

RESOLUTION NO. 2023R-03

A RESOLUTION AMENDING THE NORTH DAVIS FIRE DISTRICT POLICIES; CHAPTER 5: BOARD OF TRUSTEES AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS The Board of Trustees of the North Davis Fire District desires to amend Chapter 2 of the North Davis Fire District Policy Manual in Exhibit "A" attached hereto, providing for an effective date, and

WHEREAS the Board of Trustees finds that it is in the best interest of the North Davis Fire District to amend Chapter 5 of the North Davis Fire District Policy Manual as provided for in Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTH DAVIS FIRE DISTRICT, that the North Davis Fire District Policy Chapter 2 be amended with the additions and deletions as provided for in Exhibit "A" attached hereto and that this Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED by the Board of Trustees of the North Davis Fire District on this 24th day of April 2023.



ATTEST:

Misty Rogers

MISTY ROGERS, Clerk of the Board

NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES

By: *N. Peterson*
NIKE PETERSON, Chair

EXHIBIT A

POLICY 5.1: PUBLIC RECORDS

A. COMPLIANCE

The District shall fully comply with the Utah A Government Records Access and Management Act, ("GRAMA") Utah code ' 63A-12, et seq.

Records shall be classified as required by GRAMA.

1. Specificity of Request: In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.
2. Access: The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or in such other locations as the Board may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained.
3. Certified Copies: Certified copies of non-exempt public records shall be furnished upon request, and receipt of payment therefore.

B. FEES FOR PUBLIC RECORDS

In order to recover its costs for responding to public records requests, the current North Davis Fire District Fee Schedule will be followed. ~~adopts the following fee schedule:~~

~~1. Copies of Public Records: Certified Copies: Copies of public records shall be twenty-five (25) cents per copy for standard, letter size copies and forty (40) cents for double sided standard letter size copies.~~

~~2. Copies of Sound Recordings: Copies of sound recordings of meetings shall be \$10.00 per copy.~~

~~3. Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.~~

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~~4. — **Research Fees:** If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$15.00 per hour with a minimum charge for one quarter hour. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the person requesting the records at the time the records are produced shall pay the difference.~~

~~5. — **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.~~

~~6. — **Reduced Fee or Free Copies:** Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board may so authorize.~~

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C. AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS

At no time shall an original record of the District be removed from the District's files or the place, at which the record is regularly maintained, except upon authorization of the Board.

D. ON-SITE REVIEW OF ORIGINAL RECORDS

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance, in accordance with paragraph B.4, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching for and reviewing records.

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