



**NORTH DAVIS FIRE DISTRICT  
BOARD OF TRUSTEES/  
LOCAL BUILDING AUTHORITY**  
Station 41, 381 North 3150 West  
West Point City, UT 84015  
(801)525-2850 ext. 101

Brian Vincent, Chair  
Nancy Smalling, Vice-Chair  
Mark Shepherd, Member  
Scott Wiggill, Member  
Annette Judd, Member  
Jerry Chatterton, Member  
Megan Ratchford, Member  
Tim Roper, Member  
Ricky Carlson, Member  
  
Mark Becraft, Fire Chief  
Curt King, Deputy Fire Chief

**NOTICE & AGENDA  
Wednesday, April 23, 2025  
5:00 PM Work Session / 6:30 PM Regular Board Meeting**

*The Board of Trustees will accept citizen comments at the designated time via email, or in person. Citizen comments should be sent to the District Clerk [mrogers@northdavisfireut.gov](mailto:mrogers@northdavisfireut.gov) and [jmaddy@northdavisfireut.gov](mailto:jmaddy@northdavisfireut.gov) no later than 1:00 PM on the meeting day. The email subject line must state, "Citizen Comment 4/23/2025 Board of Trustee Meeting," the email body must include the citizen's first and last name, address, and a brief statement. In some circumstances, the board of trustees may participate electronically.*

**Board of Trustee Work Session – 5:00 PM**

- Call to Order
- Presentation, Discussion, and Planning for NDFD Fiscal Year 2026 Budget

**Board of Trustee Meeting – 6:30 PM or Immediately Following the Work Session**

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 comment to the Board, please use the podium and clearly state your name and address, keeping your comments to a maximum of 3 minutes. Public comment is a time for the Board to receive new information and perspectives. The Board may not respond to public comments during the comment period)*
5. Consideration of the Approval of NDFD Board of Trustee Meeting Minutes from March 20, 2025
6. Consideration of Approval of the North Davis Fire District Bills for March 2025
7. Consideration of Approval of the North Davis Fire District Financial Report
8. Consideration of Approval of Resolution 2025R-01, Amending NDFD Personnel Policy Chapter 200
9. Fire Chiefs Report
10. Member City Updates
11. Motion to Adjourn

**Dated and posted this 20<sup>th</sup> day of April 2025**

*Misty Rogers*

**Misty Rogers, District Clerk**

## Tentative Upcoming Agenda Items

(Meeting dates, times, and agenda items are subject to change)

### May 15, 2025

#### 6:00 PM - Board of Trustee Work Session

1. Badge Pinning for New NDFD Firefighters
2. Discussion and Planning for Fiscal Year 2026 Budget
3. Discussion and Planning for Fiscal Year 2025 Budget Amendment

#### 6:30 PM - Board of Trustee Meeting (immediately Following the Work Session)

1. Call to Order
2. Invocation or Inspirational Thought
3. Citizen Comment
4. Consideration of Approval of Minutes
5. Consideration of Approval of the North Davis Fire District Bills
6. Consideration of Approval of the North Davis Fire District Financial Report
7. Discussion and Consideration of Resolution \*\*\*\*, Adoption of the North Davis Fire District Tentative Budget for FY2026
8. Discussion and Consideration of Setting Public Hearing Dates for the Following Items:
  - a. Consideration of Adopting a Property Tax Rate for the North Davis Fire District (*proposed date 6/19/2025*)
  - b. Consideration of Adoption of the North Davis Fire District Final Budget for FY2026 (*proposed date 6/19/2025*)
9. Fire Chiefs Report
10. Member City Updates
11. Motion to Adjourn

### June 19, 2025

#### 6:00 PM - Board of Trustee Work Session

1. Badge Pinning for New NDFD Firefighters
2. Discussion and Planning for Fiscal Year 2026 Budget
3. Discussion and Planning for Fiscal Year 2025 Budget Amendment

#### 6:30 PM - Board of Trustee Meeting (immediately Following the Work Session)

1. Call to Order
2. Invocation or Inspirational Thought
3. Citizen Comment
4. Consideration of Approval of Minutes
5. Consideration of Approval of the North Davis Fire District Bills
6. Consideration of Approval of the North Davis Fire District Financial Report
7. Presentation of Fraud Risk Assessment
8. Discussion and Consideration of Resolution \*\*\*\*, of Amending the North Davis Fire District Budget for FY2025
9. Discussion and Consideration of Resolution \*\*\*\*, Adopting a Property Tax Rate for the North Davis Fire District
10. Discussion and Consideration of Resolution \*\*\*\*, Adopting the North Davis Fire District CIP Plan
11. Discussion and Consideration of Resolution \*\*\*\*, Adoption of the North Davis Fire District Final Budget for FY2026

12. Fire Chiefs Report
13. Member City Updates
14. Motion to Adjourn



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Annette Judd, Member  
Jerry Chatterton, Member  
Megan Ratchford, Member  
Tim Roper, Member  
Ricky Carlson, Member*

*Mark Becraft, Fire Chief  
Curt King, Deputy Fire Chief*

**NOTICE & AGENDA  
Thursday, March 20, 2025  
6:00 PM Work Session / 6:30 PM Regular Board Meeting**

Board Members Present: Chair Brian Vincent, Vice-Chair Nancy Smalling, Tim Roper, Ricky Carlson, Megan Ratchford, Jerry Chatterton

Excused: Annette Judd, Scott Wiggill, Mark Shepherd

Staff Present: Chief Mark Becraft, Clerk Misty Rogers, Deputy Clerk Jamey Maddy

Visitors: None

**Board of Trustee Work Session – 6:00 PM**

- Call to Order
- Badge Pinning for New NDFD Firefighters and Promotions

Chief Becraft conducted a Badge Pinning ceremony for our new Firefighter, Samuel Parker

- Discussion and Planning for Fiscal Year 2026 Budget

Chief Becraft said that the budget committee has met, and administrative staff have been working on the budget. The plan is to keep crunching numbers with the budget committee and run it by them. Next month, if the board is okay with it, we would like to have an early work session to go over line item by line item of the tentative budget. This should help it be ready for the following month.

Chief Becraft said that we are on track to balance our budget, but we have had some huge pitfalls including health insurance and the wage study. There is a 4.1% increase in valuation that will possibly push our rate down a little bit. We budgeted 3% growth as of right now. We are budgeting conservatively with our revenues.

Our EMOD score for worker's compensation was better than it was previously. Misty said that there is a catch with workers comp due to changing legislation around cancer screenings that could affect our premium, but we don't know yet. That is a state mandate. There is a grant that will pay for

cancer screenings for employees, and once that money runs out, employers will take over the charges for the screenings. We have kept the same capital that the board approved.

Misty reminded the board that the next meeting would be a week later than usual. It was approved by the board to start the next meeting at 5:00 pm.

### **Board of Trustee Meeting – 6:18 PM or Immediately Following the Work Session**

Board Members Present: Chair Brian Vincent, Vice-Chair Nancy Smalling, Tim Roper, Ricky Carlson, Megan Ratchford, Jerry Chatterton

Staff Present: Chief Mark Becraft, Clerk Misty Rogers, Deputy Clerk Jamey Maddy

Visitors:

12. Call to Order

13. Invocation – Tim Roper

14. Pledge of Allegiance

15. Citizen Comment - none

16. Consideration of Approval of Minutes from the February 27, 2025, Board of Trustee Meeting

Board Member Roper motioned to approve minutes from the February 27, 2025, Board Meeting. Board Member Chatterton seconded the motion. The motion passed.

17. Consideration of Approval of the North Davis Fire District Bills for February 2025

Board Member Chatterton motioned to approve the North Davis Fire District bills from February 2025. Board Member Roper seconded the motion. The motion passed.

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

Chief Becraft said that things are looking good this year. Our collections for ambulance revenue are also on target, as well as taxes. We have a brand-new motor in the ladder truck and it is back in service. We are going to be over in vehicle maintenance and the board is aware we will have to amend that. We have had some injuries lately, and those usually cost overtime. However, we are still doing good as far as wages go.

Board Member Ratchford motioned to approve the North Davis Fire District bills from February 2025. Board Member Carlson seconded the motion. The motion passed.

19. Fire Chiefs Report

Chief Becraft said that we are ahead of last year with call numbers, and every year we get busier. He wanted to make the board aware that we had another hard call in Clearfield this month, and the crew did a great job with the circumstances they were in.

## 20. Member City Updates

Board Member Carlson said that Sunset City's 95-unit townhomes got approved. Vice Chair Smalling said that Sunset's Easter Egg Hunt is on April 19<sup>th</sup>. Their fun days have been moved back to July 12<sup>th</sup>. Due to the 1800 North project starting, more events will be held at the Rachel Runyan Park.

Board Chair Vincent said that West Point's Easter Egg Hunt is also on April 19<sup>th</sup>. Board Member Chatterton asked where we are at with the annexation. Chief Becraft said that we are in the middle of it. We have hired Wasatch Civil and are meeting with our lawyer. Our surveyor is working with MIDA and the county surveyor for the legal description and mylar.

Board Member Chatterton asked about the life expectancy of our Paramedic truck. Chief King's truck is set to be replaced, and his old truck will be moved to the Paramedic Reserve. Misty said we have it on a rotation for six years, and we received the last one late, so the next one is scheduled for 2030.

Board Member Ratchford said they have been doing the budget and wage studies. There are some events for the 2026 budget, and they are looking at different styles. They are also going to add more planes downtown in 2026.

## 21. Motion to Adjourn

Board Member Chatterton motioned to adjourn. Board Member Smalling seconded the motion. The motion passed.

Dated the 23rd day of April 2025.

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Brian Vincent  
Chair of the Board of Trustees

ATTEST:

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Misty Rogers  
District Clerk



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Visitors: None

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Staff Present: Chief Mark Becraft, Clerk Misty Rogers, Deputy Clerk Jamey Maddy

Visitors:

1. Call to Order
2. Invocation – Tim Roper
3. Pledge of Allegiance
4. Citizen Comment - none
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10. Motion to Adjourn

Board Member Chatterton motioned to adjourn. Board Member Smalling seconded the motion. The motion passed.

Dated the 23rd day of April 2025.

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Brian Vincent  
Chair of the Board of Trustees

ATTEST:

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Misty Rogers  
District Clerk

# North Davis Fire District Custom Transaction Detail Report

March 2025

Date	Type	Name	Memo	Account	Amount
03/03/2025	Invoice	admin@play2learnacademy.com	Play2Learn Academy 70 S State Street Suite 120, Clearfield, UT 84015	1-35100 · Inspection Fees	100.00
03/03/2025	Invoice	bonedrywall@gmail.com	Bone Drywall LLC Freeport Center Building J-5 South Side, 5th St., Clearfield, UT 84015	1-35100 · Inspection Fees	100.00
03/03/2025	Invoice	dancemdc@live.com	The Movement Dance Center 3567 w 1800 n	1-35100 · Inspection Fees	100.00
03/03/2025	Invoice	licenses@gerbercollision.com	Gerber Collision & Glass 650 W. 1700 S., Clearfield, UT 84015	1-35100 · Inspection Fees	100.00
03/04/2025	Invoice	lexi@traininginlifechoices.org	Commercial Daycare Name of Business/Project: Training in Life Choices, LLC Project Address (In...	1-35100 · Inspection Fees	100.00
03/05/2025	Invoice	ryanjensen@mbk.com	Care, Nursting, Assisted Living, Rehab Inspection Chancellor Gardens at Clearfield 1425 South ...	1-35100 · Inspection Fees	200.00
03/06/2025	Invoice	mock012@msn.com	Sun View Lot 202 Project City: West Point City Project Address: 5059 W 110 N Mailing Address:...	1-34100 · Impact Fees	181.13
03/06/2025	Invoice	swillard@opendoorsutah.org	Open Doors 1360 East 1450 S Building A Clearfield Utah	1-35100 · Inspection Fees	100.00
03/11/2025	Invoice	everon_slc_management@everonsolutions.com	Caliber Collision 520 E 700 S, Clearfield, UT 84015	1-38200 · Plan Review Fees	450.00
03/11/2025	Invoice	Mgilden@frontierfireprotection.com	Lifetime A12, 2025 Freeport Center Bldg. A-12 / Clearfield, Utah 84016 Fire Sprinkler System P...	1-38200 · Plan Review Fees	650.00
03/11/2025	Invoice	office@macbuildersutah.com	Lot 2 Woods Court Project City:Clearfield Project Address:1019 W 200 N Mailing Address:7...	1-34100 · Impact Fees	181.13
03/13/2025	Invoice	beehivedaycareutah@gmail.com	Beehive Daycare 573 N 1000 W Clearfield UT 84015	1-35100 · Inspection Fees	100.00
03/17/2025	Invoice	dnarnar@yahoo.com	Agape Smoothies and Bowls. 1597 East 925 South Clearfield.	1-35100 · Inspection Fees	100.00
03/17/2025	Invoice	jd@westates.us	West Fields Lot 5 Project City:Westpoint Project Address:3932 West 825 North Mailing Address...	1-34100 · Impact Fees	181.13
03/18/2025	Invoice	LEBOEUF@TNTFIREWORKS.COM	SMITHS #0140 2353 NORTH MAIN STREET	1-38100 · Permit Fees	350.00
03/19/2025	Invoice	daston@novasource.net	Flammable Combustible Tank - Above Ground Valvoline Instant Oil Change 856 Antelope Dr, Clearf...	1-38110 · Specialized Permit	200.00

# North Davis Fire District Custom Transaction Detail Report

March 2025

03/19/2025	Invoice	lexi@traininginlifechoices.org	Training in Life Choices, LLC 539 n 200 w Clearfield	1-35100 · Inspection Fees	100.00
03/20/2025	Invoice	castlecreekemail@gmail.com	140 Whitesides Place Project City:West Point Project Address:354 N 2600 W, West Point Maili...	1-34100 · Impact Fees	181.13
03/21/2025	Invoice	skmkowser@gmail.com	BD Automotive Services 210 E. 200 S. Clearfield, Davis County, UT-84015, Unit- 2	1-35100 · Inspection Fees	100.00
03/24/2025	Invoice	citycornerfour49@gmail.com	City corner four llc 525 s state st unit 4 Clearfiled Ut 84015	1-35100 · Inspection Fees	100.00
03/26/2025	Invoice	LEBOEUFS@TNTFIREWORKS.COM	SMITHS #0272_TEMPORARY WHOLESALE FIREWORKS SALE_SOLD INDOOR BY SMITHS 217 NORTH 2000 WEST, WEST...	1-38110 · Specialized Permit	350.00
03/27/2025	Invoice	Cbbuilding32@gmail.com	Wildfire Estates Lot 206 Project City:West Point Project Address:4832 W 50 S West Point City...	1-34100 · Impact Fees	181.13
03/29/2025	Invoice	dwmilich@gmail.com	Crush Golf & Grill 1845 E 1400 S Clearfield, Ut 84015 20,001-50,000 sq ft	1-38200 · Plan Review Fees	225.00
03/31/2025	Invoice	brockjhnstn@gmail.com	Commercial Impact Fees Project Name: Salais Building Description of Project (Restaurant, etc.)...	1-34100 · Impact Fees	801.20
03/31/2025	Invoice	trentonhigley@comcast.net	413 wildfire Project City:Wild Fire Project Address:4669 west 75 north Mailing Address:150...	1-34100 · Impact Fees	181.13
03/03/2025	Deposit		Connections Verification (2025-02-01 - 2025-02-28)	1-40200 · Bank Charges	-1.50
03/03/2025	Deposit		Invoicing (2025-02-28): adjustment to Invoicing Starter	1-40200 · Bank Charges	-0.80
03/03/2025	Deposit		Invoicing (2025-02-28): Invoicing Starter	1-40200 · Bank Charges	-1.80
03/03/2025	Deposit		Stripe Merchant Fees	Stripe Uncat. Expenses	-1.45
03/04/2025	Deposit		Stripe Merchant Fees	Stripe Uncat. Expenses	-19.45
03/05/2025	Deposit		First Professional	1-30100 · Ambulance	16,347.00
03/05/2025	Deposit		36 Treas	1-30100 · Ambulance	2,895.03
03/05/2025	Deposit		Invoicing (2025-03-03): adjustment to Invoicing Starter	1-40200 · Bank Charges	-0.80
03/05/2025	Deposit		Invoicing (2025-03-03): adjustment to Invoicing Starter	1-40200 · Bank Charges	-0.40
03/05/2025	Deposit		Invoicing (2025-03-03): Invoicing Starter	1-40200 · Bank Charges	-0.72
03/05/2025	Deposit		Interest	4-36100 · Interest Income	9.24

## North Davis Fire District Custom Transaction Detail Report March 2025

03/05/2025	Deposit	Stripe Merchant Fees	Stripe Uncat. Expenses	-12.80
03/06/2025	Deposit	Lockbox	1-30100 · Ambulance	3,424.50
03/06/2025	Deposit	Invoicing (2025-03-04): Invoicing Starter	1-40200 · Bank Charges	-0.40
03/06/2025	Deposit	Invoicing (2025-03-03): adjustment to Invoicing Starter	1-40200 · Bank Charges	-0.40
03/06/2025	Deposit	Stripe Merchant Fees	Stripe Uncat. Expenses	-3.20
03/07/2025	Deposit	Invoicing (2025-03-05): Invoicing Starter	1-40200 · Bank Charges	-0.80
03/07/2025	Deposit	Stripe Merchant Fees	Stripe Uncat. Expenses	-6.10
03/10/2025	Deposit	Noridian	1-30100 · Ambulance	2,424.88
03/10/2025	Deposit	Lockbox	1-30100 · Ambulance	397.46
03/10/2025	Deposit	Invoicing (2025-03-06): adjustment to Invoicing Starter	1-40200 · Bank Charges	-0.40
03/10/2025	Deposit	Invoicing (2025-03-06): Invoicing Starter	1-40200 · Bank Charges	-0.72
03/10/2025	Deposit	Stripe Merchant Fees	Stripe Uncat. Expenses	-8.75
03/11/2025	Deposit	UT Medicaid	1-30100 · Ambulance	11,414.76
03/12/2025	Deposit	First Professional	1-30100 · Ambulance	6,683.04
03/13/2025	Deposit	Lockbox	1-30100 · Ambulance	605.28
03/13/2025	Deposit	Invoicing (2025-03-11): Invoicing Starter	1-40200 · Bank Charges	-1.80
03/13/2025	Deposit	Stripe Merchant Fees	Stripe Uncat. Expenses	-38.05
03/17/2025	Deposit	Noridian	1-30100 · Ambulance	3,900.27
03/17/2025	Deposit	Lockbox	1-30100 · Ambulance	1,373.87
03/17/2025	Deposit	Invoicing (2025-03-13): Invoicing Starter	1-40200 · Bank Charges	-0.40
03/17/2025	Deposit	Invoicing (2025-03-11): adjustment to Invoicing Starter	1-40200 · Bank Charges	-2.60
03/17/2025	Deposit	Invoicing (2025-03-11): adjustment to Invoicing Starter	1-40200 · Bank Charges	-0.72
03/17/2025	Deposit	Stripe Merchant Fees	Stripe Uncat. Expenses	-3.20
03/18/2025	Deposit	UT Medicaid	1-30100 · Ambulance	3,683.02
03/18/2025	Deposit	Lockbox	1-30100 · Ambulance	1,954.41
03/19/2025	Deposit	First Professional Services	1-30100 · Ambulance	14,761.26
03/19/2025	Deposit	Stripe Merchant Fees	Stripe Uncat. Expenses	-8.75
03/20/2025	Deposit	Invoicing (2025-03-18): Invoicing Starter	1-40200 · Bank Charges	-1.40
03/20/2025	Deposit	Invoicing (2025-03-17): Invoicing Starter	1-40200 · Bank Charges	-1.12
03/20/2025	Deposit	Stripe Merchant Fees	Stripe Uncat. Expenses	-10.45

# North Davis Fire District

## Custom Transaction Detail Report

### March 2025

03/21/2025	Deposit		36 Treas 310 Misc	1-30100 · Ambulance	2,862.02
03/21/2025	Deposit		Noridian	1-30100 · Ambulance	1,829.38
03/21/2025	Deposit		Invoicing (2025-03-19): Invoicing Starter	1-40200 · Bank Charges	-0.40
03/21/2025	Deposit		Stripe Merchant Fees	Stripe Uncat. Expenses	-9.30
03/24/2025	Deposit		Lockbox	1-30100 · Ambulance	2,151.14
03/24/2025	Deposit		Invoicing (2025-03-21): Invoicing Starter	1-40200 · Bank Charges	-0.40
03/24/2025	Deposit		Invoicing (2025-03-20): Invoicing Starter	1-40200 · Bank Charges	-0.72
03/24/2025	Deposit		Invoicing (2025-03-19): adjustment to Invoicing Starter	1-40200 · Bank Charges	-0.80
03/24/2025	Deposit		Stripe Merchant Fees	Stripe Uncat. Expenses	-5.55
03/25/2025	Deposit		UT Medicaid	1-30100 · Ambulance	10,155.00
03/25/2025	Deposit		Stripe Merchant Fees	Stripe Uncat. Expenses	-3.20
03/26/2025	Deposit		First Professional	1-30100 · Ambulance	9,347.53
03/26/2025	Deposit		Stripe Merchant Fees	Stripe Uncat. Expenses	-3.20
03/27/2025	Deposit		Lockbox	1-30100 · Ambulance	6,483.40
03/28/2025	Deposit		Noridian	1-30100 · Ambulance	3,219.13
03/28/2025	Deposit		Invoicing (2025-03-26): Invoicing Starter	1-40200 · Bank Charges	-1.40
03/28/2025	Deposit		Invoicing (2025-03-24): Invoicing Starter	1-40200 · Bank Charges	-0.40
03/28/2025	Deposit		Stripe Merchant Fees	Stripe Uncat. Expenses	-10.45
03/31/2025	Deposit		Lockbox	1-30100 · Ambulance	1,494.75
03/31/2025	Deposit		refund of City Corner Four LLC	1-35100 · Inspection Fees	-100.00
03/31/2025	Deposit		Interest	1-36100 · Interest Income-General Fund	18,653.57
03/31/2025	Deposit		Deposit	Stripe Fees	-7.17
03/10/2025	Receipt	Davis County Treasurer	Personal Property 2023 Fee in Lieu (MV)	1-32100 · Fee in Lieu	-0.45
03/10/2025	Receipt	Davis County Treasurer	Personal Property 2024 Fee in Lieu (MV)	1-32100 · Fee in Lieu	-257.21
03/10/2025	Receipt	Davis County Treasurer	Personal Property 2025 Fee in Lieu (MV)	1-32100 · Fee in Lieu	23,920.01
03/10/2025	Receipt	Davis County Treasurer	2023 Interest	1-32200 · Property Taxes	0.12
03/10/2025	Receipt	Davis County Treasurer	2024 Interest	1-32200 · Property Taxes	8.20
03/10/2025	Receipt	Davis County Treasurer	2023 Penalty	1-32200 · Property Taxes	34.17

North Davis Fire District  
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03/10/2025	Sales Receipt	Davis County Treasurer	2021 PTax	1-32200 · Property Taxes	-3.78
03/10/2025	Sales Receipt	Davis County Treasurer	2022 PTax	1-32200 · Property Taxes	415.50
03/10/2025	Sales Receipt	Davis County Treasurer	2023 PTax	1-32200 · Property Taxes	-499.52
03/10/2025	Sales Receipt	Davis County Treasurer	2024 PTax	1-32200 · Property Taxes	294.67
03/10/2025	Sales Receipt	Davis County Treasurer	2025 PTax	1-32200 · Property Taxes	2,144.86
03/10/2025	Sales Receipt	Davis County Treasurer	Real Property 2023 Additional Penalty	1-32200 · Property Taxes	59.05
03/10/2025	Sales Receipt	Davis County Treasurer	Real Property 2024 Additional Penalty	1-32200 · Property Taxes	232.82
03/10/2025	Sales Receipt	Davis County Treasurer	2020 Interest	1-32200 · Property Taxes	1.41
03/10/2025	Sales Receipt	Davis County Treasurer	2021 Interest	1-32200 · Property Taxes	2.26
03/10/2025	Sales Receipt	Davis County Treasurer	2022 Interest	1-32200 · Property Taxes	1.58
03/10/2025	Sales Receipt	Davis County Treasurer	2023 Interest	1-32200 · Property Taxes	413.64
03/10/2025	Sales Receipt	Davis County Treasurer	2024 Interest	1-32200 · Property Taxes	194.59
03/10/2025	Sales Receipt	Davis County Treasurer	2020 Penalty	1-32200 · Property Taxes	0.36
03/10/2025	Sales Receipt	Davis County Treasurer	2021 Penalty	1-32200 · Property Taxes	0.48
03/10/2025	Sales Receipt	Davis County Treasurer	2022 Penalty	1-32200 · Property Taxes	0.47
03/10/2025	Sales Receipt	Davis County Treasurer	2023 Penalty	1-32200 · Property Taxes	40.80
03/10/2025	Sales Receipt	Davis County Treasurer	2024 Penalty	1-32200 · Property Taxes	155.85
03/10/2025	Sales Receipt	Davis County Treasurer	2020 Tax Real Estate	1-32200 · Property Taxes	12.32
03/10/2025	Sales Receipt	Davis County Treasurer	2021 Tax Real Estate	1-32200 · Property Taxes	65.38
03/10/2025	Sales Receipt	Davis County Treasurer	2022 Tax Real Estate	1-32200 · Property Taxes	18.82
03/10/2025	Sales Receipt	Davis County Treasurer	2023 Tax Real Estate	1-32200 · Property Taxes	-25,507.08

North Davis Fire District  
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03/10/2025	Sales Receipt	Davis County Treasurer	2024 Tax Real Estate	1-32200 · Property Taxes	36,311.33
03/10/2025	Sales Receipt	Franco, Susie	Ambulance Service 22-3213	1-30100 · Ambulance	1,275.88
03/11/2025	Sales Receipt	Lexis Nexis	Fire or Ambulance Report 25ND00535	1-33110 · Clerical Fees	35.00
03/13/2025	Sales Receipt	Bonneville Collections	24ND00583	1-30100 · Ambulance	50.00
03/13/2025	Sales Receipt	Bonneville Collections	23-1439	1-30100 · Ambulance	63.39
03/13/2025	Sales Receipt	Bonneville Collections	22-3615	1-30100 · Ambulance	50.00
03/13/2025	Sales Receipt	Bonneville Collections	22-4187	1-30100 · Ambulance	50.00
03/13/2025	Sales Receipt	Bonneville Collections	23-0196	1-30100 · Ambulance	1,614.94
03/13/2025	Sales Receipt	Bonneville Collections	23-0446	1-30100 · Ambulance	30.00
03/13/2025	Sales Receipt	Bonneville Collections	23-0446	1-30100 · Ambulance	15.00
03/13/2025	Sales Receipt	Bonneville Collections	22-3519	1-30100 · Ambulance	180.00
03/13/2025	Sales Receipt	Bonneville Collections	22-3519	1-30100 · Ambulance	180.00
03/13/2025	Sales Receipt	Bonneville Collections	23-2790	1-30100 · Ambulance	396.96
03/13/2025	Sales Receipt	Bonneville Collections	23-2581	1-30100 · Ambulance	50.00
03/13/2025	Sales Receipt	Bonneville Collections	23-2581	1-30100 · Ambulance	56.25
03/13/2025	Sales Receipt	Bonneville Collections	23-2581	1-30100 · Ambulance	56.25
03/13/2025	Sales Receipt	Bonneville Collections	23-2581	1-30100 · Ambulance	56.25
03/13/2025	Sales Receipt	Bonneville Collections	24ND01478	1-30100 · Ambulance	20.00
03/13/2025	Sales Receipt	Bonneville Collections	24ND01478	1-30100 · Ambulance	20.00
03/13/2025	Sales Receipt	Bonneville Collections	22-3258	1-30100 · Ambulance	46.00
03/13/2025	Sales Receipt	Bonneville Collections	24ND01182	1-30100 · Ambulance	20.00

## North Davis Fire District Custom Transaction Detail Report March 2025

03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-9.00
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-11.41
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-9.00
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-9.00
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-290.69
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-5.40
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-2.70
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-32.40
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-32.40
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-71.45
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-9.00
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-10.13
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-10.13
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-10.13
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-3.60
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-3.60
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-8.28
03/13/2025	Sales Receipt	Bonneville Collections	1-40500 · Collection Contract	-3.60
03/14/2025	Sales Receipt	Allen Hadley 2	Reimbursement from charges - charges on NDFD credit card (mistake) \$159.65, \$263.16, \$51.5, \$51.... 1-37106 · Misc Revenue	525.81

**Revenue - March 2025    173,531.41**



# North Davis Fire District

## Custom Transaction Detail Report

### March 2025

03/01/2025	Bill	AAA Fire	3/1/2025-2/28/2026 Alarm Monitoring - Station 41	1-41200 · Equipment Maintenance & Supply	-366.24
03/01/2025	Bill	Andrew H. Blackburn	March 2025	1-42420 · Attorney	-1,580.00
03/01/2025	Bill	Benchmark Insurance Company	Policy Period 7/1/2024-7/1/2025	1-43400 · Workmans Comp	-7,074.60
03/01/2025	Bill	Davis & Weber Secondary Water Systems	Annual Secondary Water Fees - Station 41	1-43200 · Utilities (Gas,Power,Phones)	-601.70
03/01/2025	Bill	Intermountain WorkMed	Firefighter Testing	1-41930 · Firefighter Testing	-1,990.00
03/01/2025	Bill	Jason L. Taylor	March 2025	1-42470 · Medical Advisor	-900.00
03/01/2025	Bill	Olympus Insurance Agency	Installment # 4 - Liability Insurance	1-41700 · Liability Insurance (Risk Manag	-18,212.00
03/01/2025	Bill	PEHP Group Insurance	NDFD Health - March 2025	1-41400 · Insurance (Health)	-51,620.31
03/01/2025	Bill	PEHP Group Insurance	NDFD Life - March 2025	1-41430 · Life Insurance	-277.53
03/01/2025	Bill	Proponent IT	IT Support - Monthly (March 2025)	1-40700 · Computer Maintenance & Supply	-2,331.00
03/01/2025	Bill	Utopia Fiber	Internet = March 2025	1-43200 · Utilities (Gas,Power,Phones)	-996.00
03/03/2025	Bill	Henry Schein	Medication	1-41800 · Medical Supplies Expenses	-7.87
03/03/2025	Bill	intermountain Rehab Agency	Mets Testing	1-41930 · Firefighter Testing	-1,885.00
03/03/2025	Bill	Intermountain WorkMed	FF Testing (Shelton)	1-41930 · Firefighter Testing	-80.00
03/04/2025	Bill	Airgas Intermountain Inc	Oxygen	1-41800 · Medical Supplies Expenses	-72.00
03/04/2025	Bill	Clearfield City Corp	1/24/25-2/24/25 Station 42	1-43200 · Utilities (Gas,Power,Phones)	-356.23
03/04/2025	Bill	Syracuse City Fire	25ND00399	1-42300 · Paramedics	-280.95
03/05/2025	Bill	Dept of Government Operations	Set Refund	1-43310 · Fuel	517.54
03/05/2025	Bill	Dept of Government Operations	Admin Chev (Deputy Fire Marshal)	1-43310 · Fuel	-279.96
03/05/2025	Bill	Dept of Government Operations	E42	1-43310 · Fuel	-802.64
03/05/2025	Bill	Dept of Government Operations	BR42	1-43310 · Fuel	-67.30
03/05/2025	Bill	Dept of Government Operations	A41	1-43310 · Fuel	-113.78
03/05/2025	Bill	Dept of Government Operations	Medic 42 F150	1-43310 · Fuel	-147.18
03/05/2025	Bill	Dept of Government Operations	401 BC	1-43310 · Fuel	-265.30
03/05/2025	Bill	Dept of Government Operations	RE41	1-43310 · Fuel	-497.03
03/05/2025	Bill	Dept of Government Operations	402	1-43310 · Fuel	-518.22
03/05/2025	Bill	Dept of Government Operations	Batt 41	1-43310 · Fuel	-124.06

## North Davis Fire District Custom Transaction Detail Report March 2025

03/05/2025	Bill	Dept of Government Operations	401	1-43310 · Fuel	-213.21
03/05/2025	Bill	Dept of Government Operations	A42	1-43310 · Fuel	-596.51
03/05/2025	Bill	Dept of Government Operations	Medic 42	1-43310 · Fuel	-610.35
03/05/2025	Bill	Dept of Government Operations	Dodge Remount	1-43310 · Fuel	-434.97
03/05/2025	Bill	Rasmussen & Associates, PC	Payroll Service - February 2025	1-42480 · Payroll Administration	-1,250.00
03/05/2025	Bill	Sam's Club	Tissues, Plates, Motrin, Drinks	1-42700 · Special Department Allowance	-169.13
03/06/2025	Bill	Henry Schein	Sensors, Nasal Cannulas, Needles	1-41800 · Medical Supplies Expenses	-1,066.42
03/07/2025	Bill	Convenient Lube	Oil Change - BR41	1-43300 · Vehicle Maintenance	-140.00
03/07/2025	Bill	Convenient Lube	Oil Change - F-550 M42	1-43300 · Vehicle Maintenance	-140.00
03/07/2025	Bill	Convenient Lube	Oil Change - A41	1-43300 · Vehicle Maintenance	-140.00
03/07/2025	Bill	Convenient Lube	Oil Change - 402	1-43300 · Vehicle Maintenance	-140.00
03/07/2025	Bill	Curt King	Per Diem - Travel to Orlando for final viewing of ambulance (3/25/2025-3/27/2025)	1-43000 · Travel and Training	-200.00
03/07/2025	Bill	LN Curtis and Sons	Truckmount Charger Replacement -	1-43300 · Vehicle Maintenance	-440.00
03/07/2025	Bill	Mark Becraft	Per Diem - Travel to Orlando for final viewing of ambulance (3/25/2025-3/27/2025)	1-43000 · Travel and Training	-200.00
03/07/2025	Bill	M'Lisa Hone	Per Diem - Travel to Chicago Heights, IL for CNG Training	1-43000 · Travel and Training	-414.00
03/09/2025	Bill	Quinney's Carpet Cleaning	Station 41 Tile & Grout Cleaning	1-41200 · Equipment Maintenance & Supply	-540.00
03/09/2025	Bill	Quinney's Carpet Cleaning	Station 41 Carpet Cleaning	1-41200 · Equipment Maintenance & Supply	-248.85
03/10/2025	Bill	Amber King	Internet Service - QAQI Person	1-43200 · Utilities (Gas,Power,Phones)	-112.00
03/10/2025	Bill	Boundtree Medical Supplies	IV Supplies, Medication	1-41800 · Medical Supplies Expenses	-125.00
03/10/2025	Bill	Les Schwab Tire Center	E-42 Replace 4 Rear Tires Tires	1-43315 · Tires/Brakes	-3,219.92
03/11/2025	Bill	Apparatus Equipment & Service, Inc	Light Weight Turnout Rescue Gear (3)	3-44205 · Turnout Gear	-4,364.94
03/11/2025	Bill	Enbridge Gas UT WY ID	2/12/2025-3/11/2025 Utilities - Station 41	1-43200 · Utilities (Gas,Power,Phones)	-672.22
03/11/2025	Bill	Layton City Corporation	25ND00784	1-42300 · Paramedics	-280.95
03/11/2025	Bill	LN Curtis and Sons	Kevlar Nomex Structural Gloves (3)	1-42010 · Turnout Gear	-486.38
03/11/2025	Bill	Mark Kortright	Per Diem - CNG Training	1-43000 · Travel and Training	-414.00
03/11/2025	Bill	Steve Harrington	Per Diem CNG Training	1-43000 · Travel and Training	-414.00

## North Davis Fire District Custom Transaction Detail Report March 2025

03/11/2025 Bill	Symbol Arts	Nameplate	1-40300 · Clothing Allowance	-25.00
03/12/2025 Bill	Enbridge Gas UT WY ID	2/13/2025-3/12/2025 Utilities - Station 42	1-43200 · Utilities (Gas,Power,Phones)	-602.93
03/12/2025 Bill	JComm	Kenwood Radios (4)	3-44220 · UCA Communications	-10,800.00
03/13/2025 Bill	Boundtree Medical Supplies	Medical Supplies	1-41800 · Medical Supplies Expenses	-220.80
03/13/2025 Bill	Layton City Fire/Ambulance	Paramedic Service - 25ND00695	1-42300 · Paramedics	-280.95
03/13/2025 Bill	Propenent IT	Office Licenses (13 standard, 48 basic, entra)	1-40700 · Computer Maintenance & Supply	-5,514.00
03/14/2025 Bill	SeaWestern Fire Fighting Equipment	Air Hawk Filters	1-41200 · Equipment Maintenance & Supply	-225.00
03/17/2025 Bill	Charlie's Service Center	Replaced bad sensors, power steering leak repair - A42	1-43300 · Vehicle Maintenance	-2,083.78
03/17/2025 Bill	Les Schwab Tire Center	4 Tires (2007 Spartan Ladder)	1-43315 · Tires/Brakes	-3,119.92
03/17/2025 Bill	Rocky Mountain Power	2/13/2025-3/14/2025 Station 41	1-43200 · Utilities (Gas,Power,Phones)	-581.60
03/17/2025 Bill	Rocky Mountain Power	2/12/2025-2/13/2025 - Station 42	1-43200 · Utilities (Gas,Power,Phones)	-1,883.26
03/17/2025 Bill	Zoll Medical Corporation	Thermal Paper and Electrodes	1-41800 · Medical Supplies Expenses	-794.31
03/18/2025 Bill	Airgas Intermountain Inc	Oxygen	1-41800 · Medical Supplies Expenses	-81.52
03/18/2025 Bill	First Responders First	24/7 Support - February 2025	1-41000 · EA Assistance Program	-300.00
03/18/2025 Bill	First Responders First	2/3,2/6,2/13,2/19,2/26 - 2025 FF03	1-41000 · EA Assistance Program	-1,050.00
03/18/2025 Bill	First Responders First	2/6,2/13,2/21,2/26 - 2025 FF12	1-41000 · EA Assistance Program	-600.00
03/18/2025 Bill	Layton City Corporation	25ND00874	1-42300 · Paramedics	-280.95
03/18/2025 Bill	Siddons-Martin Emergency Group	Truck 42 Repair - pump tests, transmission service, travel, turbo inspection and replace of cool...	1-43300 · Vehicle Maintenance	-10,041.15
03/18/2025 Bill	Utah Valley University	Tuition - Winter Fire School (Oliver, Baxter, Stapleton, Busdicker, Hone, Hadley L., Shelton)	1-43000 · Travel and Training	-525.00
03/20/2025 Bill	Apparatus Equipment & Service, Inc	Turnouts - Light Weight (Youngberg)	3-44205 · Turnout Gear	-1,454.98
03/20/2025 Bill	AT&T Mobility	2/21/2025-3/20/2025	1-43200 · Utilities (Gas,Power,Phones)	-2,926.28
03/20/2025 Bill	Boundtree Medical Supplies	Medical Supplies	1-41800 · Medical Supplies Expenses	-417.22
03/20/2025 Bill	Boundtree Medical Supplies	Medcical Supplies, Medication	1-41800 · Medical Supplies Expenses	-862.55

## North Davis Fire District Custom Transaction Detail Report March 2025

03/20/2025	Bill	Layton City Corporation	25ND00903	1-42300 · Paramedics	-280.95
03/20/2025	Bill	Layton City Corporation	25ND00895	1-42300 · Paramedics	-280.95
03/20/2025	Bill	Zoll Medical Corporation	Electrodes	1-41800 · Medical Supplies Expenses	-269.75
03/21/2025	Bill	Siddons-Martin Emergency Group	Circuit Breaker - T42	1-43300 · Vehicle Maintenance	-286.66
03/21/2025	Bill	Zoll Medical Corporation	Cable/Sensors (4)	1-41800 · Medical Supplies Expenses	-3,366.48
03/21/2025	Bill	Zoll Medical Corporation	Cable (3)	1-41800 · Medical Supplies Expenses	-692.22
03/24/2025	Bill	Zoll Medical Corporation	Vent supply	1-41800 · Medical Supplies Expenses	-299.00
03/25/2025	Bill	AFLAC	NDFD Cancer	1-41410 · AFLAC Cancer Policy	-996.24
03/25/2025	Bill	Boundtree Medical Supplies	Medical Supplies, Medication	1-41800 · Medical Supplies Expenses	-150.26
03/28/2025	Bill	Henry Schein	Medication	1-41800 · Medical Supplies Expenses	-276.40
03/28/2025	Bill	JComm	Radio Repair - E41	1-40600 · Communications	-125.00
03/31/2025	Bill	Ace Disposal	4/1/2025-4/30/2025 Waste Removal - Station 41	1-43200 · Utilities (Gas,Power,Phones)	-132.25
03/31/2025	Bill	Airgas Intermountain Inc	Oxygen	1-41800 · Medical Supplies Expenses	-234.00
03/31/2025	Bill	Blueline Services	Post Accident - German	1-42440 · Blueline Drug Testin	-50.00
03/31/2025	Bill	Blueline Services	Post Accicdent - Hilton	1-42440 · Blueline Drug Testin	-80.00
03/31/2025	Bill	Blueline Services	Post Accident - Zilles	1-42440 · Blueline Drug Testin	-340.00
03/31/2025	Bill	Blueline Services	Post Accident - Taylor, C	1-42440 · Blueline Drug Testin	-80.00
03/31/2025	Bill	Boundtree Medical Supplies	Sethoscope (2) Differential service, diagostic, flush brake system - 402	1-41800 · Medical Supplies Expenses	-829.98
03/31/2025	Bill	Charlie's Service Center	402	1-43300 · Vehicle Maintenance	-663.32
03/31/2025	Bill	Charlie's Service Center	Front brakes - 402	1-43315 · Tires/Brakes	-688.41
03/31/2025	Bill	Child Richards (CPA)	March 2025	1-42410 · Accountant Fees	-3,300.00
03/31/2025	Bill	Henry Schein	Gloves, test strips, IV drops, sensors	1-41800 · Medical Supplies Expenses	-1,951.86
03/31/2025	Bill	LN Curtis and Sons	Helmet front	1-42010 · Turnout Gear	-61.00
03/31/2025	Bill	West Point City (2)	3/1/2025-3/31/2025 Station 41	1-43200 · Utilities (Gas,Power,Phones)	-61.50
03/04/2025	Check	IRS Deposit	Payroll Date 3/4/20252 (Sam Parker 2/6/2025-2/17/2025)	1-41300 · FICA	-142.32

# North Davis Fire District Custom Transaction Detail Report

March 2025

03/04/2025	Check	Payroll	Payroll Date 3/4/20252 (Sam Parker 2/6/2025-2/17/2025)	1-41110 · Full Time Employee Wages	-1,597.05
03/04/2025	Check	Payroll	Payroll Date 3/4/20252 (Sam Parker 2/6/2025-2/17/2025)	1-41111 · Auto Overtime	-263.30
03/13/2025	Check	Annette M Judd	Board Payroll 3rd Qtr (Jan-March 2025)	1-40110 · Board of Directors Payroll	-1,000.00
03/13/2025	Check	Brian Vincent	Board Payroll 3rd Qtr (Jan-March 2025)	1-40110 · Board of Directors Payroll	-1,250.00
03/13/2025	Check	IRS Deposit	Board Payroll 3rd Qtr (Jan-March 2025)	1-41300 · FICA	-726.76
03/13/2025	Check	Jerry Chatterton	Board Payroll 3rd Qtr (Jan-March 2025)	1-40110 · Board of Directors Payroll	-1,000.00
03/13/2025	Check	Mark Shepherd	Board Payroll 3rd Qtr (Jan-March 2025)	1-40110 · Board of Directors Payroll	-1,000.00
03/13/2025	Check	Megan Ratchford	Board Payroll 3rd Qtr (Jan-March 2025)	1-40110 · Board of Directors Payroll	-1,000.00
03/13/2025	Check	Nancy Smalling	Board Payroll 3rd Qtr (Jan-March 2025)	1-40110 · Board of Directors Payroll	-1,250.00
03/13/2025	Check	Ricky Carlson	Board Payroll 3rd Qtr (Jan-March 2025)	1-40110 · Board of Directors Payroll	-1,000.00
03/13/2025	Check	Scott Wiggill	Board Payroll 3rd Qtr (Jan-March 2025)	1-40110 · Board of Directors Payroll	-1,000.00
03/13/2025	Check	Tim Roper	Board Payroll 3rd Qtr (Jan-March 2025)	1-40110 · Board of Directors Payroll	-1,000.00
03/14/2025	Check	IRS Deposit	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-41300 · FICA	-8,852.48
03/14/2025	Check	Payroll	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-41110 · Full Time Employee Wages	-81,385.27
03/14/2025	Check	Payroll	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-41110 · Full Time Employee Wages	-1,295.28
03/14/2025	Check	Payroll	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-41111 · Auto Overtime	-7,654.54
03/14/2025	Check	Payroll	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-41115 · Salary	-14,253.60
03/14/2025	Check	Payroll	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-41116 · Sick Leave	-2,036.30
03/14/2025	Check	Payroll	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-41117 · Vacation Leave	-6,540.51
03/14/2025	Check	Payroll	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-41120 · Part-Time Employee Wages	-8,432.75
03/14/2025	Check	Payroll	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-41400 · Insurance (Health)	3,210.23

# North Davis Fire District Custom Transaction Detail Report

March 2025

03/14/2025	Check	Payroll	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-43200 · Utilities (Gas,Power,Phones)	12.75
03/14/2025	Check	Utah Retirement Systems	Payroll Date 3/14/2025 (FT FF 2/18/25-3/1/25 / PT FF 2/23/25-3/8/25)	1-42500 · Retirement	-22,828.38
03/21/2025	Check		Service Charge	1-40200 · Bank Charges	-480.92
03/28/2025	Check	Health Equity	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41400 · Insurance (Health)	-27.30
03/28/2025	Check	IRS Deposit	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41300 · FICA	-9,072.41
03/28/2025	Check	Payroll	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41110 · Full Time Employee Wages	-83,948.15
03/28/2025	Check	Payroll	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41110 · Full Time Employee Wages	-690.60
03/28/2025	Check	Payroll	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41111 · Auto Overtime	-8,566.53
03/28/2025	Check	Payroll	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41115 · Salary	-14,253.60
03/28/2025	Check	Payroll	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41116 · Sick Leave	-2,973.06
03/28/2025	Check	Payroll	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41117 · Vacation Leave	-3,056.45
03/28/2025	Check	Payroll	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41120 · Part-Time Employee Wages	-10,893.45
03/28/2025	Check	Payroll	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41120 · Part-Time Employee Wages	-91.53
03/28/2025	Check	Payroll	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-43200 · Utilities (Gas,Power,Phones)	12.75
03/28/2025	Check	PEHP Flex	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-41400 · Insurance (Health)	-20.00
03/28/2025	Check	Utah Retirement Systems	Payroll Date 3/28/2025 (FT FF 3/2/25-3/13/25 PT Admin 3/9/25-3/22/25)	1-42500 · Retirement	-22,643.75
03/01/2025	Credit Card Charge	GoTo Communications Inc	Phone Service - March 2025	1-43200 · Utilities (Gas,Power,Phones)	-508.40
03/01/2025	Credit Card Charge	VASA	Memberships - Through 2/28/2025	1-41400 · Insurance (Health)	-854.55
03/02/2025	Credit Card Charge	National Registry EMT	Recert - Iarossi	1-41940 · Recert of AMETs	-26.00
03/03/2025	Credit Card Charge	Amazon	Screen protector - Rogers	1-42200 · Office supply & expenses	-21.99
03/05/2025	Credit Card Charge	Amazon	Office Supplies, Toner, Plant Pots	1-42200 · Office supply & expenses	-495.00

# North Davis Fire District

## Custom Transaction Detail Report

### March 2025

03/05/2025	Credit Card Charge	National Registry EMT	Recert - Sholly, Corbin	1-41940 · Recert of AMETs	-25.00
03/06/2025	Credit Card Charge	Cafe Central	County Chief Meeting Lunch (Becraft & King0	1-42700 · Special Department Allowance	-24.82
03/06/2025	Credit Card Charge	Southwest	Flight to CNG Class - Chicago, IL - Hone	1-43000 · Travel and Training	-730.96
03/07/2025	Credit Card Charge	CFS Funeral Home	Funeral Flowers - Burney	1-42700 · Special Department Allowance	-149.63
03/08/2025	Credit Card Charge	National Registry EMT	Recert - Hartman	1-41940 · Recert of AMETs	-32.00
03/10/2025	Credit Card Charge	Rainbow Hotel	Lodging IAA Conference Wendover (3/10/2025-3/13/2025) - Hadley A	1-40455 · IAAI Training Seminar	-344.52
03/10/2025	Credit Card Charge	Rainbow Hotel	Lodging IAA Conference Wendover (3/10/2025-3/13/2025) King	1-40455 · IAAI Training Seminar	-344.52
03/10/2025	Credit Card Charge	Rainbow Hotel	Lodging IAA Conference Wendover (3/10/2025-3/13/2025) Holman	1-40455 · IAAI Training Seminar	-344.52
03/10/2025	Credit Card Charge	Southwest	Flight to CNG Class - Harrington	1-43000 · Travel and Training	-834.97
03/11/2025	Credit Card Charge	Cafe Central	Admin Meeting / Lunch 3/11/2025	1-42700 · Special Department Allowance	-125.00
03/11/2025	Credit Card Charge	Venmo	Drake Hadley - Charged for personal Allen Hadley	1-42028 · Misc Expense	-51.50
03/11/2025	Credit Card Charge	Venmo	Kayleigh Hadley - Charged for personal Allen Hadley	1-42028 · Misc Expense	-51.50
03/11/2025	Credit Card Charge	Venmo	Christy Hadley - Charged for personal Allen Hadley	1-42028 · Misc Expense	-263.16
03/11/2025	Credit Card Charge	Venmo	Christy Hadley - Charged for personal Allen Hadley	1-42028 · Misc Expense	-159.65
03/11/2025	Credit Card Charge	Venmo	IAAI Membership - Hadley	1-42800 · Subscriptions, Memberships	-41.20
03/12/2025	Credit Card Charge	Amazon	Stapler	1-42200 · Office supply & expenses	-21.30
03/12/2025	Credit Card Charge	Southwest	Flight to CNG Class in Chicago, IL - Kortright	1-43000 · Travel and Training	-705.92
03/12/2025	Credit Card Charge	Southwest	CNG Class - Kortright	1-43000 · Travel and Training	-711.96
03/13/2025	Credit Card Charge	Cal Ranch	Boots and Gloves	42020 · Safety / PPE	-133.73
03/13/2025	Credit Card Charge	Chevron	Fuel	1-43300 · Vehicle Maintenance	-50.62
03/13/2025	Credit Card Charge	Rainbow Hotel	IAAI Conference - Harrington	1-40450 · Arson Investigator Training	-344.52

## North Davis Fire District Custom Transaction Detail Report March 2025

03/13/2025	Credit Card Charge	Rainbow Hotel	IAAI Conference - Rawlings	1-40450 · Arson Investigator Training	-344.52
03/14/2025	Credit Card Charge	YouTube		1-43200 · Utilities (Gas,Power,Phones)	-15.01
03/17/2025	Credit Card Charge	Foremost Promotions	Fire Hats (1,100)	1-40465 · Pub Ed Supplies & Open House	-1,364.00
03/18/2025	Credit Card Charge	Amazon	Toner - Captain at Station 41 Printer	1-42200 · Office supply & expenses	-46.99
03/18/2025	Credit Card Charge	Bureau of Emergency Medical Services	Recert - Iarossi	1-41940 · Recert of AMETs	-30.00
03/19/2025	Credit Card Charge	Amazon	Filters - Station 42	1-41200 · Equipment Maintenance & Supply	-58.48
03/19/2025	Credit Card Charge	CommerceSync	Commerce Sync 3/19 - 4/19	1-40200 · Bank Charges	-41.95
03/20/2025	Credit Card Charge	Amazon	Computer Speaker	1-42200 · Office supply & expenses	-21.99
03/20/2025	Credit Card Charge	Smith's #272	Station supply	1-41200 · Equipment Maintenance & Supply	-24.18
03/21/2025	Credit Card Charge	National Registry EMT	Recert	1-41940 · Recert of AMETs	-26.00
03/22/2025	Credit Card Charge	Marco's Pizza	Food for C-shift after fire	1-42700 · Special Department Allowance	-108.11
03/23/2025	Credit Card Charge	Smith's #272	Pellets	1-42700 · Special Department Allowance	-21.34
03/24/2025	Credit Card Charge	Forensic Detectors	Gas detectors	1-42025 · Haz-Mat Supplies	-1,644.00
03/24/2025	Credit Card Charge	Lowe's	Janitorial	1-41200 · Equipment Maintenance & Supply	-17.14
03/25/2025	Credit Card Charge	The Parking Spot	Parking - While Traveling to Florida for Vehicle	1-43000 · Travel and Training	-56.10
03/25/2025	Credit Card Charge	VASA		1-41400 · Insurance (Health)	-854.55
03/26/2025	Credit Card Charge	Auto Zone	Supplies for Fire Extinguisher Training on March 27th	1-40470 · Pub Ed Training	-19.28
03/26/2025	Credit Card Charge	Holiday Oil	Gas for fire extinguisher training on 3/26	1-40470 · Pub Ed Training	-1.46
03/26/2025	Credit Card Charge	Holiday Oil	Fuel for fire extinguisher training on 3/26	1-40470 · Pub Ed Training	-4.23
03/26/2025	Credit Card Charge	The Parking Spot	Parking while at CNG class	1-43000 · Travel and Training	-8.20
03/27/2025	Credit Card Charge	Crown Pest Control	Pest Control - Station 41 & 42	1-41200 · Equipment Maintenance & Supply	-600.00



North Davis Fire District  
Custom Transaction Detail Report  
March 2025

03/27/2025	Credit Card Charge	National Registry EMT	Recert -Holman	1-41940 · Recert of AMETs	-26.00
03/29/2025	Credit Card Charge	National Registry EMT	Recert	1-41940 · Recert of AMETs	-32.00
03/30/2025	Credit Card Charge	YouTube	TV	1-43200 · Utilities (Gas,Power,Phones)	-89.01
03/31/2025	Credit Card Charge	Amazon	Note pads	1-42200 · Office supply & expenses	-12.72
03/31/2025	Credit Card Charge	The Parking Spot	Parking for CNG Training	1-43000 · Travel and Training	-133.20
03/12/2025	Credit Card Credit	Southwest	CNG Class - Kortright	1-43000 · Travel and Training	705.92
<b>Expenditures - March 2025</b>					<b><u>-499,411.68</u></b>

## North Davis Fire District Profit & Loss Budget vs. Actual July 2024 through June 2025

Ordinary Income/Expense	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
1-30100 · Ambulance	1,014,005.14	1,200,000.00	-185,994.86	84.5%
1-30150 · Fire / Incident Recovery	10,142.92	36,000.00	-25,857.08	28.18%
1-30200 · Contract Services	0.00	0.00	0.00	0.0%
1-31100 · Donations	1,000.00	0.00	1,000.00	100.0%
1-32100 · Fee in Lieu	268,798.40	245,000.00	23,798.40	109.71%
1-32200 · Property Taxes	6,767,312.14	6,283,930.00	483,382.14	107.69%
1-32300 · PT Contribution to Other Gover.	0.00	774,898.00	-774,898.00	0.0%
<b>1-32803 · Plan Review</b>				
1-32805 · Plan Review - Subdivision/Unit	0.00	0.00	0.00	0.0%
1-38200 · Plan Review Fees	13,438.84	6,000.00	7,438.84	223.98%
1-32803 · Plan Review - Other	0.00	0.00	0.00	0.0%
<b>Total 1-32803 · Plan Review</b>	<b>13,438.84</b>	<b>6,000.00</b>	<b>7,438.84</b>	<b>223.98%</b>
1-32810 · Fire Protection - Sprinkler	0.00	1,000.00	-1,000.00	0.0%
1-32820 · Fire Spinkler Alarm	0.00	1,000.00	-1,000.00	0.0%
1-33100 · Fire Protection	0.00	700.00	-700.00	0.0%
1-33110 · Clerical Fees	385.00	700.00	-315.00	55.0%
1-34100 · Impact Fees	50,904.98	50,000.00	904.98	101.81%
1-35100 · Inspection Fees	11,490.00	8,000.00	3,490.00	143.63%
1-36100 · Interest Income-General Fund	133,450.46	100,000.00	33,450.46	133.45%
<b>1-37100 · Miscellaneous Service Revenues</b>				
1-37101 · Fire Investigation Report	0.00	0.00	0.00	0.0%
1-37102 · Incident Report	0.00	0.00	0.00	0.0%
1-37106 · Misc Revenue	3,092.95			
1-37100 · Miscellaneous Service Revenues - Other	71.95	0.00	71.95	100.0%
<b>Total 1-37100 · Miscellaneous Service Revenues</b>	<b>3,164.90</b>	<b>0.00</b>	<b>3,164.90</b>	<b>100.0%</b>
1-37105 · Standby Fee	0.00	0.00	0.00	0.0%
<b>1-37200 · Grants</b>				
1-37210 · EMS Per Capita Grant	4,363.00	6,216.00	-1,853.00	70.19%
1-37220 · EMS Competitive (Ambulance)	0.00	0.00	0.00	0.0%
1-37230 · Region 1 Haz-Mat Grant	0.00	0.00	0.00	0.0%
1-37240 · Firehouse Subs Foundation Grant	0.00	0.00	0.00	0.0%
1-37200 · Grants - Other	0.00	0.00	0.00	0.0%
<b>Total 1-37200 · Grants</b>	<b>4,363.00</b>	<b>6,216.00</b>	<b>-1,853.00</b>	<b>70.19%</b>
<b>1-38100 · Permit Fees</b>				
1-38110 · Specialized Permit	3,900.00	2,000.00	1,900.00	195.0%
1-38100 · Permit Fees - Other	350.00	0.00	350.00	100.0%
<b>Total 1-38100 · Permit Fees</b>	<b>4,250.00</b>	<b>2,000.00</b>	<b>2,250.00</b>	<b>212.5%</b>
1-38210 · Fire Protection - Fire Alarm	0.00	0.00	0.00	0.0%
1-3999 · Uncategorized Income	462.71			
<b>Total Income</b>	<b>8,283,168.49</b>	<b>8,715,444.00</b>	<b>-432,275.51</b>	<b>95.04%</b>

## North Davis Fire District

### Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Cost of Goods Sold</b>				
5000 · Cost of Goods Sold	346.69			
<b>Total COGS</b>	346.69			
<b>Gross Profit</b>	8,282,821.80	8,715,444.00	-432,622.20	95.04%
<b>Expense</b>				
Administrative Fees	0.00			
Stripe Uncat. Expenses	635.22			
Utah Disability Death Benefit	0.00	0.00	0.00	0.0%
<b>1-40100 · Administrative Control Board</b>				
1-40110 · Board of Directors Payroll	28,500.00	38,000.00	-9,500.00	75.0%
<b>Total 1-40100 · Administrative Control Board</b>	28,500.00	38,000.00	-9,500.00	75.0%
1-40200 · Bank Charges	5,987.57	8,050.00	-2,062.43	74.38%
1-40300 · Clothing Allowance	43,558.54	48,086.00	-4,527.46	90.59%
<b>1-40400 · Code Enforcement</b>				
1-40405 · IAAI Chapter Membership	652.00	675.00	-23.00	96.59%
1-40410 · ICC Membership & Codes	265.00	1,205.00	-940.00	21.99%
1-40415 · National Assoc Fire Invest	50.00	325.00	-275.00	15.39%
1-40420 · NFPA Dues & Publications	114.99	1,705.00	-1,590.01	6.74%
1-40425 · Utah Fire & Life Safety Assoc	0.00	150.00	-150.00	0.0%
1-40430 · Utah Fire Life Educators Prog	0.00	1,250.00	-1,250.00	0.0%
1-40435 · Utah State Fire Marshal Assoc	40.00	50.00	-10.00	80.0%
1-40440 · Bluebeam	520.00	960.00	-440.00	54.17%
1-40445 · Fire Marshal Training	669.44	800.00	-130.56	83.68%
1-40450 · Arson Investigator Training	689.04	1,000.00	-310.96	68.9%
1-40455 · IAAI Training Seminar	3,460.56	3,500.00	-39.44	98.87%
1-40460 · Fire & Life Educators Program	0.00	700.00	-700.00	0.0%
1-40465 · Pub Ed Supplies & Open House	4,450.46	8,400.00	-3,949.54	52.98%
1-40470 · Pub Ed Training	76.02	3,000.00	-2,923.98	2.53%
1-40475 · Investgation Supplies	171.96	2,000.00	-1,828.04	8.6%
1-40480 · Code Enforcement Supplies	0.00	1,500.00	-1,500.00	0.0%
<b>Total 1-40400 · Code Enforcement</b>	11,159.47	27,220.00	-16,060.53	41.0%
<b>1-40500 · Collection Contract</b>				
Fire Recovery	2,028.58	7,200.00	-5,171.42	28.18%
Stripe Fees	1,227.77	750.00	477.77	163.7%
1-40510 · Health Care Finance Assessment	36,708.21	82,488.00	-45,779.79	44.5%
1-40500 · Collection Contract - Other	8,632.05	120,000.00	-111,367.95	7.19%
<b>Total 1-40500 · Collection Contract</b>	48,596.61	210,438.00	-161,841.39	23.09%
1-40600 · Communications	9,798.25	11,000.00	-1,201.75	89.08%
<b>1-40700 · Computer Maintenance &amp; Supply</b>				
1-40740 · IT Equipment	4,434.24	6,500.00	-2,065.76	68.22%
1-40700 · Computer Maintenance & Supply - Other	40,562.43	56,588.00	-16,025.57	71.68%
<b>Total 1-40700 · Computer Maintenance &amp; Supply</b>	44,996.67	63,088.00	-18,091.33	71.32%

## North Davis Fire District Profit & Loss Budget vs. Actual July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
1-40800 · Contributions to Other Govt	0.00	774,898.00	-774,898.00	0.0%
1-40900 · Dispatch Services	134,069.00	134,069.00	0.00	100.0%
1-41000 · EA Assistance Program	14,685.00	16,400.00	-1,715.00	89.54%
1-41100 · Employees Wages				
1-41110 · Full Time Employee Wages				
1-41111 · Auto Overtime	244,369.32	254,159.00	-9,789.68	96.15%
1-41115 · Salary	291,293.46			
1-41116 · Sick Leave	84,996.08			
1-41117 · Vacation Leave	209,642.79			
1-41118 · Benefit Contingency Payout	38,814.44	125,000.00	-86,185.56	31.05%
1-41110 · Full Time Employee Wages - Other	1,926,561.18	3,308,193.00	-1,381,631.82	58.24%
<b>Total 1-41110 · Full Time Employee Wages</b>	<b>2,795,677.27</b>	<b>3,687,352.00</b>	<b>-891,674.73</b>	<b>75.82%</b>
1-41120 · Part-Time Employee Wages	168,881.47	186,351.00	-17,469.53	90.63%
<b>Total 1-41100 · Employees Wages</b>	<b>2,964,558.74</b>	<b>3,873,703.00</b>	<b>-909,144.26</b>	<b>76.53%</b>
1-41200 · Equipment Maintenance & Supply	21,096.32	46,370.00	-25,273.68	45.5%
1-41300 · FICA	210,235.14	298,460.00	-88,224.86	70.44%
1-41400 · Insurance (Health)				
1-41410 · AFLAC Cancer Policy	9,630.55			
1-41420 · Disability Insurance	81.92			
1-41430 · Life Insurance	2,195.01			
1-41400 · Insurance (Health) - Other	503,827.72	858,531.00	-354,703.28	58.69%
<b>Total 1-41400 · Insurance (Health)</b>	<b>515,735.20</b>	<b>858,531.00</b>	<b>-342,795.80</b>	<b>60.07%</b>
1-41500 · Lease Obligation-interest	20,448.29	20,449.00	-0.71	100.0%
1-41600 · Lease Obligations-principal	122,112.93	122,111.00	1.93	100.0%
1-41700 · Liability Insurance (Risk Manag				
1-41720 · Cyber Liability	14,657.00	14,657.00	0.00	100.0%
1-41700 · Liability Insurance (Risk Manag - Other	72,851.00	77,000.00	-4,149.00	94.61%
<b>Total 1-41700 · Liability Insurance (Risk Manag</b>	<b>87,508.00</b>	<b>91,657.00</b>	<b>-4,149.00</b>	<b>95.47%</b>
1-41800 · Medical Supplies Expenses				
1-41814 · Vent and Zoll Maintenance	2,040.00	8,800.00	-6,760.00	23.18%
1-41800 · Medical Supplies Expenses - Other	94,294.02	108,958.00	-14,663.98	86.54%
<b>Total 1-41800 · Medical Supplies Expenses</b>	<b>96,334.02</b>	<b>117,758.00</b>	<b>-21,423.98</b>	<b>81.81%</b>
1-41900 · Misc Services				
1-41920 · Yearly Ambulance License Fees	0.00	1,950.00	-1,950.00	0.0%
1-41925 · Yearly Paramedic License Fee	0.00	325.00	-325.00	0.0%
1-41930 · Firefighter Testing	8,233.00	16,500.00	-8,267.00	49.9%
1-41940 · Recert of AMETs	1,227.25	3,600.00	-2,372.75	34.09%
1-41900 · Misc Services - Other	102.00	2,315.00	-2,213.00	4.41%
<b>Total 1-41900 · Misc Services</b>	<b>9,562.25</b>	<b>24,690.00</b>	<b>-15,127.75</b>	<b>38.73%</b>
1-42000 · Misc. Equipment				
1-42005 · Safety Equipment	0.00	1,450.00	-1,450.00	0.0%
1-42010 · Turnout Gear	7,472.41	10,000.00	-2,527.59	74.72%

## North Davis Fire District

### Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
1-42015 · Ansi Coats	0.00	1,000.00	-1,000.00	0.0%
1-42025 · Haz-Mat Supplies	4,439.51	6,000.00	-1,560.49	73.99%
42020 · Safety / PPE	393.71	6,500.00	-6,106.29	6.06%
1-42000 · Misc. Equipment - Other	-1,116.98	600.00	-1,716.98	-186.16%
<b>Total 1-42000 · Misc. Equipment</b>	<b>11,188.65</b>	<b>25,550.00</b>	<b>-14,361.35</b>	<b>43.79%</b>
1-42028 · Misc Expense	5,722.58			
1-42200 · Office supply & expenses	7,291.76	14,164.00	-6,872.24	51.48%
1-42300 · Paramedics	11,144.75	11,238.00	-93.25	99.17%
1-42400 · Professional Services				
1-42410 · Accountant Fees	29,700.00	39,600.00	-9,900.00	75.0%
1-42420 · Attorney	15,800.00	22,000.00	-6,200.00	71.82%
1-42430 · Auditor	9,270.00	9,500.00	-230.00	97.58%
1-42435 · Background Checks	211.75	560.00	-348.25	37.81%
1-42440 · Blueline Drug Testin	1,320.00	1,980.00	-660.00	66.67%
1-42441 · Blueline New Hire Testing	611.00	1,050.00	-439.00	58.19%
1-42460 · Bonding	5,000.00	4,500.00	500.00	111.11%
1-42470 · Medical Advisor	9,000.00	10,800.00	-1,800.00	83.33%
1-42480 · Payroll Administration	11,035.00	14,400.00	-3,365.00	76.63%
1-42400 · Professional Services - Other	1,292.00	2,000.00	-708.00	64.6%
<b>Total 1-42400 · Professional Services</b>	<b>83,239.75</b>	<b>106,390.00</b>	<b>-23,150.25</b>	<b>78.24%</b>
1-42500 · Retirement	509,534.10	588,504.00	-78,969.90	86.58%
1-42700 · Special Department Allowance				
1-42705 · Winter Social & Awards	11,548.77	11,600.00	-51.23	99.56%
1-42710 · Challenge Coins	0.00	0.00	0.00	0.0%
1-42715 · Board of Trustee Expenses	475.99	1,000.00	-524.01	47.6%
1-42700 · Special Department Allowance - Other	9,696.12	20,185.00	-10,488.88	48.04%
<b>Total 1-42700 · Special Department Allowance</b>	<b>21,720.88</b>	<b>32,785.00</b>	<b>-11,064.12</b>	<b>66.25%</b>
1-42800 · Subscriptions, Memberships				
1-42805 · ImagedTrend	22,016.01	19,531.00	2,485.01	112.72%
1-42810 · Vector Solutions	19,017.00	22,933.00	-3,916.00	82.92%
1-42800 · Subscriptions, Memberships - Other	24,322.36	31,502.00	-7,179.64	77.21%
<b>Total 1-42800 · Subscriptions, Memberships</b>	<b>65,355.37</b>	<b>73,966.00</b>	<b>-8,610.63</b>	<b>88.36%</b>
1-42850 · Surviving Spouse Trust Fund	0.00	4,840.00	-4,840.00	0.0%
1-43000 · Travel and Training	29,488.21	53,085.00	-23,596.79	55.55%
1-43200 · Utilities (Gas,Power,Phones)	77,607.86	99,125.00	-21,517.14	78.29%
1-43300 · Vehicle Maintenance				
1-43310 · Fuel	38,574.03			
1-43315 · Tires/Brakes	27,647.58			
1-43300 · Vehicle Maintenance - Other	106,295.60	120,350.00	-14,054.40	88.32%
<b>Total 1-43300 · Vehicle Maintenance</b>	<b>172,517.21</b>	<b>120,350.00</b>	<b>52,167.21</b>	<b>143.35%</b>
1-43400 · Workmans Comp	76,136.00	70,746.00	5,390.00	107.62%
1-48000 · Transfer to Debt Service	0.00	524,194.00	-524,194.00	0.0%

## North Davis Fire District Profit & Loss Budget vs. Actual July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
1-49000 · Fleet Fund Capital Exp	0.00	180,000.00	-180,000.00	0.0%
1-49999 · Appropriation of Fund Bal (Exp)	0.00	26,529.00	-26,529.00	0.0%
<b>Total Expense</b>	<b>5,460,524.34</b>	<b>8,716,444.00</b>	<b>-3,255,919.66</b>	<b>62.65%</b>
<b>Net Ordinary Income</b>	<b>2,822,297.46</b>	<b>-1,000.00</b>	<b>2,823,297.46</b>	<b>-282,229.75%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Projects Inc 3</b>				
3-39100 · Capital Projects-Transfer In	0.00	180,000.00	-180,000.00	0.0%
<b>Total Capital Projects Inc 3</b>	<b>0.00</b>	<b>180,000.00</b>	<b>-180,000.00</b>	<b>0.0%</b>
<b>Debt Service Inc 2</b>				
2-39100 · Transfers In Debt Service	0.00	524,194.00	-524,194.00	0.0%
<b>Total Debt Service Inc 2</b>	<b>0.00</b>	<b>524,194.00</b>	<b>-524,194.00</b>	<b>0.0%</b>
<b>Local Building Authority Inc 4</b>				
4-36100 · Interest Income	5,983.61			
<b>Total Local Building Authority Inc 4</b>	<b>5,983.61</b>			
<b>Total Other Income</b>	<b>5,983.61</b>	<b>704,194.00</b>	<b>-698,210.39</b>	<b>0.85%</b>
<b>Other Expense</b>				
<b>Debt Service Exp 2</b>				
2-45100 · Interest Expense	144,596.88	289,194.00	-144,597.12	50.0%
2-45200 · Principal	0.00	235,000.00	-235,000.00	0.0%
<b>Total Debt Service Exp 2</b>	<b>144,596.88</b>	<b>524,194.00</b>	<b>-379,597.12</b>	<b>27.59%</b>
<b>Local Building Authority Exp 4</b>				
4-46300 · Construction of Station 42				
4-46310 · Construction Contract	520.00			
4-46350 · Temporary Relocation	850.00			
4-46300 · Construction of Station 42 - Other	598,411.14	350,330.00	248,081.14	170.81%
<b>Total 4-46300 · Construction of Station 42</b>	<b>599,781.14</b>	<b>350,330.00</b>	<b>249,451.14</b>	<b>171.21%</b>
<b>Total Local Building Authority Exp 4</b>	<b>599,781.14</b>	<b>350,330.00</b>	<b>249,451.14</b>	<b>171.21%</b>
<b>3-44100 · Capital Projects Exp 3</b>				
3-44200 · Equipment	55,161.18	88,148.00	-32,986.82	62.58%
3-44205 · Turnout Gear	62,054.04	63,000.00	-945.96	98.5%
3-44220 · UCA Communications	10,800.00	16,686.00	-5,886.00	64.73%
3-44300 · Vehicles	311,024.59	302,726.00	8,298.59	102.74%
3-44330 · Ongoing Transfer for Fleet Main	0.00	30,000.00	-30,000.00	0.0%
3-44100 · Capital Projects Exp 3 - Other	-30,678.16			
<b>Total 3-44100 · Capital Projects Exp 3</b>	<b>408,361.65</b>	<b>500,560.00</b>	<b>-92,198.35</b>	<b>81.58%</b>
<b>Total Other Expense</b>	<b>1,152,739.67</b>	<b>1,375,084.00</b>	<b>-222,344.33</b>	<b>83.83%</b>
<b>Net Other Income</b>	<b>-1,146,756.06</b>	<b>-670,890.00</b>	<b>-475,866.06</b>	<b>170.93%</b>
<b>Net Income</b>	<b>1,675,541.40</b>	<b>-671,890.00</b>	<b>2,347,431.40</b>	<b>-249.38%</b>

**RESOLUTION NO. 2025R-01**

**A RESOLUTION AMENDING THE NORTH DAVIS FIRE DISTRICT POLICIES;  
CHAPTER 200 EMPLOYMENT AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, from time to time, the Board of Trustees finds it necessary to amend the North Davis Fire District Personnel Policy; and

**WHEREAS**, the Administration of the North Davis Fire District has reviewed the District's Employment Policy and recommending changes to policies and procedures; and

**WHEREAS**, The Board of Trustees of the North Davis Fire District has reviewed the Administrations recommends and desires to amend Chapters 200 of the North Davis Fire District Policy Manual as delineated in Exhibit "A" which is attached hereto; and

**WHEREAS**, the Board of Trustees finds it in the best interest of the North Davis Fire District to amend Chapters 200 of the North Davis Fire District Policy Manual as detailed in Exhibit "A" attached hereto;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTH DAVIS FIRE DISTRICT** that Chapters 200 of the North Davis Fire District Policy Manual be amended with the additions and deletions specified in Exhibit "A," 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 \_\_\_\_ day of April 2025.

NORTH DAVIS FIRE DISTRICT  
BOARD OF TRUSTEES

By: \_\_\_\_\_  
BRIAN VINCENT, Chair

ATTEST:

\_\_\_\_\_  
MISTY ROGERS, Clerk

## EMPLOYMENT - 200

Equal Employment Opportunity .....	201:1
Americans with Disabilities Act as Amended (ADAAA) .....	202:1
Sexual/Miscellaneous Harassment.....	203:1
Antidiscrimination Act.....	204:1
Pregnancy, Childbirth, or Pregnancy-Related Conditions.....	205:1
Hiring .....	206:1
Employment Agreements .....	207:1
Orientation and Training.....	208:1
Medical Procedures.....	209:1
Introductory Period .....	210:1
Transfer .....	211:1
Promotion.....	212:1
Hours of Work .....	213:1
Overtime .....	214:1
Outside Employment .....	215:1
Employee Classification .....	216:1
Layoff and Recall.....	217:1
Termination of Employment.....	218:1
Retirement.....	219:1
Employment Residency Requirements.....	220:1



## 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~~ employment privileges and District policies.

- a. The District Fire Chief is responsible for formulating, implementing, coordinating, and monitoring ~~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. ~~It also P~~provides documentation regarding the District's inability to provide accommodation due to undue hardships and the employee's appeal process. The North Davis Fire District ~~to-will~~ 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.

1. ~~Generally, it is the obligation of the employee to make the initial request for reasonable accommodation.~~ 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 Resource 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~~determines that an employee requires ~~an accommodation~~accommodation under the ADA, the Deputy Fire Chief will be notified of an employee's ADA coverage status and the need for ~~an accommodation~~accommodation. The District will have ten calendar days from receipt of the written determination to hold a meeting with the employee and discuss ~~accommodations~~accommodation.

(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~~accommodation and the process on the ADA Interactive Worksheet.
- b. Before denying an employee ~~an accommodation~~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 a 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~~ 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~~ 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~~ accommodation 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~~ period, 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~~ accommodation 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~~ accommodation 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~~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](http://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~~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~~Special attention should be paid to the prohibition of sexual harassment.

(2) Each supervisor and manager ~~has~~have 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.

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## 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.")

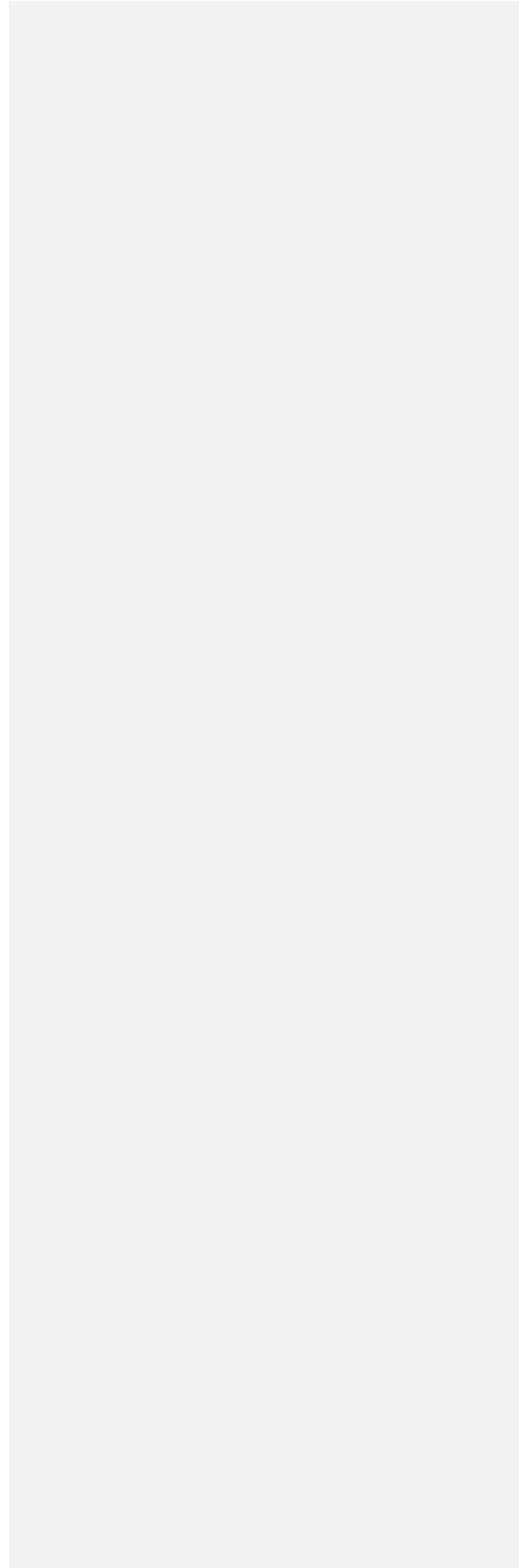
The North Davis Fire District may not refuse to reasonably accommodate gender identity in dress/grooming standards and facilities. The District also may not refuse to provide reasonable ~~accommodations~~ accommodation for an employee related to pregnancy, childbirth, breastfeeding, or related conditions 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*

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**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~~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~~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~~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~~ 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.

(4) Providing a Refrigerator or Freezer for Temporary Storage: ~~The District provides~~ will provide 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 non-electric, 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~~based on 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~~based on 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~~following 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~~District's 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~~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~~ 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 position or~~ fails to meet the requirements of the position ~~set forth in~~ outlined 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 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 ~~into~~ the initial wage offer must be adjusted accordingly in the 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~~ when 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~~The 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~~ accommodation 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)

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## 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:~~ 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:~~ 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 two years 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.

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## **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 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.

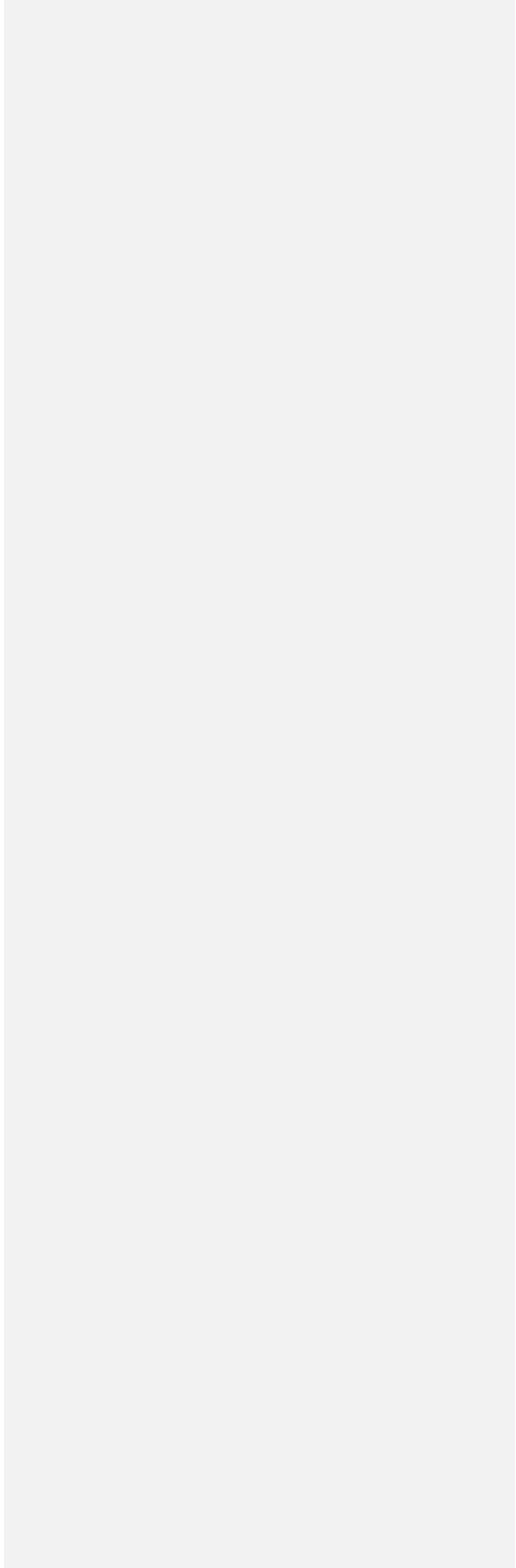
(6) The District will provide special training programs for safety and health matters when considered necessary or as required by government regulation. (See Employee Safety, Chapter 601.)

(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.

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(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.

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## 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~~ and 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~~ 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) NDFD firefighters are required to participate in physical examinations and other health and wellness testing to ensure they are fit for duty.

(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 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 a [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

*Amended 9/21/2023, Resolution 2023R-12*

## 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 position. Where appropriate, weaknesses in performance, behavior, or development should be brought to the employee's attention for correction. Employees should receive encouragement and mentoring during their training period.

(2) Supervisors should prepare a written evaluation using the District's evaluation process of all full-time, part-time regular, and part-time fire employees' job performance ~~by the end of the first six months and again at the end of one year on the new job~~ quarterly. (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~~ over 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)

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## 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 District's Job Announcement Board. However, as it is considered 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 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~~ 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 a 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 may 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~~ Captain 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 at a rate of time and one-half if attendance is mandatory. 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~~before 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 District's 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~~District's 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 District's 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, then 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 District's 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 the 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 their or another employee's 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

*Amended 9/21/2023, Resolution 2023R-12*

*(Amended 11/19/2020, Resolution 202R-16)*

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## 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 2,880 hours per year. Employees must actually work 91 hours per period prior to overtime being paid. ~~A~~administrative leave ~~is~~ 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 not eligible for compensatory time for hours worked. . 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. ~~—~~ 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 the 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~~ ~~withdraw~~ annual vacation leave, or mandatorily call back any employee of the district.

(8) Mandatory Call-Back Pay: When an employee is mandatorily 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 firefighters are exempt from the mandatory call-back pay provision.

(9) Call-Back Coverage Pay: When an employee is voluntarily called back to work, the employee will be paid at a straight time rate until hours actually worked within the 12-day pay cycle exceed 91 hours. After 91 hours actually worked, the employee will be paid at the rate of time and one-half. Calculation of the time starts when the employee begins work. Part-time firefighters are exempt from the call-out/call-back pay provision.

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

Amended 9/21/2023, Resolution 2023R-12

## 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 employees' 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 the Fire Chief~~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 a retirement benefit. Tier 2 Elected and Appointed Officials are not eligible to receive a 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 2,880 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~~under the procedures described below.

### Procedure:

(1) The District will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoffs 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 needs, 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:

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

(2) Employees who are absent from work for two 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) The District Fire 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.
- B. The District Fire 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.
- C. 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 Fire Chief.

(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. 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.

(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.

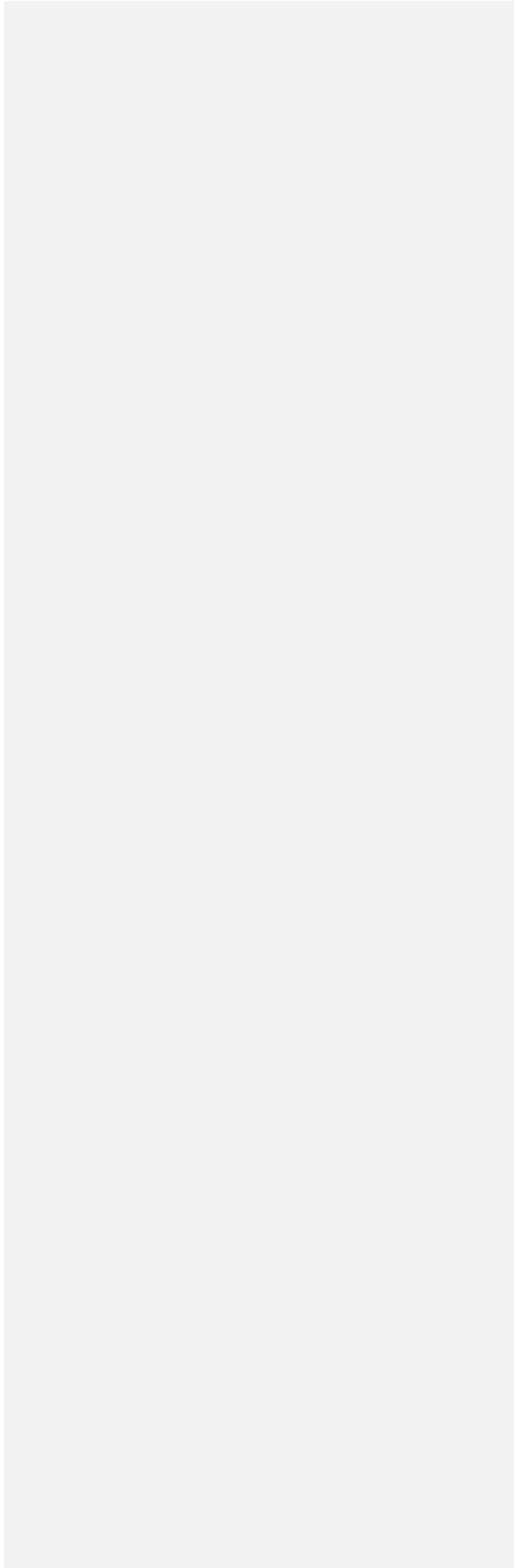
(12) Terminating employees may be eligible for future employment if recommended by their supervisor and approved by the District Fire Chief. Terminating employees who wish to be considered for future employment should inform the District Fire Chief.

(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.)

*Amended 10/24/2024; Resolution 2024R-12*

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## 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 District's 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~~periodically. 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.)

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## **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~~are required to live within a 10-minute response time to the District.

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