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|  | RULES AND REGULATIONS | District Facilities and Use |
| | Revised Date: 5-10-2022 5/12/2026 | Article: VII Section: 701.00 |
| | Effective Date: 02-13-2018 | Pages: 3 |
| | Kevin Ward Chairman, Board of Trustees | Paul Sullivan Britt Clark Fire Chief/Administrator |

I. Purpose

- To outline purpose and scope of District (Public) owned facilities.
- To outline proper use of District facilities, to include limitations on public use.
- To outline staffing requirements for sanctioned public events.

II. General

District stations are publicly owned, taxpayer funded facilities and shall be used exclusively for purposes that directly support the mission of the Weber Fire District. This mission includes emergency response, operational readiness, administration, training, and public education.

Use of District facilities for any purpose that does not directly contribute to or support the mission of the District is prohibited unless expressly authorized by District Administration.

~~However, these facilities exist for the limited purposes of emergency response, District related administration and business, public education, and similar purposes and activities.~~

~~No use outside those listed and defined within this policy are permitted without express permission of District Administration.~~

At no time shall District facilities be used for personal convenience, private benefit, or activities unrelated to District operations or mission objectives.

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III. Purpose and Use of District Facilities

The Weber Fire District owns and/or operates out of seven (7) facilities (stations):

- Station 61: 2023 W. 1300 N, Farr West, Utah
- Station 62: 5550 E. 2200 N, Eden, Utah
- Station 63: 4646 W. 4000 S, West Haven, Utah
- Station 64: 2175 Eastwood, South Ogden, Utah

- Station 65: 7925 E. 500 S, Huntsville, Utah
- Station 66: 3641 W. 2200 S, Ogden, Utah
- Station 264: 2405 E. Bell Ln, Uintah, Utah

Station 61 houses both an operational fire station and the Administrative offices of the District. All other stations serve as operational fire stations.

District Fire Stations and Administration exist for the following purposes:

- To afford emergency response to District areas, as well as mutual and automatic-aid partners of the District;
- To house apparatus, equipment, and personnel necessary to facilitate emergency response;
- To provide location(s) for the business of the District (fire prevention, human resource management, public education, etc.);
- To provide a location for training of District and outside personnel, those attending school for the purposes of pursuing fire careers, and for the training and education of the public.
- To provide a location for District related meetings and activities, and;
- To provide public locations for citizens who seek the services of the District.

IV. Employee Use of District Facilities

Except for activities related to internal union and related positions, employees may not use District Facilities for political activities (Rules and Regulations, Article V, Section 501.00, *Employee Ethics*).

Employees may have visitors, if the visitation complies with Rules and Regulations, Article V, Section 505.00, *Employee Conduct*. Employees must take responsibility for the safety of District visitors and must not leave visitors unattended.

~~Off-duty employees may not use District facilities for non-District related events. On-duty employees may use District facilities, with District Administration approval, if the use complies. All employee use of District facilities—whether on-duty or off-duty—must directly support District operations, responsibilities, or mission objectives. Any uses of District facilities shall comply~~ with Rules and Regulations, Article V, Section 501.00, *Employee Ethic*, and Article V, Section 505.00, *Employee Conduct*.

V. Public Use of District Facilities

As stated, District stations are publicly owned, taxpayer funded facilities. As such, if a District facility is staffed and occupied, they are open to the public for emergent public needs, 24-hours a day/365 days a year.

The public is encouraged to visit District facilities for the purposes of scheduled public education, fire prevention (business or education), and/or to conduct general business with the District.

~~Without express written permission from District Administration or the Board of Directors, the public may not use District facilities for personal, non-district related activities or events. This would include parties, political events, meetings, or other activities/proceedings. Public access to District facilities is limited to activities that align with and support the District's mission, including emergency services, public education, prevention, and official business.~~ This will help ensure the safety of the public while on District property and assist the District in securing and managing its facilities. To expound on the reasoning for this:

- To hold a non-District related event at a District facility, the public would need open access. This is not feasible as emergency calls, training, and other duties often pull crews away from stations; and stations must be secured when not occupied by District personnel;
- Fire Stations provide hazards the public may not be familiar with. Non-trained citizens, to include children, could be harmed without proper supervision;
- Stations contain the personal belongings of staff and firefighters, as well as District owned supplies, equipment, and other items that require a certain modicum of security; this cannot be provided without District personnel present.

Public requests for use of District facilities must go through Administration. No permission may be granted to use District facilities by non-administrative District personnel.

VI. Staffing for Public Meetings and Events

Sanctioned District Events require fire department staffing. Therefore:

- Scheduled events, meetings, or training require District personnel be onsite and dedicated to the event.
- Station tours in fire stations that are subject to call must inform the responsible party(ies) of the tour that they are subject to call, and therefore the tour may be interrupted and therefore terminated. District stations must be empty and secured prior to emergency response.
- District personnel dedicated to events shall be present prior to the public event and remain until all public personnel have vacated the premises. District stations shall be secured (especially administrative offices after hours) at the conclusion of any public event.