

A G E N D A
Park City Fire Service District
Administrative Control Board Meeting
February 4, 2014
Fire District Administrative Office Building
736 West Bitner Rd. Park City, Utah 84098

5:30 p.m.

Work Session

6:30 p.m.

Regular Meeting Called to Order

- I. Approval of Prior Meeting Minutes
- II. Public Input
- III. Commission Reports and Business
 - A. Correspondence
 - B. Financial
- IV. Old Business
 - A. Approval of Policies: III-J-200 Corrective and Disciplinary Action, III-J-400 Grievance Rights, III-J-500 Disciplinary Appeals, III-A-200 Equal Employment Opportunity, III-A-600 Employment of Relatives – Anti-Nepotism (dated 02-04-14).
 - B. Approval to Delete III-J-500 Appeals-Grievance Policies and Definitions (dated 12-17-85).
- V. New Business
 - A. Elect Administrative Control Board Officers
- VI. Staff Reports and Input
- VII. Discussion of Possible Future Agenda Items/Additional Comments
- VIII. Closed Executive Session. Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent litigation; purchase, exchange, lease, or sale of real property; investigative proceedings regarding allegations of criminal misconduct.
- IX. Adjournment

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held March 4, 2014 beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Rd., Park City, Utah 84098.

Park City Fire Service District
Administrative Control Board - Work Session Meeting Minutes
Fire District Administrative Office Building
January 6, 2014

Commission Work Session: 5:30 p.m.

Commissioners Present: Chair Michael Howard, Commissioner Christina Miller, Commissioner Jay Dyal, Commissioner Liza Simpson, and Commissioner Dianne Walker.

Commissioners Absent: None

District Personnel Present: Chief Paul Hewitt, AC Bob Zanetti, AC Scott Adams, BC Eric Hales, BC Steve Zwirn, Captain Kurt Peterson, Captain Steve Boyd, Captain Shawn Winder, Patti Berry, and Bill Pyper, Dave Dorsey.

Public Present: None.

Chief Hales reported on efforts to streamline ambulance billing process and in field with imagetrend program. His hope is that it will be sent directly to MED USA's coding department. MED USA would use what's in the narrative to actually create the ambulance bill. The coding system is called ICD 10 in use now that requires staff to be specific in details of call. Captain Morfin is helping Chief Hales to streamline the process.

Chief Hales reported on the Park City High School EMT and intern programs. The intern program sends one student out to learn what it's like to be a firefighter. The students will complete the EMT course on May 1st using the high school as the official testing center to avoid having to go down to the state bureau office.

Chief Hales reported on South Summit Ambulance services. South Summit is in need of four EMT's. Chief Hales may need to put together an EMT class to provide these new EMT's for the area. Chair Howard asked if there had been any discussion of wilderness type of response training. Chief Hales reported that our Medical Doctor, Doctor Macintosh, travels the world teaching that sort of response. So Doctor Macintosh is presently able to teach such a course.

Chief Adams reported on Sundance beginning next week. He met with the Park City Building department to coordinate building inspections and the ongoing enforcement during Sundance. Fire Prevention had a training session today with Chief Zwirn's crew to help on the opening weekend this Friday and Saturday. Chief Huntzinger's crew will have the same training. Sundance will run January 16th through the 26th with the busiest being the first weekend. Commissioner Dianne Walker asked about the expected number of visitors. Chief Adams wasn't certain about the numbers but estimated arriving visitors at 60,000. Commissioner Walker asked about all the 'make shift' venues around town and if all of them needed to be inspected. Chief Adams confirmed these venues all need to be inspected. He stated the fixed facilities began the inspection process in October meeting with the Sundance staff and reviewing the emergency evacuation plans and conducting table top exercises.

Chief Adams reported on other special events such as the special events at the Utah Olympic Park in December. The ski jump, Nordic combined, and the bob sled have all been completed. The stand-bys for Sundance will be busy during 'first night' and the opening ceremonies. Then Deer

Valley will have the celebrity cups and the world cups and grand prix. After that comes Ragnar and other special events.

Chief Hewitt reported on the ‘kick-off’ meeting for development of the TPT (Task Performance Test). Paul DiVico and Bob Brag from Health Metrics visited with Park City Fire District staff during the month of December. We are in the preliminary phases of the test development conducting site surveys, district studies, and weights and measures. Health Metrics is in the process of developing the questionnaire used in the TPT development process that measures task criticality and frequency. Park City Fire District members will participate in the TPT development process using this questionnaire in the next month or two. Chief Hewitt will keep the ACB apprised as the development of the TPT moves forward.

Chief Zanetti spoke about the needs of our rather dilapidated station #32 at the base of Summit Park. Chief Hewitt confirmed this station is used as a ‘call back’ station in the insurance service offices (ISO) classification ratings used to calculate insurance rates for homeowners. Chief Zanetti reported the image, appearance, and service of the station were in need of improvement. The station serves several purposes and we are a year ahead in beginning these improvements. While improving the station will be far less expensive than building a station, the cost still may run into the hundreds of thousands of dollars. Chair Howard asked if the station would be manned. Chief Zanetti explained the station would not be manned but would be renovated. Chief Hewitt reported that Utah State’s Tyre Holfeltz had written in the Community Wildland Protection Plan had listed as a priority two goal to replace Station #32. These goals were a sort of wish or dream list and were not always intended to be necessarily realistic. Refurbishing rather than replacement is more practical at this time. Staffing the station is a million dollar a year proposition and won’t be staffed in the near future. Chair Howard suggested reaching out to Summit Park residents to make sure the district has no plans to staff station #32 in the near future. Chief Harwood will be attending the meeting with Summit Park residents at the Sheldon Richins building to discuss the district’s support of any fuel mitigation efforts.

Chief Hewitt reported that the annual reports would be completed by mid-January. This report will include our chipping program numbers by neighborhood. This year’s report is more than thirty pages long and other than the copy in the district foyer, is used exclusively in digital form. Chiefs Adams, Hales, and Evans all submitted additions to this annual report.

Chief Hewitt reported that the ACB realized long ago that many of the district policies were conflicting and some didn’t make sense for the district. In response to these needs the ACB and PCFD administration developed a request for proposal used to select Human Resource Strategies (HRS) for assistance in our policy review and revision. Chief Hewitt spoke about some of our employees wanting to speak directly to the ACB and HRS’ Brenda Tranchina’s admonition to not submit comments from employees directly to the ACB circumventing the chain of command. Chief Hewitt reported on employee comments being vetted through HRS.

Patti Berry reported that she had received a rather lengthy document from a few employees with policy comments. Some of the comments were concerns that the policies have been changed at all. The authors may not have been aware of all of much of the reasoning developed in many past meetings and discussions in the development. It appeared that some of the comments were answered in the revised policies. Commissioner Walker stated that she agreed the work session should not be open for employee comments but asked that the ACB be allowed to see the written employee comments. It was agreed that employee comments would be sent to the ACB with HRS’ and PCFD Administration comments and suggested direction. Commissioner Dyal stated he thought that process that PCFD administration had to deal with. Patti discussed some of the

comments and clarifications to the policies that had been made. Commissioner Simpson clarified the process going forward. Liza stated that she didn't see any benefit in opening the process up in our meetings but would like to see for a couple of cycles how the process works. Liza suggested that as board members have further questions they address administration with these questions prior to the work session. Liza said the current policies up for review would be a good learning tool in that the comment period is closed. Chief Zanetti commented on PCFD's open door policy and encouraging employees to come talk to administration for a better understanding of policies. Patti said that many of the current comments could have been better explained in a discussion rather than a lengthy document. Commissioner Miller clarified that in future meetings we would only be addressing something that a board member would want clarification on. Chair Howard said the ACB meetings generally should not be used as a forum for discussion of employee comments.

Chief Hewitt spoke about the annual election for new ACB officers as per policy II-B-100. The approval of ACB officers will be on the agenda for next month's ACB meeting. It was unanimously agreed that the ACB officers remain the same in 2014 as 2013. Commissioner Walker confirmed that big decisions are brought to the entire ACB, not just the Chair and Vice-Chair. Commissioner Simpson agreed.

The Administrative Control Board took a break to have a group picture taken in the foyer.

Work Session Concluded: 6:30 p.m.

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Fire District Administrative Office Building
January 6, 2014

Chair Michael Howard called the public meeting to order at 6:30 p.m.

Commissioners Present: Chair Michael Howard, Commissioner Jay Dyal, Commissioner Liza Simpson, Christina Miller and Commissioner Dianne Walker

Commissioners Absent: None

District Personnel Present: Chief Paul Hewitt, AC Bob Zanetti, AC Scott Adams, BC Eric Hales, BC Steve Zwirn, Captain Kurt Peterson, Captain Steve Boyd, Captain Shawn Winder, Patti Berry, and Bill Pyper, Dave Dorsey.

Public Present: None.

I. Approval of Previous Meeting Minutes: Chairman Howard called for a motion to approve the December 3, 2013 minutes, moved by Commissioner Dyal, seconded by Commissioner Miller, passed by all.

II. Public Input:

III. Commission Reports:

- A. Correspondence: The Fire District received several thank you letters from the public. Who is paying for the existing conduit that was damaged? Chief Hewitt will find out. Increase in chipping, we need to start budgeting for that since the program will be growing over the years.
- B. Financial: All bills have been reviewed and signed.
- C. Other: Commissioner Simpson asked who would be paying for the existing conduit that was damaged. Chief Hewitt reported that he would look into it. Commissioner Simpson also suggested that the Fire District start budgeting for the increase in chipping since that program will likely grow over the years.

IV. Old Business:

- A. Chair Howard called for a motion to continue approval of III-J-200, III-J-400, and III-J-500 deletion. Moved by Commissioner Simpson, seconded by Commissioner Walker.

V. New Business:

- A. Policy III-A-200: With no comments will be put on agenda for approval in next month's ACB meeting.
- B. Policy III-A-600: Commissioner Walker asked for a clarification of Utah law regarding direct or indirect supervision. Patti Berry explained an indirect supervisor would be a

paramedic whose brother is a Battalion Chief so PCFD has to avoid that chain-of-command. Will be put on agenda for approval in next month's ACB meeting.

VI. Staff Reports and Input.

- A. BEHR Electric began energy efficiency upgrades December 15, 2013.
- B. Tanger Outlets donated \$500 to PCFD December 19, 2013.
- C. Two PCFD Firefighter dinners were auctioned at annual Silver Queen Ball to benefit the Park City Museum. Two dinners were auctioned for \$8,000 each for a total of \$16,000! Thanks go to Captain Darren Nelson for coordinating.
- D. Chiefs Adams, Zanetti, Hales, and Hewitt at Winter Fire School in St George Wednesday-Friday this week.
- E. Paul Divico and Bob Brag with HMI held TPT kickoff meeting with PCFD Administration 12/16
- F. Captain Burns retirement and open house was held at Station 36 on 12/13
- G. Recruit Graduation/Promotional ceremony was held 12/5
- H. "Fight for Air Stair Climb" if you can: February 22nd/Wells Fargo Tower in Salt Lake—299 South Main at 8 a.m.
- I. Track driven Polaris Ranger will be demonstrated to ACB in February meeting. This replaces our aging snowmobiles.
- J. Utah Task Force members performing heavy rescue training in Magna: 2/24-2/27
- K. Utah Fire Caucus Luncheon – Friday, February 7, 2014, Hall of Governors

VII. Discussion of Possible Future Agenda Items/Additional Comments:

VIII. Adjournment: With no further business to come before the board, Chairman Howard called for a motion to adjourn the Public Meeting, moved by Commissioner Simpson, seconded by Commissioner Dyal, passed by all. The Public Meeting was adjourned and the closed session began at 6:38 p.m.

IX. Closed Executive Session: Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent litigation; purchase, exchange, lease, or sale of real property; investigative

proceedings regarding allegations of criminal misconduct. The Closed Executive Session adjourned at 7:30 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held February 4, 2014, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, Utah 84098.

Approved: _____

Date: _____

Prepared by: Chief Paul Hewitt

Pending Approval

Bank Code: B - WELLS FARGO BANK								
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
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035081	1/6/2014	A1071	AMERICAN SHREDDING					Check Entry Number: 001
			51776	12/18/2013	113.60	0.00	113.60	
035082	1/6/2014	A1096	AMERICAN EXPRESS					Check Entry Number: 001
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			12232013	12/23/2013	1,757.12	0.00	1,757.12	
			Check 035082 Total:		2,338.87	0.00	2,338.87	
035083	1/6/2014	B1173	BROG DISTRIBUTORS					Check Entry Number: 001
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			0257710	12/31/2013	25.00	0.00	25.00	
			0257711	12/31/2013	25.00	0.00	25.00	
			0257712	12/31/2013	25.00	0.00	25.00	
			0257713	12/31/2013	25.00	0.00	25.00	
			0257714	12/31/2013	25.00	0.00	25.00	
			0257715	12/31/2013	25.00	0.00	25.00	
			0257716	12/31/2013	25.00	0.00	25.00	
			0257904	12/31/2013	25.00	0.00	25.00	
			Check 035083 Total:		225.00	0.00	225.00	
035084	1/6/2014	C1304	CUMMINS ROCKY MOUNTAIN					Check Entry Number: 001
			031-62133	11/29/2013	413.47	0.00	413.47	
			031-62134	11/29/2013	413.47	0.00	413.47	
			031-62139	11/29/2013	384.30	0.00	384.30	
			031-62159	12/2/2013	401.17	0.00	401.17	
			031-62160	12/2/2013	501.83	0.00	501.83	
			031-62388	12/16/2013	402.77	0.00	402.77	
			Check 035084 Total:		2,517.01	0.00	2,517.01	
035085	1/6/2014	C1328	CENTURYLINK					Check Entry Number: 002
			1284857531	12/15/2013	52.80	0.00	52.80	
035086	1/6/2014	C1336	CANON SOLUTIONS AMERICA					Check Entry Number: 001
			649425	12/19/2013	14.48	0.00	14.48	
035087	1/6/2014	H1740	HENRY SCHEIN INC.					Check Entry Number: 001
			6436619-01	12/19/2013	1,726.32	0.00	1,726.32	
			7662371-01	12/16/2013	49.98	0.00	49.98	
			Check 035087 Total:		1,776.30	0.00	1,776.30	
035088	1/6/2014	L2104	LAERDAL MEDICAL CORP					Check Entry Number: 001
			2494431	12/13/2013	279.67	0.00	279.67	
035089	1/6/2014	L2164	L.N. CURTIS & SONS					Check Entry Number: 001
			3140573-01	12/9/2013	9,168.00	0.00	9,168.00	
035090	1/6/2014	M2279	MEDIAONE OF UTAH					Check Entry Number: 001
			12132013	12/13/2013	215.00	0.00	215.00	
035091	1/6/2014	M2332	MOORE MEDICAL LLC					Check Entry Number: 001
			98009485 I	12/16/2013	17.34	0.00	17.34	
			98015836 I	12/19/2013	1,315.68	0.00	1,315.68	
			Check 035091 Total:		1,333.02	0.00	1,333.02	
035092	1/6/2014	N2325	NATIONWIDE DRAFTING & OFFICE					Check Entry Number: 001
			13-47870	11/25/2013	56.21	0.00	56.21	
035093	1/6/2014	P2578	PRAXAIR DISTRIBUTION INC.					Check Entry Number: 001
			48083896	12/20/2013	279.14	0.00	279.14	
			48084177	12/20/2013	724.99	0.00	724.99	
			Check 035093 Total:		1,004.13	0.00	1,004.13	
035094	1/6/2014	R2720	RESORT COMMERCIAL PROP MGMT					Check Entry Number: 001
			1693	12/26/2013	465.00	0.00	465.00	
035095	1/6/2014	R2750	ROCKY MTN POWER					Check Entry Number: 001
			12172013	12/17/2013	4,949.86	0.00	4,949.86	
035096	1/6/2014	S2832	SEXTON OFFROAD					Check Entry Number: 001
			613392	12/18/2013	179.95	0.00	179.95	
035097	1/6/2014	T2956	TRI AIR TESTING, INC.					Check Entry Number: 001
			77602	12/10/2013	265.00	0.00	265.00	
035098	1/6/2014	U3022	UTAH COMMUNICATIONS AGENCY NET					Check Entry Number: 001
			48259	11/30/2013	418.50	0.00	418.50	
035099	1/6/2014	U3024	UTAH LOCAL GOVERNMENTS TRUST					Check Entry Number: 001
			12122013	12/12/2013	3,280.68	0.00	3,280.68	
035100	1/6/2014	U3042	UTAH CHAPTER I.C.C.					Check Entry Number: 001
			12182013	12/18/2013	75.00	0.00	75.00	
035101	1/6/2014	V3140	VFIS					Check Entry Number: 001
			44526	12/19/2013	600.00	0.00	600.00	
035102	1/6/2014	W3203	WALMART COMMUNITY/GECRB					Check Entry Number: 001
			11302013	11/30/2013	327.86	0.00	327.86	
			11302013A	11/30/2013	22.93	0.00	22.93	
			12162013	12/16/2013	522.60	0.00	522.60	
			Check 035102 Total:		873.39	0.00	873.39	
035103	1/6/2014	W3239	WF PAYMENT REMITTANCE CENTER					Check Entry Number: 001
			11302013	11/30/2013	696.40	0.00	696.40	
			12172013	12/17/2013	1,045.83	0.00	1,045.83	
			Check 035103 Total:		1,742.23	0.00	1,742.23	
035104	1/6/2014	W3270	WORKERS COMPENSATION FUND UTAH					Check Entry Number: 002
			3555023	12/19/2013	8,108.66	0.00	8,108.66	
035105	1/6/2014	W3305	WELLS FARGO BANK, N.A.					Check Entry Number: 001
			12262013	12/26/2013	121,986.73	0.00	121,986.73	
			Report Total:		162,355.09	0.00	162,355.09	

Check Register
Journal Posting Date: 1/6/2014
Register Number: CD-000175

PARK CITY FIRE SERVICE DISTRICT (PCF)

Bank Code: B - WELLS FARGO BANK

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
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Check Register
Journal Posting Date: 1/6/2014
Register Number: CD-000176

PARK CITY FIRE SERVICE DISTRICT (PCF)

Bank Code: B - WELLS FARGO BANK

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			D08-2018-018-13344	12/10/2013	2,378.22	0.00	2,378.22
			D08-2018-018-13344A	12/10/2013	1,019.23	0.00	1,019.23
				Check 035106 Total:	3,397.45	0.00	3,397.45
				Report Total:	3,397.45	0.00	3,397.45

Check Entry Number: 001

Bank Code: A - WELLS FARGO BANK

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	Check Entry Number: 001
002152	1/6/2014	W3214	WEIDNER FIRE 105774	12/17/2013	155.50	0.00	155.50	
Report Total:					155.50	0.00	155.50	

Bank Code: B - WELLS FARGO BANK								
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
035108	1/13/2014	A1022	ALL WEST COMMUNICATIONS 01012014	1/1/2014	41.63	0.00	41.63	Check Entry Number: 001
035109	1/13/2014	A1066	ARTISTIC SIGN DESIGN 14-1008	12/30/2013	465.00	0.00	465.00	Check Entry Number: 001
035110	1/13/2014	A1085	APPARATUS EQUIPMENT & SERV INC 7299 7306 7312 7313 7361	12/6/2013 12/11/2013 12/12/2013 12/12/2013 12/31/2013	461.04 900.00 496.02 596.79 245.00	0.00 0.00 0.00 0.00 0.00	461.04 900.00 496.02 596.79 245.00	Check Entry Number: 001
Check 035110 Total:					2,698.85	0.00	2,698.85	
035111	1/13/2014	A1088	ALLIED WASTE SERVICES #864 0864-000719083	12/26/2013	405.05	0.00	405.05	Check Entry Number: 001
035112	1/13/2014	B1110	B&B LANDSCAPING INC. 4956	12/20/2013	2,047.00	0.00	2,047.00	Check Entry Number: 001
035113	1/13/2014	B1119	BELL OIL COMPANY 0040741-IN 0040742-IN 0040766-IN 0040767-IN 0040793-IN 0040794-IN	12/5/2013 12/5/2013 12/11/2013 12/11/2013 12/24/2013 12/24/2013	1,186.94 2,290.21 653.46 2,166.56 1,035.66 2,441.71	0.00 0.00 0.00 0.00 0.00 0.00	1,186.94 2,290.21 653.46 2,166.56 1,035.66 2,441.71	Check Entry Number: 001
Check 035113 Total:					9,774.54	0.00	9,774.54	
035114	1/13/2014	B1169	BURT BROS TIRE & SERVICE INC. 5-37313 5-37406 7-50792 7-51299 7-52601 9-28798	12/5/2013 12/6/2013 12/4/2013 12/10/2013 12/30/2013 12/13/2013	118.03 119.61 156.12 290.68 119.03 454.58	0.00 0.00 0.00 0.00 0.00 0.00	118.03 119.61 156.12 290.68 119.03 454.58	Check Entry Number: 001
Check 035114 Total:					1,258.05	0.00	1,258.05	
035115	1/13/2014	B1197	BUDDCO DISTRIBUTING C21041	12/13/2013	259.00	0.00	259.00	Check Entry Number: 001
035116	1/13/2014	C1231	CARSON ELEVATOR, LLC J31307	12/31/2013	115.92	0.00	115.92	Check Entry Number: 001
035117	1/13/2014	C1254	COLONIAL FLAG 0076694-IN	12/30/2013	390.00	0.00	390.00	Check Entry Number: 001
035118	1/13/2014	C1280	CRANDALL FORD 133397 133558 133570	12/28/2013 12/26/2013 12/28/2013	460.74 3,302.18 94.96	0.00 0.00 0.00	460.74 3,302.18 94.96	Check Entry Number: 001
Check 035118 Total:					3,857.88	0.00	3,857.88	
035119	1/13/2014	D1325	DELL MARKETING L.P. XJ9846268 XJ98TFJ45	12/26/2013 12/29/2013	1,581.09 1,251.20	0.00 0.00	1,581.09 1,251.20	Check Entry Number: 001
Check 035119 Total:					2,832.29	0.00	2,832.29	
035120	1/13/2014	D1354	DIRECT CARE ADMINISTRATORS DECEMBER-13	1/1/2013	40.00	0.00	40.00	Check Entry Number: 001
035121	1/13/2014	E1484	EN POINTE TECHNOLOGIES SALES 92721066	12/26/2013	125.50	0.00	125.50	Check Entry Number: 001
035122	1/13/2014	F1560	FLORIDA STATE DISBURSEMENT 01072014	1/7/2014	80.91	0.00	80.91	Check Entry Number: 001
035123	1/13/2014	G1628	GRAINGER INC 9311429618 9315479346 9315479353	12/5/2013 12/11/2013 12/11/2013	444.00 156.50 39.20	0.00 0.00 0.00	444.00 156.50 39.20	Check Entry Number: 001
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035124	1/13/2014	H1740	HENRY SCHEIN INC. 9382388-01	1/2/2014	2,891.16	0.00	2,891.16	Check Entry Number: 001
035125	1/13/2014	H1762	HOME DEPOT CREDIT SERVICES 12292013	12/29/2013	350.46	0.00	350.46	Check Entry Number: 001
035126	1/13/2014	H1790	RAY HUNTZINGER 12222013	12/22/2013	1,344.00	0.00	1,344.00	Check Entry Number: 001
035127	1/13/2014	H1812	HEALTH METRICS, INC. 11257	1/6/2014	6,625.00	0.00	6,625.00	Check Entry Number: 001
035128	1/13/2014	L2162	LEGALSHIELD 12252013	12/25/2013	116.55	0.00	116.55	Check Entry Number: 001
035129	1/13/2014	L2164	L.N. CURTIS & SONS 3138605-00 3141018-00 3142209-00 3142242-00 3142298-00	12/18/2013 12/18/2013 12/31/2013 12/17/2013 12/24/2013	351.36 22,329.00 578.88 695.00 277.38	0.00 0.00 0.00 0.00 0.00	351.36 22,329.00 578.88 695.00 277.38	Check Entry Number: 001
Check 035129 Total:					22,841.62	0.00	22,841.62	
035130	1/13/2014	M2260	MOUNTAIN REGIONAL WATER SSD 12312013 12312013A 12312013B	12/31/2013 12/31/2013 12/31/2013	62.75 199.36 197.98	0.00 0.00 0.00	62.75 199.36 197.98	Check Entry Number: 001
Check 035130 Total:					64.13	0.00	64.13	
035131	1/13/2014	N2338	NEXUS IT CONSULTANTS 121231	9/19/2013	237.00	0.00	237.00	Check Entry Number: 001

Bank Code: B - WELLS FARGO BANK

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
035132	1/13/2014	N2370	NORTH SUMMIT FIRE DISTRICT					Check Entry Number: 001
			70-1	1/6/2014	4,800.00	0.00	4,800.00	
035133	1/13/2014	N2395	NUTECH SPECIALTIES, INC.					Check Entry Number: 001
			104643	12/13/2013	479.60	0.00	479.60	
035134	1/13/2014	P2525	PCFSD STATION FUND					Check Entry Number: 001
			12312013	12/31/2013	800.00	0.00	800.00	
035135	1/13/2014	P2599	PUBLIC EMPLOYEES HEALTH PROG					Check Entry Number: 001
			12312013	12/31/2013	905.16	0.00	905.16	
035136	1/13/2014	P2605	PEHP-LONG TERM DISABILITY					Check Entry Number: 001
			12152013	12/15/2013	104.39	0.00	104.39	
			12312013	12/31/2013	103.14	0.00	103.14	
			Check 035136 Total:		207.53	0.00	207.53	
035137	1/13/2014	P2644	PARK CITY FIRE IAFF LOCAL 4892					Check Entry Number: 001
			12312013	12/31/2013	420.00	0.00	420.00	
035138	1/13/2014	Q2650	QUESTAR GAS COMPANY					Check Entry Number: 001
			01032014	1/3/2014	7,612.59	0.00	7,612.59	
035139	1/13/2014	S2964	SOUTH FORK HARDWARE PARK CITY					Check Entry Number: 001
			88955	12/28/2013	28.95	0.00	28.95	
035140	1/13/2014	S2972	STATE OF UTAH GASCARD					Check Entry Number: 001
			NP40121817	1/3/2014	314.40	0.00	314.40	
			NP40121834	1/3/2014	714.05	0.00	714.05	
			Check 035140 Total:		1,028.45	0.00	1,028.45	
035141	1/13/2014	T2974	THE UPS STORE #3471					Check Entry Number: 001
			4731	12/10/2013	67.33	0.00	67.33	
035142	1/13/2014	U3021	UTAH COMMUNICATIONS, INC.					Check Entry Number: 001
			105419	12/5/2013	176.66	0.00	176.66	
			105420	12/5/2013	304.50	0.00	304.50	
			Check 035142 Total:		481.16	0.00	481.16	
035143	1/13/2014	U3022	UTAH COMMUNICATIONS AGENCY NET					Check Entry Number: 001
			48203	11/30/2013	255.75	0.00	255.75	
			48206	11/30/2013	2,022.75	0.00	2,022.75	
			48438	12/27/2013	255.75	0.00	255.75	
			48441	12/27/2013	2,022.75	0.00	2,022.75	
			Check 035143 Total:		4,557.00	0.00	4,557.00	
035144	1/13/2014	U3322	UTAH MANUFACTURERS ASSOCIATION					Check Entry Number: 001
			2021	1/1/2014	605.00	0.00	605.00	
035145	1/13/2014	V3161	VORTEX COLORADO, INC.					Check Entry Number: 001
			33-129922-1	12/13/2013	411.98	0.00	411.98	
			33-130711-1	12/24/2013	1,027.80	0.00	1,027.80	
			Check 035145 Total:		1,439.78	0.00	1,439.78	
035146	1/13/2014	W3256	WINMARK STAMP & SIGN					Check Entry Number: 001
			36920	1/3/2014	57.75	0.00	57.75	
035147	1/13/2014	W3330	WINONE COMMUNICATIONS					Check Entry Number: 001
			2133	9/17/2013	225.00	0.00	225.00	
			Report Total:		82,825.14	0.00	82,825.14	

Bank Code: B - WELLS FARGO BANK								
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
035148	1/16/2014	A1003	SCOTT W. ADAMS 011142014	1/11/2014	180.00	0.00	180.00	Check Entry Number: 001
035149	1/16/2014	A1035	ALLIANCE BENEFIT GROUP - 14010320	1/3/2014	417.50	0.00	417.50	Check Entry Number: 001
035150	1/16/2014	C1328	CENTURYLINK 01012014	1/16/2014	2,517.91	0.00	2,517.91	Check Entry Number: 002
035151	1/16/2014	C1336	CANON SOLUTIONS AMERICA, INC. 4011806956	1/10/2014	23.64	0.00	23.64	Check Entry Number: 001
035152	1/16/2014	D1325	DELL MARKETING L.P. XJ99M7F86	12/31/2013	1,195.44	0.00	1,195.44	Check Entry Number: 001
035153	1/16/2014	G1628	GRAINGER INC 9335272408	1/9/2014	167.00	0.00	167.00	Check Entry Number: 001
035154	1/16/2014	G1664	GEGRB/AMAZON 049375925924 190640287569 190648838321 208982371273 250061576295	12/17/2013 12/17/2013 12/17/2013 1/6/2014 12/18/2013	7.87 312.38 312.38 127.36 11.79	0.00 0.00 0.00 0.00 0.00	7.87 312.38 312.38 127.36 11.79	Check Entry Number: 001
			Check 035154 Total:		771.78	0.00	771.78	
035155	1/16/2014	H1736	ERIC HINTZE 01032014 12122013 12132013	1/3/2014 12/12/2013 12/13/2013	1,176.00 51.78 9.38	0.00 0.00 0.00	1,176.00 51.78 9.38	Check Entry Number: 001
			Check 035155 Total:		1,237.16	0.00	1,237.16	
035156	1/16/2014	H1814	DANIEL HENNEFER 45029	12/10/2013	70.00	0.00	70.00	Check Entry Number: 001
035157	1/16/2014	I1819	IMAGETREND, INC. 27936 27937	12/16/2013 12/16/2013	8,740.00 4,480.00	0.00 0.00	8,740.00 4,480.00	Check Entry Number: 001
			Check 035157 Total:		13,220.00	0.00	13,220.00	
035158	1/16/2014	I1844	INTERMOUNTAIN MEDICAL GROUP 4161843838 4161843949 4161843978 4161844082	12/19/2013 12/16/2013 12/12/2013 12/12/2013	100.00 100.00 100.00 100.00	0.00 0.00 0.00 0.00	100.00 100.00 100.00 100.00	Check Entry Number: 001
			Check 035158 Total:		400.00	0.00	400.00	
035159	1/16/2014	L2104	LAERDAL MEDICAL CORP 2498880 2499279	1/6/2014 1/7/2014	572.48 347.35	0.00 0.00	572.48 347.35	Check Entry Number: 001
			Check 035159 Total:		919.83	0.00	919.83	
035160	1/16/2014	L2126	LINCOLN BENEFIT LIFE CO 12272013	12/27/2013	172.00	0.00	172.00	Check Entry Number: 001
035161	1/16/2014	L2134	LIGHTHOUSE ELECTRIC SERVICE 000468 000470	12/6/2013 12/26/2013	511.10 524.77	0.00 0.00	511.10 524.77	Check Entry Number: 001
			Check 035161 Total:		1,035.87	0.00	1,035.87	
035162	1/16/2014	M2208	MED USA 12312013 12312013A 12312013B	12/31/2013 12/31/2013 12/31/2013	497.08 2,374.55 420.70	0.00 0.00 0.00	497.08 2,374.55 420.70	Check Entry Number: 001
			Check 035162 Total:		3,292.33	0.00	3,292.33	
035163	1/16/2014	M2229	SUZANNE M. MC MILLAN 01152014 12192013	1/15/2014 12/19/2013	3.56 7.90	0.00 0.00	3.56 7.90	Check Entry Number: 001
			Check 035163 Total:		11.46	0.00	11.46	
035164	1/16/2014	M2279	MEDIAONE OF UTAH 01062014	1/6/2014	78.00	0.00	78.00	Check Entry Number: 001
035165	1/16/2014	N2318	NATL WESTERN LIFE INSURANCE CO 12312013	12/31/2013	39.86	0.00	39.86	Check Entry Number: 001
035166	1/16/2014	N2325	NATIONWIDE DRAFTING & OFFICE 13-48123	12/18/2013	157.65	0.00	157.65	Check Entry Number: 001
035167	1/16/2014	P2510	PARK CITY WINLECTRIC COMPANY 173523 00	1/2/2014	129.35	0.00	129.35	Check Entry Number: 001
035168	1/16/2014	P2530	PARK CITY MUNICIPAL CORP 01032014 01032014A 01032014B	1/3/2014 1/3/2014 1/3/2014	240.01 140.72 240.01	0.00 0.00 0.00	240.01 140.72 240.01	Check Entry Number: 001
			Check 035168 Total:		620.74	0.00	620.74	
035169	1/16/2014	P2578	PRAXAIR DISTRIBUTION INC. 48222373	1/6/2014	973.31	0.00	973.31	Check Entry Number: 001
035170	1/16/2014	S2846	SNYDERVILLE BASIN W R D 01012014 01012014A 01012014B 01012014C 01012014D 01012014E 01012014F 01012014G 01012014H	1/1/2014 1/1/2014 1/1/2014 1/1/2014 1/1/2014 1/1/2014 1/1/2014 1/1/2014 1/1/2014	49.32 33.87 47.56 36.23 53.40 70.56 65.18 66.97 45.35	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	49.32 33.87 47.56 36.23 53.40 70.56 65.18 66.97 45.35	Check Entry Number: 001

Bank Code: B - WELLS FARGO BANK

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
				Check 035170 Total:	468.44	0.00	468.44
035171	1/16/2014	S2883	SUMMIT WATER DISTRIBUTION CO				Check Entry Number: 001
			12312013	12/31/2013	321.50	0.00	321.50
			12312013A	12/31/2013	428.66	0.00	428.66
				Check 035171 Total:	750.16	0.00	750.16
035172	1/16/2014	S2907	SUMMIT COUNTY				Check Entry Number: 001
			389050	1/3/2014	90.54	0.00	90.54
035173	1/16/2014	S2994	SORENSEN COMPANIES, INC.				Check Entry Number: 001
			S65790	1/6/2014	6,906.50	0.00	6,906.50
035174	1/16/2014	U3022	UTAH COMMUNICATIONS AGENCY NET				Check Entry Number: 001
			48495	12/27/2013	418.50	0.00	418.50
035175	1/16/2014	V3117	VERIZON WIRELESS				Check Entry Number: 002
			9716419351	12/10/2013	84.58	0.00	84.58
035176	1/16/2014	V3117					Check Entry Number: 003
			9716435805	12/10/2013	40.01	0.00	40.01
035177	1/16/2014	V3117					Check Entry Number: 004
			97177797626	1/4/2014	1,932.71	0.00	1,932.71
035178	1/16/2014	V3161	VORTEX COLORADO, INC.				Check Entry Number: 001
			33-129621-1	12/30/2013	1,940.00	0.00	1,940.00
				Report Total:	40,262.27	0.00	40,262.27

Bank Code: B - WELLS FARGO BANK							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
035179	1/23/2014	C1328	CENTURYLINK				Check Entry Number: 001
			1287411482	1/7/2014	587.61	0.00	587.61
			1287411482A	1/7/2014	171.39	0.00	171.39
			Check 035179 Total:		759.00	0.00	759.00
035180	1/23/2014	D1325	DELL MARKETING L.P.				Check Entry Number: 001
			XJ9KP5F91	1/15/2014	172.49	0.00	172.49
035181	1/23/2014	F1560	FLORIDA STATE DISBURSEMENT				Check Entry Number: 001
			01222013	1/22/2013	152.20	0.00	152.20
035182	1/23/2014	H1740	HENRY SCHEIN INC.				Check Entry Number: 001
			6436900-01	1/14/2014	399.50	0.00	399.50
			7662390-01	1/14/2014	399.50	0.00	399.50
			7998792-01	1/10/2014	235.00	0.00	235.00
			9382389-02	1/14/2014	646.00	0.00	646.00
			Check 035182 Total:		1,680.00	0.00	1,680.00
035183	1/23/2014	H1794	WES HUTCHINSON				Check Entry Number: 001
			01162014	1/16/2014	1,685.00	0.00	1,685.00
035184	1/23/2014	J1975	JONES, WALDO, HOLBROOK				Check Entry Number: 001
			1542089	1/16/2014	384.00	0.00	384.00
035185	1/23/2014	K2086	KAMAS COLLISION CENTER LLC				Check Entry Number: 001
			1177	1/18/2014	1,515.35	0.00	1,515.35
035186	1/23/2014	L2104	LAERDAL MEDICAL CORP				Check Entry Number: 001
			2500742	1/13/2014	144.31	0.00	144.31
			2501221	1/14/2014	227.75	0.00	227.75
			Check 035186 Total:		372.06	0.00	372.06
035187	1/23/2014	M2332	MOORE MEDICAL LLC				Check Entry Number: 001
			98034675 I	1/10/2014	79.12	0.00	79.12
			98036665 I	1/13/2014	471.06	0.00	471.06
			Check 035187 Total:		550.18	0.00	550.18
035188	1/23/2014	O2415	OFFICE DEPOT, INC.				Check Entry Number: 001
			1644748735	1/2/2014	23.42	0.00	23.42
			1645096501	1/3/2014	11.27	0.00	11.27
			686808401001	1/8/2014	54.91	0.00	54.91
			Check 035188 Total:		89.60	0.00	89.60
035189	1/23/2014	P2525	PCFSD STATION FUND				Check Entry Number: 001
			01152014	1/15/2014	800.00	0.00	800.00
035190	1/23/2014	P2644	PARK CITY FIRE IAFF LOCAL 4892				Check Entry Number: 001
			01152014	1/15/2014	435.00	0.00	435.00
035191	1/23/2014	R2750	ROCKY MTN POWER				Check Entry Number: 001
			01172014	1/17/2014	2,973.19	0.00	2,973.19
			12312013	12/31/2013	2,446.69	0.00	2,446.69
			Check 035191 Total:		5,419.88	0.00	5,419.88
035192	1/23/2014	S2839	SKAGGS COMPANIES, INC.				Check Entry Number: 001
			2167133 RI	12/3/2013	157.98	0.00	157.98
			2168226 RI	12/4/2013	129.99	0.00	129.99
			2171122 RI	12/10/2013	243.79	0.00	243.79
			2173502 RI	12/13/2013	552.00	0.00	552.00
			2174965 RI	12/16/2013	1,080.00	0.00	1,080.00
			2174966 RI	12/16/2013	80.00	0.00	80.00
			2178192 RI	12/20/2013	3,125.00	0.00	3,125.00
			2181113 RI	12/30/2013	236.00	0.00	236.00
			2182148 RI	12/31/2013	172.90	0.00	172.90
			Check 035192 Total:		5,777.66	0.00	5,777.66
035193	1/23/2014	S2879	STAPLES CREDIT PLAN				Check Entry Number: 001
			01092014	1/9/2014	5.39	0.00	5.39
			12312013	12/31/2013	74.44	0.00	74.44
			Check 035193 Total:		79.83	0.00	79.83
035194	1/23/2014	S2998	SKYLINE FLOWER GARDENS				Check Entry Number: 001
			141709	12/27/2013	38.50	0.00	38.50
035195	1/23/2014	T2909	THE CLEANING SUPPLIER				Check Entry Number: 001
			13377	1/14/2014	146.46	0.00	146.46
035196	1/23/2014	V3134	VIDACARE CORPORATION				Check Entry Number: 001
			116153	1/21/2014	550.00	0.00	550.00
035197	1/23/2014	W3203	WALMART COMMUNITY/GEGRB				Check Entry Number: 001
			01162014	1/16/2014	117.49	0.00	117.49
			12312013	12/31/2013	235.01	0.00	235.01
			Check 035197 Total:		352.50	0.00	352.50
035198	1/23/2014	W3239	WF PAYMENT REMITTANCE CENTER				Check Entry Number: 001
			01162014	1/16/2014	40.89	0.00	40.89
			12312013	12/31/2013	523.65	0.00	523.65
			Check 035198 Total:		564.54	0.00	564.54
035199	1/23/2014	W3270	WORKERS COMPENSATION FUND UTAH				Check Entry Number: 002
			3563505	1/20/2014	8,108.66	0.00	8,108.66
035200	1/23/2014	W3314	WASHINGTON NATIONAL INS CO				Check Entry Number: 001
			P1312506	1/1/2014	1,367.95	0.00	1,367.95
035201	1/23/2014	W3318	WEIDNER FIRE				Check Entry Number: 001
			105819	12/27/2013	418.18	0.00	418.18
			105851	12/31/2013	137.74	0.00	137.74
			105875	12/31/2013	155.61	0.00	155.61
			105908	1/14/2014	139.90	0.00	139.90
			105912	1/15/2014	82.00	0.00	82.00

Bank Code: B - WELLS FARGO BANK

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
				Check 035201 Total:	933.43	0.00	933.43
				Report Total:	31,934.29	0.00	31,934.29

Check Register
Journal Posting Date: 1/23/2014
Register Number: CD-000180

PARK CITY FIRE SERVICE DISTRICT (PCF)

Bank Code: B - WELLS FARGO BANK

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	Check Entry Number: 001
035202	1/23/2014	C1328	CENTURYLINK D08-2018-18-14010	1/10/2014	3,397.45	0.00	3,397.45	
				Report Total:	<u>3,397.45</u>	<u>0.00</u>	<u>3,397.45</u>	

Check Register
Journal Posting Date: 1/29/2014
Register Number: CD-000181

PARK CITY FIRE SERVICE DISTRICT (PCF)

Bank Code: B - WELLS FARGO BANK

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	Check Entry Number: 001
035203	1/29/2014	M2261	MARK MILLER TOYOTA INC. 01292014	1/29/2014	26,951.60	0.00	26,951.60	
Report Total:					26,951.60	0.00	26,951.60	

Order Type: EXECUTIVE ORDER

Order Number: III-J-500

Effective Date: February 4, 2014

Subject: DISCIPLINARY APPEALS

Page 1 of 5

Authority: _____

I. PURPOSE

To ensure employees are afforded an opportunity to have certain disciplinary actions reviewed.

II. SCOPE

This policy applies to all employees who have completed the initial probationary period and who elect to appeal a disciplinary action of unpaid suspension, demotion or dismissal.

III. POLICY

It is the policy of PCFSD that employees shall be granted the right to appeal certain disciplinary actions to a higher level.

IV. DEFINITION

A disciplinary action appeal is defined as a request to a higher level of authority for further consideration of a disciplinary action involving either unpaid suspension, demotion or dismissal.

V. GUIDELINES

- A. Disciplinary action at the level of an unpaid suspension, demotion or dismissal is subject to appeal as provided for in this policy. Lower level disciplinary action is not subject to appeal.
- B. In order for a disciplinary appeal to be heard, it must be brought forth as provided in this policy within ten (10) calendar days of the date the employee received the final disciplinary action.
- C. Employees acting in good faith are assured of freedom from retaliation or reprisal for using or being involved in the disciplinary appeal process.
- D. In the case of an appeal of a disciplinary action imposed by an Assistant Chief or Battalion Chief, the appeal shall be made to the Fire Chief. The employee shall submit the appeal in writing to the Fire Chief, and shall provide a signed written statement that outlines the basis for the appeal, any mitigating or extenuating circumstances, and any other arguments that may lend support to the appeal. The Fire Chief shall be responsible for handling the appeal as an

important business matter, making every effort to arrive at a prompt, equitable solution. The Fire Chief shall review all related documentation and may meet with the involved parties. The Fire Chief shall document any conclusions, solutions or unsolved problems and use best efforts to provide a written response to the employee within five (5) calendar days of receipt of the disciplinary appeal. The decision of the Fire Chief shall be final and binding.

E. In the case of an appeal of disciplinary action imposed by the Fire Chief, the appeal shall be made to the Administrative Control Board (ACB). The employee shall submit a signed, written notice of appeal to the Chair of the ACB, with a copy to the Human Resource Officer. The Chair of the ACB shall notify all other board members and the Fire Chief within (4) four business days.

1. Initiating the Hearing Process:

- a. The employee's notice of appeal must be in writing and must state the employee's basis for the appeal, including a brief summary of the Fire Chief's final determination, along with any additional information and/or extenuating or mitigating circumstances the employee desires to be considered by the ACB.
- b. Within (7) seven calendar days of receipt of an employee's notice of appeal, the Chair of the ACB shall set the date, time and place for the hearing, which shall be held within (30) thirty calendar days of the date of receipt of the notice of appeal.
- c. The Chair of the Board shall, notify the appealing employee, the Fire Chief, and the Human Resource Officer of the hearing date.

2. Pre-Hearing Statement:

- a. Within (7) seven calendar days of receiving the notice of the time and date of the hearing, the employee shall provide the Chair of the Board a pre-hearing statement which will include the following information:
 - i. Name, address, phone number, and e-mail contact information for the employee.
 - ii. Name, address, phone number, and e-mail contact information of the attorney or other person who may be representing the employee.
 - iii. A comprehensive list of witnesses the employee may call at the hearing, including the name and contact information for each witness listed and a brief summary of the testimony anticipated from each witness.
 - iv. A list of documents or other exhibits the employee may use at the hearing and an acknowledgement that the employee will provide the Fire Chief with all exhibits no later than (10)

- calendar days prior to the hearing date.
 - v. A statement setting forth the employee's position as to why the appealed action should be upheld or remanded.
 - vi. The pre-hearing statement must be submitted in good faith and under penalty of perjury.
 - b. The Chair of the Board shall provide a copy of the employee's pre-hearing statement to the Fire Chief and the Human Resource Officer within (3) calendar days or receipt of the pre-hearing statement.
 - c. Within (7) seven calendar days of receipt of the pre-hearing statement, the Fire Chief may submit to the Chair of the Board and the employee a rebuttal statement, which shall include the following information:
 - i. Name, address, phone number, and e-mail contact information for the Fire Chief.
 - ii. Name, address, phone number, and e-mail contact information of any attorney who may be representing the Fire Chief.
 - iii. A comprehensive list of witnesses the Fire Chief may call at the hearing, including the name and contact information for each witness listed and a brief summary of the testimony anticipated from each witness.
 - iv. A list of documents or other exhibits the Fire Chief may use at the hearing and an acknowledgement that the Fire Chief will provide the employee with all exhibits no later than (10) ten calendar days prior to the hearing date.
 - v. A statement setting forth the Fire Chief's position as to why the appealed action should be upheld.
 - vi. The pre-hearing statement must be submitted in good faith and under penalty of perjury.
 - d. Each party will be responsible for the appearance of its own witnesses.
- 3. The ACB shall conduct the hearing in a fair and impartial manner.
- 4. The ACB may conduct the hearing in closed session by complying with the procedures and requirements of Title 52, Chapter 4, Utah Open and Public Meetings Act.
- 5. The appealing employee shall appear in person, unless physically unable to do so, before the ACB, at the time and place of the hearing. All appearances and associated expenses, including attorney's fees shall be the

responsibility of the employee.

6. The purpose of the hearing shall be for the ACB to determine whether the disciplinary action at issue was taken with reasonable cause.
7. The conduct and decorum of the hearing shall be under the control of the Chair of the ACB with due regard for the rights and privileges of the parties and witnesses. The hearing shall be confined to the issue(s) identified and presented in the employee's initial statement.
8. Order of Proceeding:
 - a. The Chair of the ACB shall permit each party to make an opening statement.
 - b. The District shall present its case first, including all evidence and witnesses.
 - c. The employee shall then be permitted to present his/her case, including all evidence and witnesses.
 - d. Cross examination and redirect shall be permitted at the discretion of the Chair of the ACB.
 - e. The Chair of the ACB shall permit the District to present rebuttal evidence.
 - f. The Chair of the ACB shall permit closing statements to be given orally at the hearing.
 - g. The Chair of the ACB may request either or both parties to submit proposed findings of fact or post hearing briefs.
 - h. The Chair of the ACB has the discretion to continue, postpone or reschedule the hearing at any time.
 - i. All testimony shall be presented under penalty of perjury, supported by oath or affirmation.
9. Record of the proceeding:
 - a. The Chair of the ACB shall make an audio recording of the hearing or may choose to have the proceedings recorded by a certified court reporter.
 - b. If a copy of the transcription of the recorded hearing is requested by the employee, the District shall arrange for transcription and the employee shall be responsible for the payment of the transcript directly to the transcriber.
10. Findings of the ACB:
 - a. The ACB shall make a determination, in writing, within (10) ten calendar days of closing the record on the proceedings. The

determination shall include a summary of the issues and findings of fact. The written determination shall be provided to the employee and the Fire Chief.

- b. If the ACB determines that the discipline imposed was taken without reasonable cause, the ACB shall overturn the discipline and remand the matter back to the Fire Chief to impose alternate discipline. Otherwise, the ACB shall uphold the decision of the Fire Chief. If the determination results in alternate discipline, all record of the original disciplinary action shall be removed from the employee's personnel file.
11. The decision of the ACB shall be final and binding upon both the employee and the Fire Chief, and therefore not subject to further administrative appeal.

PARK CITY FIRE SERVICE DISTRICT POLICIES AND PROCEDURES MANUAL

Order Type: EXECUTIVE ORDER

Order Number: III-J-400

Revision Date: February 4, 2014

Reference:

Subject: GRIEVANCE RIGHTS

Page 1 of 4

Authority/Signature: _____

I. PURPOSE

To provide a process for employees to discuss grievances or problems with management and to receive careful consideration and a prompt resolution.

II. SCOPE

This policy applies to all employees of PCFSD who have completed their initial probationary period. However, **all** employees have the right to file a complaint regarding unlawful activity, harassment or any other form of discrimination (see policies entitled "Sexual Harassment/Other Unlawful Harassment" or "Equal Employment Opportunity").

III. POLICY

It is the policy of the PCFSD to afford all employees a means of obtaining further consideration of problems when the employee feels the matter remains unresolved, and to establish procedures that provide for timely resolution of grievances.

IV. DEFINITION

A grievance is defined as a condition of employment or application of a policy which the employee perceives as being unjust or inequitable.

V. GUIDELINES

A. The grievance policy shall not apply to the following circumstances:

1. Appeals of disciplinary action (certain actions are covered in the policy entitled "Disciplinary Appeals")
2. Complaints of sexual harassment or other unlawful harassment (these are covered in the policy entitled "Sexual Harassment / Other Unlawful Harassment")
3. Complaints of unlawful discrimination (these are covered in the policy entitled "Equal Employment Opportunity")
4. Matters in which the Fire District does not have the authority to act

GRIEVANCE RIGHTS

III-J-300

February 4, 2014

Page 2 of 4

5. Policies or resolutions as adopted by the Board (Note: While the actual policy or resolution is not subject to grievance, the misapplication of the policy/resolution is subject to grievance)
 6. Procedural Orders or Standard Operating Guidelines established by management (Note: While the actual procedural order or SOG is at the discretion of management and not subject to grievance, the misapplication of the procedural order or SOG is subject to grievance)
 7. Position classification or job description
 8. Wages that are within the Board approved wage scale
 9. Terms and conditions of employee benefits
 10. Meets standard or above on overall performance evaluation ratings
- B. The employee shall follow the established review procedure listed below in presenting any grievance to upper levels of management.
- C. When a grievance involves an employee's immediate supervisor, the grievance shall be presented to the next level of management within their chain of command, after the employee has attempted to resolve the grievance by meeting with their immediate supervisor.
- D. When an employee has a grievance directly against the Fire Chief, the employee should first attempt to discuss the matter with the Fire Chief. If the employee still has concerns regarding the matter, they shall submit their written grievance to the Human Resource Officer to forward to the Chairman of the Administrative Control Board (ACB) instead of following the procedure listed previously. The ACB will review the matter and make a final determination. The decision by the ACB shall be final and binding, and there shall be no further administrative appeal.
- E. In order for a grievance to be considered, it must be brought forth within ten (10) calendar days of the date of the circumstance that resulted in the grievance, or within ten (10) calendar days of the date on which the employee could reasonably be presumed to have knowledge of the matter.
- F. If after receiving a management response, the employee wishes to move to the next step of the process, they must do so within five (5) calendar days of the receipt of the response. Failure of the employee to follow through within the timeframe will terminate the grievance process. An employee may withdraw a grievance at any time.
- G. Upon receipt of a grievance, the supervisor or manager shall review the matter and use best efforts to provide a written response to the employee within five (5) calendar days of receipt. If the supervisor or management is unable to provide a

written response within the five-day timeframe, they shall notify the employee of the impending delay. Failure of the supervisor or manager to provide the employee with a response within the five-day timeframe or with a notice of impending delay shall grant the employee the right to proceed to the next step in the grievance process.

- H. Employees are assured freedom from retaliation or retribution for using the grievance procedure in good faith. However, if an employee is found to have made a false allegation or provided false information in the grievance process, they shall be subject to disciplinary action.
- I. The Fire Chief shall be apprised of any grievances that are not resolved after the initial step of the process.

VI. PROCEDURE

- A. **Step One** - For the purpose of bringing forth a grievance, the employee is encouraged to first seek assistance by discussing it with their immediate supervisor. If the employee still has concerns, the grievance shall then be documented in writing to the supervisor; this written documentation must be submitted within 10 calendar days of the circumstance. Included in the written grievance shall be the nature of the grievance, the date on which it occurred, any related information, and the requested solution; the document shall be signed by the employee. The supervisor will be responsible for handling the grievance as an important business matter, making every effort to arrive at a prompt, equitable solution. The supervisor shall document any conclusions and/or solutions in writing and shall use best efforts to return it to the employee within five (5) calendar days of receipt of the grievance.
- B. **Step Two** – If the employee still does not feel that the matter has been satisfactorily resolved after Step One, they have the option of taking the problem to the next level of management within their chain of command. The employee shall notify the responding supervisor/manager in writing within five (5) calendar days after receiving the written response that they feel the matter is still not satisfactorily resolved. The responding supervisor/manager shall immediately forward all documentation from the grievance process to the next level manager for review. The manager shall evaluate the matter and the response from the immediate supervisor, and may elect to hold a meeting with the employee and the immediate supervisor. The manager shall then document any conclusion and/or solutions in writing and shall use best efforts to provide a written response to the employee within five (5) calendar days of receipt of the grievance.

GRIEVANCE RIGHTS

III-J-300

February 4, 2014

Page 4 of 4

- C. **Step Three** – If the employee still does not feel the matter has been satisfactorily resolved after Step Two, they have the option of taking the matter to the next level of management in their chain of command. The employee shall notify the responding manager in writing within five (5) calendar days after receiving their written response that they feel the matter is still not satisfactorily resolved. The responding manager shall immediately forward all documentation from the grievance process to the next level of management for review. The next level of management shall evaluate the matter; make a determination, and use best efforts to provide a written response to the employee within five (5) calendar days.
- D. **Step Four** -- If the employee still does not feel the matter has been satisfactorily resolved after exhausting all levels of management in their chain of command, they have the option of taking the matter to the Fire Chief. The employee shall notify the responding manager in writing within five (5) calendar days after receiving their written response that they feel the matter is still not satisfactorily resolved. The responding manager shall immediately forward all documentation from the grievance process to the Fire Chief for review. The Fire Chief shall evaluate the matter, make a determination, and use best efforts to provide a written response to the employee within five (5) calendar days. Decisions by the Fire Chief shall be final and binding, and there shall be no further administrative appeal.

PARK CITY FIRE SERVICE DISTRICT POLICIES AND PROCEDURES MANUAL

Order Type: EXECUTIVE ORDER Order Number: III-J-200

Revision Date: February 4, 2014

Subject: CORRECTIVE/DISCIPLINARY ACTION

Page 1 of 6 Authority: _____

I. PURPOSE

To promote a fair and equitable disciplinary measure for PCFSD employees when conduct falls below acceptable standards.

II. SCOPE

This policy applies to all employees of the PCFSD, with the exception of the Fire Chief.

III. POLICY

It is the policy of the PCFSD to provide a work environment that encourages freedom of thought, expression and conduct, as long as these actions support our mission and are consistent with our efforts to provide customer service excellence. When appropriate, the District shall approach employee performance deficiencies in a positive and supportive fashion, geared toward helping the employee achieve success with improvement efforts. However, there may be times when performance and/or conduct may require some form of corrective or disciplinary action to achieve a satisfactory level of performance or conduct. While progressive discipline is preferred, there may be situations in which disciplinary action up to and including dismissal may be deemed appropriate. The use of progressive discipline in no way affects an employee's at-will status.

IV. GUIDELINES

A. It is the policy of PCFSD that when appropriate, supervisors administer discipline in a positive, corrective and progressive manner.

Positive in that the supervisor and the employee will take the approach that most instances of negative performance are correctable to a positive outcome with a minimum of supportive reinforcement.

Corrective in the sense that the supervisor identifies the basis for the employee's performance deficiencies, and the employee corrects those deficiencies to establish a productive and positive level of performance.

Progressive in that corrective measures are designed in a hierarchy which normally begins with verbal counseling or a verbal warning, and when

CORRECTIVE/DISCIPLINARY ACTION

III-J-200

February 4, 2014

Page 2 of 6

circumstances warrant, proceed to written warning(s), suspension, demotion, and dismissal. Dependent on the nature or severity of an incident of misconduct, and at the sole discretion of the District, any of these forms of disciplinary action may be taken, without first taking a lesser form of disciplinary action.

- B. This policy sets forth the norms of the discipline process, but allows for management to exercise discretion in determining the degree of the discipline to be administered, based upon the underlying employee conduct. At the discretion of the Fire Chief, probationary employees may or may not be afforded progressive discipline as outlined below.
- C. Corrective/disciplinary action procedures shall be administered privately and discreetly, and within a reasonable timeframe following the notification of the infraction.
- D. In the event that an employee disagrees with the disciplinary action, the employee shall discuss it with the supervisor. If an employee who has received a disciplinary action at a level higher than a written reprimand feels it is necessary, he may proceed as per the guidelines of the *Disciplinary Appeals Policy*.
- E. In a situation in which further investigation into an incident is deemed necessary, the employee may be placed on **paid administrative leave**. The supervisor shall attempt to discuss the situation with the appropriate Chief Officer prior to placing an employee on paid administrative leave. However, if the supervisor is unable to contact the appropriate Chief Officer, the supervisor may initiate such action and then shall notify the appropriate Chief Officer at the first possible opportunity for determination of the appropriate course of further action. An employee placed on paid administrative leave shall be paid until determination of further action is made. Paid administrative leave shall be ordered in writing, and shall not be considered as disciplinary action; thus, paid administrative leave shall not be subject to appeal.

V. PROGRESSIVE DISCIPLINE PROCEDURES

- A. Often times the initial step toward corrective action may be a **verbal counseling discussion** between the supervisor and the employee to provide the employee with an understanding of the problem and set forth a course of action to achieve satisfactory performance or conduct. The supervisor shall document the conversation and maintain such record in their own supervisory files. This counseling is non-disciplinary in nature.
- B. Another step in the process may be the issuance of a **Verbal Reprimand**,

CORRECTIVE/DISCIPLINARY ACTION

III-J-200

February 4, 2014

Page 3 of 6

documented on a "*Significant Incident Report*," describing the problem or incident(s) and how to attain the desired performance, denoting the matter is being handled as a verbal reprimand, summarizing the course of action being taken, as well as the potential for further action. This form shall be signed by the employee and the supervisor and shall be placed in the employee's personnel file.

- C. Supervisors may elect to use a **Written Reprimand** to document a repeat offense of an infraction or a more serious single infraction for which suspension, demotion or dismissal may not be warranted. This shall be documented on a "*Significant Incident Report*" describing the nature of the problem, any previous or related conversations or actions (if applicable), as well as the behavior or performance improvement plan that has been designed to correct the problem. The form is to be signed by the employee and the supervisor, and placed in the employee's personnel file. Additionally, a copy of the documentation shall be provided to the employee.
- D. If an employee's conduct or performance is deemed severe enough, an employee may be placed on an unpaid **Disciplinary Suspension**. In such a situation, the supervisor shall confer with the next level manager to determine the length of the disciplinary suspension, which shall be without pay. Disciplinary suspensions of up to four 24-hour shifts for shift personnel or five days for non-shift personnel must be approved in advance by the Assistant Chief or Fire Chief; any longer disciplinary suspensions must be approved in advance by the Fire Chief. Prior to implementing the disciplinary suspension, the procedure outlined in Guideline "G" below shall be followed. The final disciplinary suspension action shall be documented on a "*Significant Incident Report*" describing the nature of the problem, any previous or related conversations or actions (if applicable), as well as the employee performance improvement plan that has been designed to correct the problem. The form is to be signed by the employee and the supervisor, and placed in the employee's personnel file. The employee shall also be entitled to appeal rights as set forth in the policy entitled "Disciplinary Appeals." Disciplinary Suspension without pay shall not exceed 30 consecutive calendar days, nor shall any employee be penalized by suspension for more than 30 days in any 12-month period.
- E. Another disciplinary action available is that of **Demotion**. In the event that the employee's continued performance in the existing position is determined not in the best interest of the District, the District may opt to reassign the employee to a position of lower rank and/or pay. All demotion decisions must be approved by the Fire Chief. Prior to implementing the disciplinary demotion, the procedure outlined in Guideline "G" below shall be followed. The final demotion action shall be documented on a "*Significant Incident Report*," describing the nature of the problem, any previous or related conversations or actions (if applicable), as well as the employee performance

improvement plan that has been designed to correct the problem. Additionally, the form shall be signed by the employee, immediate supervisor, and the Fire Chief, and placed in the employee's personnel file. A copy of this documentation shall be given to the employee prior to the demotion. The employee shall also be entitled to appeal rights as set forth in the policy entitled "Disciplinary Appeals."

- F. If the employee's conduct or performance is deemed severe enough, or the determination is made that the employee has been unable to or unwilling to achieve a satisfactory level of performance or conduct, the employee shall be subject to **Dismissal**. The Fire Chief shall approve all dismissal decisions. Prior to implementing the dismissal action, the procedure outlined in Guideline "I" below shall be followed. It is to be noted that while progressive discipline is generally afforded, certain violations or conduct may be deemed severe enough to warrant immediate dismissal without prior steps being taken.

If it is determined that continuation of employment is not in the best interest of the employee or the District, all facts, conversations, and actions shall be thoroughly documented and submitted with termination paperwork for processing of the termination.

- G. In any disciplinary action involving a suspension or demotion, the officer imposing the discipline shall provide the employee with a **letter of intended discipline** stating:

1. the specifics of the employee's conduct.
2. the intended disciplinary action.
3. the timing of when the intended discipline will occur.
4. a statement of the employee's right to respond in writing to the supervisor within three calendar days of receipt of the letter, to a) set forth any and all reasons why the intended discipline should not be implemented, or b) request in writing a pre-disciplinary hearing in which the employee will verbally present such reasons.
5. a statement that the employee shall understand that failure to respond within the time limit shall waive the right to respond, but that they may still be entitled to appeal the disciplinary action as covered in the policy entitled "Disciplinary Appeals".
6. a statement that the employee's response shall be considered prior to the disciplinary action being imposed.

- H. Consideration of Employee Response** – If an employee responds in writing to the letter of intended discipline within three calendar days of receipt of the notice, the supervisor imposing the discipline shall consider the employee's response, including any additional facts or mitigating circumstances, and then determine if the intended action shall be sustained, modified or dismissed.

The supervisor shall provide written notice of the final disciplinary decision to the employee and shall use best efforts to provide a response within five (5) calendar days of timely receipt of the employee's written response. If the employee requests a pre-disciplinary hearing, the supervisor imposing the discipline shall grant the hearing and notify the Human Resource Officer of such hearing. The supervisor shall consider any additional facts or mitigating circumstances presented at the hearing, and then determine if the intended action shall be sustained, modified or dismissed. The supervisor shall provide written notice of the final disciplinary decision to the employee and shall use best efforts to provide a response within five (5) calendar days of the hearing. The letter of intended discipline, together with any written response by the employee and any final decision by the supervisor shall be placed in the employee's personnel file. A decision of the supervisor not to carry out the intended disciplinary action does not preclude them from taking any other form of disciplinary action. Based upon the level of the final determination of disciplinary action, such action may be subject to appeal as set forth in the *Disciplinary Appeals* policy.

- I. If the Fire Chief determines that the employee is to be dismissed, the employee shall be placed on paid administrative leave, and the Fire Chief shall issue a **pre-dismissal notice** stating the following:
1. the specifics of the employee conduct,
 2. the intended timing of the dismissal action
 3. a notice of a time and place for the employee to have a pre-dismissal hearing with the Fire Chief in order for the employee to respond and present to the Fire Chief any and all reasons why they believe the intended dismissal should be reconsidered.
 4. a statement that the employee's response shall be considered prior to the dismissal action being imposed.

This notice shall be served directly on the employee or delivered by certified mail. A signed receipt (unless refused) shall be attached to the copy of the notice and placed in the employee's personnel file.

- J. **Consideration of Employee Response** -- The Fire Chief shall conduct the pre-dismissal hearing to allow the employee to respond, and shall consider the employee's response, including any additional facts or mitigating circumstances, and then determine if the intended dismissal shall be upheld. The Fire Chief shall notify the employee of the final decision, as outlined below.

If, after consideration of the employee's response, the Fire Chief elects not to carry forth with the intended dismissal, the Fire Chief shall submit to the employee a written withdrawal of the pre-dismissal notice. However, the decision not to dismiss does not preclude the Fire Chief from taking any other

CORRECTIVE/DISCIPLINARY ACTION

III-J-200

February 4, 2014

Page 6 of 6

form of disciplinary action.

If, after consideration of the employee's response, it is determined that the dismissal is to be upheld, the Fire Chief shall sign a written letter that shall constitute dismissal. The dismissal letter shall be given to the employee in person. If the employee does not appear, the letter shall be sent by certified mail. A signed receipt (unless refused) shall be attached to the dismissal letter and placed in the employee's personnel file. Dismissal action is subject to the employee's appeal rights, as covered in the *Disciplinary Appeals* policy.

- K. A probationary employee may not appeal any form of disciplinary action, including a determination of dismissal, unless the basis of such dismissal is believed to be unlawful discrimination, harassment, or violation of state or federal law. In such case, the employee shall articulate, in writing, the basis of appeal to the Fire Chief.

PARK CITY FIRE SERVICE DISTRICT POLICIES AND PROCEDURES MANUAL

Order Type: EXECUTIVE ORDER **Order Number:** III-A-600
Date: February 4, 2014 **Reference:** _____
Subject: Employment of Relatives/Anti-Nepotism
Page 1 of 2 **Authority/Signature:** _____

I. PURPOSE

To prevent problems of supervision, safety, security, and morale that could potentially arise from employment of relatives.

II. SCOPE

This policy applies to all employees of the District. The policy shall apply only to employees' regularly assigned position. Additionally, this policy shall apply to any official of the District.

III. POLICY

Applications for employment from relatives (as defined below) shall be considered with other qualified applications when personnel vacancies occur. However, some restrictions in hiring or job placement shall apply to help prevent problems of supervision, safety, security, and morale.

IV. DEFINITION

For purposes of this policy, "relatives" are defined as an employee's spouse or domestic partner, or anyone within the following relationships, either with the employee or the employee's spouse/domestic partner: father, mother, stepfather, stepmother, son, daughter, stepson, stepdaughter, brother, stepbrother, sister, stepsister, aunt, uncle, niece or nephew.

V. GUIDELINES

The following guidelines shall apply regarding the employment of relatives:

- A. Relatives may not regularly directly or indirectly supervise their employed relatives.
- B. Relatives may not work under the same supervisor.
- C. If, during the course of employment, two employees become related, resulting in a conflict to this policy, consideration shall be given to adjusting the work assignments. The Fire Chief shall review each situation on an individual basis and

Employment of Relatives/Anti-Nepotism

III-A-600

February 4, 2014

Page 2 of 2

determine the necessary adjustment to the work assignment of the individuals involved.

- D. No employee with check signing authority may approve or sign a check payable to himself or to a relative as defined by this policy.
- E. No official of the District shall appoint or vote for the appointment of a relative, (as defined above) if the official would also be required to supervise the relative. The official may appoint a relative if another employee will directly supervise the relative.

PARK CITY FIRE SERVICE DISTRICT POLICIES AND PROCEDURES MANUAL

Order Type: EXECUTIVE ORDER **Order Number:** III-A 200
Date: February 4, 2014 **Reference:** _____
Subject: Equal Employment Opportunity
Page 1 of 2 **Authority/Signature:** _____

I. PURPOSE

To preserve an employment environment that is free from all aspects of illegal discrimination.

II. SCOPE

This policy applies to all employees of the District and all applicants for employment.

III. POLICY

The PCFSD shall maintain a policy of nondiscrimination with regard to all employees and applicants for employment. There shall be no discrimination or bias because of race, color, religion, sex, age, national origin, disability, sexual orientation, or any basis prohibited by law. All aspects of employment with the District shall be governed on the basis of merit, competence, and qualifications. The District is the final judge of the suitability of all candidates for employment.

The District shall comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against “qualified individuals with disabilities” in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It also applies to recruitment, advertising, length of service, layoff, leave, fringe benefits, and all other employment-related activities. The District shall consider requests for reasonable accommodations for an individual with a qualifying disability, so long as it does not cause undue hardship, as set forth in the policy entitled "ADA: Reasonable Accommodation."

IV. COMPLAINT PROCEDURE

Any employee or job applicant who feels they have been treated unfairly, or discriminated against in any way, or is aware of the possibility that someone else has been discriminated against, shall notify a District representative via one of the following options:

Equal Employment Opportunity

III-A 500

February 4, 2014

Page 2 of 2

- A. The employee's immediate supervisor, or
- B. Any Chief Officer, or
- C. The Human Resource Officer, or
- D. The Fire Chief.

Regardless of who receives the initial complaint, the Fire Chief shall be notified on the same day by the person receiving the initial complaint, if possible. If the complaint is against the Fire Chief, the employee or applicant also has the option to notify the Chairman of the Board.

Investigation and handling of the complaint of alleged discrimination shall be handled as a highly sensitive personnel matter. All communications regarding this subject shall be kept in confidence to the greatest extent possible, understanding that the investigative process may require some additional discussion.

Any employee, who, in good faith, brings forth a complaint of discrimination, shall be free from any form of retribution or reprisal on the part of management or other employees. Likewise, any employee who participates in the investigative process shall be free from any form of retribution or reprisal on the part of management or other employees.

PARK CITY FIRE SERVICE DISTRICT POLICIES AND PROCEDURES MANUAL

Order Type: EXECUTIVE ORDER **Order Number:** III-J-500 

Effective Date: 12/17/85 **Reference:**

Subject: APPEALS/GRIEVANCE-POLICIES & DEFINITIONS

Page 1 of 3 **Authority/Signature:** _____

I. POLICY

A. APPEALS – It is the policy of the PCFSD to establish a uniform method of appealing departmental actions to the appropriate authority within the PCFSD.

B. GRIEVANCES - It is the policy of the PCFSD to provide a just and equitable method for the administrative resolution of grievance complaints without coercion, restraint, or reprisal against any employee due to filing or involvement in a grievance complaint. To establish a uniform method of filing a grievance complaint within policies and procedures.

It shall be the policy of the PCFSD to adjust appeals and grievances of employees properly and fairly. Within the framework of existing laws and regulations, every reasonable effort shall be made to make adjustments in a manner mutually satisfactory to employees and management at the lowest possible level.

It is mutually understood that the prompt presentation, adjustment and/or answering of the grievances or appeals is desirable in the interest of sound relations between the employees and the PCFSD. Prompt and fair disposition involves important and equal obligations and responsibilities, both joint and independent, on the part of the representatives of each party to protect and preserve the grievances and appeals procedures as orderly means of resolving issues.

C. DEFINITIONS

1. AGGRAVATED MISCONDUCT - A willful or wanton act such as gross misuse of District property or gross insubordination or any other willful or wanton act which places the safety of persons and/or property in jeopardy, including, but not limited to, drunkenness or assault.

APPEALS/GRIEVANCE-POLICIES & DEFINITIONS

III-J-500

12/17/85

Page 2 of 3

2. APPEAL – A request for a formal review initiated by the party dissatisfied with the decision of a department head or a request by an applicant for a PCFSD position.
3. APPELLANT – The person initiating the grievance complaint.
4. CALENDAR DAYS – The consecutive days, inclusive of Saturdays, Sundays and legal holidays. If the deadline falls on Saturday, Sunday or a legal holiday, the deadline becomes the next working day.
5. DEPARTMENT/DIVISION – The major units of the PCFSD which are: Administrative Services, Personnel Services, Suppression, Fire Prevention, Training, E.M.S., Equipment and Apparatus Services.
6. DEPARTMENT HEAD – The Chief Administrative Officer(s) of a specific department.
7. DISCRIMINATION – Any action taken against an employee because of lawful political or religious opinions or affiliations or because of race, color, religion, sex, age, national origin or handicapped status.
8. DISMISSAL – The termination of employment of an employee for cause.
9. GRIEVANCE – A complaint by an employee concerning the interpretation of Personnel Policies and Procedures, practices, working conditions, and/or concerning discrimination (including race, color, religion, sex, national origin or handicapped status), which has not been resolved satisfactorily in an informal manner between the employee and the immediate supervisor.
10. MERIT EMPLOYEE – Any person in the employ of the District hired in accordance with the provisions of the PCFSD

Personnel Policies & Procedures, excluding those positions defined as exempt from merit coverage.

11. REASONABLE PERIOD FOR CASE PREPARATION – The time provided the employee during working hours not to exceed a total of five (5) hours.

12. SUPERVISOR – The individual indicated on the approved written position description as responsible for the day-to-day supervision of the employee's work.