

**RESOLUTION No. 2020-02**

**A RESOLUTION ADOPTING THE NORTH TOOELE FIRE DISTRICT BOARD OF TRUSTEES CONSENT AGENDA #1**

**WHEREAS**, the North Tooele Fire District (NTFD or the District) desires to approve Board of Trustees, Human Resource (HR), and Payroll policies/procedures by consent agenda; and

**WHEREAS**, the Board of Trustees (BOT) acting as the governing authority of the North Tooele Fire Protection Service District, at a regular monthly meeting of the BOT approved the following policies/procedures that were reviewed and acknowledged by the Trustees in Lexipol KMS Management System:

- Payroll Administration Procedures
- Payroll Handbook
- Health Insurance Benefits Procedures
- Retirement Benefits Procedures
- 401(k), 457, and IRA Elective Deferred Savings Plans Procedures
- Paid Time Off (PTO) Procedures
- Time Exchange Procedures
- Cell Phone Reimbursement Allowance Procedures
- Compensation Procedures
- Funeral Leave Procedures
- Holiday Leave Procedures
- Timecard Procedures
- Separation of Duties
- Budgeting Procedures
- Cash and Checks Procedures
- Expenditures and Accounts Payable Procedures
- Fixed Assets and Capital Expenditures Procedures
- Fund Balance Procedures
- Employee Handbook
- Volunteer Handbook
- Member in Good Standing – Employee
- Member in Good Standing – Volunteer
- Governing Board Offices and Responsibilities Policy
- Board Interface with Operations Policy
- Board Meeting Policies and Procedures
- Electronic Board Meetings Policy
- URS Tier 2 Elected or Appointed Officials Policy
- Conflict of Interest Policy

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the North Tooele Fire Protection Service District, to approve the Board, HR and Payroll policies and procedures listed.

This resolution shall take immediate effect upon its adoption and approval.

**ADOPTED AND APPROVED** this 20<sup>th</sup> day of February, 2020.

AYES: Rick Pollock, Ken Aldridge, Faye Hall, Scott Bissegger, Steve Manzione

NAYES:

ABSENT:

ATTEST:



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Cassandra Ray  
District Administrator  
North Tooele Fire District



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Rick Pollock  
Board Chair  
NTFD Board of Trustees