL-12-B  
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UL-11-A  
UL-11-B  
UL-11-C  
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UL-10-1  
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UL-8-A  
UL-8-B  
UL-7-A  
UL-7-B  
UL-7-C  
UL-6-A  
UL-6-B  
UL-6-C  
UL-5-A  
UL-5-B  
UL-5-C  
UL-4-A  
UL-4-B  
UL-4-C  
UL-3

B

UL-2-A  
UL-2-B  
UL-2-C  
UL-1

Barker Minor Subdivision

Barker-1  
Barker-2

Monviso Phase 1 Subdivision

MVSO-1-A-2AM  
MVSO-1-B-AM  
MVSO-1-C-AM  
MVSO-1-D-AM  
MVSO-1-E-AM  
MVSO-1-A-AM  
MVSO-1-2-2AM  
MVSO-1-3-AM  
MVSO-1-4-AM  
MVSO-1-5-AM  
MVSO-1-6-AM  
MVSO-1-7-AM  
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MVSO-1-9-AM  
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MVSO-1-27-AM  
MVSO-1-28-AM  
MVSO-1-29-AM  
MVSO-1-30-AM  
MVSO-1-31-AM

B

MacKay Manorlands Subdivision No. 1

MM-1  
MM-2  
MM-3  
MM-4  
MM-5  
MM-6  
MM-6-A  
MM-7  
MM-8  
MM-9  
MM-10  
MM-11  
MM-12  
MM-13  
MM-14  
MM-15  
MM-16  
MM-17

Pine Plateau Estates Subdivision No. 1

PE-1-1  
PE-1-1-A  
PE-1-2  
PE-1-3  
PE-1-4  
PE-1-5

Pine Plateau Estates Subdivision No. 2

PE-2-201  
PE-2-202  
PE-2-203  
PE-2-204  
PE-2-205  
PE-2-206  
PE-2-207  
PE-2-208  
PE-2-209  
PE-2-210  
PE-2-211  
PE-2-212  
PE-2-213  
PE-2-214  
PE-2-215  
PE-2-216  
PE-2-217

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PE-2-218  
PE-2-219  
PE-2-220  
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PE-2-223  
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PE-2-225  
PE-2-226  
PE-2-227  
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PE-2-231  
PE-2-232  
PE-2-233  
PE-2-234  
PE-2-235  
PE-2-236  
PE-2-237  
PE-2-238

Pine Plateau Estates Subdivision No. 3

PE-3-301  
PE-3-302  
PE-3-303  
PE-3-304  
PE-3-305  
PE-3-306  
PE-3-307  
PE-3-308  
PE-3-309  
PE-3-310  
PE-3-311  
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PE-3-316  
PE-3-317  
PE-3-318  
PE-3-319  
PE-3-320  
PE-3-321  
PE-3-322  
PE-3-323A-AM

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PE-3-325  
PE-3-326  
PE-3-327  
PE-3-328  
PE-3-329  
PE-3-330  
PE-3-331  
PE-3-332  
PE-3-333  
PE-3-334  
PE-3-335  
PE-3-336

Pine Plateau Estates Subdivision No. 4

PE-4-401  
PE-4-402  
PE-4-403  
PE-4-404  
PE-4-405  
PE-4-406  
PE-4-407  
PE-4-408  
PE-4-409  
PE-4-410  
PE-4-411  
PE-4-412  
PE-4-412-A  
PE-4-413  
PE-4-414  
PE-4-415  
PE-4-416  
PE-4-417  
PE-4-418  
PE-4-419  
PE-4-420  
PE-4-421  
PE-4-422  
PE-4-423  
PE-4-424  
PE-4-425  
PE-4-426  
PE-4-427  
PE-4-428  
PE-4-429  
PE-4-430  
PE-4-431

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PE-4-432  
PE-4-433  
PE-4-434  
PE-4-435  
PE-4-436  
PE-4-437  
PE-4-438  
PE-4-439  
PE-4-440  
PE-4-441  
PE-4-442  
PE-4-443  
PE-4-444  
PE-4-445  
PE-4-446  
PE-4-447  
PE-4-448

Beaver Knoll Subdivision

BK-1  
BK-2  
BK-3  
BK-4  
BK-5  
BK-6  
BK-7  
BK-8  
BK-9

Cabins at Bear River Lodge

CBRLC-1-1-2AM  
CBRLC-1-2-2AM  
CBRLC-2-1-2AM  
CBRLC-2-2-2AM  
CBRLC-3-1-2AM  
CBRLC-3-2-2AM  
CBRLC-4-1-2AM  
CBRLC-4-2-2AM  
CBRLC-5-1-2AM  
CBRLC-5-2-2AM  
CBRLC-6-2AM  
CBRLC-7-2AM  
CBRLC-8-2AM  
CBRLC-9-2AM  
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CBRLC-11-2AM

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CBRLC-12-2AM  
CBRLC-13-2AM  
CBRLC-14-2AM  
CBRLC-15-2AM  
CBRLC-16-2AM

Christmas Meadows

SS-2318-IMP  
SS-2295-IMP  
SS-2294-IMP  
SS-2288-IMP  
SS-2302-IMP  
SS-2304-IMP  
SS-2287-IMP  
SS-2305-IMP  
SS-2308-IMP  
SS-2293-IMP  
SS-2309-IMP  
SS-2306-IMP  
SS-2307-IMP  
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SS-2312-IMP  
SS-2290-IMP  
SS-2296-IMP  
SS-2289-IMP  
SS-2313-IMP  
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SS-2297-IMP  
SS-2286-IMP  
SS-2319-IMP  
SS-2303-IMP  
SS-2320-IMP  
SS-2321-IMP  
SS-2292-IMP  
SS-2322-IMP  
SS-2299-IMP  
SS-2323-IMP  
SS-2324-IMP  
SS-2325-IMP  
SS-2300-IMP

B

SS-2301-IMP

SS-2039 Development Parcels

SS-2039-D  
SS-2039-E  
SS-2039-E-1  
SS-2039-E-1-3-A  
SS-2039-E-1-3-B  
SS-2039-E-1-3-C  
SS-2039-E-3  
SS-2039-E-3-A  
SS-2039-G  
SS-2039-G-1

SS-2040 Development Parcels

SS-2040-A-1  
SS-2040-A-2  
SS-2040-A-3  
SS-2040-A-4  
SS-2040-B  
SS-2040-B-1  
SS-2040-26

SS-2047 Development Parcels

SS-2047-A  
SS-2047-D  
SS-2047-G  
SS-2047-E-10  
SS-2047-F  
SS-2047-F-1  
SS-2047-K  
SS-2047-L  
SS-2047-I  
SS-2047-N  
SS-2047-N-1  
SS-2047-N-2  
SS-2047-O  
SS-2047-P  
SS-2047-P-1  
SS-2047-R  
SS-2047-R-1  
SS-2047-S

B



SS-2047-U  
SS-2047-U-1  
SS-2047-U-3  
SS-2047-U-4  
SS-2047-U-5  
SS-2047-V  
SS-2047-W  
SS-2047-U-Z  
SS-2047-Z

SS-2048 Development Parcels

EQ-SS-2048-C  
SS-2048-A-1  
EQ-SS-2048-A  
SS-2048-B

SS-2050 Development Parcels

SS-2050  
SS-2050-B-1  
SS-2050-B-2  
SS-2050-B-2-A  
SS-2050-B-2-B  
SS-2050-B-3  
SS-2050-B-4  
SS-2050-B-14  
SS-2050-C  
SS-2050-F  
SS-2050-G  
SS-2050-H  
SS-2050-J  
SS-2050-K  
SS-2050-M  
SS-2050-M-1  
SS-2050-M-2  
SS-2050-M-3  
SS-2050-M-4  
SS-2050-L  
SS-2050-L-1

SS-2053 Development Parcels

SS-2053-A  
SS-2053-C  
SS-2053-E  
SS-2053-F  
SS-2053-F-1

B

SS-2053-G  
SS-2053-H  
SS-2053-H-1

SS-2054 – Elizabeth Mountain Development Parcels

SS-2054  
SS-2054-B  
SS-2054-B-1  
SS-2054-B-2  
SS-2054-B-3  
SS-2054-C  
SS-2054-C-1  
SS-2054-D  
SS-2054-E  
SS-2054-F  
SS-2054-G  
SS-2054-G-A  
SS-2054-H  
SS-2054-H-1  
SS-2054-I  
SS-2054-K  
SS-2054-L

SS-2159 – Lancer-Bluff Road Development Parcels

SS-2159  
SS-2159-A  
SS-2159-B  
SS-2159-B-1  
SS-2159-B-2  
SS-2159-C  
SS-2159-D  
SS-2159-E  
SS-2159-F  
SS-2156-G  
SS-2159-H  
SS-2159-I  
SS-2159-J  
SS-2159-J-1  
SS-2159-J-1-A  
SS-2159-J-1-B  
SS-2159-J-1-C  
SS-2159-J-2  
SS-2159-J-3  
SS-2159-J-4  
SS-2159-K  
SS-2159-K-1

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SS-2159-K-2  
SS-2159-K-3  
SS-2159-K-4  
SS-2159-K-5  
SS-2159-K-6  
SS-2159-K-7  
SS-2159-L  
SS-2159-O  
SS-2159-P  
SS-2159-Q  
SS-2159-R  
SS-2159-S  
SS-2159-T  
SS-2159-U  
SS-2159-V  
SS-2159-W  
SS-2159-Y  
SS-2159-Y-1  
SS-2159-Y-2  
SS-2159-Y-3  
SS-2159-1-A

SS-2182 – Gilbert Creek Road Development Parcels

SS-2182  
SS-2182-A-1  
SS-2182-A-2  
SS-2182-A-3  
SS-2182-A-4  
SS-2182-A-5  
SS-2182-A-6  
SS-2182-A-7  
SS-2182-A-8  
SS-2182-A-9  
SS-2182-A-10  
SS-2182-B  
SS-2182-B-1  
SS-2182-B-2  
SS-2182-B-3  
SS-2182-B-4  
SS-2182-B-4-A  
SS-2182-B-4-B  
SS-2182-B-5  
SS-2182-B-6  
SS-2182-B-7  
SS-2182-C  
SS-2182-C-1

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SS-2182-C-1-A  
SS-2182-C-2  
SS-2182-C-3  
SS-2182-C-3-A  
SS-2182-D  
SS-2182-E  
SS-2182-E-1  
SS-2182-F  
SS-2182-G






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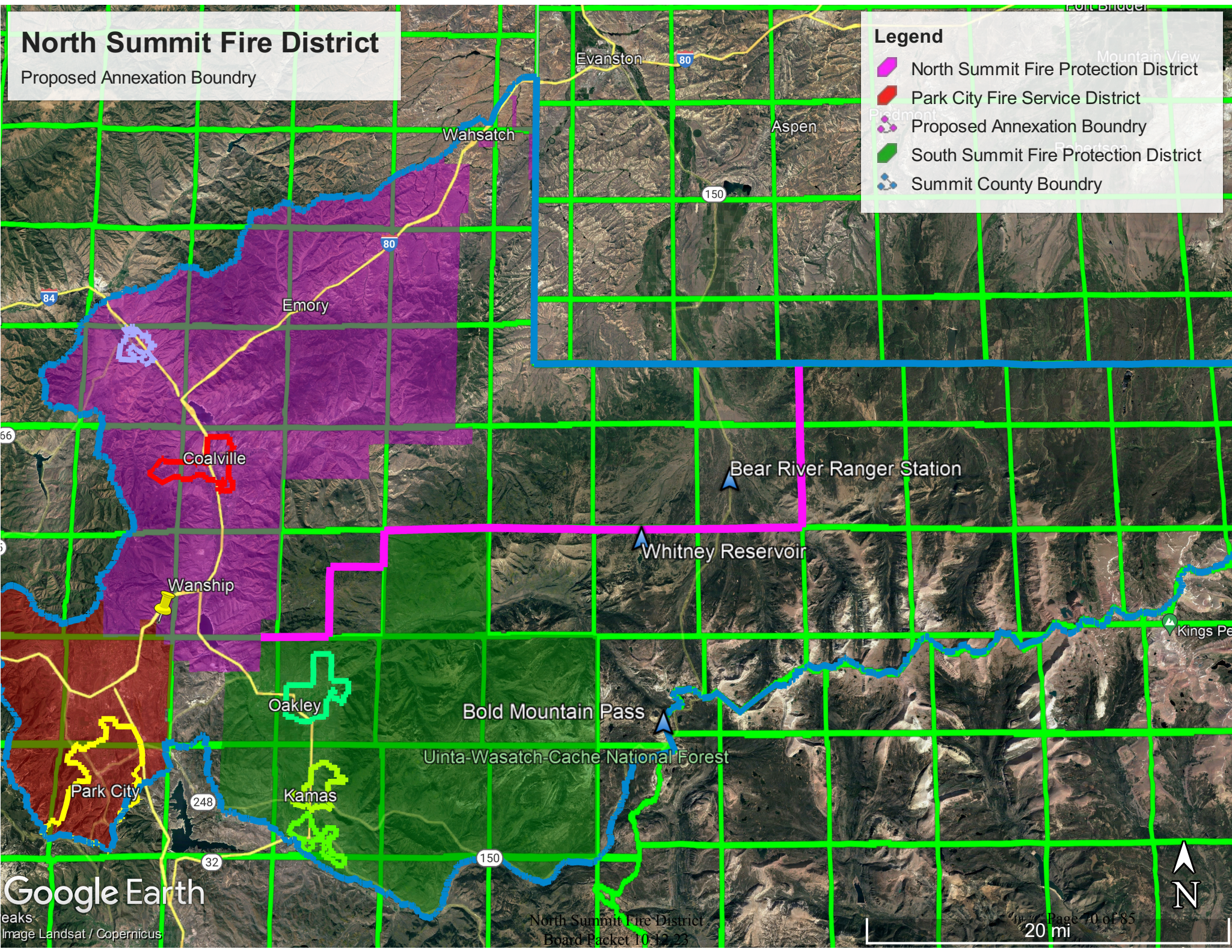


# North Summit Fire District

Proposed Annexation Boundary

## Legend

-  North Summit Fire Protection District
-  Park City Fire Service District
-  Proposed Annexation Boundary
-  South Summit Fire Protection District
-  Summit County Boundary



Google Earth

Image Landsat / Copernicus





To: Administrative Control Board  
From: Chief Ben Nielson  
Date: October 12, 2023  
Re: Additional F-150's  
Action: Requesting Approval

---

### EXECUTIVE SUMMARY

This report presents the rationale, benefits, and cost considerations for the acquisition of two additional Ford F-150 trucks to serve our community. After a needs assessment and cost-benefit analysis, it's recommended that these vehicles be procured to bolster our operational efficiency and cater to the increasing administrative requirements through daily operations, inspections, training transportation, etc.

These trucks would be purchased following the NSFD Procurement Policy; on State Contract through the Young Automotive Group.

### BACKGROUND

Our administrative staff will need reliable transportation for various tasks, including site inspections, meetings outside of our facility, and transport of essential equipment, and training classes to name a few. With the current fleet being continuously utilized, in addition to admin. staffing, and being occasionally overbooked, there's a growing need for additional vehicles.

### RATIONALE FOR PURCHASE

1. Increased Operational Demand: With the organization's growth and increasing external engagements, our administrative staff requires dependable transportation more frequently.
2. Fleet Availability: The current fleet vehicles are often fully booked, leading to operational delays and scheduling challenges. The intent is also to keep the emergency vehicles (i.e., Brush trucks, engines, etc.) available for on duty staff and daily operations.
3. Cost Efficiency: By having an in-house fleet ready for use, we can reduce dependency on external vehicle rentals, which are often more expensive in the long run. Also, to minimize the use of personal vehicles and fuel while attending paid or on-duty training.
4. Vehicle Suitability: The Ford F-150 offers a blend of reliability, ample cargo space, and versatility, making it ideal for diverse administrative tasks. We learned from buying the Chevy Colorado's that we need more space than the current Colorados would allow for.

## COST CONSIDERATIONS

- Base Price (per vehicle): \$45,920
- Additional Costs: Emergency Warring Equipment \$9,958.00 per vehicle.
- Total Cost for Two Vehicles: \$111,756.00
- Potential Savings:
  - Operational Efficiency Savings: Difficult to quantify but considered significant due to reduced delays, improved scheduling, and enhanced staff productivity.

## NEXT STEPS

Upon approval of the purchase:

1. Complete the purchase and registration processes.
2. Integrate the new vehicles into the existing fleet management system.
3. Communicate the availability of new vehicles to the administrative staff.

## RECOMMENDATION

It is recommended that the Executive Board:

1. Approve the purchase of two Ford F-150 trucks for administrative staff use.
2. Allocate the necessary funds for the acquisition, registration, and other associated costs.

## ATTACHMENTS





[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6)






[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6) (✔ Complete)

### Price Summary

PRICE SUMMARY		MSRP
Base Price		\$44,910.00
Total Options		\$4,830.00
Vehicle Subtotal		\$49,740.00
Destination Charge		\$1,795.00
<b>Grand Total</b>		<b>\$51,535.00</b>

Government Inventory Price: \$45,920.00

 At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.  
 Data Version: 20601. Data Updated: Oct 2, 2023 6:37:00 PM PDT.



# Young Automotive Group

[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6) ( Complete )

## Selected Model and Options

### MODEL

CODE	MODEL	MSRP
W1E	2023 Ford F-150 XL 4WD SuperCrew 5.5' Box	\$44,910.00

### COLORS

CODE	DESCRIPTION
YZ	Oxford White

### ENGINE

CODE	DESCRIPTION	MSRP
995	Engine: 5.0L V8 -inc: auto start-stop technology and flex-fuel capability, GVWR: 7,050 lbs Payload Package, 3.31 Axle Ratio	\$2,560.00

### TRANSMISSION

CODE	DESCRIPTION	MSRP
44G	Transmission: Electronic 10-Speed Automatic -inc: selectable drive modes: normal, ECO, sport, tow/haul, slippery, deep snow/sand and mud/rut (STD)	\$0.00

### OPTION PACKAGE

CODE	DESCRIPTION	MSRP
101A	Equipment Group 101A Standard *CREDIT*	(\$750.00)

### AXLE RATIO

CODE	DESCRIPTION	MSRP
X27	3.31 Axle Ratio	Inc.

### WHEELS

CODE	DESCRIPTION	MSRP
64X	Wheels: 18" 6-Spoke Machined Aluminum -inc: gloss black painted pockets	Inc.

### TIRES

CODE	DESCRIPTION	MSRP
T88	Tires: 275/65R18 BSW A/T	\$0.00

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Data Version: 20601. Data Updated: Oct 2, 2023 6:37:00 PM PDT.



# Young Automotive Group

[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6) ( Complete )

### PRIMARY PAINT

CODE	DESCRIPTION	MSRP
YZ	Oxford White	\$0.00

### SEAT TYPE

CODE	DESCRIPTION	MSRP
GB	Black, Unique Sport Cloth 40/20/40 Front-Seats -inc: manual driver/passenger lumbar and steering column mounted shift	\$0.00

### ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	MSRP
19S	STX Appearance Package -inc: Box Side Decals, Molded-In Color Black Honeycomb Style Grille, body-color surround, Tires: 275/65R18 BSW A/T, SYNC 4 w/Enhanced Voice Recognition, 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owners manual, conversational voice command recognition and connected navigation, Note: Navigation services require SYNC 4 and FordPass Connect (optional on select vehicles), complimentary connect service and the FordPass app (see FordPass Terms for details), Eligible vehicles receive a complimentary 90-day trial of navigation services that begins on the new vehicle warranty start date, Customers must unlock the navigation service trial by activating the eligible vehicle w/a FordPass member account, If not subscribed by the end of the complimentary period, the navigation service will terminate, Connected service and features depend on compatible AT&T network availability, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, FordPass App, compatible w/select smartphone platforms, is available via a download, Message and data rates may apply, Radio: AM/FM SiriusXM w/360L, Wheels: 18" 6-Spoke Machined Aluminum, gloss black painted pockets, Rear Window Fixed Privacy Glass w/Defroster, Body-Color Front & Rear Bumpers, body-color front fascia *GROSS*	\$2,585.00

### ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	MSRP
53B	Class IV Trailer Hitch Receiver -inc: towing capability up to TBD lbs, on 3.3L V6 PFDI engine (99B) and 2.7L EcoBoost engine (99P) or up to TBD lbs, on 3.5L EcoBoost engine (998) and 5.0L V8 engine (995), 7/4-pin connector, class IV trailer hitch receiver, smart trailer tow connector ( BLIS w/trailer tow coverage where BLIS is available)	\$315.00
67T	Integrated Trailer Brake Controller	\$275.00
—	GVWR: 7,050 lbs Payload Package	Inc.

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Data Version: 20601. Data Updated: Oct 2, 2023 6:37:00 PM PDT.



# Young Automotive Group

[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6) (✔ Complete)

### ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
924	Rear Window Fixed Privacy Glass w/Defroster	Inc.
96W	Tough Bed Spray-In Bedliner	\$595.00

### ADDITIONAL EQUIPMENT - ENTERTAINMENT

CODE	DESCRIPTION	MSRP
582	Radio: AM/FM SiriusXM w/360L	Inc.

### ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
524	SYNC 4 w/Enhanced Voice Recognition -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owners manual, conversational voice command recognition and connected navigation, Note: Navigation services require SYNC 4 and FordPass Connect (optional on select vehicles), complimentary connect service and the FordPass app (see FordPass Terms for details), Eligible vehicles receive a complimentary 90-day trial of navigation services that begins on the new vehicle warranty start date, Customers must unlock the navigation service trial by activating the eligible vehicle w/a FordPass member account, If not subscribed by the end of the complimentary period, the navigation service will terminate, Connected service and features depend on compatible AT&T network availability, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, FordPass App, compatible w/select smartphone platforms, is available via a download, Message and data rates may apply, Radio: AM/FM SiriusXM w/360L	Inc.

### ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	MSRP
---	STX Appearance Package savings *DISCOUNT*	(\$750.00)
<b>Options Total</b>		<b>\$4,830.00</b>

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# Young Automotive Group

[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6) ( Complete )

## Standard Equipment

### Mechanical

Engine: 3.3L V6 PFDI -inc: auto start-stop technology and flex-fuel capability (STD)

Transmission: Electronic 10-Speed Automatic -inc: selectable drive modes: normal, ECO, sport, tow/haul, slippery, deep snow/sand and mud/rut (STD)

3.73 Axle Ratio (STD)

50 State Emissions

Electronic Transfer Case

Part-Time Four-Wheel Drive

70-Amp/Hr 610CCA Maintenance-Free Battery w/Run Down Protection

200 Amp Alternator

Towing Equipment -inc: Trailer Sway Control

Trailer Wiring Harness

1720# Maximum Payload

GVWR: 6,470 lbs Payload Package

HD Shock Absorbers

Front Anti-Roll Bar

Electric Power-Assist Speed-Sensing Steering

Single Stainless Steel Exhaust

26 Gal. Fuel Tank

Auto Locking Hubs

Double Wishbone Front Suspension w/Coil Springs

Solid Axle Rear Suspension w/Leaf Springs

4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake

Post-Collision Braking

### Exterior

Wheels: 17" Silver Steel (STD)

Tires: 265/70R17 BSW A/T (STD)

Regular Box Style

Steel Spare Wheel

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# Young Automotive Group

[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6) ( Complete )

## Exterior

- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Black Rear Step Bumper
- Black Front Bumper w/Body-Colored Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Side Windows Trim
- Black Door Handles
- Black Power Heated Side Mirrors w/Manual Folding
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Aluminum Panels
- Black Grille
- Tailgate Rear Cargo Access
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Ford Co-Pilot360 - Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
- Cargo Lamp w/High Mount Stop Light
- Perimeter/Approach Lights
- Auto High Beam

## Entertainment

- Radio w/Seek-Scan, Clock, Speed Compensated Volume Control and Radio Data System
- Radio: AM/FM Stereo w/6 Speakers -inc: auxiliary audio input jack
- Fixed Antenna

## Interior

- Cloth 40/20/40 Front Seat -inc: 2-way manual driver/passenger adjustment and armrest
- Driver Seat
- Passenger Seat
- 60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Trip Odometer and Trip Computer

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# Young Automotive Group

[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6) (✔ Complete)

## Interior

- Power Rear Windows
- FordPass Connect 4G Mobile Hotspot Internet Access
- Front Cupholder
- Rear Cupholder
- Compass
- Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
- Cruise Control w/Steering Wheel Controls
- Manual Air Conditioning
- HVAC -inc: Underseat Ducts
- Locking Glove Box
- Interior Trim -inc: Cabback Insulator and Metal-Look Interior Accents
- Full Cloth Headliner
- Urethane Gear Shifter Material
- Day-Night Rearview Mirror
- Passenger Visor Vanity Mirror
- Mini Overhead Console w/Storage and 1 12V DC Power Outlet
- Front Map Lights
- Fade-To-Off Interior Lighting
- Full Vinyl/Rubber Floor Covering
- Pickup Cargo Box Lights
- Smart Device Remote Engine Start
- Reverse Sensing System
- SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owners manual
- Instrument Panel Bin, Dashboard Storage, Interior Concealed Storage, Driver / Passenger And Rear Door Bins
- Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
- Delayed Accessory Power
- Power Door Locks w/Autolock Feature
- Trip Computer
- Outside Temp Gauge

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# Young Automotive Group

[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6) ( Complete )

## Interior

- Analog Appearance
- Lane-Keeping System -inc: lane-keeping alert, lane-keeping aid and driver alert
- Pre-Collision Assist w/Automatic Emergency Braking -inc: pedestrian detection, forward collision warning and dynamic brake support
- Rear View Camera
- Seats w/Cloth Back Material
- Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
- Perimeter Alarm
- Securilock Anti-Theft Ignition (pats) Immobilizer
- 1 12V DC Power Outlet
- Air Filtration

## Safety-Mechanical

- ABS And Driveline Traction Control
- Electronic Stability Control (ESC) And Roll Stability Control (RSC)

## Safety-Exterior

- Side Impact Beams

## Safety-Interior

- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Airbag Occupancy Sensor
- Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
- Safety Canopy System Curtain 1st And 2nd Row Airbags
- Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
- Rear Child Safety Locks

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[Fleet] 2023 Ford F-150 (W1E) XL 4WD SuperCrew 5.5' Box (6) ( Complete )

## WARRANTY

Basic Years: 3  
Basic Miles/km: 36,000  
Drivetrain Years: 5  
Drivetrain Miles/km: 60,000  
Corrosion Years: 5  
Corrosion Miles/km: Unlimited  
Roadside Assistance Years: 5  
Roadside Assistance Miles/km: 60,000

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To: Administrative Control Board  
From: Captain Tyler Rowser  
Date: October 12, 2023  
Re: Resolution NSFD 2023-04 Opening a Secondary Checking Account  
Action: Requesting Approval

---

### EXECUTIVE SUMMARY

Until the execution of the Inter Local Agreement with Summit County to provide EMS transport services beginning January 1, 2024, the district hasn't been able to bill for EMS Services. Now that the district will be providing Transport services, we will be intitled to collecting Transport revenue. With this, the district has chosen to hire an outside billing company who will bill on behalf of the district and collected the revenues, and deposit them in the district name into our bank account. This account information will also be provided the Medicaid, Medicare and other insurance companies who wish to pay by electronic payment.

### NEXT STEPS

Upon approval:

1. Complete the account opening process with Zions Bank.
2. Have the named signers sign the signature card.
3. Provide the account information to the billing agency, Medicaid, and Medicare.

### RECOMMENDATION

It is recommended that the Executive Board:

1. Approve the resolution to authorize the opening of the account.
2. Designate who the 4 account signers will be.

### ATTACHMENTS

**NORTH SUMMIT FIRE SERVICE DISTRICT  
RESOLUTION AUTHORIZING THE OPENING OF A SECONDARY CHECKING  
ACCOUNT TO RECEIVE AUTHORIZED PAYMENTS FOR EMERGENCY MEDICAL  
SERVICES**

**October 12, 2023**

**THIS RESOLUTION AUTHORIZING THE OPENING OF A SECONDARY CHECKING ACCOUNT TO RECEIVE AUTHORIZED PAYMENTS FOR EMERGENCY MEDICAL SERVICES** is made this 12th day of October, 2023, by the North Summit Fire Service District Administrative Control Board (“NSFSD ACB”) for the NORTH SUMMIT FIRE SERVICE DISTRICT (the “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 Utah Code § 17B-1-605 to establish a special revenue fund; and

**WHEREAS**, the District is required, pursuant to Utah Code § 17B-1-604, to maintain its account groups in a system of accounts pursuant to the Uniform Accounting Manual for Special Districts; and

**WHEREAS**, the District is otherwise subject to Utah Code §§ 17B-1-601 *et seq.*, Fiscal Procedures for Special Districts; and

**WHEREAS**, the Summit County Council, acting as the District’s Governing Board, recently authorized the District to provide ground ambulance service commencing January 1, 2024; and

**WHEREAS**, as a licensed ground ambulance provider, the District will contract with an outside entity to handle its billing and collections; and

**WHEREAS**, the District desires to maintain a separate bank account for the purpose of receiving and processing payments resulting from said billing and collections; and

**WHEREAS**, the District must now open this new separate bank account in the form of a checking account; and

**NOW, THEREFORE, BE IT RESOLVED** by the Administrative Control Board of the North Summit Fire Special Service District, that the District is authorized to open a new checking account for the purpose of receiving and processing the payments resulting from billing and collections for the District's provision of ground ambulance service. Approved signatories on the account shall be the same as those already authorized pursuant to the Administrative Control Board's Bylaws and District's policies. **APPROVED, ADOPTED, and ENACTED** this 12th day of October, 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