WEBER FIRE DISTRICT
BOARD OF TRUSTEES
RESOLUTION NO. 42-2026

A RESOLUTION APPOINTING JOLENE WHIPPLE AS BOARD CLERK OF WEBER FIRE DISTRICT; ASSIGNING FINANCIAL AND ACCOUNTING WORK TO THE FINANCE DIRECTOR; ESTABLISHING AN INTERIM DELEGATION PENDING AMENDMENT OF THE BYLAWS; AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 1. RECITALS

WHEREAS, Weber Fire District (the "District") is a special district and political subdivision of the State of Utah providing fire protection, emergency medical, rescue, and related public safety services; and

WHEREAS, Utah Code Section 17B-1-631 requires the Board of Trustees to appoint a District Clerk, and Section 5.2 of the District bylaws permits the Board to specify an appointment other than the Financial Service Manager; and

WHEREAS, the Board desires to appoint Jolene Whipple as Board Clerk and separate the performance of Board clerical duties from the District's financial and accounting work; and

WHEREAS, Utah Code Sections 17B-1-632 and 17B-1-635 permit a designated person not performing treasurer duties to maintain financial records and prepare checks and electronic payments; and

WHEREAS, the current bylaws assign certain financial responsibilities to the Board Clerk, and Section 1.1 provides that the bylaws control over conflicting resolutions; and

WHEREAS, the Board intends to amend the bylaws through the process in Article IX and, pending that amendment, desires to delegate performance of the financial work while preserving responsibilities imposed by the current bylaws and applicable law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WEBER FIRE DISTRICT AS FOLLOWS:

SECTION 2. APPOINTMENT OF BOARD CLERK

The Board hereby appoints Jolene Whipple as Board Clerk and District Clerk ("Clerk"), effective upon adoption of this Resolution, to serve at the discretion of the Board. Pursuant to Section 5.2 of the bylaws, the Board expressly specifies that this appointment is held by Jolene Whipple rather than the Financial Service Manager. This appointment replaces her interim clerk designation.

The Board Clerk shall perform the Board's clerical and governance functions, including meeting attendance, agendas, minutes, public notices, official records, election coordination, attestation of official signatures, and other nonfinancial clerk duties required by law, the bylaws, or Board direction.

SECTION 3. ASSIGNMENT OF FINANCIAL WORK

The Board designates the Finance Director, currently Jasmine Griffin, as the person responsible for performing all financial and accounting work assigned to the Board Clerk under Sections 5.2(b), (d), (e), and (f) of the bylaws. This assignment applies to the financial portion of Section 5.2(b); the Clerk shall retain responsibility for Board meeting and other nonfinancial official records.

The assigned work to the Finance Director includes financial recordkeeping and bookkeeping; quarterly financial reports; coordination of annual and special financial audits and professional accounting services; insurance coordination; and preparation of checks and electronic payments. The Finance Director shall also administer budgeting, payroll, accounts payable and receivable, financial reporting, and other financial work within the Director's position and existing lawful authority.

The Finance Director shall perform this work directly or through supervised financial staff and shall provide reports and records to the Board, Treasurer, Fire Chief, and Clerk as needed. This assignment follows the Finance Director position until modified by the Board.

SECTION 4. INTERIM DELEGATION AND BYLAW AMENDMENT

Until the bylaws are amended, this Resolution delegates performance of financial work to the Finance Director; it does not eliminate any responsibility imposed on the Clerk by the current bylaws. The Clerk shall coordinate with the Finance Director to ensure those responsibilities are fulfilled. The Finance Director shall be the primary staff contact for the delegated financial work.

The District Fire Chief and Board Attorney are directed to prepare proposed bylaw amendments formally separating the Board Clerk and Finance Director functions for consideration under Article IX. This Resolution does not itself amend the bylaws.

SECTION 5. FINANCIAL CONTROLS AND IMPLEMENTATION

The Board and Treasurer retain their duties and approval authority under applicable law and the bylaws. No person performing treasurer duties may perform the bookkeeping or payment-preparation duties delegated under Utah Code Sections 17B-1-632 and 17B-1-635. The person maintaining financial records may not sign a single-signature check or unilaterally authorize an electronic payment.

The District Fire Chief, Finance Director, and Clerk shall document the division of work and implement appropriate access, reporting, and separate payment review and authorization. This Resolution grants no new expenditure, investment, check-signing, bank, or PTIF authority. Existing authorizations, including Resolution 35-2026, remain subject to applicable law and these controls.

SECTION 6. REPEALER OF CONFLICTING ENACTMENTS

Prior orders and resolutions addressing the matters enacted herein are repealed only to the extent they conflict with this Resolution. This provision does not repeal or amend the District bylaws or revive any previously repealed enactment.

SECTION 7. PRIOR RESOLUTIONS

The body and substance of any and all prior resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

SECTION 8. SAVINGS CLAUSE

If any provision of this Resolution shall be held or deemed to be, or shall in fact be, invalid, inoperative, or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative, or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate, independent, and severable act of the Board of Trustees of Weber Fire District.

SECTION 9. EFFECTIVE DATE

This Resolution shall take effect upon adoption, subject to any publication or posting required by law. The appointment and delegation shall continue until modified by lawful Board action, with the delegation subject to any subsequently adopted bylaw amendment.

PASSED AND ADOPTED by the Board of Trustees of Weber Fire District this _____ day of _____, 2026.

WEBER FIRE DISTRICT

_____
Kevin Ward, Chair

ATTEST:

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Jolene Whipple, Board Clerk