

**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT**

**ADMINISTRATIVE CONTROL BOARD MEETING**

**March 20, 2024**

**NEW HARMONY FIRE STATION**

**1388 South Old Hwy 91**

**Meeting Minutes**

**I. Open Hearing: R C. Huckaby.**

- a. Meeting called to order at 6:59 pm.

**II. Attendance: C. Huckaby.**

- a. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein, Vice Chairperson (via telephone); John Southwick, Treasurer; Member; Cathye Huckaby, Board Clerk/Office Manager.
- b. Board Members Absent: Scott Pace, Member.
- c. Fire Department Volunteers: Chief Banks, Fire Chief; Richard Carter Lieutenant
- d. Fire Association Members: Jeannie Brown, Treasurer; Mary Ellen, Secretary.
- e. Community: None.

**III. Reading and Approval of Previous Meeting Minutes – R C. Huckaby.**

- a. Members had the opportunity to review the Administrative Control Board (ACB) Meeting Minutes of February 21, 2024. No changes were requested (See Attached).

*Motion: A motion was made by John Southwick the ABC Meeting Minutes February 21, 2024, be approved as reviewed. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.*

**IV. Financial Report: John Southwick**

- a. NHVSSD Balance Sheet dated as of 3-18-2024, was reviewed (See Attached).
- b. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 3-18-2024 was reviewed (See Attached).
- c. NHVSSD Expense Report for 2-9-2024 to 3-18-202 was reviewed (See Attached).
- d. No questions or concerns were presented .

*Motion: A motion was made by Pat Fleckenstein that the financial reports reviewed and discussed be approved. John Southwick seconded the motion. Motion carried unanimously by all present.*

**V. Scott Pace Resignation: R C. Huckaby.**

- a. On 3-13-2024, Scott Pace sent an email to Chairperson Huckaby, resigning due to family commitments.
- b. Upon receipt of Scott Paces resignation, Chairman Huckaby posted the notice for the opening. Applicants are requested to send a letter of intent and a brief resume to his email.

*Motion: A motion was made by John Southwick that Scott Pace be thanked for his service to the NHVSSD, and his resignation be accepted. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.*

**VI. Follow-up on Impact Fee Study: R C. Huckaby.**

- a. A second bid was received; however, a third is forthcoming; therefore, the Chair requests the matter be tabled until the next meeting.

**VII. Increase the VISA limit from \$2500 to \$5000: Jim Banks/Cathye Huckaby.**

- a. The Office Manager spoke with Amanda Jacobson, SBSU Account Manager, regarding the proposed increase. To do so the district must fill out a new credit application (which has been received and completed) and submit the application along with ACB meeting minutes showing the Board's approval.
- b. The credit card payment is typically paid in full each month; however, on occasion a purchase needs be made as an emergency and at times the payment and purchase conflict not allowing the purchase to be made. The limit has never been increased. The card is used only when other forms of payment are not accepted or not available.

**VIII. Placques for Retired Board Members: R C. Huckaby.**

- a. It is proposed that the Board honor Darren Adair, Scott Pace and other retirees with a plaque.

*Motion: A motion was made by John Southwick that placques be presented to Darren Adair, Scott Pace and other Board retirees as deem appropriate. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.*

**IX. Savings on Trash Pick-up: John Southwick**

- a. Following-up from last month, John learned that Washington County will not provide trash cans and referred him back to Republic Services, who is our dumpster provider. Republic's representative stated they would not provide trash cans to a business in lieu of the dumpster. They pointed out that we are already getting a good deal on the cost of the monthly pick-up dumpster. If we signed today, instead of 20 years ago, it would cost us close to \$750 per month instead of \$375 per month.
- b. John is going to pursue this further.

**X. Board Member Reports: John Southwick.**

- a. John Southwick, would like to research and advocate for a NHVSSD based Wildfire Fuels Management Program and a Wildfire Prevention Program. He will make a presentation to the Board next month.

**XII. Chief Report: Jim Banks/Richard Carter.**

- a. Richard Carter presented the Board with a policy proposal for a NHVSSD “Ride Along/Volunteer Work Program Waiver and Guidelines. Kristen Carter used the City of Ogden’s vetted policy as a guide (See Attached).
- b. The proposal was well thought out and the board supported the proposal with changes made to only #6 in the guideline. Requested change: the clothing must in no way look like the volunteer is a trained professional or member of the department.

*Motion: A motion was made by Pat Fleckenstein that the proposed “Ride Along/Volunteer Work Program Waiver and Guidelines” policy, with the changes stipulated to Guideline #6 be adopted as part of NHVSSD’s Policy and Procedures. John Southwick seconded the motion. Motion carried unanimously by all present.*

- c. Chief Banks reports that the “non-ambulance” has been assigned as Squad 181. Chief has requested the Fire Association consider funding the wireless Accessories needed.
- d. It is expected that EMR licensing will be submitted by the end of March.
- e. HVFD completed the County Wildfire Training.
- f. The Training schedule is completed through June 2024.
- g. The State mandatory transition to 800mhz is proving more difficult due to the State’s programing issues. Chief Banks is meeting with Motorola to get assistance.
- h. ICS Federal Review Training is needed. More information forthcoming.

**XIV. Office Manager Report: Cathye Huckaby.**

- a. End of the year reporting is being completed.
- b. Both Chairperson Huckaby and Clerk Huckaby have completed the required GRAMA 2024 Training (See Attached).
- c. Clerk Huckaby has also completed DOSA yearly training requirement on “Open and Public Meetings Act Training 2024 (See Attached).
- d. Board Members are required to complete yearly training, see the Office of State Auditor Website for information.

**XV. Fire Association**

- a. There will be a Pancake Breakfast and Fire Awareness Project on Saturday, May 4<sup>th</sup>; followed by a Community Clean-up Saturday May 11<sup>th</sup>.

**XVI. Community Comment:**

- a. No Comment.

**XVII. Meeting Adjourned at 8:01pm**

***Motion: A motion was made by John Southwick to adjourn the meeting. The motion was seconded by Pat Fleckenstein. Motion carried unanimously by all present.***

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**Attachments:**

**ACB-FB Meeting Agenda 3-20-2024**

**Utah Public Notice of Meeting 3-19-2024, 3-14-2024**

**NHVSSD Public Sign-in Sheet 3-20-24**

**ACB-FB Meeting Minutes 2-21-2024**

**NHVSSD Balance Sheet 3-18-2024**

**NHVSSD Budget vs Actuals January – December 2024 as of 3-18-2024**

**Expense Report 2-9-2024 to 3-18-2024**

**Scott Pace Resignation emails (2) 3-13-2024**

**Title Page of Impact Fee Report Sample, The Utah Land Use Institute**

**Title Page of Impact Fee Report Hyrum City 11-2020**

**Title Page of Impact Fee Report City of Orem**

**Impact Fee Estimate, David Shil, Infinity; email 3-3-2024**

**Harmony Valley Fire District Ride Along/Volunteer Work Program Waiver & Guidelines (Proposal)**

**Harmony Valley Fire District Ride Along/Volunteer Work Program Waiver & Guidelines (Proposal) - Requested Changes to #6.**

**Cathye Huckaby Records Officer Cert. Course – 2024**

**Clay Huckaby Records Officer Cert. Course – 2024**

**Cathye Huckaby Cert. Course – Open & Public Meetings Act Training 2024**

**NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT**  
**Administrative Control Board Hearing**  
**March 20, 2024**  
**7:00pm**

**NEW HARMONY FIRE STATION**  
**1388 South Old Hwy 91**

**Agenda**

- I. Open Meeting:**
- II. Review/Approval of Meeting Minutes - Clay Huckaby.**
- III. Attendance: Cathye Huckaby**
- IV. Financial Report – John Southwick/Cathye Huckaby**
  - **Balance Sheet**
  - **Budget vs Actuals**
  - **Expenditures**
- V. Scott Pace Resignation: Clay Huckaby**
- VI. Follow-up Impact Fee Study Proposal: Clay Huckaby**
- VII. Increase VISA Credit Line From \$2500 to \$5000: Jim Banks/Clay Huckaby**
- VIII. Plaques for Board Service: Clay Huckaby**
- IX. Savings on Trash Pick-up: John Southwick**
- X. Board Reports: John Southwick**
  - **Wildfire Fuels Management Program and Wildfire Prevention Program**
- XI. Chief Report: Jim Banks**
- XII. Office Manager Report: Cathye Huckaby**
- XIII. Fire Association Reports:**
- XIV. Community Remarks:**
- XV. Meeting Adjourned:**

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# Public Notice Updated for New Harmony Administrative Control Board

**From** <support@helpdesk.utah.gov>  
**To** <cathye.huckaby@newharmonyfire.org>  
**Date** 2024-03-19 10:25

## Utah Public Notice

### Revised Notice

#### [New Harmony Administrative Control Board](#) [NHVSSD -Administrative Control Board Monthly Meeting](#)

**Notice Date & Time:** 3/20/24 12:00 PM -3/20/24 9:00 PM

#### Description/Agenda:

NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT  
Administrative Control Board Hearing  
March 20, 2024  
7:00pm

NEW HARMONY FIRE STATION  
1388 South Old Hwy 91

Agenda

- I. Open Meeting:
- II. Review/Approval of Meeting Minutes - Clay Huckaby.
- III. Financial Report - John Southwick/Cathye Huckaby
  - Balance Sheet
  - Budget vs Actuals
  - Expenditures
- IV. Scott Pace Resignation: Clay Huckaby
- V. Follow-up Impact Fee Study Proposal: Clay Huckaby
- VI. Increase VISA Credit Line From \$2500 to \$5000: Jim Banks/Clay Huckaby
- VII. Plaques for Board Service: Clay Huckaby
- VIII. Savings on Trash Pick-up: John Southwick
- IX. Board Reports: John Southwick
  - Wildfire Fuels Management Program and Wildfire Prevention Program
- X. Chief Report: Jim Banks
- XI. Office Manager Report: Cathye Huckaby
- XII. Fire Association Reports:
- XIII. Community Remarks:
- XIV. Meeting Adjourned:

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#### Notice of Special Accommodations:

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Cathye Huckaby at 435 767-1893

#### Notice of Electronic or telephone participation:

NA

Other information:

Location:

1388 S. Old HWY 91, NEW HARMONY, 84757

Contact information:

Cathye Huckaby , [cathye.huckaby@newharmonyfire.org](mailto:cathye.huckaby@newharmonyfire.org), (435)767-1893

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## Public Notice for New Harmony Administrative Control Board



**From** <support@helpdesk.utah.gov>  
**To** <cathye.huckaby@newharmonyfire.org>  
**Date** 2024-03-14 14:23

# Utah Public Notice

## [New Harmony Administrative Control Board](#)

### [NHVSSD -Administrative Control Board Monthly Meeting](#)

**Notice Date & Time:** 3/20/24 12:00 PM -3/20/24 9:00 PM

#### Description/Agenda:

To Be Announced 24 hours prior to the meeting.

#### Notice of Special Accommodations:

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Cathye Huckaby at 435 767-1893

#### Notice of Electronic or telephone participation:

NA

#### Other information:

#### Location:

1388 S. Old HWY 91, NEW HARMONY, 84757

#### Contact information:

Cathye Huckaby , cathye.huckaby@newharmonyfire.org, (435)767-1893

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# NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT

## ADMINISTRATIVE CONTROL BOARD MEETING

February 21, 2024

NEW HARMONY FIRE STATION  
1388 South Old Hwy 91

### Meeting Minutes

**I. Open Hearing: R C. Huckaby.**

- a. Meeting called to order at 7:00 pm.

**II. Attendance: C. Huckaby.**

- a. Board Members Present: Clay Huckaby, Chairperson; Pat Fleckenstein, Vice Chairperson; John Southwick, Treasurer; Eric Kerns, Member; Cathye Huckaby, Board Clerk/Office Manager.
- b. Board Members Absent: Scott Pace, Member.
- c. Fire Department Volunteers: Chief Banks, Fire Chief
- d. Fire Association Members: Sonia Steere, President; Tamra Banks, Member.
- e. Community Members Present: None

**III. Reading and Approval of Previous Meeting Minutes – R C. Huckaby.**

- a. Members had the opportunity to review the January 17, 2024, Administrative Control Board Meeting Minutes. No changes were requested. (See Attached).

*Motion: A motion was made by Pat Fleckenstein to have the January 17, 2024, meeting minutes be approved as reviewed. Eric Kerns seconded the motion. Motion carried unanimously by all present.*

**IV. Financial Report: Cathye Huckaby.**

- a. NHVSSD Balance Sheet dated as of 2-20-2024, reviewed. (See Attached).
- b. NHVSSD Budgets vs Actuals FY 2024; January – December 2024, as of 2-20-24 Reviewed. (See Attached).
- c. NHVSSD Expense Report for 1-1-2024 to 2-20-24 Reviewed (See Attached.)
- d. No questions or concerns.
- e. John Southwick and Cathye Huckaby met with Kip Lewis, CPA Hinton & Burdick earlier in the month for about two and a half hours. Kip trained them both in what is required by the Treasurer as a 2<sup>nd</sup> level review on financial documents.

*Motion: A motion was made by Eric Kerns that the financial reports reviewed and discussed be approved. John Southwick seconded the motion. Motion carried unanimously by all present.*

**V. Approval of NHVSSD – ACB By-Laws: R C. Huckaby**

- a. As a follow-up from last month's meeting Chairperson Huckaby corrected the proposed NHVSSD – ACB By-Laws ( Section E, paragraph 2 ) to reflect what was agreed to at the last ACB Meeting. The corrections were made, and prior to this meeting, each member was emailed a copy of the revised NHVSSD – ACB By-Laws ( Section E, paragraph 2 ) which defines the length of term for ACB Officers (i.e. Chairperson, Vice Chairperson, Treasurer (See Attached).

***Motion: A motion was made by John Southwick that the NHVSSD-ACB By-Laws, Section E, paragraph 2 be revised to include. " Officers of the ACB shall be selected from the ACB Members by majority vote every two years at the discretion of the ACB. Eric Kerns seconded the motion. Motion carried unanimously by all present.***

**VI. Impact Fee Study Proposal: R C. Huckaby**

- a. Chairperson Huckaby presented the need for a current Impact Fee Study. He noted the district, to his knowledge, does not have one on file with Washington County and a copy cannot be found. Utah Code Chapter 36a speaks to the need to have such an analysis and plan. He inquired with a couple other Fire Chiefs as to who they used in completing their Impact Fee Studies and several suggested, Zions Public Finance. INC. After contacting them and detailing our needs, Zions Public Finance provided a proposal for preparing an Impact Fee Plan. Their proposal is for \$8000.
- b. While the board felt one was probably necessary, the discussion was tabled to follow-up on the following:
- Get more proposals as some felt \$8000 was excessive.
  - Should we make a payment on the new apparatus before initiating a study?
  - Get samples of Impact Fee Studies completed for other agencies.

**VII. Financial Plan: Removed from the agenda to seek more information on early payment of the new apparatus.**

**VIII. Proposal to Authorize the Fire Chief to Explore Sharing Resources with Cedar City Fire Department.**

- a. As has been previously discussed the district might gain benefits by combining efforts with other agencies. Chief Banks broached the subject with Washington County Commissioners, who voice no objection to the matter even involving resourcing with Iron County.
- b. The Chairperson proposed authorizing Chief Banks to explore these options on behalf of the NHVSSD-ACB.

***Motion: A motion was made by Eric Kerns to authorize Chief Banks, on behalf of the NHVSSD, to explore sharing resources with other departments, districts, and counties. John Southwick seconded the motion. Motion carried unanimously by all present.***

**IX. Savings on Trash Pick-up: John Southwick**

- a. John Southwick noted that the district pays approximately \$375. a month for the trash dumpster. He believes most of the time the dumpster is not full, and the department would be better served at a cheaper rate to return the dumpster to Republic Services and go to the weekly trash pick -up provided by the county.
- b. Chief Banks had no objections.
- c. John will contact Washington County to ensure weekly trash pick-up is possible and what will be the cost. The matter will be taken up again at the next meeting.

**X. Impact Fee Enforcement: John Southwick**

- a. After speaking with Washington County Officials, John learned that until now the county had no system for flagging X structure additions plans to ensure NHVSSD Impact Fee receipts. That has been corrected; now before Certificate of Occupancy are issued, or Structure Addition Plans are approved, an Impact Fee Receipt from NHVSSD will be required by the County.

**XII. Stipend Reimbursement for Volunteers Conducting Fire & Safety Inspections: John Southwick.**

- a. John proposed giving the Volunteer Fire Fighters, who have gotten their Fire & Safety Inspection Certifications, a stipend in the form of a “call-out” when they conduct inspections.

*Motion: A motion was made by John Southwick that Fire& Safety Inspections be counted as a “call-out” and the inspector be compensated accordingly. Pat Fleckenstein seconded the motion. Motion carried unanimously by all present.*

**XIII. Chief Report: Jim Banks.**

- a. Chief Banks reports a much slower January than last year. There were about 10 calls in January 2024.
- b. The compressor came in at half the price as projected. The Chief secured a good deal.
- c. The HVFD and Chairperson Huckaby attended UVU Fire Academy Certification Winter School. Several certifications were achieved.
- d. The “non ambulance” is almost ready to be put into service. Richard Carter and Wes Goodman are putting on the reflective markings.
- e. The department is considering downsizing one piece of equipment to make space for the new apparatus.

**XIV. Office Manager Report: Cathye Huckaby.**

- a. All Bank Signatories are updated.
- b. The Districts Insurance Policy with Utah Local Trust and WIC is up for renewal, and we are in the application process.

**XV. Fire Association**

- a. The Ryan Frisby Foundation has once again donated \$10,000 to the Association to be used as determined by the department.

- b. The Association is considering the cost to assist with training by using “online” courses.
- c. The event calendar is being finalized. There will be a Pancake Breakfast, Fire Awareness Project, and Community Clean-up in May.

**XVI. Community Comment:**

- a. **Look for the Utah Caucus in March.**
- b. **The Washington Commissioners will also be at the Library in March**

**XVII. Meeting Adjourned at 8.41pm:**

*Motion: A motion was made by John Southwick to adjourn the meeting. The motion was seconded by Eric Kerns . Motion carried unanimously by all present.*

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**Attachments:**

**ACB-FB Meeting Agenda 2-21-2023**

**Utah Public Notice of Meeting 1-25-2023, 2-20-2023**

**NHVSSD Public Sign-in Sheet 2-21-24**

**ACB-FB Meeting Minutes 1-17-24**

**NHVSSD Balance Sheet 2-20-2023**

**NHVSSD Budget vs Actuals January – December 2024 as of 2-20-24**

**Expense Report 1-1-2024 to 2-20-24**

**Amended By-Laws email 2-14-24**

**Zions Public Finance Impact Fee Proposal**

**CD Account Rate for SBSU**

# New Harmony Valley Special Service District

## Balance Sheet

As of March 18, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
State Bank - Building Fund	577.46
State Bank - Capital Projects	4.48
State Bank - Contingency Fund	23,201.60
State Bank - General Fund	81,610.37
State Bank - Impact Fees	264,055.77
<b>Total Bank Accounts</b>	<b>\$369,449.68</b>
Other Current Assets	
Due from other governments	12,278.43
Uncategorized Asset	-1.00
<b>Total Other Current Assets</b>	<b>\$12,277.43</b>
<b>Total Current Assets</b>	<b>\$381,727.11</b>
Fixed Assets	
General Fixed Assets	6,725.09
Buildings and Improvements	335,373.53
Emergency Vehicles	439,249.00
Land	8,750.00
Machinery and Equipment	347,324.17
<b>Total General Fixed Assets</b>	<b>1,137,421.79</b>
<b>Total Fixed Assets</b>	<b>\$1,137,421.79</b>
Other Assets	
Construction in Progress	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,519,148.90</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	93.11
<b>Total Accounts Payable</b>	<b>\$93.11</b>
Other Current Liabilities	
Accounts Payable	0.00
Accrued Interest Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$93.11</b>

# New Harmony Valley Special Service District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Charge for Services		7,500.00	-7,500.00	
Contribution from Fund Balance		49,385.00	-49,385.00	
Donations	1.00	2,000.00	-1,999.00	0.05 %
Grants		10,000.00	-10,000.00	
Impact Fee Revenue	2,750.00	35,000.00	-32,250.00	7.86 %
Property Tax	20,528.97	110,000.00	-89,471.03	18.66 %
<b>Total Income</b>	<b>\$23,279.97</b>	<b>\$213,885.00</b>	<b>\$ -190,605.03</b>	<b>10.88 %</b>
<b>GROSS PROFIT</b>	<b>\$23,279.97</b>	<b>\$213,885.00</b>	<b>\$ -190,605.03</b>	<b>10.88 %</b>
<b>Expenses</b>				
Administration		1,600.00	-1,600.00	
Accounting (HintonBurdick)	2,000.00	12,000.00	-10,000.00	16.67 %
Bank service Charge	50.00		50.00	
Chief Banks	2,000.00	12,000.00	-10,000.00	16.67 %
Office Manager	1,687.50	12,000.00	-10,312.50	14.06 %
Postage	68.00		68.00	
Printing	24.97		24.97	
<b>Total Administration</b>	<b>5,830.47</b>	<b>37,600.00</b>	<b>-31,769.53</b>	<b>15.51 %</b>
Call out reimbursement	4,400.00	26,000.00	-21,600.00	16.92 %
Contracted Services	147.97	8,965.00	-8,817.03	1.65 %
Lexipol	3,689.28		3,689.28	
Other	229.92		229.92	
Professional Organizations/ Dues	21.00		21.00	
<b>Total Contracted Services</b>	<b>4,088.17</b>	<b>8,965.00</b>	<b>-4,876.83</b>	<b>45.60 %</b>
Debt Service		33,000.00	-33,000.00	
Election Costs		0.00	0.00	
Emergency Medical Response		3,500.00	-3,500.00	
Insurance		15,000.00	-15,000.00	
Workers Comp	532.00		532.00	
<b>Total Insurance</b>	<b>532.00</b>	<b>15,000.00</b>	<b>-14,468.00</b>	<b>3.55 %</b>
Misc		4,000.00	-4,000.00	
Operations Maintenance & Repair	120.00	27,500.00	-27,380.00	0.44 %
Equipment Repair	1,306.24		1,306.24	
Fuel	760.71		760.71	
<b>Total Operations Maintenance &amp; Repair</b>	<b>2,186.95</b>	<b>27,500.00</b>	<b>-25,313.05</b>	<b>7.95 %</b>
Purchase of Fixed Assets		5,000.00	-5,000.00	
Safety Equipment		10,000.00	-10,000.00	
Station Supplies		14,800.00	-14,800.00	
Office Supplies	1,549.65		1,549.65	
<b>Total Station Supplies</b>	<b>1,549.65</b>	<b>14,800.00</b>	<b>-13,250.35</b>	<b>10.47 %</b>
Training	2,360.00	9,800.00	-7,440.00	24.08 %
Travel, Meals, Mileage		1,400.00	-1,400.00	

# New Harmony Valley Special Service District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Meals	337.52		337.52	
<b>Total Travel, Meals, Mileage</b>	<b>337.52</b>	<b>1,400.00</b>	<b>-1,062.48</b>	<b>24.11 %</b>
UTILITIES	195.00	12,000.00	-11,805.00	1.63 %
Gas and Electric	1,403.00		1,403.00	
Internet Access	324.90		324.90	
Telephone	300.00		300.00	
Waste Dumpster	1,122.09		1,122.09	
<b>Total UTILITIES</b>	<b>3,344.99</b>	<b>12,000.00</b>	<b>-8,655.01</b>	<b>27.87 %</b>
<b>Total Expenses</b>	<b>\$24,629.75</b>	<b>\$208,565.00</b>	<b>\$ -183,935.25</b>	<b>11.81 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -1,349.78</b>	<b>\$5,320.00</b>	<b>\$ -6,669.78</b>	<b>-25.37 %</b>
Other Income				
Interest Income	1,362.67	6,000.00	-4,637.33	22.71 %
<b>Total Other Income</b>	<b>\$1,362.67</b>	<b>\$6,000.00</b>	<b>\$ -4,637.33</b>	<b>22.71 %</b>
Other Expenses				
Contribution to Fund Balance		0.00	0.00	
Interest Expense	23.68	11,320.00	-11,296.32	0.21 %
<b>Total Other Expenses</b>	<b>\$23.68</b>	<b>\$11,320.00</b>	<b>\$ -11,296.32</b>	<b>0.21 %</b>
<b>NET OTHER INCOME</b>	<b>\$1,338.99</b>	<b>\$ -5,320.00</b>	<b>\$6,658.99</b>	<b>-25.17 %</b>
<b>NET INCOME</b>	<b>\$ -10.79</b>	<b>\$0.00</b>	<b>\$ -10.79</b>	<b>0.00%</b>



# New Harmony Valley Special Service District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Charge for Services		7,500.00	-7,500.00	
Contribution from Fund Balance		49,385.00	-49,385.00	
Donations	1.00	2,000.00	-1,999.00	0.05 %
Grants		10,000.00	-10,000.00	
Impact Fee Revenue	2,750.00	35,000.00	-32,250.00	7.86 %
Property Tax	20,528.97	110,000.00	-89,471.03	18.66 %
<b>Total Income</b>	<b>\$23,279.97</b>	<b>\$213,885.00</b>	<b>\$ -190,605.03</b>	<b>10.88 %</b>
<b>GROSS PROFIT</b>	<b>\$23,279.97</b>	<b>\$213,885.00</b>	<b>\$ -190,605.03</b>	<b>10.88 %</b>
<b>Expenses</b>				
Administration		1,600.00	-1,600.00	
Accounting (HintonBurdick)	2,000.00	12,000.00	-10,000.00	16.67 %
Bank service Charge	50.00		50.00	
Chief Banks	2,000.00	12,000.00	-10,000.00	16.67 %
Office Manager	1,687.50	12,000.00	-10,312.50	14.06 %
Postage	68.00		68.00	
Printing	24.97		24.97	
<b>Total Administration</b>	<b>5,830.47</b>	<b>37,600.00</b>	<b>-31,769.53</b>	<b>15.51 %</b>
Call out reimbursement	4,400.00	26,000.00	-21,600.00	16.92 %
Contracted Services	147.97	8,965.00	-8,817.03	1.65 %
Lexipol	3,689.28		3,689.28	
Other	229.92		229.92	
Professional Organizations/ Dues	21.00		21.00	
<b>Total Contracted Services</b>	<b>4,088.17</b>	<b>8,965.00</b>	<b>-4,876.83</b>	<b>45.60 %</b>
Debt Service		33,000.00	-33,000.00	
Election Costs		0.00	0.00	
Emergency Medical Response		3,500.00	-3,500.00	
Insurance		15,000.00	-15,000.00	
Workers Comp	532.00		532.00	
<b>Total Insurance</b>	<b>532.00</b>	<b>15,000.00</b>	<b>-14,468.00</b>	<b>3.55 %</b>
Misc		4,000.00	-4,000.00	
Operations Maintenance & Repair	120.00	27,500.00	-27,380.00	0.44 %
Equipment Repair	1,306.24		1,306.24	
Fuel	760.71		760.71	
<b>Total Operations Maintenance &amp; Repair</b>	<b>2,186.95</b>	<b>27,500.00</b>	<b>-25,313.05</b>	<b>7.95 %</b>
Purchase of Fixed Assets		5,000.00	-5,000.00	
Safety Equipment		10,000.00	-10,000.00	
Station Supplies		14,800.00	-14,800.00	
Office Supplies	1,549.65		1,549.65	
<b>Total Station Supplies</b>	<b>1,549.65</b>	<b>14,800.00</b>	<b>-13,250.35</b>	<b>10.47 %</b>
Training	2,360.00	9,800.00	-7,440.00	24.08 %
Travel, Meals, Mileage		1,400.00	-1,400.00	

# New Harmony Valley Special Service District

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Meals	337.52		337.52	
<b>Total Travel, Meals, Mileage</b>	<b>337.52</b>	<b>1,400.00</b>	<b>-1,062.48</b>	<b>24.11 %</b>
UTILITIES	195.00	12,000.00	-11,805.00	1.63 %
Gas and Electric	1,403.00		1,403.00	
Internet Access	324.90		324.90	
Telephone	300.00		300.00	
Waste Dumpster	1,122.09		1,122.09	
<b>Total UTILITIES</b>	<b>3,344.99</b>	<b>12,000.00</b>	<b>-8,655.01</b>	<b>27.87 %</b>
<b>Total Expenses</b>	<b>\$24,629.75</b>	<b>\$208,565.00</b>	<b>\$ -183,935.25</b>	<b>11.81 %</b>
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<b>NET INCOME</b>	<b>\$ -10.79</b>	<b>\$0.00</b>	<b>\$ -10.79</b>	<b>0.00%</b>

# New Harmony Valley Special Service District

Selected	Date	Type	No.	Payee	Category	Total	Action
	03/18/2024	Check	4273	Shell Small Business	Fuel	\$386.01	
	03/13/2024	Expense		STATE BANK OF SOUTHERN UTAH	Bank service Charge	\$25.00	
	03/13/2024	Expense		STATE BANK OF SOUTHERN UTAH	Bank service Charge	\$25.00	
	03/13/2024	Check	4272	VISA	--Split--	\$568.78	
	03/13/2024	Check	4271	Jim Banks	Chief Banks	\$1,000.00	
	03/13/2024	Check	4270	Hinton Burdick CPAs & Advisors	Accounting (HintonBurdick)	\$1,000.00	
	03/13/2024	Check	4269	Republic Services	Waste Dumpster	\$374.71	
	03/13/2024	Check	4268	ROCKY MOUNTAIN POWER	Gas and Electric	\$240.19	
	03/13/2024	Check	4267	Jim Banks	Telephone	\$150.00	
	03/13/2024	Check	4266	Gail Goodman	--Split--	\$480.00	
	03/07/2024	Check	4265	Western Pest Control	UTILITIES	\$65.00	
	03/07/2024	Check	4264	TINK'S SUPERIOR AUTO PARTS	Equipment Repair	\$16.21	
	03/07/2024	Check	4263	UTAH VALLEY UNIVERSITY	Training	\$720.00	
	03/07/2024	Check	4262	Dominion Energy	Gas and Electric	\$218.54	
	03/07/2024	Check	4261	Cathye Huckaby	--Split--	\$968.00	
	02/28/2024	Check	4260	John D. Theodosiou	--Split--	\$570.00	
	02/28/2024	Check	4259	Jim Banks	Chief Banks	\$1,000.00	
	02/21/2024	Check	4258	WCF Insurance Company	Workers Comp	\$532.00	
	02/21/2024	Check	4257	Shell Small Business	Fuel	\$150.53	
	02/21/2024	Check	4256	Hinton Burdick CPAs & Advisors	Accounting (HintonBurdick)	\$1,000.00	
	02/21/2024	Check	4255	VISA	--Split--	\$1,919.21	
	02/21/2024	Check	4254	ROCKY MOUNTAIN POWER	Gas and Electric	\$121.88	
	02/09/2024	Check	4253	Republic Services	Waste Dumpster	\$370.62	
	02/09/2024	Check	4252	Western Pest Control	UTILITIES	\$65.00	
	02/09/2024	Check	4251	TINK'S SUPERIOR AUTO PARTS	Equipment Repair	\$575.35	
	02/09/2024	Check	4250	Western Pest Control	UTILITIES	\$65.00	

## About my Resignation



**From** Scott Pace <scott\_pace2001@yahoo.com>

**To** Clay Huckaby <clayton.huckaby@nhfd.utah.gov>, Cathye Huckaby <cathye.huckaby@newharmonyfire.org>

**Date** 2024-03-13 22:04

Clay and Cathy

Due to issues with Linda and her condition going back to the way it was before surgery. I have decided to resign from the fire board. Y'All have been great to work with

Scott Pace

## My resignation

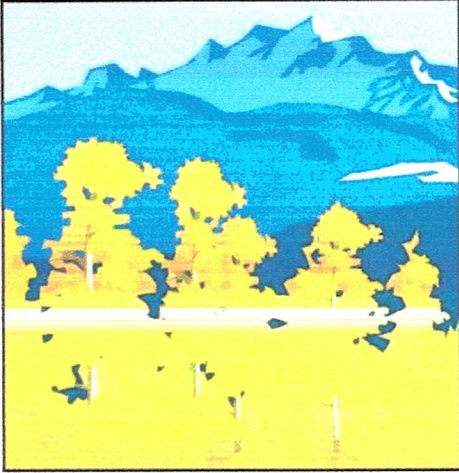


**From** Scott Pace <scott\_pace2001@yahoo.com>  
**To** Cathye Huckaby <cathye.huckaby@newharmonyfire.org>  
**Date** 2024-03-13 21:52

To All Board Members

I Scott Pace hereby resign from The New Harmony Valley Special Service District Board and The Local Building Authority Effective March 13th 2024.  
It's been a pleasure working with you all.

Scott Pace



# THE UTAH LAND USE INSTITUTE

## IMPACT FEES

*Utah Land Use Regulation Topical Series*

Chase Andrizzi, Author

October 2023

Funding for these materials is provided by the Utah Department of Workforce Services, Division of Housing and Community Development. The Office of the Property Rights Ombudsman has also provided funding for this training program from the 1% surcharge on all building permits in the State of Utah. The Utah Land Use Institute deeply appreciates the ongoing support of the S. J. and Jessie E. Quinney Foundation and Salt Lake County.

1st file

# HYRUM CITY Power & Light Impact Fee Analysis

## November 2020

Prepared by: Active Power Engineering, LLC

Michael R. Anderson, P.E.

1 of 34



**City of Orem**

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**Fire Impact Fee Analysis**

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ZIONS  PUBLIC FINANCE, INC.

March 22, 2018



## Fwd: FW: IMPACT FEE ANALYSIS



**From** R Clayton Huckaby <clayton.huckaby@nhfd.utah.gov>  
**To** Cathye Huckaby <cathye.huckaby@newharmonyfire.org>, Jim Banks <jim.banks@nhfd.info>, John Southwick <jsouthwick108@gmail.com>, Scott Pace <scott\_pace2001@yahoo.com>, <erickerns1@gmail.com>, <pat.fleckenstein@gmail.com>  
**Date** 2024-03-02 13:14

This is another quote for impact fees!

R Clayton Huckaby

----- Forwarded message -----

**From:** David Shill <david@infinityutah.com>  
**Date:** Fri, Mar 1, 2024 at 3:10 PM  
**Subject:** Re: FW: IMPACT FEE ANALYSIS  
**To:** <clayton.huckaby@nhfd.utah.gov>  
**CC:** Reid Dickson <reid@infinityutah.com>

Dear Clayton,

You spoke with Reid by phone and he forwarded me your information. Thank you for providing your five-year plan and incident stats for the fire department.

Outlined below is our general process for determining impact fees:

1. **Service Area:** First, we need to know the service area.
2. **Future Units Projection:** Through collaborative efforts, we will work with you, Washington County, and the town of New Harmony to forecast the anticipated growth within the service area.
3. **Cost Determination:** Next, we will coordinate with the fire department to list applicable capital expenses, including the procurement of new items and other necessary expenditures to meet the anticipated demand.
4. **Impact Fee Analysis Report:** Following our investigations, we will prepare a report in accordance with state law and guidelines, presenting our findings and recommended impact fees.

Our initial fee estimate for the impact fee analysis is \$6500. The final fee amount is subject to the final scope of services that we determine. Impact fee analyses of this type typically take about 3 weeks to complete.

Please let us know if you would like us to formalize an agreement. Thank you for considering Infinity Consultants; we look forward to collaborating with you on this project.

Best Regards,

--  
**David R. Shill**  
Associate Engineer  
480.721.6928 (m)  
[david@infinityutah.com](mailto:david@infinityutah.com)

[www.infinityutah.com](http://www.infinityutah.com)

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**From:** R Clayton Huckaby <clayton.huckaby@nhfd.utah.gov>

**Sent:** Thursday, February 22, 2024 5:51 PM  
**To:** [reid@infinityutah.com](mailto:reid@infinityutah.com)  
**Subject:** IMPACT FEE ANALYSIS

Greetings. I represent the New Harmony Valley Special Service District and request an IFA proposal for our Fire Department. Our area includes 51 square miles, including the incorporated town of New Harmony, Utah. However, all building and renovation approvals are accomplished by the County of Washington, Utah. We are a volunteer department of sixteen with one part-time office manager. I have included our five-year plan for you to look over. If you need any more information, please don't hesitate to contact me.

Kind regards,



Proposal.

## Harmony Valley Fire District

### Ride Along/Volunteer Work Program Wavier & Guidelines

The Harmony Valley Fire District Ride Along/Volunteer Work Program is designed to provide an opportunity for students, members of the medical community and on a limited basis, members of the New Harmony community to observe the dynamic field of firefighting and Emergency Medical Services. Harmony Valley Fire District offers this opportunity as a privilege at the discretion of the Fire Chief and/or the Training Officer or their designees and this privilege may be limited or revoked at any time and for any reason.

Before your first workday/ride along, you must complete and return the following:

- Application
- Picture of your current driver's license or other government ID
- Signed acknowledgement of the Work Program & Ride Along Guidelines
- Signed Release & Wavier
- Signed Confidentiality Wavier
- Read *HIPAA Basics for EMS Practitioners*
- \*\*Minors less than 18 years of age must have their parent or guardian's signature on each required document.\*\*

Questions about the program or the application can be directed to Lt. Richard Carter at [Richard.Carter@newharmonyfire.org](mailto:Richard.Carter@newharmonyfire.org) or (435) 414-4747.



Harmony Valley Fire District  
Ride Along/Volunteer Work Program

APPLICATION

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender:  Male  Female

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Place of Employment or school: \_\_\_\_\_

Phone #: \_\_\_\_\_

Position/Title or Field of Study: \_\_\_\_\_

Have you ever been arrested?  YES  NO

If yes, list offense, date and location:

Do you have a physical impairment that would limit your activity while participating in this program? YES NO

If yes, please describe.

Emergency Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship: \_\_\_\_\_

I have read and understand the procedure for the Ride Along/Volunteer Work Program with the Harmony Valley Fire District. The above information is true and accurate to the best of my knowledge. X \_\_\_\_\_



## Harmony Valley Fire District

### Ride Along/Volunteer Work Program

#### Guidelines

1. At all times, Ride Along/Volunteer Work Program participants shall be under the control of the Training Officer or Incident Commander or their designee. Failure to follow the directions of the Training Officer or Incident Commander shall result in the removal of the privilege to participate in this program.
2. Ride Along/Volunteer Work Program participants are reminded that they are in a dangerous environment. Standard procedures for blood borne pathogens are in effect. If you have questions or concerns, ask. If at any time the Training Officer or Incident Commander determines that an emergency scene is unsafe or inappropriate for the Ride Along/Volunteer Work Program participants to observe, you may be asked to remain in the fire apparatus.
3. During your work time, you may be exposed to many things that are confidential in nature. These may include, but are not limited to: a patient's health information, insurance and billing information, and identifying information from emergency scenes. Divulgence of such information is strictly prohibited and can result in civil and/or criminal penalties.
4. Photographs, videos or audio recordings will not be permitted while participating in the Ride Along/Volunteer Work Program.
5. As a Ride Along/Volunteer Work Program participant, you may be required to appear in court to give testimony of events witnessed on an emergency scene.
6. Appropriate dress for the Ride Along/Volunteer Work Program shall include:
  - a. Clean and neat pants, black or navy blue in color. No logos.
  - b. Black or navy blue shirt. No logos other than Harmony Valley Fire District or your school/employer logo.
  - c. Closed toe boots with sturdy soles. No Tennis shoes.
7. While at the station, Ride Along/Volunteer Work Program participants shall not be allowed into the closed offices unless escorted by a Harmony Valley Fire District crew member.
8. Under no circumstances shall a Ride Along/Volunteer Work Program participant be permitted to enter a building that is on fire until such time the Training Officer or

Incident Commander has declared the fire under control and entry by Ride Along/Volunteer Work Program participants has been determined to be safe. Fire department personnel shall directly supervise the entry at that time.

9. At all times while in Harmony Valley Fire District vehicles, Ride Along/Volunteer Work Program participants shall wear seatbelts.

**By signing below, I agree to abide by the Ride Along/Volunteer Work Program guidelines and policies.**

Printed Name of Participant \_\_\_\_\_

Signature of participant OR parent or legal guardian if the participant is a minor:

\_\_\_\_\_ Date: \_\_\_\_\_





Harmony Valley Fire District

RELEASE AND WAIVER

In consideration of the Harmony Valley Fire District allowing \_\_\_\_\_ to participate in the Ride Along/Volunteer Work Program:

I, \_\_\_\_\_, being of at least eighteen (18) years of age, hereby acknowledge and agree to the following:

1. The Ride Along/Volunteer Work Program is an opportunity to participate as an observer with Harmony Valley Fire District fire and medical personnel at facilities or in emergency response vehicles during fire and emergency medical responses. I understand that Harmony Valley Fire District medical and fire responses inherently involve elements of risk not normally present in daily activities. Such risks include but are not limited to high-speed vehicle response, the presence of blood borne pathogens, emotional trauma, and the exposure to physical injury or death. While Harmony Valley Fire District personnel will use reasonable care supervising my participation, the Harmony Valley Fire District is not capable of completely controlling or removing the risks inherent in its activities for the Ride Along/Volunteer Work Program participants nor the Participants' response to such risks.
2. As a Participant, I will be under the control and supervision of the Training Officer or Incident Commander or their designees. In addition, I will be subject to the Ride Along/Volunteer Work Program Guidelines that have been developed for the Program. I affirm that I have previously reviewed those Guidelines and agreed to abide by them.

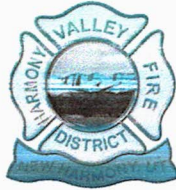
Having reviewed the above, I, on my own behalf or on behalf of the above named minor, hereby acknowledge that I have read the above and understand the risks inherent in the Ride Along/Volunteer Work Program and request to participate in it. I further agree to comply with all directives of the Harmony Valley Fire District staff and the Ride Along/Volunteer Work Program Guidelines. I agree to maintain confidentiality of all such information to which I am exposed and to not make any recordings or take any photographs of matters observed during the Ride Along/Volunteer Work Program. I agree to abide by the terms and conditions of the Ride Along/Volunteer Work Program.

In consideration of Harmony Valley Fire District allowing participation in the Ride Along/Volunteer Work Program, I hereby voluntarily assume the risk of loss or damage that participation in the Ride Along/Volunteer Work Program reasonably involves and release Harmony Valley Fire District, its officers and employees from any and all liability for injuries, losses or claims that may arise from participation in the program.

DATED and EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_



## Harmony Valley Fire District

### Confidentiality Agreement

I \_\_\_\_\_ understand Harmony Valley Fire District provides services to patients, which are private and confidential, and I am a crucial step in respecting the privacy rights of Harmony Valley Fire District patients. I understand it is necessary, in the rendering of Harmony Valley Fire District services patients provide personal information and such information may exist in a variety of forms, such as electronic, oral, written, or photographic and all such information is strictly confidential and protected from improper use and disclosure by all federal and state laws.

I agree I will comply with all confidentiality and security policies, procedures, and standards set in place by Harmony Valley Fire District during my experience as a student/guest/trainee with Harmony Valley Fire District. If at any time, I knowingly or inadvertently breach the patient confidentiality or security policies and procedures, I Agree to notify the Training Officer or Incident Commander of Harmony Valley Fire District immediately.

In addition, I understand a breach of patient confidentiality may result in immediate suspension or termination of the privileges to gain clinical experience or observe the activities of Harmony Valley Fire District. Upon termination of this privilege for any reason, or at any time upon request, I agree to return all patient confidential information in my possession. As a rule, I understand any patient or confidential information I see or hear while a student/guest/trainee will stay here at Harmony Valley Fire District when I leave.

I agree to abide by all policies or my privileges to participate in clinical activities or to observe Harmony Valley Fire District activities will be terminated.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

(parent or legal guardian if under 18)





## Harmony Valley Fire District

### Ride Along/Volunteer Work Program

#### Guidelines

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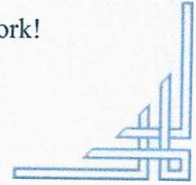
# *Certificate of Achievement presented to*

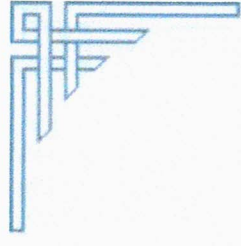
Cathye Huckaby

for the successful completion of  
Records Officer Certification Course\_2024

19-MAR-2024

Keep up the great work!





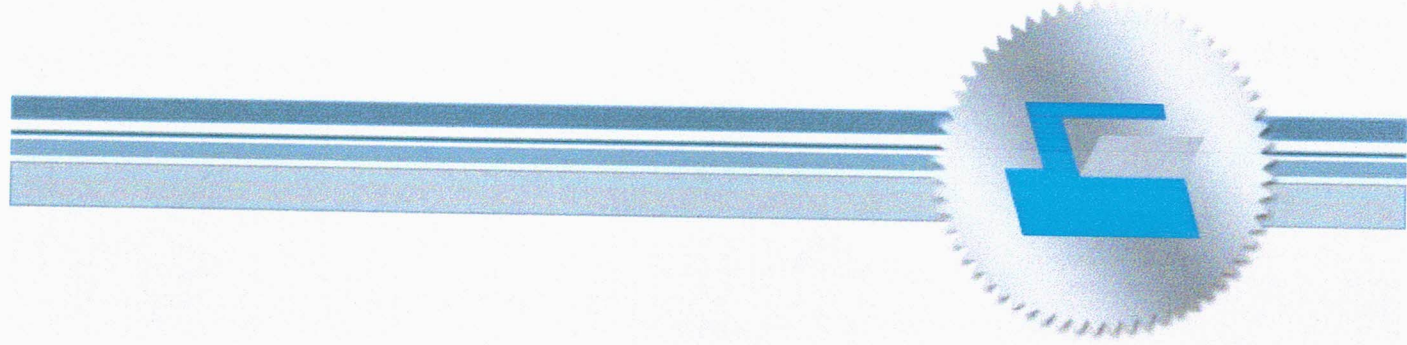
# Certificate of Achievement presented to

Clayton Huckaby

for the successful completion of  
Records Officer Certification Course\_2024

19-MAR-2024

Keep up the great work!



# CERTIFICATE OF COMPLETION

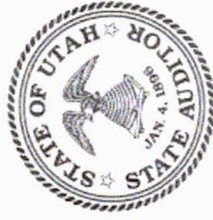
This is to certify that

**Cathye Huckaby**

has successfully completed

## Open and Public Meetings Act Training 2024

Utah Office of the State Auditor



Issued: 2024-03-19

Certificate ID: vb5bxv8wno

**Student:** Cathye Huckaby      **School:** Office of the State Auditor - Training Portal