



# GARDEN CITY FIRE DISTRICT POLICIES AND PROCEDURES

ADOPTED AUGUST 16, 2012

The following manual contains the policies and procedures of the Garden City Fire District. It is the personal responsibility of each member to learn these policies and procedures, and to use them appropriately.

This is a dynamic book, and will change as the needs of the Fire District service in change. Members will receive changes as they are issued, and are responsible to maintain their own manual in its most up-to-date form.

## **Organizational Background**

The Garden City Fire District was established on the 7th day of July, 1976, by Resolution of the Board of County Commissions or Rich County, State of Utah, as a special service district for fire protection service under chapter 23 of Title 11 of the Utah Code. A copy of the resolution, including a description of the boundaries is attached as Exhibit "A". A map of the boundaries is also included as Exhibit "B".

Garden City Fire District is committed to providing Fire Suppression, Fire Prevention, Fire Investigation, Hazardous Materials Response, First Responder and Basic Rescue, of the highest standards of excellence to the citizens and visitors to Rich County and to any community who requests our assistance.

The Fire District prides itself on looking forward and on providing quality services currently and into the future. Therefore, the Fire District has implemented a 5 year and 10 year plan. These plans include goals on levels of service, training, and equipment requirements. A copy of the most current 5 year and 10 year plans are included as Exhibit "C".

**BYLAWS OF  
THE  
GARDEN CITY FIRE DISTRICT**

Adopted: June 16, 2010 Regular  
Board Meeting

**ARTICLE I – DEFINITIONS**

1. *Board* - Wherever, in these Bylaws, the word "Board" is used, it shall be construed to mean the “Board of Directors of the Garden City Fire District”.
2. *District* - Wherever, in these Bylaws, the word "District" is used, it shall be construed to mean the “Garden City Fire District”.
3. *Director* - Wherever, in these Bylaws, the word "Director" is used, it shall be construed to mean any person then qualified and acting as a member of the Board of Directors of the Garden City Fire District.
4. *Words Denoting Persons* - The use of the pronoun “he”, "him", “his”, or any other reference to any person in these Bylaws, shall not be construed to limit the holder of any office or staff position to persons of the male sex.
5. *Law* - Wherever, in these Bylaws, anything is directed to be done according to "law", such word shall be construed to mean the Statutes of Missouri; then in force.

**ARTICLE II – DIRECTORS**

1. *Directors* - The Board shall consist of five (5) persons duly elected or appointed to office, according to the provisions of Chapter 321, RSMo. A Director may not serve as an active or volunteer member of the District's firefighting staff or any of its auxiliary units, during his tenure as a Director.
2. *General Powers* - The business and affairs and property of the District shall be managed by the Board, but the Board may delegate certain functions and

responsibilities to consultants, agents or employees of the District by duly adopted resolution, or by duly adopted ordinance. However, the Board shall not delegate to any person or organization any legislative or contractual power of the District, nor any duty or responsibility, which is by law delegated to the Board.

3. *Quorum* - A majority of the members of the Board shall constitute a quorum at any meeting and no business shall be transacted unless a quorum is present.
4. *Vacancy of Director* - Pursuant to Section 321.200.2 any vacancy on the board shall be filled by the remaining elected members of the board, except when less than two elected members remain on the board any vacancy shall be filled by the circuit court of the county in which all or a majority of the district lies. The appointee or appointees shall act until the next biennial election at which a director or directors are elected to serve the remainder of the unexpired term.
5. *Regular Meetings* - The Board shall hold a regular meeting not less often than once each calendar month, at such time and place as may be fixed by the Board. Public notice of any meeting of the Board shall be given by the Secretary in accordance to the provisions of Chapter 610, RSMo.
6. *Order of Business* - The preferred Order of Business at regular meetings of the Board shall be transacted in the following sequence:
  1. Call to Order
  2. Approval of Agenda
  3. Public Comment & Recognition
  4. Approval of previous meetings' minutes
  5. Treasurer/Financial report
  6. Old business
  7. New business
  8. Committee reports
  9. Fire Chief's report
  10. Board Liaison's report
  11. Executive Staffs' report
  12. Fix date and place of next meetingProvided, however, the Chairman may change the Order of Business, at any time, to accommodate presenters or to facilitate meetings.
7. *Special Meetings* - Pursuant to RSMo. Section 610 special meetings of the Board may be called at any time. Directors shall be given at least twenty-four hours notice of the date, time and place of any special meeting; unless an emergency is declared. At any special meeting, only such business shall be considered as has been stated in the public notice.
8. *Majority Rule* - The vote of a majority of the Directors present, on any question not

required by law or by these Bylaws to be unanimous, shall be conclusive, and shall be sufficient for the adoption of any motion, resolution, ordinance or other action of the Board. In an emergency, a Director may participate and vote in any Regular or Special meeting by video conference or telephone; provided a majority of the Directors attend the meeting in person. Voting by proxy is prohibited.

9. *Rules of Order* - All meetings of the Board shall be conducted according to customary rules of parliamentary procedure. The Chairman shall rule on any point of order or procedure, which may arise, but such ruling may be overridden by vote of the majority of Directors present.
10. *Compensation* - Pursuant to 321.190, RSMo, each Director may receive a fee not to exceed one hundred dollars for attending each regularly called Board meeting or special meeting, but shall not be paid for attending more than two meetings in any calendar month. However, no Board member shall be paid more than one attendance fee if such member attends more than one Board meeting in a calendar week. In addition, the Chairman may receive an additional fifty dollars for attending each regularly or specially called Board meeting, but shall not be paid the additional fee for attending more than two meetings in any calendar month. Such compensation shall be paid by the Treasurer, at the end of each calendar month.
11. *Expenses* - No Director shall incur any expenses for himself, or for or on behalf of the Board, or for or on the behalf of the District, unless authorized by the Board prior to the incurring thereof. Authorized expenses of any Directors shall be reimbursed by the Treasurer out of the funds of the District, but only after the respective Director shall first have presented to the Board his expense account, which shall have been approved by the Board.
12. *Indemnification* - The District shall indemnify any Director or former Director of the District against expenses, costs, or attorney's fees actually and reasonably incurred in connection with the defense of any action, suit, or proceeding, civil or criminal, in which the Director is a party by reason of being, or having been, a Director. The indemnification shall include any amounts paid to satisfy a judgment or to compromise or settle a claim. The Director shall not be indemnified if he or she is adjudged to be liable on the basis that he or she has breached or failed to perform the duties of his or her office and the breach or failure to perform constitutes willful misconduct or recklessness.

### **ARTICLE III – OFFICERS & DUTIES**

1. *Officers* - The Officers of the District shall be: Chairman, Secretary and Treasurer.

2. *Chairman* - The Chairman shall be the chief executive of the District, and shall supervise all of the activities and functions of the District; subject, however, to any resolution, ordinance or direction of the Board. He is authorized to sign checks when the Treasurer is unavailable. The Chairman shall preside at any public meetings held by the Board, shall sign, for the District, any contract, documents, or other instruments which the Board has authorized him to sign, and shall perform such other duties as may be assigned to him by the Board.
3. *Secretary* - The Secretary shall keep in a well bound book the minutes and record of all the proceedings of the Board and shall also keep records of all certificates, contracts, bonds given by employees, and all other corporate acts of the District. The Secretary shall be the "Custodian of Records" pursuant to Chapter 610 RSMo. The Secretary shall not permit any person to remove, damage, deface or in any manner alter or change any such book or record, and the Secretary shall permit any such inspection only in his personal presence, unless otherwise directed by resolution of the Board. The Secretary shall also give all notices of elections, and all notices of public hearings, and all other notices of meetings or of other matters, which may be required by law or by these Bylaws, or which may be directed by the Board. The Secretary shall also be custodian of the seal of said District, but he may permit the Legal Counsel to hold the same. The Secretary shall see that said seal is duly affixed to all documents duly approved by the Board, for which affixation of said seal is necessary or appropriate. The Secretary shall also perform such other duties as may be assigned to him by the Board. Subject to the approval of the Board, the Secretary may retain assistants to carry out the duties of the office.
4. *Treasurer* - The Treasurer shall keep strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The Treasurer shall file with the Clerk of the Boone County Circuit Court, at the expense of the said District, a corporate fidelity bond in an amount to be determined by the Board, but for not less than five thousand dollars (\$5,000), said bond to be conditioned on the faithful performance of the duties of his office. The Treasurer shall file in the office of the County Clerk, on behalf of the Board, on or before April first of each calendar year, a detailed financial statement for the preceding calendar year of the District. The Treasurer shall also have charge of and be responsible for all funds of said District, shall receive and give receipts for money due and payable to said District from any source whatever, shall promptly deposit all funds of said District in the name of said District in such bank or banks or other depositories as he may be directed by resolution of the Board, and shall sign checks as authorized by the Board. The Treasurer shall also perform such other duties as may be assigned to him by the Board. Subject to the approval of the Board, the Treasurer may retain assistants to carry out the duties of the office.

5. *Additional Compensation* - The Secretary and the Treasurer may each receive such additional compensation for the performance of their respective duties as the board shall deem reasonable and necessary, not to exceed one thousand dollars per year.
6. *Election of Officers* - At the first Regular Meeting of the Board, immediately after the biennial election results have been certified, the Directors have taken their oaths and filed their bonds; the Directors shall elect one of its members as Chairman, one of its members as Secretary and one of its members as Treasurer. At the first Regular Meeting of the Board, during the month of April in an off-election-year, the Directors shall elect one of its members as Chairman, one of its members as Secretary and one of its members as Treasurer.
7. *Vacancy of Officers* - If an Officer dies, resigns, or for any other reason be unable or unwilling to act as an Officer; the Office shall be deemed vacant and be filled by a majority vote of the remaining members of the Board.

## **ARTICLE IV – CONSULTANTS**

1. *Legal Counsel* - The Board shall retain an attorney, who shall be Legal Counsel of the District. Such attorney shall be retained for such period of time, and on such basis of compensation, as may be provided by resolution of the Board and consented to by said attorney. Said attorney shall act as legal advisor to the Board on all matters of the District, shall draft all ordinances which may be presented to the Board for their consideration, shall represent said District in all lawsuits, proceedings and actions wherein said District may be involved in any Court, or before any public officer, body or board of agency, may be present at all meetings of the Board, and shall draft all contracts, documents, agreements or other papers which may be necessary or appropriate to the business, properties and affairs of the District.
2. *Board Liaison* - The Board may retain the services of an individual, knowledgeable in governmental fund accounting practices, to serve as liaison between the Board and the District personnel. The Board Liaison, shall review District financial records and reports and advise staff and the Board as to the appropriateness, completeness and accuracy of these records and reports. The Board Liaison shall have total access to District records, equipment and/or facilities of the District, as needed, to provide these services; and report to Staff and the Board any discrepancies relating to the District's Financial Management policy or matters of finance. The Board Liaison shall report directly to the Board-at-large.
3. *Other Consultants* - The Board shall have the right to retain such additional agents, attorneys, engineers, auditors and consultants as it deems necessary to carry out the duties of the District. Such Other Consultants may be paid such compensation for their services as the Board may determine.

## **ARTICLE V – ADMINISTRATIVE STAFF**

1. *The Fire Chief* - The Fire Chief shall be appointed by the Board; and serve at the pleasure of the Board. He may be paid such compensation for his services as the Board may determine. The Fire Chief shall plan, organize, train, supervise and direct all of the fire fighting, emergency response, and support personnel of the District. The Fire

Chief shall also be responsible for proper maintenance of all fire fighting and fire prevention equipment of the District at all times, and shall further be responsible that the District shall provide the best possible fire fighting and fire prevention service to the people and property within the District. The Fire Chief shall also act as a technical consultant to the Board in matters relating to fire fighting and fire prevention techniques, personnel, equipment, training and planning. The Fire Chief shall also nominate, and the Board shall appoint from among such nominees, such number of full or part-time employees and/or volunteers as he may deem necessary, and the Board may authorize. The Fire Chief may also recommend the dismissal of any agent, employee, volunteer, engineer or attorney; but such dismissal shall only be accomplished by the Board of Directors. The Fire Chief shall be the Fire Marshal, unless otherwise determined by resolution of the Board. The Fire Chief may delegate his duties to such persons, as he may deem necessary, and as approved by the Board.

2. *Budget Manager* - The Budget Manager (referred to as the Budget Officer in Chapter 67 RSMo), shall be appointed to office by the Board and serve at the pleasure of the Board. He may be paid such compensation for his services as the Board may determine. The Budget Manager shall prepare for the study of the Board a budget of the District as required by Chapter 67 RSMo., shall report regularly to the Board the income and expenditures of the funds of the District, as compared to corresponding budget entries. The Budget Manager, or his designated appointee, shall also review all disbursement requests and prepare all checks for the proper authorities to sign. The Budget Manager shall perform such other duties as may be required by law relating to budgets of Fire Protection Districts, or as may be assigned to him by the Board.

## **ARTICLE VI – STANDING COMMITTEES**

1. *Committees* - The Board shall have the right to appoint such standing or other committees as it deems necessary to carry out the duties of the District, provided however, at least one (1) Board member shall be a member of such committee.
2. *Non-Binding* - Committee recommendations shall be advisory only, and shall not be binding upon the Board.

## **ARTICLE VII -- BUSINESS AND FUNDS**

1. *Contracts/Purchasing* - The Board of Directors, by resolution, may authorize any

Director to enter into any contract or execute and delivery any instrument in the name of, and in behalf of, the District. Such authority may be general or confined to specific instances. No construction or purchase contract for work or materials or both, involving an expense of ten thousand dollars (\$10,000.00) or more, shall be entered into, unless a notice for bids shall first be published once a week for three consecutive weeks in at least one newspaper of general circulation in Boone County, not less than fourteen days, excluding the day of the first publication, to intervene between the first publication and the last publication; but no such notice shall be required for contracts hiring or retaining agents, employees, engineers, and attorneys, including part time or volunteer firefighters

2. *Loans* - No loans shall be contracted on behalf of said District, and no evidences of indebtedness shall be issued in its name, unless first authorized by resolution of the Board. Such authority may be general or confined to specific instances.
3. *Deposits* -- All funds of the District shall be deposited promptly after receipt, in the name of the District, in such banks or other depositories as the Board may select, by resolution.
4. *Payments* - Payment of the funds of the District shall be made by check in accordance with the District's Financial Management policy.
5. *Budgets* - Not later than August 31st of each year, the Board shall adopt a budget for the upcoming year for the general operating fund of the District, and for every special fund of the District of any kind, in such manner as may be provided by law.
6. *Tax Rate* - The Board shall determine the amount of money necessary for the operations of the District; and determine the tax rate not later than August 31st of each year; and certify the same to the County Commission and County Clerk by no later than September 1st of that same year.
7. *Change of Boundaries* - Any petition to change the boundaries of the District shall be presented to the Board at any regular meeting of the Board; and the Board shall take action thereon, in the manner prescribed by law.
8. *Fiscal Year* - The fiscal year of said District shall begin on January 1 and end at  
midnight on  
December 31.
9. *Seal* - The seal of the District shall consist of the full name of the District in the form of a circle; and may contain a graphic, approved by the Board, in the center of said circle.

10. *Annual Audit* - An independent audit of District shall be performed annually in accordance with the District's Financial Management policy.
11. *Open Records* - The District shall maintain public copies of all proceedings of the Board, resolutions, audits, contracts and ordinances. These and all other records of the District shall be available for public inspection, at the District headquarters, during normal business hours.
12. *Signature Cards* - The Board shall, at least annually, review the list of persons authorized to sign checks on behalf of the District; and shall re-authorize the list of persons authorized to sign checks on behalf of the District.

## **ARTICLE VIII – ORDINANCES**

1. *Ordinances* - Ordinances of the District may be drawn, amended, altered, and repealed by resolution of the Board at any meeting of the Board, but all such ordinances shall be consistent with the District's ORDINANCE POLICY, which shall be approved by resolution of the Board. .

## **ARTICLE IX -- AMENDMENTS TO BYLAWS**

1. *Amendments* - These Bylaws may be amended, repealed, or altered, and new Bylaws may be adopted at any regular meeting of the Board or at any special meeting called for that purpose; first read at a regular scheduled monthly meeting of the Board and second read and considered for adoption at the next regularly scheduled monthly meeting of the Board. The public will be allowed to comment at each meeting of the Board. Promptly after the adoption of any such resolution, the Secretary shall make a notation on the original copy of these Bylaws, in his minute book, opposite the proper section, of amendment or addition thereto, or repeal thereof, as may be appropriate, and shall insert the text thereof at the end of these Bylaws in such book.

## **Board of Directors**

There is established an Advisory Board for the District consisting of five persons, at least three persons who shall be appointed by the Board of County Commissioners of Rich County, Utah. In

addition, each municipality within the boundaries of the district may appoint one member of the Advisory board of the District to represent the municipality. Directors will serve terms of four years, with terms alternating such that three members' terms will be expire during one year and two members' terms will expire two years thereafter. A Director may not serve as an active or volunteer member of the District's firefighting staff or any of its auxiliary units during his tenure as a director. Applicants for director position must be a registered voter from within the district, except where provided by state law. Directors may be appointed to two consecutive terms, but then must vacate their position for at least one full term prior to reapplying for a position as a director.

### **Ethics and Nepotism**

The Garden City Fire District Board of Directors adheres to Utah Code 67-16 regarding ethics. Directors will not accept nor solicit gifts, compensation or loans, except for the occasional gift having a value of \$50 or less. The District also adheres strictly to Utah Code 52-3 regarding nepotism. This means that no Director will employ, appoint, vote for, or recommend a relative for employment. Further no Director will supervise an appointee who is a relative, unless an exception exists in Utah Code. Directors will also abstain from voting provided a conflict of interest exists.

### **Board of Directors Meetings**

The Board shall hold regular meetings not less often than once each calendar month. Monthly meetings will be held the third Thursday of every month at 6:00pm at the fire station, unless otherwise decided by the board and posted as required by state law. A majority of the members of the Board shall constitute a quorum at any meeting and no business shall be transacted unless a quorum is present.

Directors shall be required to attend the monthly meetings, or to notify the chairman of the board prior to the meeting. If a board member misses five meetings in one fiscal year, that director will be asked to resign so that they may be replaced by a director who will be able to attend. At this time directors will not be compensated for meeting attendance, however, the board reserves the right, pursuant to Utah Code 321.190 to establish compensation. If a Director cannot physically attend a meeting, he or she may attend via electronic means, provided a quorum is present in the meeting.

The board bears responsibility for the following areas: Meetings, Budgeting, Accounting, Internal Control, Reporting, Personnel, Purchasing, Records (GRAMA), Insurance, and Fund Balance Limitation. They express trust in the administrative staff of the district and desire that the majority of issues related to fire protection or personnel be handled directly by the administrative staff. These issues should be discussed with the chief, assistant chief, or captain, as appropriate. If the issue is not resolved, or the individual does not feel comfortable discussing the issue with the administrative staff, then they

may attend a regularly scheduled board meeting and address the issue during new and miscellaneous business.

The Board of Directors welcomes comment from the public and desires open discussion on the operation of the Fire District. Therefore, public comment will be allowed during board of directors meetings. However, public comment may be subject to time or order limitations by a vote of the majority of the Board, or by the Board chairman as necessary.

Additional information regarding the board of directors and their duties can be found in the Bylaws.

## **Building Policy**

The fire station is to be used for Fire District purposes only. Any other use requires approval by the Board of Directors. The Fire District does not wish to compete with the Town of Garden City for room rental, and will therefore decline to rent out meeting space unless the Garden City center complex is full.

The Fire Station office space shall be accessible by the Fire Chief, Assistant Chief, Captains, Secretary, Treasurer, and employed CPA only. The meeting area shall be accessible by the county commissioners, firefighters, board members, UPS and FedEx only. The bays shall be accessible by firefighters and EMTs. This shall be controlled through the use of keys and keypads. The doors to the station shall be locked when the station is not occupied.

The Office Hours for the Garden City Fire District are Monday and Friday, from 8-4, excluding holidays. The station shall be manned by the Fire Chief when at all possible during these hours. The Fire Chief may leave as necessary for fire inspections or emergencies as long as he posts a sign on the door letting citizens know when he will be back. If the Fire Chief needs to be away from the office for more than an hour, except in cases of emergency, another District employee shall be asked to cover the office.

## **Record (GRAMA) Requests**

The Fire District recognizes that the public has a right to access information regarding the conduct of the public's business and the right of privacy in relation to personal data gathered by governmental entities. Therefore the District strictly adheres to *Utah Code 63G-2* in regards to GRAMA requests.

## **Records Retention**

The Fire District retains most records for at least seven years. However, there are some records which must be retained for more than seven years. In those cases, the District follows the guide from the State of Utah Division of Archives. Their policies can be found at <http://archives.utah.gov/recordsmanagement/grs/mungrs-list.html>.

## **Classification**

There are four classifications defined in the law: public, private, controlled and protected. Only public records are open to the public (most records are public). Some record series may have more than one classification.

- Public records are records that are open to everyone. They include:
  - o Minutes from open meetings.
  - o Compensation paid to a contractor.
  - o Names, gender and gross compensation paid to public employees.
- Private records are information about individuals that may only be accessed by those individuals and others specified in *Utah Code 63G-2-202*. They include:
  - o Unemployment insurance, social service and welfare benefits.
  - o Medical history, diagnosis, condition, treatment and evaluation.
- o Public employees home address, home telephone number, social security number and marital status.
- Controlled records are records that may only be released to certain individuals such as social workers and health care providers and may not be disclosed to the individual to whom they pertain. They include:
  - o Medical, psychiatric, or psychological data.
  - o Information detrimental to the subject's mental health or to the safety of any individual.
- Protected records are non-personal data that may only be released to the person who submitted the information. They include:

- o Trade secrets.
- o Test questions and answers.
- o Records that would jeopardize the life or safety of an individual.
- o Records that would jeopardize the security of a correctional facility.

The following is a schedule of records a district may typically have; it includes the type of record, classification and retention requirements.

<b>Record</b>	<b>Classification</b>	<b>Retention</b>
Meeting Minutes	Public	Permanent
Meeting Agenda	Public	2 years
Annual Financial Reports	Public	Permanent
Budgets	Public	Permanent
Bank Statements	Public	4 years
General Ledger	Public	10 years
Timesheets	Public	3 years
Accounts Payable & Receivable	Public	4 years
Deposit Slips	Public	4 years
Check Register	Public	7 years
Receipt Books	Public	3 years
Fixed Asset Lists	Public	10 years

## **GRAMA Requests**

GRAMA Requests will be handled by the Board Secretary. He or she may request assistance from others, but will be responsible for receiving the request and making sure it is fulfilled completely within the required time limits. Meeting minutes will be posted to the Fire District website once approved and may be downloaded directly from there, without submitting a GRAMA request.

### **Making a GRAMA Request**

Individuals requesting records must fill out a GRAMA request form (attached as Exhibit "D") and pay the required fee (see fees below). The form may be obtained from a member of the Board, or printed from the Fire District website. Completed request forms must be mailed directly to the Fire District at PO Box 248, Garden City, UT 84028. The request must include the requester's name, phone number, address, and a description which identifies the record requested with reasonable specificity. The requester should also be available at the phone number provided in case the secretary has any questions regarding which document is desired.

### **Responses to GRAMA Requests**

The Fire District will respond within 10 business days of receiving a GRAMA request. Expedited requests will be processed within 5 business days. Once a form is received the secretary will be notified of the request. The secretary will then review each request and will either deny the request, fulfill the request directly, or assign the request to the Fire Chief or other responsible employee. Requests may be denied based on classification (see above).

If a record is in draft form at the time of the request, the requestor may set up a time to view the record at the station, however, a copy will not be provided until in final approved form.

### **Fees**

GRAMA requests under 15 minutes will only be charged for direct expenses, such as copying and postage. Any request over 15 minutes will be charged at \$10/hour with a minimum of 1 hour. For expedited requests, the fee will increase to \$15/hr with a minimum of 1 hour. Copies will be charged at \$.10/page. Postage and other expenses will be passed on at cost. Payment will be required at the time of service.

### **Extraordinary Circumstances**

Utah Code 63G-2 provides exceptions to the 10 day rule for extraordinary circumstances. In these circumstances, only a portion of the record may be provided, or the record will be provided in full as soon as reasonably possible.

# **Financial Policies and Procedures**

## **Budgeting**

Budgets are required by law. It is an important way for the public to have input on district expenditures and plans. Upon formal adoption, the budget constitutes spending authority for the district and a formal plan for spending. At adoption, the district has legally bound itself to spend this much and no more. Any expenditure in excess of the budget is illegal, even if the district has money available to spend.

### **Budget Amendments**

Original budgets may be amended during the budget year to increase the original budget; however, budgets may not be changed after the budget year end. Generally, budget amendments must follow the same procedures as the adoption of the original budget (public notice and hearing); however, there are some exceptions.

A governing board may move budgeted expenditures from one budgeted line item to another, without a public hearing. Adjusting line items is allowed as long as the adjustment is within the same fund and as long as the adjustment does not increase total expenditures or involve reducing the amount budgeted for debt retirement or reduction of a deficit (see *Utah Code* 17B-1-620).

### **Budget Calendar**

The budget officer will prepare a draft budget in October. The Board will review the draft budget at the monthly meeting in November. Following discussion by the Board, they will approve a tentative budget and set a date and time for the Budget Hearing. Public Notice of the Budget Hearing will be posted at least seven days prior to the hearing and the tentative budget will be available for public viewing at the fire station during that time. In December, the Board will hold a Budget Hearing and allow public input. Following the Budget Hearing, the final budget will be adopted by the board during a regularly scheduled board meeting. The Treasurer will provide the Budget to the State of Utah within 30 days of the Budget Hearing. The Final Budget will be available to the public via a GRAMA request. The Board will review the budget vs. actual expenses at least quarterly to ensure compliance with budget requirements.

## **Accounting**

The Treasurer is responsible for keeping an accurate accounting record of the District. He or she may enlist the help of an employee or contractor to assist with accounting and reporting

requirements.

### **Deposits**

All funds received by the district shall be deposited in an approved financial institution (Zions Bank or PTIF) within three business days. The deposit shall either be mailed or hand-delivered by district employees or directors only. There is currently no minimum savings requirement set by the board, however the board will review this annually as part of the budgeting process.

### **Expenses**

All expenses will be approved by the board at the monthly board meetings. Checks will be prepared by the Treasurer, or by an employee or contractor as assigned by the Treasurer. All checks will be signed by that employee or contractor, as well as either the Treasurer or Chairman. In an emergency, which includes safety, loss of property, and life-threatening situations, the Fire Chief may make purchases up to \$5,000 with only his signature. At no time will a check be signed by a relative of the payee.

All expenses over \$1,000 require prior approval by the board. This can be done at a board meeting or via email or telephone call. For expenses under this \$1,000 limit, the District credit card or petty cash may be used without prior approval.

All expenses over \$3,000 will require multiple written bids. Advertising of bids will be left to the discretion of the board. At no time will verbal bids be accepted. All bids will be reviewed by the board and will be decided on based on whatever criteria the board deems important. This criteria may include, but is not limited to, price, quality, timeline, etc.

### **Reconciliation of Funds**

All bank accounts will be reviewed monthly and reconciled at the time the bank statement is received, but at least quarterly. The treasurer will review all bank reconciliations at the monthly board meeting. Petty cash will be reconciled at least quarterly. Treasurer will also review monthly expenses to ensure that no checks are missing or appear suspect.

### **Miscellaneous Fees and Income**

#### ***Impact Fees***

The Fire District will impose an impact fee on all building, subject to an impact fee plan. See Exhibit "E" for a copy of the current plan. The fee will be calculated by the building inspector and collected by the municipality or County at the time of building permit issuance. The Fire District reserves the right to waive the impact fee in individual circumstances based on approval from the Board of Directors.

### ***Sale of Merchandise***

The District will be allowed to sell miscellaneous merchandise, including, but not limited to, shirts, hats, lockboxes, etc. However, all funds must be collected prior to transfer of merchandise. No sales will be allowed on credit.

### ***Inspections and Fees***

The fire chief or other assigned employee may perform business and short-term rental inspections for the county. The first two inspections will be provided free of charge. However, if a third inspection is required, subject to approval of the county, it will be provided at a fee of \$50 for the third inspection. The fee will double for each inspection after that.

### ***Alarm System Penalties***

For homeowners and business with proprietary alarm systems, false alarms can be a major issue for the Fire District. Each alarm will require a response as dictated in the SOPs, and therefore the District will incur time and expenses to investigate. The District understands that false alarms can happen, however, many individuals and businesses are allowing the false alarms to continue without correction of the problem. Therefore, the first alarm will be considered an accident. If a second alarm occurs within one year, the Fire chief will issue a warning letter. The letter will be mailed to the address on file with the county recorder and a copy will be sent to the alarm company. The property owner will be given 7 days to fix the problem. After the 7 days, the first alarm will be fined \$1,000. The fine will be doubled for each call after that until one year has elapsed with no calls. The fine will be due within 30 days of the incident and will be sent to collections after that time.

### **Required Financial Reports**

The Treasurer will file a copy of the following to the state:

Budget within 30 days of the budget hearing

Required financial statement (compilation, review, or audit) by June 30

UT Survey of Local Governments by June 30

Deposit and Investment Report by July 31 and January 31

**Garden City Fire District**

# **Standard Operating Procedures**

## **Mission Statement**

The Garden City Fire District will provide the residents, families, vacationers, and surrounding communities with a professional fire department which offers both fire and rescue services to those in need with a dedication to the preservation of life and property.

# **Standard Operating Procedures**

## **PURPOSE**

These Standard Operating Procedures have been promulgated for the purpose of providing a generalized approach to the delivery of fire protection and associated services to the citizens residing within Garden City Fire District. They are intended to serve as the basis for a certain degree of uniformity with regard to the manner in which the Garden City Fire Department responds in to requests for service.

The operational procedures herein listed are presented as general guidelines to assist the line officers and members of the fire department as they go about their duties. They may be modified, as needed, by the officers and members, after a majority vote of the members and the approval of the fire board has occurred, subject to operational situations and the dictates of safety and common sense.

**In the event of a major disaster the firefighters are to take care of their families first! After the firefighter feels secure with their families situation they are to report to the station for their assignment.**

## **Section One – General Regulations**

- The consumption of alcoholic beverages in the firehouse and on fire department property is expressly prohibited.
- No member who has consumed alcoholic beverages within eight hours of a call out will be able to participate in the call.
- Members will keep the apparatus room clean and free from debris and disorder. At the end of a call out all personal equipment will be returned to its proper place.
- Apparatus are not to be used for personal, non-fire related business.
- No equipment is to be removed from fire department vehicles without the permission of a chief officer.

### **Section Two-Training**

- There will be two scheduled trainings per month unless notified otherwise.
- Attendance at 70 percent of the trainings is required unless excused.
- An excused absence will include working at full time job, other approved firefighting training, family emergency, or any other preapproved matter.
- When a training is going to be missed please notify your captain in advance so that he can mark the roll appropriately.
- If 70 percent of the trainings are not attended, your membership on the department will be on probation and reviewed by the senior officers.
- If after a review of your attendance and requirements are not met you will be asked to no longer attend any firefighter functions and turn in all your Fire Department issued equipment.
- If you have a for seeable reason why you cannot make training for an extended period of time you may ask to be put on the inactive list and these will be looked at on a per case basis. When your circumstances change you can request to be put back on the roster as an active member with the same time served as when you went inactive. While on the inactive list, if a certification expires you will be responsible to retake the classes necessary to bring your certification up to a

current status.

### **Section Three- Personnel Issues**

- All personnel issues with other firefighters should be taken care of directly with that firefighter if possible. ( **at no time should any disrespect be shown**) Teaming up with others on an issue is not the proper way to resolve the matter. If the matter cannot be resolved between firefighters then you are to take the matter to a senior officer to be resolved. If the matter is with a senior officer you may take it to the fire chief. If the matter is with the fire chief then you may take it to the Fire Board.
- If you have a complaint or concern that needs to be addressed, it can be taken to a senior officer to be worked out.

### **Section Four – Turnout Equipment**

- All members of the fire department are to wear full turnout gear when riding fire apparatus emergencies, or drills. Drivers will wear their turnout pants and have the rest of the gear available on board the apparatus.
- Full turnout gear is to be worn by all members engaged in firefighting or training operations. The officer in command may reduce the level of protection as conditions permit, subject to safety considerations.
- All members are to keep their gear in a clean and serviceable condition.
- Members are to promptly report all lost or stolen equipment to a line officer.
- Members are to promptly report damage equipment to a line officer.
- Members are to maintain the emergency alerting communications devices in a serviceable condition. Pagers and radios are to be charged and available for use, Damage to these devices is to be immediately reported to a line officer.
- Full turnout gear is to be used at all times when members are assisting at extrication incidents, or are engaged in extrication training.
- When the potential for contact with body fluids from victims exists, members are to

wear latex gloves under their turnout gloves.

## **Section Five – Apparatus Response**

### **Structure Fire**

Engine 40

Ladder 40

Rescue40

I.C. 40

Brush Trucks as Requested

Air 40 upon Request

### **Auto Accident with Extractions**

Engine 40

Rescue 40

I.C. 40

### **Car Fire**

Engine 40

Rescue 40

I.C. 40

### **Hazardous Materials Spill**

Engine 40

Rescue 40

I.C. 40

### **Brush Fire**

Brush 40

Brush 41

Brush 42

Rescue 40

Tender (as needed)

### **Alarm Sounding**

Full Structure response

### **School Response**

### **Medicvac Standbys**

	If requested
Full structural response	Engine 40 w/4 crew member
	I.C. 40

**Mutual Aid Tower Ladder Calls**

Ladder 40 with a crew of no less than 3, preferably with an officer

**Section Six – Responding to Alarms**

- Upon the receipt of an alarm, all members are to report to the fire station and respond with the appropriate fire department apparatus.
- All fire personnel are to obey the motor vehicle laws of the State of Utah. This rule applies regardless of whether personnel or fire department apparatus is being operated.
- Apparatus driver will wait for members who are donning their turnout gear before leaving the station with the apparatus.
- The proper use of emergency lights and audible devices is required. All lights are to be used while responding to an incident unless ordered otherwise
- When signing into service, members will state their apparatus number and the location to which they are responding.
- The apparatus drivers will maintain control over all equipment assigned to their care. They will remain with the unit unless relieved by another operator, or ordered to perform another duty by a line officer.
- All members arriving on apparatus, who are not assigned and performing duties are to remain with that apparatus until assigned or returned to quarters.
- Upon returning to the firehouse after a fire, the apparatus driver and crew will clean the apparatus and all assigned equipment. All tools, hose and equipment will be cleaned

and readied for service.

- Apparatus response sheet is to be filled out for each unit by its driver.
- Fuel tanks on the apparatus are not to be allowed to fall below  $\frac{3}{4}$ - tank level. The apparatus driver will check this after every response.
- Apparatus drivers will be sure to check the water tank level on pumper apparatus. They will insure that the level is maintained in full condition.
- Any time a pumper is used to draft water from a lake, pool, pond, or stream, the driver will be sure that the unit is hooked to a hydrant and flushed with clean water. This will limit damage to the pump.
- No one is to ride on the tail board position of any apparatus. All riders will travel in a seated position and use seat belts, where available.
- Wet fabric hose will be replaced with dry hose, as needed after a fire. The wet hose will be cleaned and allowed to dry. When dry it will be rolled and placed in storage.
- Apparatus will be operated by qualified personnel, as per fire department procedures.
- Officers should not drive unless no qualified person responds. They should be relieved from such duties as soon as possible to return them to their supervisory duties.

### **Section Seven – Location of Apparatus at Emergency Scenes**

- Drivers of those units designed as fire attack pumpers shall position their apparatus so that they do not block the front of the building.
- Pumpers will keep a position open for the aerial ladder to position and operate to ventilate as necessary.
- The next-arriving pumper unit should make provisions to supply water to the first arriving unit. All personnel will remain with the unit to assist in setup until released by the driver, unless immediately requested by the Incident Commander.
- The driver of the aerial tower ladder should position it to best use its tower, ground ladders and forcible entry equipment.
- Later arriving units will be guided by the orders of the fire department officers to use their equipment to best advantage.

- Whenever possible, the first-arriving unit should be used for attack lines. As needed, additional lines can be used from other pumpers, after the full capacity of the first unit is reached.
- By Law, fire fighters will operate in teams of two when using hose lines in fire attack situations. **NO ONE** is to perform any interior firefighting without the use of self-contained breathing apparatus (SCBA). Interior firefighting operations are not to begin until there are two people to operate the attack line and two to operate as a R.I.T. This is done in order to meet the intent of the Occupational Safety and Health Administration's (OSHA) **"Two in – Two out" rule.**
- No member of the fire department is to operate a charged hose line, raise a ladder or perform any fireground function without full protective clothing, including gloves.
- FIREFIGHTER SAFETY SHALL AT ALL TIMES BE THE PRIMARY CONCERN OF FIRE COMPANY OFFICERS AND MEMBERS! SAFETY IS MANDATORY.
- The officer in command of the emergency should establish a command post in front of the building. This command post should be prominently marked so that incoming personnel can report in to receive orders.
- The primary consideration and responsibility in fire attack operations is the saving of endangered human life. A thorough search and rescue operation should be mounted at structural fire incidents when it is suspected that a person or persons may be in danger.
- Ventilation will be coordinated with the advancement of hose lines into a burning building.
- NO hose line is to be directed into the window of a burning building while an **INTERIOR FIREFIGHTING OPERATION** is in progress.
- Hose lines **WILL NOT** be directed into a roof hole which has been cut for ventilation purposes.
- Firefighters arriving at the scene of an emergency in their private autos will park them at a safe distance from the area of the fire, taking care not to block access to the fire scene. Arriving personnel should report to the officer in charge to receive their assignments.
- As per federal regulations, the officers of the fire company will drill with, be familiar with and use the incident system at all hazardous materials incidents.

## **Section Eight – Sprinklered Building Procedures**

- When responding to an alarm in a building with automatic sprinkler protection, the officer in charge will assign the first arriving major pumper to connect to the building sprinkler Siamese.
- If there is not a current line officer at the location, the senior person in charge shall see that this task is done.
- The driver of the supply pumper will not charge the system with water unless it is a confirmed working fire and the proper order is given,
- The driver does not have the authority to shut down the water supply to the sprinkler system until ordered to do so by the officer in command of the emergency.
- Two-2 ½ lines are to be connected to the sprinkler Siamese for this purpose. When ordered, the driver will pump 150 PSI into the system.
- The pumper performing this task will supply no other hose line.
- Where a Post Indicator Valve (PIV) is installed near the building, fire personnel will insure that the PIV reads “open”.

## **Section Nine – Gas Leak Procedures**

- When alerted to a report of a gas leak, a full structural response is to be made by Garden City Fire Dept. Apparatus will be positioned at a staging area no less than 1000 feet from the structure/location involved.
- If the gas leak is found to be severe, apparatus will be positioned for an immediate withdrawal and the evacuation of endangered civilians will be undertaken to the extent that it can be safely done.

- There will be absolutely no smoking by any member at the scene of a gas leak!
- All members will wear full turnout gear.
- All members will be guided by the direction of the Incident Commander, when they arrive on scene.
- All fire company members are advised to remember that at a major gas leak, where a cloud is visible, the unseen vapors can move up to 200 feet outward from the cloud. Position and act accordingly.

### **Section Ten – Suspicious Fires**

- The State Fire Marshals Office will be immediately called to any fire where a loss of life or serious civilian or firefighter injury occurs. The Fire Marshal will also be called to those incidents as set forth in their Fire District procedures.
- The officer in command of an emergency may determine whether the Fire Marshal will be called to the scene or notified subsequent to his return to the fire house, based upon GCFD procedures. This officer is to be guided at all times by the directives of the GCFD.
- No one other than the officer in command, or appointed P.I.O. is authorized to make press releases or statements to the media about any fire-related information.
- Firefighters and officers shall make every effort to preserve any evidence of a suspicious nature encountered at the scene of an emergency.
- Sheriff's office will be notified as needed.

### **Section Eleven – Radio Procedures**

- All units are to sign in service, upon call out.
- The first arriving unit is the only unit which must report scene size up

upon arriving at the location, Use the following format. (Example – Engine 40 on location reporting a working fire in a two – story frame building.” Or Engine 40 on location, investigating, nothing is showing.”

- Do not use personal names, or make unnecessary radio transmissions. Members are to use the radio only when necessary.
- Any officer may request mutual aid assistance when he feels that a fire incident is beyond the capability of responding GCFD units. In the absence of a line officer, the senior firefighter on scene may request such aid as he or she feel will be needed.
- **Plain English transmissions** are to be used at all times and the use of 10 codes should be limited.

### **Section Twelve– Mutual Aid**

- When GCFD is requested to provide mutual aid to a surrounding fire department, the following rules should be followed.
- A major fire unit should respond with a minimum crew of four fire company members. If possible, one of these should be an officer. For those units which have no jump seats, no more than two or three should ride in the cab.
- Special mutual calls for the rescue vehicles and tower ladder will be dispatched with a minimum of four personnel, one of whom should be an officer, if possible.
- All members shall respond to our firehouse, or fire scene, and provide a standby back up.
- Members should not tie up the radio channels asking if more help is needed. If needed, it will be requested.
- Responses calling for a tender will require a two-person crew to proceed with the unit.

### **Section Thirteen – Hazardous Materials Procedures**

- The only functions for members of GCFD regarding a hazardous materials incident are as follows:

- Recognize that hazardous materials are involved.

- Evaluate the potential for danger.

- Evacuate endangered civilian personnel.

- Set up safety perimeter.

- Set up a decontamination corridor if needed.

- Firefighters trained to Hazmat Operations level shall proceed as dictated by their training.

2 In the event of an incident with the possible involvement of hazardous materials, the following agencies are to be requested through the Rich County Dispatch or directly by the I.C. of said incident.

- Cache County Hazmat Team (as needed)

- Northern Region Hazmat Team (as needed)

- GCFD should use the following procedures to determine the presence of hazardous materials in an incident scenario.

- Observe from a safe distance

- Look for placards

- Look for markings, or other means of material identification

- Observations should be radioed to the dispatcher along with proper spelling of names

- Dispatcher should notify the Bear River Health Dept.

- The Sherriffs Dept. and request neighboring county assistances if needed.

- Attempt to locate information on the material from any available reference book on the apparatus. Notify responding officers and

apparatus of situation

- Attempt to locate any affected persons from the vehicle or building which is involved. (Owner, driver, supervisor, etc.)

- Members should avoid coming in contact with any material. Members must remember that the hazards which toxic materials create are above and beyond the normal risks which fire personnel are trained to handle.

The steps which should be followed are simple:

- Recognize and Identify
- Evaluate the hazard
- Evacuate the people

Then control entry into the area until properly trained, and equipped hazardous materials response personnel are on location.

## **Section Fourteen – Driver Qualification**

- Drivers shall be appointed annually, but shall not be permitted to operate vehicles until fully trained and qualified as per fire department procedures.
- All persons designated as drivers of fire company apparatus must be trained by Chief Operating Engineer and the Fire Chief or his designee.
- Subjects that should be taught include the following topics:
  - preventive maintenance
  - safe vehicle operation
  - pump operation
  - aerial ladder operation

-vehicle maneuvering

## **Section Fifteen – Personnel Accountability**

- Collection of tags
  - Personnel responding to the scene on a fire call out shall give their I.D. tags to the officer at the control board position.
  - Personnel responding to the scene in their personal vehicles shall insure that their I.D. tags are presented to the control board officer.
  - Personnel who routinely operate at locations remote from the incident scene (I.E. Fire Marshal) will keep their I.D. tags with them. However, if working at the incident sight itself, Their tags must be deposited
  - Each member shall insure that they do not leave the incident scene without retrieving their I.D. tag.
  - Should a member need to be released prior to the incident's termination, that member shall obtain permission from the Incident Commander, or a line Officer. The member will then advise the control board officer and retrieve their I.D. tag.
  - Should an apparatus be released from the scene prior to the termination of that incident, the driver and all members leaving the scene shall retrieve their I.D. tags from the control officer. This is to be accomplished prior to leaving the scene.
  - Upon termination of the incident, the Incident Commander shall instruct the control officer to return all tags personally to each member.

## **Section Sixteen- Hazardous Materials Incident Response Control Plan**

## Basic Response Objectives

- Recognize the presence of hazardous materials
- Evaluate the danger to response personnel and civilians
- Evacuate all concerned parties, fire, EMS, police, and civilians to a safe distance
- Await the arrival of properly trained personnel at a safe distance

## Response

- First apparatus, immediately upon learning of possible involvement of hazardous materials:
  - A Respond no closer than 500 feet
  - B Notify the dispatcher and additional responding units if possible hazardous materials involvement
- Additional responding apparatus
  - A Take up a position at least 100 yards behind first apparatus.
  - B Await instructions from a line officer
- First responding officer
  - A Establish command at first unit's location
  - B Assume command
  - C Assume direct control of responding units and have them stage as the situation
    - Dictates
- Incident Commander
  - A Assume command upon arrival
  - B Have the first-arriving officer brief you as soon as to actions are taken

C Designate sector commanders as the situation dictates

### **Suggested Incident Command Procedure**

- It is suggested that the command post be established in the area of the closest safely-  
positioned apparatus
- The first-arriving officer assumes forward command
- The senior officer will assume Incident Commander
- The Incident Commander will designate a safety officer
- Command Post
  - A Designated by Incident Commander
  - B Placed in a location which will remain safe, even if the area of the operation  
increase or the situation worsens
  - C Possess enough space for all necessary personnel. (It is suggested that the  
County radio system be alerted for the response of a command unit)
  - D At a minimum the command post staff will include the incident commander,  
And a communications officer
  - E Incoming and outgoing communications will proceed through the command  
center
- Safety Officer
  - A The safety officer will have the authority to stop any act, action, or activity  
which he  
  
Or she deems unsafe
  - B Will notify the Incident Commander of unsafe acts, imminent danger

situations

and any issue which may harm fire, police, EMS, and civilian personnel

C Will participate in the decision-making process in order to provide a safety

Perspective

## **Section Seventeen – Carbon Monoxide Incidents**

### **Response**

- On first contact with dispatch have them notify the home owner to have all occupants exit the residence and do not leave doors or window open.
- Apparatus/Staffing
  - A First Pumper with a minimum of a driver and two personnel
  - B Rescue vehicle with a minimum of a driver and two personnel
  - C Additional apparatus will be called as needed
- Apparatus will respond in the same manner as for other emergency call (light, siren Obey all traffic signals and drive with caution)

### **Personal Protective Equipment**

- Full Turnout gear is to worn at carbon monoxide incidents
- All personnel to utilize self-contained breathing apparatus (SCBA)
- Minimum of four people with SCBA and turnout gear (Two in – Two out rule)

### **Arrival procedures**

- Occupants will be evacuated by department personnel. A two-member team with full turnout

Gear and SCBA will perform this task. A second two-member team will stand by outside with

Full turnout gear and SCBA

- A Reclose doors and windows to help determine source
- Firefighters will enter structure only upon orders of a fire officer
- Occupants are not to reenter the structure
- Check garage to see if a motor vehicle is running inside

### **Operational Procedures**

- Entry will be made by two-person teams utilizing full turnout gear and SCBA
  - No entry will be made until a two-person backup team with full turnout gear and SCBA is in place at the entrance to the structure
  - The appropriate detector will be used to obtain carbon monoxide(CO) readings
  - The Detail Company Checklist for Carbon Monoxide Detector Activation will be used.
  - If positive readings are found, the following tasks are to be performed:
    - Try to determine source
    - Ventilate structure
    - After a 20-minute ventilation period, check readings again
    - First entry team becomes back-up team, and backup team becomes the entry team
- 6 If negative readings are found, search for cause of alarm

### **Source of Carbon Monoxide After a Positive Reading**

- Re-check the structure for CO readings
- Complete the check sheet to be sure that all areas are rechecked
- Entry and backup team remain in gear with SCBA

- Notify such other utility companies as may be necessary
- Officers confer and review operation

#### **Post Incident Operations**

- Close and secure structure as necessary
- Obtain all required reporting information
- Retain all necessary copies and insure that the homeowner has their copies of these documents
- Return to firehouse using normal procedures

## **Section Eighteen – Medivac Standbys**

### **Minimum Response**

- The minimum response to medivac standbys will consist of one pumper staffed with a crew of four
- This unit will respond under the command of a chief, if possible
- The chief officer will coordinate any necessary requirements with the appropriate EMS officer
- The pumper should stage at a hydrant, if possible
- This hydrant should be within 800-1000 feet of the standby point
- This unit should stage a minimum of 100-200 feet of the landing zone
- While the helicopter is landing, members should seek the protection afforded on the far side of the apparatus
- When a landing zone is to be set up, the fire department will be called upon to mark it out. After the completion of this assignment, they should return to their apparatus and standby
- No fire department personnel should come within 100-200 feet of the helicopter

in a non-crash scenario

- No one shall approach the helicopter unless directed to do so by the crew of the medivac helicopter

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# GARDEN CITY FIRE DISTRICT EMPLOYEE HANDBOOK

ADOPTED AUGUST 16, 2012

## SECTION 1                      GENERAL PROVISIONS

### 1-01    ADMINISTRATION

- 1-01 (1)            The information contained in this handbook was prepared to give employees a better understanding of the responsibilities and obligations of employment with the District. Employees should read, understand, and comply with all provisions of this manual
  
- 1-01 (2)            The Garden City Fire District reserves the right to revise, supplement, or rescind any policy or portion of a policy from time to time. A complete copy of the Employee Handbook is available to all employees.
  
- 1-01 (3)            The Garden City Fire District encourages and enforces fair employment practices by protecting the civil rights of all employees.
  
- 1-01 (4)            The Garden City Fire District is defined as a District in the Utah State statutes.

### 1-02    POLICIES AND PROCEDURES DO NOT CONSTITUTE A CONTRACT

- 1-02 (1)            The policies and procedures stated in this manual and in other personnel statements or materials issued by the District do not create a binding, expressed or implied contract, agreement or other obligation or liability on the part of the District.

## SECTION 2                      RECRUITMENT

The Garden City Fire District desires to fill all positions with the most qualified applicant. Further, it is the intent of the District to consider qualified in-house applicants when appropriate.

### 2-01    EQUAL OPPORTUNITY

- 2-01 (1)            The Garden City Fire District is an “Equal Opportunity Employer” and

selects, hires, promotes, and compensates employees without regard to race, religion, age, disability, gender, color, national origin, or any other protected status. The District evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position.

## **2-02 NEPOTISM**

2-02 (1) The Garden City Fire District complies with state laws prohibiting nepotism, or the employment of relatives. Except as allowed by state law, the District prohibits District employees from employing, appointing, voting for the appointment of, directly supervising, or being directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.

## **SECTION 3 EMPLOYMENT**

The Garden City Fire District is committed to providing a work environment that is free of discrimination. The District has further adopted a zero tolerance policy regarding harassment and discrimination which means that any actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or any other legally protected status will not be tolerated.

Employees with questions or concerns regarding working conditions or standards of conduct should follow the chain of command as described below:

- An employee with questions or concerns should first contact his or her immediate captain.
- If unable to resolve the situation with captain an employee should contact the Assistant Chief or Chief.
- If the situation is still unresolved an employee should contact the District Board. The Board will discuss the situation in executive session.

## **3-01 STANDARDS OF CONDUCT**

3-01 (1) District employees should exemplify the highest of honesty and integrity in order to merit the respect and confidence of the public,

elected and administrative officials, and other District employees

3-01 (2) District employees should conduct themselves in a way that will bring credit to them and the District. To this end, employees should be courteous and cooperative with the citizens of the District, other District employees, their supervisors, and others who may contact the District.

3-01 (3) Employees should be honest in word and conduct and never use their position to privately benefit themselves or another party through the disclosure of confidential information, award of work, procurement of supplies, or use of District facilities, equipment, or resources.

- Employees should not allow unauthorized persons access to District property without management supervision or approval.
- Employees should not use, duplicate, or possess keys to District building or other property without authorization.

3-01 (4) Employees should conduct themselves in a professional and competent manner, appropriate to their position. A training will be provided at least annually regarding standards of conduct and harassment. All employees and volunteers will be required to attend this training at least annually.

### **3-02 CODE OF ETHICS (CONFLICT OF INTEREST)**

3-02 (1) The Garden City Fire District adopts the Municipal Officers' and Employees' Ethics Act, Section 10-3-1301, *et seq.*, Utah Code Annotated 1953, as amended, which establishes standards of conduct for employees to disclose actual or potential conflicts of interest between public and personal duties. Employees are responsible for complying with the disclosure requirements for personal interest and restrictions as it relates to the acceptance of gifts as provided in the Act.

3-02 (2) Disclosure provision rules and forms for disclosure compliance are available from the District Recorder.

3-02 (3) The following actions are prohibited:

- Disclosure of confidential information acquired by reason of an official position or using such information to secure special privileges or exemptions for the employee or

others.

- Use or attempt to use any District position to secure special privileges or the employment of others.
- If a fire or business inspection is required on a business conducted by, building owned by, or work done by a District member or relative, the inspection will be completed by another member of relative, the inspection will be completed by another member of the District.
- Knowingly receive or accept any gift or loan if the gift or loan would influence the employee in the discharge of official duties.
- This section does not apply to the following:
  1. Non-pecuniary gifts with a value less than \$50.00.
  2. Publicly presented awards.
  3. Bona fide loans made in the ordinary course of business.
  4. Political campaign contributions actually used in a political campaign.

### **3-03 EMPLOYMENT STATUS**

Employees are classified in one of the following classifications:

- Full-time Employee: Employees in this classification are required to work 40 hours per week minimum, up to 53 hours per week maximum. Any time work over 53 hours per week are at the discretion of the employee and will not receive additional compensation. Employees in this classification are eligible for benefits.
- Non-Benefitted Employee: Employees in this classification are typically hired for on-going, continuing work within a specified department, generally working less than 40 hours per week and are not eligible for benefits.
  - a.

## **SECTION 4                      COMPENSATION**

### **4-01 CLASSIFICATION**

4-01 (1)            The District assigns pay categories to each employee based on certifications obtained at the time the work was performed. The Fire Chief and Assistant Chief's compensation shall be set by the Board of

Directors.

## **4-02 PAYROLL ADMINISTRATION**

- 4-02 (1) In the event there is an error in the amount of pay, the employee should promptly (within the next pay period) bring the discrepancy to the attention of their Department Head or the Employee Supervisor so that the correction can be made (within the next pay period) .
- 4-02 (2) The Garden City Fire District reserves the right to make any and all payroll corrections as deemed necessary and appropriate.
- 4-02 (3) Federal and State laws require the Garden City Fire District to keep an accurate record of time worked.
- Time worked is all time actually spent on the job performing assigned duties.
  - Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.
  - Overtime work must be approved before it is performed.
  - Altering, falsifying, tampering with the records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.
  - It is the employee's responsibility to sign their time records and to certify the accuracy of all time recorded. The Department Head or Employee Supervisor will review and then initial the time record before submitting it for payroll processing.
  - If corrections or modifications are made to the time record, both the employee and the Department Head must verify the accuracy of the changes by initialing the change.
- 4-02 (4) All employees are paid monthly or annually. Each paycheck will include earnings for all work performed through the end of the previous payroll period.
- In the event that a regularly scheduled payday falls on an

employee's day off or a holiday, employees will be paid in accordance with state and federal guidelines.

- If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation or handled in accordance with the employee's instructions prior to leaving.
- Paychecks will not be released to anyone other than the employee unless written authorization is given in advance by the employee.
- 4-02 (5) Employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in District approved programs. Employees should review any discrepancies in payroll deductions with the Employee Supervisor.

#### **4-03 OVERTIME AND COMPENSATORY (COMP) TIME**

4-03 (1) Employees may be required to work overtime as deemed necessary by the Department Head, Employee Supervisor, Chief or their designee. Further, the Garden City Fire District reserves the right to manage overtime/comp time and determine time worked and compensation received.

4-03 (2) Overtime is payment received for time worked in excess of 40 hours per week.

Overtime is paid at one and one-half (1½) times the hourly rate.

holiday Overtime is calculated based on actual time worked and observed hours.

discretion. The use and scheduling of comp time is solely within the District's discretion.

4-03 (3) All overtime and comp time must be reported during the period in which it is earned.

4-03 (4) Employees who are not covered or who are exempt from the Fair Labor Standards Act (FLSA) have no right to overtime or compensatory time.

#### **4-04 GARNISHMENTS OR LEVIES**

4-04 (1) Upon receipt of a valid garnishment, the District shall withhold wages from an employee's paycheck. The District shall continue to withhold

the garnishment wages until a court order is received indicating satisfaction of the indebtedness or until the District is ordered to surrender the monies to the court or its agent.

#### **4-05 DEPLOYMENT OUTSIDE FIRE DISTRICT BOUNDARIES**

4-05 (1) If the Fire District is called up to an area outside of the Fire District and the District will be reimbursed for the use of District employees, the affected employees will receive compensation for their time. The compensation will be based on the rate reimbursed to the department less applicable payroll taxes, insurance and other costs. The hours worked on these deployments will be considered outside the scope of regular District hours. Full-time employees who choose to participate will receive the compensation in addition to their normal District compensation, however, they will still be required to work 40 hours within the district, or use vacation time.

#### **4-06 WORKER'S COMPENSATION**

4-06 (1) District employees injured during the performance of their job duties are covered by Worker's Compensation Insurance, as required by state law.

- The Garden City Fire District Worker's Compensation is administered by a Worker's Compensation carrier.
- Worker's Compensation will be administered according to state law and the carrier's policy.
- Up to 100 percent of the employees regular wages may be supplemented using accrued sick leave, comp time, or vacation leave adjusted for taxes and deductions. No employee shall receive more than his or her regular wage.

4-06 (2) When injured while on duty, an employee must:

- Immediately obtain necessary treatment.
- Immediately report the injury to their Department Head, the Employee Supervisor or the Chief.
- Obtain a medial release form signed by a doctor:
- The employee is to report to work as permitted by the medical release

form.

- Upon receipt of a medical release form, the Department Head or Employee Supervisor will review doctor recommendations and consider available work assignments.
- A copy of the medical release form needs to be submitted to the Department Head and a copy submitted to the Employee Supervisor.

4-06 (3) Injured employees shall be required to submit to a post accident drug screen, within 2 hours, in accordance with the Garden City Fire District's Substance Abuse and Drug Testing Policy (Section 14).

4-06 (4) Workers' Compensation claims that fail to meet required reporting procedures and other statutory guidelines may be denied under State Workers' compensation laws. Failure to follow the Garden City Fire District's required reporting policy may also result in disciplinary action.

## **SECTION 5 LEAVES**

### **5-01 VACATION LEAVE**

5-01 (1) Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

5-01 (2) Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Full-Time Employees

***a.***

5-01 (3) Employees are granted vacation leave based upon their length of employment and their work schedule as shown in the following tables:

<b>Length of employment</b>	<b>An employee which works 40 hours per week will accrue this many weeks per year</b>
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0 - 4 years	2
5-9 years	3
10 plus years	4

Employees can carry over up to 6 weeks of vacation time from year to year.

5-01 (4) At termination of employment an employee will be paid for their accrued vacation.

**5-02 HOLIDAYS**

5-02 (1) The Garden City Fire District will grant holiday time off to all eligible employees on the holidays listed below.

- New Year’s Day (January 1)
- Civil Rights Day (3<sup>rd</sup> Monday in January)
- President’s Day (3<sup>rd</sup> Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Pioneer Day (July 24)
- Labor Day (1<sup>st</sup> Monday in September)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Day after Thanksgiving (4<sup>th</sup> Friday in November)
- Christmas Day (December 25)

5-02 (2) A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

**5-03 SICK LEAVE (Short-Term Disability, Long-Term Disability)**

5-03 (1) Sick leave time off with pay is available to eligible employees for periods of temporary absence due to illness, injury, and to obtain necessary medical care. Sick leave hours are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Employees in the following employment classification(s) are eligible to earn and use sick leave as described in this policy:

Full-time Employees

- a.
- 5-03 (2) The accrual of sick leave hours is considered to be a Short-Term Disability Program for employees.
- 5-03 (3) Sick leave will accrue at the rate of 12 days per year. Sick leave may be carried over from year to year with no limit, however, it will not be paid out at termination.

**5-04 EMERGENCY LEAVE**

5-04 (1) Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

- a. The Garden City Fire District defines “immediate family” as the employee’s spouse, parent, child, sibling, grandparent, or grandchild.
- b. The Garden City Fire District further defines “immediate family” to also include the spouse’s parent, child, sibling, grandparent, or grandchild.

5-04 (2) Up to three (3) days of emergency leave will be provided to eligible employees in the following classification(s):

- a. Full-time Employees

**SECTION 6 EMPLOYEE BENEFITS**

**6-01 RETIREMENT**

6-01 (1) The Garden City Fire District is a member of the Utah State Retirement System. Participation in the System is mandatory for all employees who meet the eligibility requirements as established by the Utah State

Retirement System.

- a. For details concerning the State Retirement System, benefits derived under the System, and retirement options, employees should contact the Employee Supervisor, consult written literature describing the system, or contact the Utah State Retirement System directly.
- b. The District may initiate other retirement programs at their discretion.

6-01 (2) The District provides for employees to voluntarily enroll in the Utah State Retirement Systems 401K or 457 plans.

6-01 (3) The District does not have a mandatory retirement age.

## **6-02 MEDICAL, DENTAL, VISION, AND LIFE INSURANCE**

6-02 (1) The District does not offer group medical, dental, vision, and life insurance benefits to employees.

## **6-03 TRAVEL**

6-03 (1) This policy is established for the travel of District employees and Board Members for training and other District related travel. All travel must be approved by the Employee Supervisor or Chief for reimbursement.

- a. All lodging must have prior approval from the District Board. (Traveler makes their own arrangements).
- b. For all approved travel outside the Fire District over 4 hours, meal costs will be reimbursed up to a \$30/day maximum. Meals and other expenses will only be reimbursed with a completed reimbursement form and copy of receipts.
- c. All approved travel will be done by taking the District vehicle, unless other arrangements are approved by the Fire Chief. Carpooling will be encouraged, but not required. The District gas card will be used for fuel when the District vehicle is used. In the case when a personal vehicle is used, the District will reimburse mileage at the state rate. Employees must complete a reimbursement form in order to receive mileage reimbursements.

**6-04 CELL PHONE**

6-04 (1)The fire district shall provide a reimbursement to the Fire Chief for use of his personal telephone of \$75 per month. This reimbursement shall be provided as part of his normal paycheck.

**SECTION 7 Health Requirements**

Employees desiring to be hired by or continue employment as a firefighter with Garden City Fire District must meet the fitness test requirements as set forth by NWCG. If at any time an employee who is no longer able to meet these requirements will be placed on probation for 6 months or until they meet the requirements. Employees will not participate in calls during their probation period. Employees will sign waivers of responsibility prior to participating in the testing. All full-time employees will submit to a drug test at time of hire. All employees may be subject to random drug testing.

**SECTION 8 Vehicle Policy**

District Vehicles will only be operated by District employees over the age of 18, who hold a current EVO certification and current Utah driver's license. If anyone else will be operating the vehicle, prior approval must be obtained from the Board Chairman or other board member if the chairman is not available. District vehicles will be used for District use only and only de minimus personal use will be allowed. District vehicles will not be used to respond to EMT incidents unless the vehicle is already in use in a location that is closer to the incident than to the fire station.