



NOTICE AND AGENDA BRIGHAM CITY COUNCIL MEETING

Thursday, January 21, 2021 7:00 P.M.
City Council Chambers, 20 North Main

To View Live Meeting Visit:

<https://www.bcutah.org/city-council.htm> OR
<https://www.youtube.com/user/brighamcitycorp>

Thought, Reading or Invocation: Chief Nelsen
Pledge of Allegiance

7:05 RECOGNITION OF EMPLOYEES

1. New Hires in Administration and Public Works and Promotion in Fire Department

7:06 CONSENT

1. Request for Approval of January 7, 2021 City Council Meeting Minutes
2. Request to Write-off Accounts Due to Bankruptcy or Being Sent to Collections

7:10 PUBLIC COMMENTS FROM BRIGHAM CITY RESIDENTS AND THOSE PAYING PROPERTY TAXES IN BRIGHAM CITY ¹ (Per Utah Code, Council will receive input only, no decision can be made)

7:15 COUNCILMEMBER COMMENTS

7:25 ACTION ITEMS

1. Annual Pool Presentation and Consideration of Resolution Amending Fitness Classes & Fees and Adding Bowery Rental – Amber Moore
2. Consideration of Employee Line of Duty Death Policy – Jason Roberts

8:05 ADJOURN TO CLOSED SESSION TO DISCUSS THE PURCHASE, EXCHANGE OR LEASE OF REAL PROPERTY AND PENDING OR IMMINENT LITIGATION

Assigned times may vary depending on length of discussion or agenda alteration.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations should notify the City Recorder (734-6621) at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The undersigned duly appointed City Recorder does hereby certify that the above notice and agenda was posted in three public places within the Brigham City limits. A copy was also provided to the Box Elder News Journal and posted on the City website and the State Public Meeting Notice website on January 14, 2021.

Christina Boss, City Recorder

¹ Each individual is limited to three minutes. Total input period is limited to 15 minutes.

**REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL
January 7, 2021
7:00 P.M.**

PRESENT: Tyler Vincent Mayor *via Zoom*
D.J. Bott Councilmember
Alden Farr Councilmember
Joe Olson Councilmember
Tom Peterson Councilmember
Robin Troxell Councilmember

ALSO PRESENT: Alana Blumenthal Museum Director *via Zoom*
Christina Boss City Recorder
Mark Bradley City Planner *via Zoom*
Dave Burnett Public Power Director *via Zoom*
Mike Christiansen City Attorney
Chris Howard Assistant Police Chief
Paul Larsen Community & Economic Dev. Director *via Zoom*
Mike Nelsen Police Chief
Tyler Pugsley Public Works Director
Jason Roberts City Administrator
Kristy Wolford Community Activities & Services Director

1 Mayor Pro Tem Bott called the meeting to order at 7:00 p.m. and stated that Mayor Vincent would join the
2 meeting via Zoom. The Reverence Period was given by Paul Larsen and the Pledge of Allegiance was
3 recited.
4

AGENDA

ELECTION OF MAYOR PRO TEMPORE

EMPLOYEE RECOGNITION

New Hires in Administration and Library and Promotions in Police Department

CONSENT

Request for Approval of December 17, 2020 City Council Meeting Minutes

Request to Write-off Accounts Due to Bankruptcy or Being Sent to Collections

Council Assignment for 2021

PUBLIC COMMENTS FROM BRIGHAM CITY RESIDENTS AND THOSE PAYING

PROPERTY TAXES IN BRIGHAM CITY

COUNCILMEMBER COMMENTS

ACTION ITEMS

Consideration of Preliminary Plat Approval of Watercress Subdivision Located at 500 West and 1325 North

Consideration of Resolution Adopting Museum Imaging Fees

Consideration of Water Purchase Agreement Between Staker Parson and Brigham City

ADJOURN TO REDEVELOPMENT AGENCY MEETING

ADJOURN TO CLOSED SESSION TO DISCUSS THE PURCHASE, EXCHANGE OR LEASE OF REAL PROPERTY AND PENDING OR REASONABLY IMMINENT LITIGATION

ELECTION OF MAYOR PRO TEMPORE

MOTION: A motion to appoint Councilmember Peterson as the 2021 Mayor Pro Tempore was made by Councilmember Bott, seconded by Councilmember Olson and carried unanimously. Councilmember Peterson requested that Mayor Pro Tem Bott conduct the remainder of the meeting.

31 **CONSENT**

32 **Approval of December 17, 2020 City Council Meeting Minutes**

33

34 **Request to Write-off Accounts Due to Bankruptcy or Being Sent to Collections**

35 A list of accounts totaling \$4,739.89 was presented to be removed from the City's system due to customers
36 taking out bankruptcy or being sent to collections.

37

38 **Council Assignments for 2021**

39 City Council assignments were presented for approval.

40

41 **MOTION:** A motion to approve the Consent agenda was made by Councilmember Olson,
42 seconded by Councilmember Peterson and carried unanimously.

43

44 **EMPLOYEE RECOGNITION**

45 Mayor Pro Tem Bott called Chief Nelsen to the podium. Chief Nelsen presented badges to Ryan Hill who
46 was promoted to Sergeant and Jevan Weeks who was promoted to Corporal.

47

48 Mayor Pro Tem Bott recognized Lesha Dalebout who was recently hired as a part-time Finance Clerk. He
49 also acknowledged two new part time hires in the Library including Jenalyn Barber, Library Clerk and Tate
50 Adams, Library Page.

51

52 **PUBLIC COMMENTS**

53 Paul Roberts – Mr. Roberts came to the podium and reported on the ducks at Pioneer Pond. He commented
54 on the roof of the new recreation building.

55

56 Sam Burt – Mr. Burt asked the Council for stricter codes and fines regarding train horns on vehicles.

57

58 **COUNCILMEMBER COMMENTS**

59 Councilmember Peterson – reported that the Legislative session will begin soon.

60

61 Councilmember Olson – expressed his concerns about the ongoing political based conflicts. He asked
62 citizens not to support efforts to hurt local businesses based on political affiliation, but instead be fair and
63 kind to one another.

64

65 Councilmember Troxell – commented on City staff and the efforts they make to keep our City great. She
66 expressed sympathy for the Capitol Hill officer that lost his life and urged citizens to continue to rise above
67 the political turmoil.

68

69 Mayor Vincent – echoed Councilmember Troxell and Councilmember Olson's sentiments regarding the
70 political unrest. He voiced his pride in the community and the police department. He reminded citizens of
71 his recent acts of kindness challenge and thanked the Councilmembers for their continued service to the
72 community.

73

74 **ACTION ITEMS**

75 **Consideration of Preliminary Plat Approval of Watercress Subdivision Located at 500 West and 1325**
76 **North**

77 Mr. Bradley presented the item stating that the subdivision would be located north of the old golf course
78 and east of the North 40 subdivision. He shared his screen displaying the preliminary plat with 89 single
79 family lots to be completed in four phases. The primary access would be from 500 West Street at 1325
80 North. The Planning Commission recommended approval subject to staff comments, stipulations and
81 findings of fact. They also noted that Phase 2 must have a plan for a second access.

82

- 83
84 The Councilmembers discussed the following items:
- 85 • Storm pond timing
 - 86 • Access to Lot 40
 - 87 • Phase 2 and 3 regarding secondary access
 - 88 • Fencing on south property line
- 89

90 Jessica Prestwich with Sierra Homes joined the meeting and stated that Phase 2 and 3 may be swapped and
91 the secondary access may go out to 1500 North.

92
93 **MOTION:** Councilmember Peterson made a motion to approve the preliminary plat for
94 Watercress Subdivision Located at 500 West and 1325 North. The motion was seconded
95 by Councilmember Troxell and carried unanimously.

96
97 **Consideration of Resolution Adopting Museum Imaging Fees**

98 Ms. Blumenthal said that the proposed resolution would create a standard policy and fee charge for the use
99 of museum collections for research and publication. Local small business and individual requests would
100 continue at no charge as part of the mission to provide historic resources to the community. Larger requests
101 would be charged due to the time and resources required to fulfill them. Ms. Blumenthal is expecting an
102 increase in the number of research requests from outside the community due to an upgrade to the online
103 collections access.

104
105 **MOTION:** A motion to approve the Resolution adopting museum imaging fees was made
106 by Councilmember Farr and seconded by Councilmember Peterson.

107 **Roll Call:** Councilmember Troxell – aye
108 Councilmember Peterson – aye
109 Councilmember Olson – aye
110 Councilmember Farr – aye
111 Councilmember Bott – aye

112
113 **Consideration of Water Purchase Agreement Between Staker Parson and Brigham City**

114 Mr. Pugsley came to the podium and explained that Staker Parson approached the City with a request for
115 irrigation water so that they could produce State specification sand. They currently produce the sand at the
116 old Fife pit above 600 East. If the product were produced at the Staker Parson pit, it would reduce truck
117 traffic in the City. The request is for 464-acre feet of water from the Mayor’s Pond. The rate would be the
118 same as the culinary water rate at \$1.36 per thousand gallons.

119
120 There was a discussion about the availability of water. Mr. Pugsley stated that the City currently provides
121 irrigation companies 6,300-acre feet of water. There is another 2,500-acre feet of water which includes the
122 City’s shares in Pineview irrigation. If a future secondary irrigation system is developed in Brigham City,
123 the agreement would have to be re-evaluated.

124
125 The initial term of the agreement is five years and includes a drought condition clause. Mr. Pugsley advised
126 that Staker Parson has the option of applying for a well. Staff feels this agreement is the best option as the
127 City has well sources throughout the area and strives to protect culinary drinking water sources.

128
129 **MOTION:** A motion to approve the Water Purchase Agreement between Staker Parson
130 and Brigham City was made by Councilmember Peterson and seconded by Councilmember
131 Olson.

132 **Roll Call:** Councilmember Farr – aye
133 Councilmember Troxell – aye

134 Councilmember Bott – aye
135 Councilmember Peterson – aye
136 Councilmember Olson – aye
137

138 The meeting adjourned to a Redevelopment Agency meeting at 7:53 p.m. The meeting returned to a regular
139 City Council meeting at 8:10 p.m.
140

141 **ADJOURN TO CLOSED SESSION**

142 A motion to adjourn to a closed session to discuss the purchase, exchange or lease of real property, and
143 pending or reasonably imminent litigation was made by Councilmember Peterson and seconded by
144 Councilmember Olson. A roll call vote was taken with all Councilmembers voting aye. The meeting
145 adjourned to a closed session at 8:10 p.m. The Council returned to a regular City Council meeting at 8:35
146 p.m. and adjourned
147

148 *The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing*
149 *is a true, accurate and complete record of the January 7, 2021 City Council Meeting.*
150

151 *Dated this _____ day of _____, 2021.*
152

153 _____
154 *Christina Boss, Recorder*

C #2

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Derek Oyler

2. DEPARTMENT OR DIVISION: Administration

3. DATE INITIATED: January 13, 2021

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Attached is a list of customers that have either been sent to the Collection Agency for nonpayment or have taken out bankruptcy.

I am requesting Council's permission to have these accounts removed from the City's computer system.

5. ESTIMATED TIME NEEDED: 5 minutes

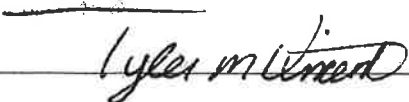
6. PROPOSED DATE FOR COUNCIL ACTION: January 21, 2021

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
<u>1/13/2021</u>	<u>Derek Oyler</u>		
<u> </u>	<u> </u>	<u> </u>	<u> </u>

9. MAYOR'S SIGNATURE:



**ACCOUNTS TO BE WRITTEN OFF
NOVEMBER, 2020**

DEFERRAL DEFAULT	SHUT OFF FOR NON- PAY	Account Number	Balance
	11/5/2020	69.03102.1	\$ 368.27
		84.06606.6	\$ 311.27
		59.13100.7	\$ 166.91
		81.05524.2	\$ 308.04
		Total	\$ 1,154.49

NOVEMBER, 2019 \$ 4,577.69
Amount collected NOVEMBER 2020 for Bad Debts: \$ 785.67

**BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING**

1. INITIATED BY: Amber Moore

2. DEPARTMENT OR DIVISION: C.A.S – Pool

3. DATE INITIATED: January 5, 2021

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Annual Pool Presentation – 2020 year in review

5. ESTIMATED TIME NEEDED: 15 minutes

6. PROPOSED DATE FOR COUNCIL ACTION: January 21, 2021

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
<u>5 Jan 21</u>	<u>Krusty Wolford</u>	<u>Krusty Wolford</u>	

9. MAYOR'S SIGNATURE:

Lyle M. Jensen

1
RESOLUTION NO. _____

WHEREAS, Brigham City deems it necessary and desirable to charge certain fees for participation in certain City organized and operated recreational activities; and

WHEREAS, Brigham City has determined that these fees should be adopted by resolution,

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF BRIGHAM CITY, UTAH with _____ members present and _____ members voting in favor thereof, that the following fees shall be adopted for the Swimming Pool:

<u>OPEN PLUNGE</u>	<u>FEE</u>
Daily Admission	\$5.00
Senior Admission (60 - 69 years)	\$2.50
Super Senior Admission (70+)	\$1.00

<u>PUNCH PASSES</u>	
10 Punches	\$40.00
20 Punches	\$75.00
50 Punches	\$175.00

<u>FAMILY SEASON PASS**</u>	
Number of People in Family	
3	\$225.00
4	\$275.00
5	\$325.00
6	\$375.00

**Over 6 family members may be listed on the pass for \$3 per person, per entry
All family season purchases must include a list of family members at the time of purchase.

<u>FAMILY NIGHT (Monday night 5 to 8 p.m.)</u>	
Admission	\$15.00 (family of 6 or more) or \$2.50 per person

<u>PRACTICE TIMES FOR SWIM TEAMS</u>	<u>FEE</u>
Monday-Friday 7:00 a.m. to 8:30 a.m.	Negotiated Rate

<u>SWIM LESSONS</u>	
<u>GENERAL CLASS</u> (one student)	\$35.00
<u>MOM & TOT CLASS</u>	\$15.00

<u>MORNING FITNESS</u>	
1 Visit	\$2.00 -\$3.00
5 lesson pass	\$7.50 -\$12.50
10 lesson pass	\$15.00 -\$20.00
20 lesson pass	\$30.00
Aqua Zumba 4-week session	\$30.00
Aqua Zumba drop-in	\$3.00

<u>GROUP RATES (pool remains open to public)</u>	
25 people or more	\$4.00 per person has to be paid in one transaction

<u>POOL AND FACILITY RENTAL - for exclusive use by groups, businesses and other organizations, etc.</u>	<u>FEE</u>
After hours from date of pool opening to June 30th	
Monday-Saturday (up to 200 people*) 6:30pm – 8pm	\$350.00
Monday-Saturday (up to 200 people*) 8:30pm – 10pm	\$350.00
*for persons over 200	\$1.00 per person
After hours beginning July 1st to pool closing	
Monday-Thursday (up to 200 people*) 6:30pm – 8pm	\$400.00
Monday-Thursday (up to 200 people*) 8:30pm – 10pm	\$400.00
Friday-Saturday 6:30pm – 8pm	\$500.00
Friday-Saturday 8:30pm – 10pm	\$500.00
*for persons over 200	\$1.00 per person

**Internal Bowery Half- Day Rentals during open plunge
(facility admission not included)**

**The facility’s internal bowery’s comfortably hold 10-12 people.

Mondays Block 1: 12pm – 3:45pm (3.75 hours)	\$20.00
Mondays Block 2: 4:15pm – 8pm (3.75 hours)	\$20.00
Tuesdays – Fridays Block 1: 12pm – 2:45pm (2.75 hours)	\$15.00
Tuesdays – Fridays Block 2: 3:15pm – 6pm (2.75 hours)	\$15.00
Saturdays Block 1: 10am – 1:45pm (3.75 hours)	\$20.00
Saturdays Block 2: 2:15pm – 6pm (3.75 hours)	\$20.00

All fees paid for lessons are good for only the season issued. No carry-overs permitted unless facility problems prevent use. Punch passes expire 1 year from purchase date. Punch passes are transferrable.

These fees shall go into effect upon adoption and shall remain as the fees to be charged until changed by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF BRIGHAM CITY, STATE OF UTAH, ON THIS _____ DAY OF JANUARY, 2021.

BRIGHAM CITY CORPORATION

ATTEST

BY: _____
Tyler M. Vincent, Mayor

Christina Boss, City Recorder

1
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<u>Internal Bowery Half- Day Rentals during open plunge (facility admission not included)</u>	
**The facility's internal bowery's comfortably hold 10-12 people.	
Mondays Block 1: 12pm – 3:45pm (3.75 hours)	\$20.00
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These fees shall go into effect upon adoption and shall remain as the fees to be charged until changed by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF BRIGHAM CITY, STATE OF UTAH, ON THIS _____ DAY OF JANUARY, 2021.

ATTEST

BRIGHAM CITY CORPORATION

Christina Boss, City Recorder

BY: _____
Tyler M. Vincent, Mayor


BRIGHAM CITY AGENDA ITEM FOR CITY COUNCIL MEETING

- 1. INITIATED BY: Jason Roberts
- 2. DEPARTMENT OR DIVISION: Mayor's Office
- 3. DATE INITIATED: January 6, 2021
- 4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

Employee Line of Duty Death policy
 (This policy does not apply to Police or Fire Departments as they have separate departmental policies)

- 5. ESTIMATED TIME NEEDED: 15 Minutes
- 6. PROPOSED DATE FOR COUNCIL ACTION: January 21, 2021
- 7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Attachment</u>
1-13-21	Jason Roberts		

9. MAYOR'S SIGNATURE: 



CITY ATTORNEY
LEGAL DOCUMENT REVIEW

Document Name: Revised - Employee Line of Duty Death Policy. Specific changes made to D(4) and Index VI(d) based on our phone conversation. It is my understanding that we are not open to claims of discrimination by single employees or those who opt out of the City's insurance coverage benefit.

Name of Person Requesting Legal Review: Donna Pett

Date Sent via email: 01-13-21 Review Date Deadline: 01-14-2021

Reviewed by Attorney: *Michael S. Quinn* Date: 1/17/2021

- Reviewed and acceptable as submitted
 See suggested changes

Returned to: _____ Date: _____

Accepted as Received

Submitted to Mayor's Office: _____ Date: _____

Reviewed by Mayor's Office: _____

Jason Roberts, City Administrator



BRIGHAM CITY CORPORATION POLICIES AND PROCEDURES			
{Subject}	Line of Duty Death	{Effective Date}	_____, 2020
{Category}		{Sub-Category}	
{Action}	New <input checked="" type="checkbox"/> Revision <input type="checkbox"/>	{Distribution}	City-Wide <input checked="" type="checkbox"/> Dept. Heads <input type="checkbox"/> Department <input type="checkbox"/>
{Approval Signature & Title}		{Signed By} Mayor	{Pages}

I. PURPOSE: The purpose of this policy is to provide direction for and provide appropriate emotional care for the family of an employee who is seriously injured, ill or dies while performing work related functions.

II. POLICY: It shall be the responsibility of each Department Director to provide liaison assistance to the primary family of an employee who dies or who is hospitalized for an indefinite period of time or requires repeated and/or intermittent hospitalization because of a Line of Duty injury or systemic illness. This assistance shall include, but not be limited to, the clarification and comprehensive study of survivor benefits and emotional support during this traumatic period for the surviving family. It is the responsibility of the subject employee’s supervisor to notify the Department Director of the incident as soon as possible. Immediately upon notification of the incident, the Director will appoint an Employee in charge (EIC), typically the involved Employee’s division supervisor, to coordinate all departmental functions regarding the incident.

III. DEFINITIONS:

- A. **Line of Duty Death:** Any action, felonious or accidental, which claims the life of a Brigham City Employee who is performing work related functions while on duty.
- B. **Line of Duty Injury or illness:** For the purposes of this policy a Line of Duty injury or illness shall be an injury or systemic illness serious enough that hospitalization or time away from the department is ordered by a physician for an indefinite period.
- C. **Seriously Injured:** Seriously injured consists of injury causing long-term hospitalization or incapacity of the employee.
- D. **Survivors:** Primary family members of the injured or deceased employee, including spouse, children, grandchildren, parents, grandparents, siblings, fiancé, and/or significant others.
- E. **Beneficiary:** Those designated by the employee as recipients of specific death benefits.
- F. **Benefits:** Financial payments made to the family to assist with financial stability following the loss of a loved one.

IV. PROCEDURES:

A. Employee in Charge (EIC)

1. When possible, the EIC should be the Employee’s supervisor or director. In order to prevent duplication of efforts, maintain order, and ensure that the process works for

the benefit of the Employee or his/her family, the EIC shall coordinate all City functions regarding the incident.

2. In the event the Employee has multiple families and/or an adversarial relationship exists between the families, the EIC may assign a separate liaison for each family.

B. Death or Life Threatening Injury Notification

1. The name of the injured or deceased Employee will be released by the PIO, or another person designated by the Director, only after notification of the primary family members.
2. The notification team will be formulated using the most recent emergency contact information. A form for each employee will be kept on file in the employee's Department Director's office.
3. If there is knowledge of a medical condition with a primary survivor, medical personnel will be dispatched to the residence to coincide with the notification along with the notifying personnel.
4. Notification will always be made by two or more persons. The Director, his or her representative, a member of the Brigham City Police Department and/or pre-selected persons of the Employee's choice will notify the family, if time to assemble these persons exists. Delays in developing the appropriate notification team must be weighed against the importance of the timely notification of the primary family.
 - a. If the above-suggested persons are not readily accessible, notification shall be made by a Brigham City Police officer and a member of the Mayor's office or Human Resources. The opportunity to get the family to the hospital prior to the demise of the Employee is significantly more important than who delivers the notification.
 - b. If the primary survivors are not in close proximity to Brigham City, the EIC shall request personal notification from a public safety agency in the area where the family member lives. The EIC is permitted to assist in making transportation arrangements to Brigham City but may not assume responsibility for travel expenses on behalf of the City without the authorization of the City Administrator.
5. As soon as most families see notifying personnel, they will know something is wrong. Attempt to make notification as follows:
 - a. Ask to be admitted to the house. Try not to make notification on the doorstep.
 - b. Gather everyone in the home and ask them to sit down.
 - c. Inform them slowly and clearly of the information you have on the incident.
 - d. It is important to use the Employee's name during the notification.
 - e. Ask family members if there is clergy they would like to have called.
6. If the Employee has already died, relay that information. Do not give the family a false sense of hope.
7. Notifying personnel must be reassuring to the survivors. The most acceptable comment to newly bereaved people is something such as "I'm so sorry this has happened" and "We will do everything we can to help you through this."
8. If the family wishes to be taken to the hospital, they may be transported via City vehicle.

9. If possible, arrangements should be made with the hospital for appropriate waiting facilities at the hospital for the family and fellow Employees.

C. Assisting the Family at the Hospital

1. A member of the Human Resource Department (HR) will act as information liaison for medical personnel to the family of the Employee and fellow Employees.
2. HR will ensure the family is updated as soon as they arrive at the hospital.
3. HR will ensure that pertinent information on the Employee's condition is relayed on a timely basis. He or she shall also make the family and fellow Employees aware of hospital policy about visitation with the injured Employee and/or visitation with the body following the demise, and explain why involvement of the Medical Examiner's Office may be necessary.
4. HR will be responsible for notifying the emergency admitting personnel that all medical bills relating to the care and treatment of the Employee should be forwarded to the Human Resource Department of Brigham City. This will require HR to have essential information regarding the Employee. The Employee's residence address and next of kin information should be omitted on the admitting form. Do not ask a family member to sign as guarantor of payment for treatment. Omit requests for any insurance information.
5. If the injuries to the Employee are likely fatal and it is possible for the family to visit their loved one prior to death, they should be afforded the opportunity. There is definite need to touch and hold the body while there is still life, and being present when death occurs can be comforting to the family.

D. Providing Information and Assistance Regarding Benefits to the Surviving Family in the Event of a Line of Duty Death.

1. The payroll coordinator (PC) or other individual will gather information regarding all benefits available to the surviving family and ensure the City's full support pursuing these benefits. PC is responsible for filing appropriate paperwork and following through with the surviving family to ensure benefits are being received.
2. PC or designee should visit with the surviving family to discuss the benefits within a few days following the funeral. A prepared printout of the benefit payments due to the family, listing named beneficiaries, contacts at various benefit offices, and when they can expect to receive the benefit, should be given to the family. This same explanation procedure should be repeated within a month following the funeral since the initial contact may be clouded by the emotional numbness of the family during the first benefits meeting. A follow up will be made every six months until the surviving family receives every possible benefit.
3. If there are surviving children from a former marriage, the guardian of those children should also receive a printout of benefits to which the child or children are entitled.
4. PC should pay special attention to the problems with possible revocation of health benefits to the surviving family. Brigham City will pay a one-time lump sum payment sufficient to cover the cost of COBRA insurance for a period of six months to the surviving family. This benefit will only be made available to Brigham City employees who are enrolled in a two party or family coverage plan provided by Brigham City Corporation at the time of death.

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The following are potential benefits and/or assistance that may be available to the surviving family of a fallen Brigham City Employee. Some benefits may also be available to an injured Employee and his or her family. The specific amounts of cash payments are not listed because they are subject to change. However, contact information is provided so the current payment may be ascertained.

- I. **Worker's Compensation:** Worker's compensation benefits are payable to the beneficiaries of the fallen Employee or to an Employee injured in the line of duty. Contact information: The Brigham City Human Resource Department will provide specific information. They can be contacted at telephone number 435-734-6613.
- II. **Brigham City Life Insurance:** Brigham City provides basic life and accidental death and dismemberment insurance for all full time employees. The death benefits are payable to the beneficiaries named on the insurance enrollment documentation and dismemberment is payable to the employee. In addition to the basic coverage some employees are enrolled in optional coverage insurance. Contact information: The Brigham City Personnel Office will provide specific and current benefits. They can be contacted at telephone number 435-734-6630.
- III. **Utah Retirement System:** The Utah Retirement System (URS) may provide payments to the beneficiaries upon the death of a member or retired member of the system. Additionally, the system may pay a disability benefit to a member who incurred a permanent total disability or a permanent partial disability while performing his or her duties provided the Employee has complied with the conditions as set forth in the statutes. See Utah Code §53-17, 1 through 5 for specific details of these benefits. For information on URS, contact PC at 435-734-6630.
- IV. **Social Security:** The United States Social Security may provide benefits for members or their beneficiaries in case of death or disability of the member. Contact information: The PC at telephone number 435-734-6630 or the Social Security Office at telephone number 877-378-9081.
- V. **State of Utah Victims Compensation Program:** Injured victims, or dependents of deceased victims, may be eligible to receive payment from the Utah Crime Victims Compensation Board for medical expenses, income loss, replacement services and funeral expenses resulting from the crime. Contact information: The process for this benefit begins by contacting Utah Office for Victims of Crime (UOVC) at telephone number 800-621-7444.
- VI. **Brigham City Payroll:** Brigham City provides payment of the following funds:
 - a. The unused portion of the Employee's accrued compensatory time
 - b. The unused portion of the Employee's accrued annual leave
 - c. The unused portion of the Employee's accrued personal leave. Contact information: Brigham City payroll telephone number 435-734-6630.
 - d. A lump sum payment equal to the cost of six months Cobra coverage for those families who are currently enrolled and covered under Brigham City's health insurance program.
- VII. **Personal Life Insurance:** Claims for insurance benefits available through private personal life insurance are filed by the family. Brigham City will provide whatever assistance is deemed by the family and the Department to be appropriate in these matters. A complete list of insurance companies and individual policy numbers should be maintained by the family to help ensure that the maximum benefit is obtained. Additionally, policies that may be an added benefit on credit cards, bank accounts, or memberships in other organizations should be examined. Contact information: The Employee's insurance company(s) name, agent(s), policy number(s) and/or other providers of benefits.
- VIII. **Veterans Administration Benefits:** The United States Veterans Administration may provide disability or death benefits to Employees who are eligible veterans. In addition, the Employee's dependents may be eligible for education benefit. Some of the benefits that may be available to

eligible veterans are: • Death Pension • Funeral Expenses • National Service Life Insurance • Servicemen's Group Life Insurance (SGLI) or Veteran's Group Life Insurance (VGLI) • Interment or Burial Plot Allowance to include an American Flag and Headstone and Marker Contact information: The United States Department of Veterans Affairs, Benefits and Claims Office can be contacted at telephone number 800-827-1000. The web site is: <http://www.va.gov> (go to benefits)

- IX. Documentation Necessary for Application of Benefits:** The following documentation may be needed to apply for the various benefits and assistance:
- a. Marriage license: May be obtained from the court clerk's office in the county where the marriage was performed.
 - b. Certified copy of death certificate: Utah death certificates may be obtained from the Utah Department of Health, through their website at: <https://vitalrecords.utah.gov/death>. There may be a search fee for the certificate.
 - c. Certified copy of minor child/children birth certificate: Utah birth certificates may be obtained from the Utah Department of Health, through their website at: <https://vitalrecords.utah.gov/death>. There may be a search fee for the certificate.
 - d. W-2 Earnings statements for the current and possible immediate past year: A copy of the previous tax year W-2 statement will suffice. If one cannot be located, a copy can be obtained from the Brigham City Payroll Office.



Employee Emergency Contact Form

Name: _____

Department: _____ Date: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Personal Email Address: _____

Preferred Co-Worker to notify Emergency Contacts: _____

Primary Emergency Contact

Contact Name: _____

Relationship to Contact: _____

Home Phone: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Secondary Emergency Contact

Contact Name: _____

Relationship to Contact: _____

Home Phone: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Additional Information (Voluntary)

Allergies (Food, Medication, Insects, Etc.): _____

Medical Alert(s): _____
