



**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES**
Station 41, 381 North 3150 West
West Point City, UT 84015
(801)525-2850 ext. 102

*Tim Roper, Chairman
Howard Madsen, Vice-Chairman
Erik Craythorne, Member
Mark Shepherd, Member
Jerry Chatterton, Member
Nike Peterson, Member
Gary Petersen, Member
Scott Wig gill, Member
Chad Bangarter, Member*

*Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief*

**NOTICE & AGENDA
THURSDAY, OCTOBER 15, 2020
6:00 PM**

The public may monitor or listen to the meeting electronically and provide public comment when appropriate by following the instructions below:

- Join Zoom Meeting at: [https:// us02web.zoom.us/j/85358238511](https://us02web.zoom.us/j/85358238511) OR
- Connect via Telephone: Dial 1(669)900-9128 and enter Meeting ID: 853 5823 8511

Members of the public may also participate in the Citizen Comment item via email prior to the meeting. Comments must be received prior to the 6:00 PM Board of Trustees Meeting.

- Email: mrogers@nofires.org
- Subject Line: Must be designated as “Citizen Comment – October 15, 2020 Board of Trustees Meeting”
- Email Body: Must include First & Last Name and Address and a succinct statement of your comment.

- 1. Call to Order**
- 2. Invocation or Inspirational Thought** *(Please contact the District Clerk to request permission to offer the invocation or inspirational thought)*
- 3. Pledge of Allegiance**
- 4. Citizen Comment** *(If you wish to make comment to the Board, please use the podium and clearly state your name, address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public comment is a time for the Board to receive new information and perspectives)*
- 5. Consideration of Approval of Minutes from the August 20, 2020 Board Meeting**
- 6. Consideration of Approval of the North Davis Fire District Bills for August 2020 & September 2020**
- 7. Consideration of Approval of the North Davis Fire District Financial Report**
- 8. Discussion and Consideration of Resolution, 2020R-13, Amending the NDFD Policies Chapter 2, Organization of the Board of Trustees and Chapter 3, Board Meetings**
 - a. Possible Action
- 9. Discussion and Consideration of Resolution 2020R-14, Amending the NDFD Personnel Policy and Procedures Manual**
 - a. Possible Action
- 10. Fire Chiefs Report**
- 11. Other**
- 12. Motion to Adjourn**

Dated and Posted this 7th day of October 2020

Misty Rogers

Misty Rogers, District Clerk

On 10/07/2020 , a copy of the foregoing notice was amended to include a “Zoom” link for those who cannot attend in person and a copy of the foregoing amended notice was posted in conspicuous view in the front foyer of the North Davis Fire District Offices, on the North Davis Fire District website at <http://northdavisfiredistrict.com> and State of Utah Public Meeting Notice website at <http://pmn.utah.gov>. Board Members may participate in the meeting via telephonic communication. If a Board Member does participate via electronic communication, the Board Member will be on speakerphone. The speakerphone will be amplified so that the other Board Members and all other persons’ present will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify Misty Rogers, District Clerk, at (801) 525-2850 ext. 102 at least 24 hours prior to the meeting. If you would like to submit written comments on any agenda item, they should be received by the District Clerk no later than the Wednesday prior to the meeting at noon. Comments can be emailed to mrogers@nofires.org.

DRAFT

Tentative Upcoming Agenda Items

(Agenda Items Are Subject to Change)

November 19, 2020

1. Work Session – 6:00 PM
 - a. TBD
2. Regular Session – 6:30 PM
3. Call to Order
4. Citizen Comment
5. Consideration of Approval of Minutes from October
6. Consideration of Approval of Bills for September & October
7. Consideration of Approval of Financial Reports
8. Presentation and Consideration of Resolution *, Acceptance of the FY2020/2021 Audit for the North Davis Fire District
9. Discussion of Calendar Year 2021 NDFD Board of Trustee Meeting Schedule
10. Other Items as Directed
11. Fire Chiefs Report

December 17, 2020

1. Work Session – 6:00 PM
 - a. TBD
2. Regular Session – 6:30 PM
3. Call to Order
4. Citizen Comment
5. Consideration of Approval of Minutes from November
6. Consideration of Approval of Bills for November
7. Consideration of Approval of Financial Report
8. Consideration of Approval of the North Davis Fire District 2021 Board of Trustees Meeting Schedule for Calendar Year 2021.
9. Other Items as Directed
10. Fire Chiefs Report

January **, 2020

1. Planning Workshop – TBD
2. Regular Session – 6:30 PM
3. Call to Order
4. Citizen Comment
 - a. Appointment Treasurer – Mrs. Nicole Nelson & District Clerk – Mrs. Misty Rogers
5. Consideration of Approval of Minutes from December
6. Consideration of Approval of Bills for December
7. Consideration of Approval of Financial Reports for December
8. Other Items as Directed
9. Fire Chiefs Report



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Nike Peterson, Board Member
Scott Wiggill, Board Member
Chad Bangerter, Board Member
Gary Petersen, Board Member

Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief

BOARD OF TRUSTEES MEETING
August 20, 2020 – 6:00 PM

Meeting minutes from the North Davis Fire District Board of Trustee Meeting held at Station 41, 381 North 3150 West, West Point City, UT 84015 on August 20, 2020 at approximately 6:00 PM.

Board Members Present: Chairman Timothy E. Roper, Vice-Chairman Howard Madsen (via Zoom), Jerry Chatterton, Nike Peterson, Scott Wiggill, Mark Shepherd, Gary Petersen, Chad Bangerter, and Erik Craythorne (via Zoom)

Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, District Clerk Misty Rogers, and Treasurer Nicole Nelson

Excused:

Visitors

1. **Call to Order:** Chairman Roper called the Board of Trustees Meeting to order.

2. **Invocation or Inspirational Thoughts:** Board Member N. Peterson.

3. **Pledge of Allegiance:**

4. **Citizen Comment:**

5. **Consideration of Approval of Minutes from the July 16, 2020 and August 6, 2020 Board Meetings**

Board Member Shepherd motioned to approve the minutes from the July 16, 2020 and August 6, 2020 Board Meetings. Board Member Chatterton seconded the motion. The motion passed.

6. **Consideration of Approval of the North Davis Fire District Bills for July 2020**

Board Member N. Peterson stated that there were two new vendors that she hadn't seen before. The first was Zoll Medical and the other was Nuance. Ms. Rogers answered that Zoll Medical was our defibrillator program which we paid once a year and Nuance was the PDF convertor. Board Member Bangerter asked if there were a total amount paid for the month. Ms. Rogers answered that it didn't show on this month, but she would show the total amount paid in the future.

Board Member G. Petersen made a motion to approve the NDFD bills for July 2020. Board Member Shepherd seconded the motion. The motion passed.

7. Consideration of Approval of the North Davis Fire District Financial Report

Chief Becraft mentioned that ambulance revenues looked pretty steady. Last week two air conditioner units went out at Station 42 which needed to be replaced and the ice machine at Station 41 needed to be repaired. We're a little bit heavy on overtime but we have two new people hired which will help out.

Board Member N. Peterson made a motion to approve the Financial Report. Vice-Chairman Madsen seconded the motion. The motion passed.

8. Presentation of the North Davis Fire District FY2021 Draft Budget

Chairman Roper opened the meeting for public comment regarding the North Davis Fire District FY 2021 draft budget.

9. Public Hearings: No comments.

Board Member Shepherd made a motion to close the public hearing. Board Member N. Peterson seconded the motion. The motion passed.

10. Discussion and Consideration of Resolution 2020R-12, Adoption of the FY2021 Budget for the North Davis Fire District and Appropriating Funds for the Purpose Set Forth Therein for the Period Beginning July 1, 2020 and Ending June 30, 2021 and Providing for an Effective Date

Chief Becraft said there wasn't many changes made to the last draft presented. The part-time clothing allowance was adjusted because of the turn-over we have had. We increased the collection contract for fire recovery by \$20,000. Regarding Computer Maintenance, last week we made a lot of enhancements for teleconference and the wireless recorder needed for meetings so that is being re-evaluated. The money received for the Cares Act Funding is being counted as one-time money and the budget is not being based off of that. Board Member G. Petersen stated that even though it was one-time money, it's still in the budget as revenue and still in the calculations. Chief Becraft mentioned that the County may still allocate money for the supplies we purchased regarding Covid19 which wasn't put into the budget. Chief Becraft also stated that the three percent wage increase was added in, and the three Captain positions were removed.

Board Member Bangerter made a motion to approve Resolution 2020R-12, adopting the FY2021 Budget for the North Davis Fire District. Board Member Shepherd seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)	
Vice-Chairman Madsen (via Zoom) –	Aye
Board Member Chatterton –	Aye

Board Member Shepherd –	Aye
Board Member G. Petersen -	Aye
Board Member N. Peterson –	Aye
Board Member Bangerter –	Aye
Board Member Wiggill –	Aye
Board Member Craythorne (via Zoom) –	Aye

11. Discussion and Consideration of Resolution 2020R-13, Approval of an Intercounty Automatic Aid Fire Agreement and Providing for an Effective Date

Chief Becraft stated that this agreement did not include EMAC or NMAS deployments, this was Weber and Davis Counties giving auto aid and they were not paid. All city attorneys have reviewed and approved the agreement. We are not liable if another fire department comes into our area and a fireman gets hurt or killed. We can deploy units county-wide a lot faster. Board Member G. Petersen motioned to approve Resolution 2020R-13, approval of an Intercounty Automatic Aid Fire Agreement. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)	
Vice-Chairman Madsen (via Zoom) –	Aye
Board Member Chatterton –	Aye
Board Member Shepherd –	Aye
Board Member G. Petersen -	Aye
Board Member N. Peterson –	Aye
Board Member Bangerter –	Aye
Board Member Wiggill –	Aye
Board Member Craythorne (via Zoom) –	Aye

12. Fire Chief’s Report

Chief Becraft reported on the following:

- Referring back to the EMAC deployment, he said California did an EMAC deployment from Utah for 130 engines. He mentioned that we were in that EMAC system but it had to be a certain type and we had to be willing to do it. NMAS is the National Mutual Aid System which is not a wildland aid, it’s more of an earthquake type system. All fire departments enter their inventory into this system so they know what’s available and can be deployed.
- We’ve been working diligently on the final draft of the Personnel Policy and it’s gone through legal review. It’s almost done and will be presented to the Board soon.
- Chief Becraft brought up Senate Bill 3752 which is Cares Act money through Congress. They are declaring that local and special service districts are essential function districts and are looking at changing the language so that essential districts could get direct funding.
- We have Region I training money for SUSAR (State Urban Search and Rescue), USAR (Urban Search and Rescue) and Hazmat Task Force. We have some personnel trained in these areas, but we are looking at getting additional training for other personnel.

13. Consideration of Adjourning into a Closed Session Pursuant to § 52-4-205(1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual.

Some Board Members wanted to know if going into a Closed Session was necessary. Chairman Roper stated that it was on the agenda because of past discussions but said it could be “pushed” off. He said he wanted a majority of this discussion out in the open but wasn’t sure if the contracts should be discussed in a closed session. Chief Becraft stated that if they were going to talk about details of the contract, he would feel more comfortable discussing it in a closed session but would feel alright discussing the other matters out in the open. Chairman Roper asked the Chief if he would present some of the items he was asked to review.

Chief Becraft said he was presented with some goals from the Board that were a little difficult to interpret. He said he worked diligently on this matter and said documents would be emailed to each Board Member. He said he’s been instructed to come up with a plan to make the District financially sustainable for now and in the future. He created a North Davis Fire District Master Plan and Capital Improvements Plan 2020 to 2028. He met with our accounting firm and tried to brain storm some capital expenditures with our limited revenues. He also looked at the fleet program and extending the life of some of the apparatus. He discussed some of the items with the Board and said a workshop or planning session may be needed to discuss everything in detail with the Board.

Board Member G. Petersen complemented the Chief for the work he’s done and agreed that a work session needed to be planned. Chief Becraft also mentioned that UCA is mandating that everyone in the State change their station and learning systems within two to three years which would cost approximately \$100,000 per station and he’s included that in his plan.

Chief Becraft said another item he was asked to do was restructure the budgeting process. He said he’s already implemented that change and he was moving in that direction. He said he and Chief Taylor took a good look at operations and tried to determine how they could be safe and cover our auto-aid and mutual-aid and still continue to provide services to our communities. He said they realigned a lot of duties except for the drivers and AEMT’s. One major issue was having an officer on an engine and having enough manpower at Station 41. For the time being they came up with a solution to realign Chief Taylor’s duties to cover more fire operations, which he presently does, and also the realignment of himself. Chief Becraft said he would still go on fires, but not as many, and would be more involved in an administrative role and helping on a day-to-day operation of the District. He said the Battalion Chiefs were running with the units and there would be an officer on the engines. He said we were going to try and fill a position at Station 41 with part-time help so we always had four people here, and Station 42 would never drop below six people, it can’t. He said Chief Taylor would be the immediate

supervisor of all six officers and he would be helping Chief Taylor with Fire Marshall matters to help him out.

Board Members discussed the dates and times for having a work session and incorporating it into the regular meetings.

Board Member Bangerter said they probably needed to table item number 13 and suggested the Board Members have a chance to review the plan presented by Chief Becraft and then take certain items to discuss in a workshop, rather than discussing the entire plan at one time. Our ultimate goal in presenting this to the Chief was to make the District better and it's going to take more time than one work session to discuss everything. We could start the work sessions at 6:00 to go for an hour and then start our regular meeting at 7:00. Other Board Members agreed. Board Member G. Petersen suggested advertising the work session to go from 6:00 to 6:30 just in case the work session finished early then they could go ahead and start the regular meeting, or include the work session in the regular meeting.

Chief Becraft said the budget process was difficult because he tried to get feedback from the Board, but wanted to be fully transparent and include the entire Board on everything. He said we have had budget committees in the past, but things have changed and maybe the best way was to start budget discussions at the first of the year during the workshops. Board Member N. Peterson agreed with that idea. She said at Clearfield City they did something similar so that everyone was on board the whole way through. Board Member G. Petersen said at West Point they had a two-day session at the beginning of the year to discuss matters.

Chief Becraft asked if the meetings could include a work session at the beginning to review and discuss these items. He thought this would be more advantageous than having committees so that everyone was on board. Chairman Roper said he would take a look at it.

Board Members thanked the Chief for all of his work he put into this plan.

At approximately 7:30 PM, Board Member N. Peterson motioned to adjourn into a Closed Session pursuant to § 52-4-205(1)(a), discussion of the character, professional competence, or physical or mental health of an individual. Board Member Bangerter seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)	
Vice-Chairman Madsen (via Zoom) –	Aye
Board Member Chatterton –	Aye
Board Member Shepherd –	Aye
Board Member G. Petersen -	Aye
Board Member N. Peterson –	Aye

Board Member Bangerter – Aye
Board Member Wiggill – Aye
Board Member Craythorne (via Zoom) – Aye

14. Other

15. Motion to Adjourn

At approximately 8:19 PM, the board adjourned the Closed Session and Regular Meeting. Board Member Shepherd motioned to adjourn. Board Member Bangerter seconded the motion. The motion passed.

Passed and adopted the 15th day of October 2020.

Timothy E. Roper, Chairman

ATTEST:

Misty Rogers, District Clerk

North Davis Fire District Custom Transaction Detail Report

Transaction by Vendor - August 2020					
Date	Name	Account	Memo	Type	Amount
08/03/2020		1-30100 · Ambulance	Lockbox	Deposit	2,204.00
08/04/2020		1-30100 · Ambulance	UT Medicaid	Deposit	799.77
08/04/2020		1-30100 · Ambulance	Lockbox	Deposit	5,382.41
08/07/2020		1-30100 · Ambulance	Lockbox	Deposit	300.66
08/10/2020		1-30100 · Ambulance	Lockbox	Deposit	1,770.29
08/11/2020		1-30100 · Ambulance	UT Medicaid	Deposit	19,616.50
08/11/2020		1-30100 · Ambulance	Noridian	Deposit	3,197.16
08/11/2020		1-30100 · Ambulance	Lockbox	Deposit	6,225.02
08/12/2020		1-30100 · Ambulance	Lockbox	Deposit	395.07
08/13/2020		1-30100 · Ambulance	Lockbox	Deposit	2,166.98
08/14/2020		1-30100 · Ambulance	Noridian	Deposit	187.03
08/14/2020		1-30100 · Ambulance	Lockbox	Deposit	136.02
08/17/2020	Returned check	1-30100 · Ambulance	Returned Check - Burke, Marilyn (Closed Account) - check no. 183	Check	-23.00
08/17/2020		1-30100 · Ambulance	Lockbox	Deposit	5,624.13
08/18/2020		1-30100 · Ambulance	Lockbox	Deposit	1,170.55
08/19/2020		1-30100 · Ambulance	Noridian	Deposit	3,617.51
08/19/2020		1-30100 · Ambulance	Lockbox	Deposit	50.00
08/20/2020		1-30100 · Ambulance	Lockbox	Deposit	420.07
08/21/2020		1-30100 · Ambulance	Noridian	Deposit	368.93
08/21/2020		1-30100 · Ambulance	Lockbox	Deposit	5,003.30
08/24/2020		1-30100 · Ambulance	Lockbox	Deposit	4,399.45
08/25/2020		1-30100 · Ambulance	UT Medicaid	Deposit	7,122.88
08/25/2020		1-30100 · Ambulance	Lockbox	Deposit	125.00
08/26/2020		1-30100 · Ambulance	Lockbox	Deposit	3,534.01
08/27/2020		1-30100 · Ambulance	Noridian	Deposit	2,378.63
08/27/2020		1-30100 · Ambulance	Lockbox	Deposit	1,880.05
08/28/2020		1-30100 · Ambulance	Noridian	Deposit	1,744.39
08/28/2020		1-30100 · Ambulance	Lockbox	Deposit	2,832.89
08/29/2020		1-30100 · Ambulance	Noridian	Deposit	3,752.79
08/31/2020		1-30100 · Ambulance	Noridian	Deposit	6,183.28
08/10/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 765659	Sales Receipt	449.60
08/10/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 813445	Sales Receipt	456.00
08/10/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 714491	Sales Receipt	622.40
08/10/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 799622	Sales Receipt	456.00
08/10/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 817518	Sales Receipt	456.00
08/10/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 813842	Sales Receipt	400.00
08/10/2020	Davis County Treasurer	1-32100 · Fee in Lieu	2020 PFEE	Sales Receipt	17,487.79
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2017 ATP TAX	Sales Receipt	28.30
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2018 ATP TAX	Sales Receipt	13.26
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2017 INTEREST	Sales Receipt	9.94
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2018 INTEREST	Sales Receipt	19.18
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2019 INTEREST	Sales Receipt	9.26
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2020 INTEREST	Sales Receipt	24.38
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2017 PENALTY	Sales Receipt	1.35

North Davis Fire District Custom Transaction Detail Report

Accrual Basis

		August 2020			
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2019 PENALTY	Sales Receipt	3.58
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2019 PENALTY	Sales Receipt	6.29
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2020 PENALTY	Sales Receipt	186.70
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2019 PTAX	Sales Receipt	12.90
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2020 PTAX	Sales Receipt	6,643.80
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2017 TAX	Sales Receipt	106.89
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2018 TAX	Sales Receipt	293.89
08/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2019 TAX	Sales Receipt	506.39
08/12/2020	West Point City	1-34100 · Impact Fees	July 2020 - 3527 W 900 N (13 Sun Meadows) Permit # 5116	Sales Receipt	136.68
08/12/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
08/12/2020	West Point City	1-34100 · Impact Fees	July 2020 - 4186 W 625 S (204 Bannock) Permit # 5117	Sales Receipt	136.68
08/12/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
08/12/2020	West Point City	1-34100 · Impact Fees	July 2020 - 4245 W 625 S (Bannock) Permit # 5118	Sales Receipt	136.68
08/12/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
08/12/2020	West Point City	1-34100 · Impact Fees	July 2020 - 1349 N 4100 W (128 Isla Vista) Permit # 5126	Sales Receipt	136.68
08/12/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
08/12/2020	West Point City	1-34100 · Impact Fees	July 2020 -4120 W 625 S (207 Bannock) Permit # 5129	Sales Receipt	136.68
08/12/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
08/12/2020	West Point City	1-34100 · Impact Fees	July 2020 - 4183 W 550 S (8 Cryathorn Homestead) Permit # 5131	Sales Receipt	136.68
08/12/2020	West Point City	1-34100 · Impact Fees	Admin	Sales Receipt	-30.00
08/03/2020	Erlinda Pierce	1-35100 · Inspection Fees	Food Truck Inspection	Sales Receipt	25.00
08/04/2020	Chrysalis House 19	1-35100 · Inspection Fees	Daycare Inspection - Group Home	Sales Receipt	75.00
08/11/2020	Go Brightly Preschool	1-35100 · Inspection Fees	Daycare Inspection	Sales Receipt	30.00
08/12/2020	One Smart Little Cookie Preschool	1-35100 · Inspection Fees	Daycare Inspection - One Smart Little Cookie Preschool	Sales Receipt	30.00
08/05/2020		1-36100 · Interest Income-General Fund	Deposit	Deposit	38.42
08/31/2020		1-36100 · Interest Income-General Fund	Interest	Deposit	868.67
08/03/2020	Lexis Nexis	1-37100 · Miscellaneous Service Revenues	Fire or Ambulance Report 1502 N 75 NW Apt D, Sunset	Sales Receipt	5.00
08/26/2020	Lexis Nexis	1-37100 · Miscellaneous Service Revenues	Fire or Ambulance Report	Sales Receipt	5.00
08/31/2020	State of Utah	1-37230 · Region 1 Haz-Mat Grant	Region 1 Hazmat Grant	Sales Receipt	7,033.95
08/03/2020	Mountain Alarm Fire	1-38200 · Plan Review Fees	Plan Review for Smiths (Sunset)	Sales Receipt	300.00
08/31/2020	West Point City	1-38310 · Cares Act Funding	Cares Act Funding	Sales Receipt	31,622.16
AUGUST 2020 DEPOSITS					161,432.95
08/20/2020	A-1 Uniforms	1-40300 · Clothing Allowance	Uniform Purchase / Class A Hat and shirt (M. Combe)	Bill	-120.76
08/28/2020	A-1 Uniforms	1-40300 · Clothing Allowance	2 pants, 2 hem pants, 1 sew on patch (A. Shelton)	Bill	-90.26
08/28/2020	A-1 Uniforms	1-40300 · Clothing Allowance	Uniform Purchase - Cole Edwards * EMS Pants, Class B,	Bill	-101.01
08/10/2020	Airgas Intermountain Inc	1-41800 · Medical Supplies Expenses	Oxygen	Bill	-44.91
08/24/2020	Airgas Intermountain Inc	1-41800 · Medical Supplies Expenses	Oxygen	Bill	-53.39
08/31/2020	Airgas Intermountain Inc	1-41800 · Medical Supplies Expenses	Oxygen	Bill	-127.20
08/05/2020	Aladdin Industries	1-41200 · Equipment Maintenance & Supply	Skylight Repair (Station 42)	Credit Card Ch	-540.00
08/31/2020	Amazon	1-40740 · IT Equipment	USB Charger, 8 port deskop	Credit Card Ch	-27.99
08/08/2020	Amazon	1-40765 · Phone Maint/Conf. Phone/Recorder	Screen protectors and case for purchase of Apple iPad and Com Apl ipad	Credit Card Ch	-61.96
08/17/2020	Amazon	1-40765 · Phone Maint/Conf. Phone/Recorder	Stereo maile to two RCA male splitter extension cable for audio video - teleconference phone and...	Credit Card Ch	-11.99

North Davis Fire District Custom Transaction Detail Report

		August 2020			
08/17/2020	Amazon	1-40765 · Phone Maint/Conf. Phone/Record	Conference and COVID related: Stereo Y adapter cable, cloud key Gen2 plus, dual radio acces...	Credit Card Ch	-1,164.76
08/17/2020	Amazon	1-40765 · Phone Maint/Conf. Phone/Record	Teleconference and COVID related: UniFi switch, cloud key G2 rack accessory	Credit Card Ch	-375.23
08/13/2020	Amazon	1-41200 · Equipment Maintenance & Supply	Wireless door open chime and tricep rope pull down	Credit Card Ch	-45.98
08/31/2020	Amazon	1-41200 · Equipment Maintenance & Supply	1 Industrial pipe clothes rack (M. Becraft)	Credit Card Ch	-27.88
08/31/2020	Amazon	1-41200 · Equipment Maintenance & Supply	1 Electronic oscilating stand up tower fan (M. Becraft)	Credit Card Ch	-49.99
08/18/2020	Amazon	1-41200 · Equipment Maintenance & Supply	4 anti-sway straps for radio	Credit Card Ch	-312.44
08/06/2020	Amazon	1-42200 · Office supply & expenses	HP Color Laserjet Pro wireless laser printer (Taylor)	Credit Card Ch	-299.00
08/06/2020	Amazon	1-42200 · Office supply & expenses	ID card badge sloted hole punch	Credit Card Ch	-23.81
08/06/2020	Amazon	1-42200 · Office supply & expenses	Magicard Pronto ID card printer & super supplies; ID badge holder lanyards for ID badges; fushin...	Credit Card Ch	-1,034.46
08/20/2020	Amazon	1-42200 · Office supply & expenses	5 tier bookshelf, rustic industrial style book-shelf (M. Becraft)	Credit Card Ch	-219.95
08/31/2020	Amazon	1-43300 · Vehicle Maintenance	1 Departed seat organizer (M. Becraft)	Credit Card Ch	-34.99
08/16/2020	Anthony Iarossi	1-40300 · Clothing Allowance	Uniform cleaning allowance	Bill	-150.00
08/01/2020	Apparatus Equipment & Service, Inc	1-43300 · Vehicle Maintenance	2015 Pierce Velocity: Full fire apparatus service, repair air system	Bill	-917.00
08/01/2020	Apparatus Equipment & Service, Inc	1-43300 · Vehicle Maintenance	2009 Spartan Gladitator: Full fire apparatus service, remove and replace crank case filter	Bill	-616.40
08/31/2020	Apparatus Equipment & Service, Inc	1-43300 · Vehicle Maintenance	2007 Spartan Crimson: Repair air leaks, turbo valve kit, purge valve kit, air dryer cartridge, p...	Bill	-972.90
08/26/2020	Apple.com	1-40740 · IT Equipment	Life360 for Station Equip	Credit Card Ch	-8.56
08/20/2020	AT&T Mobility	1-40740 · IT Equipment	Fire Marshcall iPad	Bill	-309.99
08/20/2020	AT&T Mobility	1-43200 · Utilities (Gas,Power,Phones)	7/21/20 to 8/20/20	Bill	-1,381.68
08/30/2020	Auto Zone	1-43300 · Vehicle Maintenance	Car soap for Station 41	Credit Card Ch	-12.53
08/01/2020	Benchmark Insurance Company	1-43400 · Workmans Comp	August invoice	Bill	-5,283.00
08/06/2020	Best Buy	1-40710 · Computer Purchases	Applie iPad with Wi-Fi	Credit Card Ch	-329.99
08/20/2020	Best Buy	1-40765 · Phone Maint/Conf. Phone/Record	Return Netgear router \$199.99 and purchased Logitech Performance for \$79.99	Credit Card Cre	120.00
08/17/2020	Best Buy	1-40765 · Phone Maint/Conf. Phone/Record	Insignia standard HDMI, Netgear R7000P., Sanus large fixed mount	Credit Card Ch	-389.97
08/18/2020	Best Buy	1-41200 · Equipment Maintenance & Supply	Cable for training room - Station 41	Credit Card Ch	-23.63
08/01/2020	Blomquist Hale Consulting Group, Inc	1-41000 · EA Assistance Program	Employee Assistance - August 2020	Bill	-225.00
08/31/2020	Blueline Services	1-42440 · Blueline Drug Testin	Random (N. Haskin)	Bill	-80.00
08/31/2020	Blueline Services	1-42441 · Blueline New Hire Testing	New Hires (R. Salvinski, C. Edwards, A. Shelton)	Bill	-150.00
08/27/2020	Border States	1-41200 · Equipment Maintenance & Supply	Floresent bulbs for Station 41	Bill	-60.60
08/13/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	EPI 1:10,000	Bill	-130.42
08/21/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Surgical face masks	Bill	-959.60
08/31/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Abdominal pad	Bill	-26.76
08/31/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	NS 500cc	Bill	-62.40
08/31/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	IV Solution	Bill	-33.48
08/31/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Cold Compress	Bill	-17.79
08/31/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Back Raft Pump	Bill	-65.10
08/12/2020	Boundtree Medical Supplies	1-41820 · Consumables	Extrication Collar, adult	Bill	-155.70
08/31/2020	Boundtree Medical Supplies	1-41820 · Consumables	Mucosal Atomization Device	Bill	-117.00
08/12/2020	Boundtree Medical Supplies	1-41850 · IV Medication	IV Flush Syringe, Normal Saline	Bill	-45.00

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Accrual Basis

		August 2020			
08/31/2020	Boundtree Medical Supplies	1-41875 · Bag, O2	Curaplex Nebulizer w/mask	Bill	-17.93
08/31/2020	Boundtree Medical Supplies	1-41875 · Bag, O2	Curaplex Nebulizer w/mask	Bill	-14.67
08/06/2020	Charlie's Service Center	1-43300 · Vehicle Maintenance	2007 Spartan Crimson - A/C services	Bill	-162.82
08/19/2020	Charlie's Service Center	1-43300 · Vehicle Maintenance	2007 Spartan Engine 42	Bill	-162.82
08/05/2020	Charlie's Service Center	1-43300 · Vehicle Maintenance	2017 Ram Ambulance - Change oil and check fuel filter and replace	Bill	-191.77
08/31/2020	Child Richards (CPA)	1-42410 · Accountant Fees	August 2020	Bill	-1,843.75
08/03/2020	Clearfield City - Emergency Services	1-41800 · Medical Supplies Expenses	Microflex Midnight XTRA, Large	Invoice	327.82
08/03/2020	Clearfield City - Emergency Services	1-41800 · Medical Supplies Expenses	Microflex Midnight XTRA, Medium	Invoice	327.82
08/03/2020	Clearfield City - Emergency Services	1-41800 · Medical Supplies Expenses	Curaplex TritonGrip TE Gloves, XL	Invoice	171.80
08/10/2020	Clearfield City Corp	1-40900 · Dispatch Services	Dispatch services - September 2020	Bill	-7,084.00
08/05/2020	Clearfield City Corp	1-43200 · Utilities (Gas,Power,Phones)	Utilities - Station 42	Bill	-250.03
08/19/2020	Comcast	1-43200 · Utilities (Gas,Power,Phones)	Utilities 8/28/2020 to 9/27/2020	Bill	-5.64
08/23/2020	Comcast	1-43200 · Utilities (Gas,Power,Phones)	Utilities 9/1/20 to 9/30/20	Bill	-687.94
08/15/2020	Comcast Business	1-43200 · Utilities (Gas,Power,Phones)	August 15, 2020 to September 14, 2020	Bill	-527.34
08/01/2020	Costco Membership	1-42800 · Subscriptions, Memberships	Subscription - October 2020	Bill	-128.70
08/01/2020	Costco Membership	1-42800 · Subscriptions, Memberships	Subscription Membership Gift Certificate	Bill	27.03
08/31/2020	DCSO	1-42300 · Paramedics	July 2020	Bill	-9,143.96
08/21/2020	Dick Kearsley	1-41200 · Equipment Maintenance & Supply	Repair ice machine - Station 41	Bill	-265.00
08/25/2020	Dick Kearsley	1-41200 · Equipment Maintenance & Supply	Clean out and service ice maker at Station 42	Bill	-243.00
08/13/2020	Dominion Energy	1-43200 · Utilities (Gas,Power,Phones)	Station 41 - 7/15/20 to 8/12/20	Bill	-65.96
08/14/2020	Dominion Energy	1-43200 · Utilities (Gas,Power,Phones)	Station 42 - 7/15/20 to 8/14/20	Bill	-30.83
08/01/2020	Econo Waste	1-43200 · Utilities (Gas,Power,Phones)	Station 41 - August 2020	Bill	-56.00
08/24/2020	Employer's Council	1-42475 · Employers Council	Policy review	Bill	-1,960.00
08/03/2020	Grease Monkey	1-43300 · Vehicle Maintenance	Wash truck	Credit Card Ch	-10.00
08/12/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Ondansetron syringe	Bill	-48.15
08/12/2020	Henry Schein	1-41800 · Medical Supplies Expenses	SAM Splint Orange X-large	Bill	-98.10
08/12/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Aspirin chewable tablets	Bill	-3.70
08/28/2020	Henry Schein	1-41800 · Medical Supplies Expenses	MED Cavicide Gal/Bt	Bill	-20.32
08/28/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Wash Basin	Bill	-44.50
08/28/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Via Valve Safety IV Catheter	Bill	-335.28
08/28/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Isofluid Earloop Mask L1 Blue	Bill	-46.92
08/28/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Isofluid Plus Earloop Mask L1 Blue	Bill	-48.90
08/12/2020	Henry Schein	1-41820 · Consumables	Advanced Patient Mover	Bill	-261.40
08/13/2020	Henry Schein	1-41820 · Consumables	Multi-strap saver white	Bill	-7.90
08/13/2020	Henry Schein	1-41830 · Medication	EPI 1:10,000	Bill	-79.50
08/14/2020	Henry Schein	1-41830 · Medication	EPI 1:10,000	Bill	-79.50
08/28/2020	Henry Schein	1-41840 · Airway	Suction Canister	Bill	-64.75
08/28/2020	Henry Schein	1-41840 · Airway	Nasopharyngeal Airway 28FR	Bill	-15.50
08/05/2020	Henry Schein	1-41850 · IV Medication	Big Stick Suction Tip	Bill	-13.93
08/14/2020	Henry Schein	1-41885 · PPE	Purple PF Nitrile Glove N/S Large	Bill	-71.40
08/21/2020	Henry Schein	1-41885 · PPE	Purple PF Nitrile Glove N/S Large	Bill	-71.40
08/24/2020	IMS ALLIANCE	1-40300 · Clothing Allowance	Par tags, eight each, (Baxter, Lloyd, Haskin, Belliston, Coyle, Stapleton, Heslop, Rampton,, Gar...	Bill	-135.00
08/05/2020	International Code Council, Inc	1-42800 · Subscriptions, Memberships	Membership (Taylor)	Bill	-145.00

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Accrual Basis		August 2020			
08/27/2020	Iris Medical Inc	1-40520 · IRIS Medical		Bill	-4,354.78
08/07/2020	IRS Deposit	1-41300 · FICA	Payroll Date 8/7/2020	Check	-5,197.17
08/21/2020	IRS Deposit	1-41300 · FICA	Payroll Date 8/21/2020	Check	-5,827.73
08/13/2020	Jake Rast	1-40300 · Clothing Allowance	Reimbursement for duty boots	Bill	-200.00
08/26/2020	JCM Consulting, Inc	1-42200 · Office supply & expenses	PEP Scoring Units	Bill	-375.00
08/19/2020	John Taylor	1-40300 · Clothing Allowance	Cleaning allowance	Bill	-308.75
08/11/2020	Knox Company	1-43300 · Vehicle Maintenance	Programmable electronic key - Deputy truck	Bill	-391.00
08/31/2020	Les Olsen Company	1-42200 · Office supply & expenses	Maintenance 8/18/2020 to 8/17/2021	Bill	-240.00
08/05/2020	Les Schwab Tire Center	1-43300 · Vehicle Maintenance	2015 Fire Engine: Installed 6 new tires, set air, torqued all 4 sides	Bill	-3,762.78
08/28/2020	Les Schwab Tire Center	1-43300 · Vehicle Maintenance	2007 Spartan Ladder Truck: 4 315/80R-22 on/off road traction tubeless, 2 425/65R-22 traction on...	Bill	-4,428.40
08/28/2020	Life-Assist Inc	1-41800 · Medical Supplies Expenses	Pressure Infuser Bag, 500cc	Bill	-196.30
08/28/2020	Life-Assist Inc	1-41800 · Medical Supplies Expenses	MAD device	Bill	-8.87
08/28/2020	Life-Assist Inc	1-41840 · Airway	AMBU SPUR II BAG MASK RESUSCITATOR, ADULT	Bill	-10.29
08/19/2020	LN Curtis and Sons	1-41200 · Equipment Maintenance & Supply	Routine annual service for Eagle Breathing Air Compressor	Bill	-2,420.00
08/11/2020	LN Curtis and Sons	1-42010 · Turnout Gear	Turn-out gear: Pull-on boots	Bill	-410.00
08/26/2020	LN Curtis and Sons	1-42010 · Turnout Gear	Pull-on boots	Bill	-410.00
08/20/2020	Lowes	1-40765 · Phone Maint/Conf. Phone/Record	Cat 6 cable blue	Bill	-30.37
08/20/2020	Lowes	1-40765 · Phone Maint/Conf. Phone/Record	Energizer max, cables, I/O black shelf kit	Bill	-103.75
08/18/2020	Lowes	1-41200 · Equipment Maintenance & Supply	Repair TV at Station 41	Bill	-35.27
08/24/2020	Lowes	1-41200 · Equipment Maintenance & Supply	Kobalt compressor, padded palm gloves, light orb twist bracke, knife, Kobalt reel	Bill	-496.53
08/24/2020	Lowes	1-41200 · Equipment Maintenance & Supply	Return compressor	Bill	243.28
08/18/2020	Mark Becraft	1-40300 · Clothing Allowance	Cleaning Allowance	Bill	-308.75
08/26/2020	Mark Becraft	1-42420 · Attorney	Reimbursement for attorney's fees	Bill	-500.00
08/25/2020	Mark Becraft (2)	1-42200 · Office supply & expenses	Postage by phone for Pitney Bowes account	Sales Receipt	1.00
08/25/2020	Mark Becraft (2)	1-42200 · Office supply & expenses	Postage by phone for Pitney Bowes account	Sales Receipt	154.58
08/25/2020	Mark Becraft (2)	1-42200 · Office supply & expenses	Postage by phone for Pitney Bowes account	Sales Receipt	-154.58
08/25/2020	McNeil & Co., Inc	1-41700 · Liability Insurance (Risk Manag	Reimbursement of Insurance	Sales Receipt	239.76
08/09/2020	Melodi's Pest Control	1-41200 · Equipment Maintenance & Supply	Exterior insect control - Station 42	Bill	-175.00
08/13/2020	Melodi's Pest Control	1-41200 · Equipment Maintenance & Supply	Interior insect control - Station 41	Bill	-175.00
08/20/2020	Microsoft Office	1-40740 · IT Equipment	Annual billing re: computers	Credit Card Ch	-107.14
08/03/2020	Mike Rawlings *	1-40300 · Clothing Allowance	Cleaning allowance	Bill	-150.00
08/03/2020	Misty Rogers *	1-42200 · Office supply & expenses	1 Stamp / 1 Envelope	Sales Receipt	0.60
08/17/2020	Mountain Land Heating and Air	1-41200 · Equipment Maintenance & Supply	Servicing of HVAC systems, inspected and added Freon to 2 condensers for Station 42, inspected t...	Bill	-228.80
08/20/2020	Mountain Land Heating and Air	1-41200 · Equipment Maintenance & Supply	Replace condenser unit and coil - Station 42	Bill	-3,600.00
08/20/2020	Napa Auto	1-41200 · Equipment Maintenance & Supply	For the skylight on top of Station 42	Bill	-48.97
08/16/2020	Napa Auto	1-43300 · Vehicle Maintenance	WD40 12 oz spray, Bk 3/9 dr ext 3	Bill	-17.27
08/16/2020	Napa Auto	1-43300 · Vehicle Maintenance	Bk 2 ton trolley jack for Station 42	Bill	-41.99
08/16/2020	Napa Auto	1-43300 · Vehicle Maintenance	Bk extension cord for Station 42	Bill	-19.99
08/15/2020	Napa Auto	1-43300 · Vehicle Maintenance	TW max power car wash, meguiars whl cleaner, bk air freshener for Station 42	Bill	-30.95
08/20/2020	Napa Auto	1-43300 · Vehicle Maintenance	LMP blstr pk miniatures for T-42	Bill	-5.29
08/20/2020	Napa Auto	1-43300 · Vehicle Maintenance	OWI wiper blades	Bill	-18.98

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Accrual Basis

		August 2020			
08/24/2020	Napa Auto	1-43300 · Vehicle Maintenance	August 2020 tie for hose reel - Station 42	Bill	-2.85
08/24/2020	Napa Auto	1-43300 · Vehicle Maintenance	Hose reel adapter - Station 42	Bill	-2.69
08/13/2020	Napa Auto	1-43300 · Vehicle Maintenance	Antifreeze	Bill	-6.99
08/02/2020	Nuance	1-40750 · IT Maintenance	PDF converter (company purchased by Kofax - refund)	Credit Card Cre	160.73
08/10/2020	Office Depot	1-42200 · Office supply & expenses	Black toner printer cartridge	Bill	-48.06
08/10/2020	Office Depot	1-42200 · Office supply & expenses	Boise Paper - Letter Size 20lb - Case of 10 Reams	Bill	-115.00
08/10/2020	Office Depot	1-42200 · Office supply & expenses	CF410X Cyan Toner	Bill	-161.64
08/10/2020	Office Depot	1-42200 · Office supply & expenses	HP LaserJet 410X High-Yield Yellow Toner Cartridge	Bill	-161.64
08/10/2020	Office Depot	1-42200 · Office supply & expenses	HP 83A TNR - 2pack	Bill	-97.68
08/10/2020	Office Depot	1-42200 · Office supply & expenses	HP LaserJet 410X High-Yield Black Toner Cartridge	Bill	-120.75
08/10/2020	Office Depot	1-42200 · Office supply & expenses	HP LaserJet 410X High-Yield Magenta Toner Cartridge	Bill	-161.64
08/07/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll Date 8/7/2020	Check	-38,869.42
08/07/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll Date 8/7/2020	Check	-243.75
08/21/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll Date 8/21/2020	Check	-37,978.22
08/21/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll Date 8/21/2020	Check	-502.35
08/07/2020	Payroll	1-41111 · Auto Overtime	Payroll Date 8/7/2020	Check	-5,185.83
08/21/2020	Payroll	1-41111 · Auto Overtime	Payroll Date 8/21/2020	Check	-14,360.00
08/07/2020	Payroll	1-41115 · Salary	Payroll Date 8/7/2020	Check	-11,373.60
08/21/2020	Payroll	1-41115 · Salary	Payroll Date 8/21/2020	Check	-11,373.60
08/07/2020	Payroll	1-41116 · Sick Leave	Payroll Date 8/7/2020	Check	-829.11
08/21/2020	Payroll	1-41116 · Sick Leave	Payroll Date 8/21/2020	Check	-1,183.27
08/07/2020	Payroll	1-41117 · Vacation Leave	Payroll Date 8/7/2020	Check	-1,849.44
08/21/2020	Payroll	1-41117 · Vacation Leave	Payroll Date 8/21/2020	Check	-2,425.63
08/07/2020	Payroll	1-41120 · Part-Time Employee Wages	Payroll Date 8/7/2020	Check	-15,072.16
08/21/2020	Payroll	1-41120 · Part-Time Employee Wages	Payroll Date 8/21/2020	Check	-13,842.00
08/21/2020	PEHP Flex	1-41400 · Insurance (Health)	Payroll Date: 8/21/2020 admin fee	Check	-22.50
08/20/2020	PEHP Group Insurance	1-41400 · Insurance (Health)	August 2020 NDFD	Bill	-26,244.49
08/20/2020	PEHP Group Insurance	1-41430 · Life Insurance	August 2020 NDFD	Bill	-249.75
08/31/2020	PEHP Long Term Disability	1-41400 · Insurance (Health)	LTD 7/5/2020-8/15/2020	Bill	-38.02
08/31/2020	PEHP Long Term Disability	1-41400 · Insurance (Health)	LTD 8/16/2020-8/29/2020	Bill	-12.61
08/04/2020	PNC Equipment Finance, LLC	1-41500 · Lease Obligation-interest	RE 41 Interest	Bill	-10,256.39
08/04/2020	PNC Equipment Finance, LLC	1-41600 · Lease Obligations-principal	RE 41 Principal	Bill	-56,722.48
08/31/2020	RC Willey Home Furnishings	1-42200 · Office supply & expenses	Caramel Table (M. Becraft desk)	Credit Card Ch	-468.99
08/14/2020	Rentmeister	1-41200 · Equipment Maintenance & Supply	A/C: Coils frozen, turned cooling off and checked at end of day	Bill	-99.00
08/13/2020	Rocky Mountain Power	1-43200 · Utilities (Gas,Power,Phones)	7/10/2020 to 8/11/2020	Bill	-2,008.90
08/04/2020	Roger Montgomery	1-40300 · Clothing Allowance	FY2021 Cleaning Allowance	Bill	-150.00
08/04/2020	Roger Montgomery	1-40300 · Clothing Allowance	Reimbursement for workout shoes	Bill	-72.88
08/07/2020	Santander Leasing LLC	1-41500 · Lease Obligation-interest	2009 Crimson (interest)	Bill	-4,004.93
08/07/2020	Santander Leasing LLC	1-41600 · Lease Obligations-principal	2009 Crimson (principle)	Bill	-65,985.66
08/05/2020	Shay Holley	1-42470 · Medical Advisor	August 2020	Bill	-700.00
08/07/2020	Smith's #272	1-41200 · Equipment Maintenance & Supply	Raid insect spray	Credit Card Ch	-16.05
08/20/2020	Smith's #272	1-42700 · Special Department Allowance	Board meeting	Credit Card Ch	-44.47
08/31/2020	Standard Examiner	1-42700 · Special Department Allowance	Advertising: Notice of Public Hearings	Bill	-268.45
08/08/2020	State Of Utah 2	1-42800 · Subscriptions, Memberships	Licensing fee	Credit Card Ch	-250.00
08/17/2020	Tandy Leather	1-41200 · Equipment Maintenance & Supply	Tools to repair PPE	Credit Card Ch	-121.30

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Accrual Basis

		August 2020			
08/19/2020	Utah Communications Inc	1-41200 · Equipment Maintenance & Supply	August 2020 radio	Bill	-47.50
08/07/2020	Utah Retirement Systems	1-42500 · Retirement	Payroll Date 8/7/2020	Check	-11,145.37
08/21/2020	Utah Retirement Systems	1-42500 · Retirement	Payroll Date 8/21/2020	Check	-11,152.13
08/11/2020	Velex Capital	1-43300 · Vehicle Maintenance	Three monthly car wash passes - billed annually	Bill	-659.88
08/06/2020	Walmart	1-42200 · Office supply & expenses	Mouse, knife, USBC cord	Credit Card Ch	-59.31
08/27/2020	Waste Management	1-43200 · Utilities (Gas,Power,Phones)	9/1/20 - 9/30/20 - Station 42	Bill	-126.79
08/31/2020	West Point City (2)	1-43200 · Utilities (Gas,Power,Phones)	August 2020 - Station 41	Bill	-91.55
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	07 Spartan Pumper	Bill	-88.53
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	09 Spartan Aerial	Bill	-388.25
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	10 F-350 Brush	Bill	-12.03
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	11 Wheeled Coach	Bill	-38.75
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	13 Wheeled Coach	Bill	-152.14
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	13 Ford F-150	Bill	-49.33
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	14 Chev Silverado	Bill	-70.97
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	Rescue Engine	Bill	-322.85
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	15 Ford 550 Brush	Bill	-52.74
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	16 GMC Silverado	Bill	-80.33
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	17 Wheeled Coach	Bill	-337.30
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	17 Dodge Remount	Bill	-307.99
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	19 Chev Silverado	Bill	-71.07
08/31/2020	Wex Bank	1-43300 · Vehicle Maintenance	17 GMC Silverado	Bill	-98.21
08/31/2020	Wiggins & Co	1-42480 · Payroll Administration	August 2020	Bill	-673.40
08/30/2020	Zoom Video Communications	1-42200 · Office supply & expenses	Webinar - Board Meeting August 2020	Credit Card Ch	-85.72
08/21/2020		1-40200 · Bank Charges	Service Charge	Check	-437.42
AUGUST 2020 EXPENDITURES					-425,004.80

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Transaction by Vendor - SEPTEMBER 2020					
Date	Name	Account	Memo	Type	Amount
09/01/2020		1-30100 · Ambulance	UT Medicaid	Deposit	5,149.84
09/01/2020		1-30100 · Ambulance	Noridian	Deposit	4,230.12
09/01/2020		1-30100 · Ambulance	Lockbox	Deposit	4,896.52
09/03/2020		1-30100 · Ambulance	Noridian	Deposit	1,001.54
09/04/2020		1-30100 · Ambulance	Lockbox	Deposit	8,594.62
09/08/2020		1-30100 · Ambulance	Lockbox	Deposit	9,206.44
09/09/2020		1-30100 · Ambulance	UT Medicaid	Deposit	2,850.06
09/09/2020		1-30100 · Ambulance	Lockbox	Deposit	2,513.25
09/10/2020		1-30100 · Ambulance	Lockbox	Deposit	334.71
09/11/2020		1-30100 · Ambulance	Noridian	Deposit	4,287.22
09/11/2020		1-30100 · Ambulance	Lockbox	Deposit	2,670.67
09/12/2020		1-30100 · Ambulance	Noridian	Deposit	2,144.73
09/14/2020		1-30100 · Ambulance	Lockbox	Deposit	8,844.72
09/15/2020		1-30100 · Ambulance	UT Medicaid	Deposit	23,316.02
09/15/2020		1-30100 · Ambulance	Lockbox	Deposit	8,226.04
09/16/2020		1-30100 · Ambulance	Noridian	Deposit	315.22
09/16/2020		1-30100 · Ambulance	Lockbox	Deposit	794.87
09/18/2020		1-30100 · Ambulance	Noridian	Deposit	2,787.96
09/18/2020		1-30100 · Ambulance	Noridian	Deposit	1,449.73
09/21/2020		1-30100 · Ambulance	Lockbox	Deposit	3,747.24
09/22/2020		1-30100 · Ambulance	UT Medicaid	Deposit	428.25
09/22/2020		1-30100 · Ambulance	Lockbox	Deposit	5,814.29
09/23/2020		1-30100 · Ambulance	Lockbox	Deposit	2,849.52
09/23/2020		1-30100 · Ambulance	Lockbox	Deposit	1,656.40
09/24/2020		1-30100 · Ambulance	Lockbox	Deposit	2,869.89
09/25/2020		1-30100 · Ambulance	Noridian	Deposit	4,339.95
09/28/2020		1-30100 · Ambulance	Lockbox	Deposit	7,441.61
09/29/2020		1-30100 · Ambulance	UT Medicaid	Deposit	15,040.09
09/29/2020		1-30100 · Ambulance	Lockbox	Deposit	2,812.89
09/30/2020		1-30100 · Ambulance	Lockbox	Deposit	50.00
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 813855	Sales Receipt	456.00
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 813849	Sales Receipt	546.00
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 829473	Sales Receipt	557.60
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 828769	Sales Receipt	400.80
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 831310	Sales Receipt	456.00
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 830864	Sales Receipt	456.00
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 825251	Sales Receipt	452.45
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 821813	Sales Receipt	400.80
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 831620	Sales Receipt	557.60
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 820611	Sales Receipt	400.00
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 820067	Sales Receipt	456.00
09/08/2020	Fire Recovery USA	1-30150 · Fire / Incident Recovery	Reference # 834411	Sales Receipt	464.79
09/10/2020	Davis County Treasurer	1-32100 · Fee in Lieu	2020 PFEE	Sales Receipt	14,030.40
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2020 Insf Funds	Sales Receipt	1.30

North Davis Fire District Custom Transaction Detail Report

Accrual Basis		September 2020			
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2018 Interest	Sales Receipt	6.13
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2018 Interest	Sales Receipt	15.02
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2019 Interest	Sales Receipt	12.69
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2020 Interest	Sales Receipt	29.55
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2017 Penalty	Sales Receipt	0.85
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2018 Penalty	Sales Receipt	2.73
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2019 Penalty	Sales Receipt	5.87
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2020 Penalty	Sales Receipt	143.61
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2017 Ptax	Sales Receipt	3.81
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2018 Ptax	Sales Receipt	5.32
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2019 Ptax	Sales Receipt	150.50
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2020 Ptax	Sales Receipt	4,803.18
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2015 Tax	Sales Receipt	-574.08
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2017 Tax	Sales Receipt	80.61
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2018 Tax	Sales Receipt	279.88
09/10/2020	Davis County Treasurer	1-32200 · Property Taxes	2019 Tax	Sales Receipt	244.29
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 3531 W 900 N (14 Sun Meadows) Permit #5132	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4222 W 625 N (202 Bannock) Permit #5133	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4061 W 625 S (215 Bannock) Permit #5134	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 876 N 5000 W (1 Brett Kenley) Permit #5136	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 3548 W 825 N (21 Sun Meadows) Permit #5137	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 3543 W 900 N (15 Sun Meadows) Permit #5138	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4223 W 625 S (223 Bannock) Permit #5139	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 478 S 4100 W (18 Craythorn Homestead) Permit #5140	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4127 W 550 S (5 Craythorn Homestead) Permit #5141	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 3586 W 900 N (8 Sun Meadows) Permit #5144	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4032 W 625 S (211 Bannock) Permit #5145	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4081 W 625 S (216 Bannock) Permit #5147	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4147 W 625 S (219 Bannock) Permit #5148	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4054 W 625 S (210 Bannock) Permit #5149	Sales Receipt	136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt	-30.00

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Accrual Basis

		September 2020		
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4164 W 625 S (205 Bannock) Permit #5150	Sales Receipt 136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt -30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 448 N 2900 W (2 Zaugg Legacy) Permit #5151	Sales Receipt 136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt -30.00
09/24/2020	West Point City	1-34100 · Impact Fees	August 2020 - 4534 W 40 S (102 Wild Fire Estates) Permit #5152	Sales Receipt 136.68
09/24/2020	West Point City	1-34100 · Impact Fees	Admin Fee	Sales Receipt -30.00
09/01/2020	Smokin Burtons BBQ & Jerky	1-35100 · Inspection Fees	Food Truck	Sales Receipt 25.00
09/08/2020	Sweet Faces Child Care	1-35100 · Inspection Fees	Daycare Inspection	Sales Receipt 30.00
09/14/2020	Rocio German	1-35100 · Inspection Fees	Daycare Inspection - My Little Garden 2032 S Chelmes Way,	Sales Receipt 30.00
09/15/2020	Stacy Soelberg	1-35100 · Inspection Fees	Daycare Inspection	Sales Receipt 30.00
09/16/2020	Emily Halti	1-35100 · Inspection Fees	Daycare Inspection	Sales Receipt 30.00
09/30/2020		1-36100 · Interest Income-General Fund	Interest	Deposit 713.53
09/10/2020	Tyler Jensen	1-37100 · Miscellaneous Service Revenues	Research addresses of homes that have incurred structural damage due to fire in the past three m...	Invoice 15.00
09/03/2020	FIREFLY FIRE LLC	1-38200 · Plan Review Fees	Plan Review for Towers at Legend Hills 1400 S University Park	Sales Receipt 350.00
09/09/2020	FIREFLY FIRE LLC	1-38200 · Plan Review Fees	Tower at Legend Hills Bld. 1 (paid for \$350 on 8/31/2020) needs to pay 87,000 x .005 = \$435	Sales Receipt 435.00
09/09/2020	FIREFLY FIRE LLC	1-38200 · Plan Review Fees	Tower at Legend Hills Bld. 2 \$350 + 87,000 x .005 = \$435	Sales Receipt 785.00
09/09/2020	FIREFLY FIRE LLC	1-38200 · Plan Review Fees	Tower at Legend Hills Bld. 3 \$350 + 87,000 x .005 = \$435	Sales Receipt 785.00
09/09/2020	FIREFLY FIRE LLC	1-38200 · Plan Review Fees	Tower at Legend Hills Bld. 4 \$350 + 87,000 x .005 = \$435	Sales Receipt 785.00
09/16/2020	Sierra Homes	1-38200 · Plan Review Fees	Plan Review for Union Townhomes LLC 305 E 700 S, Clearfield	Sales Receipt 50.00
09/11/2020	Clearfield City	1-38310 · Cares Act Funding	Cares Act Funding	Sales Receipt 94,009.62
SEPTEMBER 2020 DEPOSITS				265,396.82
09/03/2020	A-1 Uniforms	1-40300 · Clothing Allowance	Uniform Purchase - Cole Edwards 1 Pair Black Duty Boots	Bill -138.88
09/30/2020	Advanced Fitness Repair	1-41200 · Equipment Maintenance & Supply	Repair treadmill - Station 42	Bill -440.98
09/15/2020	AFLAC	1-41410 · AFLAC Cancer Policy	August 2020	Bill -823.88
09/25/2020	AFLAC	1-41410 · AFLAC Cancer Policy	September 2020	Bill -823.88
09/08/2020	Airgas Intermountain Inc	1-41800 · Medical Supplies Expenses	Oxygen	Bill -29.94
09/21/2020	Airgas Intermountain Inc	1-41800 · Medical Supplies Expenses	Oxygen	Bill -53.39
09/23/2020	Airgas Intermountain Inc	1-41800 · Medical Supplies Expenses	Oxygen	Bill -79.84
09/03/2020	Amazon	1-40300 · Clothing Allowance	2 pair of pants (M. Becraft)	Credit Card Ch -89.90
09/03/2020	Amazon	1-40300 · Clothing Allowance	2 pair of pants (M. Becraft)	Credit Card Ch -101.60
09/03/2020	Amazon	1-40300 · Clothing Allowance	3 shirts & 1 jacket (M. Becraft)	Credit Card Ch -204.84
09/03/2020	Amazon	1-40300 · Clothing Allowance	4 Wrangler men's flat front casual black pants (M. Becraft)	Credit Card Ch -125.88
09/08/2020	Amazon	1-40300 · Clothing Allowance	Duty Boots (M. Becraft)	Credit Card Ch -109.00
09/16/2020	Amazon	1-40300 · Clothing Allowance	2 low rise durastretch made tough paints (M. Becraft)	Credit Card Ch -102.60
09/28/2020	Amazon	1-40300 · Clothing Allowance	Grey low rise pants (M. Becraft)	Credit Card Ch -44.95
09/28/2020	Amazon	1-40300 · Clothing Allowance	Khaki low rise pants (M. Becraft)	Credit Card Ch -44.95
09/30/2020	Amazon	1-40300 · Clothing Allowance	Carhart boots (M. Becraft)	Credit Card Ch -169.99
09/10/2020	Amazon	1-41200 · Equipment Maintenance & Supply	Edge protector for desk	Credit Card Ch -13.20
09/10/2020	Amazon	1-41200 · Equipment Maintenance & Supply	Goo gone cleaning supplies	Credit Card Ch -5.75
09/17/2020	Amazon	1-41200 · Equipment Maintenance & Supply	Waterproof generator cover	Credit Card Ch -21.84
09/02/2020	Amazon	1-42200 · Office supply & expenses	Adjustable printer stand (Rogers)	Credit Card Ch -64.98
09/02/2020	Amazon	1-42200 · Office supply & expenses	2 door printer stand with storage on wheels (M. Becraft)	Credit Card Ch -113.35
09/11/2020	Amazon	1-42200 · Office supply & expenses	Catalog display rack (M. Becraft)	Credit Card Ch -32.19
09/11/2020	Amazon	1-42200 · Office supply & expenses	Desk mat pad blotter (M. Becraft)	Credit Card Ch -31.98

North Davis Fire District Custom Transaction Detail Report

Accrual Basis

Date	Vendor	Account	Description	Payment Method	Amount
09/14/2020	Amazon	1-42200 · Office supply & expenses	Apple webcam, cable for training room	Credit Card Ch	-75.77
09/30/2020	Amazon	1-42200 · Office supply & expenses	Push pins (M. Becraft)	Credit Card Ch	-9.53
09/30/2020	Amazon	1-42200 · Office supply & expenses	Corkboard (M. Becraft)	Credit Card Ch	-57.99
09/24/2020	Amazon	1-42200 · Office supply & expenses	Server rack cabinet shelf	Credit Card Ch	-18.77
09/02/2020	Amazon	1-42200 · Office supply & expenses	3 armoires (office storage)	Credit Card Ch	-722.79
09/28/2020	Amazon	1-42700 · Special Department Allowance	American flag patriotic backdrop for photos (for employee photo)	Credit Card Ch	-34.00
09/20/2020	Amazon	1-43200 · Utilities (Gas,Power,Phones)	Apple watch band, lwatch case (M. Becraft)	Credit Card Ch	-28.88
09/10/2020	Amazon	1-43300 · Vehicle Maintenance	Charger cables, wireless charger, car charger volt meter car battery monitor	Credit Card Ch	-64.20
09/20/2020	Amazon	1-43300 · Vehicle Maintenance	8 Drill bit sets, 2 trunk and backseat car organizers	Credit Card Ch	-318.24
09/28/2020	Amazon	1-43300 · Vehicle Maintenance	Krieger 2000 watts power inverter (M. Becraft vehicle)	Credit Card Ch	-187.99
09/28/2020	Amazon	1-43300 · Vehicle Maintenance	6 way 12v blade fuse block waterproof fuse box holder (M. Becraft vehicle)	Credit Card Ch	-13.72
09/11/2020	Apparatus Equipment & Service, Inc	1-43300 · Vehicle Maintenance	2003 American LaFrance Eagle: extension rams leaking, lift cylinders check valves, clean and gre...	Bill	-13,094.41
09/14/2020	Apparatus Equipment & Service, Inc	1-43300 · Vehicle Maintenance	2009 Spartan Gladiator: R&R rear brakes, right rear outrigger sensor, left rear air can broken, ...	Bill	-4,032.74
09/25/2020	Apparatus Equipment & Service, Inc	1-43300 · Vehicle Maintenance	Diagnose problem to order electrical parts	Bill	-155.25
09/29/2020	Apple.com	1-40740 · IT Equipment	Life360 for Station Equip	Credit Card Ch	-8.56
09/18/2020	Artistic Sign Design	3-44225 · Multi-Use Helmets	Helmet Names on Reflective	Bill	-162.00
09/20/2020	AT&T Mobility	1-43200 · Utilities (Gas,Power,Phones)	8/21/20 to 9/20/20	Bill	-1,389.39
09/25/2020	Bell Janitorial Supply	1-41200 · Equipment Maintenance & Supply	Vac bag & filterkit, elite roll towel	Bill	-413.44
09/08/2020	BEMS	1-41900 · Misc Services	AEMT Application fee	Credit Card Ch	-30.00
09/01/2020	Benchmark Insurance Company	1-43400 · Workmans Comp	September Invoice	Bill	-5,283.00
09/01/2020	Blomquist Hale Consulting Group, Inc	1-41000 · EA Assistance Program	Employee Assistance - September 2020	Bill	-225.00
09/30/2020	Blueline Services	1-42440 · Blueline Drug Testin	Random (R. Rampton)	Bill	-50.00
09/30/2020	Blueline Services	1-42441 · Blueline New Hire Testing	New Hire (C. Edwards)	Bill	-50.00
09/14/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Curaplex ECG Chart Paper	Bill	-29.64
09/30/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Curaplex Nasal Cannula	Bill	-15.50
09/30/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Curaplex oxygen nasal cannula, adult	Bill	-28.00
09/30/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Curaplex oxygen mask, pediatric, elongated	Bill	-51.00
09/30/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Curaplex 11 point bridle strap	Bill	-55.45
09/30/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Curaplex manual BP cuff, infant	Bill	-66.43
09/30/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Curaplex manual blood pressure cuff, child	Bill	-66.43
09/30/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Curaplex manual blood pressure cuff, adult	Bill	-66.43
09/30/2020	Boundtree Medical Supplies	1-41800 · Medical Supplies Expenses	Pocket guide, emergency and critical care	Bill	-137.16
09/30/2020	Boundtree Medical Supplies	1-41875 · Bag, O2	Oxygen Mask	Bill	-86.00
09/14/2020	Boundtree Medical Supplies	1-41895 · Infection Control	Bio Hazard Maxxim	Bill	-50.48
09/17/2020	Brett Jackson, DMD	1-43400 · Workmans Comp	Crown-porcelain/ceramic substr, prefab post/core (C. Tremea)	Bill	-910.00
09/02/2020	Chad Bangerter	1-40110 · Board of Directors Payroll	Board Payroll 9/2/2020	Check	-1,000.00
09/30/2020	Child Richards (CPA)	1-42410 · Accountant Fees	September 2020	Bill	-2,762.50
09/12/2020	Chris Belliston *	1-41200 · Equipment Maintenance & Supply	Reimbursement for purchase of kitchen liners	Bill	-15.96
09/08/2020	Clearfield City Corp	1-40900 · Dispatch Services	October 2020 dispatch services	Bill	-7,084.00
09/04/2020	Clearfield City Corp	1-43200 · Utilities (Gas,Power,Phones)	Station 42 - August 2020	Bill	-258.26
09/19/2020	Comcast	1-43200 · Utilities (Gas,Power,Phones)	9/28/2020 to 10/27/2020	Bill	-349.85
09/23/2020	Comcast	1-43200 · Utilities (Gas,Power,Phones)	10/1/2020 to 10/31/2020	Bill	-687.94

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Accrual Basis

Date	Vendor	Account	Description	Transaction Type	Amount
09/15/2020	Comcast Business	1-43200 · Utilities (Gas,Power,Phones)	September 15, 2020 to October 14, 2020	Bill	-527.34
09/02/2020	D Howard Madsen	1-40110 · Board of Directors Payroll	Board Payroll 9/2/2020	Check	-1,250.00
09/25/2020	Davis County Government	1-42700 · Special Department Allowance	Truth in Taxation Notice	Bill	-140.00
09/21/2020	DCSO	1-42300 · Paramedics	August 2020	Bill	-7,933.73
09/15/2020	Dominion Energy	1-43200 · Utilities (Gas,Power,Phones)	Station 42 - 8/13/20 to 9/15/20	Bill	-72.61
09/18/2020	Dominion Energy	1-43200 · Utilities (Gas,Power,Phones)	Station 42 - 8/15/20 to 9/18/20	Bill	-34.57
09/25/2020	Doodle	1-42400 · Professional Services	Survey	Credit Card Ch	-185.40
09/01/2020	Econo Waste	1-43200 · Utilities (Gas,Power,Phones)	Station 41 - September 2020	Bill	-56.00
09/24/2020	Employer's Council	1-42475 · Employers Council	Policy review	Bill	-140.00
09/24/2020	Employer's Council	1-42475 · Employers Council	Review personnel and policy manuals	Bill	-1,260.00
09/02/2020	Eric Craythorne	1-40110 · Board of Directors Payroll	Board Payroll 9/2/2020	Check	-1,000.00
09/17/2020	Four Sisters Floral	1-42700 · Special Department Allowance	Flower arrangement	Bill	-62.00
09/17/2020	Four Sisters Floral	1-42700 · Special Department Allowance	Flower arrangement	Bill	-82.00
09/02/2020	Gary Petersen	1-40110 · Board of Directors Payroll	Board Payroll 9/2/2020	Check	-1,000.00
09/08/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Soft OB kit w/cap	Bill	-51.90
09/14/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Bio-Hazard Maxxim	Bill	-66.00
09/14/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Transport Sharps Container Red	Bill	-18.75
09/14/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Bandage Triangular Cotton NS	Bill	-10.75
09/14/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Diphenhydramine Inj SDV 1mL 50mg	Bill	-26.41
09/14/2020	Henry Schein	1-41800 · Medical Supplies Expenses	dressing 4x4	Bill	-10.98
09/30/2020	Henry Schein	1-41800 · Medical Supplies Expenses	Fasplint medium	Bill	-245.18
09/30/2020	Henry Schein	1-41800 · Medical Supplies Expenses	M-LNCS PDTX Pedi Sensor 18"	Bill	-241.71
09/01/2020	Henry Schein	1-41820 · Consumables	Patient Mover Rescue Chair	Bill	-139.80
09/01/2020	Henry Schein	1-41820 · Consumables	Patient Mover Rescue Chair	Bill	-139.80
09/01/2020	Henry Schein	1-41820 · Consumables	Patient Mover Rescue Chair	Bill	-139.80
09/01/2020	Henry Schein	1-41820 · Consumables	Patient Mover Rescue Chair	Bill	-186.40
09/14/2020	Henry Schein	1-41820 · Consumables	Alcohol Prep Pads Sterile Large	Bill	-9.40
09/14/2020	Henry Schein	1-41830 · Medication	Naloxone Syring Needlesless	Bill	-750.00
09/14/2020	Henry Schein	1-41840 · Airway	BVM - Adult	Bill	-229.20
09/11/2020	Henry Schein	1-41885 · PPE	Safe+Mask Premier Elite Msk L3 Blue	Bill	-102.70
09/11/2020	Henry Schein	1-41885 · PPE	Safe+Mask Premier Elite Msk L3 Blue	Bill	-61.62
09/08/2020	HiVis Supply	1-40300 · Clothing Allowance	Kishigo jackets	Credit Card Ch	-1,350.21
09/08/2020	IMS ALLIANCE	1-40300 · Clothing Allowance	Par tags - new hires Shelton and Edwards	Bill	-29.00
09/21/2020	Iris Medical Inc	1-40520 · IRIS Medical	August 2020	Bill	-6,436.88
09/02/2020	IRS Deposit	1-41300 · FICA	Board Payroll 9/2/2020	Check	-726.76
09/04/2020	IRS Deposit	1-41300 · FICA	Payroll 9/4/2020	Check	-5,069.96
09/18/2020	IRS Deposit	1-41300 · FICA	Payroll 9/18/2020	Check	-5,522.33
09/02/2020	Jerry Chatterton	1-40110 · Board of Directors Payroll	Board Payroll 9/2/2020	Check	-1,000.00
09/10/2020	Knox Company	1-42800 · Subscriptions, Memberships	1 YR KnoxConnect Cloud License 1-6	Bill	-524.00
09/10/2020	Lawn Doctor	1-41200 · Equipment Maintenance & Supply	Station 41 Lawn Maint	Bill	-106.00
09/17/2020	Les Schwab Tire Center	1-43300 · Vehicle Maintenance	Installed two new tubes	Bill	-13.98
09/14/2020	Life-Assist Inc	1-41800 · Medical Supplies Expenses	Diphenhydramine, Pullock Security Seals	Bill	-28.51
09/10/2020	LN Curtis and Sons	1-41200 · Equipment Maintenance & Supply	Orange LED Survivor Rech Flashlight	Bill	-540.00
09/16/2020	LN Curtis and Sons	1-41200 · Equipment Maintenance & Supply	4 General purpose cutters 36"	Bill	-600.00
09/21/2020	LN Curtis and Sons	1-41200 · Equipment Maintenance & Supply	2 AC-14 auto crib-it kits, 2 per	Bill	-1,963.54

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September 2020					
09/29/2020	LN Curtis and Sons	1-41200 · Equipment Maintenance & Supply	Hurst cutter, wiring harness kit, circuit board, battery, blade and plate kit	Bill	-1,717.00
09/21/2020	LN Curtis and Sons	1-42005 · Safety Equipment	1 medium goat leather extrication/rescue glove	Bill	-61.00
09/15/2020	LN Curtis and Sons	1-42025 · Haz-Mat Supplies	Oxygen and ammonia sensors	Bill	-676.64
09/30/2020	LN Curtis and Sons	3-44225 · Multi-Use Helmets	Large matte black XF1 MSA fire helmet, basic, NFPA	Bill	-13,956.25
09/30/2020	LN Curtis and Sons	3-44225 · Multi-Use Helmets	XF1 lighting module	Bill	-2,983.75
09/30/2020	LN Curtis and Sons	3-44225 · Multi-Use Helmets	XF1 ocular visor assembly	Bill	-1,622.50
09/30/2020	LN Curtis and Sons	3-44225 · Multi-Use Helmets	XF1 headset boom mic, 2ls overmolded	Bill	-14,300.00
09/30/2020	LN Curtis and Sons	3-44225 · Multi-Use Helmets	Handycom PTT for Motorola APX6000/7000	Bill	-9,705.75
09/30/2020	LN Curtis and Sons	3-44225 · Multi-Use Helmets	Handycom ptt for motorola xts 5000	Bill	-2,885.25
09/03/2020	Lowes	1-41200 · Equipment Maintenance & Supply	Truck bay hose - Station 42	Bill	-31.34
09/23/2020	Lowes	1-41200 · Equipment Maintenance & Supply	Red, white and yellow tape (amount for \$34.02 minus return of \$15.12)	Bill	-18.90
09/10/2020	Lowes	1-42200 · Office supply & expenses	Black conduct, surge strip, desk grom mets, oak hardwood, terry towel (M. Becraft office)	Bill	-58.34
09/28/2020	Lowes	3-44225 · Multi-Use Helmets	Acetate, 7 packages of Energizer AAA batteries	Bill	-119.08
09/02/2020	Mark Shepherd	1-40110 · Board of Directors Payroll	Board Payroll 9/2/2020	Check	-1,000.00
09/02/2020	MES - Northwest	1-40300 · Clothing Allowance	Stryke pants (I. Murray)	Bill	-54.99
09/17/2020	MES - Northwest	1-40300 · Clothing Allowance	Stryke pants (I. Murray)	Bill	-54.99
09/17/2020	MES - Northwest	1-40300 · Clothing Allowance	Shipping Cost	Bill	-10.81
09/28/2020	MES - Northwest	1-40300 · Clothing Allowance	3 pair Stryke pants (C. Belliston)	Bill	-164.97
09/01/2020	Napa Auto	1-43300 · Vehicle Maintenance	NW slide terminal, Bel primary wire - E42	Bill	-17.57
09/01/2020	Napa Auto	1-43300 · Vehicle Maintenance	BK Tape, NW butt connector - E42	Bill	-7.14
09/08/2020	Napa Auto	1-43300 · Vehicle Maintenance	NBH fuel line hose, BK hose clamp	Bill	-6.57
09/08/2020	Napa Auto	1-43300 · Vehicle Maintenance	BK hose clamp	Bill	-1.59
09/11/2020	Napa Auto	1-43300 · Vehicle Maintenance	NW heat shrink tubing, NW butt connector, BK HD drill bit, BK cobalt drill bit, NCB Rain X foam ...	Bill	-29.36
09/12/2020	Napa Auto	1-43300 · Vehicle Maintenance	NCB tough and wide, NOL non-deter 30 qt	Bill	-14.37
09/11/2020	Napa Auto	1-43300 · Vehicle Maintenance	NW loom, NW heat shrink tubing, NW butt connector	Bill	-16.97
09/17/2020	Napa Auto	1-43300 · Vehicle Maintenance	LMP premium sealed beams - RE41	Bill	-18.99
09/17/2020	Napa Auto	1-43300 · Vehicle Maintenance	LMP premium sealed beams - RE41	Bill	-18.99
09/20/2020	Napa Auto	1-43300 · Vehicle Maintenance	R42 - battery	Bill	-53.89
09/22/2020	Napa Auto	1-43300 · Vehicle Maintenance	E42 - butt connector and fuse holder	Bill	-10.68
09/23/2020	Napa Auto	1-43300 · Vehicle Maintenance	Tape-electric 5 colors	Bill	-5.59
09/02/2020	Nike Peterson	1-40110 · Board of Directors Payroll	Board Payroll 9/2/2020	Check	-1,000.00
09/12/2020	Office Depot	1-42200 · Office supply & expenses	Lateral File Rail	Bill	-47.18
09/14/2020	Office Depot	1-42200 · Office supply & expenses	Pentel Pens	Bill	-18.44
09/14/2020	Office Depot	1-42200 · Office supply & expenses	Dymo labels	Bill	-6.51
09/14/2020	Office Depot	1-42200 · Office supply & expenses	Pentel EnerGel Pens, Blue Ink	Bill	-13.53
09/14/2020	Office Depot	1-42200 · Office supply & expenses	Pentel Energel Pens .7 MM Black	Bill	-13.53
09/16/2020	Office Depot	1-42200 · Office supply & expenses	Petrel Pens	Bill	-18.44
09/22/2020	Office Depot	1-42200 · Office supply & expenses	Post-it flags	Bill	-11.60
09/23/2020	Office Depot	1-42200 · Office supply & expenses	Post-it flags	Bill	-16.65
09/23/2020	Office Depot	1-42200 · Office supply & expenses	Desk tray	Bill	-4.27
09/24/2020	Office Depot	1-42200 · Office supply & expenses	Small binder clips	Bill	-5.74
09/14/2020	O'Reilly Auto Parts	1-43300 · Vehicle Maintenance	Scratch fix (M. Becraft)	Bill	-16.99

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North Davis Fire District Custom Transaction Detail Report

Accrual Basis		September 2020			
09/03/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/3/2020 Catchup	Check	-31,310.59
09/03/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/3/2020 Catchup	Check	-1,895.30
09/03/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/3/2020 Catchup	Check	-780.55
09/03/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/3/2020 Catchup	Check	-8,769.22
09/03/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/3/2020 Catchup Bonus	Check	-2,262.13
09/03/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/3/2020 Catchup Retro	Check	-2,448.25
09/04/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/4/2020	Check	-36,633.98
09/04/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/4/2020	Check	-665.10
09/18/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/18/2020	Check	-37,442.54
09/18/2020	Payroll	1-41110 · Full Time Employee Wages	Payroll 9/18/2020	Check	-898.20
09/03/2020	Payroll	1-41111 · Auto Overtime	Payroll 9/3/2020 Catchup	Check	-6,115.05
09/04/2020	Payroll	1-41111 · Auto Overtime	Payroll 9/4/2020	Check	-3,904.45
09/18/2020	Payroll	1-41111 · Auto Overtime	Payroll 9/18/2020	Check	-5,676.73
09/04/2020	Payroll	1-41115 · Salary	Payroll 9/4/2020	Check	-11,373.60
09/18/2020	Payroll	1-41115 · Salary	Payroll 9/18/2020	Check	-11,373.60
09/04/2020	Payroll	1-41116 · Sick Leave	Payroll 9/4/2020	Check	-3,716.49
09/18/2020	Payroll	1-41116 · Sick Leave	Payroll 9/18/2020	Check	-2,766.92
09/04/2020	Payroll	1-41117 · Vacation Leave	Payroll 9/4/2020	Check	-2,323.55
09/18/2020	Payroll	1-41117 · Vacation Leave	Payroll 9/18/2020	Check	-2,363.82
09/04/2020	Payroll	1-41120 · Part-Time Employee Wages	Payroll 9/4/2020	Check	-12,560.99
09/04/2020	Payroll	1-41120 · Part-Time Employee Wages	Payroll 9/4/2020	Check	-581.85
09/18/2020	Payroll	1-41120 · Part-Time Employee Wages	Payroll 9/18/2020	Check	-17,109.17
09/18/2020	Payroll	1-41120 · Part-Time Employee Wages	Payroll 9/18/2020	Check	-40.96
09/03/2020	Payroll	1-41300 · FICA	Payroll 9/3/2020 Catchup	Check	-4,098.97
09/04/2020	Payroll	1-43200 · Utilities (Gas,Power,Phones)	Payroll 9/4/2020	Check	12.75
09/18/2020	Payroll	1-43200 · Utilities (Gas,Power,Phones)	Payroll 9/18/2020	Check	12.75
09/18/2020	PEHP Flex	1-41400 · Insurance (Health)	Payroll Date: 9/18/2020 admin fee	Check	-22.50
09/20/2020	PEHP Group Insurance	1-41400 · Insurance (Health)	September 2020 NDFD	Bill	-26,244.49
09/20/2020	PEHP Group Insurance	1-41430 · Life Insurance	September 2020 NDFD	Bill	-249.75
09/07/2020	Pioneer Overhead	1-41200 · Equipment Maintenance & Supply	Repair at Station 42	Bill	-1,423.75
09/11/2020	Pitney Bowes	1-41200 · Equipment Maintenance & Supply	Postage machine rental	Credit Card Ch	-105.00
09/14/2020	Rocky Mountain Power	1-43200 · Utilities (Gas,Power,Phones)	8/11/2020 to 9/11/2020	Bill	-1,888.82
09/02/2020	Scott Wiggill	1-40110 · Board of Directors Payroll	Board Payroll 9/2/2020	Check	-1,000.00
09/01/2020	Shay Holley	1-42470 · Medical Advisor	September 2020	Bill	-700.00
09/10/2020	SMITHS	1-42700 · Special Department Allowance	Texas Roadhouse giftcard	Credit Card Ch	-50.00
09/10/2020	SMITHS	1-43300 · Vehicle Maintenance	Car charger	Credit Card Ch	-25.61
09/16/2020	Teleflex	1-41805 · IO	EZ-IO 25 mm Needle box of 5	Bill	-1,100.00
09/02/2020	Tim Roper	1-40110 · Board of Directors Payroll	Board Payroll 9/2/2020	Check	-1,250.00
09/14/2020	TRI Air Testing	1-41200 · Equipment Maintenance & Supply	SCBA Air Monitoring Ref # R124112	Bill	-717.49
09/04/2020	Utah Retirement Systems	1-42500 · Retirement	Payroll 9/4/2020	Check	-19,820.48
09/18/2020	Utah Retirement Systems	1-42500 · Retirement	Payroll 9/18/2020	Check	-11,414.08
09/03/2020	Utah State Firefighters Association	1-42800 · Subscriptions, Memberships	Membership dues A. Shelton, C. Edwards	Bill	-50.00
09/30/2020	Waste Management	1-43200 · Utilities (Gas,Power,Phones)	10/1/20 - 10/31/20 - Station 42	Bill	-126.46
09/30/2020	West Point City (2)	1-43200 · Utilities (Gas,Power,Phones)	September 2020 - Station 41	Bill	-88.75
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance	America La France	Bill	-67.62
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance	07 Spartan Pumper	Bill	-243.20

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North Davis Fire District Custom Transaction Detail Report

Accrual Basis

				September 2020		
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance	09 2020	09 2020	Bill	-268.00
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		F-350 Brush	Bill	-17.15
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		11 Wheeled Coach	Bill	-19.00
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		13 Wheeled Coach	Bill	-147.45
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		13 Ford F-150	Bill	-15.41
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		14 Chev Silverado	Bill	-54.65
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		Rescue Engine	Bill	-301.93
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		2015 Ford 550 Brush	Bill	-30.93
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		16 GMC Silverado	Bill	-32.33
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		17 Wheeled Coach	Bill	-310.74
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		2017 Dodge Remount	Bill	-374.86
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		19 Chev Silverado	Bill	-124.11
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		17 GMC Silverado	Bill	-146.28
09/30/2020	Wex Bank	1-43300 · Vehicle Maintenance		Finance charge	Bill	-260.09
09/30/2020	Young Chevrolet	1-43300 · Vehicle Maintenance		17 Chevrolet Silv25 - Check coolant, replaced coolant bottle and refilled coolant	Credit Card Ch	-302.11
09/28/2020	Zoll Medical Corporation	1-41865 · Zoll		Preventive maintenance only 1 year 9/1/2020 - 8/2021	Bill	-1,275.00
09/21/2020		1-40200 · Bank Charges		Service Charge	Check	-435.30
SEPTEMBER 2020 EXPENDITURES						-412,485.71

As of 10/7/2020, approximately
27% of FY2021 has elapsed.

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Accrual Basis

North Davis Fire District Profit & Loss Budget vs. Actual July 2020 through June 2021

	Jul '20 - Jun...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
1-30100 · Ambulance	315,275.19	1,146,479.68	-831,204.49	27.5%
1-30150 · Fire / Incident Recovery	14,308.82	70,000.00	-55,691.18	20.4%
1-30200 · Contract Services	4,230.00	0.00	4,230.00	100.0%
1-31100 · Donations	0.00	250.00	-250.00	0.0%
1-32100 · Fee in Lieu	55,390.62	165,000.00	-109,609.38	33.6%
1-32200 · Property Taxes	293,555.35	3,195,813.89	-2,902,258.54	9.2%
1-32300 · PT Contribution to Other Gover.	0.00	402,792.00	-402,792.00	0.0%
1-33100 · Fire Protection	0.00	700.00	-700.00	0.0%
1-33110 · Fire Report	0.00	0.00	0.00	0.0%
1-34100 · Impact Fees	46,865.68	50,000.00	-3,134.32	93.7%
1-35100 · Inspection Fees	530.00	1,000.00	-470.00	53.0%
1-36100 · Interest Income-General Fund	2,930.46	25,000.00	-22,069.54	11.7%
1-37100 · Miscellaneous Service Revenues	75.00	1,500.00	-1,425.00	5.0%
1-37200 · Grants				
1-37220 · EMS Competitive (Ambulance)	0.00	0.00	0.00	0.0%
1-37230 · Region 1 Haz-Mat Grant	7,033.95	7,033.95	0.00	100.0%
1-37240 · Firehouse Subs Foundation Grant	0.00	34,793.75	-34,793.75	0.0%
Total 1-37200 · Grants	7,033.95	41,827.70	-34,793.75	16.8%
1-38100 · Permit Fees	0.00	1,500.00	-1,500.00	0.0%
1-38200 · Plan Review Fees	5,700.80	4,500.00	1,200.80	126.7%
1-38300 · Government Stimulus				
1-38310 · Cares Act Funding	125,631.78	141,339.74	-15,707.96	88.9%
1-38300 · Government Stimulus - Other	0.00	0.00	0.00	0.0%
Total 1-38300 · Government Stimulus	125,631.78	141,339.74	-15,707.96	88.9%
1-39998 · Appn of Restricted Impact Fee	0.00	25,000.00	-25,000.00	0.0%
1-39999 · Appropriation of Fund Balance	0.00	0.00	0.00	0.0%
Total Income	871,527.65	5,272,703.01	-4,401,175.36	16.5%
Gross Profit	871,527.65	5,272,703.01	-4,401,175.36	16.5%
Expense				
Administrative Fees	0.00			
Grant Expenses	7,033.95	41,827.70	-34,793.75	16.8%
Utah Disability Death Benefit	0.00	2,470.00	-2,470.00	0.0%
1-40100 · Administrative Control Board				
1-40110 · Board of Directors Payroll	9,500.00	38,000.00	-28,500.00	25.0%
Total 1-40100 · Administrative Control Board	9,500.00	38,000.00	-28,500.00	25.0%
1-40200 · Bank Charges	1,308.54	5,250.00	-3,941.46	24.9%
1-40300 · Clothing Allowance	5,237.91	31,187.50	-25,949.59	16.8%
1-40500 · Collection Contract				
Fire Recovery	0.00	14,004.00	-14,004.00	0.0%
1-40510 · Health Care Finance Assessment	0.00	97,026.72	-97,026.72	0.0%
1-40520 · IRIS Medical	10,791.66	78,000.00	-67,208.34	13.8%
Total 1-40500 · Collection Contract	10,791.66	189,030.72	-178,239.06	5.7%
1-40600 · Communications	616.00	3,000.00	-2,384.00	20.5%

North Davis Fire District Profit & Loss Budget vs. Actual July 2020 through June 2021

	Jul '20 - Jun...	Budget	\$ Over Bud...	% of Budget
1-40700 · Computer Maintenance & Supply				
1-40705 · Firewall Upgrade	0.00	3,000.00	-3,000.00	0.0%
1-40710 · Computer Purchases	329.99	4,500.00	-4,170.01	7.3%
1-40720 · ERS Annual User Fee	5,244.00	6,100.00	-856.00	86.0%
1-40730 · Eyespy	0.00	4,000.00	-4,000.00	0.0%
1-40740 · IT Equipment	470.80	3,000.00	-2,529.20	15.7%
1-40750 · IT Maintenance	894.00	15,000.00	-14,106.00	6.0%
1-40760 · Printers	0.00	500.00	-500.00	0.0%
1-40765 · Phone Maint/Conf. Phone/Recorders	2,018.03	6,000.00	-3,981.97	33.6%
1-40700 · Computer Maintenance & Supply - Other	0.00	100.00	-100.00	0.0%
Total 1-40700 · Computer Maintenance & Supply	8,956.82	42,200.00	-33,243.18	21.2%
1-40800 · Contributions to Other Govt	0.00	402,792.00	-402,792.00	0.0%
1-40900 · Dispatch Services	21,252.00	85,008.00	-63,756.00	25.0%
1-41000 · EA Assistance Program	900.00	2,940.00	-2,040.00	30.6%
1-41100 · Employees Wages				
1-41110 · Full Time Employee Wages				
1-41111 · Auto Overtime	50,503.69	136,158.89	-85,655.20	37.1%
1-41115 · Salary	79,615.20	295,713.60	-216,098.40	26.9%
1-41116 · Sick Leave	14,165.31	0.00	14,165.31	100.0%
1-41117 · Vacation Leave	14,879.05	0.00	14,879.05	100.0%
1-41130 · Other Wages	0.00	0.00	0.00	0.0%
1-41110 · Full Time Employee Wages - Other	316,081.66	1,393,058.72	-1,076,977.06	22.7%
Total 1-41110 · Full Time Employee Wages	475,244.91	1,824,931.21	-1,349,686.30	26.0%
1-41120 · Part-Time Employee Wages	100,040.09	544,161.18	-444,121.09	18.4%
Total 1-41100 · Employees Wages	575,285.00	2,369,092.39	-1,793,807.39	24.3%
1-41200 · Equipment Maintenance & Supply	22,495.79	35,184.00	-12,688.21	63.9%
1-41300 · FICA	41,790.57	183,968.25	-142,177.68	22.7%
1-41400 · Insurance (Health)				
1-41410 · AFLAC Cancer Policy	2,470.00	10,572.12	-8,102.12	23.4%
1-41420 · Disability Insurance	0.00	336.00	-336.00	0.0%
1-41430 · Life Insurance	749.25	3,207.60	-2,458.35	23.4%
1-41400 · Insurance (Health) - Other	79,270.26	385,015.53	-305,745.27	20.6%
Total 1-41400 · Insurance (Health)	82,489.51	399,131.25	-316,641.74	20.7%
1-41500 · Lease Obligation-interest	14,261.32	14,261.32	0.00	100.0%
1-41600 · Lease Obligations-principal	122,708.14	122,697.14	11.00	100.0%
1-41700 · Liability Insurance (Risk Manag)	21,747.76	53,563.01	-31,815.25	40.6%
1-41800 · Medical Supplies Expenses				
1-14815 · IV	1,537.64	0.00	1,537.64	100.0%
1-41805 · IO	1,100.00			
1-41810 · Bag, Trauma	0.00	0.00	0.00	0.0%
1-41820 · Consumables	2,216.36	0.00	2,216.36	100.0%
1-41830 · Medication	909.00	0.00	909.00	100.0%
1-41834 · Diabetic Medication	38.64			
1-41840 · Airway	485.05	0.00	485.05	100.0%
1-41845 · Airway, Advanced	191.20	0.00	191.20	100.0%
1-41850 · IV Medication	94.75	0.00	94.75	100.0%
1-41865 · Zoll	1,275.00	0.00	1,275.00	100.0%
1-41875 · Bag, O2	-131.40	0.00	-131.40	100.0%
1-41880 · Misc	199.90	0.00	199.90	100.0%
1-41885 · PPE	1,465.14	0.00	1,465.14	100.0%
1-41890 · Equipment	0.00	0.00	0.00	0.0%
1-41895 · Infection Control	50.48	0.00	50.48	100.0%
1-41800 · Medical Supplies Expenses - Other	10,522.91	65,597.88	-55,074.97	16.0%
Total 1-41800 · Medical Supplies Expenses	19,954.67	65,597.88	-45,643.21	30.4%

North Davis Fire District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun...	Budget	\$ Over Bud...	% of Budget
1-41900 · Misc Services				
1-41920 · Yearly Ambulance License Fees	0.00	0.00	0.00	0.0%
1-41930 · Firefighter Testing	0.00	0.00	0.00	0.0%
1-41940 · Recert of AMETs	20.00	0.00	20.00	100.0%
1-41990 · Other Misc Charges	0.00	0.00	0.00	0.0%
1-41900 · Misc Services - Other	65.00	10,065.00	-10,000.00	0.6%
Total 1-41900 · Misc Services	85.00	10,065.00	-9,980.00	0.8%
1-42000 · Misc. Equipment				
1-42005 · Safety Equipment	61.00	500.00	-439.00	12.2%
1-42010 · Turnout Gear	1,887.00	33,000.00	-31,113.00	5.7%
1-42015 · Ansi Coats	0.00	500.00	-500.00	0.0%
1-42025 · Haz-Mat Supplies	676.64	1,000.00	-323.36	67.7%
1-42030 · Active Shooter Equip PPE	0.00	6,680.00	-6,680.00	0.0%
42020 · Safety / PPE	0.00	5,600.00	-5,600.00	0.0%
1-42000 · Misc. Equipment - Other	0.00	0.00	0.00	0.0%
Total 1-42000 · Misc. Equipment	2,624.64	47,280.00	-44,655.36	5.6%
1-42200 · Office supply & expenses	5,461.76	13,150.00	-7,688.24	41.5%
1-42300 · Paramedics	17,077.69	104,886.60	-87,808.91	16.3%
1-42400 · Professional Services				
1-42410 · Accountant Fees	5,690.00	15,600.00	-9,910.00	36.5%
1-42420 · Attorney	500.00	14,000.00	-13,500.00	3.6%
1-42430 · Auditor	0.00	8,000.00	-8,000.00	0.0%
1-42440 · Blueline Drug Testin	130.00	1,200.00	-1,070.00	10.8%
1-42441 · Blueline New Hire Testing	200.00	650.00	-450.00	30.8%
1-42450 · Bond Trustee (Zions Bond)	0.00	2,000.00	-2,000.00	0.0%
1-42460 · Bonding	0.00	700.00	-700.00	0.0%
1-42465 · Crew Sense	2,804.76	3,000.00	-195.24	93.5%
1-42470 · Medical Advisor	2,800.00	8,400.00	-5,600.00	33.3%
1-42475 · Employers Council	3,360.00	8,500.00	-5,140.00	39.5%
1-42480 · Payroll Administration	1,368.20	8,400.00	-7,031.80	16.3%
1-42485 · Consultant for RDA Matrix	0.00	0.00	0.00	0.0%
1-42490 · Prof. Services - Plats, Etc.	0.00	0.00	0.00	0.0%
1-42400 · Professional Services - Other	185.40	0.00	185.40	100.0%
Total 1-42400 · Professional Services	17,038.36	70,450.00	-53,411.64	24.2%
1-42500 · Retirement	87,162.26	313,997.22	-226,834.96	27.8%
1-42700 · Special Department Allowance	1,634.39	16,935.00	-15,300.61	9.7%
1-42800 · Subscriptions, Memberships				
Flex Plan Admin Fee	0.00	0.00	0.00	0.0%
1-42800 · Subscriptions, Memberships - Other	1,320.67	16,306.00	-14,985.33	8.1%
Total 1-42800 · Subscriptions, Memberships	1,320.67	16,306.00	-14,985.33	8.1%
1-42850 · Surviving Spouse Trust Fund	0.00	0.00	0.00	0.0%
1-42900 · Transfer Out General Fund	0.00	0.00	0.00	0.0%
1-43000 · Travel and Training				
1-43010 · Airfare	0.00	0.00	0.00	0.0%
1-43020 · Pub Ed Supplies for Clowns	0.00	2,700.00	-2,700.00	0.0%
1-43030 · Travel Per Diem	0.00	5,000.00	-5,000.00	0.0%
1-43000 · Travel and Training - Other	54.28	19,905.00	-19,850.72	0.3%
Total 1-43000 · Travel and Training	54.28	27,605.00	-27,550.72	0.2%
1-43100 · Unemployment	0.00	0.00	0.00	0.0%
1-43200 · Utilities (Gas,Power,Phones)	17,108.41	74,798.00	-57,689.59	22.9%

North Davis Fire District

Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun...	Budget	\$ Over Bud...	% of Budget
1-43300 · Vehicle Maintenance	41,175.12	113,350.00	-72,174.88	36.3%
1-43400 · Workmans Comp	16,759.00	56,324.00	-39,565.00	29.8%
1-45000 · Impact Fee Expense	0.00	0.00	0.00	0.0%
1-48000 · Transfer to Debt Service	0.00	257,247.50	-257,247.50	0.0%
1-49000 · Fleet Fund Capital Exp	0.00	0.00	0.00	0.0%
41350 · Finger Printing	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	1,173,831.22	5,209,595.48	-4,035,764.26	22.5%
Net Ordinary Income	-302,303.57	63,107.53	-365,411.10	-479.0%
Other Income/Expense				
Other Income				
Capital Projects Inc 3				
3-39100 · Capital Projects-Transfer In	0.00	0.00	0.00	0.0%
3-39200 · Gain on Sale of Assets	0.00	0.00	0.00	0.0%
Total Capital Projects Inc 3	0.00	0.00	0.00	0.0%
Debt Service Inc 2				
2-36100 · Interest Income	0.00	15,623.00	-15,623.00	0.0%
2-39100 · Transfers In Debt Service	0.00	257,247.50	-257,247.50	0.0%
Total Debt Service Inc 2	0.00	272,870.50	-272,870.50	0.0%
Total Other Income	0.00	272,870.50	-272,870.50	0.0%
Other Expense				
Debt Service Exp 2				
2-45100 · Interest Expense	0.00	48,165.00	-48,165.00	0.0%
2-45200 · Principal	0.00	209,082.50	-209,082.50	0.0%
Total Debt Service Exp 2	0.00	257,247.50	-257,247.50	0.0%
3-44100 · Capital Projects Exp 3				
Station 42 Garage	0.00	0.00	0.00	0.0%
3-44200 · Equipment	30,678.16	35,000.00	-4,321.84	87.7%
3-44225 · Multi-Use Helmets	45,734.58	70,200.00	-24,465.42	65.1%
3-44300 · Vehicles	0.00	0.00	0.00	0.0%
Total 3-44100 · Capital Projects Exp 3	76,412.74	105,200.00	-28,787.26	72.6%
Total Other Expense	76,412.74	362,447.50	-286,034.76	21.1%
Net Other Income	-76,412.74	-89,577.00	13,164.26	85.3%
Net Income	-378,716.31	-26,469.47	-352,246.84	1,430.8%

RESOLUTION NO. 2020R-13

A RESOLUTION AMENDING NORTH DAVIS FIRE DISTRICT POLICIES AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, North Davis Fire District Policy 2.2 contains Section Five entitled “Meetings” and, Policy 3.3 contains Section 3.2 entitled “Board Meeting Agenda” and Section 3.3 entitled “Notice and Location of Meetings”; and

WHEREAS, the Board of Trustees finds that changing conditions and circumstances make it desirable to revoke the existing policy 2 Section 2.2; policy 3 Section 3.2 and Section 3.3 and to replace it by new Sections 2.2, 3.2, and 3.3

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTH DAVIS FIRE DISTRICT, as follows:

SECTION ONE: REPEAL AND REPLACEMENT

The existing Chapter 2 “Board of Trustees” and Chapter 3 “Board Meetings” is hereby repealed and replaced by Exhibit A,

SECTION TWO: EFFECTIVE DATE

This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED by the Board of Trustees of the North Davis Fire District this 15th day of October 2020.

NORTH DAVIS FIRE DISTRICT
Board of Trustees

By: _____
TIMOTHY E. ROPER, Chairman

ATTEST:

MISTY ROGERS, Clerk of the Board

EXHIBIT A
PROPOSED AMENDMENTS TO THE NDFD POLICIES
DRAFTED 9/9/2020

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POLICY 2.1: POWERS AND DUTIES OF THE DISTRICT'S BOARD

A. MEETING THE NEEDS OF THE DISTRICT

It is the policy of the Board of Trustees to carry out those duties assigned to it by law, in such a way as best to meet the needs of the District.

B. FORMULATION AND INTERPRETATION OF DISTRICT POLICY

An important activity of the Board is the formulation and interpretation of District policies. The Board shall establish policy, reserving to itself all authority and responsibility not expressly assigned to other District officers and personnel.

C. BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY

No individual Board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines or policies of the District.

D. ETHICAL STANDARDS

Board members and employees of the North Davis Fire District act as representatives of the citizens of the District. Therefore, Board members and employees shall adhere to the highest ethical standards in the conduct of District business, as set forth in Chapter 10 of this Manual and the A Utah Public Officers and Employees Ethics Act, ' 67-16-1 et seq., Utah Code.

E. BOARD MEMBER EDUCATION

In order to carry out their duties effectively, Board members must be adequately informed. Members are encouraged to review Board meeting agenda packets thoroughly, prior to Board meetings, and to attend such conferences and other training programs as the Board may authorize.

POLICY 2.2: ORGANIZATION OF BOARD OF TRUSTEES

SECTION ONE: ORGANIZATION AND AUTHORITY

The North Davis Fire District was originally created as a Special Service District in accordance with the provisions of the Special Service District Act. The District has been reorganized and is now a Local District Service Area as defined in the Service Area Act. The

District is subject to and has the power and authority to act pursuant to and in accordance with the provisions of Title 17B, Chapter 1 of the Utah Code and the provisions of the Service Area Act found in Title 17B, Chapter 2a, Part 9 of the Utah Code.

SECTION TWO: **BOARD OF TRUSTEES – DUTIES AND POWERS**

The North Davis Fire District shall be governed by a Board of Trustees which shall manage and conduct the business and affairs of the District and shall determine all questions of District policies. All powers of the North Davis Fire District shall be exercised through the Board of Trustees and the Board of Trustees shall have all powers referred to in Section 17B-1-301 of the Utah Code.

SECTION THREE: **BOARD OF TRUSTEES – NUMBER OF MEMBERS**

The Board of Trustees of the North Davis Fire District shall consist of nine (9) members.

SECTION FOUR: **BOARD MEMBERSHIP APPOINTMENT**

Each City within the District shall by Resolution appoint three (3) Members to the Board of Trustees. Upon receiving the appropriate Resolution from each City, such Board members shall be sworn in as Members of the Board of Trustees. Each Member so appointed shall be at all times an elected City Council Member or Mayor of the appointing City. Five (5) of the initial Members of the Board of Trustees shall serve a term of four (4) years. Four (4) members of the initial Board of Trustees shall serve a term of two (2) years and each term thereafter shall be for a period of four (4) years so that all terms shall not expire at the same time. The Board of Trustees shall determine how the terms of office shall initially be decided.

SECTION FIVE: **MEETINGS**

The Board of Trustees shall hold regular monthly meetings at its official meeting place in the District offices at 381 North 3150 West, West Point City, Utah, on the third Thursday of each month at the hour of ~~6:00~~6:30 p.m. prevailing official time. In the event any such official meeting date should fall on a legal holiday; the meeting shall be held ~~the preceding day on a date determined by the Board of Trustees.~~ In the event an emergency should arise or it should appear a quorum cannot be obtained for any such official meeting; the Chairman or Vice-Chairman may declare the meeting continued to a certain time or until the next official meeting date.

Work Sessions shall be held by the Board of Trustees prior to the regular monthly meetings

at its official meeting place in the District offices at 381 North 3150 West, West Point City, Utah, on the third Thursday of each month at the hour of 6:00 p.m. prevailing official time. In the event any such official meeting date should fall on a legal holiday; the meeting shall be held on a date determined by the Board of Trustees. In the event an emergency should arise or it should appear a quorum cannot be obtained for any such official meeting; the Chairman or Vice-Chairman may declare the meeting continued to a certain time or until the next official meeting date.

Special meetings may be called by the Chairman of the Board of Trustees or the Vice-Chairman in the Chairman's absence or by any five concurring members of the Board. The District Clerk shall post the Agenda for each meeting as required by the Open Meeting Law of the State of Utah.

SECTION SIX: ATTENDANCE

The Board of Trustees may adopt any Resolution not inconsistent with law providing rules pertaining to the attendance of its Members.

SECTION SEVEN: VACANCIES

A vacancy in any Board membership position because of death, resignation, removal, disqualification or otherwise, or a new Board membership created by the Board of Trustees, may be filled for the unexpired portion of the term by a Resolution of the City Council which appointed the Board Member.

SECTION EIGHT: RULES – EXPULSION OF MEMBER

The Board shall determine its own rules of proceedings, may punish its Members for disorderly conduct, and with the concurrence of two-thirds of the Members may expel a Member for cause.

SECTION NINE: BOARD MEMBER QUALIFICATION

1. No Member of the Board of Trustees may be a full or part-time employee of the District while serving on the Board of Trustees.

2. Board Members shall otherwise be qualified as required by and in accordance with the provisions of Title 17B of the Utah Code.

3. At the time of appointment, all members of the Board of Trustees must be an elected official of the represented City and shall be an elected official at all times during such term of office. If at any time a Board Member ceases to be an elected official of the City represented by such Member his or her membership on the Board shall terminate and the represented City shall by Resolution appoint a replacement Member to fill the remainder of the term.

SECTION TEN: ORGANIZATION OF BOARD OF TRUSTEES

The Board of Trustees at its January meeting in each even number year shall reorganize by:

1. Electing by a majority vote of all Trustees a Chairman of the Board of Trustees.
2. Electing by a majority vote of all Trustees a Vice-Chairman of the Board of Trustees.
3. Appointing a Clerk and Treasurer of the Board.

SECTION ELEVEN: REORGANIZATION COMPLETION

1. After the reorganization of the North Davis Fire District is complete and certification from the Lt. Governor of the State of Utah has been granted, the at-large position of board will cease. Three elected and appointed officials from each city will serve on the Board of Trustees of the North Davis Fire District. Gary Petersen will remain Chairman and Mark Shepherd will remain Vice-Chairman until the Board of Trustees election in January, 2020.

SECTION TWELVE: GENERAL POWERS

The Board of Trustees will work with the Fire Chief of the District to ensure that the policies established by the Board of Trustees are being carried out.

SECTION THIRTEEN: DUTIES OF BOARD OF TRUSTEES

During the annual meeting held in even-numbered years, the Board of Trustees shall elect a Vice-Chairman and Chairman. The persons nominated to serve as the Chairman and/or Vice-Chairman must have served on the Board of the North Davis Fire District for a minimum of two-years prior to being elected to the Vice-Chairman and Chairman position. The persons so elected shall serve a maximum term of two (2) consecutive years as Vice-Chairman or a maximum term

of two (2) consecutive years as Chairman. The respective Chairman and Vice-Chairman shall take office on the third Thursday in January of even-numbered years. The Chairman shall preside at all meetings and be the official spokesperson of the Board of Trustees and shall perform such other duties as may be prescribed from time to time by the Board of Trustees. The Chairman of the Board of Trustees will serve as a non-voting member except in the case of a tie-vote. If there is a tie-vote among the Board of Trustees, the Chairman of the Board will then cast the tie-breaking vote

SECTION FOURTEEN: DUTIES OF CHAIRMAN OF THE BOARD

1. The Chairman of the Board of Trustees shall be the executive officer of the Board of Trustees.
2. The Chairman shall be the presiding officer at all meetings and conduct the same.
3. The Chairman shall sign and execute all legal documents upon the advice and counsel of a majority vote of the Board of Trustees in attendance at any meeting.
4. The Chairman shall carry out and conduct the affairs of the District as Board Chairman as are designated to said Chairman by the Board or by the laws of the State of Utah.
5. When required by an emergency situation, the Chairman shall be vested with discretionary powers to act without the advice and consent of the Board, provided said required action is not arbitrary, discriminatory or capricious.

SECTION FIFTEEN: DUTIES OF VICE-CHAIRMAN OF THE BOARD

In the absence or unavailability of the Chairman, the Vice-Chairman shall become Chairman of the Board of Trustees *pro tempore* and shall be and is vested with all the powers inherent in the office of the Chairman as set forth in the preceding Section.

SECTION SIXTEEN: OTHER OFFICERS

Other officers may be designated and appointed by the Board of Trustees and will perform such duties and have such powers and responsibilities as may be assigned to them by the Board of Trustees.

SECTION SEVENTEEN: DUTIES OF THE TREASURER

The Treasurer shall be selected and appointed by the Board of Trustees with no set term. The Treasurer will supervise the financial records of the District and perform other duties specifically assigned or delegated by the Board. The Treasurer will be the custodian of the funds of the District and keep an account of all receipts and disbursements. The Treasurer shall have the following specific powers and duties which may be delegated to the District's Fire Chief and Board Clerk.

1. To keep and maintain, open to inspection at all reasonable times, adequate and correct accounts of the properties and business transactions of the District, which shall include all matters required by law and which shall be in form as required by law.

2. To have the care and custody of the funds and valuables of the District and deposit the same in the name and to the credit of the District with such depositories as the Board of Trustees may designate.

3. To maintain accurate lists and descriptions of all capital assets of the District, including land, buildings, and plants.

4. To see to the proper drafting of all checks, drafts, notes, and orders for the payment of money as required in the business of the District, and to sign such instruments as directed by the Board of Trustees.

5. To disburse the funds of the District for proper expenses and as may be ordered by the Board of Trustees to take proper vouchers for such disbursements.

6. To render to the Chairman or to the Board of Trustees whenever they may require it, an account of all transactions as Treasurer, and a financial statement in form satisfactory to them, showing the condition of the financial affairs of the District.

In addition to the foregoing, the Treasurer shall have such other powers, duties, and authority as may be prescribed by the Chairman or the Board of Trustees from time to time.

SECTION EIGHTEEN: DUTIES OF THE CLERK

The Clerk of the Board of Trustees shall:

1. Attend all meetings of the Board of Trustees, regular and special.

2. Keep adequate notes and thereafter make an adequate transcription thereof of all the affairs or business presented to the Board and acted thereon by the Board.

3. Whenever a vote on any proposition is taken by roll call, the Clerk shall call the roll, enter the name of Trustees voting and indicate the aye or nay votes on such proposition and place an announcement in the minutes of the result of such voting.

4. The Clerk shall report all revenues and expenditures to the Board of Trustees for approval.

5. The Clerk shall keep an accurate book containing the transcribed minutes of each meeting of the Board, regular and special. At each meeting the Clerk shall present a written copy of the minutes of the previous meeting and correct the same as directed by the Board after which the Clerk shall sign said minutes and indicate that they are the final minutes of said meeting.

6. The Clerk shall keep a book containing all the Resolutions passed and adopted by the Board and additionally shall keep such other books, files or ledgers as determined necessary to keep a complete record of the affairs of the District or as may be directed by the Board of Trustees.

7. The Clerk shall assure compliance with the Utah Open Public Meeting Laws.

SECTION NINETEEN: COMPENSATION

Compensation of Board Members shall be established by Resolution of the Board of Trustees as permitted by the Utah Code.

SECTION TWENTY: ELECTRONIC DEVICE POLICY

The following policy is adopted with respect to electronic devices for members of the Board of Trustees:

1. **Definitions.** “Electronic Devices” means and includes cell phones, iPads, laptops, notebooks, netbooks, desk top computers and all similar devices issued to a Board member by the District. Such definition includes the equipment, its component parts, all hardware, software and stored electronic memory.

2. Ownership of Electronic Devices. The District shall retain sole ownership of any electronic device issued to a Board member or employee and all information on the device.

3. Use of Electronic Devices. In addition to use for District business purposes a Board member may use an issued electronic device for personal purposes; however, the Board member shall not utilize the issued device for any unlawful or inappropriate purposes. A Board member or employee shall have no expectation of a right of privacy regarding any personal information available on any issued electronic device.

4. Cost. The District may pay the basic cost, including monthly payment for any issued electronic device.

5. Issuance of Electronic Device. Any Board member desiring issuance of an electronic device shall submit a written request to the Board Chairman stating what device is requested and the reason for the request. The decision of the Chairman shall be final unless overruled by a majority of Board members.

6. Lost or Stolen Devices. Lost or stolen devices must be reported to the District as soon as possible. The Board member is responsible for lost or stolen or damaged devices and must replace device with personal funds unless the situation warrants another funding source, which must be approved by the Board.

SECTION TWENTY-ONE: ELECTRONIC MEETINGS – PARTICIPATION ELECTRONICALLY

1. A member of the Board of Trustees may participate in meetings by all forms of appropriate electronic means in accordance with the provisions of this Section. Such participation must provide for open access to the public which, at a minimum, means that the member participating electronically must be able to hear comments from public participants in the meeting as well as other members and that public participants as well as other members must be able to hear comments from the member participating electronically.

2. If the Chairman of the Board of Trustees is not physically present at the anchor meeting and is participating electronically the Vice-Chairman shall preside over the meeting. In such-event the Chairman may participate electronically. If neither the Chairman nor Vice-Chairman is physically present at the anchor meeting the Board of Trustees shall elect one of its members to act as Chairman pro-tempore.

3. If a member of the Board of Trustees desires to participate in a meeting of the Board of Trustees electronically, such member must inform the Clerk not less than 24 hours prior to the

meeting to allow for arrangements to be made for the electronic meeting. Public notice of the meeting shall include a description of how a member(s) will be connected to the electronic meeting.

4. Participation electronically may be engaged in under certain circumstances when it would be difficult, burdensome or onerous for the member to be physically present. In order to prevent abuse of this privilege, no individual member of the Board of Trustees may participate electronically more than two (2) times in a calendar year. Participation in a meeting under emergency conditions shall not apply to this paragraph 4.

5. Electronic Meetings: In situations involving emergencies, loss of facilities, or other unforeseen circumstances the Board of Trustees may meet electronically to conduct the necessary business of the District. In order to do so in an orderly fashion, the following procedures shall be followed:

1. Anchor Location. The North Davis Fire District Headquarters 381 N. 3150 W. West Point, Utah, is intended to be the anchor location whenever possible. If an alternative location is to be used or if multiple locations are to be used, notice of those locations will be given as early as is practical.
2. Notice. Notice of any electronic meeting will be as provided in Utah Code Sections 52-4-202 and 52-4-207. In addition thereto, notice of the meeting will be posted at the anchor location, or locations, with additional notice going to a newspaper of general circulation and a local media correspondent. Notice of the electronic meeting will be provided to the members of the Board of Trustees at least 24 hours before the meeting, if possible. The notice shall also contain a description on how the members of the Board of Trustees will be connected to the electronic meeting.
3. Procedures for the Meeting. To the extent possible, electronic meetings will be conducted in the same manner as regular meetings. To ensure full participation by all members, additional procedures and guidelines may be employed.
 - a. The presiding official shall call the meeting to order and have a roll call to establish that a quorum is present. Members participating electronically shall be included to determine if a quorum is present.
 - b. If the meeting is conducted telephonically, then a speaker phone will be connected in such a manner that comments made by the members participating electronically will be broadcast through the public address system at the anchor location. To ensure full participation each member present, and those participating electronically, will be given a specific opportunity to make inquiries and participate in the discussion through a

roll call method. Votes taken in these circumstances shall be by roll call method, with each member audibly verbalizing their vote.

- c. If a member or members are participating by email or instant messaging, the email or instant messaging shall either be projected upon a screen with a person assigned to read aloud, into the public address system, comments made, or if no projection system exists, then a person will be assigned to read said messages into the public address system. The person to do the reading will be assigned by the respective member(s) participating electronically.

6. When the Board convenes or conducts an electronic meeting, it shall:

- a. Give public notice of the meeting:
 - i. in accordance with Utah Code Sections 52-4-202 and 52-4-207; and
 - ii. post written notice at the District office location;
- b. In addition to giving public notice required by Subsection 6.A, provide:
 - i. notice of the electronic meeting to the members of the Board at least 24 hours before the meeting so that they may participate in and be counted as present; and
 - ii. a description of how the members will be connected to the electronic meeting;
- c. Establish one or more anchor locations for the public meeting, at least one of which is the District office where the Board would normally meet if it were not holding an electronic meeting;
- d. Provide space and facilities at the District office location so that interested persons and the public may attend and monitor the open portions of the meeting; and
- e. If comments from the public will be accepted during the electronic meeting, provide space and facilities so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.

7. Compliance with the provisions of Section 52-4-207 of the Utah Code, by the Board constitutes full and complete compliance by the Board with the provisions of Sections 52-4-201 and 52-4-202 of the Utah Code.

8. Participation of a member in an electronic meeting shall constitute attendance at a Board meeting.”

POLICY 2.3: BOARD MEMBER ORIENTATION

A. ORIENTING NEW BOARD MEMBERS

The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he or she takes office. The following methods shall be employed:

1. New members shall be invited to attend and participate in public Board meetings. Participation in public meetings may include asking questions of the Board and giving opinions.
2. New members should complete new board member training as instructed by the Chairman.
3. Members should meet with the Fire Chief and other District personnel to discuss the services each performs for the District. The Fire Chief shall provide material pertinent to District meetings and respond to questions regarding such material.
4. The Fire Chief shall provide an opportunity to each new Board member to review or obtain a copy of:
 - a. An updated copy of the District's Policy and Procedure Manual.
 - b. A copy of the Utah Open Meeting Law.
 - c. Copies of the minutes of all Board meetings, except for closed sessions, for the preceding twelve (12) months.
 - d. Copies of the District's current budget.
 - e. Copies of the District's insurance policies.
 - f. Copies of all such documents as the District attorney may recommend with respect to any pending claims or lawsuits.
 - g. A list of all District personnel by position.
 - h. Such other materials as the Board may direct or the Fire Chief deems appropriate.

POLICY 2.4: REIMBURSEMENT OF BOARD MEMBER EXPENSES

A. BOARD MEMBER COMPENSATION AND REIMBURSEMENT

Board members may be compensated as allowed by the provisions of law governing Special Districts as found in Title 17B of the Utah Code.

1. Compensation for Board Chairman and Vice-Chairman shall be \$5,000.00 per year to be dispersed in four quarterly payments.
2. Compensation for Board Members shall be \$4,000.00 per year to be dispersed in in four quarterly payments.

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POLICY 3.1: PREPARATION FOR BOARD MEETINGS

A. DISTRIBUTION OF MATERIALS TO BOARD MEMBERS

The agenda, Fire Chief's Report, Treasurer's Report, Statement of Bills, and detailed information relative to the agenda, including existing Board policy pertinent to agenda items, shall be given to each member of the Board of Directors at least four (24) hours prior to any regularly scheduled Board meeting.

B. DISTRIBUTION OF AGENDA TO THE PUBLIC

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public as required by the Utah Open Meeting Law.

POLICY 3.2: BOARD MEETING AGENDA

A. REGULAR MEETING AGENDA

The Clerk of the Board shall draft the agenda after conferring with the Chairman of the Board. The following general order shall be observed:

1. Call to order and roll call
2. Invocation or Inspirational Thought
3. Pledge of Allegiance
4. Citizen Comment
5. Approval of the previous meeting's minutes.
6. Statement of bills.
7. Finance reports
8. New business.
9. Fire Chief's report.
10. Other items not on agenda/board and staff participation.
11. Adjourn

B. WORK SESSION AGENDA

The Clerk of the Board shall draft the agenda after conferring with the Chairman of the Board. The following general order shall be observed:

1. Call to order and roll call
2. Staff reports & discussions
3. Fire Chief report & discussions
4. Other items not on agenda/board and staff participation.
5. Adjourn

POLICY 3.3: NOTICE AND LOCATION OF MEETINGS

A. APPLICATION

This policy applies to all meetings of the Board.

B. COMPLIANCE WITH LAW

All meetings shall be conducted in accordance with the Utah Open Public Meetings Law, 52-4-1 et seq., Utah Code.

C. LOCATION OF MEETINGS

All meetings shall be held within the geographic boundaries of the District, except for training sessions. All meetings shall be held in places accessible to the handicapped. (See Policy 2.2, Section Five)

D. MEETINGS HELD BY TELEPHONE OR ELECTRONICALLY

Meetings may be held by telephone or other electronic communication if they qualify by virtue of their deliberative purpose and the presence of a quorum in accordance with Utah Code ' 52-4-207. (See Policy 2.2, Section Twenty-One)

E. REGULAR MEETINGS

The Board shall hold regular monthly meetings on the third Thursday of each month. Such meetings shall be held at the Districts offices at ~~6:00~~6:30 p.m. The Board may designate other meeting dates, times and locations from time to time. (See Policy 2.2, Section Five)

F. WORK SESSIONS

The Board shall hold monthly work sessions on the third Thursday of each month. Such meetings shall be held at the Districts offices at 6:00 p.m. The Board may designate other meeting dates, times and locations from time to time. (See Policy 2.2, Section Five

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G. SPECIAL MEETINGS

The Board shall hold special meetings at the request of the Chairman or the majority members of the Board, after compliance with public meeting notice requirements. If the Chairman is absent from the District, special Board meetings may be held at the request of the Vice-Chairman. No special meeting shall be held upon less than 24 hours' public notice.

H.G. EMERGENCY MEETINGS

When a true emergency exists, emergency meetings may be held upon less than 24 hours notice at the request of persons entitled to call special meetings. An emergency exists where there are objective circumstances, which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District, which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

Every effort should be made to notify all Board members and the Fire Chief, in accordance with Policy 3.3.H, if an emergency meeting is called.

At the beginning of any emergency meeting, the Chairman shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting. An emergency meeting must meet quorum requirements.

H.H. NOTICE OF MEETINGS

Notice of the time, place, and principal subjects to be considered shall be given for all meetings as required by Utah ~~Code~~ 52-4-6.

J. **CLOSED SESSION**

Notice for meetings called only to hold closed session shall be given as set forth in Policy 3.3.H, except that the notice shall indicate the general subject matter to be considered at the closed session and set forth the statutory basis for calling the closed session.

POLICY 3.4: CONDUCT OF BOARD MEETINGS

A. **PRESIDING OFFICER**

The Chairman shall preside at Board meetings. In the Chairman's absence, the Vice-Chairman shall preside. If both the Chairman and Vice-Chairman are absent, any other member of the Board may preside as appointed by the attending board members

B. **AUTHORITY TO CONDUCT MEETINGS**

The Chairman or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the Chairman or other presiding officer at the meeting may be overridden by a majority vote of the Board.

C. **PUBLIC PARTICIPATION**

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Upon failure to do so, such persons become trespassers.

D. **ELECTRONIC EQUIPMENT**

The authority to control the meetings of the District Board extends to control over equipment such as cameras, tape recorders and microphones. The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

E. RECORDING OF VOTES

Votes shall be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

F. QUORUM REQUISITES

A majority of members shall constitute a quorum. If only a quorum is present, a unanimous vote is required to take final action.

G. VOTE EXPLANATIONS

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

H. CONFLICT OF INTEREST/EX PARTE CONTACTS

All conflicts of interest shall be dealt with in accordance with the Utah Code. In the event any member of the Board has had any ex parte contact regarding a matter, the member shall declare such contact prior to participating in any vote on the matter. (See Policy 10.2 Conflict of Interest)

I. ADJOURNMENT

All Board meetings shall be adjourned by a majority vote, as a result of the loss of a quorum, or by the Board Chairman.

POLICY 3.5: CLOSED SESSION

A. PURPOSES

Closed sessions shall be held only for the purposes allowed by Utah Code 52-4-205.

B. NOTICE

Public notice of closed session shall be provided in accordance with Policy 3.3.I

C. CONDUCT OF CLOSED SESSION

The Chairman or other presiding officer shall announce the statutory authority for the closed session before going into closed session. Board members, staff and other persons present shall not discuss or disclose closed session proceedings outside of the closed session without prior authorization of the Board as a whole.

D. NO FINAL DECISIONS

The Board shall not take any votes during any closed session, nor make any final decisions during any closed session. This policy, however, shall not prohibit full discussion of Board members' views during closed sessions

POLICY 3.6: MINUTES OF MEETINGS

A. WRITTEN MINUTES

The Board shall keep written minutes of all of its meetings. Minutes of public meetings shall include at least the following information:

1. All members of the Board present.
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.

B. MINUTES OF CLOSED SESSIONS

Minutes of closed session shall be kept separately from minutes of public meetings. Minutes of closed session may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an closed session are kept by tape recording, written minutes are not required, unless otherwise provided by law. The District will follow Utah Code 52-4-206, record of closed meetings.

C. DISCLOSURE OF CLOSED SESSION MATTERS

If disclosure of material in the closed session minutes would be inconsistent with the purpose for which the closed session was held, the material may be withheld

from disclosure. No closed session minutes may be disclosed without prior authorization District Attorney.

D. RETENTION

Any tape recordings or written minutes of public Board meetings or closed sessions shall be retained by the District until such time as their disposal is authorized by law.

E. AVAILABILITY TO THE PUBLIC

Written minutes of public sessions shall be made available to the public in accordance with Utah Code 52-4-203

DRAFT

RESOLUTION NO. 2020R- 14

**A RESOLUTION AMENDING NORTH DAVIS FIRE DISTRICT
PERSONNEL POLICY AND PROCEDURE MANUAL AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Board of Trustees of the North Davis Fire District, County of Davis, State of Utah (hereinafter referred to as the “District” finds changing conditions and circumstances make it desirable to revoke the existing North Davis Fire District Personnel Policy and Procedures Manual and to replace it by a new North Davis Fire District Personnel Policy and Procedures Manual,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTH DAVIS FIRE DISTRICT, as follows:

SECTION ONE: REPEAL AND REPLACEMENT

The existing North Davis Fire District Personnel Policy and Procedures Manual is hereby repealed and replaced by a new North Davis Fire District Personnel Policy and Procedures Manual which is attached as Exhibit B;

SECTION TWO: EFFECTIVE DATE

This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED by the Board of Trustees of the North Davis Fire District this 15th day of October 2020.

NORTH DAVIS FIRE DISTRICT
Board of Trustees

By: _____
TIMOTHY E. ROPER, Chairman

ATTEST:

MISTY ROGERS, Clerk of the Board

EXHIBIT A

THE NORTH DAVIS FIRE DISTRICT

PERSONNEL

POLICY AND

PROCEDURE MANUAL

(Updated 09/____/2020)

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DRAFT

NORTH DAVIS FIRE DISTRICT EMPLOYEE LETTER

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE ORGANIZATION AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND DEPARTMENTAL POLICY MANUALS.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THE ORGANIZATION OTHER THAN THE ELECTED OFFICIAL OR AGENCY HEAD HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY ELECTED OFFICIAL OR AGENCY HEAD AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED _____. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF NORTH DAVIS FIRE DISTRICT, OTHER THAN THE ELECTED OFFICAL OR AGENCY HEAD OF THE ORGANIZATION, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY OTHER THAN THE ELECTED OFFICAL OR AGENCY HEAD AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee Signature

Date

Employee Name (printed)

NDFD Representative Signature

Date

NDFD Representative Name (printed)

MISSION STATEMENT

WE, THE MEMBERS OF THE NORTH DAVIS FIRE DISTRICT, ARE COMMITTED TO PROVIDING THE HIGHEST-LEVEL CUSTOMER SERVICE TO THE CITIZENS WE SERVE AND TO THE MEMBERS OF OUR DISTRICT. THROUGH OUR CORE VALUES WE WILL WORK FOR THE SAFETY AND PROTECTION OF ALL LIFE AND PROPERTY ENTRUSTED TO OUR CARE.

We strive for EXCELLENCE through continued training and education to advance our skills and knowledge. We maintain a constant STATE of READINESS by preparing ourselves to manage any situation we might encounter, and by maintaining our apparatus and equipment in a ready state. We expect PROFESSIONALISM in everything we do, holding ourselves to the highest level of conduct. INTEGRITY in our dealings and COMPASSION in the performance of our duties are values we hold high. We recognize that the safety of the citizens of the communities we serve is the reason we are here, and that the level of CUSTOMER SERVICE that we provide is the measure of our department. We know that it requires excellent TEAM WORK to perform our duties. It is through all these, our CORE VALUES that we can accomplish our goals and perform our duties with the highest of these values, SAFETY, at the forefront.

ORGANIZATIONAL VALUES

We value honesty and integrity.

We value responsibility, and initiative by every individual and by our organization as a whole.

We value a workforce that reflects the diversity of our community. We value respect and tolerance.

We value each individual's effort to achieve their highest potential and support continuing education and skill development throughout each employee's career.

We value future development of future leaders, leadership excellence, and performance accountability.

We value cooperation with neighboring responders so that great service and efficiency are never hampered by territorialism or parochialism.

We value a healthy and safe work environment.

FUNCTIONS OF THIS MANUAL

Policy:

It is the policy of the North Davis Fire District that this Manual should be used as an outline of the basic personnel policies, practices, and procedures for the organization. This Manual is not intended to alter the employment-at-will relationship in any way.

Procedure:

(1) This Manual contains general statements of District policy and should not be read as including all the details of each policy. Additionally, this Manual should not be interpreted as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. **The District may to the policies in the Manual or revoke or modify them from time to time. The District will try to keep the Manual current, but there may be times when policy will change before this material can be revised.**

(2) All Manuals are District property. The District Fire Chief is responsible for the distribution of the Manuals to all supervisors and departments who, in turn, are responsible for safeguarding the materials and inserting approved changes. All Manuals must be returned to the District Fire Chief upon the termination of employment.

(3) A Personnel Policy Committee, which includes the District Fire Chief, District Attorney, and the District Deputy Fire Chief has been established to review changes in the District's personnel policies. The Board of Trustees must approve all policy changes. Supervisors are encouraged to recommend changes or new policies to the District Fire Chief. The District Fire Chief is responsible for disseminating new policy information.

(4) Supervisors should refer to the Manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to the District Fire Chief or the Personnel Policy Committee.

(5) As used in the Manual:

(1) **The intent of this manual is to be gender neutral;**

(2) "Supervisor" means an individual with the authority to assign, direct, and review the work of one or more subordinates; and

(3) "Immediate family" means the employee's spouse, brother, sister, child, dependent child or stepchild, dependent parents or dependent parents-in-law, grandchild or any other member of the employee's household.

EMPLOYEE SUPERVISION

Policy:

It is the policy of the North Davis Fire District that the work of all employees will be assigned, directed, and reviewed by supervisory personnel. Employees ordinarily have only one supervisor to whom they report.

Procedure:

(1) A primary role of each supervisor is to provide a link between management and non-management employees. Accordingly, supervisors are expected to communicate the goals and policies of management to the employees under them. They also are expected to communicate back to management the attitudes, suggestions, and complaints of their employees.

(2) In addition to mastering the technical skills needed in their work unit, supervisors must be able to lead and motivate their employees to do their best work. Thus, supervisors should be prepared to:

- (1) Treat employees as individuals;
- (2) Give recognition for good performance and provide guidance when improvement is needed;
- (3) Explain in advance when and why changes are necessary;
- (4) Recommend employees with growth potential for promotion, even if it means losing them to another department;
- (5) Show integrity by admitting mistakes;
- (6) Be impartial and let employees know the reasons for any decisions that might be interpreted as unfair;
- (7) Demonstrate a desire for good performance by setting work goals and standards for employees;
- (8) Create a feeling of teamwork among employees; and
- (9) Set good examples by holding themselves to the standards of conduct and performance that they demand of their employees.

(3) Supervisors are responsible for ensuring that management's goals for employee conduct and performance are achieved and that the personnel policies established by this Manual are implemented. Therefore, supervisors' duties include but not limited to:

- (1) Recommending the hiring of personnel and overseeing special job training (see Hiring, Chapter 206; and Orientation and Training, Chapter 208);
- (2) Keeping employees informed about their work assignments, work progress, and opportunities for advancement (see Promotion, Chapter 212);
- (3) Evaluating the performance of introductory employees, regular employees, and employees who are being considered for termination (see Introductory Period, Chapter 210; Performance Appraisals, Chapter 303; and Termination of Employment, Chapter 218);
- (4) Recommending salary adjustments, promotions, transfers, and termination of employees (see Salary Administration, Chapter 301; Promotion, Chapter 212; Transfer, Chapter 211; and Termination of Employment, Chapter 218);
- (5) Scheduling vacations lunch and rest breaks (see Vacations, Chapter 502; Rest Breaks, Chapter 703; and Meal Breaks, Chapter 704);
- (6) Approving meal allowances and reimbursement of employee expenses (see Reimbursement of Employee Expenses, Chapter 400);
- (7) Controlling absenteeism and tardiness, and approving requests for time off (see Absence from Work, Chapter 700);
- (8) Verifying employee timecards and scheduling overtime when necessary (see Hours of Work, Chapter 213);
- (9) Recommending job elimination when appropriate (see Layoff and Recall, Chapter 217);
- (10) Complying with applicable federal and state laws and regulations concerning nondiscrimination, harassment, sexual harassment, and employee safety (see Hiring, Chapter 206; Sexual/Miscellaneous Harassment, Chapter 203; and Employee Safety, Chapter 601);
- (11) Implementing suggestion, disciplinary, and problem review procedures (see Disciplinary Procedure, Chapter 808; and Grievance Procedure, Chapter 810); and
- (12) Ensuring that all rules and regulations are observed by employees (see Behavior of Employees, Chapter 801).

CODE OF EMPLOYER-EMPLOYEE RELATIONS

Policy:

It is the policy of the North Davis Fire District to implement fair and effective personnel policies and to require all employees to support the District's best interests.

Procedure:

(1) The District is committed to a mutually rewarding and direct relationship with its employees without the intervention of outside groups, such as unions. Thus, the District attempts:

- (1) To not discriminate against any qualified person in matters of compensation and other term, privileges, and conditions of employment because of: race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions. We reasonably accommodate gender identity in dress/grooming standards and facilities. (see Equal Employment Opportunity, Chapter 201);
- (2) To provide compensation and benefits commensurate with the work performed (see Pay Practices, Chapter 300);
- (3) To establish reasonable hours of work based on the District's production and service needs (see Hours of Work, Chapter 213);
- (4) To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety (see Employee Safety, Chapter 601);
- (5) To offer training opportunities for those whose talents or needs justify the training (see Orientation and Training, Chapter 208);
- (6) To be receptive to constructive suggestions about a job, working conditions, or personnel policies; and
- (7) To establish appropriate means for employees to discuss matters of concern with their immediate supervisor, Captain or Battalion Chief. (See Grievance Procedure, Chapter 810.)

(2) The District, as part of its commitment to providing citizens with excellent products and services and to creating a productive work environment, expects all employees to:

- (1) Deal with customers and suppliers in a professional manner (see Customer/Public Relations, Chapter 804);

- (2) Represent the District in a positive and ethical manner;
 - (3) Perform assigned tasks in an efficient manner;
 - (4) Be punctual (see Attendance and Punctuality, Chapter 701);
 - (5) Demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and
 - (6) Follow the policies adopted by the District.
- (3) The District retains the sole discretion to exercise all managerial functions, including the rights:
- (1) To dismiss, assign, supervise, and discipline employees;
 - (2) To determine and change starting times, quitting times, and shifts;
 - (3) To transfer employees within companies or into other companies and other classifications;
 - (4) To determine and change the size and qualifications of the work force;
 - (5) To determine and change methods by which its operations are to be carried out;
 - (6) To determine and change the nature, location, services rendered, quantity, and continued operation of the business; and
 - (7) To assign duties to employees in accordance with the District's needs and requirements and to carry out all ordinary administrative and management functions.

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EQUAL EMPLOYMENT OPPORTUNITY

Policy:

The North Davis Fire District is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees in matters of compensation and other terms, privileges, and conditions of employment because of: race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions. We reasonably accommodate gender identity in dress/grooming standards and facilities.

Procedure:

(1) This policy applies to all terms, conditions, and privileges of employment and all policies of the District.

- a. The District Fire Chief is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity.

(2) While overall authority for implementing this policy is assigned to the District Fire Chief, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employees who believe they have suffered from discrimination have a responsibility to report this concern to their supervisor or the District Fire Chief.

ADAA: REASONABLE ACCOMMODATIONS

Policy:

This policy provides a procedure for determining when reasonable accommodations are required for qualified individuals with a disability as defined by the Americans with Disabilities Act as Amended (ADAA) and Section 504 of the Rehabilitation Act. Provides documentation regarding the District's inability to provide accommodations due to undue hardships and the employee's appeal process. The North Davis Fire District to comply with the provisions of the Americans with Disabilities Act as Amended (ADAA) and Section 504 of the Rehabilitation Act when providing reasonable accommodations.

Procedure:

- (1) Employee Reasonable Accommodation Procedure
 1. An employee who requests a change in job duties and or work schedule based on a medical condition will be referred to the Human Resources Coordinator.
 2. The employee making the request must return the following completed forms to the Human Resources Coordinator:
 - a. ADA: Request for Reasonable Accommodation Form
 - b. ADA Medical Questionnaire
 - c. HIPAA Disclosure Form (Authorization to Disclose Health Information)
- (2) The District will review the request and provide the employee with a written determination of ADA coverage. The District may require additional information from the employee or the medical provider prior to providing a determination.
- (3) If the District determine that an employee requires an accommodation under the ADA, the Deputy Fire Chief will be notified of an employee's ADA coverage status and the need for an accommodation. The District will have ten calendar days from receipt of the written determination to hold a meeting with the employee and discuss accommodations.
- (4) At the meeting, the supervisor and employee will discuss whether accommodations may be made to allow the employee to perform the essential job functions. As an example, accommodations may include the following:
 - a. restructuring jobs (elimination of non-essential tasks, reassignment of work among coworkers, development of non-traditional solutions for day-to-day tasks)

- b. modifying work schedules
- c. removing physical barriers
- d. acquiring or modifying equipment or devices
- e. providing readers or interpreters
- f. reassigning or transferring an employee to a vacant position
- g. adjusting or modifying examinations, training materials or policies
- h. additional suggested accommodations found at the Job Accommodations Network

(5) The accommodation process is intended to be an ongoing interaction between management and the employee.

- a. The District will document all consultation meetings with the employee requesting an accommodation and the process on the ADA Interactive Worksheet.
- b. Before denying an employee an accommodation on the basis that it would pose an undue hardship, the District must consult with the Human Resources Coordinator.
 - i. The Human Resource Coordinator must document its inability to provide the accommodation.
 - 1. Documentation must include assessment of the reasonableness of the denial and identify which accommodations have been explored.
 - 2. A copy of the documentation will be retained by the District and must be made available to the employee for review.
 - ii. The Human Resource Coordinator must send a letter or memorandum outlining the denial of the accommodation to the employee within ten calendar days of having informed the employee of the District's inability to provide the accommodation.
 - iii. The employee may appeal denial of the requested accommodation to the Human Resource Coordinator within fourteen calendar days after receiving the notification of the denial.

- c. If an employee disagrees with the extent of the accommodations made by the District, the employee may appeal to the Human Resource Coordinator within fourteen calendar days of receiving notice of the accommodation.
- d. The District is not required to lower performance standards to make an accommodation.
- e. A disabled employee is required to follow the same rules, policies, procedures and standards that other employees are required to adhere to in the work environment.
- f. The Human Resources Coordinator will meet with the employee and with the supervisor at least annually to discuss whether the accommodation needs to be changed.
 - i. Any accommodation that would pose a significant health or safety risk to an employee or others in the workplace is not considered reasonable

(6) The cost of an accommodation will be borne by the District.

- a. If the District is financially incapable of providing a reasonable accommodation the District will notify the Board of Trustees by submitting a letter to the Chairman, describing the requested accommodation, the cost, and documenting the District's inability to bear the expense. A copy of this letter must also be sent to the Human Resources Coordinator.
- b. A qualified employee who voluntarily offers to contribute toward the expense of an accommodation may be allowed to do so.
- c. A qualified employee who wishes to bring medically necessary equipment or devices to work may be allowed to do so with supervisory approval.

(7) Transfers/Reassignments for an employee who can no longer perform essential functions of the position

- a. If an employee is unable to continue performing essential functions of the position with or without accommodations due to a qualifying disability, the District will have thirty calendar days to attempt to transfer or reassign the employee to a vacant position within the District.
- b. The Human Resources Coordinator will have thirty calendar days to evaluate the vacancies available throughout the District in an effort to identify a position for which the employee may qualify and where the disability can be reasonably accommodated.

- c. During this period of time, the employee may choose to use accumulated leave or will be on leave without pay.
- d. If an employee disagrees with a transfer or reassignment made by the District, the employee may file an appeal directly to the Human Resource Coordinator within fourteen calendar days after the transfer or reassignment.
- e. If a position is available for which the employee qualifies, the Human Resource Coordinator/designee, in consultation with the supervisor where the vacancy exists, will effectuate a transfer.
- f. If a position is not found within the North Davis Fire District, the employee will be terminated by the District.
- g. If the employee disagrees with the decision to terminate, the employee may file an appeal directly to the Human Resource Coordinator within fourteen calendar days of the notice of termination.

(8) Job Applicant/Interview Reasonable Accommodations Policy and Procedure

- a. The Human Resources Coordinator must provide reasonable accommodations to qualified applicants during the application and examination process. These accommodations may include providing assistance in filling out the employment application, rescheduling the examination, moving the examination to an alternative location, reading the test to the applicant, providing interpreters, visual aids, enlarged print, extending time limits, etc.
 - i. Requests for reasonable accommodations must be received by the Human Resources Coordinator at least five calendar days prior to the examination.
 - ii. All requests will be reviewed on a case-by-case basis and decisions will be based on the type of request, the applicant's disability and the nature of the job.
 - iii. Information concerning an applicant who needs a reasonable accommodation in the interview process will be conveyed to the District by the Human Resources Coordinator.
 - iv. Reasonable accommodation costs will be paid by the District.
 - v. An administrator is not required to lower performance expectations or standards for a disabled applicant.

- vi. Before a qualified applicant is denied an employment opportunity because the accommodation required would pose an undue hardship, the supervisor must consult with the Human Resources Coordinator.

References

- A. Job Accommodation Website (askjan.org)
- B. Americans with Disabilities Act of 1990, as amended
- C. Rehabilitation Act of 1973, Section 504, as amended
- D. North Davis Fire District Policy & Procedure Manual

SEXUAL AND MISCELLANEOUS HARASSMENT**Policy:**

It is the policy of The North Davis Fire District to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

Procedure:

(1) Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated based on the protected statuses listed below in paragraph (5) special attention should be paid to the prohibition of sexual harassment.

(2) Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

(3) Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees, is also prohibited. This conduct includes:

- (1) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- (2) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- (3) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance;
- (4) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;

(4) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

(5) Any of the above conduct, or other offensive conduct, directed at individuals because of their race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions is prohibited.

(6) Any employee who believes that a supervisor's, manager's, other employee's, or non-employee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to the employee's supervisor, or to the District Fire Chief, or to the Chairman of the Board of Trustees if the complaint involves the District Fire Chief.

(7) Complaints of harassment will be handled and investigated under the District's grievance policy (see Grievance Procedure, Chapter 810), unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

(8) Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. The District prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment.

ANTIDISCRIMINATION

Policy:

It is the policy of the North Davis Fire District to not discriminate against any qualified person in matters of compensation and other terms, privileges, and conditions of employment because of: race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions. In addition, the District may not refuse to reasonably accommodate gender identity in dress/grooming standards and facilities. The North Davis Fire District may not—based on any of the following factors—refuse to hire, promote, discharge, demote, or terminate any person; retaliate against or harass any person; or discriminate against any qualified person in matters of compensation and other terms, privileges, and conditions of employment:

- (a) Race
- (b) Color
- (c) Religion
- (d) Sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding)
- (e) National origin
- (f) Age (40 or older)
- (g) Disability
- (h) Genetic information
- (i) Sexual orientation
- (j) Gender identity
- (k) Protected expressions (unless in direct conflict with the employer’s essential business interests) (See further explanation below in “Protected Expressions.”)

The North Davis Fire District may not refuse to reasonably accommodate gender identity in dress/grooming standards and facilities. The District also may not refuse to provide reasonable accommodations for an employee related to pregnancy, childbirth, breastfeeding, or related conditions unless the employer demonstrates that the accommodation would create an undue hardship on the operations of the employer.

REFERENCES

Utah Code Title 34, Chapter 5

Utah Administrative Rule R606-1

PREGNANCY, CHILDBIRTH, OR PREGNANCY-RELATED CONDITIONS:
(Including Breastfeeding or Medical Conditions related to Breastfeeding)

Policy:

The North Davis Fire District may not refuse to hire, promote, discharge, demote, or terminate any person; retaliate against or harass any person; or discriminate against any qualified person in matters of compensation and other terms, privileges, and conditions of employment because of pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding.

(1) **Procedure: Reasonable Accommodations:** The North Davis Fire District may not refuse a reasonable accommodation for an employee related to pregnancy, childbirth, breastfeeding, or related conditions if the employee requests a reasonable accommodation unless the employer demonstrates that the accommodation would create an undue hardship on the operations of the employer. In addition, the District may not require an employee to terminate employment if another reasonable accommodation can be provided for the employee's pregnancy, childbirth, breastfeeding, or related conditions, or deny employment opportunities to an employee - if the denial is based on the need of the District to make reasonable accommodations related to the pregnancy, childbirth, breastfeeding, or related conditions of an employee - unless the District demonstrates that the accommodation would create an undue hardship on the operations of the District. The District is not required to allow the employee to have the employee's child at the workplace for purposes of accommodating pregnancy, childbirth, breastfeeding, or related conditions.

(2) **Health Care Provider Certification:** The District may require an employee to provide certification from the employee's healthcare provider concerning the medical advisability of a reasonable accommodation. Such certification shall include:

- a. The date the reasonable accommodation becomes advisable;
- b. The probable duration of the reasonable accommodation; and
- c. An explanatory statement as to the medical advisability of the reasonable accommodation.

However, the District **may not** require an employee to obtain a certification from the employee's healthcare provider if the request for reasonable accommodation is for more frequent restroom, food, or water breaks.

(3) **Reasonable Breaks and Private Room:** For a period of at least one year after the birth of a the employee's child, the District will provide breaks for each time the employee needs to breast feed or express milk. The District will also consult with the employee to determine the frequency and duration of the breaks.

- a. Breaks shall, to the extent possible, run concurrent with any other break period otherwise provided to the employee.
- b. The District will provide the employee with a private room or other location in close proximity to the employee's work area. The room provided will not be a bathroom or toilet stall, and the District will maintain the room and keep it in a clean and sanitary condition. The room provided will be available to the employee at the times and duration required by the employee as determined in the consultation between the District and employee. The room provided for breastfeeding or expression of milk will be private, shielded from view, and free from intrusion by other employees or the public. Finally, the room provided will also have an electrical outlet.
- c. The District will not allow the employee to have the employee's child at the workplace for purposes of accommodating pregnancy, childbirth, breastfeeding, or related conditions.

(4) Providing a Refrigerator or Freezer for Temporary Storage: The District provides access to a clean and well-maintained refrigerator or freezer to temporarily store the employee's breast milk. If the employee does not work in an office building, the employer must provide the employee with a nonelectric, insulated container to temporarily store the employee's breastmilk.

(5) Discrimination Prohibited: The District will not refuse to hire, promote, discharge, demote, or terminate a person, or may not retaliate against, harass, or discriminate in matters of compensation or in terms, privileges, and conditions of employment against a person otherwise qualified because the person breastfeeds or expresses milk in the workplace.

HIRING

Policy:

It is the policy of The North Davis Fire District to be an equal opportunity employer and to hire individuals solely on the basis of their qualifications and ability to perform the necessary functions of the job to be filled. Evaluation of employment candidates will be made on the basis of education, skills, experience, character, general competence, ability to work and relate with co-workers, and potential for job performance and learning consistent with the needs of the position to be filled.

Procedure:

(1) New full-time regular or appointed positions may be created with authorization and approval of the District Board of Trustees and Fire Chief, either through the annual budget authorization or by separate action.

(2) Supervisors who need to fill a job opening should submit an employment requisition to Human Resource Coordinator as soon as the need is known.

(3) The District may try to fill job openings above entry level by promoting from within, if qualified internal applicants are available. (See Transfer, Chapter 211; and Promotion, Chapter 212.)

(4) If candidates from within the District are to be considered for job openings, the District Administration will post the opening in accordance with procedures contained in Promotion, Chapter 212. Current employee candidates for the openings will be considered and processed as outlined in Transfer, Chapter 211.

(5) If candidates from outside the District are to be considered for job openings, the District Administration will be responsible for advertising for the position. A job announcement will be prepared briefly describing the position, listing the salary, the minimum requirements and the essential functions of the position, and the closing date. This advertisement will be posted on the Districts Job Listing web page. In addition, and at the same time, the District Administration will advertise externally for all new and vacant positions. The District Fire Chief may waive the external advertising requirement for positions when it is determined that sufficient qualified applicants are available. Advertising generally includes local newspapers, Department of Workforce Services and other employment agencies/media as determined by the District Fire Chief.

(6) The salary advertised for the vacant position is usually the salary at the bottom of the range for the position. However, in order to obtain a better selection of applicants, the District Fire Chief may recommend a higher starting rate depending on an applicant's experience or skill level or other competitive considerations.

(7) The District actively engages in recruitment efforts designed to ensure minorities, women, and persons with disabilities or other groups substantially underrepresented in the District workforce are among the applicants from whom appointments are made.

(8) The District will ensure veterans or their qualifying spouse or widow/er will receive a preference in the hiring process.

- a. All preference eligible veterans and their qualifying spouses or widow/ers meeting minimum qualifications will be given a 5% advantage in the interview and hiring process.
- b. For veterans with disabilities or for purple heart recipients, they will be given a 10% advantage in the interview and hiring process.

(9) All candidates desiring to be considered for a job opening must follow the procedures listed below:

- 1 All candidates for employment must fill out and sign a District employment application in order to be considered for hiring.
- 2 The District Fire Chief and Human Resource Coordinator will consider requests for accommodation of disabilities and religious beliefs and will determine what, if any, accommodation will be made.
- 3 Once the application deadline has passed, no additional applications will be considered.
- 4 Once the application deadline has passed, the District Fire Chief or the hiring department will screen all applications to determine if minimum qualifications have been met.
- 5 Whenever it appears from an application or otherwise that an applicant does not possess the required educational or experience qualifications for the position, or fails to meet the requirements of the position set forth in the specifications of the position, or the application contains false, incomplete or intentionally misleading statements, the District Fire Chief may reject such application and refuse the applicant further consideration.
- 6 The District Chief or hiring authority may determine how many applicants he wishes to test and/or interview. The District Fire Chief or designee will contact the applicants to be tested and/or interviewed.

- 7 Upon application for employment or promotion, examinations may be required as determined by the District Fire Chief. Testing will be held at times determined by the District Fire Chief and only after each applicant is given reasonable notice. The examination may include, but is not limited to, written tests, performance tests, and physical tests
- 8 Minimum Grades on Tests - Prior to giving an examination, the District Fire Chief, will determine a minimum grade for all or any part or parts of an examination. Any candidate who fails to attain at least this minimum grade shall be considered to have failed and shall not be considered further.
- 9 All examinations will be under the supervision of the District Fire Chief or designee. All examinations shall be impartial, fair, and practical and designed to test the relative qualifications and fitness of applicants to discharge duties of the particular position which they seek to fill. Only questions pertaining to the job position will be asked and shall comply with the Equal Employment Opportunity Commission (See Equal Employment Opportunity, Chapter 201). All test results are the property of the District and test scores will not be released to applicants.
- 10 All applicants who fail their respective examinations should receive reasonable notice from the Human Resource Coordinator.
- 11 Applicants determined to be qualified for consideration for the available job openings will be selected for an interview. Only questions pertaining to the job position will be asked and shall comply with the Equal Employment Opportunity Commission (See Equal Employment Opportunity, Chapter 201). During the interview, each interviewer will complete a score sheet. After the interview, the District Chief will determine which applicants to consider further.
- 12 After the interview process, the Administration and Human Resource Coordinator will make reference checks. Only job-related questions will be asked.
- 13 The District Chief has the responsibility to determine whether an applicant is technically qualified for the available position and meets the other job-related criteria necessary to perform the job. The decision whether to hire the applicant is to be made by the District Fire Chief.
- 14 The District Fire Chief will determine a Wage offer. Wage offers above the minimum for the position must be approved by the Fire Chief and Human

Resource Coordinator. Any changes in the initial wage offer must be adjusted accordingly in District's current Budget.

- 15 Following a decision to hire the applicant, the District Fire Chief will make an offer of employment, which should include any necessary contingencies or disclaimers. A written job-offer will be prepared for all employees, which will include job title, starting salary, supervisor's name, starting date, orientation period notice that employment is contingent upon passing a background examination, drug tests, medical/physical examinations, and employment policy.
- 16 To accept a job offer, the candidate must sign the written job offer, thereby making the offer final. The original copy is filed in the personnel folder and a copy is given to the new employee.
- 17 The District will then determine whether the applicant has the legal right to work in the United States using E-Verify or a similar source and, where appropriate, conduct personal references, and criminal conviction checks. A prior conviction, taken by itself, will not necessarily disqualify an applicant. If the applicant accepts the offer and a medical examination is required, the District Fire Chief should arrange it. (See Medical Procedures, Chapter 209.)
- 18 If the position requires a background investigation, the employee will sign a release authorizing the investigation. This investigation will normally be handled by Human Resource Coordinator.
- 19 If the background, medical, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the District, the applicant will be refused employment or, if already employed, may be terminated. (See Introductory Period, Chapter 210; and Termination of Employment, Chapter 218.)
- 20 All applications and interview score sheets will be returned to the District Human Resource Coordinator. All applicants who were interviewed should receive reasonable notice from the District Administration and Human Resource Coordinator.
- 21 District Fire Chief or designee is responsible for orientation of new employees and the processing of their employment forms; the supervisor is responsible for any necessary job training. (See Orientation and Training, Chapter 208.)

(10) Employment of relatives prohibited Exceptions

- (1) For purposes of this policy:
 - (a) "Appointee" means an employee whose salary, wages, pay, or compensation is paid from public funds.
 - (b) "Chief administrative officer" means the District Fire Chief who has ultimate responsibility for the operation of the District.
 - (c) "Public officer" means a person who holds a position that is compensated by public funds.
 - (d) "Relative" means a father, mother, husband, wife, son, daughter, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
- (2) No public officer may employ, appoint, or vote for or recommend the appointment of a relative in or to any position or employment, when the salary, wages, pay, or compensation of the appointee will be paid from public funds and the appointee will be directly supervised by a relative, except as follows;
 - (i) the appointee is eligible or qualified to be employed by the District as a result of compliance with civil service laws or regulations, or merit system laws or regulations established by the District.
 - (ii) the appointee will be compensated from funds designated for vocational training;
 - (iii) the appointee will be employed for a period of 12 weeks or less;
 - (iv) the appointee is a volunteer as defined by the District; or
 - (v) the Fire Chief or designee determines that the appointee is the only or best person available, qualified or eligible for the position.
- (3) No public officer of the District may directly supervise an appointee who is a relative when the salary, wages, pay, or compensation of the relative will be paid from public funds, except as follows:

- (i) the relative was appointed or employed before the public officer assumed his position, if the relative's appointment did not violate the provisions of this policy at the time of appointment;
- (ii) the appointee is eligible or qualified to be employed by the District as a result of compliance with civil service laws or regulations, or merit system laws or regulations established by the District;
- (iii) the appointee will be compensated from funds designated for vocational training;
- (iv) the appointee will be employed for a period of 12 weeks or less;
- (v) the appointee is a volunteer as defined by the District;
- (vi) the appointee is the only person available, qualified, or eligible for the position; or
- (vii) the Fire Chief or designee determines that the appointee is the only person available or best qualified to perform supervisory functions for the appointee.

(4) When a public officer supervises a relative under Subsection (2)(b):

- (i) the public officer shall make a complete written disclosure of the Relationship to the Fire Chief or the Chair of the Board of Trustees, if the public officer is the Fire Chief; and
- (ii) the public officer who exercises direct authority over a relative may not evaluate the relative's job performance or recommend salary increases for the relative.

(11) No appointee may accept or retain employment if he/she is paid from public funds, and is under the direct supervision of a relative, except as follows:

- (a) the relative was appointed or employed before the public officer assumed his/her position, if the relative's appointment did not violate the provisions of this policy in effect at the time of appointment;

- (b) the appointee was or is eligible or qualified to be employed by the District as a result of compliance with civil service laws or regulations, or merit system laws or regulations;
- (c) the appointee is the only person available, qualified, or eligible for the position;
- (d) the appointee is compensated from funds designated for vocational training;
- (e) the appointee is employed for a period of 12 weeks or less;
- (f) the appointee is a volunteer as defined by the District; or
- (g) the Fire Chief or designee has determined that the appointee's relative is the only person available or qualified to supervise the appointee."

(11) Employees who marry or become members of the same household may continue employment as long as there is not:

- (a) A direct or indirect supervisor/subordinate relationship between the employees; or
- (b) A conflict of interest.

Should one of the above situations occur, the District will attempt to find a suitable position within the District to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

(12) The District will employ no one under the age of 18

(13) Former employees who left the District in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment. (See Termination of Employment, Chapter 218.) A former employee who is reemployed will be considered a new employee from the date of reemployment unless the break in service is less than 365 days, in which case the employee will retain accumulated seniority. Length of service for the purposes of benefits is governed by the terms of each benefit plan. (See Disclosure of Benefits, Chapter 501.) Employees who retire may be eligible, in certain circumstances, to be considered for rehire. (See Retirement, Chapter 219)

References

1. Americans with Disabilities Act of 1990
2. Age Discrimination in Employment Act of 1967 as amended
3. Civil Rights Act of 1991
4. Rehabilitation Act of 1973 (P. L. 93-112) U.S. Code 38.42.2011, 2012, 2014 F.
5. Veterans Administration U.S. Code 38.101 G.
6. Veterans' Preference Utah Code 71.10.1-3 H.
7. Legal Notice Publication Requirements Utah Code 45-1-101
8. Utah Code Part 2 Restriction of Public Employers 34-52-201 (4)

EMPLOYMENT AGREEMENTS

Policy:

It is the policy of The North Davis Fire District that it may execute written employment agreements with the Fire Chief.

Procedure:

(1) The Board of Trustees of the North Davis Fire District are the only representatives authorized to enter into a written employment agreement on behalf of the District with any employee.

(2) Written employment agreements normally will set out the significant terms and conditions of an individual's employment. These terms and conditions generally include:

- (1) The length of time that the agreement will last and how, if at all, it can be renewed;
- (2) The job title and job description, reserving the right of the District to change the employee's duties as the District's interests require;
- (3) The employee's wage;
- (4) Any other forms of compensation, such as health insurance, pension, incentive plans, or perquisites; and
- (5) Provisions for the termination of employment.

(3) Employment agreements covered by this policy may include any or all of the following elements, depending on individual circumstances:

- (1) **Relocation Expenses:** The agreement should specify that payment of, or reimbursement for, relocation expenses by the District will only be made when agreed to in advance and may be contingent upon the completion of a satisfactory period of employment after relocation.
- (2) **Special Training and Education:** Coverage should specify that employees who are selected for an extended period of training or education paid for by the District will be required to return to work for the District at the conclusion of the program. Employees who do not return to work or who return but terminate employment (whether voluntarily or otherwise) within one year of course completion, will be required to reimburse the District for the costs of the training or education. (See Educational Assistance, Chapter 507.)

- (3) Employees are encouraged to review carefully any employment agreement and to consult with legal counsel if necessary, to understand the terms of the agreement.

ORIENTATION AND TRAINING

Policy:

It is the policy of The North Davis Fire District to provide orientation programs for new employees and to conduct or support training programs that it determines to be appropriate.

Procedure:

(1) The District Fire Chief is responsible for the overall development and coordination of the orientation program and for implementing the portions that cover philosophy, policies, benefits, and new employee files and documentation. Each supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and department and may select a coworker to serve as a sponsor to facilitate the new employee's transition.

(2) Supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, and for arranging outside trainers. In addition, the District, to the extent feasible, will maintain a library of self-instructional programs and materials for employee use. Training will normally be conducted during regular working hours.

(3) Supervisors may approve employee participation in continuing education and training programs when that instruction is regarded as beneficial or considered necessary for satisfactory job performance. In some cases, employees may be required to enroll in and complete the programs satisfactorily.

(4) The appropriate supervisor must approve employee participation in special programs, either external or in-house, dealing with supervisory, professional, or management development; cost reduction; quality improvement; or compliance with government regulations. (See Participation in Trade and Professional Associations, Chapter 407; and Educational Assistance, Chapter 507.)

(5) The District may consider the feasibility of sponsoring or conducting special programs for groups of employees when continuing education and in-service programs are required for licensing or for recertification of a license. Under those circumstances, it will apply for approval by the licensing authority and will attempt to comply with all requirements established by that authority. However, it may at its discretion cancel, modify, or withdraw from any certification or program.

(6) The District will provide special training programs for safety and health matters when considered necessary or as required by government regulation. (See Employee Safety, Chapter 601.)

(7) District sponsored or conducted orientation and training programs may be reviewed periodically to evaluate the quality of the instruction, the content, and the results.

(8) Employees may receive certificates of completion for successfully finishing approved or sponsored training and educational programs. The District Fire Chief will maintain records of all training programs completed by each employee.

MEDICAL PROCEDURES

Policy:

It is the policy of The North Davis Fire District that applicants, to whom a conditional offer of employment has been extended and current employees, may be required to undergo medical tests, procedures, or examinations. Management will determine the medical tests, procedures or examinations that are necessary for the safe or efficient operation of the organization.

Procedure:

(1) Successful applicants for employment will be required to submit to a drug test ((See Drugs, Narcotics, and Alcohol, Chapter 812) and may be required as a condition of employment to take a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made should be examined.

(2) Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests an accommodation for a disability, or has a questionable ability to perform current job duties or the duties of the job for which the employee is being considered.

(3) Employees are encouraged, but not required, to have physical examinations periodically during their employment and to participate in wellness programs.

(4) Medical examinations required by the District will be paid for by the District and will be performed by a physician or licensed medical facility designated or approved by the District. Medical examinations paid for by the District are the property of the District, and the examination records will be treated as confidential and kept in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.

(5) Employees who need to use prescription or nonprescription legal drugs while at work must report this requirement to their immediate supervisor if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their jobs safely and properly while taking the prescription or nonprescription legal drugs. (See also Drugs, Narcotics, and Alcohol, Chapter 812.)

(6) The District reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. (See Leaves of Absence, Chapter 702.) The District also may require a second and, if necessary, third

medical opinion regarding an employee's absence because of illness or injury. The District will pay for any required additional opinions.

(7) Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. (See Leaves of Absence, Chapter 702.)

(8) Employees who become ill on the job or suffer any work-connected injury, no matter how minor, must report immediately to their supervisors. Supervisors will arrange referral for examination, treatment, and recording of the incident as necessary. Time spent by an employee in waiting for and receiving this medical attention will be considered hours worked for pay purposes.

(9) The District also may require job applicants and current employees to take a test to determine the presence of drugs, narcotics, or alcohol, unless prohibited by law. For policies and procedures on this type of testing. (See Drugs, Narcotics, and Alcohol, Chapter 812)

References:

Local Governmental Entity Drug-Free Workplace Policies Utah Code Ann. §34-41-104

INTRODUCTORY PERIOD**Policy:**

It is the policy of The North Davis Fire District that all new employees and all present employees transferred or promoted to a new job will be on Conditional Status and should be carefully monitored and evaluated for an initial introductory period. (See Employee Classification, Chapter 216). After satisfactory completion of the introductory period, those employees will be evaluated as provided for in the Performance Appraisals policy. (See Performance Appraisals, Chapter 303.)

Procedure:

(1) Normally, the introductory period should last one-year. Supervisors should observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, behavior, or development should be brought to the employee's attention for correction. Employee's should receive encouragement and mentoring during their training period.

(2) Supervisors should prepare a written evaluation using the Districts evaluation process of all full-time, part-time regular, and part-time fire employee's job performance by the end of the first six months and again at the end of one-year on the new job. (See Performance Appraisals, Chapter 303.) At the end of the first year, the evaluation should include a recommendation of whether the employee should continue in the position. Copies of the evaluations are placed in the employee's personnel file. (See Personnel Records, Chapter 901.)

(3) Employees generally will be allowed to continue in their new positions if they are given both a satisfactory evaluation by the end of their initial six-month employment period and their supervisor's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation and endorsement may be given additional time in 30-day increments to demonstrate their ability to do the job, if the supervisor feels additional time is warranted in order to achieve acceptable job performance.

(4) Supervisors may recommend the termination or demotion of a newly hired, promoted, or voluntarily transferred employee at any time. A recommendation for termination or demotion should be submitted in writing to the District Fire Chief and Human Resource Coordinator for review and should include an evaluation and a list of actions taken to assist the employee. (See Termination of Employment, Chapter 218., Disciplinary Action, Chapter 808) Action to terminate part-time employees must have the prior approval of the District Fire Chief and notice being forwarded to the Board of Trustees Chairman. Action to terminate full-time employees must have the prior approval of the District Fire Chief in consultation with the Chairman or his designee. (See Disciplinary Procedure, Chapter 808.)

(5) Newly hired full-time employees generally are eligible for all employee benefits. Transferred or promoted employees, although evaluated according to this policy, remain eligible for all benefits while demonstrating their ability to perform their new jobs. The introductory period will be extended by the number of workdays missed because of a leave of absence in excess of 14

calendar days. (See Vacation Leave, Chapter 502; and Leave of Absences, Chapter 702)

(6) At the discretion of management, voluntarily transferred or promoted employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists, or may be terminated. (See Transfer, Chapter 211; and Promotion, Chapter 212)

TRANSFER

Policy:

It is the policy of The North Davis Fire District that it may at its discretion initiate or approve employee job transfers from one job to another.

Procedure:

(1) The District may require employees to make either a temporary or long-term job transfer in order to accommodate the District's business needs. The District will try to limit the number and duration of temporary transfers that it requests of individual employees in a twelve-month period.

(2) Employees may request a voluntary job transfer. To be eligible for a voluntary transfer, employees normally must meet the requirements of the new position, have held their current position for at least one year, have a satisfactory performance record, and have no adverse disciplinary actions during the same period.

(3) Job openings for which management solicits candidates from within the District will normally be posted on the Districts Job Announcement Board. However, as it considers appropriate, management will fill job openings or make transfers without posting notices.

(4) Requests for a voluntary transfer normally should be handled as follows:

(1) When a job opening exists in the District and a current employee is interested in transferring to the position, the employee should submit an application and the required certifications for the position to the Human Resource Coordinator and the District Fire Chief by the posted closing date. Applications for posted job openings must comply with the procedures described in Promotion, Chapter 212.

(2) The District Fire Chief will review the application to determine if the employee meets the minimum requirements for the position. The candidate may be subject to testing and interviewing and will be allowed time off without pay for testing and job interviews related to the transfer if they meet the minimum requirements for the position.

(3) Supervisors may initiate the procedure and propose employees for a position.

(5) Voluntarily transferred employees will be subject in their new positions to the provisions of the Introductory Period policy. (See Introductory Period, Chapter 210.) In addition, transferred employees will be required to pass a drug screen and may be

required to have a medical examination if the examination is job-related and consistent with business necessity. (See Medical Procedures, Chapter 209.)

- (6) Pay for transferred employees generally will be handled as follows:
 - (1) Employees transferred to a job within the same salary range will continue to receive their existing rate of pay;
 - (2) Employees transferred to a job in a higher salary range will receive a salary increase as outlined in Salary Administration, Chapter 301 as long as the increase does not exceed the maximum for the salary range; or
 - (3) When an employee voluntarily transfers to a job in a higher salary range the employee will receive the minimum salary of the new grade (see Promotion, Chapter 212).
 - (4) Employees transferred, for management's convenience, i.e., lack of work, budgetary reasons, or reorganization, to a job in a lower salary range will usually be paid at their former rate. If their pay exceeds the maximum for the new pay range, their salary will be in a Red-Circle Rate for the job classification of the position being transferred to and will be handled as described in Salary Administration, Chapter 301.
 - (5) Employees who are transferred for disciplinary reasons may receive a reduction in their salary and may be subject to probationary status.

PROMOTION

Policy:

It is the policy of The North Davis Fire District to encourage employees to apply for promotions to higher-level positions when vacancies occur. It is the District's policy to hire the most qualified candidate for vacant positions. All promotions will be on a competitive basis.

Procedure:

(1) All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, Department Captain, and the District Chief level officers.

(2) Employee eligibility for promotion will be determined by the requirements of the new job. In addition, to be considered, employees must have held their current position for at least one year, have a satisfactory performance record, and have no disciplinary actions during the same period. However, the district Fire Chief has the authority to consider qualified candidates who are still within the Introductory Period.

(3) Job openings and promotions for which management solicits candidates from within the District will normally be posted on the District's Job Announcement Board. When job openings or promotion opportunities are posted:

(1) Interested employees must submit an application and required certifications to the Human Resource Coordinator and the District Fire Chief by the posted closing date.

(2) The District Fire Chief may, at his discretion, solicit outside candidates during or after the posting period.

(4) Employee candidates for promotion will normally be screened and selection will include, but not be limited to attendance and work records, performance appraisals, and job-related qualifications including, in some instances, aptitude or achievement tests. Seniority may be considered if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications. In addition, employees seeking promotion will be required to pass a drug screen and may be required to have a medical examination if the examination is job-related and consistent with business necessity. (See Medical Procedures, Chapter 209.)

(5) Promoted employees will be subject to the provisions of the Introductory Period policy in their new positions. The vacated job will not be held for return rights. (See Introductory Period, Chapter 210.)

(6) Pay for promoted employees will be handled as outlined in Salary Administration, Chapter 301.

HOURS OF WORK

Policy:

It is the policy of The North Davis Fire District to establish the time and duration of working hours as required by workload and production flow, customer service needs, the efficient management of human resources, and any applicable law. The Fire Chief delegates the oversight of timekeeping and scheduling to the Human Resource Coordinator, the Deputy Fire Chief, Battalion Chief, and shift Captains when appropriate.

Procedure:

(1) General Employees: The normal workweek is Sunday through Saturday, beginning and ending at midnight on Saturday, and consisting of forty hours. The normal workday will consist of eight hours of work with an unpaid meal period. Rest breaks are considered as time worked.

(2) Full-time Firefighters: Full-time Firefighters will work 96 hours in consecutive 12-day work period. Overtime pay and compensatory hours will not accrue until 91 hours have been worked in the 12-day period, unless they are called out for an emergency as defined in Overtime, Chapter 214. Firefighters will typically work a 48-96 hour schedule; this is 48 hours continuously on duty then 96 hours off duty and so on throughout the year. Firefighters may not work additional hours after 48 hours on duty unless approved by the Deputy Chief or a Chief Officer, and/or holdover incident at shift change.

(3) Part-Time Firefighters: Part-time Firefighters will work a maximum of 1560 hours annually. Part-time Firefighters may not work additional hours unless approved by the Deputy Chief or Fire Chief. Part-Time Firefighters are not benefit eligible.

(4) The schedule of hours for employees will be determined by each District Deputy Chief. Each Battalion Chief will inform employees of their daily schedule of hours of work, including meal periods and rest breaks, and of any changes that are considered necessary or desirable by the District. Permanent work shifts changes should be forwarded to the District Fire Chief.

(5) For some jobs, the standard hours of work may be altered to meet the needs of the District or the desires of the employee. The District Chief must approve permanent flextime/compressed work schedule. The scheduling of work is designed to provide optimal service to the community and flextime/compressed work schedules should be used to achieve this goal. To protect the District and its employees from allegations of misuse of District employment, careful documentation of work hours is needed for those who work flextime schedules.

(6) Supervisors may schedule overtime or extra shifts with the approval of the District Deputy Fire Chief. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) as needed. Employees are not permitted to work overtime without the prior approval of their supervisor and/or District Chief Officers. (See Overtime, Chapter 214)

(7) Mandatory employee attendance at lectures, meetings, and training programs will be considered hours of work, and therefore will be compensated time, if attendance is requested by management. Travel time under the provision of the Fair Labor Standards Act will also be compensable time (see Travel, Chapter 401). Full-Time and Part-Time Firefighters who attend any of the above listed events shall enter their time into the District's Time Management Software under the "Misc." tab. A detail of starting and ending times as well as a description of the reason for the Misc. time shall be entered into the note section. It is the employee's responsibility to make this entry, even if there are multiple employees present at the same event, including the firefighter's supervisor. A single entry for all employees in attendance can be made by the supervisor as long as all employees that are entered are aware the entry is being made on their behalf. It is the individual employee's responsibility to verify the entry was made for them prior to the end of the pay period.

(8) Work may occasionally be performed at home by an employee. Work taken home must be approved in advance by the District Chief. An employee must be compensated for any work pertaining to an employee's job that is performed at home. All hours worked at home must be reported as time worked in the Districts Time management software.

(9) The District Chief, at his/her discretion, may allow nonexempt employees to make up lost time during a given workweek. However, make-up will not be allowed if the lost time is the result of conditions the employee could control, if there is no work the employee is qualified to do, or if adequate supervision is not available.

(10) The time worked for all nonexempt employees who are Full-Time or Part-Time Firefighters is required to be detailed in the time management software showing the daily hours worked. Non-exempt employees who are not Full-Time or Part-Time Firefighters shall enter their time on a District Provided Time Sheet. Time sheets for non-exempt employees, who are not Full-time or Part-Time Firefighters cover two workweeks and must be completed by the close of each workday. The following points should be considered in filling out time records on a time sheet or in the Districts Time Management Software:

- (1) Employees should record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday; Full-Time and Part-Time Firefighters are not required to deduct for time spent on break or for mealtimes. The time record in the Districts Time Management Software will reflect their starting time and quitting time. Any variances from the original scheduled work shift shall be made by the Employee in the Time Management Software.
- (2) Employees who are not Part-Time or Full-Time Firefighters are required to take scheduled lunch or meal breaks unless approved by their immediate supervisor;

- (3) Employee time records should be checked and verified by the employee and the shift supervisor at the end of each shift, unless the employee is not a Part-Time or Full Time Firefighter, their time sheet shall be verified at the end of the pay period by the employee, their supervisor and the NDFD Administration. Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered by the employee as a requested day off in the District Time Management Software, or in the event of a Non-Firefighter employee, on their personal time record;
- (4) Unapproved absences should not be considered as hours worked for pay purposes. Supervisors should inform employees if they will not be paid for certain hours of absence;
- (5) Filling out or making changes to another employee's time record is prohibited with the exception of shift supervisors, Deputy Fire Chief, Fire Chief or Human Resource Coordinator when making adjustments to the actual time worked in the Districts Time Management Software. (See item #6 below)
- (6) Shift supervisors of Full-Time and Part-Time Firefighters have the responsibility to ensure that at the end of each day, the actual hours worked for each member of the firefighter crew is reflected in the District's Time Management Software. Any deviations from the scheduled shift, whether it is because the employee had to leave early or stay past the end of the scheduled shift ending time, shall be adjusted.
- (7) Employees who are Part-Time or Full-Time Firefighters who work past the ending time of their scheduled shift, whether it be due to a call that extends past the time of shift change, or for a reason approved by the shift supervisor, must make an entry into the Time Management Software as "Holdover Time". The exact time the firefighter held over and a detailed explanation in the notes section must be entered. In the event the holdover was due to call, the incident number for that call must be entered into the notes section.

All Full-Time and Part-Time Firefighters have the responsibility at the end of each work shift and by the end of each pay period to ensure that his/her hours recorded in the Time Management Software are correct. By Sunday morning at 0900 hrs. on the week of payday, all employees should have checked their hours worked in the Time Management Software and notified the Human Resource Coordinator of any discrepancies. If no notification is made to Human Resource Coordinator payroll will be completed with the assumption that all time entered is correct.

- (8) Falsifying any time record is prohibited. Any employee found guilty of falsifying theirs or another employees time record will be disciplined as per district policy, up to and including termination.

(11) Personnel employed in executive and administrative capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records, but must account for daily attendance. Exempt employees must account for vacation or sick leave hours on their leave use sheet in full day increments. In addition, exempt employees will not receive overtime compensation.

References

Section 3(s)(1)(C) of the FLSA

OVERTIME

Policy:

It is the policy of The North Davis Fire District to organize work to avoid the use of overtime except in unusual circumstances.

Procedure:

(1) Work should be organized to avoid the use of overtime except in unusual circumstances. Overtime work must have the prior approval of the person responsible for the account to which the overtime is charged. If overtime is used continually and the overtime cost exceeds the cost of an additional employee, an additional position should be considered.

(2) Nonexempt Full-Time Employees (not Fire): Nonexempt employees (except 24-hour Shift Firefighters as explained below), will be paid at the rate of time-and one-half the regular rate of pay for all hours worked in excess of 40 hours per week as defined by FLSA. Employees must actually work 40 hours per week in order for overtime to be paid. Sick leave, vacation leave, compensatory leave, administrative leave and funeral leave are not counted as hours worked.

(3) Part-Time Employees (not Fire): Part-time employees will be paid straight time and will not be eligible to work more than 20 hours per week, unless approved by the Fire Chief and Human Resource Coordinator. Part-time employees are not benefit eligible.

(4) Nonexempt Full-Time 24-Hour Shift Firefighters: Nonexempt 24-hour Shift Firefighters will be paid overtime pay for all hours worked in excess of 91 hours in a 12-day work period as defined by FLSA. The overtime rate will be calculated at one-and-a-half-times the hourly rate for working 2880 hours per year. Employees must actually work 91 hours per period prior to overtime being paid, administrative leave it considered actual time worked. Sick leave, vacation leave, compensatory leave, and funeral leave are not counted as hours worked.

(5) Part-Time Firefighters: Part-time employees will be paid straight time as defined by FLSA overtime rules and will not be eligible to work more than 1560 hours annually. Part-time Firefighters are not benefit eligible.

(6) Compensatory Time: A nonexempt employee may request and may receive compensatory time off in lieu of overtime pay. Compensatory time consists of one-and-one-half hours of paid leave for each hour of overtime worked. Nonexempt regular employees will be eligible for compensatory time for hours worked in excess of 40 hours per week. Nonexempt full-time firefighters are eligible for compensatory time for hours worked in excess of 91 hours per 12 day pay cycle. Compensatory time must be used within the calendar year it was accrued unless an extension has been authorized by the Fire Chief or Human Resource Coordinator. The Fire Chief or Human Resource Coordinator may have the option to approve anything over the maximum 72 hours. Compensatory time not used within the current calendar year may be paid to the employee at their regular rate of pay. Earning and using compensatory time must be approved in advance by the district Deputy Chief or Fire

Chief. Compensatory time earned and used will be maintained by Human Resource Coordinator.

(7) Emergency Pay and Mandatory Call Back for Full-Time Employees: Compensation at the rate of time and one-half will be paid for emergency hours worked, if the emergency pay provision is invoked and approved in advance by the Department Fire Chief and/or Deputy Chief. Emergency work is defined as under minimum staffing or work that has not previously been scheduled and which must be accomplished immediately in order to maintain the health, safety and welfare of District residents. Emergency pay will be paid regardless of the number of hours an employee actually works during the work week. In an emergency situation, the Fire Chief and/or Deputy Chief reserve the right to deny, withdrawal annual vacation leave, or mandatorily call back any employee of the district.

(8) Call-Out/Call-Back Pay: When an employee is called back to work for less than one hour, the employee will be paid for a minimum of one hour of work at the rate of time and one-half. If the callback work requires more than one hour, the employee will be paid at the rate of time and one-half for the number of hours worked. Calculation of the time starts when the employee begins work. Part-time fire fighters are exempt from the call-out/call-back pay provision.

Reference:

Section 3(s)(1)(C) of the FLSA

OUTSIDE EMPLOYMENT

Policy:

It is the policy of The North Davis Fire District to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

Procedure:

(1) The District requires that employee's activities and conduct away from the job must not compete or conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the District. (See Conflicts of Interest, Chapter 807.) This prohibition also extends to the unauthorized use of any District tools or equipment. In addition, employees are not to solicit or conduct any outside business during paid working time.

(2) All full-time employees must obtain prior approval from their supervisor before undertaking any outside employment or other work activity.

(3) Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued.

(4) Employee requests for permission to accept outside employment, including self-employment, should be submitted in writing to the District Fire Chief. The request should include any pertinent information about the outside employer, the nature of the job, the hours of employment, and potential conflicts with the primary job.

(5) In evaluating requests for outside work the District Fire Chief will consider whether the proposed employment:

- (a) May reduce the employee's efficiency in working for the District; or
- (b) May adversely affect the District's image.

(6) Employees who have accepted outside employment may not use paid sick leave to work on the outside job.

EMPLOYEE CLASSIFICATION

Policy:

It is the policy of The North Davis Fire District to classify employees, as defined below, for the purposes of compensation administration. The District may supplement the regular workforce as needed with part-time, seasonal or temporary employees, or other forms of flexible staffing.

Procedure:

(1) The classification of employees working for the District is defined as follows:

- (1) Appointed Officials: An Appointed Official is a member of the Board of Trustees who is duly elected and appointed by the Clearfield City Council, West Point City, and Sunset City as specified in Resolution 2019R-08. Appointed Official positions are Exempting Positions as determined by Utah Retirement Systems.

Exempting Positions - Positions eligible to exempt include any elected, appointed or non-merit protected positions. Tier 1 Elected and Appointed Officials are not eligible to receive retirement benefit. Tier 2 Elected and Appointed Officials are not eligible to receive retirement benefit.

- (2) Full-Time Regular Employee: A Full-Time Regular Employee is an employee who is paid for not less than 2,080 hours in a calendar work year and whose position is designated as a position, which will receive full benefits.
- (3) Full-Time Firefighter: A Full-Time Regular Firefighter is an employee who is paid for not less than 2880 hours in a calendar work year and whose position is designated as a position, which will receive full benefits.
- (4) Part-Time Regular Employee: A Part-Time Regular Employee is an employee who may not work more than 20 hours in a work week and does not receive any benefits provided by the District.
- (5) Part -Time Firefighter: A Part-Time Firefighter may not work more than 1560 hours in a calendar work year and does not receive any benefits provided by the District.
- (6) Seasonal Employee: A Seasonal Employee is an employee who works more than 60 calendar days but no longer than 190 calendar days and will not receive any benefits provided by the District.

- (7) Temporary Employee: A Temporary Employee is an employee who works less than 60 calendar days and will not be paid any benefits provided by the District.
- (8) Volunteer Employee: A Volunteer Employee is an employee who provides services without receiving compensation or benefits provided by the District.
- (9) Conditional Status: An employee working in the Introductory Period is considered as Conditional Status.
- (10) District Fire Chief: The District Fire Chief is the Chief Administrative Officer of the District, is appointed by the Board of Trustees and serves at the pleasure of the Board of Trustees. The District Fire Chief is responsible to the Board of Trustees for the administration of all District affairs and works under the general guidance and direction of the Chairman, Board of Trustees, and established policies and procedures of the District.
- (11) Nonexempt Employee: Nonexempt employees are eligible for paid overtime or compensatory time at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.
- (12) Exempt Employee: an employee who is not eligible for overtime pay.

LAYOFF AND RECALL

Policy:

It is the policy of The North Davis Fire District that if it must reduce employment because of adverse economic or other conditions, layoffs and recall from layoffs generally will be conducted consistent with the District's requirements and in accordance with the procedures described below.

Procedure:

(1) The District will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoff before any final decisions are made. In the event that a layoff is expected, the District will attempt to communicate information about an impending layoff as soon as possible. However, management reserves the right to alter the layoff procedure and withhold information about the layoff as permitted by law in order to protect the District's interests.

(2) Layoffs that are expected to be temporary generally will be handled according to the provisions of this policy. Selections for layoffs that are known to be permanent will be made according to this policy and then handled according to policies outlined in Termination of Employment, Chapter 218; and Severance Pay, Chapter 304.

(3) Nonexempt employees (those employees who are covered by the minimum wage and overtime provisions of the Fair Labor Standards Act) within each affected unit typically will be selected for layoff in the following order:

- (1) New employees covered under the Introductory Period policy, Chapter 210, will be laid off first;
- (2) Part-time and temporary employees will be laid off next; and
- (3) Full-time employees will be laid off next, based on their length of service, qualifications and their demonstrated ability to perform the available work.

(4) Exempt employees within each affected unit typically will be selected for layoff based on evaluation of the following criteria:

- (1) Demonstrated current and past performance;
- (2) Promotion potential and transferability of skills to other positions within the unit; and
- (3) Length of service with the District.

(5) An employee's length of service is measured from the original date of employment with the District, as long as there has not been a break in service greater than 365 days. During a layoff, employees with breaks in service greater than 30 days, but less than one year per break, are credited only for their time actually worked, i.e., the break time does not get counted unless

required by law. Employees with a break in service greater than one year receive credit for service only from their most recent date of hire with the District.

(6) Employees selected for layoff will be given as much notice as is required by law or as much as is reasonable under the circumstances. Employees will be informed of the reason for the layoff, the estimated length of the layoff, and any rights they have to appeal their selection for layoff to the District Fire Chief.

(7) Employees who are laid off will be maintained on a recall list for six months or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the District Fire Chief if they become unavailable for recall. Employees who do not keep a current home address on record with the District Fire Chief will lose their recall rights.

(8) Employees will be recalled according to business need, their classification, and their ability to perform the job. Notice of recall will be sent by registered mail, return receipt requested, to the current home address on record with the Human Resource Coordinator and the District Fire Chief. Unless an employee responds to the recall notice within seven days following receipt of the notice, or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any job rights with the District.

(9) If the layoff is expected to exceed 30 days, vacation pay equal to the number of unused vacation hours accrued will be paid at the time of layoff. Employees who are laid off will not accrue vacation or sick leave during layoff. When an employee returns to work following recall, the employee will be credited with the number of sick leave hours they had at the time of the layoff.

TERMINATION OF EMPLOYMENT

Policy:

It is the policy of The North Davis Fire District to terminate employment because of an employee's resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the workforce. Discharge can be for any reason not prohibited by law.

Procedure:

(1) Employees are requested to give written notice of their intent to resign. Failure to give written notice may result in ineligibility for reemployment. (See Hiring, Chapter 206, and Vacation Leave, Chapter 502) The following guidelines are suggested:

- i. Supervisory and managerial employees should give four weeks' notice; and
- ii. All other employees should give at least two weeks' notice.
- iii. Supervisors should prepare a written letter of acceptance of the resignation and forward the notice of resignation to Human Resource Coordinator and the District Fire Chief.

(2) Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily terminated (See Attendance and Punctuality, Chapter 701.)

(3) Involuntary terminations will be made as follows:

- (1) All District Chief will make all involuntary terminations for full-time employees. All recommendations for involuntary termination of full-time employees should be reviewed by the District Fire Chief, Human Resource Coordinator, and the Board Chairman. All dismissals for full-time employees should conform to the disciplinary procedures described in Disciplinary Procedure, Chapter 808.
- (2) The District Chief will make all involuntary terminations for part-time employees. All recommendations for involuntary termination of part-time employees should be reviewed by the District Fire Chief, Human Resource Coordinator, and the Board Chairman to assure that the dismissal conforms with the District policy and procedure.
- (3) Employees who are dismissed will receive a written notification stating the reasons for termination.

(4) Notice of involuntary terminations should be handled carefully and discreetly, preferably in a private meeting including the employee to be terminated, the immediate supervisor, and District Chief. An unbiased witness should also be present.

(5) The Fire District Administration should conduct an exit interview with all full-time employees who are terminating not later than the employee's last working day or earlier if a special effort is being made to persuade the employee to remain with the District. During this interview, the individual attitude about working for the District should be recorded. An exit interview form must be completed and submitted to the District Fire Chief.

(6) The District Fire Chief should maintain written reports of the termination notice meeting (when applicable) and the exit interview. Pertinent items requiring managerial review and needed changes of policy should be brought to the attention of Employers Council (HR Consultant) (See Functions of this Manual, Chapter 103.)

(7) Employees who voluntarily resign will be paid on the next regular payday following termination. Employees who are being involuntarily terminated from the District will receive their final paycheck within 24 hours (regular office hours) of termination.

(8) Terminating employees must return to their supervisor or the District Fire Chief all property in their possession, such as identification cards, keys, credit cards, equipment, pagers, cars, etc. to their supervisor or the District Fire Chief. If the employee owes the District any money or is responsible for any lost or damaged property, those accounts are to be settled as originally agreed or by deduction from final pay, as per signed agreement.

(9) Terminating employees, who are covered by the District's group health plan will be notified by the District's Health Care Provider of their right to continue coverage under that plan. (For a special summary of the Consolidated Omnibus Budget Reconciliation Act ("COBRA") continuation coverage requirements.

(10) For policies and procedures governing termination of an employment contract, see Employment Agreements, Chapter 207.

(11) For policies and procedures governing a permanent reduction in force, see Layoff and Recall, Chapter 217.

(12) Terminating employees may be eligible for future employment if recommended by their supervisor and approved by the District Fire Chief. Terminating employees who wish to be considered for future employment should inform the District Fire Chief.

(13) All requests for employment references should be made in writing to the District Fire Chief and should include an authorization by the employee for the release of the requested information. Generally, the District Fire Chief will not release reference information without the employee's authorization, or will limit the information to verification of the employee's position, salary range, job title, and dates of employment with the District.

(14) Termination and discharge procedures are only guidelines and do not create a legal contract between the District and its employees. The District reserves the right to implement its policies and procedures as it sees fit. In addition, specified grounds for termination are not all-inclusive. (See Disciplinary Procedure, Chapter 808.)

RETIREMENT

Policy:

It is the policy of The North Davis Fire District that employees are eligible for normal retirement when they meet the age and services requirements defined by the system they are enrolled in at the Utah Retirement System.

Procedure:

(1) Employees who choose to take normal retirement are requested to give the District Fire Chief as much advance notice of their intent as possible, or at least 90 days. Employees who have given notice of either normal or early retirement may be called upon to assist in the training of their replacements.

(2) The District reserves the right to require any District employee to have a complete medical examination when there is a legitimate suspicion of reduced or impaired ability. The District will pay the cost of the physical examination.

(3) Employees who qualify for retirement are eligible to receive retirement benefits as defined by the Utah Retirement System. (See Disclosure of Benefits, Chapter 501.) Retiring employees are eligible to receive pay for accrued but unused vacation. (See Vacation Leave, Chapter 502.). Retiring employees may be eligible to receive pay for accrued unused sick leave in accordance with the Districts Sick Leave Retirement and Separation Benefit (see Chapter 504).

(4) The District Fire Chief or Human Resource Coordinator are responsible for distributing literature concerning retirement benefits to employees. It is also responsible for posting any notices required by law on the District's bulletin boards.

(5) The District Fire Chief or Human Resource Coordinator notifies employees of pre-retirement counseling programs on a periodic basis. Employees are encouraged to enroll in the program as far in advance of retirement as possible.

(6) The District Fire Chief or Human Resource Coordinator will assist the employee in preparing and submitting the required retirement forms for the Utah Retirement System, and 401(k) and 457 accounts.

(7) The District may provide retiring employees with a special gift as a small token of the organization's appreciation for long and dedicated service. Gifts will be presented at an appropriate retirement ceremony.

(8) Retiring employees may be eligible to reapply for employment, and those who are interested in future temporary or part-time employment with the District should make that interest known at their exit interview. URS guidelines and hiring rules must apply. See Hiring, Chapter 206; and Termination of Employment, Chapter 218.)

EMPLOYMENT RESIDENCY REQUIREMENTS

Policy:

It is the policy of The North Davis Fire District to require designated employees to reside within the District limits or within a certain distance of the District Fire Station.

Procedure:

- (1) The Fire Chief and Deputy Fire Chief is required to live within a 10-minute response time to the District.

PAY PRACTICES - 300

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SALARY ADMINISTRATION

Policy:

It is the policy of The North Davis Fire District to pay compensation that is nondiscriminatory and market competitive as much as possible. However, all compensation policy decisions must take into consideration the anticipated effect upon the District's budget and overall financial condition.

Procedure:

It is the intent of the District to consider prevailing practices related to cost-of-living and market trends in establishing wages and salaries. This shall be completed every other year, and the District may utilize either market survey results or consumer price index (CPI) data on a national or local level or both. The Board of Trustees will make changes to the salary schedule relative to as follows:

(1) All full-time and regular part-time employees in a position that has been assigned to a grade classification will receive the salary adjustment. Any employee whose salary falls in the Red-Circle Rate will be eligible a market adjustment. Increases may be approved at the discretion of the North Davis Fire District Board of Trustees, fiscal Budget adoption. (see paragraph (7) below).

- (1) When across-the-board salary adjustments are awarded, they will be effective on the date determined and approved by the Board of Trustees.
- (2) The total compensation value of the position, including benefits, must be considered. Base salary plus cost of benefits equals the total compensation value. In comparing benefit packages provided in the labor market, the District may evaluate both the level and the cost of benefits provided as well as other factors as deemed appropriate.

(2) The District Fire Chief is responsible for coordinating the continuing internal review of all compensation and for making sure that each job is evaluated and assigned a job grade and salary range. (See Job Evaluation, Chapter 305.) This review should determine whether compensation accurately and fairly reflects each individual's responsibilities and performance.

- (1) If it is determined that a position has not been properly classified according to the job grade and salary range, the position will be reclassified to a new grade to bring the position in line with the market.
- (2) If the grade for the position is downgraded, the employee currently in the position will continue to receive their current salary. Any new employee hired in the position will receive the salary of the new grade.

- (3) If the grade for the position is upgraded, the employee currently in the position will receive a salary adjustment equal to the difference between the minimum of the new grade and the minimum of the old grade. This will allow the employee to maintain the same position on the salary scale.

(3) The District Fire Chief or his designee and Human Resource Coordinator will, when considered appropriate, participate in or conduct compensation surveys covering other employers with similar jobs. This and other available information should be used to help set pay policy and to determine the relative competitive position of the District's pay structure.

- (1) Market analysis will be conducted on the midpoint (average wage of people in a similar position) for the position. The market midpoint average will be compared to the District's midpoint for the corresponding position.
- (2) A regression line will be calculated to compare the District's midpoint to the market midpoint. Recommendations to adjust the District's midpoint will be considered. Generally, adjustments will not be made for changes less than one percent (1%).
- (3) Employees assigned to grades where the midpoint is identified as needing to be adjusted, will receive a salary adjustment commensurate with the recommended midpoint adjustment not to exceed the midpoint for the assigned grade.

(4) Wage for New Hires: New employees generally will be hired at the starting rate assigned to their job grade. Human Resource Coordinator and the District Fire Chief may recommend higher starting rates depending on an applicant's experience or skill level or other competitive considerations as follows:

- (1) An employee cannot be recruited for the position at the beginning rate; or
- (2) The qualifications of the applicant selected for the position exceed the minimum requirements and the individual can be expected to perform at a higher level of performance.

(5) All full-time, part-time regular and part-time fire employees being appointed as a new hire will receive a minimum of two evaluations by their immediate supervisor during their Introductory Period (see Chapter 210).

- (1) These evaluations normally will be conducted at the end of six months and again at the end of one year.
- (2) Full-time Employee: At the end of the one-year Introductory Period, the new hire will be eligible for an increase on their starting salary provided

they have an evaluation that meets job expected proficiency, and their supervisor recommends continuing in the position.

- (3) If the full-time employees Introductory Period is extended, they will not be eligible for an increase until they have an evaluation that meets job expected proficiency, and their supervisor recommends continuing in the position.
- (4) After a full-time employee successfully completes the Introductory Period, the permanent evaluation date of the employee will be due June 1st of each year.
- (5) Part-time Employee: At the end of the one-year Introductory Period, the new hire will be eligible for an increase on their starting salary provided they have an evaluation that meets job expected proficiency, and their supervisor recommends to continue in the position. If the employee is within the Red-Circle Rate, they will not receive an increase, their wage will remain the same. A part-time employee will be eligible for a wage increase in accordance with Performance merit Pay.
- (6) If the part-time employees Introductory Period is extended, they will not be eligible for an increase until they have an evaluation that meets job expected proficiency, and their supervisor recommends continuing in the position
- (7) After a part-time employee completes the Introductory Period, the permanent evaluation date of the employee will be due June 1st of each year.

(6) Wage for Promoted Employees: Employees who are promoted will be subject to the Introductory Period as described in Chapter 210. During this period, their immediate supervisor in the new position will evaluate them.

- (1) Evaluations normally will be conducted at the end of six months and again at the end of on-year.
- (2) The promoted employee will receive an increase based on their years of experience to the employee's current pay rate at the time of promotion.
- (3) At the end of the one-year Introductory Period, the promoted employee will retain the pay increase provided they receive an evaluation that meets job proficiency, and their supervisor recommends continuing in the job. If the promoted employee receives a unsatisfactory proficiency final evaluation, they will lose the pay increase granted at the time of the promotion and may be terminated or returned to their previous position if a vacancy exists. A promoted employee is not eligible for a wage increase at the completion of the Introductory Period.

(7) Red-Circle Rate: Red-Circle Rate is the rate of pay for an employee which falls above the current maximum salary for the pay grade to which assigned, reclassified, or transferred.

(1) Any employee in this category who has been voluntarily assigned, reclassified, or transferred or has been reclassified because of disciplinary reasons shall be placed on a salary freeze for a period of two years. During the two-year period, if the employees' rate of pay falls back within the assigned pay range, the freeze shall be lifted.

(2) Any employee in this category who has been involuntarily assigned, reclassified or transferred (i.e., position abolished, reorganization, etc.), will stay on the salary at employees rate, Until pay falls back within the assigned pay range, the freeze shall be lifted. At the end of the two years freeze.

(8) Supervisors are responsible for conducting a compensation review in conjunction with a performance review with each employee at least annually. Compensation decisions generally should be based on performance. (See Performance Appraisals, Chapter 303.)

(9) Supervisors, when conducting compensation reviews, should show employees the relationship between pay and job performance, length of service, and other significant factors. In addition, supervisors should make clear that overall compensation includes numerous non-cash benefits paid by the District on each employee's behalf. (See Disclosure of Benefits, Chapter 501.)

PERFORMANCE PAY

Policy:

It is the policy of The North Davis Fire District to compensate employees for their performance on an annual basis in an order to reward them for their performance and bring them to the midpoint or higher (market) of their position.

Procedure:

(1) Progression through the employees assigned pay grade on the Districts Wage schedule is based on Midpoint to Maximum Progression. These methods of progression are described in Comments (2) and (3) below. Employees shall be eligible to receive performance merit pay under the following guidelines:

- (1) Initiation of a wage increase lies solely at the discretion of the District Chief and is not a vested right of any employee.
- (2) Annual performance pay funding is based on the Districts ability to pay, hiring needs, turnover, retention rates, and other factors deemed relevant at a rate set by the Board of Trustees.
- (3) Performance pay shall be effective the pay period in which the eligibility date occurs. A Personnel Action Notice accompanied by a Performance Evaluation is required to process the adjustment and/or payment.
- (4) Board of Trustees members are not eligible to receive performance pay.
- (5) Part-time employees are eligible to receive performance pay (see Comment (4) below).
- (6) Federal, state and Social Security taxes will be withheld on lump sum payments. District contributions on the lump sum will be made to both the Utah Retirement System and the Districts supplement retirement account.

(2) **Midpoint Progression:** Upon completion of the introductory period and receiving a salary adjustment, the full-time employee shall be assigned an annual performance review date. (See Salary Administration, Chapter 301.)

It is the objective of the District that employees acquire job skills, which are considered full-performance level within their job classification in which they are hired. It is the responsibility of the District Chief and immediate supervisor to identify the essential skills, competency, and quality of work which will satisfy the full-performance requirement. Employees, in conjunction with supervisors, shall develop a performance plan based upon achieving full-performance competency. Full performance (Midpoint) should be achievable in a maximum of six years and on. The earliest an employee could reach midpoint would be Six if they were hired at the minimum of their grade.

- (1) Prior to their annual review date, the supervisor and employee will conduct a performance evaluation. The employee may receive a merit increase to their base pay based on the following chart.

<u>Performance Evaluation Score</u>	<u>% of Salary Increase</u>
Employee meets full proficiency For Board approved merit	0-5 %, or other as approved by the board.
Employee meets Unsatisfactory Proficiency or placed on probation	0%, not eligible

- (3) **Minimum to Maximum Progression:** Compensation is considered market competitive. Merit increases will continue annually as the employee continues to grow and enhance in proficiency while in grade. Once an employee has reached the Red-Circle Rate or received the top of grade in their grade. The employee is eligible for one-time annual bonus as follows.

<u>Performance Evaluation Score</u>	<u>% of Salary Increase</u>
Employee meets full proficiency Board approved merit annually	0-5 %, or other as approved by the board.
Employee meets Unsatisfactory Proficiency or placed on probation	0% not eligible

- (4) **Part-Time Employees:** Part-time employees will be eligible for performance pay beginning on their one-year anniversary date if they receive an evaluation score listed below. Part time employees are not eligible for one-time annual bonus.

<u>Performance Evaluation Score</u>	<u>% of Salary Increase</u>
Employee meets full proficiency Board approved merit annually	0-5 %, or other as approved by the board.
Employee meets Unsatisfactory Proficiency or placed on probation	0% not eligible

PERFORMANCE APPRAISALS**Policy:**

It is the policy of The North Davis Fire District that the employee's supervisor(s) should continually evaluate the job performance of each employee.

Procedure:

(1) Supervisors should complete formal performance appraisals on the following occasions:

- (1) By the end of six months and one year of employment (see Introductory Period, Chapter 210);
- (2) In conjunction with the annual salary review; no later than June 1st of each year. (see Salary Administration, Chapter 301);
- (3) When an employee's performance does not meet the expectations of the position and is being placed on probation;
- (4) When the employee is transferred or promoted to a new job;
- (5) When a part-time employee becomes a full-time employee;
- (6) When a seasonal employee is terminated at the end of the season; or
- (7) When a reduction in staff is necessary (see Layoff and Recall, Chapter 217).

If a performance appraisal has been completed within one month of the above occasions, a new appraisal does not have to be completed, except in cases involving discipline or termination. Between scheduled appraisals, supervisors should discuss with employees on an informal or formal basis any performance issues that require attention and should keep records of any significant incidents and provide the employee with specific performance objectives (SPO).

(2) In evaluating employees, supervisors should consider factors such as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered, but are not limited to, include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.

(3) Supervisors should prepare a written appraisal of each employee's job performance. The appraisal should include the supervisor's comments and recommendations, and performance goals for the next evaluation period.

(4) The District Fire Chief and designee should review each supervisor's written evaluation to help assure that the evaluation function has been properly completed in as fair and objective a manner as possible.

(5) After the written evaluation has been reviewed by the Supervisor. The supervisor and employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of their evaluation. The employee and supervisor should then sign and date the evaluation and forward it to Human Resource Coordinator and District Fire Chief for review and inclusion in the employee's personnel file. (See Personnel Records, Chapter 901.)

(6) In addition to adding written comments to their performance appraisal, employees may request a review by the District Fire Chief. (See Grievance Procedure, Chapter 810.)

(7) Information derived from the performance appraisal may be considered when making decisions affecting training, pay, promotion, transfer, or continued employment.

(8) All supervisors participating in the evaluation process will be required to attend annual training on Performance Appraisals.

(9) The procedures discussed in this policy are only guidelines. The District may modify or revoke them in whole or in part at any time. Therefore, these procedures are not a promise or contract, express or implied, and the District retains the right to determine whether and how they will be applied, depending on the circumstances.

SEVERANCE PAY

Policy:

It is the policy of The North Davis Fire District that severance pay may be granted to terminated employees under certain limited circumstances. The District will establish the terms for severance pay in writing and communicate these terms to employees as required by law. The District, however, retains the right to amend or terminate its severance pay plan at any time.

Procedure:

(1) Severance pay is intended to provide extra economic help to certain terminated employees while they adjust to their job loss.

(2) The District Fire Chief is responsible for administering policy on severance pay and will handle any employee claims or complaints.

(3) Employees may be considered eligible for severance pay if they have worked full-time for at least one year and are terminated because of:

- (1) A permanent reduction in force (unless the employee refuses a transfer recommended by the District); or
- (2) The elimination of the job or position.

(4) Employees normally will not be considered eligible for severance pay if their employment is terminated because of:

- (1) An employee-initiated voluntary resignation;
- (2) Misconduct;
- (3) A layoff that is expected to be short-term;
- (4) A breach of an employment agreement; or
- (5) A normal retirement, employee-initiated early retirement, permanent disability, or death.

(5) If severance pay is granted, eligible employees normally will receive one week of regular straight-time pay for each year of continuous service. Severance pay is calculated from the most recent date of hire. Unless otherwise provided, payment will be made in a lump sum at the time when final termination pay is provided.

JOB EVALUATION

Policy:

It is the policy of The North Davis Fire District to evaluate all jobs in order to establish a consistent basis for measuring and ranking the relative worth of each job.

Procedure:

(1) The District Fire Chief and Human Resource Coordinator are responsible for developing and administering the job evaluation program.

(2) Written job descriptions should be prepared for each position in the District. Each job then should be evaluated and ranked using a standardized rating system that measures the job content and worth of the job in the external marketplace. The District Fire Chief, the Deputy Fire Chief or their designee will perform the rating.

(3) All full-time and some part-time jobs are to be assigned a grade or classification based on their relative worth as determined by the job evaluation.

(4) Each grade or classification has a wage range assigned to it and provides for a spread from a minimum to a maximum rate. Employee compensation within any grade or classification is based on factors such as merit, experience, individual productivity, length of service, and external market factors. (See Salary Administration, Chapter 301.)

(5) The District Fire Chief should evaluate all new positions and review on a periodic basis all job descriptions and evaluations to assure that they accurately reflect current conditions. Employees may request a job reevaluation or an adjustment to grades or classifications.

PAY PROCEDURES

Policy:

It is the policy of The North Davis Fire District to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Procedure:

(1) The District pays full-time regular and part-time employees on a biweekly schedule (26 times per year). The District pays full-time firefighters on a biweekly schedule (26 times per year). With one additional make-up check every 12 weeks. Employees normally will be paid at 12 noon on Friday following the end of the pay period. If the regular payday occurs on a holiday, employees will be paid on the last working day prior to the holiday.

(2) Employees on each payday will receive, in addition to their check or deposit advice, a statement showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law or contract. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.

(3) Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify the District Fire Chief immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, the District Fire Chief will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, and the District will not be responsible for the loss or theft of a check if it cannot stop payment on the check.

(4) Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with the Human Resource Coordinator or District Fire Chief.

(5) Salary Advances will not be allowed.

(6) Garnishments: A wage garnishment refers to a legal proceeding imposed by a court of law requiring an employer to remit a portion of an employee's compensation to a third party. However, the District may not discharge or discriminate against an employee because the employee's earnings have been garnished. The garnished portion of an employees pay will be held by the District upon receipt of a garnishment order and until the garnishment is paid or until the garnishment expires. Money held for a garnishment will be paid to the garnishor.

UNIFORM ALLOWANCE

Policy:

It is the policy of The North Davis Fire District to require certain employees to wear uniforms in the performance of their duties.

Procedure:

(1) A uniform allowance will be paid to employees of the Fire District who are required to wear a uniform in the performance of their duties. Uniform allowance amount will be determined for each budget year and will be dependent on budget restrictions. The district will reimburse the employee for the uniform purchase as follows:

- (1) Uniform allowance funds are used to purchase or maintain business-related clothing or equipment.
- (2) Original receipts for purchase or maintenance of uniforms must be turned into the Finance Director on a monthly basis. Uniforms, cleaning or accessories in excess of the budgeted amount for each person will not be reimbursed. A check will be issued to cover the amount of the receipt.
- (3) Receipts for clothing that is adaptable for general use and must be approved within the uniform policy.
- (4) Home cleaning of uniforms will be reimbursed at the following rate: \$1.25 per day (\$150.00 annually), per uniform for full-time 24-hour shift firefighters. Administrative staff working 40 hours per week will be allowed \$308.75 for home cleaning. Home cleaning may be paid at the beginning of the year, however, if employment is terminated, the uniform cleaning amount must be repaid to the district for the remaining days for which the allowance was paid.

(2) Other employees designated to wear uniforms will be provided a uniform(s) by the District. The District will provide the uniform and in some cases will provide for the cleaning of the uniform.

(3) If safety shoes are a requirement of the position, the employee will be provided an allowance towards the purchase of safety shoes. The supervisor will be responsible to determine the frequency of the safety shoe purchase.

(4) The District Fire Chief must authorize the requirement of an employee to wear a uniform. Formula for home cleaning:

- (a) Administrative: $52 \text{ weeks} \times 5 \text{ days} = 260 \text{ days} - 13 \text{ holidays} = 247 \text{ days}$
 $247 \text{ days} \times \$1.25 = \$308.75 \text{ annually}$

(b) 24-Hr. Firefighters: 30 pay periods x 4 = 120 24-hr shifts
120 x \$1.25 = \$150.00 annually

REIMBURSEMENT OF EMPLOYEE EXPENSES - 400

Travel 401:1

Automobile Usage 402:1

Assigned Automobiles 403:1

Business Entertaining..... 404:1

Meal Reimbursement 405:1

Membership in Clubs and Civic Organizations 406:1

Participation in Trade and Professional Associations..... 407:1

TRAVEL

Policy:

It is the policy of The North Davis Fire District that business travel must be approved in advance and should be engaged in and reimbursed according to the guidelines below. All travel expenses incurred by a member of the Board of Trustees or District employees while conducting North Davis Fire District business shall be paid by North Davis Fire District.

Procedure:

(1) Certain travel by District Board Members and District employees may be necessary and useful for accomplishing municipal functions. Travel must be carefully budgeted and controlled, and employees granted the privilege to travel are to be conservative and careful in the expenditure of travel funds. Extravagance and waste by employees while traveling could lead to the loss of the travel privilege.

(2) Board of Trustee Travel – (See North Davis Fire District Policies; Policy 11.1 Travel)

(3) Employee Travel – Travel expenses must be included in the annual budget of each department. Responsibility for keeping within the travel budget lies with the District Chief. Any travel which was not anticipated and, therefore, not included in the budget or which exceeds the amount budgeted for must be approved by the District Fire Chief.

(1) Pre-Approval – Approval from the Fire Chief is required prior to an employee incurring any travel-related expenses. Approval by the Chairman of the Board of Trustees is required before the Fire Chief incurring any travel-related expenses.

(2) Documentation - After travel expenses have been incurred, the employee must submit a travel request form which details the reason for the trip, an itinerary and the specific travel expenses. Travel Reimbursement Forms must be signed by the employee and approved by the Fire Chief.

(3) Travel-related expenses include:

- (a) Costs to travel to and from the business destination.
- (b) Transportation costs while at the business destination.
- (c) Lodging, meals, and incidental expenses.

(4) Transportation

- (a) Personal Vehicle Use - A employee who uses his or her personal vehicle for North Davis Fire District business will be reimbursed for mileage in accordance with the IRS or State of Utah.

- (b) Alternative Travel Arrangements – Employees may structure alternative travel and lodging to reduce costs or to accommodate personal preferences if the alternatives provide a documented cost savings to the District or the employee pays the increased costs. If a board member chooses to drive rather than fly for out-of-state travel, North Davis Fire District will reimburse the employee based on the least expensive method of travel, rather than actual mileage.
 - (c) Rental Cars – Employees may obtain a rental car with prior approval or in cases of documented need. Groups of employees at the same location shall share rental vehicles where practical. When a rental car is used, rental agency liability and collision/loss damage coverage is required, at the District expense.
- (5) Travel Related Meals
- (a) Meal Per Diems – Employees shall be paid for meals (including tax, tips, and other meal related expenses) accordance with the IRS or State of Utah per diem rate (Utah Administrative Code R25-7), including all rules contained therein. Per diem may be paid to employees prior to leaving for the travel destination. Some locations may require adjusted rates due to location of Meeting or convention
 - (b) Direct charge on employee personal credit card – Employees may use personal credit cards to pay for approved travel related meals. Employees must retain all receipts related to such purchases and submit them with the Travel Reimbursement Form. In the event that the daily total expense for meals is greater than the allowable per diem amount, the employee will only be reimbursed up to the allowable per diem amount.

(6) Incidental Expenses - Incidental expenses are not considered part of a meal per diem reimbursement and, therefore, substantiation is required. Incidental expenses include ground transportation, parking, and related tips; fax, telephone, internet, or copy charges; and other business-related expenses. Other tips are not reimbursable.

(7) Lodging - Travel that requires an overnight stay must pre-approved by the Fire Chief of the North Davis Fire District. Lodging will be paid for in accordance with the IRS. Detailed receipts are required to be submitted to District in order to claim refunds for taxes paid. Under normal circumstances, employees should make all travel arrangements for transportation and lodging.

(8) Personal Expenses - Personal expenses, including entertainment or alcohol, are the responsibility of the employee and will not be reimbursed by North Davis Fire District.

(9) Employee expenses paid by other entities – North Davis Fire District employees that provide services to other entities either formally or informally may represent the interest of those entities as well as the District while traveling on official North Davis Fire District business. Where possible, the shared benefit of the employee activities while traveling should be determined and costs of that travel proportionally split between the benefiting entities. If any employee travel-related expenses are paid directly by another entity, those payments must be documented and disclosed to North Davis Fire District. Any travel-related expenses that are paid by another entity must not be submitted to North Davis Fire District for reimbursement to the employee. In such circumstances the district will reimburse the employee for travel related costs and then bill the other entity the proportional share of those travel-related costs, or the other entity will bill the District for its proportional share of the travel-related costs paid by the other entity.

(10) In the event that an employee receives a per diem allowance prior to traveling and is not able to travel, the employee will return those funds to North Davis Fire District. If upon review of travel expenses inappropriate or fraudulent expenses have been incurred the employee may be subject to disciplinary action including; recovery of funds, inability to travel, suspension or termination.

(11) The District may issue guidelines specifying or restricting travel booking requirements

(12) Any travel expenses considered unreasonable under the circumstances will not be paid or reimbursed and are the employee's personal responsibility. In addition, employees will not be reimbursed for the travel expenses of their spouses if they wish to take their spouses on District business trips.

(13) For policies and procedures governing reimbursement for business entertaining while traveling, see Business Entertaining, Chapter 404.

(14) Time spent by nonexempt employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) in traveling away from home on business during normal working hour regardless of the day of the week is considered hours worked for pay purposes. (See Hours of Work, Chapter 213.)

(15) Employees traveling on District business are representatives of the District and are expected to maintain a high level of professionalism and to follow all of the District's policies and rules. (See Behavior of Employees, Chapter 801.)

AUTOMOBILE USAGE

Policy:

It is the policy of The North Davis Fire District to provide vehicles for business use, to allow employees to drive on business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

Procedure:

(1) Employees may not drive vehicles for District business without the prior approval of their supervisor. Before approving a driver, the Human Resource Coordinator must check the employee's driving record, verify the existence of a valid driver's license, and make certain that the employee is eligible for coverage under the District's insurance. (See Hiring, Chapter 206.)

(2) Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. The District will check the driving record twice a calendar year of those employees required to drive as a condition of employment. In addition, employees holding those jobs must inform their supervisors and the Human Resource Coordinator of any changes that may affect their ability to meet the standards of this policy. For example, employees who lose their driver's license must report this to their supervisor and Human Resource Coordinator. For all other jobs, driving is considered only an incidental function of the position.

(3) Vehicles will be assigned to those departments that have demonstrated a continuing need for them. Additional vehicles are maintained in a motor pool for use as needed. Employees who receive prior approval from District Chief may rent a car when traveling out of town on business. (See Travel, Chapter 401.)

(4) Employees who need transportation in the course of their normal work may be assigned a vehicle for their use. All other employees needing transportation for business may use vehicles assigned to their department. When no vehicles are available, employees may use their own vehicles for business purposes, but only with the prior approval of the District Chief.

(5) Employees who drive a vehicle on District business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are responsible for any driving infractions or fines that result from their driving and must report them to their supervisors and Human Resource Coordinator.

(6) Employees are not permitted, under any circumstances, to operate a vehicle, or a personal vehicle for business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

(7) Except for unmarked District vehicles assigned to the District Fire Chief, and Deputy Fire Chief employees may not use District vehicles for non-business purposes. (See Assigned Automobiles, Chapter 403.)

(8) Employees driving on District business may claim reimbursement for parking fees, tips and tolls actually incurred and submit all receipts for accounting purposes. In addition, employees driving District vehicles may claim reimbursement for gasoline and other expenses directly incurred for business purposes. The employee's supervisor and Fire Chief must approve all requests for reimbursement.

(9) Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for the use. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance.

(10) Employees must report any accident, theft, or damage involving a District vehicle or a personal vehicle used on District business to their supervisor, and the District Fire Chief regardless of the extent of damage or lack of injuries. These reports must be made within two hours after the incident. Employees causing a vehicle accident when property damage is in excess of \$1000 or the degree of injury requires medical treatment will be required to complete a drug screen and shall be required to be tested for alcohol (see The North Davis Fire District Drug Free Workplace Policy). Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers

(11) Time spent by nonexempt employees (those covered by the minimum wage and overtime provisions of the Fair Labor Standards Act) in driving a District or personal vehicle on business during normal working hours is considered hours worked for pay purposes. Commuting time before the start and after the end of the workday is not treated as work time for pay purposes.

ASSIGNED AUTOMOBILES

Policy:

It is the policy of The North Davis Fire District to assign a vehicle to certain employees to enable them to perform the functions of their job or may be part of a compensation package.

Procedure:

(1) Staff Employees: Some District vehicles may be assigned to staff employees to be used during working hours. These vehicles are to be used for District business and not for personal use. Stopping at an establishment for lunch is not considered personal use. These District vehicles are not to be taken outside the District limits without the approval of the employee's supervisor.

(2) Unmarked District Vehicles Assigned to District Fire Chief and Deputy Fire Chief: Because the Chief and Deputy Chief are on call at all times, any personal use of the assigned vehicle within 100 miles of the District's boundaries is authorized and is therefore considered business use. The North Davis Fire District is under the accountable plan as defined by Internal Revenue Service regulations. The District Chief and Deputy Chief are required to maintain adequate records to substantiate any personal use beyond 100 miles of the District's boundaries.

The Fire Chief and Deputy Fire Chief shall advise the Chair of the Board of Trustees prior to using an assigned District Vehicle for travel for personal purposes that is more than 100 miles from the District's boundaries. Personal use of the vehicles outside the 100-mile District boundary is a taxable benefit even if the Chair of the Board of Trustees is advised.

(3) District Vehicles Marked with District Decal: District vehicles affixed with District decals are authorized for commuting only. They are not authorized for personal use. An employee using a District-owned or leased vehicle for commuting must have written permission from the District Fire Chief. Employees found abusing the privilege to use a District-owned or leased vehicle for commuting purposes may result in a loss of that privilege. Supervisory employees may be granted the privilege to use District-owned vehicles if their work requires them to return to the District after hours for emergencies.

(4) Clearly Marked Fire Vehicles: Clearly marked fire vehicles are authorized for commuting only. Personal use of the vehicle is unauthorized. Any unauthorized personal use may result in disciplinary action. Records of commuting use are not required to be maintained.

(5) Unmarked Fire Vehicle: The Fire Chief and Deputy Chief are on call at all times and subject to immediate recall for command purposes. Because of the need to be available in all emergencies, personal use of the vehicle will be classified as business use if the personal use is within 100 miles of the District boundaries.

(6) Commuting Miles: Commuting miles in a District vehicle marked with a District decal are considered personal miles and are taxable according to the Internal Revenue Service

guidelines. Commuting miles will be reported to the District Fire Chief prior to the last payroll of the year and federal, state and Social Security.

BUSINESS ENTERTAINING

Policy:

It is the policy of The North Davis Fire District to authorize executive employees to engage in business entertaining on behalf of the District and to pay for or reimburse these expenses according to the guidelines below.

Procedure:

(1) Employees may entertain business associates on behalf of the District only if they have been authorized to do so by the District Fire Chief. Authorization should define the general circumstances and expense limits of the approved forms of entertainment.

(2) Employee entertainment expenses will be paid or reimbursed if they are reasonable, are directly related to or associated with the District's business and are properly approved by the supervisor. Employees who incur entertainment expenses, which do not meet these standards, will be personally responsible for them.

(3) All entertainment expense receipts submitted for reimbursement must include a detailed itemization of the expenses incurred and a statement of the date, place, and business reason for the entertainment, as well as the names of those present and their business relationships to the District.

(4) Business functions or entertainment involving the consumption of alcoholic beverages may not take place on the District premises or at work sites. (See Behavior of Employees, Chapter 801; and Drugs, Narcotics, and Alcohol, Chapter 812.) Any employees engaged in these functions are expected to be aware of the dangers arising from the consumption of alcohol and to exercise moderation and good judgment.

MEAL REIMBURSEMENT

Policy:

It is the policy of the District to provide, pay, or reimburse employees for business-related meals according to the guidelines below.

Procedure:

(1) Employees required to travel on business will be advanced per diem in accordance with Internal Revenue Service's guidelines for the area they are traveling to. In addition, employees may charge or be reimbursed for meals associated with approved business entertaining or with the approved activities of civic and professional organizations. (See Business Entertaining, Chapter 404; Membership in Clubs and Civic Organizations, Chapter 406; and Participation in Trade and Professional Associations, Chapter 407.)

(2) Employees may be eligible for a meal allowance or free on-site food service when unscheduled overtime is worked in the case of an emergency, i.e., suppression of a large fire or other emergency situation.

(3) Meal expenses must be reasonable and should not exceed the set guidelines. The eligible employee's supervisor must approve all meal expense documentation and send it to accounting for processing and payment.

MEMBERSHIP IN CLUBS AND CIVIC ORGANIZATIONS

Policy:

It is the policy of The North Davis Fire District to encourage employees to participate in the activities of certain community clubs and civic organizations.

Procedure:

(1) Employees are encouraged to seek membership in community clubs and civic organizations where membership will promote the District's business interests and enhance its image in the community. However, employees who participate in clubs or community organizations may not allow their activities to interfere with job performance or harm or conflict with the District's interests. (See Conflicts of Interest, Chapter 807.)

(2) The District may identify certain community organizations in which it wants to be represented and then designate the employees that it will sponsor for membership in them. Employees who are designated for membership act as representatives in the organization and are expected to promote its interests. (See Participation in Community Affairs, Chapter 902.)

(3) Employee participation in club and civic organization activities is not considered as hours worked for pay purposes unless it is at the District's request or under its direction and control.

(4) The District will normally consider the following factors when selecting organizations for representation and designating employees to sponsor for membership:

- (1) The nature and purpose of the club or organization;
- (2) The potential benefit to the District, including the enhancement of the employee's leadership and organizational skills;
- (3) The cost to the District;
- (4) The extent to which the District is already represented in the club or organization; and
- (5) The employee's job responsibilities, length of service, and overall qualifications for membership.

The District will periodically review its representation in community organizations and its sponsorship of employees for membership and will make changes, as it considers appropriate.

(5) Employees who are sponsored for membership in community clubs and civic organizations are eligible for reimbursement for certain expenses. Reimbursable expenses include dues; special charges; initiation fees; and business-related activities, fees, and meal and

entertainment expenses. All employees who are not designated and sponsored for membership in community organizations are responsible for their own expenses, except when their activities qualify for business expense reimbursement under other policies.

(6) Employees must agree to pay back to the District any membership fees or equity interests paid or reimbursed by the District that will be refunded when membership is terminated. The employee must pay back these fees or interests whenever employment or membership is terminated, whichever occurs first.

PARTICIPATION IN TRADE AND PROFESSIONAL ASSOCIATIONS

Policy:

It is the policy of The North Davis Fire District to encourage employees to participate in certain trade and professional associations applicable to their positions.

Procedure:

(1) Employees are encouraged to participate in trade and professional associations that promote District goals, individual skills development, and professional recognition. However, employee participation in those associations must not conflict with the District's interests. (See Conflicts of Interest, Chapter 807.)

(2) The District Fire Chief, Chief Officer, or Department Captain may identify certain trade and professional associations in which representation is desirable and then designate the employees that it will sponsor for membership in them. Employees who are designated for membership act as District representatives in the association and are expected to promote its interests and to participate actively. (See Participation in Community Affairs, Chapter 902.)

(3) Employee participation in trade and professional association activities will not be considered as hours worked for pay purposes for employees classified as nonexempt under the Fair Labor Standards Act, unless it is at the District's request or under its direction and control. (See Hours of Work, Chapter 213.)

(4) The District Chief is responsible for coordinating representation in trade and professional associations. Supervisors should recommend interested employees for sponsored membership. The following factors normally will be considered in selecting associations for representation and in designating employees to be sponsored for membership:

- (1) The nature and purpose of the association;
- (2) The potential benefit to the District, including enhancement of the District's reputation and the development of the employee's leadership and organizational skills;
- (3) The cost to the District;
- (4) The extent to which the District is already represented in the association; and
- (5) The employee's job responsibilities, length of service, and overall qualifications for membership.

(5) The District Chief is responsible for planning, budgeting, and approving the expenses of their employee's participation in association activities. The District will pay or

reimburse the approved and reasonable expenses of employees sponsored for membership in trade and professional associations.

(6) Employees who accept any official position in a trade or professional association must notify their supervisor of the position. The supervisor should determine the extent of compensation that the employee will receive for association activities conducted during working time. Additionally, the supervisor should decide the extent that the employee will be reimbursed for expenses incurred in performing official duties.

EMPLOYEE BENEFITS - 500

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EMPLOYEE BENEFITS

Policy:

It is the policy of The North Davis Fire District to provide its full-time employees with various welfare and pension benefits. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. The District reserves the right to modify, amend, or terminate its welfare and pension benefits as they apply to all current, former, and retired employees. The administrator of each benefit plan has the discretionary authority to determine eligibility for benefits and to interpret the plan's terms.

Procedure:

(1) **Retirement:** The District is a member of the Utah Retirement System (URS) and participates in the Public Employees Tier 1 Noncontributory Local Government, Tier 2 DB Hybrid Local Government, and Tier 2 DC Only Local Government Retirement System for regular employees; and the Tier 1 Firefighters Division A, Tier 2, DB Hybrid Firefighters, and Tier 2 DC Only Firefighters Retirement System. Retirement funds are paid to the URS for each full-time employee according to the applicable retirement fund to which they are enrolled in. The contribution rate is dictated by the URS.

- (a) **Exempting Positions –** Positions eligible to exempt include any elected, appointed, or non-merit protected positions. Tier 1 Elected and Appointed Officials are not eligible to receive retirement benefit. Tier 2 Elected and Appointed Officials are not eligible to receive retirement benefit.

(2) **Health, Dental and Life Insurance:** A health, dental and life insurance package is offered to full-time employees – on a cost-sharing basis. The District's contribution percentage amount will be calculated on the cost of the – insurance plan offered by the District. This amount will be contributed for each employee regardless of what insurance plan they chose to participate in. Coverage is effective on the date of hire. If coverage is waived at the time of hiring, employees may enroll during the open enrollment period each year, or if a life event occurs. Life events are determined by the insurance provider and not by the District.

(3) **Vision Insurance:** The District provides vision insurance on a cost-sharing basis. The District contributes the same percentage of premium for Vision as Health Insurance premium for either family, two-party or single coverage.

(4) **Life Insurance:** The District provides and pays the premium for a term life insurance policy and Accidental Death and Dismemberment (AD&D) Policy for all full-time employees. The value of the life insurance and AD&D policies provided by the District for full-time employees shall be determined by the life insurance carrier.

(5) **Long-Term Disability:** The District provides and pays the premium for a long-term disability (LTD) insurance policy in the event the employee is disabled and unable to perform their duties. The policy provides two-thirds of the basic monthly salary after 90 days of being disabled. See plan document for policy details. Full-time Fire Fighters are covered under the District LTD

policy until they have been employed for five years. After they have been employed for five years, they are covered with LTD disability benefits with the URS.

(6) Additional Life Insurance: Additional term life insurance is available at group rates for employees on a voluntary basis.

(7) Miscellaneous Insurance: Various insurance policies are available at group rates for employees on a voluntary basis, i.e., vehicle, homeowners, cancer, intensive care, accident insurance and pre-paid legal services.

(8) 401(k) and 457 Deferred Compensation Plans: The District offers a 401(k) and a 457 deferred compensation retirement plan which allows employees to voluntarily make tax deferred contributions.

(9) Employee Assistance Program: The District provides a program where employees and family members living in the same household may receive professional counseling in legal, marital, financial, alcohol, or drug related problems. The counseling is completely confidential.

References

State of Utah Public Employees Disability Act 1953, Utah Code 49.9.101 et seq. as amended. Utah State Retirement Systems (URS)

VACATION LEAVE

Policy:

It is the policy of The North Davis Fire District to grant vacation leave that represents earned time off the job and accrues during the working year. Only Full-Time Regular Employees, Exempt Employees, and Full-Time Firefighters are eligible for vacation leave.

Procedure:

(1) The established vacation year is the calendar year, January 1 through December 31 each year. Vacations are accrued or earned based on the employee's length of service and on the time actually worked.

(2) Regular Full-time and Exempt Employees will accrue paid vacation leave according to the following schedule:

<u>Service Period</u>	<u>Hours Accrued</u>
Category 1 – 1 through 4 years employment	96 hours per year
Category 2 – 5+ years employment	120 hours per year

Hours accrue at 3.692 hours per biweekly pay period (26 pay periods per year) for Category 1; and 4.615 hours per biweekly pay period for Category 2;

Annual Leave Accrual for Firefighters (24-hour shifts)

The basis for annual leave accrual for firefighters working 24-hour shifts shall be consistent with how accrual occurs in the rest of the District, and is determined by comparing the total number of hours scheduled in a year for a firefighter to that of a regular 40 hour per week employee. Firefighters are scheduled to work 2880 hours, while regular employees are scheduled for 2080 hours.

Each regular full-time firefighter working 24-hour shifts, who has been in the Fire District service for a continuous period of one month, accrues annual leave, on 26 pay periods according to the schedule below:

ANNUAL LEAVE ACCRUAL SCHEDULE FOR FIREFIGHTERS (24 HR SHIFT)

Years in Service	Accrual Rate of Annual Leave Per Pay Period	24-Hour Days of Annual Leave Earned Per Year	Accrual Rate of Annual and Holiday (2.78) Hours per Pay Period	24-Hour Days of Annual and Holiday Earned Per Year
0-4	4.62 hours	5 days	7.4 hours	8 days
5-9	6.47 hours	7 days	9.25 hours	10 days
10 – over	8.31 hours	9 days	11.09 hours	12 days

(3) Employees may not take paid vacation until they have actually earned the vacation hours.

(4) Regular Full-time Employees (except 24-hour Shift Firefighters) are expected to take an annual vacation. Employees may accumulate a maximum of 240 vacation hours, which may be carried forward to a new calendar year. Unused vacation hours in excess of 240 hours will be forfeited at the end of each calendar year.

(5) In the event that a 24-hour Shift Firefighter changes employment status to a Regular Full-time or Exempt Employee, any vacation hours in excess of 240 will be paid out to the employee. Vacation accrual rates will coincide with that Regular Full-Time or Exempt Employee.

(6) Regular Full-time Employees who are 24-hour Shift Firefighters are expected to take an annual vacation. Employees may accumulate a maximum of 318 vacation hours, which may be carried forward to a new calendar year. Unused vacation hours in excess of 318 hours will be forfeited at the end of each calendar year.

(7) Employees should plan their vacation time throughout the year in order to not exceed the maximum carryover at the end of the year. In an unforeseeable emergency, hours in excess of those described in paragraph (5) and (6) above may be approved for carry over or donated to the Sick Leave Bank. Upon the request of the employee and with the approval of the human resources and the District Fire Chief may grant up to a 60-day extension to the December 31 deadline in order to allow an employee to use vacation hours in excess of the maximum. A leave extension will not be granted to an employee for failure to plan to use his vacation.

(8) At discretion of the Fire Chief, employees of the District who have exhausted all sick leave can utilize accrued vacation hours in lieu of sick leave.

(9) Employees have the ability to convert unused vacation leave to the districts Sick Leave Bank: The North Davis Fire District recognizes that employees may have a personal or immediate family medical emergency, resulting in a need for additional time off in excess of their available leave. To address this need, all eligible employees will be permitted to donate accrued vacation or annual leave from their unused balance to a Sick Leave Bank where eligible employees can apply for consideration of assistance from the Sick Leave Bank. (*see Sick Leave Policy 503*)

(1) The donation of unused vacation or annual leave is strictly voluntary.

(2) Once a donor has converted unused vacation or annual leave to the Sick Leave Bank, the donated leave becomes the property of the North Davis Fire District and then donor has no legal right to the leave for any reason.

(3) Donated unused vacation or annual leave will be converted to sick leave and deposited into a Sick Leave Bank for use by eligible recipients.

- (4) The minimum number of unused vacation or annual leave hours that an eligible employee may donate is 1 hour and the maximum is 50-percent of the donor employee's current balance.
 - (5) Employees will be given the opportunity to donate unused vacation or annual leave anytime during the calendar year.
 - (6) The donated unused vacation or annual leave will be transferred from the donor to the Sick Leave Bank upon the request of the donor.
 - (7) The donation of unused vacation or annual leave will be calculated on a dollar basis. The dollar amount of the donation is determined by the donor's current hourly wage.
 - (8) Employee's wishing to donate unused vacation or annual leave are required to complete a Donation of Unused Vacation or Annual Leave Request Form and submit it to human resources.
 - (9) Employees should submit vacation requests for consideration pursuant to North Davis Fire District Standard Operating Procedures 000-001. Management reserves the right to designate when some or all vacations must be taken. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts based on length of service.
- (10) A paid holiday that occurs during a regular employee's vacation period will not be charged as vacation leave, for regular full-time employees. (See policy on Full-time Firefighters)
- (11) In the event of a declared emergency, the District retains the option of ordering employees back to work during their scheduled vacations and pay them for the hours worked rather than granting them vacation leave. Employees on leave at the time an emergency is declared are subject to being called back to work.
- (12) Employees on a leave of absence, other than a military leave of absence, are required to use all accrued paid vacation time as part of the leave, as specified in Leaves of Absence, Chapter 702. In addition, employees on a leave of absence will not accrue any new vacation time during the leave. Vacation pay will consist of the employee's regular rate of pay for the vacation period and generally will be paid on the regularly scheduled payday.
- (13) Employees may not receive pay for their vacation hours in lieu of time off. Except in the event that a 24-hour Shift Firefighter changes employment status to a separate's employment.

(14) Regular Full-time or Exempt Employee, any vacation hours in excess of 240 will not be paid out to the employee. Vacation hours used are not considered as time worked for purposes of calculating overtime.

(15) When employment is terminated, employees will receive a lump sum payment for any unused vacation hours at the time of termination.

(16) Employees who feel that there is a discrepancy in the calculation of their vacation hours, vacation pay, or eligibility may request a review of that calculation by the Human Resource Coordinator.

SICK LEAVE

Policy:

It is the policy of The North Davis Fire District to grant sick leave accrual to be used when an employee is absent from work due to illness or injury. Only Full-Time Regular Employees, Exempt Employees and Full-Time Firefighters are eligible to for sick leave.

Procedure:

(1) Regular Full-time Employees (except 24-hour Shift Firefighters) will be credited with 3.692 hours of sick leave for each pay period of service that they work for a total accrual of 96 hours in a calendar year. Regular Full-time Employees who are 24-hour Shift Firefighters and are scheduled to work 2880 hours per year will be credited with 5.538 hours of sick leave for each pay period of service or 143.9 hours per calendar year.

(2) In the event that a 24-hour Shift Firefighter changes employment status to a Regular Full-time or Exempt Employee Sick Leave accrual rates will to change to coincide with that of a Regular Full-Time or Exempt Employee.

(3) When a 24-Shift Firefighter changes employment status to a Regular Full-Time or Exempt employee, their Sick Leave balance will be converted to coincide with that of a Regular Full-Time or Exempt Employee. The method used to convert the Sick Leave balance of 24-hour Shift Firefighter to that of a Sick Leave balance for Regular Full-Time or Exempt Employee is determined by multiplying the Sick Leave balance of the 24-Shift Firefighter by 0.64.

Example: If the Sick Leave balance of the 24-Hour Shift Firefighter is 438 when their employment status changes to Regular Full-Time or Exempt status. The balance of the 24-Hours Shift Firefighter's Sick Leave will be multiplied by 0.64 to convert into a Sick Leave balance of Regular Full-Time or Exempt employee ($438 \times 0.64 = 280.32$).

(4) Sick leave hours may be accumulated with no maximum limit.

(5) Use of sick leave hours is primarily designed for sickness or injury resulting in the temporary disability of the employee or a member of the employee's "Immediate family" means the employee's spouse, brother, sister, child, dependent child or stepchild, dependent parents or dependent parents-in-law. grandchild or any other member of the employee's household.

(6) Sick leave to care for a dependent parent or dependent parent-in-law must be approved on a case-by-case basis by the District Chief.

(7) Sick leave hours may be used to attend to personal illness, doctor and dentist appointments and family emergencies, i.e.

(8) Notification that an employee will not be at work because of an illness or family emergency should be communicated on a **daily basis** to the employee's immediate supervisor prior to employees scheduled shift.

(9) When sick leave is taken, it will be noted as such in the appropriate District Time Management System. All sick leave is be exhausted before vacation leave can be used in lieu of sick hours. An employee's sick leave hour balance will be maintained through the District's payroll system.

(10) Sick leave hours used are not considered as time worked for purposes of calculating overtime.

(11) **Sick Leave Sell Back/Buy Back: At the end of each November** employees will have the option to sell back to the District, one-fourth (1/4) of their unused sick leave they have accumulated between December 1 of the previous year and November 30 of the current year. The maximum amount a Regular Full-time Employee is eligible to sell back if they have not used any hours of sick leave during that period is 24 hours. The maximum amount a 24-hour Shift Fire-Fighter is eligible to sell back if they have not used any hours of sick leave during that period is 35.97.

(12) Conversion of Sick Leave to Vacation Leave: In January of each year, those employees who have worked for the District for ten years or more can convert sick leave to vacation leave as follows:

- (1) Full-time Regular and Exempt Employees: Employees who have minimum of 640 hours accumulated in Sick Leave Bank, may convert 40 hours of sick leave to vacation leave.
- (2) Full-Time Regular and Exempt Employees who are 24-hour Shift Firefighters: 24-hour Shift Firefighters who have a minimum of 848 hours accumulated in the Sick Leave Bank may convert 53 hours of sick leave to vacation leave.
- (3) Employees who convert sick leave to vacation leave will not be allowed to carry more than more than 240 (Full-time Regular and Exempt Employees)/318 (Full-Time Regular Employees who are 24-hour Shift Firefighters) hours of vacation leave to the next calendar year (see Vacation Leave, Chapter 502).

(13) Conversion of Unused Vacation or Annual Leave to Sick Leave Bank: (see Vacation Leave Policy 502)

(14) Sick Leave Bank: Employee eligibility for consideration of Sick Leave Bank use are as follows:

- (1) Eligible Employees – Full-time employees who have exhausted all of their accrued sick, vacation and compensatory leave as a result of the employee or an immediate family member experiencing qualifying medical condition, which shall be a major medical illness, serious medical condition or medical emergency that is supported by a medical certificate.
- (2) Medical complications related to pregnancy and childbirth. The recovery after the healthy delivery of a child or discretionary time taken to care for a newborn child who is free of medical complications will not qualify an employee to have access to donated sick leave.
- (3) Work related injuries do not qualify an employee to have access to donated sick leave.
- (4) Medical emergency is defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to employee due to the exhaustion of all paid leave.
- (5) Current sick leave balance prior to qualified medical condition must be equal to or greater than 80-percent of the total previous three-year sick-leave accrual minus any sick-leave sell back or sick-leave conversion used. If the full-time employment with the district is less than three-years, then the current sick leave balance must be equal to or greater than 80-percent of the total sick-leave accrual minus any sick-leave sell back used. All applications will be reviewed on a case by case basis by the District Fire Chief and Human Resource Coordinator. The District Fire Chief has the discretion to evaluate and create record of each applicant to determine eligibility.

(15) Request for use of Sick Leave Bank: Eligible employees who anticipate a need to withdraw from Sick Leave Bank assistance must submit a completed Request for Sick Leave Donation Form prior to depletion of all leave to the Human Resource Coordinator and the District Fire Chief for consideration. The District Fire Chief has the right to grant, deny, limit, or stop any employee from utilizing the use of Sick Leave Bank at any time. Employee circumstances, eligibility and usage of the Sick Leave Bank will be evaluated on a regular basis to ensure proper use of funds. The benefit of receiving assistance from the Sick Leave Bank is not guaranteed. Eligibility requirements must be met and maintained to be considered for and the use of Sick Leave Bank.

(16) Sick leave may be used for leave taken during the first six weeks after the birth of a baby for full-time employees. If an employee adopts or becomes a foster parent of a new child, they may use sick leave during the first six weeks following the date of the adoption or placement. Any additional use of sick leave to care for a newborn or adopted child after the initial six weeks must be supported with a doctor's statement. (See Leaves of Absence, : Family and Medical Leave, Chapter 702).

(17) Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

SICK LEAVE RETIREMENT AND SEPERATION BENEFIT**Policy:**

It is recognized by The North Davis Fire District that there is a direct benefit to the District when employees are able to minimize the use of sick leave. It is the desire of the District to encourage the appropriate use of the sick leave benefit and reward employees who minimize the use of this benefit.

Procedure:**SICK LEAVE PAY-OUT AT RESIGNATION, SEPARATION OR RETIREMENT**

Employees who resign their employment or separate under favorable circumstances shall be paid for any unused sick leave, within seven days of termination, as follows:

Hours of Sick Leave Accrued	Compensation	Example
1a. Full-Time Regular & Exempt Employees 280 or Less	None	
2a. Full-Time Regular & Exempt Employees 281-360	15%	For example: 300 hours of accumulated sick leave will convert to 45 hours of pay off at the employee's current hourly wage at time of separation.
3a. Full-Time Regular & Exempt Employees 361- 960	25%	For example: 500 hours of accumulated sick leave will convert to 125 hours of pay off at the employee's current hourly wage at time of separation.
4a. Full-Time Regular & Exempt Employees 961 or Greater	33.3%	For example: 1000 hours of accumulated sick leave will convert to 333 hours of pay off at the employee's current hourly wage at time of separation.
1b. Firefighters 437 hours Or Less	None	
2b. Firefighters 438 – 563	15%	For example: 450 hours of accumulated sick leave will convert to 67 hours of pay off at the employee's current hourly wage at time of separation.
3b. Firefighters 564-1500	25%	For example: 750 hours of accumulated sick leave will convert to 187 hours of pay off at the employee's current hourly wage at time of separation.
4b. Firefighters 1501 hours or Greater	33.3%	For example: 2000 hours of accumulated sick leave will convert to 666 hours of pay out at the employee's current hourly wage at time of separation.

MISCELLANEOUS LEAVES

Policy:

It is the policy of The North Davis Fire District to permit employees to be absent from work on an authorized short-term basis for circumstances that arise that are not covered by vacation and sick leave hours. To help employees maintain their income during certain authorized absences, the District will provide compensation according to the guidelines below.

Procedure:

(1) Funeral Leave: The District Fire Chief may grant Funeral leave for full-time employees as follows:

- (1) **Death in the Immediate Family**: Three days (24 hours) will be allowed without deduction from sick leave or vacation leave for Regular Full-time Employees. Regular Full-time Employees who are 24-hour Shift Firefighters will be allowed 48 hours of funeral leave without deduction from sick leave or vacation leave. Immediate family is defined as the employees' spouse, brother, sister, parent, child, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and grandchild.
- (2) **Death in the Extended Family**: One day (8 hours) will be allowed without deduction from sick leave or vacation leave for Regular Full-time Employees. Regular Full-time Employees who are 24-hour Shift Firefighters will be allowed 24 of funeral leave without deduction from sick leave or vacation leave. Extended family is defined as: uncle, aunt, nephew, niece, grandfather, and grandmother.

(2) Funeral leave is not counted as time worked for overtime purposes. However, if any employee uses funeral leave during a week and then works extra hours on the other days to maintain the workload, they will be paid all of the hours used for funeral leave and all of the hours worked at the employees' regular rate of pay.

(3) Jury Duty/Court Witness Leave: The District recognizes the duty of employees as citizens to serve on juries or as court witnesses. When possible, employees are expected to report to work before and after jury service to perform as many of their regular duties as possible. Employees, who are called to serve as jurors or witnesses on behalf of the District or as a citizen, will have their choice of compensation as follows:

- (1) Remit the court paid juror/witness fee to the District and be compensated for regular hours worked; or
- (2) Use vacation or compensatory leave for the time away from work and keep the court paid juror/witness fee.

(4) Administrative Leave: Administrative leave with pay may be granted by the District Fire Chief for special circumstances as deemed necessary, i.e., investigations, disciplinary measures, etc.

(5) Time absent by reason of subpoena in private litigation or by some party other than the Federal Government, the State of Utah or political subdivision thereof, to testify not in official capacity, but as an individual, shall be taken as vacation or compensatory leave.

(6) Employees with other employment that requires court appearances shall not be paid for District time used to fulfill that obligation.

(7) This policy does not apply to employees who appear in court on their own behalf, such as to pay a traffic ticket or to participate in a personal lawsuit.

HOLIDAYS

Policy:

It is the policy of The North Davis Fire District to designate and observe certain days each year as holidays. Eligible administrative employees will be given a day off with pay for each holiday observed.

Procedure:

The schedule of holidays the District will observe during each calendar year and the days the District offices will be closed are as follows:

New Year's Day	First day in January
Human Rights Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	Fourth day in July
Pioneer Day	Twenty-fourth day in July
Labor Day	First Monday in September
Veterans Day	Eleventh day in November
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Fourth Friday in November
Christmas Day	Twenty-fifth day in December
Day after Christmas	Twenty-sixth day in December

(1) Regular Full-time Employees are eligible to receive eight hours of their regular rate of pay for each observed holiday. All holidays except the Personal Holiday will count as time worked for Regular Full-time Employees who are not 24-hour Shift Firefighters.

(2) Full-time Employees who are 24-hour Shift Firefighters will be given 2.78 hours of annual leave per pay period in lieu of holiday pay benefit. The 2.78 hours per pay period is built into the vacation leave accrual rate.

(3) A holiday that occurs on a Saturday will be observed the previous Friday. Holidays falling on Sunday will be observed on the following Monday.

(4) If a holiday occurs while a 2080-hour employee is on vacation leave, that day will not be treated as vacation leave.

(5) If a holiday occurs while a 2080 hour employee is on paid sick leave, that day will not be treated as sick leave.

(6) The District recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the District's regular holiday schedule. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt the District's business and if the employee's supervisor approves. Employees may use accumulated vacation days for these occasions. (See Leaves of Absences Chapter 702.)

(7) The District may schedule work on an observed holiday for regular full-time employees, as it considers necessary. Normally, work on an observed holiday will be paid as if the day were a regularly scheduled day. Employees will be given the option of receiving an additional eight hours of pay for their holiday benefit or may schedule another day off, with the prior approval of their supervisor, at another time during the year.

(8) The holiday benefit is defined as eight hours of pay. **40-Hour week employees working less** than eight-hour shifts will be required to use vacation leave to make up the additional hours for the holiday or make up the hours during the other days of the week in which the holiday occurs.

(9) If an employee is off without pay because of an unauthorized absence either the workday before or the workday after a holiday, the employee forfeits that holiday and shall receive no pay for that day.

EDUCATIONAL ASSISTANCE

Policy:

It is the policy of The North Davis Fire District to provide educational assistance to its employees in accordance with the guidelines established below.

Procedure:

(1) To be eligible for educational assistance, employees must have regular full-time or full-time firefighter status and at least one year of service with the District.

(2) Eligible employees may be reimbursed only for courses of study that the District determines are directly related to the employee's present job or that will enhance the employee's potential for advancement to a position within the District. In addition, only courses that are offered by pre-approved institutions of learning will be eligible for reimbursement.

(3) Employees who request educational assistance must obtain approval from their supervisor and the District Fire Chief. Educational assistance is dependent upon availability of educational funds in the District's budget.

(4) The supervisor normally should consider the following factors in evaluating requests for educational assistance:

- (1) The nature and purpose of the course of study;
- (2) The benefits to be derived by the employee;
- (3) The employee's level of responsibility and length of service;
- (4) The estimated cost; and
- (5) Any potential lost time or productivity while the employee participates in the program.

(5) Upon completion of the course work, employees receiving a grade B or above will be eligible for tuition reimbursement. No reimbursement will be made for a grade lower than "B". Employees receiving reimbursement from any outside sources, such as the Department of Veterans Affairs or scholarships, may be eligible for tuition reimbursement from the District, but the total reimbursement may not exceed 100% of the cost of the tuition.

(6) Employees seeking reimbursement for educational expenses must submit a certified transcript of their grades, receipts for the expenses incurred, and a promissory note to the Fire District. The District will reimburse the employee the cost of the tuition. However, employees who take courses at the specific request or direction of management may be reimbursed for all costs in advance.

(7) Employees who are terminated during enrollment because of a reduction in force or job elimination, or who are unable to complete an approved course because of transfer within the District, will be reimbursed for the full amount of the costs incurred up to the date of termination or transfer. Employees will not be reimbursed for the expenses associated with the course if they voluntarily leave the District or are terminated for reasons other than those listed above.

(8) Employees seeking reimbursement for educational expenses must sign a promissory note to repay the District in full if they leave the District voluntarily or are terminated within a date to be determined in promissory note. From the date of reimbursement.

(9) Employees are expected, under normal circumstances, to schedule class attendance and the completion of study assignments outside of their regular working hours. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance and/or disciplinary action.

(10) Records of all education programs completed by each employee will be maintained by the District Fire Chief.

(11) This assistance is not intended to fund a full educational curriculum leading to a college degree.

CELLULAR TELEPHONE

Policy:

It is the policy of The North Davis Fire District to offer governmental airtime rates to district employees owning or purchasing cellular telephones.

Procedure:

(1) Cellular telephone providers have offered the governmental airtime rate to employees of governmental agencies. District employees may participate in this program if the following conditions are met:

- (1) The individual owning the cellular equipment is an employee of the North Davis Fire District;
- (2) North Davis Fire District: will not be responsible, should the telephone bill become delinquent, the bill will be paid by employee;
- (3) The bill will be sent directly to the employee's address; All full-time, Board members, and part-time employees are eligible to participate. Seasonal or temporary employees are not eligible to participate.

(2) For an employee of the District to be eligible to take advantage of the governmental air- time rate, the following procedures will be followed:

- (1) The District will not sign any agreement with the cellular provider for cellular service or equipment. Any agreement entered into by the employee is the responsibility of the employee and is between the employee and the cellular provider.

EMPLOYEE SERVICE AWARDS

Policy:

It is the policy of The North Davis Fire District to recognize employee contributions and service to the organization by presenting NDFD employee service awards and Years of Service in Public Safety awards to eligible employees according to the guidelines below.

Procedure:

(1) **NDFD SERVICE AWARD** – All full-time and part-time employees are eligible to receive a NDFD service award upon completion of five years of service and at the end of every additional five years of service. Service does not have to be continuous to count toward service credit for the award.

(2) The service award generally will be presented to the individual at the Annual Awards Banquet.

(3) The Fire Chief is responsible for identifying the employees who will be honored, ordering the awards, and arranging for appropriate announcements and publication of awards, both internally and externally.

(4) **NDFD SERVICE AWARDS** - Service awards will be given based on \$10.00 per year in 5-year increments. District payroll may report and withhold tax for service awards if they deemed taxable through IRS.

Examples: 5 years = \$50.00
 10 years = \$100.00
 15 years = \$150.00
 etc.

(5) **YEARS OF SERVICE IN PUBLIC SAFETY AWARD** – The North Davis Fire District will recognize full-time and part-time employees who are eligible to receive a “Years of Service in Public Safety Award”. This service award be given in 5-year increments to any employee who has provided service in the “Public Safety” sector. The years of service to be counted will include all time served in public safety and not just the years employed by the NDFD. Employees receiving the “Years of Service in the Public Safety Award” from the NDFD will be presented with a plaque and \$25 gift-card. District payroll may report and withhold tax for service awards if they deemed taxable through IRS.

(6) The service award generally will be presented to the individual at the annual Awards Banquet.

(7) Awards will not be given as cash; awards can be gifts, gift card, voucher, etc. If a gift option is available, the District will purchase a gift chosen by the employee. Employees will be given notice in advance of one of the events listed above in paragraph (2) along with the amount they are to receive. The employee will decide on a gift appropriate to the amount of the award,

and will communicate the choice to the Fire Chief. Should the employee choose a gift with a value more than the amount allowed, the employee will pay the difference for the item chosen. The Fire Chief will work to accommodate this arrangement. In addition to the above-mentioned gift, the employee will be given a plaque indicating appreciation for the service to the District. District payroll may report and withhold tax for service awards if they deemed taxable through IRS.

(8) ON THE SPOT AWARDS – At the discretion of the NDFD Fire Chief and/or Deputy Chief an on the spot award or voucher (not to exceed \$50.00) may be given to an employee who has exceeded performance expectations. This recognition can be awarded at any time throughout the year and is contingent upon budgetary allowances. District payroll may report and withhold tax for service awards if they deemed taxable through IRS.

(9) Board members who have served their term will be honored with a letter of thanks, and a plaque at the last meeting of their term.

PERSONAL USE OF PUBLIC PROPERTY

A. Purpose: This shall be known as the North Davis Fire District Personal Use of Public Property Policy, or the “Policy”. It has been adopted for the purpose of regulating the use of District-owned, leased, held, operated or managed equipment, vehicles, office supplies, devices, tools, facilities and other District-owned personal and real property (herein “District Property”).

B. Background/Effective Date: The Utah Legislature adopted, and the Governor signed into law, H.B. 163, with an effective date of July 1, 2019. H.B. 163 deals with the misuse of public funds and, more specifically, public property, inasmuch as public property was not previously included in the criminal statute to the same extent as public funds. Since the misuse of public property can result in criminal charges, including felony charges, the District desires to adopt this Policy to clarify what may constitute a misuse of District Property and to authorize the personal use of District Property under certain circumstances. Since the law which this Policy is intended to address is not effective until July 1, 2019, this Policy shall become effective upon the later of July 1, 2019 or the date this Policy is approved by the governing body of the District.

C. Definitions: For purposes of this Policy the following words will have the following meanings:

1. “Public Servant” means an elected official of the District; an appointed official of the District; an employee, consultant, or independent contractor of the District; or a person (including an individual, an entity, or an organization) hired or paid by the District to perform a government function. *See Utah Code Ann. § 76-1-601(14)*. A person becomes a “public servant” upon the person’s election, appointment, contracting or other selection, regardless of whether the person has begun to officially occupy the position of a public servant.
2. “Public Property” and “District Property” are interchangeable and mean and include any real or personal property that is owned, leased, held, operated or managed by the District, including Public Property that has been transferred by the District to an independent contractor for the purpose of providing a program or service for or on behalf of the District. In the event and to the extent the Public Property is consumed or rendered effectively valueless to the District as a program or service is provided to the District by an independent contractor or as the Public Property is utilized by District employees, the property shall cease to be Public Property and may be disposed of as the independent contractor or District management deems fit, unless otherwise directed by the District. *See Utah Code Ann. § 76-8-101(5)*.
3. “Authorized Personal Use” means any personal use that is authorized pursuant to this Policy. As provided in Utah Code Ann. § 76-8-402(1), a

public servant may use District Property for a personal matter and personal use of District Property is allowed when: (a) (i) the public servant is authorized to use or possess the Public Property to fulfill the public servant's duties owed to the District; (ii) the primary purpose of the public servant using or possessing the Public Property is to fulfill the public servant's duties to the District; (iii) the personal use is in accordance with this Policy; and (iv) the public servant uses and possesses the District Property in a lawful manner in accordance with this Policy; or (b) the personal use of District Property is incidental, such as when: (i) the value provided to the District by the public servant's use or possession of the Public Property for a public purpose substantially outweighs the personal benefit received by the public servant's personal incidental use; and (ii) the incidental use is not prohibited by an applicable state or federal law. Any lawful personal use of District Property by a public servant that is not prohibited by applicable state or federal law is specifically authorized and allowed by this Policy. The District recognizes that third parties may benefit indirectly or directly from a public servant's personal use, or official use, of the District's Public Property, which benefit is specifically condoned and authorized by this Policy so long as and to the extent that the benefit does not otherwise violate an applicable law, rule or ordinance, including but not limited to state statutory law and rules and regulations of the District.

D. Personal Use:

1. Devices: Communication and other devices, such as mobile phones, landline phones, and computers, that are owned by the District may be used by an employee for occasional, incidental personal activities such as calling home, making other personal calls during a break, accepting occasional incoming personal calls, etc., provided that such personal usage is not excessive. Similarly, District owned computers and smart phones may be used for personal text messaging, e-mails and other personal uses, provided that such use is limited, as much as reasonably possible, to break periods or periods when the employee is not "on the clock", and is not excessive.
2. Physical Facilities: Personal activities by public servants at District-owned, leased, managed and/or maintained facilities, such as meeting family members or friends for short periods of time, are allowed, provided they do not become excessive or disruptive.
3. Office Supplies/Shop Supplies/etc.: Office supplies, shop supplies and other District-owned supplies and items of personal property are intended for uses that directly benefit the District. Incidental personal use of the same by public servants is allowed, such as the use of District-owned office

supplies including pens, pencils and paper, provided that such incidental personal use is not excessive.

4. Miscellaneous: Any District Property that does not fall under any of the above classifications may nevertheless be utilized by a public servant for incidental personal uses.

E. Subsequent Modifications/Higher Law:

- (1) Policy Not Exhaustive: The governing body of the District reserves the right to add to, delete from or change this Policy at any time. The Policy stated above is not necessarily inclusive because, among other reasons, unanticipated circumstances may arise and other rules or regulations of the District may apply. The District may vary from the Policy, subject to the application of applicable state and federal laws, if the circumstances so justify.
- (2) Higher Law to Control: In the event of any conflict between the Policy and any applicable federal or state law, rule or regulation, the law, rule or regulation, including amendments and modifications thereto, shall control to the extent of such inconsistency.

DISTRICT PREMISES AND WORK AREAS - 600

Employee Safety 601:1
Accident Reporting 602:1
Workers Compensation..... 603:1
Smoking/Tobacco Use 604:1

EMPLOYEE SAFETY

Policy:

It is the policy of The North Davis Fire District to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the District or by federal, state, or local law.

Procedure:

(1) The District's Operations Deputy Chief is the appointed Safety Officer and oversees the District's safety policies and procedures. The Safety Officer's responsibilities include:

- (1) Monitoring compliance with safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act and any other applicable federal, state, or local employee safety laws or regulations;
- (2) Developing and implementing written safety plans or programs as needed;
- (3) Investigating, correcting, and reducing recognized unsafe and unhealthful working conditions or potential hazards;
- (4) Conducting periodic safety and health inspections of all work areas, machinery, equipment, and any recognized potentially hazardous facilities;
- (5) Representing the District during investigations conducted by the Occupational Safety and Health Administration ("OSHA"), by any other federal, state, or local safety and health personnel, or by insurance underwriting representatives;
- (6) Organizing the safety training and retraining of employees;
- (7) Monitoring compliance with the various requirements established by any law or by the organization's insurance carrier relating to recordkeeping and the retention of records;
- (8) Establishing fire prevention and firefighting programs, conducting fire drills, testing firefighting equipment, and enforcing no smoking policies where appropriate;
- (9) Investigating all accidents, hazardous incidents, and fires involving employees, or which occur on District premises, and preparing the required reports;

- (10) Posting notices required by law or by the organization's insurance carrier; and
- (11) Evaluating the effectiveness of the District's safety program.

(2) Supervisors are responsible for ensuring that employees under their supervision understand and comply with all safety rules, regulations, and procedures. Supervisors' safety responsibilities include:

- (1) Being familiar with all safety and health procedures relevant to the operations under their supervision;
- (2) Inspecting their work areas periodically;
- (3) Training their employees in safety matters or arranging for safety training where appropriate;
- (4) Identifying conditions that are recognized as being unsafe; and
- (5) Reporting accidents and injuries to the District Fire Chief and the Safety Officer immediately and ensuring that any injured employee is referred to appropriate medical care. (See Medical Procedures, Chapter 209.)

(3) Employees shall report to the Safety Officer or their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees or customers.

(4) Employees are encouraged to submit suggestions to the Safety Officer concerning safety and health matters.

(5) The District will provide special clothing or equipment, or reimburse for it, when special clothing or equipment is required by law or by policy. Employees are responsible for the proper use and maintenance of the clothing and equipment.

(6) All employees and passengers riding in a District-owned vehicle will wear seat belts in those vehicles so equipped during such time as the vehicle is in motion and according to state law.

(7) Supervisors should not discharge or discriminate in any manner against an employee because the employee has instituted a safety-related proceeding, has testified in that type of proceeding, or has otherwise exercised any right provided by law.

(8) Supervisors should provide information about the availability of employee exposure or medical records to employees who are exposed to known toxic substances and recognized harmful physical agents at the time they are first hired and at least annually after that. These employees also should be notified that they may be required to submit to medical examinations and tests at intervals determined by the length of their time on the job and whenever there is reason to believe that they were unduly exposed to toxic substances or harmful physical agents. (See Medical Procedures, Chapter 209.) Copies of the OSHA regulation requiring access to employee exposure and medical records are available in the office of the Safety Officer for examination.

(9) Bloodborne Pathogens: All employees are required to take universal precautions - meaning that you treat all blood (and certain other body fluids) as potentially infectious. A key part of taking universal precautions is to guard your skin, eyes and mouth from exposure to anyone else's blood. All employees should protect their hands, mouth, eyes, and any other part of your body that might come in contact with an injured person's blood with personal protective equipment (PPE). When an accident occurs, employees should take the following steps to protect themselves and others from infection (see The North Davis Fire Districts Exposure Control Program for more details):

- (1) Try to determine if the injury is life threatening. If the injury looks life threatening, call 911 before you do anything else.
- (2) Protect your hands, mouth, eyes, and any other part of your body that might come in contact with the injured person's blood.
- (3) Use latex gloves, mask and eye protection; If protective gloves are not available, use another type of barrier such as clean, thick cloth. If blood starts to soak through the cloth, keep adding more layers of cloth;
- (4) CPR is needed, use a disposable mouthpiece or mask, if available. Try to avoid unprotected mouth-to-mouth resuscitation. Mark off the area. To protect others from exposure, use ropes, flags, tape, or follow other District procedures to mark off the accident site.
- (5) Make a report. All accidents should be reported as soon as possible.
- (6) Once the injured person has been helped and the accident has been reported, the area should be cleaned as follows:
- (7) Wear protective gloves and eye and face protection. Use disposable towels soaked in an approved disinfectant to destroy dangerous germs.
- (8) Dispose of towels in properly labeled biohazard bag or container. Remove PPE carefully.

- (8) Take off clothing and gloves by carefully peeling away from your body. Put the clothing in a biohazard bag for proper disposal or cleaning. Wash thoroughly. Immediately wash your hands with soap and running water. If you think that blood has splashed in your eyes, wash them out thoroughly at an eye-washing station.
- (9) If blood or other potentially infectious material has come into contact with your eyes, mouth, or any other opening or break in your skin, you have been involved in an exposure accident. If you think or know this has happened, wash yourself thoroughly and then do as follows:

(10) Report it immediately. Tell your supervisor how, when and where the accident happened and whose blood you came in contact with. If you decide you want your blood tested for an infectious disease, your supervisor will direct you to a medical facility. Seek medical attention. A health care professional will provide you with appropriate testing, treatment and education.

(11) Employees are required to abide by all federal, state, and local safety laws and standards as well as all the Districts Standard Operating Procedure dealing with safety issues.

Reference

Occupational Safety and Health Administration, Laws and Regulations for Fire Fighters

ACCIDENT REPORTING

Policy:

It is the policy of The North Davis Fire District that accidents are reported to the immediate supervisor in a timely manner.

Procedure:

(1) An accident refers to any incident where properties damage or personal injury occurs, creating possible liability against the District. Accidents include, but are not limited to automobile collisions, collisions with stationary objects and any and all personal injuries. Accidents in personal vehicles while on duty or responding to duty or an emergency are also included. An accident that occurs during an employee's regular commute to work is not covered by the Districts insurance.

(2) All accidents must be reported immediately using the appropriate forms and referred to Human Resource Coordinator and the District Fire Chief. All claims for damages either for or against the District will be referred to the District Attorney. Employees shall not admit liability, sign statements concerning the liability of an accident, or accept any settlement presented by insurance representatives for another party.

(3) Employees who have been involved in two or more traffic accidents involving a District vehicle within a twelve-month period, where the employee was accountable, may lose the privilege of driving a District vehicle. Employees knowingly at fault in a hit-and-run accident involving a District vehicle, will lose their District vehicle driving privileges and may be subject to disciplinary action.

(4) All on-the-job accidents resulting in personal injury must be reported to the District Fire Chief and Human Resource Coordinator. An accident report must be submitted as reasonably possible. Employees involved in an on-the-job accident may be required to submit to a drug test following the accident.

WORKERS COMPENSATION

Policy:

It is the policy of The North Davis Fire District that all employees are covered by Workers Compensation Insurance for accidental injuries or occupational diseases arising out of or in the course of an employee's employment.

Procedure:

(1) In the event of any injury, immediate first aid and the appropriate medical treatment should be administered. If the injury requires medical treatment, the employee should be taken or referred to a medical provider approved by the District's Workers Compensation carrier. If the injury is life threatening, the employee may be taken to the nearest emergency care facility.

(2) The employee shall report the injury to the supervisor or District Chief as soon after the accident as possible. The injured employee and witnesses are required to complete the Employees First Report of Injury form as soon as possible. The completed report should then be submitted it to the Human Resource Coordinator

(3) The employee or the supervisor shall notify Human Resource Coordinator and the Fire Chief immediately of the injury and provide information required on the Employers First Report of Injury form. The report shall be completed by the District Administration and filed with the Districts Workers Compensation Insurance carrier and the Utah State Industrial Commission.

(4) When an injury occurs in the line-of-duty and a physician prescribes time off work, the employee will not be charged sick leave for the time off, if the time does not exceed three days.

(5) When an on-the-job injury results in more than three days away from work. Workers Compensation wage benefits, at a percentage determined by Workers Compensation of the employee's salary will be paid to the employee. If this occurs, the employee will have the following options:

- (1) Receive no salary from the District and keep the wages paid to the employee by the Workers Compensation carrier.
- (2) Be allowed, upon request, to use sick, vacation or personal time to bring their pay to one hundred percent of their regular salary.
- (3) If available and at the discretion of the Fire Chief return to work in a transitional work duty capacity. Transitional work will be determined on a case by case basis. New positions or work will not be created to accommodate transitional duty. The pay rate and leave accrual rates of the employee will be converted to a 40-hour work week employee and the gross wage will remain the same. Leave accounts will be converted to that of a 40-hour work week employee. Upon returning to full duty, pay rate and

leave will convert back to the original accrual and expenditure rates. Sick leave must be exhausted before vacation leave is utilized. Full duty leave will convert back to original accrual and expenditure rates. Sick leave must be exhausted before vacation leave is utilized.

(6) **Transitional Return to Work Policy and Procedures.** The North Davis Fire District is committed to working with our employees who are injured on the job. We will make every effort to keep them working in a meaningful and productive manner. By providing transitional temporary work assignments such as modified duty or alternative work, injured/ill employees remain an active and vital part of our company.

- (1) **Purpose:** The intent is to return industrially injured/ill employees to suitable, gainful employment as soon as medically possible.
- (2) **Eligibility:** Eligible employees are those who sustain an injury or illness while performing their regular job duties. As a result, they have temporary restrictions or limitations provided by a physician. The physician must provide a clear and complete written description of the restrictions.
- (3) **Participation:** If an appropriate transitional temporary work assignment is identified, participation is mandatory for the duration of the work restrictions, the availability of the assignment or the maximum amount of time allowable in the program. The employee will receive a written offer of available modified duty or alternate work. Once the offer is extended, the employee must respond or appear at the designated site within 72 hours. Failure to accept a physician-approved, transitional temporary work assignment may result in the loss of indemnity benefits.
- (4) **Duration:** Transitional temporary work assignments such as modified duty or alternate work are limited and should normally not exceed 90 days or the amount of time that the doctor determines is medically necessary, whichever occurs first. The length of a transitional temporary work assignment, however, may be shorter if the restrictions can no longer be accommodated. Transitional temporary work assignments end in 90 days or when the doctor determines that it is no longer necessary or appropriate due to the employee's recovery, medical condition, or release to return to work full duty. The employee no longer qualifies for this program if their medical condition becomes "permanent", they are released to regular duties without restrictions or they have been participating in the program for the maximum of 90- days, whichever occurs first. The Fire Chief has the discretion of extending the length of transitional work based on circumstance and recovery and at the physician's recommendation.

- (5) **Communication:** All existing employees will be informed of our Commitment to Return to Work and the program put in place. Information about this program will be available in the District's Personnel Policy.
- (6) **Responsibilities:** Injured/Ill Employee: Report the injury/illness to the supervisor immediately and get medical treatment as directed. Obtain a work status report from an approved physician and give it to the supervisor after each medical appointment:
- (a) If recommended by a physician, participate in transitional temporary work assignments when available. Non-cooperation or non-compliance may affect other disability benefits.
 - (b) While working the transitional temporary work assignment, the employee will comply with all company policies and procedures, with the exception of approved time-off for medical or workers' compensation related appointments. Direct Supervisors/Managers: Upon knowledge of an injury/illness, direct employee to medical treatment. Inform Human Resource Coordinator or appropriate filing parties. Obtain a valid work status report, which indicates that an employee can return to work with or without restrictions. If work restrictions are indicated by the physician, coordinate with other members of management, if necessary, to identify an appropriate transitional temporary work assignment in a timely manner. Maintain communication with the injured / ill employee throughout the recovery period. Obtain work status summaries from the employee each time he/she goes to the physician and forward a copy to worker's compensation claims examiner. Encourage employees to schedule medical appointments and/or physical therapy appointments before or after work. If they are unable to do so, allow them the time to seek the necessary treatment in order to recover. Obtain a release to return to work before returning the employee to their regular job.
- (7) **Administrative Guidelines:** Hours worked: Hours of work may not exceed the number prescribed by the physician. They may not exceed the number of hours the employee worked, on average, prior the injury. In any event, total hours worked may not exceed eight (8) hours a day or forty (40) hours a week. Overtime is not allowed. Compensation: The employee will not qualify for workers' compensation disability payments if they are provided with a transitional temporary work assignment that is offered for the same number of hours worked and same hourly wage. If the employee is offered work hours and/or an hourly wage less than what was received at the time of injury, the injured employee may be entitled to supplemental workers' compensation

disability payments. The current leave policies and employee benefit programs will remain in place while the employee is in the transitional temporary work assignment. Nothing in this Policy entitles an employee to a transitional temporary work assignment. These assignments are temporary, they are not considered permanent and such assignments do not create an entitlement to the position to which the employee is temporarily assigned

(7) Employees who are required to keep one or two follow-up appointments for doctor visits will not be charged leave while they are away from work. Employees who are required to attend physical therapy for an extended period, more than one or two visits, will be required to use accumulated leave for their time away from work.

References

Americans with Disabilities Act of 1990

Workers' Compensation Act 1953 Utah Code 34A-2-101 et seq.as amended

Volunteer Government Workers Act, 67-20-1

SMOKING/TOBACCO USE

Policy:

It is the policy of The North Davis Fire District to comply with all applicable federal, state, and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees. This Smoke Free Policy includes lighted or vaping tobacco in any form, the use of electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs and e-pipes.

Procedure:

(1) Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs and e-cigars.

(2) To protect and enhance indoor air quality and contribute to the health and well-being of all employees and visitors, of the North Davis Fire District shall be entirely smoke free and vape free. This policy is effective immediately.

(3) By virtue of State law, it has been determined that tobacco smoke, or smoke from any other plant, in enclosed places is harmful to the health of non-smokers, and therefore, the regulation of smoking and Vaping in public places is necessary to protect the health, safety, welfare, comfort and environment of nonsmokers. It has; likewise, been determined that smoking in The North Davis Fire District buildings and facilities will have an adverse effect on the health and productivity of District employees.

Pursuant to this, The North Davis Fire District hereby declares that Smoking and vaping are prohibited in all enclosed areas within this worksite without exception. This includes bedrooms, living quarters, Fire District Stations and garages, employer-owned or leased vehicles and all other enclosed facilities common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms. Smoking/Vaping is prohibited while employees are in direct contact with the public in their performance duties.

(4) Supervisors are expected to enforce the regulations. The smoking/Vaping use policy applies to employees during working time and to customers and visitors while on the District's premises.

(5) Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers with regard to the policy. The Utah Indoor Clean Air Act of 1995 further prohibits smoking within 25 feet of an entrance, exit, air intake or window, which can be opened. Smokers have a special obligation to keep smoking areas litter-free and not to abuse break and work rules. Complaints about smoking/Vaping use issues should be resolved at the lowest level possible but may be processed through the District's grievance procedure. (See Grievance Procedure, Chapter 810)

(6) Signs should be posted indicating that there is no smoking allowed in District buildings.

(7) The District does not discriminate against individuals on the basis of their use of legal products, such as tobacco.

ABSENCE FROM WORK - 700

Attendance and Punctuality	701:1
Leaves of Absence	702:1
• Family and Medical Leave Act	
• Military Leave	
• Miscellaneous Leave	
• Funeral/Bereavement Leave	
Rest Breaks	703:1
Meal Breaks	704:1

ATTENDANCE AND PUNCTUALITY

Policy:

It is the policy of The North Davis Fire District to require all employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and customer service and will not be tolerated.

Procedure:

(1) Supervisors should notify employees of their starting, ending, and break times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time. (See Hours of Work, Chapter 213.) Supervisors should record all absences and, for nonexempt employees (those subject to the minimum wage and overtime requirements of the Fair Labor Standards Act), any tardiness or early departure exceeding ten minutes.

(2) Employees should notify their supervisor, as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. Notification that an employee will not be at work should be communicated to the employee's immediate supervisor within the first 30 minutes after the scheduled reporting time. If the immediate supervisor is unavailable, notification should be made to the next level supervisor.

(3) Failure to notify the District properly of any absence may result in loss of compensation during the absence and possible disciplinary action.

(4) Employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who need to return home for proper equipment or proper attire may not be compensated for the time they are gone. (See Employee Safety, Chapter 601; and Personal Appearance of Employees, Chapter 802.) Employees, who report for work in a condition considered not fit for work, whether for illness or any other reason, will not be allowed to work. (See Medical Procedures, Chapter 209; and Drugs, Narcotics, and Alcohol, Chapter 812.)

(5) Employees generally are expected to report for work during inclement weather conditions if the District does not declare an emergency closing. Nonexempt employees who are late because of weather conditions will be given a chance to make up their missed time if work schedules and conditions permit.

(6) Employees must immediately report to their supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and, when applicable, certify that they are fit to return to work. (See Medical Procedures, Chapter 209.)

(7) Full-time and part-time employees must obtain permission from their supervisor in order to leave the premises during working hours other than for meal breaks. In

addition, employees who are frequently away from the premises for business reasons should inform their supervisors of their whereabouts during working hours.

(8) An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.

(9) Full time employees who are absent from work for three consecutive days without giving proper notice to the District will be considered as having voluntarily terminated. At that time, the District will formally note the termination and advise the employee of the action by mail to the employee's last known address. (See Termination of Employment, Chapter 218.)

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Policy:

It is the policy of The North Davis Fire District to grant employees extended leaves of absence for family care, medical care, covered service member care, or due to a qualifying event. It is the policy of the North Davis Fire District to provide employees with a general description of their rights under the Family and Medical Leave Act and implementing regulations. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights by law.

General Provisions:

(1) Eligibility - To qualify for family or medical leave the employee must meet all of the following conditions:

- a. the employee must have worked for North Davis Fire District for at least 12 months;
- b. have worked for the District for at least 1,250 hours in the previous 12 months;
- c. separate periods of employment will be counted if the employee's break in service does not exceed one year.
- d. Military Family Leave Eligibility

(2) Type of Leave Covered - The employee must be taking leave for one of the reasons listed below:

- a. the birth of a child and in order to care for that child.
- b. the placement of a child for adoption or foster care and to care for the newly placed child.
- c. the employee's serious health condition.
- d. to care for a spouse, adult designee, child, dependent child of an adult designee or parent with a serious health condition (defined in section 3).

(3) FMLA Leave and Other Leave Usage

- a. North Davis Fire District will grant up to 12 weeks (480 hours regular full-time employee and 664.56 hours full-time firefighters) of family and medical leave during any 12-month period after the requested leave date.

- i. Each time an employee takes leave; the District will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave. The balance remaining is the remaining amount the employee is entitled to take.
 - ii. If spouses both work for the District and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave.
- b. North Davis Fire District will grant military caregiver leave for up to 26 weeks (1,040 hours regular full-time employee and 1,439.88 hours full-time firefighters) during any 12-month period after the requested leave date.
 - c. The leave is unpaid but may be combined with sick time for paid and unpaid leave, depending on the circumstances of the leave specified in this policy.
 - d. To the degree that the underlying condition for which the employee is receiving workers' compensation, short term disability, long term disability or using paid leave is a serious health condition, the District shall designate the employee's FMLA leave to run concurrently. The District shall designate the employee's use of parental leave to run concurrently with the employee's use of FMLA leave.
 - i. The District shall notify the employee in writing that the leave has been designated and will be counted as FMLA leave within five business days upon receipt of sufficient information that the leave is being taken for a FMLA-qualifying reason.

(4) Serious Health Condition Defined

- a. A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.
- b. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a

regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

- c. Other conditions may meet the definition of continuing treatment.
 - i. If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy. The District may designate all or some portion of related leave taken under this policy, to the extent that the earlier leave meets the necessary qualifications.

Procedure:

(1) An employee may request leave without pay for a foreseeable event by submitting a completed [Certification of Health Care Provider form](#) to the administrator at least 30 days in advance of taking leave. The Certification of Health Care Provider form must contain the following:

- a. A statement that the employee intends to take leave;
- b. The date leave will commence;
- c. The reason(s) for taking leave;
- d. The anticipated length of the leave; and
- e. Whether the leave will be taken consecutively or intermittently.

(2) An employee may take leave without pay for an unforeseeable event if verbal or other notice is given in a timely manner.

(3) Notice may be given by the employee's spokesperson (e.g. spouse, adult designee, adult family member, or other responsible party) if the employee is unable to do so personally.

(4) An employee requesting leave due to the employee's own serious health condition or to care for the employee's immediate family member, as defined, will be required to submit a [Certification of Health Care Provider form](#) within 15 calendar days.

- i. To determine whether the leave qualifies for FMLA, an administrator may require the employee to submit additional information to clarify the medical certification within 15 calendar days of the administrator's request.
- ii. After the employee has provided additional information, if further clarification and authentication is needed, the administrator must contact the Human Resources Coordinator for assistance with contacting the health care provider.

- iii. An administrator may require the employee to provide reasonable documentation or statements verifying family relationship within 15 calendar days of the request.
- iv. Employees will not be required to furnish medical information beyond that set out in the [Certification of Health Care Provider form](#).
- v. An employee who fails to provide required medical documentation will not be entitled to leave under this policy.
- vi. Employees may be required to submit periodic reports while on leave regarding their status and intent to return to work.

(5) Employees may be required to obtain a second medical opinion, at the District's expense including reimbursement for reasonable out of pocket travel expenses in accordance with Internal Revenue Service medical mileage rate guidelines.

- i. If the first and second medical opinions differ, the employee may request a third medical opinion at the District's expense.
- ii. The third health care provider must be approved jointly by the administrator and the employee.
- iii. If the employee does not act in good faith in reaching agreement for the third opinion, the second medical opinion will be binding.
- iv. If the administrator does not act in good faith in reaching agreement for the third opinion, the first medical opinion will be binding.
- v. If both parties act in good faith, the third medical opinion will be binding.

(6) An administrator will provide written notice of an employee's eligibility for FMLA leave within five business days from receipt of an employee's request to take FMLA leave or upon determining the employee's leave may be for a FMLA-qualifying reason. If the employee is not eligible for FMLA leave, the notice must state at least one reason why the employee is not eligible.

- i. As part of the Eligibility Notice, an administrator will provide written notice to an employee qualifying for FMLA leave detailing the specific expectations and obligations of the employee and explaining the consequences of failure to meet these obligations.
- ii. After an administrator receives documentation of the need for leave, the administrator will notify the employee in writing within

ten calendar days whether the requested leave qualifies for FMLA and, if qualified, indicate the leave will be deducted from the employee's FMLA leave entitlement.

- iii. **Return to Work Certification.** In cases where an employee's own serious health condition affects the ability to perform the duties of the position, an administrator may require as a condition of reinstatement, a certification that the employee is able to perform the essential functions of the job. The Designation Notice will include a list of the essential functions of the position.
- iv. **Retroactive Designation.** If an administrator does not designate FMLA leave as required, the administrator may retroactively designate leave as FMLA with notice to the employee provided the failure to timely designate the leave does not harm or injure the employee. In all cases where leave would qualify for FMLA, the administrator and employee may mutually agree to retroactively designate FMLA leave.
- v. **Administrators who grant FMLA leave will document it as such in the payroll system.**
- vi. **Recertification of Medical Conditions can occur in the following circumstances:**
 - a. **Less than 30-Day Rule.** An administrator may request recertification in less than 30 days if the employee requests an extension of leave, the circumstances described by the certification have changed significantly (e.g. the duration or frequency of the absence, the nature or severity of the illness) or the administrator receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.
 - b. **30-Day Rule.** An administrator may request recertification no more than every 30 days and only in connection with an employee's use of FMLA leave.
 - c. **More than 30-Day Rule.** If the medical certification indicates the minimum duration of the condition will be no more than 30 days, recertification cannot be requested until the minimum duration expires. In all cases, recertification may be requested every six months in connection with an employee's absence.

- d. Annual Medical Certification. When the need for leave exceeds a single leave year, an administrator may require the
- e. employee to provide a new medical certification in each subsequent leave year.
- f. An administrator may provide the health care provider with a record of the employee's absence pattern and ask if the serious health condition and need for leave is consistent with such a pattern.
- g. An employee will provide the requested recertification within 15 calendar days from receipt of the request.
- h. No second or third opinion may be required on recertification.

(7) Intermittent or Reduced Schedule Leave

- a) Intermittent leave or leave on a reduced schedule is available for the care of an immediate family member, as defined, with a serious health condition or for the employee's own serious health condition. The following conditions apply:
 - i. Only the actual amount of leave taken on an intermittent or reduced schedule may be counted towards an employee's FMLA leave entitlement.
 - ii. Intermittent leave or leave on a reduced work schedule is not available for the birth or placement of a child unless approved by the administrator.
 - iii. Administrators may temporarily reassign an employee who has requested leave on an intermittent or reduced work schedule when the leave is foreseeable and for planned medical treatment including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care. The employee will receive the pay and benefits of the regular position for the hours of work performed. The employee may be reassigned to a part-time position with the same rate of pay provided the employee is not required to take more leave than is medically necessary.

(8) Insurance/Benefits while on Family and Medical Care Leave

- a. An employee on family or medical care leave who wants to maintain health, dental, 125 pre-tax cafeteria deductions or life insurance will be required to pay the same premium or cafeteria payroll deduction normally paid.
- b. An employee who fails to submit the required premium payment will be notified in writing and given 15 calendar days after the notification before coverage is canceled.
- c. If upon the expiration of a family or medical leave, the employee chooses not to return to work, the employee will be required to reimburse the District for premiums paid by the District.
- d. If the employee does not return to work due to a medical circumstance that would entitle the employee to leave under FMLA the employee is not required to reimburse premiums paid by the District.
- e. Employees who fail to return to work at the end of the leave period will be required to furnish medical certification to support the employee's claim. Employees who fail to furnish the requested information within 30 days of the request will be required to reimburse the District for insurance premiums paid during the unpaid leave.
- f. An employee who returns to work for at least 30 calendar days is considered to have returned to work.
- g. An employee who transfers directly from taking FMLA leave to retirement or who retires during the first 30 days after returning to work is deemed to have returned to work.
- h. Premiums owed to the District may be deducted from any sums owed by the District to the employee.
- i. If an employee elects to discontinue insurance coverage while on leave without pay, upon return to work, the employee may reinstate the same insurance coverage without pre-existing conditions or re-enrollment requirements.
- j. Employees who are on leave during open enrollment will be provided with the same options as active employees.
- k. While on leave without pay an employee is not eligible for accumulation of sick leave, vacation, or retirement benefits as provided by State law.

9. Reinstatement from Leave

- a. Upon return from leave without pay under the provisions of this policy, the employee will return to the former position or an equivalent position in terms of pay, benefits and working conditions within the department or elected office from which the leave was granted. An equivalent position must have substantially similar duties, conditions, responsibilities, privileges and status as the employee's original position.
- b. If the administrator determines the employee will not be reinstated to the former position, but to an equivalent position, written notice will be provided to the employee.
- c. If, during the period of leave, the payroll unit where the employee worked undergoes a reduction-in-force and there is no vacant allocation to which the employee may be reinstated, normal reduction-in-force (RIF) procedures will be followed:
 - i. If the position the employee formerly encumbered was abolished during the period of leave for purposes of a RIF, the employee will be considered as having encumbered the position at the time the position was abolished.
 - ii. Upon return from leave in excess of 30 cumulative days in a twelve-month period, the employee's service date will be adjusted to reflect a reduction in service time.
 - a. The adjusted service date is used to determine the rate of vacation accrual, awards for years of service, and to calculate RIF points.

10. Exhaustion of Paid Leave Prior to the Use of Unpaid FMLA Leave

- a. Employees are required to exhaust all paid leave balances including, but not limited to administrative leave, compensatory time, sick leave, and vacation prior to being eligible for unpaid FMLA leave. Paid leave shall be exhausted in the following order: 1) administrative leave; 2) compensatory time; 3) sick leave; and 4) vacation.

11. Military Family Leave

- a. Eligibility, procedures, certification intermittent leave, insurance benefits are consistent for Military Family Leave as non-military except for the following:

- i. Qualifying event leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.
- ii. An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:
 - a. short-notice deployment;
 - b. military events and activities;
 - c. childcare and school activities;
 - d. financial and legal arrangements;
 - e. counseling;
 - f. rest and recuperation;
 - g. post-deployment activities; or additional activities that arise out of active duty, provided that the administrator and the employee agree, including agreement on timing and duration of the leave.
- iii. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is the same as other types of FMLA leave except the son or daughter does not have to be a minor (see Immediate Family (FMLA – Military Caregiver Leave)). This type of leave is counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.
- iv. Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member. This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, adult designee, child of any age, a dependent child of an adult designee, parent or next of kin covered service member with a serious illness or injury incurred or exacerbated within five years of active duty in the Armed Forces. Next of kin is defined as the closest blood relative of the injured or recovering service member.
- v. An eligible employee can take up to 26 weeks for a FMLA circumstance (military caregiver leave) during a single 12-month period. For this military caregiver leave, the District will measure the 12-month period as a rolling 12-month period measured forward from the date leave is taken. FMLA leave taken during the 12-

month period for other FMLA circumstances will be deducted from the total of 26 weeks available.

- vi. If a husband and wife both work for the North Davis Fire District and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

- b. The employee's administrator will require certification of the qualifying event for military family leave. The employee must respond to such a request within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided on the [Qualifying Event for Military Family Leave Certification form](#).

- c. The employee's administrator will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the [Serious Injury or Illness of Covered Service Member Certification of Health Care Provider form](#).

III. References

- A. Americans with Disabilities Act of 1990, as amended
- B. Family and Medical Leave Care Act of 1993, as amended
- C. National Defense Authorization Act for FY 2008 (NDAA), Pub. L 100-181, § 585
- D. Armed Forces, Definitions, Contingency Operation, 10 U.S.C. 101(a)(13)

REST BREAKS**Policy:**

It is the policy of The North Davis Fire District that rest breaks may be provided during the course of each workday.

Procedure:

(1) Nonexempt employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) may receive a rest break at the discretion of their supervisor.

(2) Supervisors are responsible for scheduling the time for nonexempt employees' rest breaks and should consider the workload and the nature of the job performed. Whenever necessary, the frequency and time of rest periods may be changed.

(3) Rest breaks cannot be combined with a meal break in order to extend the meal break. Rest breaks may not be used at the beginning of the day in order to arrive later than the scheduled starting time or at the end of the day in order to leave before the normal quitting time.

(4) Travel time to a specified break location is included in break time.

MEAL BREAKS

Policy:

It is the policy of The North Davis Fire District to provide meal breaks during the course of each workday.

Procedure:

(1) Employees who work more than five hours a day are allowed a meal break near the middle of the workday. The length of the meal break can be designated by the Department Captain to provide for coverage for the department.

(2) Supervisors are responsible for balancing workloads and scheduling meal breaks and should take into consideration the workload and the nature of the job performed. Whenever necessary, the duration and time of meal periods may be changed.

(3) Employees required to work more than ten hours in any workday will be allowed a second meal break no later than six hours after returning from their first meal break.

(4) Nonexempt employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for their meal breaks unless they are required to work during their breaks. Nonexempt employees must sign out and back in on their time cards for all meal breaks. (See Hour of Work, Chapter 213.)

(5) An eating area is provided for employees to use during meal periods. Meal breaks should be taken away from the work area.

PERSONAL CONDUCT

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BEHAVIOR OF EMPLOYEES

Policy:

It is the policy of The North Davis Fire District that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the District, or is offensive to customers or coworkers will not be tolerated. Any violation of the policies and standards in this manual may result in disciplinary measures up to and including termination.

Procedure:

(1) Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the District. Appropriate employee conduct includes but is not limited to:

- (1) Treating all customers, visitors, and coworkers in a courteous manner (see Customer/Public Relations, Chapter 804);
- (2) Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the District's best interests (see Sexual/Miscellaneous Harassment, Chapter 203);
- (3) Cooperating with District investigations (see Sexual/Miscellaneous Harassment, Chapter 203)
- (4) Complying with all District safety and security regulations (see Employee Safety, Chapter 601);
- (5) Wearing clothing appropriate for the work being performed (see Employee Safety, Chapter 601; and Personal Appearance of Employees, Chapter 802);
- (6) Performing assigned tasks efficiently and in accord with established quality standards;
- (7) Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time (see Attendance and Punctuality, Chapter 701);
- (8) Giving proper advance notice whenever unable to work or report on time (see Attendance and Punctuality, Chapter 701);
- (9) Smoking only at times and in places not prohibited by District rules or local ordinances (see Smoking/Tobacco Use, Chapter 604);

(2) The following conduct is prohibited, and individuals engaged in it will be subject to discipline, up to and including termination (see Disciplinary Procedure, Chapter 808):

1. Violation of criminal law involving moral turpitude or felony;
2. Fighting or assaulting a coworker or customer;
3. Threatening or intimidating coworkers, customers, or the public;
4. Engaging in any form of sexual or other harassment (see Sexual/Miscellaneous Harassment, Chapter 203);
5. Reporting to work under the influence of alcohol, illegal drugs, or narcotics, or using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on premises (see Business Entertaining, Chapter 404; and Drugs , Narcotics and Alcohol, Chapter 812);
6. Disclosing confidential information of any nature. (see Conflicts of Interest, Chapter 807);
7. Falsifying or altering any District record or report, such as an employment application, medical reports, time records, or expense accounts;
8. Stealing, destroying, defacing, or misusing District property or the property of another employee;
9. Misusing District communications systems, including electronic mail, computers, Internet access, computer games and telephones (see Use of Communication Systems, Chapter 805; and Use of District Computers, Chapter 806);
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
11. Poor driving record, where driving is necessary in the discharge of job duties;
12. Abuse of sick leave, emergency leave, jury duty or other paid leave;
13. Conduct off the job which discredits the District or affects the employee's ability to perform their duties effectively;
14. Failing to wear assigned safety equipment or failing to abide by safety rules and policies (see Safety, Chapter 601);

15. Smoking where not prohibited by state law (see Smoking/Tobacco Use, Chapter 604);
16. Using profanity or abusive language (see Use of Communication Systems, Chapter 805);
17. Sleeping on the job without authorization;
18. Gambling on District property;
19. Playing inappropriate or dangerous pranks or engaging in horseplay;
20. Wearing improper attire or having an inappropriate personal appearance (see Personal Appearance of Employees, Chapter 802);
21. Being placed on probation, on a performance evaluation concurrently.
22. Failure to perform the essential functions of the job;
23. Failure to conduct oneself in a professional and competent manner appropriate to the position;
24. Failure to perform those duties required by law;
25. Neglect of job duties and responsibilities;
26. Conduct subversive of good order and the discipline of the department where employed;
27. Leaving the work area when not relieved of duty;
28. Failure to be courteous or cooperative with customers, supervisors, fellow employees; or the public at large; or
29. Unexplained absence from work;

(3) The examples of impermissible behavior described in Comment (2), above, are not intended to be an all-inclusive list. At management's discretion, any violation of the District's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action. Questions about this policy should be directed to Human Resource Coordinator and District Fire Chief.

PERSONAL APPEARANCE OF EMPLOYEES

Policy:

Personnel are expected to abide by the grooming standards specified herein. All standards and rules that pertain to personal grooming apply to all uniformed members anytime they wear the North Davis Fire District uniform, on-duty or off-duty, and to non-uniformed employees any time they are on duty or otherwise representing the North Davis Fire District.

Purpose:

To set minimum standards for grooming and uniforms of all personnel. All personnel must present themselves in such a way as to generate trust, confidence, and respect from the public and the citizens the District serves. It is not the goal of this guideline to regulate or dictate matters of personal style and taste, except to the degree that individual appearance decisions would lessen public confidence in the organization.

In addition, for those employees in uniform, regulations stress that personal appearance must be commensurate with the high standards traditionally associated with the fire service.

Authority & Responsibility: All supervisors are responsible to ensure that members conform to these standards.

(1) All personnel are expected to take pride in their appearance, maintain a positive public image, and enhance personal safety through the grooming standards outlined in this policy. The standards outlined in this policy are a job requirement.

(2) Employees whose appearance violates District standards will be informed of the necessary corrections needed for compliance. In cases of extreme violations or safety hazards, employees will not be permitted to be on duty until the correction has been made.

(3) Employees who refuse to comply with these standards and directives may be subject to disciplinary action up to and including discharge.

(4) Employee grooming is an appropriate subject for consideration in performance evaluation, work assignment, and promotional edibility.

Procedure:

I. Grooming Standards – All Personnel

A. Tattoos, Branding, Scarring or Other Forms of Body Art

- (1) Personnel (regular and volunteer) are prohibited from having ***offensive*** tattoos or any other form of body art such as branding and/or scarring that is visible while at work or on duty. This should be accomplished by selecting business attire or uniform items that obscure the offensive tattoo/body art from view at all times. Exempt from this policy are

personnel or volunteers employed or offered employment as of the effective date of the policy, who have existing tattoos or body art of any artistic or benign nature. This does not exempt new offensive tattoos or body art obtained by current personnel from the restrictions against prohibited type of body markings noted below.

- (2) While on shift, employees are not required to cover tattoos or body art during a fitness workout in a District provided workout room but should don uniform clothing that cover tattoos as soon as possible after working out.
- (3) Employees are prohibited from showing tattoos or body art that are prejudicial to good order, discipline or morale, or bring discredit to the North Davis Fire District. Examples of prohibited markings include those that are considered by the North Davis Fire District to be sexist, racist, vulgar, anti-social, violent, or discriminate against any protected class by virtue of including words, symbols, or pictures in the tattoo or body art.
- (4) Exempt from this policy are tattooed wedding rings and tattooed make-up giving the appearance of natural color and style.
- (5) The District has the right to request that an employee cover a tattoo when it is found to violate this policy, or to take necessary corrective active for non-compliance.

II. Grooming Standards – Uniformed Personnel

- A. Necklaces, pendants, and medallions may not be worn exposed while on duty.
- B. Wrist watches, rings (one per hand), and medical related bracelets may be worn if the article does not interfere with performing assigned duties, and not subject to catching or snagging due to being loose on the wrists or fingers
- C. No visible body piercing (or piercing holes), nose, eyebrows, and tongues. Earrings worn should be small posts, no “gauges” or earrings that could interfere with performing assigned duties. Piercing holes larger than those necessary to accommodate a small post earring must be closed or covered while on duty and/or in uniform.
- D. Articles such as wallets, watch chains or fobs, personal jewelry, handkerchiefs, combs, cigars, tobacco cans, cigarettes, and pipes are not part of the uniform and will not be attached to or visible on the uniform.
- E. Members will maintain acceptable personal hygiene standards at all times.

- F. Fingernails will be of moderate length and neatly manicured.
- G. Hair, sideburns, mustaches, soul patches, and articles of clothing must never interfere with use of personal protective equipment (PPE), including helmets and SCBA masks.
 - (1) Hair must be neat, clean, and conservatively groomed as described. Hair length, style, and bulk must permit safe and effective use of all PPE required to be used by employee.
 - (2) Hair must be worn so that it does not extend below the bottom of the uniform collar. Hair may be combed over the ears but may not extend below the top one-half of the ears, nor more than two-inches (2”) in front of the ears. Hair that is styled or combed forward must be no lower on the forehead than three-quarters of an inch (3/4”) above the high point of the eyebrows.
 - (3) Uniformed line –Hair must be pinned up or secured at all times while on duty and must not interfere with the effective use of all PPE required by the employee. Braiding of hair is considered to be an acceptable means of securing it. Hair may not reach below the shoulder blades. If the braid gets in the way of an employee’s ability to perform their job, it must be modified
 - (4) Hair may be dyed, tinted, or frosted any color that could naturally occur in human hair. Any stripes, spots, or dyeing of colors other than natural tones is prohibited.
 - (5) No decorations may be worn in the hair. Hair clips or pins matching hair color may be worn.

III. Facial Hair

- A. Beards are prohibited, except soul patches, which is a small tuft of hair centered under the lower lip. Soul patches must not connect to mustaches or extend lower than one-inch (1”) below the corner of the mouth.
- B. Mustaches must not interfere with the seal of a mask and must be kept neatly trimmed. They may not extend below the mandibular line.
- C. Sideburns may not extend below the bottom of the earlobe, nor exceed 1-1/2” at the widest point or extend to a point that interferes with the seal of the SCBA mask.

VI. Grooming Standards – Non-Uniformed Personnel

- A. Piercings – Other than ears, no visible body piercing (or piercing holes), to include nose, eyebrows, and tongues. No “gauges” or earrings that could interfere with performing assigned duties. Piercing holes larger than those to accommodate a

small post earring must be closed or covered while at work or on duty.

B. Hair

- (1) Hair must be neat, clean, and conservatively groomed. Hair length, style, and bulk shall permit safe and effective use of all equipment and/or PPE required by the employee.
- (2) Hair may be dyed, tinted, or frosted any color that could naturally occur in human hair. Any stripes, spots, or dying of colors other than natural tones is prohibited.

PERSONAL FINANCES OF EMPLOYEES

Policy:

It is the policy of The North Davis Fire District for employees to meet their financial obligations.

Procedure:

(1) The failure of employees to meet financial obligations may impose an administrative and financial burden on the District through extra bookkeeping and the need to respond to legal notices and court orders.

(2) The District will not disclose employee financial information to outside parties without express written permission from the employee, except as required by law.

(3) The District Fire Chief and the Human Resource Coordinator or designee are the only one authorized to receive a writ of garnishment or attachment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. The District Fire Chief or his designee will notify the affected employee immediately and then deduct the required amount from the employee's earnings, up to the limit permitted by law.

(4) No employee will be discharged or discriminated against because his/her earnings have been garnished.

(5) The District will not deny employment to, or terminate the employment of, any person solely because that person has filed a petition for bankruptcy.

CUSTOMER/PUBLIC RELATIONS

Policy:

It is the policy of The North Davis Fire District to be customer and service oriented, and to require employees to treat customers in a courteous and respectful manner at all times.

Procedure:

(1) To promote excellent relations with the public, all employees must represent the District in a positive manner and make customers feel appreciated when dealing with the organization. (See Behavior of Employees, Chapter 801.)

(2) Employees are encouraged to report recurring customer-related problems to their supervisor and to make suggestions for changes in District policies or procedures to solve problems.

(3) Employees should be prepared to listen carefully to customer complaints and deal with them in a helpful, professional manner. If a controversy arises, the employee should explain District policy respectfully and clearly. Customers who become unreasonable, abusive, or harassing should be referred to the employee's supervisor if the employee cannot resolve the problem.

(4) Employees should be polite and thoughtful when using the telephone, email, text messaging, and in other form of communication. Positive communication and interaction with a customer can enhance goodwill, while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:

- (1) When answering the telephone, use a pleasant tone of voice, give the name of the District, and identify yourself;
- (2) If the person with whom the caller wishes to speak is on another line, ask the caller wants to be placed on hold;
- (3) If a caller has been placed on hold, carefully monitor the time and offer to have the call returned if the person called is not available within a reasonable period
- (4) If a caller leaves a name, number, or message, make sure it is recorded correctly and given promptly to the appropriate individual.
- (5) If the caller has been placed on hold, carefully monitor the time and offer to have the call returned if the person called is not available within a reasonable period; and

- (6) Telephone, email, and messaging conversations between the employee and the public may be recorded and monitored.
- (7) Employees whose communications may be monitored generally will be asked to sign a consent form authorizing the monitoring

USE OF COMMUNICATION SYSTEMS

Policy:

It is the policy of The North Davis Fire District to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business.

Procedure:

(1) Communications services and equipment include mail, electronic mail (e-mail), courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, Intranets, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, voice mail, and bulletin boards. Supervisors are responsible for instructing employees on the proper use of the communications services and equipment used by the District for both internal and external business communications.

(2) Most communications services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult their supervisor if there is a question about the proper mode of communication.

(3) All communications services and equipment, including the messages composed, sent, or received or stored by them, are the sole property of the District. They are not the private property of any employee. The District may access and monitor employee communications and files as it considers appropriate. Employees whose communications may be monitored generally will be asked to sign a consent form authorizing the monitoring. (See Customer Relations, Chapter 804.)

(4) On-line services and the Internet may be accessed only by employees specifically authorized by the District. Authorized employees must disclose all passwords to the District and their supervisors but should not share the passwords with other employees. Employees on-line use generally should be limited to work-related activities, except as allowed in Comment (6). In addition, employees should not duplicate or download from the Internet or from an e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. When appropriate Internet material or e-mail files are downloaded, they should be scanned using the Districts antivirus software.

(5) Employees should not use e-mail, facsimiles, cellular telephones, or any other insecure communication system to communicate confidential or proprietary information. (See Conflicts of Interest, Chapter 807.) In addition, e-mail generally should not be saved for more than 60 days unless required as part of the Districts record retention policy.

(6) Incidental personal use by employees of the Districts communications services and equipment is allowed as long as the use does not interfere with the employees work or the Districts operations and does not violate any District policies. Employees should not send or forward chain e-mails. District communications property or equipment may not be removed from the premises without written authorization from the employee's supervisor.

(7) The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

(8) Employees are not authorized to retrieve or read any electronic mail messages that are not sent to them. Employees should not attempt to gain access to another employee's messages without the employees permission.

(9) Employees who do not have direct access to a District telephone should make provision to have emergency or other necessary incoming calls routed to their supervisor or department secretary. Although the District will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.

(10) Employees should ensure that no personal correspondence appears to be an official communication of the District since employees may be perceived as representatives of the District and, therefore, damage or create liability for the District. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, must be accurate, appropriate, and work-related. Employees may not use the District's address for receiving personal mail or use District stationery or postage for personal letters. In addition, only the District may approve personalized District stationery and business cards.

(11) Improper use of District communications services and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy, any misuse that would result in violations of other District policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted communications. (See Sexual/Miscellaneous Harassment, Chapter 203; and Behavior of Employees, Chapter 801.)

(12) Any employee who discovers a violation of this policy should notify their immediate supervisor or the Information Systems Specialist.

USE OF DISTRICT COMPUTERS

Policy:

It is the policy of The North Davis Fire District to provide computers and computer equipment necessary to allow employees to perform the functions of their job.

Procedure:

(1) Computer Related Apparatus: All computers, printers, monitors, transmission lines, network mechanisms, peripheral devices, software, programs, routing equipment, present hardware or software, or future features that have yet to become a part of what would be a computer function or operation are considered as part of this section, and will be referred to as computer related apparatus.

(2) District Ownership: All Computer related apparatus purchased by the District for the use by employees, whether shared or individually used, shall be the property of the District and shall be subject to District use at the discretion of the District Fire Chief. Other authorized related apparatus not owned by the District will also be subject to use at the discretion of the District Fire Chief. All transmissions and records are the property of the District and therefore subject to reasonable monitoring and inspection.

(3) Authorization: Authorization of any computer equipment, whether software, hardware or peripheral devices shall be authorized by District IT contractor and Fire Chief and approved by the immediate supervisor. The District Administration shall keep a log of all devices or software applications authorized that are other than normal issue. For purposes of this section, authorization shall mean through the IT contractor and the District Chief.

(4) Hardware Interchange and Inventory: All computer related equipment is the property of the District or has been authorized for use by the District with consent of the owner of the property. Therefore, all computer related hardware and peripheral devices shall be under the supervision and control of the District Fire Chief and District Administration. The District Fire Chief will be responsible for keeping a current inventory of all computer related apparatus. The District Fire Chief shall keep all computers upgraded to optimum ability, subject to approval of the computer committee, department needs and budget restraints.

Most District computers will be installed with standard operating programs and software. This standardization of programs and software make most hardware readily interchangeable. Therefore, no computer assigned to an individual employee will be the property of the employee or the department, but will be placed, replaced or interchanged for the employees use at the discretion of the District Fire Chief approval, subject to the employees need.

(5) Programs and Software Use: District Fire Chief will attempt to keep a standardized, upgraded software and programs on all District computers and apparatus. All employees will be expected to implement, and use upgraded programs or software as it becomes available.

All software authorized for use on District computer apparatus shall be deemed as the property of the District, and subject to use as to the discretion of the District Fire Chief. Any unauthorized software use shall be the responsibility of the person deliberately installing or downloading unauthorized programs or software, and said employee shall be liable for damages incurred to any computer related apparatus affected by the installation or use of the unauthorized software or program.

All software or programs used by any District personnel or placed upon any District computer apparatus shall be properly licensed.

(6) Back-up Strategy: The primary use of computers will be on network drives. Network drive file back-ups will be performed after each business day, with redundant backup medium stored at a District building location other than the building housing the main file servers. All files maintained, or back-ups made on the internal individual personal computer drives, external file support drives or floppy disks will be the responsibility of the person choosing to use the drives that are other than the network drives. Any maintenance of files on internal personal computer drives, external support drives or floppy disks shall be authorized in advance.

(7) Virus Checking and Notification of Virus Suspected: Before any software or program is installed or downloaded it must be screened for virus by use of an applicable virus detection software. If any indication of a virus is detected on any computer apparatus belonging to the District, the employee will notify the MIS Division immediately.

(8) Off-site or Remote Use of District Computer Apparatus: Authorization must be obtained prior to any use or access of any District computer apparatus from off-site locations. Off-site locations are any location other than the offices, buildings or vehicles owned by the District and used in regular performance of District operations. Only those authorized areas of operation and programs may be accessed from off-site locations. Unless otherwise specified, all policies and procedures that are in effect for use at regular places of District operation will be in effect for use at off-site locations, including virus checking before downloading and virus reporting. Any District owned computer apparatus that was installed or used by persons off-site or remote shall be returned to the District Fire Chief immediately upon termination of the assignment or position. The District Fire Chief will maintain a record of all District-owned computer related equipment and software at off-site locations.

(9) Alterations to Apparatus: Employees should not alter set-ups and configurations of computers, peripheral devices, programs or set-up configurations that may be critical to functioning or computer interchange without obtaining authorization from District Fire Chief.

(10) Laptops and Other Special Equipment: Laptop computers and other special equipment that is limited and yet could be used by employees other than those assigned to the particular device shall be shared, if needed, and if possible.

(11) Computer Games: No games will be allowed on computers. No games shall be loaded or installed on any computer and no computer games shall be played while the employee is on duty. Any employee found loading or playing unauthorized games on District equipment will be subject to disciplinary action up to and including termination.

(12) Internet access and use: It shall be the policy of the District to encourage Internet use to save time and expense whenever possible and practical. Internet use and exploration is limited to District-operational work. When authorized access to the Internet, employees are encouraged to become familiar with the capabilities of the Internet. Internet use and exploration should not interfere with the District operational work that must be accomplished. Because the Internet is a shared use tool, when completed with an inquiry, the employee must exit immediately.

No intentional elicit, illegal, offensive, pornographic or questionable inquiries or publication shall be solicited, viewed or printed through the use of any District apparatus or displayed at any District facility or be represented as from any District function or employee. If anyone is offended or could be offend due to the nature or content of the material conveyed it will be considered offensive. Any unauthorized employee found accessing illicit, illegal, offensive, pornographic, or questionable inquiries is subject to immediate disciplinary action up to and including termination.

Employees should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property.

If an authorized off-site user of the Internet excessively uses the District Internet capability, the user may lose authorization of use of the district Internet access.

CONFLICT OF INTEREST

Policy:

It is the policy of The North Davis Fire District to prohibit its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the District. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.

Employees should commit themselves in their official capacity to ethical, businesslike, and lawful conduct, including appropriate use of their authority and decorum at all times. Employees must avoid even the appearance of impropriety to ensure and maintain public confidence in the district. Employees must not act in a manner that is contrary to that duty or to the interests of the district. Under this policy, a conflict of interest arises when an employee of the district's interests and objectives to such an extent that the employee is or may not be able to exercise independent and objective judgement within the context of the best interest of the district. For this policy, an employee's "personal interests" includes those of his or her relatives, business associates or other persons or organizations with whom he or she is closely associated

Procedure:

(1) North Davis Fire District employees shall not receive, accept, take or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person or entity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment, or be considered as part of a reward for action or inaction. Employees are required to submit a report to the Human Resource Director and the District's Internal Auditor of the actual or estimated value of any gifts or casual entertainment received as an officer that exceeds \$50.00. Anything that cannot be eaten on the spot or that has a monetary value greater than \$50 will normally be considered a material gift.

(2) The complete confidentiality of proprietary business information must be respected at all times. Employees are prohibited from knowingly disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of the District or to individually conduct negotiations or make contacts or inquiries on behalf of the District unless officially designated by the Fire Chief.

(3) Employees are prohibited from acquiring or having a financial interest in any property that the District acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which the District does business. This does not prohibit the ownership of securities in any publicly owned company except where such ownership places the officer in a position to materially influence or affect the business relationship between the District and such publicly owned company. Any other interest in or relationship with an outside organization or individual having business dealings with the District is prohibited if this interest or relationship might tend to impair the ability of the employee to be independent and objective in his or her service to the District.

If members of the immediate family of an officer have a financial interest as specified above, such interest shall be fully disclosed to the Fire Chief and Human Resource Director which shall decide if such interest should prevent the District from entering into a particular transaction, purchase, or engagement of services. The term “immediate family” means employee spouse, parent, dependent children, and other dependent relatives.

(4) Any conflict or potential conflict of interest must be disclosed to the District. The employee must complete a Conflict of Interest form and submit it for review. The following procedures should be observed whenever possible:

- (1) Employees shall complete a Conflict of Interest Disclosure Form annually by the end of February or more often if a Conflict of Interest situation arises. Completed forms shall be signed, notarized and then submitted to the Fire Chief and Human Resource Director. Conflict of Interest Disclosure Forms will be made available to the public upon request.
- (2) The Fire Chief and Human Resource Director shall review all completed forms and consider the disclosures. The Fire Chief should make changes to assignments, duties, or contracts deemed appropriate to eliminate or mitigate conflicts of interest within the District.

(5) Employees are expected to represent the District in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor.

(6) Employees may not engage in, directly or indirectly either on or off the job, any conduct, which is disloyal, disruptive, competitive, or damaging to the District. (See Conflicts of Interest, Chapter 807.)

(7) Employees may not represent, nor commit, nor state the position of either the District or any outside public interest before any other agency, public or private, except with the express authorization or at the direction of either the District Fire Chief.

(8) Employees may not give, offer, or promise, directly or indirectly, anything of value to any representative of a customer, of a potential customer, or of a financial institution in connection with any transaction or business that the District may have with that customer, potential customer, or financial institution.

(9) When an employee responds to an inquiry for sensitive or confidential information from an elected or appointed official in other public jurisdictions, the employee will first clear such communications with his immediate supervisor and also inform the administrator of the receiving agency about the confidential nature of the information being given.

(10) Press Relations: Public understanding of the Districts policies and problems is basic to a democratic form of government. However, some information should remain confidential because of legal requirements, the need for additional planning, or other reasons. Therefore, only those officials designated to do so may release news stories.

(11) When a conflict of interest exists, the employee shall publicly declare the nature of the conflict and may recuse him or herself on any official action involving the conflict.

DISCIPLINARY PROCEDURE

Policy:

It is the policy of The North Davis Fire District that all employees are expected to comply with the District's standards of behavior and performance and that any noncompliance with these standards must be corrected. Any violation of the policies and standards in this manual may result in disciplinary measures up to and including termination.

Procedure:

(1) Under normal circumstances, the District endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees or in any way restrict the District's right to bypass the disciplinary procedures if the employee violates. Behavior of Employees (see Chapter 801).

(2) Responsibility for Discipline: Basic responsibility for discipline is vested in the supervisor under the direction of the District Fire Chief. In cases where the supervisor does not exercise responsibility, the District Fire Chief or Fire Chief may investigate and take appropriate action.

(3) Legal and Management Review for Formal Disciplinary Action:

(1) Whenever any supervisor feels formal disciplinary action, as defined below, may need to be taken against a District employee, the supervisor must contact Human Resource Coordinator and the District Fire Chief prior to taking any action against the employee. A meeting will be held with Human Resource Coordinator and the Supervisor. The District shall review possible policy violations and consult with outside counsel, as appropriate, for a legal, and management review of the action of the employee, and the action necessary to correct it.

(2) The normal application of progressive discipline should be:

Reminder 1: If an employee is not meeting District standards of behavior or performance, the employee's supervisor should take the following action:

- (1) Meet with the employee to discuss the matter;
- (2) Inform the employee of the nature of the problem and the action necessary to correct it; and
- (3) Document Districts employee evaluation program indicating that the meeting has taken place and goals have been set to correct and

coach appropriate goal setting system utilized by the District.

Reminder 2: If there is a second occurrence, the supervisor should follow the steps outlined in (1) and then hold another meeting with the employee and take the following formal disciplinary action:

- (1) Issue a written reprimand to the employee;
- (2) Inform the employee of the nature of the problem and the action necessary to correct it;
- (3) Warn the employee that a third incident will result in more severe disciplinary action, i.e., probation, suspension, demotion, or termination; and
- (4) Prepare and forward to Human Resource Coordinator and District Fire Chief a written report in District's employee evaluation program indicating the first and second incidents and summarizing the action taken during the meeting with the employee. This information will be included in the employee's personnel file. (See Personnel Records, Chapter 901.)
- (5) An impartial witness or Human Resource Coordinator should be present when the written reprimand is issued.

(4) If there are additional occurrences, the supervisor must request a review as outlined in Comment (3)(1) and may take one of the following actions, depending on the severity of the conduct. The employee will be presented with written notification of the action being taken and the reason for the action.

- (1) Place the employee on paid "Decision Making Leave for one day to reflect on his/her employment and with a commitment to perform up to District standards.
- (2) Place the employee on Administrative Leave (see Chapter 505) pending an investigation as outlined in Comment (5).
- (3) Suspend employee without pay for a specified number of days as described in Comment (8).
- (4) Demote employee as described in Comment (10).
- (5) Terminate employee as described in Comment (13).

- (6) After taking action under Comment (3)(c), the supervisor should forward to the District Fire Chief a copy of the written notification presented to the employee describing the action to be taken. The employee should have signed the notification indicating the items were reviewed and has received a copy of the notification. The signed notification will be included in the employee's personnel file. (See Personnel Records, Chapter 901.)
- (7) An impartial witness or Human Resource Coordinator should be present when items (i) to (vi) above are being discussed.

(5) The progressive disciplinary procedures described in Comment (3), above, may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

(6) Temporary Relief of Duty Pending an Investigation: In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the supervisor may suspend any subordinate employee from duty with pay, until the District Chief and Human Resource Coordinator can take appropriate action. An investigation of the incidents leading up to the suspension should be conducted to determine what further action, if any, should be taken.

(7) Pre-Disciplinary Hearing: Whenever formal disciplinary measures as described comment (4) are anticipated, a pre-disciplinary hearing will be held prior to imposing the disciplinary action (See Chapter 809).

(8) Probation: Employees may be placed on probation as a disciplinary measure for up to one year, in consultation with the District Fire Chief and Human Resource. The purpose of probation is to allow the employee the opportunity to correct their performance. Employees who are placed on probation are not eligible for merit increase for one year. Employees on probation are eligible for prior merit increases after successful completion of probation. Employees wage will be re-instated to current level status, this does not qualify for retroactive pay

(9) Suspension Without Pay: The District Chief, in consultation with Human Resource Coordinator, may suspend an employee in their department without pay for a specified length of time. The District Fire Chief shall review the suspension to ensure it is in compliance with all applicable laws, including the FLSA. Benefits such as health insurance and retirement, etc. will continue to accrue. Vacation and sick leave will not accrue during suspension without pay.

(10) Demotion: The District Chief, in consultation with Human Resource Coordinator, may demote an employee in that department only after following the procedures outlined in this document. The District supervisor will notify the District Fire Chief to ensure processing.

An employee who is demoted will be assigned to a position in a lower grade and **will receive a minimum of a 5 percent salary reduction**. An employee who is demoted may be placed on probation for one year by the District Chief. An employee who successfully completes their probationary period after the demotion, may apply to the District Chief to have the former grade reinstated. Reinstatement to the former grade will depend upon the recommendation of the supervisor and availability of the position. The reinstatement will not be automatic. **Demotion applies to grade only and does not relate to job title or position.**

(11) If a disciplined employee works a full year without further disciplinary action under this policy. Once the employee has met the established standard of behavior or performance, that standard must be maintained in the future. Failure to maintain the established standard of behavior or performance will result in further disciplinary measures. However, the District may still consider all past disciplinary actions in evaluating the employee. (See Performance Appraisals, Chapter 303.)

(12) The grievance procedure is available to employees who believe that they have been disciplined too severely or who question the reasons for discipline. (See Grievance Procedure, Chapter 810.)

(13) Involuntary Termination: When the District Chief is recommending termination of an employee, the District Chief will meet with, and review the circumstances with Current Board Chairman, Human Resource Coordinator, and consult with outside counsel as appropriate. The District Chief will present an overview of the employees conduct and the steps taken to help the employee correct their behavior/performance. All written documentation supporting the recommended termination will be presented and reviewed. The committee will determine if there is sufficient cause to warrant the termination.

When a termination is for disciplinary purposes, the employee must be provided a pre-disciplinary hearing. The District Chief and Human Resource Coordinator must complete a written notification outlining the reasons for dismissal for all involuntary terminations and present the notification to the employee at the hearing. This notification shall be forwarded to the District Fire Chief and placed in the employee's personnel file. (See Pre-Disciplinary Hearing, Chapter 809; and Appeals of Termination or Transfer, Chapter 811.)

(14) The appeals procedure is available to employees who have been terminated or have been transferred to a position of less remuneration. (See Appeals of Termination or Transfer to a Position of Less Remuneration, Chapter 811.)

(15) This policy applies to any and all forms of disciplinary action.

PRE-DISCIPLINARY HEARING

Policy:

It is the policy of The North Davis Fire District whenever formal disciplinary measures are anticipated; a pre-disciplinary hearing will be held prior to imposing disciplinary action.

Procedure:

(1) The employee shall be given prior notice of the hearing along with an explanation of violations, evidence, and reasons for considering disciplinary action. Where termination is being considered, notice that such a measure is being considered shall also be provided. The employee shall be advised of the opportunity to respond and may bring any evidence or witnesses to the hearing which the employee believes, are relevant to the hearing. The employee may receive assistance from others in preparing for the hearing. The employee shall be given reasonable time to prepare for the hearing.

(2) The hearing shall be conducted by the District Chief, Human Resource Coordinator, or his/her designee, and shall be held for the purpose of allowing the employee to examine the reasons for discipline and present any information or evidence the employee believes is relevant to the decision.

(3) The following items should be accomplished at the hearing:

(1) Violations, evidence, and reasons shall be given orally or in writing to the employee by the supervisor and/or District Chief.

(2) The employee shall be provided an opportunity to respond and give an explanation of the evidence against him/her to the supervisor or District Chief, verbally or in writing, or both.

(3) The Human Resource Coordinator will be present during the hearing.

(4) The District will maintain a written record of the conduct of the hearing.

(5) A decision as to the disciplinary action to be taken, if any, shall be made by the District Chief and the employee shall be notified in writing within a reasonable time after the hearing. If formal disciplinary action is imposed, the District Chief shall provide the employee written notice of disciplinary action along with a written explanation of any employee rights for an appeal. (See Appeals of Termination or Transfer, Chapter 811.)

GRIEVANCE PROCEDURE

Policy:

It is the policy of The North Davis Fire District that employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution procedure. The District will attempt to resolve promptly all disputes that are appropriate for handling under this policy.

Procedure:

(1) An appropriate dispute is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters that may be considered appropriate disputes under this policy includes:

- (1) A belief that District policies, practices, rules, regulations, or procedures have been applied inconsistently to an employee;
- (2) Treatment considered unfair by an employee, such as coercion, reprisal, harassment (including sexual harassment), or intimidation;
- (3) Alleged discrimination as described the Antidiscrimination Act (Section 204)

(2) All supervisors have an open-door policy and are available to discuss and attempt to resolve employee concerns. Employees should notify the appropriate supervisor (as defined in paragraph 4 below) in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for employees with appropriate complaints. Anonymous letters and/or phone calls received by supervisors, management, or Board of Trustee Members describing employee work-related concerns will not warrant any formal or informal investigation. However, employees with work-related concerns are encouraged to come forward with the concern and discuss it with the supervisor without fear of retaliation.

(3) The dispute resolution procedure has a maximum of three steps, but disputes may be resolved at any step in the process. Disputes will be processed until the employee is satisfied, does not file an appeal within the allotted time frame, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever an employee does not file a an appeal within the allotted time frame, or when a decision is made in the final step and the right of appeal no longer exists.

(4) Employees who feel they have an appropriate dispute should proceed as follows:

- (1) Step One - Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the employee may

proceed directly to step two. The supervisor should first notify the Human Resources Coordinator, then investigate the complaint, attempt to resolve it, and give a decision to the employee within ten business days. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee's personnel file.

- (2) Step Two - Appeal the decision to the District Chief, if dissatisfied with the supervisor's decision, or initiate the procedure with the District Chief if Step One has been bypassed. This appeal or initial dispute notification must be made in writing within ten working days using a written format. The supervisor's version of the dispute and decision will then be submitted in writing. The District Chief will, within ten working days confer with the employee, the supervisor, and any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
- (3) Appeal the decision to Human Resource Coordinator and Chairman, if appeal decision is warranted on the Fire Chief Actions, if Step One and Two has been bypassed. This appeal or initial dispute notification must be made in writing within ten working days. The supervisor's or employee's version of the dispute and decision will then be submitted in writing. The District Chairman or his designee, within ten working days will confer with the employee, the supervisor, and any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
- (4) Step Three - Appeal an unsatisfactory supervisor decision to the District Fire Chief or Chairman (if Fire Chief is recused.) The timeliness requirement and procedures to be followed are similar to those in Step Two. The District Fire Chief will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.

(5) The District Fire Chief will provide training and support to supervisors in dealing with employee complaints. Employees should be encouraged to consult their supervisors on a less formal basis regarding employee complaints or disputes.

(6) Information concerning an employee dispute shall be confidential. Supervisors, and other members of management who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

(7) Time spent by employees in dispute discussions with management will be considered hours worked for pay purposes.

(8) Employees will not be penalized for proper use of the dispute resolution procedure. However, it is improper if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. In addition, employees and supervisors are prohibited from retaliating against an employee who uses the dispute resolution procedure.

(9) The District may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy.

References

Age Discrimination in Employment Act of 1967, as amended
Americans with Disabilities Act of 1990
ADA Amendments Act of 2008
Rehabilitation Act of 1973
Title VII, Civil Rights Act of 1964, as amended
Civil Rights Act of 1991
Equal Pay Act of 1962, as amended
Pregnancy Discrimination Act of 1978
Genetic Information Nondiscrimination Act of 2008
Utah Antidiscrimination Act, Utah Code 34A.5.106
Reporting of Governmental Waste or Violations of Law, UCA 67.21.3
Utah Right to Work Law, Utah Code 34.33 et seq
Governmental Records Access and Management Act of 1992, UCA 63.2

APPEAL OF TERMINATION OR TRANSFER TO A POSITION OF LESS REMUNERATION

Policy:

All employees of The North Davis Fire District, other than the District Fire Chief shall have the right to appeal a discharge or transfer to a position with less remuneration in accordance with this chapter.

Procedure:

(1) The appeal shall commence by filing a written notice of such appeal with the District Fire Chief's Office within ten business days after discharge or transfer. **Upon filing of such appeal, the District shall retain a qualified individual to adjudicate the appeal.** This adjudicator will take and receive evidence and fully hear the matter which relates to the cause of such discharge or transfer.

(2) The officer or employee shall be entitled to appear in person and to be represented by counsel, to have a public hearing, to confront any witness whose testimony is to be considered, to call witnesses, and to examine the evidence to be considered during the appeal.

(3) Board Reverses Decision and Employee Salary: In the event that the Adjudicator does not uphold the discharge or transfer to a position of less remuneration, the District shall certify the decision to the employee affected, and also to the supervisor from whose order the appeal was taken. The employee shall be paid his/her salary, commencing with the next working day following the certification by the District Fire Chief's Office of the Adjudicator's decision, provided that the employee or officer reports for his assigned duties during that next working day.

DRUGS, NARCOTICS, AND ALCOHOL

Policy:

It is the policy of The North Davis Fire District to maintain a workplace that is free from the effects of drug and alcohol abuse. The District will not hire, subject to state or local law restrictions, alcohol or drug users whose current use of those substances prevents them from performing their jobs or who would constitute a direct threat to the property or safety of others. Whenever applicants for employment are to be tested for the presence of illegal drugs, they are to be informed in advance either verbally or in writing. Pre-employment testing of illegal drugs must be completed within 24 hours of job offer.

Procedure:

- A. Prohibitions: This policy prohibits the following:
- (1) Employees are prohibited from the unauthorized use, possession, manufacture, distribution or sale of an illegal drug, controlled substance or drug paraphernalia at any time. Valid, currently prescribed and properly used prescription drugs, or properly used over-the-counter drugs are permitted as outlined below. (See Business Entertaining, Chapter 404.) In addition, the District prohibits employees or volunteers from using alcohol and controlled substances on or off district premises while on duty.
 - (2) The unauthorized use, possession, manufacture, distribution, or sale of alcohol on the District premises, in District supplied vehicles, or during working hours, including lunch hour.
 - (3) Storing any illegal drug, drug paraphernalia, or any controlled substance whose use is unauthorized, or any container of alcohol, in or on District property (including vehicles). Unopened containers of alcohol in a private vehicle parked on District property shall not be a violation of this policy.
 - (4) Reporting to work, or working, while under the influence of illegal drugs or alcohol, or while impaired by lawfully prescribed substances.
 - (5) Reporting to work, or working, with the presence of illegal drugs or alcohol in his/her body (as determined by a drug or alcohol test), including their presence as a drug metabolite, unless the drug is legally prescribed to the employee.
 - (6) Failing to notify the employee or volunteer's department head, before beginning work, that the employee/volunteer is taking prescription or over-the-counter medications or drugs which may interfere with the safe and effective performance of his/her duties.
 - (7) Refusing to immediately submit to an alcohol and drug test when requested, in accordance with this policy or knowingly supplying an excessive fluid sample

(diluted), substituted or adulterated sample, or a temperature out of range sample. That test result or refusal will be the basis for not hiring a prospective employee/volunteer and taking disciplinary action up to and including termination against a current employee/volunteer.

- (8) Failing to provide, by the next work day following a request from the Fire Chief, Deputy Fire Chief, Human Resource Coordinator, or in his/her absence a designee, a valid, current prescription for any drug or medication identified when the results of a drug test are positive.
- (9) Taking prescription drugs that are not in the employee/volunteer's name.
- (10) Refusing to submit to an inspection as described in the Enforcement section when requested by a supervisor, in accordance with this policy.
- (11) Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled as a condition of continued employment or pursuant to a written agreement between the District and the employee.
- (12) Violating any criminal drug or alcohol statute while working. Conviction under any criminal drug statute.
- (13) Failing to notify an employee/volunteer's supervisor and District Fire Chief or in his/her absence a designee of any arrest or conviction under any criminal drug or alcohol statute by the next workday following the arrest and/or conviction. Conviction for the unlawful sale, purchase, possession, transfer, or use of controlled substances by an employee/volunteer at any time or place is prohibited.
- (14) A confirmed presence of any illegal drug, alcohol (equal to or greater than .02) or legal drug where there is not a reasonable explanation or proof provided.

- B. Voluntary Rehabilitation. Employees seeking assistance with overcoming drug or alcohol abuse before they are selected and tested for drug and/or alcohol testing and before it interferes with job performance may contact their Battalion Chief, Fire Chief or the Resources Director for information about counseling and rehabilitation programs. The Human Resource Coordinator may provide assistance in referring employees to appropriate rehabilitation programs. This assistance does not financially obligate the District for the costs associated with rehabilitation. Rehabilitation is the sole responsibility of the employee.

The District will allow employees who seek voluntary assistance for alcohol and drug problems to use their accrued sick or vacation leave for treatment rehabilitation purposes. Leave without pay may be requested by the employee and will be considered on an individual case basis. (See Leaves of Absence, Chapter 702.) A determination will be

made if the requested leave qualifies for Family Medical Leave Act. If the FMLA does not apply, an employee's position may be held open up to a maximum of thirty (30) days for voluntary rehabilitation upon approval by the Fire Chief.

Employees returning to employment after treatment must first provide the District with a certification from a reputable substance abuse program that the employee has successfully completed the treatment program and has the potential for full recovery. A licensed professional medical practitioner that specializes in substance abuse must sign this certification. The employee must agree to follow-up drug and/or alcohol testing and sign a return-to-work agreement. They must also provide a negative drug and alcohol test.

- C. Administrations Responsibility for Enforcement. Fire Chief, Deputy Fire Chief, Battalion Chief and Human Resource Coordinator or in his/her absence a designee shall be responsible for enforcement of this policy. The District will periodically provide training for administration, Fire Chief, Deputy Fire Chief, Battalion Chiefs and supervisors to help them recognize the physical, behavioral, and performance indicators of probable drug use that give rise to a reasonable suspicion of drugs and/or alcohol use and the proper application of the procedures to follow.
- D. Fire Board Enforcement: When there is a reasonable, individualized suspicion to believe that the Fire Chiefs job performance may be impaired by drugs, alcohol, or narcotics, two Board Members designated by the Chairman and the Human Resource Coordinator will follow procedures for all employees as outlined set forth within this policy.
- E. Enforcement. When there is a reasonable, individualized suspicion to believe that an employee/volunteer's job performance may be impaired by drugs or alcohol, the Fire Chief, Deputy Fire Chief, Battalion Chief, and/or the Human Resource Coordinator or in his/her absence a designee may:
1. Direct the employee/volunteer to submit to a drug/alcohol test;
 2. Search, with or without employee/volunteer's consent, all areas of the District premises, parking lots, equipment, toolboxes, lockers, vehicles, etc., to expose the concealment of any drugs or alcohol, and to seize any such substances.
- F. Use of Prescribed and Over-the-Counter Drugs. Doctor prescribed and over-the-counter drugs, and the necessary instrumentalities of administration brought on District premises, may only be used by the person for whom they are prescribed and taken as directed. The use of prescribed and over-the-counter drugs must not adversely affect the safety of the work environment or significantly impede performance of job functions.

Various prescription and over-the-counter drugs may adversely affect the safety of the work environment. Examples include, but are not limited to, pain relievers that contain opiates, and muscle relaxants. It is the employee/volunteer's responsibility to be informed about the effects of all prescription and over-the-counter drugs they are taking and then act

accordingly. They should consult with their physician, read the information that accompanies the drug, including any information provided by the pharmacist, and assess and utilize other sources of information available to them.

Any employee/volunteer who chooses or is medically required to ingest prescribed or over-the-counter medications that may adversely affect the safety of the work environment, shall immediately notify their Battalion Chief, the Deputy Fire Chief, Fire Chief or in his/her absence a designee of the type of medication and time period over which said medications will be taken.

The Battalion Chief and Deputy Fire Chief or in his/her absence a designee will make a determination of any restrictions to be placed on the employee/volunteer after appropriate confidential consultation with the Human Resource Coordinator, or in his/her absence a medical advisor.

Medications used as prescribed, which do not constitute a safety concern, shall not be considered a violation of this policy.

DRUG AND ALCOHOL TESTING CIRCUMSTANCES

It is the policy of the District to test employees and prospective employees, volunteers and prospective volunteers for the presence of drugs and/or alcohol, according to the provisions set forth below, as a condition of hire or continued employment. The District shall consider as "negative," all lab positive drug and alcohol test results with a medically sufficient explanation as determined in the sole, but reasonable, discretion of the Fire Chief. All controlled substance testing shall be done using the split sample method, and all analysis shall be performed by a certified laboratory. The District has the right to select the testing laboratory. The District shall arrange drug and/or alcohol testing in the following circumstances:

- A. Pre-Employment - All prospective employees/volunteers shall be tested for drug and/or alcohol usage prior to being placed for employment. The test will be administered within 24-hours after a conditional offer of employment has been made and prior to the employment starting date. A copy of this policy shall be available from the Human Resource Coordinator for review by job applicants and volunteers. (Personnel Policy Manual, Chapter 206)
- B. Reasonable Suspicion (For Cause) - "Reasonable Suspicion" is a belief based on objective facts sufficient to lead a reasonable person to suspect that an employee or volunteer is under the influence of drugs or alcohol so that the employee's or volunteer's ability to perform the functions of the job is impaired or that the employee/volunteer's ability to perform his/her job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. Slurred speech, red eyes, dilated pupils;
2. Irregular or unusual speech patterns;
3. Impaired judgment;
4. Smell of alcohol, marijuana, or other controlled substance emanating from the employee or volunteers' person;
5. Uncoordinated walking or movement;
6. Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility or aggressiveness; or
7. Possession of alcohol or drugs.

The supervisor, Battalion Chief, Deputy Fire Chief, Fire Chief or in his/her absence a designee and/or the Human Resource Coordinator shall directly observe the employee/volunteer's behavior or appearance and document in writing on the Impaired Behavior Incident Report Form the facts constituting reasonable suspicion. When circumstances permit, a second person shall also observe the employee/volunteer to verify that there is a reasonable basis to believe that drug or alcohol impairment may be present. If possible, the Battalion Chief, Deputy Fire Chief, Fire Chief or in his/her absence a designee and/or Human Resource Coordinator shall question the employee/volunteer with regard to the situation. When a determination is made that an employee/ volunteer may be impaired because of drug or alcohol use, the employee/ volunteer shall be relieved of his/her duties, but will be required to remain at the worksite until drug or alcohol testing is authorized.

The supervisor and Battalion Chief, or in his/her absence a designee shall immediately notify the Deputy Fire Chief, Fire Chief and Human Resource Coordinator. The Human Resource Coordinator will review the matter with the Fire Chief, Deputy Fire Chief and/or the Districts Attorney prior to authorizing testing.

Thee Deputy Fire Chief, Fire Chief, Battalion Chiefs, and Human Resource Coordinator or in his/her absence a designee has a duty to act when they have reasonable suspicion that an employee or volunteer has a controlled substance or alcohol problem.

- C. Post-Accident Testing – All accidents must be reported as soon as possible by the employee/volunteer to his/her supervisor and a determination will be made if the accident is a “testable accident” (see Personnel Policy Manual, 402, 602) as defined below. If it is determined that the accident is a testable accident, drug testing must occur no later than 32 hours after the accident or within 32 hours of notification of the accident. If alcohol use is suspected, alcohol testing should occur within two (2) hours, but in no case later than eight (8) hours after the accident.

To arrange for post-accident testing, the Battalion Chief or supervisor or in his/her absence a designee shall notify the Human Resource Coordinator if the accident occurs during normal working hours, or the District's Designated Facility if the accident occurs after hours. If the accident occurs during normal working hours, the Battalion Chief, Deputy

Fire Chief, or in his/her absence a designee will drive the employee or volunteer to the designated testing facility.

The employee or volunteer will not be permitted to perform safety-sensitive duties following post-accident testing until the District receives a negative test result. The employee will continue to be paid in the same way they would have been paid prior to the accident.

If an employee or volunteer leaves the scene of an accident before the required tests are administered, or fails to remain readily available for testing, it may be deemed by the District that the employee or volunteer has refused to submit for testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

An accident is an unexpected happening that causes property damage, loss or physical injury. A testable accident is when an employee or volunteer was the cause of the accident (i.e., negligent behavior, unsafe on-duty job related activities, or an automobile/equipment accident) or the degree of physical injury sustained in the accident requires professional medical treatment.

All personnel that have caused an accident or have bodily injuries that require professional medical treatment will be required to complete a drug and/or alcohol test.

- D. Random Testing – Employees in safety sensitive or executive staff positions will be tested on a random basis for controlled substances and alcohol. Safety sensitive position means any local governmental position involving duties which directly affects the safety of governmental employees, the general public, or positions where there is access to controlled substances during the course of performing job duties. The percentage of employees tested shall be determined by the Fire Chief. Safety sensitive positions and executive staff positions will be pooled for test selection. Test selection will be made in a random manner on a monthly basis by the District's Designated Facility for Random Testing. All individuals will be required to go to a collection site for the drug and alcohol testing. No advance warning will be given to employees regarding the date and time of the random test.
- E. Promotion/Transfer Testing - Employees who are promoted to a new position must pass a pre-employment testing within 24-hours after they are notified of the testing requirement. Employees who transfer to a new position in another division or department must also pass a controlled substance test within 24 hours after they are notified of the testing requirement. Failure to complete the drug test within 24 hours of notification may be deemed by the District that the employee has refused to submit to testing. (see Personnel Policy Manual, Chapter 211)

- F. Return-to-Duty and Follow-up Testing – Testing will be conducted when an employee returns to duty following voluntary drug and/or alcohol rehabilitation. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty

TESTING METHODS AND COLLECTION PROCEDURES

- A. Drug and Alcohol Testing Methods. Any drug or alcohol testing shall occur during or immediately after the regular work period of current employees or volunteers, and shall be deemed work time for purposes of compensation and benefits for current employees.

Individuals will be tested on District premises or to license facility designated by the District licensed to perform such tests. The District will pay all costs of initial testing associated with a test required by the District.

A drug test under this policy is a urinalysis (for drugs) and an evidential breathalyzer test (for alcohol) administered under approved conditions and procedures conducted for the sole purpose of detecting drugs and alcohol. Other methods to detect the presence of alcohol may be added at a later date if approved by the Federal Highway Administration (FHWA), including blood/alcohol and saliva tests. The test will be conducted by a District-appointed medical laboratory. Following authorization for reasonable suspicion or post-accident drug/alcohol testing, the employee or volunteer's supervisor or other authorized person will transport the employee/volunteer to the District's drug testing facility or other designated facility if reasonable suspicion or an accident occurs.

If the employee or volunteer is seriously injured, post-accident drug/alcohol testing may be delayed until they have received emergency medical treatment.

In the case of an applicant for employment, volunteer, or follow-up testing, the individual shall appear at the designated specimen collection facility at the time instructed by the Human Resource Coordinator. Failure to complete the drug test within 24 hours may be deemed by the District that the applicant, volunteer, or employee has refused to submit for testing.

Employees who test "verified positive" shall be placed on administrative leave while an investigation is made, and shall be subject to disciplinary action up to and including termination.

- B. Excess Fluid, Temperature Out-of-Range and Adulterated Samples:

- (1) To obtain accurate and reliable test results, the employee, prospective employee, or volunteer or prospective volunteer must not knowingly dilute the urine sample by the ingestion of excess fluids (hereinafter referred to as an "Excess Fluids Sample")

before providing the sample. If a urine sample provided by a prospective employee/volunteer or an employee/volunteer is determined after appropriate testing to be an excess fluids sample, the prospective employee/volunteer or employee/volunteer shall, at the District's discretion, be required to provide another urine sample (the "second sample") at a time and under conditions and requirements that are within the sole discretion of the District. In the event the second sample is determined after appropriate testing to be an excess fluid diluted sample, the conditional employment offer for the prospective employee/volunteer shall be withdrawn; and the current employee/volunteer may be subject to disciplinary action up to and including termination.

- (2) When any sample that is deemed by the collector at the time of collection to be temperature out-of-range, or to have been adulterated, the conditional employment offer for the prospective employee/volunteer shall be withdrawn and the current employee/volunteer shall be subject to disciplinary action up to and including termination.
- (3) Any sample which has been adulterated or is shown to contain a substance other than urine shall be reported as such. Any prospective employee/volunteer or employee/volunteer providing false information about a urine or breath specimen or who attempts to contaminate such sample shall be subject to removal from consideration for hiring or subject to disciplinary action up to and including termination.

C. Duties of Medical Review Officer. Although the laboratory analysis will determine whether the specimen is positive, any positive test results from the laboratory must be reviewed and interpreted by a medical review officer. The medical review officer must examine any alternate medical explanations for any positive test result and review all medical records made available by the tested individual when a verified positive test could have resulted from a legally prescribed medication. The medical review officer will:

- (1) Conduct a medical interview;
- (2) Review the medical history and any relevant biomedical factors;
- (3) Review all medical records made available by the individual tested to determine if a verified positive test resulted from a current, legally prescribed medication;
- (4) If necessary, reanalyze the original specimen to determine the accuracy of the test result;
- (5) Verify that the laboratory report and assessment are correct and submit the blind performance test specimens to the laboratory according to DOT regulations.

E. Processing Urine Samples. The laboratory utilized by the District shall collect and process the urine specimen. When requested for Commercial Driver's License (CDL) holders will only be tested for Drugs 1 through 5 and alcohol CDL, testing shall be under SAMHSA (Substance Abuse and Mental Health Services Administration [formally NIDA standards])

testing procedures and approved laboratories.

- F. Drugs Tested. The laboratory shall test for the following drugs and alcohol. CDL holders will only be tested for Drugs 1 through 5 and alcohol.
1. *Amphetamines*
 2. *Cocaine*
 3. *Opiates (including synthetics)*
 4. *PCP (Phencyclidine)*
 5. *Marijuana (THC)*
 6. *Barbiturates*
 7. *Benzodiazepines (Valium, Librium)*
 8. *Methadone (Heroin substitute)*
 9. *Propoxyphene*
 10. *Alcohol (ethanol)**

*A level of 0.02 to 0.039 is a confirmed presence. A level of 0.04 or more is considered positive as tested through an evidential breathalyzer instrument at a level of .02 alcohol/breath concentration or greater, expressed in terms of grams per 210 liters of breath.

- G. Results of Drug Testing. The laboratory will review the results of the test and determine if the sample contains any illegal drug or legal drug or alcohol at levels that would cause impairment or reveal its use in an illegal manner.

The Human Resource Coordinator will send a copy of a verified positive drug test result to the prospective employee/volunteer's address. A copy of a verified positive result will be given to an employee/volunteer at the time of termination.

- H. Evaluation of Legal Drug Use. In the case of prescriptive drug use that may affect an employee/volunteer's ability to perform his/her job safely, the District's Fire Chief, Deputy Fire Chief, and Human Resource Coordinator will require the employee/volunteer to provide a bona fide verification of a valid, current prescription for the drug identified by the next scheduled work day. The prospective employee/volunteer shall be dropped from eligibility or the employee/volunteer will be subject to disciplinary action up to and including termination when:

- (1) Verification of a valid, current prescription is not provided;
- (2) The prescription provided is not in the subject's name;
- (3) The level of the drug is in excess of the prescription dosage; or
- (4) The employee/volunteer has not previously notified his or her department head that they are ingesting medications that may adversely affect the safety of the work environment; when there is a confirmed presence of any illegal drug, alcohol (equal to or greater than .02) or legal drug, for which in the opinion of the Fire Chief, Deputy Fire Chief, Districts medical advisor, and the District's Attorney.

- I. Alcohol Testing. Alcohol testing will be conducted using an approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT) at the collection site. The first test performed will be a screening test. If the screening test results in an alcohol concentration of less than 0.02, it will be considered a negative test. If the screening test results in an alcohol concentration of 0.02 or greater, a second, or confirmation test is performed within 15 to 30 minutes. A second test with a result of 0.04 or more is considered positive. A printout of the second test results, date, time, and test number will be made to ensure reliability of the results.
- J. Alcohol Level at .02 TO .039. When there is a confirmed presence of alcohol at the .02 TO .039 level, the employee/volunteer (including CDL holders) is deemed to be unable to safely operate a motor vehicle, operate machinery or perform safety-sensitive work. If these tasks are part of an employee/volunteer's job in the opinion of the (Fire Chief, Deputy Fire Chief and/or the medical advisor, or in his/her absence a designee), he/she will be considered unable to work and will be sent home for the remainder of his/her work shift. The individual will be required to take leave without pay. The employee will not be permitted to take sick leave, vacation, or compensatory time. The employee/volunteer will be allowed to return to work after a period of at least 24 hours and completing an alcohol test with a concentration of less than 0.02. At the discretion of the Fire Chief, an employee testing between 0.02 and 0.039 concentration of alcohol, may be required to attend counseling for alcohol abuse and may be disciplined up to and including termination.
- K. Notification to Prospective Employee/Volunteer. The lab director or Fire Chief or Deputy Fire Chief, or in his absence a designee shall notify the prospective employee/volunteer of a positive test result. The prospective employee/volunteer will be afforded the opportunity to have the original urine sample retested at an expense equally divided between the donor and the employer. The prospective employee/volunteer must request a re-test within 72 hours. If there is a confirmed positive test, Human Resource Coordinator shall notify the prospective employee/volunteer that they have not satisfied the conditions of the employment offer.
- L. Employees/Volunteers. The employee/volunteer shall be advised of the verified positive test result by the Fire Chief, Deputy Fire Chief, Human Resource Coordinator or in his/her absence a designee. The employee/volunteer shall be afforded the opportunity to have the **original** urine sample retested at an expense equally divided between the donor and the employer. Retests must be requested within a period of 72 hours after notification of an initial confirmed positive test by the Fire Chief, Deputy Fire Chief or in his/her absence a designee. If the retest confirms the results of the initial test, the Human Resource Coordinator shall be notified. The Human Resource Coordinator shall notify the Fire Chief of the results and a determination of the appropriate action shall be made.
- M. Discipline - Policy violations will be investigated and assessed with guidance from the Fire Chief, Deputy Fire Chief, Human Resource Coordinator and the District's Attorney. Advice from medical advisor may also be sought. Any disciplinary action will be carried

out in accordance with the District's Policy and Procedure Manual (Chapters 801, 808)

- N. Negative Test Results. Prospective employees or volunteers and employees or volunteers who have been tested for drugs and alcohol, where no substance abuse was found will not receive a notification of test results. A record of the negative results shall be placed in a confidential folder in a separate, secured file maintained by the Human Resource Coordinator. In the case of prospective employees/volunteers, the Human Resource Coordinator shall be notified that the individual is clear for hire. Test results shall be maintained by the Human Resource Coordinator as required by State Statute.
- O. Positive Test Results. Laboratory reports of verified positive test results will not be placed in an employee's personnel folder. Reports will be placed in a confidential folder in a separate, secured file maintained by the Human Resource Coordinator. Test results shall be maintained by the Human Resource Coordinator as required by State Statute.

The verified positive test results shall be disclosed to the Battalion Chief or supervisor only on a need-to-know basis. Disclosure without patient consent, may also occur when:

- (1) Information is compelled by law or by judicial or administrative process;
 - (2) Information has been placed at issue in a formal dispute between the District and the employee;
 - (3) Information is to be used in administering an employee benefit plan such as for drug or alcohol treatment; or
 - (4) Information is needed by medical personnel for the diagnosis or treatment of the patient (employee) who is unable to authorize disclosure. The employee/volunteer, upon written request, may obtain copies of any records pertaining to his/her alcohol or controlled substances testing.
- P. District's Authorized Contacts. The Fire Chief, Deputy Fire Chief and Human Resource Coordinator, or in his/her absence a designee are authorized contacts to receive drug and alcohol testing results from the laboratory, breath alcohol technician.
- Q. Records Retention Requirements. The District or designated facility shall maintain all laboratory or collection site records related to drug and alcohol testing in a secure location.
- (1) The following records shall be maintained for a minimum of five years:
 - (a) Records of alcohol test results of 0.02 or greater.
 - (b) Documentation of refusal to take required alcohol and/or drug tests.
 - (c) Evaluation/referral records related to violations of alcohol and drug prohibitions.
 - (d) Annual summary of drug and alcohol testing results.
 - (e) Verified positive drug test results for controlled substances.
 - (f) Documentation of calibration of evidential breath testing devices.

- (2) The following records shall be maintained for a minimum of two years:
 - (a) Records related to the alcohol and drug collection process (except calibration of EBTs).
 - (b) Documents relating to the random selection process.
 - (c) Documentation of training provided to Administration, Fire Chief, Deputy Fire Chief and supervisors to make a determination concerning the need for alcohol and/or drug testing based on reasonable suspicion and certification that training conducted complies with DOT requirements.
 - (3) The following records shall be maintained for a minimum of one year:
 - (a) Records of negative drug test results.
 - (b) Records of alcohol test results with a concentration of less than 0.02.
- S. Release of Records. No records containing CDL driver information required by this policy will be released except as provided as follows:
- (a) Upon written request of the employee.
 - (b) Upon written authorization of the employee, records will be disclosed to a subsequent employer subject to use as specified by the employee.
 - (c) Upon written authorization by the employee, records will be released to an identified person subject to use as specified by the employee.

Records may be disclosed to a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee, including, but not limited to, worker's compensation claim, unemployment compensation or other proceeding relating to a benefit sought by the CDL driver.

References

Title 49 of the Code of Federal Regulations Part 40 subparts B & C
Utah Code Ann. §34-41-104
State of Utah Government Records Access and Management Act

DEFINITIONS

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath testing device. Blood specimens will be in grams of alcohol per deciliter of blood.

Alcohol Use means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

Blind Performance Test Specimen is a non-employee urine specimen submitted to an ARUP/NIDA-/SAMSHA certified laboratory to verify testing control quality procedures.

Breath Alcohol Technician (BAT) is a trained individual that conducts the breath test to determine the alcohol concentration in an individual.

Chain of Custody means the procedure to account for the integrity of each specimen by tracking its handling and storage from the point of specimen collection to final disposition.

Controlled Substance means a drug or substance as defined in federal and state law.

Designated Facility means a certified facility which can assist the District with drug, alcohol, and narcotic testing.

Drug or Controlled Substance Test means a generally accepted and proven analysis of a urine sample for the presence of controlled substances provided by an employee or prospective employee processed at a certified laboratory.

Drug Paraphernalia means objects used to manufacture, compound, convert, produce, process, prepare, test, analyze, pack, store, contain, conceal, and/or to inject, ingest, inhale, or otherwise introduce a drug into the human body.

Employee means an individual who holds a recognized position with District and is paid a wage or salary.

Employee Assistance Program (EAP) means a counseling program that offers assessment, short term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems, and monitors the progress of employees while in treatment.

Evidential Breath Testing device (EBT) is a device approved by the National Highway Traffic Safety Administration to test the breath for alcohol consumption.

Illicit Drug and Drugs used in this policy refer to prescription drugs; in addition, it includes all drugs, paraphernalia, controlled substances, or mood or mind-altering inhalants, any of which were not prescribed by a licensed physician/dentist for the person taking or in possession of the drug or substance, or which have not been used as prescribed or directed.

Medical Advisor - means a physician or technician from a certified lab performing testing on behalf of the North Davis Fire District. Knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results together with the individual's medical history and other relevant biomedical information.

Negative Alcohol Test means a test showing an alcohol concentration of less than 0.02

Negative Drug Test means a drug test result that was negative on an initial FDA approved immunoassay test.

On-Duty means all time from the time an employee begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

Performing (a safety sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Positive Alcohol Test means an initial test showing an alcohol concentration of 0.02 or greater and a confirmed test with an alcohol concentration of 0.04 or greater in breath or blood.

Positive Drug Test means a test result that was positive for the initial FDA approved immunoassay/screening test, confirmed by a gas chromatography/mass spectrometry assay, and reviewed and verified by the Fire Chief, Deputy Fire Chief and/or Medical Advisor or in his/her absence a designee.

Prescription means a controlled medication that must be authorized by a medical doctor. A valid, current prescription must have been legally filled within one year prior to the test.

Prospective Employee means any person who has made application for employment with the district and to whom the district has offered employment, conditioned upon the results of a drug and alcohol test.

Random Selection is a selection process based on a scientifically valid selection method which assures that all covered employees have an equal chance of being tested in each selection period.

Random Testing means the unannounced drug testing of an employee or volunteer who was selected for testing by using a method uninfluenced by any personal characteristics other than job category.

Sample means urine, blood, or breath, saliva, or hair specimen.

Split Urine Sample means a portion of the urine sample provided by the donor at the time of collection.

Substance Abuse Professional means a licensed physician, or a licensed certified psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Supervisor means an employee having authority to direct, assign, evaluate, reward, discipline or to effectively recommend action of an employee.

Volunteer means any person who donates services without pay or other compensation.

IMPAIRED BEHAVIOR INCIDENT REPORT FORM

Use this checklist to describe the observed behavior that causes you to believe the employee's job performance is impaired. Provide additional information in each comment section as necessary. Attach this form to the Testing Consent form. This checklist is to be kept confidential and should be placed in the employee's drug and alcohol testing file.

Name of employee: _____
 Location of employee while impaired _____
 Date and Time impairment first observed: Date _____ Time _____
 Length of time impairment was observed _____
 Was complaint made about the employee's impaired behavior Yes _____ No _____
 Name of person who made complaint _____

Checklist of Possible Behaviors

- Physical mannerisms changed or unusual (staggering, gestures, posture)
- Smell of alcohol, marijuana, or other controlled substance emanating from employee
- Slurred, irregular or unusual speech patterns, red eyes, dilated pupils
- Out-of-control displays of emotion
- Possession of alcohol or drugs or admission of ingesting drugs or alcohol
- Memory problems (difficulty recalling instructions, data, procedures), impaired judgment
- Engaged in verbal or physical abusiveness
- Excessive sweating or hand/foot tremor
- Responsible for serious safety or security violation
- Caused or involved in serious accident requiring medical attention
- Caused a vehicle accident
- Demanding, rigid, inflexible behavior(s)
- Clearly refused to do assigned work (when mixed with other behaviors)
- Made significant error(s)
- Behavior which disrupted workflow
- Interfered with or ignored established procedures
- Complaints by co-workers or subordinates

Describe Incident: _____

Comments or Statements of Employee Indicating Possible Impairment: _____

Employee's Explanation for Impairment: _____

 Supervisor's/Witness's Statement

 Date

 Time

**DRUG AND ALCOHOL TESTING
CONSENT FORM**

Date _____

Employee _____

Name of Supervisor Requesting Exam _____

Name of Supervisor Accompanying Employee _____

Medical Consent

I consent to pre-employment, random, accident, and reasonable suspicion drug and alcohol testing, I consent to the collection of breath/urine samples by an authorized breath alcohol technician and/or laboratory staff to determine the presence of alcohol and/or drugs, if any.

Authorization to Release Information

I authorize said laboratory to release any and all medical information obtained during this testing procedure to North Davis Fire District.

I understand that my alteration of this consent form; refusal to consent or cooperate fully with the collection of breath/urine samples; knowingly supplying an excess fluids (diluted), substituted, or adulterated sample; or my refusal to authorize release of information constitutes insubordination, violates the drug and alcohol testing policy, and may be grounds for discipline up to and including termination.

I also understand that a confirmed positive result on these tests may be grounds for termination.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

EMPLOYEE NOTICE AND ACKNOWLEDGEMENT OF NORTH DAVIS FIRE DISTRICT EMPLOYER TESTING REQUIREMENTS

It is the purpose of this policy to promote and encourage a safe, drug free work environment; comply with the Department of Transportation regulations as set forth under Title 49 CFR Part 40 (which regulations are available for review in the North Davis Fire District Attorney's Office and are incorporated herein by this reference); improve productivity; and assist employees who seek help in commencing a rehabilitation program. This policy is applicable to all District employees.

PART 1: NOTICE

This is to inform you that the North Davis Fire District conducts testing to identify job applicants and current employees when there is reasonable suspicion that employee may be abusing drugs and/or alcohol. The District will test all employees involved in an accident and will conduct random tests for employees involved in safety-sensitive functions.

- (1) A copy of the North Davis Fire Districts policy on this matter is either attached to this notice or will be given to you upon request.
- (2) You have the right to refuse to undergo testing. However, the consequences of refusal to undergo testing or a refusal to cooperate in testing by an applicant may result in the termination of the pre-employment selection process, and the consequences of refusal to undergo testing or a refusal to cooperate in the testing by an employee will result in disciplinary action up to and including discharge.
- (3) An applicant who fails a test will not be hired, and an employee who fails a test will be subject to disciplinary action up to and including discharge.
- (4) Remaining drug and/or alcohol free and participation in North Davis Fire District drug and/or alcohol testing program is a condition of continued employment.

PART II: ACKNOWLEDGEMENT

I acknowledge receipt and understanding of the above written notice and agree to abide by the terms of the North Davis Fire District policy pertaining to drugs and alcohol. I acknowledge that Drugs, Narcotics and Alcohol policy can be found within the North Davis Fire District Personnel Policy Manual. I acknowledge that the North Davis Fire District Personnel Policy Manual is available for review in the administrative offices and the District's shared drive. I also acknowledge that if I have questions with regards to the Drugs, Narcotics and Alcohol policy the Fire Chief, Deputy Fire Chief and Human Resource Coordinator should be contacted.

(Signature)

(Printed Name)

(Date)

MISCELLANEOUS

Personnel Records..... 901:1

Participation in Community Affairs..... 902:1

Employee Incentive Award Program..... 903:1

Credit Card Procedure..... 904:1

Flowers/Gift Procedure..... 905:1

PERSONNEL RECORDS

Policy:

It is the policy of The North Davis Fire District to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

Procedure:

(1) The District tries to balance its need to obtain, use, and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of its business or required by federal, state, or local law.

(2) The District Fire Chief and Executive Assistant responsible for overseeing recordkeeping for all personnel information and will specify what information should be collected and how it should be stored and secured. (For the need to maintain separate medical files, see Medical Procedures, Chapter 209.)

(3) Employees have a responsibility to keep their personnel records up to date and should notify the District Fire Chief in writing of any changes in at least the following:

- (1) Name;
- (2) Address;
- (3) Telephone number;
- (4) Marital status (for benefits and tax withholding purposes only);
- (5) Number of dependents;
- (6) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
- (6) Beneficiary designations for any of the District's insurance, disability, and retirement plans;
- (7) A change in family status, i.e., birth, marriage, divorce, death, or adoption, must be reported within 30 days if covered under the District's health/dental insurance plan; and
- (8) Persons to be notified in case of an emergency.

In addition, employees who have a change in the number of dependents or marital status must complete a new Form W-4 for income tax withholding purposes within ten days of the change, if it results in a decrease in the number of dependents.

(4) Training certifications or training forms for all training received by the employee must be forwarded to the District Fire Chief to be included in the employee's personnel folder.

(5) Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Inspections by employees must be requested in writing to Human Resource Coordinator and will be scheduled at a mutually convenient time. All inspections must be conducted in the presence of a designated member of the District Administration. A reasonable charge, not to exceed the actual cost to the District, will be made for any copies of records made by the employee.

(6) Employees who believe that any file material is incomplete, inaccurate, or irrelevant may submit a written request for file revisions to the District Fire Chief. If the request is not granted, the employee may place a written statement of disagreement in the file and make a complaint using the regular grievance procedure. (See Grievance Procedure, Chapter 810.)

(7) Only supervisory and management employees who have an employment-related need-to-know for information about another employee may inspect the files of that employee. The District Fire Chief must approve the inspection.

(8) Employees should refer all requests from outside the District for personnel information concerning applicants, employees, and past employees to the District Fire Chief. The District Fire Chief normally will release personnel information only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information. In addition, exceptions may be made to release limited general information, such as the following:

- (a) Employment dates;
- (b) Position held;
- (3) Salary; and
- (4) Eligibility for rehire.

References:

GRAMA Records Management Act

PARTICIPATION IN COMMUNITY AFFAIRS

Policy:

It is the policy of The North Davis Fire District to encourage employees to participate in the community service affairs of charitable, educational, religious, fraternal, and civic organizations.

Procedure:

(1) Employee participation in community activities should not adversely affect the employee's job performance, be detrimental to the District's interests, or place the employee in the position of serving conflicting interests. (See Conflicts of Interest, Chapter 807.)

(2) Time spent on community affairs, when not undertaken at the request of management, should normally be outside of the employee's regular working hours and, therefore, will not be considered hours of work for pay purposes.

(3) Every employee who expresses an opinion in a public forum should clearly state whether the opinion is a personal one or one representing the District. The District Fire Chief must approve any public communication, which might be considered as representing the District's position, in advance. Employees should not discuss internal confidential affairs in any public forum.

(4) Employees planning to campaign for, seek, or accept appointment to public office must give prior notice of their intentions to the District Fire Chief. The District Fire Chief will review with the employee the District's continuing requirements to avoid conflicts of interest and to maintain satisfactory attendance and performance standards. Employees engaging in political activities do so as individuals on their own time, not as representatives of the District, and should not make any representations to the contrary.

CREDIT CARD PROCEDURES

Policy:

It is the policy of The North Davis Fire District to provide certain employees with a District credit card for travel, training and District use. Each applicant acknowledges that they have read and understand the Policy and Procedures, in their entirety. The procedures provide information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and miscellaneous information about the program.

Procedure:

Any person issued a district credit card will complete a North Davis Fire District Credit Card Acceptance Agreement. All credit card requests will be processed through the Finance Director with the approval by the Fire Chief. The cardholder's signature of the Acceptance Agreement indicates that the cardholder understands the intent of the program and agrees to adhere to the guidelines established for Credit Card Policy and Procedures.

(1) To Obtain a Card:

- (a) Complete an North Davis Fire District Credit Card Acceptance Agreement. All requests will be processed through the Finance Director with final approval by the Fire Chief. The cardholder's signature on the Acceptance Agreement indicates that the cardholder understands the intent of the program and agrees to adhere to the guidelines established for Credit Card Policy and Procedures.
- (b) Upon receipt of an approved credit card, it is the responsibility of the cardholder to sign the back of the issued card. Applicants are responsible for the security of the card issued and the transactions made with the card. The credit card is issued in the name of the applicant and it will be assumed that any purchases made with the card will have been made by the applicant. The cardholder is the only person entitled to use the card issued. Failure to comply with the guidelines established for the program may result in severe consequences, up to and including termination of employment.

(2) Card Holder Responsibilities:

It is the responsibility of the cardholder to:

- (a) Read and understand the North Davis Fire District's Credit Card Policies and Procedures
- (b) Sign the Credit Card Acceptance Agreement
- (c) Make only authorized purchases as prescribed by the Purchasing Policy and approved departmental budget
- (d) No personal purchases are authorized on District credit cards.

- (e) Retain receipts for all transactions. In the absence of a receipt, a Missing Receipt Form must be completed and signed by the cardholder, and District Fire Chief and Finance Director
 - (f) Reconcile the credit card statement upon its arrival. All reconciliations, statements, and receipts for each transaction, are due to the Accountant/Finance Director of the North Davis Fire District by each month.
 - (g) Keep the credit card and the corresponding account information secure. Immediately report any lost or stolen credit card and/or account information to the Accountant/Finance Director.
 - (h) Report fraudulent charges or any discrepancies in the credit card statement in a timely manner to the Accountant/Finance Office
 - (i) Failure to follow the policy may result in loss of card privileges, repayment of funds, suspension or termination.
- (3) Accountant/Finance Office/Treasurers Office Responsibilities:
- (a) Request and oversee the issuance of the new cards, through the finance and treasurer department. The credit limit will be determined at the discretion of the Accountant/Finance Office
 - (b) Inform the district Treasurer and Fire Chief when limit changes or cancellations are needed due to personnel changes
 - (c) Payment on the Credit Cards is to be done immediately upon receipt
 - (d) Credit Card reconciliations are to be completed within 15 days of payment due date.
 - (e) Review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with the North Davis Fire District policies and procedures
 - (f) Address the cardholder about questionable transactions for clarification purposes
 - (g) Report any misuses of credit cards immediately to the Accountant/Finance Office and Fire Chief
 - (h) Sign the form for each cardholder after review
 - (i) Insure that the Accountant/Finance Office receives copies of receipts
- (4) Approved Credit Card Purchases:
- (a) Business related uses, subscriptions, seminars, dues, books
 - (b) Office supplies, furniture
 - (c) Small tools (purchases/rentals), electrical, safety and building maintenance supplies
 - (d) Vehicle maintenance supplies
 - (e) Use of credit cards for emergency purchases may be made only after obtaining prior approval from the District Fire Chief.

- (f) Certain allowable travel expenditures:
 - I. Conference registrations or seminar rooms
 - II. Entity sponsored group gatherings
 - III. Hotel rooms

(5) Prohibited Credit Card Purchases: The following purchases are strictly prohibited from being purchased using a North Davis Fire District credit card:

- (a) Any merchant, product, or service normally considered to be inappropriate use of Entity funds
- (b) Purchase of items for personal use or consumption
- (c) Purchasing in violation of the Purchasing Policy
- (d) Capital equipment purchases/repair
- (e) Gift cards/certificates
- (f) Alcohol
- (g) Fuel for fleet vehicles unless traveling outside of Utah. The North Davis Fire District gas card should be used for fuel purchases. In the event that the North Davis Fire District gas card system has been compromised or out of service, the District Treasurer and Board Chairman will be notified. Then the North Davis Fire District credit card will be deemed as an acceptable form of payment.
- (h) Splitting a purchase to remain under purchasing policy limits
- (i) Consultants:
 - i. Architects
 - ii. Engineers
 - iii. Attorneys and Attorney's fees
 - iv. Medical, including hospital/doctor visits

(6) Built-In Restrictions:

Each card is assigned on a Monthly and Single-Purchase credit limits. If you find over time that these limits are too low to accommodate your monthly requirements, please contact the Accountant/Finance Office to review the limit given. North Davis Fire District has the ability to block, if necessary, certain supplier's Merchant Category Codes. If the North Davis Fire District chooses to block a Merchant, the card will be declined. Please refer to the Accountant/Finance Office regarding issues with a possible blocked card.

(7) Reconciliation and Payment:

The North Davis Fire District Credit Card carries the district, not individual, liability; Credit Card Invoices will be paid by the Accountant/Finance Office as outlined in Section 3. The cardholder will not be required to pay the Monthly Statement or charges included in the statement using personal funds, unless a personal charge had been made using the credit card. The program does not impact the cardholder's personal credit rating in anyway.

The cardholder is required to obtain and retain all receipts for goods and services purchased when using the credit card. If purchases are made via phone, mail, email, or other electronic means, ask the supplier to include an itemized receipt with the goods. This itemized receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase.

Each cardholder will receive a statement identifying all transactions made against the card during the previous billing cycle. The statement must be reconciled against the receipts for accuracy. The reconciled statement is to be sent to the Accountant/Finance Department for review, and approval. The cardholder's activity may be audited at any time.

(8) Disputed Transaction:

Disputes on credit cards must be identified in writing to the issuing credit card company within 60 days of the monthly statement date. If a dispute is not identified in writing within 60 days of the Monthly Statement date the issue must then be resolved between the North Davis Fire District and the supplier.

The cardholder is responsible to identify possible disputed or fraudulent transactions on the monthly statement provided to them for reconciliation. If an audit is conducted on the cardholder's account, the cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the cardholder is responsible for showing that the error or dispute resolution process was completed.

It is the cardholder's responsibility to immediately notify the Accountant/Finance Office if there is a possible dispute on an issued credit card.

(9) Employee Termination:

Upon notice of a cardholder terminating their current employment, the Accountant/Finance Office, Fire Chief or immediate supervisors is responsible to take possession of the card and any outstanding original receipts. The Accountant/Finance Office should be notified immediately of a cardholder termination/separation so they can notify the card issuer and close the account.