

# POLICY MANUAL



Brandon Fire District No. 1  
58 Franklin Street  
Brandon, Vermont 05733



## **1. General**

The purpose of this Manual is to provide the policies for the operation of the Brandon Fire District No. 1. (Fire District)

This manual is to be used by every employee/member of the Fire District, to help each person better represent the profession and the District requirements. The Fire District is judged by the performance of each individual employee. Therefore, all employees/members of the Fire District must strive for a high level of fire professionalism.

These rules are intended for the guidance of the entire Fire District and are not expected to cover every specific act of duty. In addition to their duties, employees/members will perform other duties as may be required of them. It is the duty of all employees/members to thoroughly familiarize themselves with these policies and the set of Standard Operating Procedures and follow them. Failure to do so could result in disciplinary action.

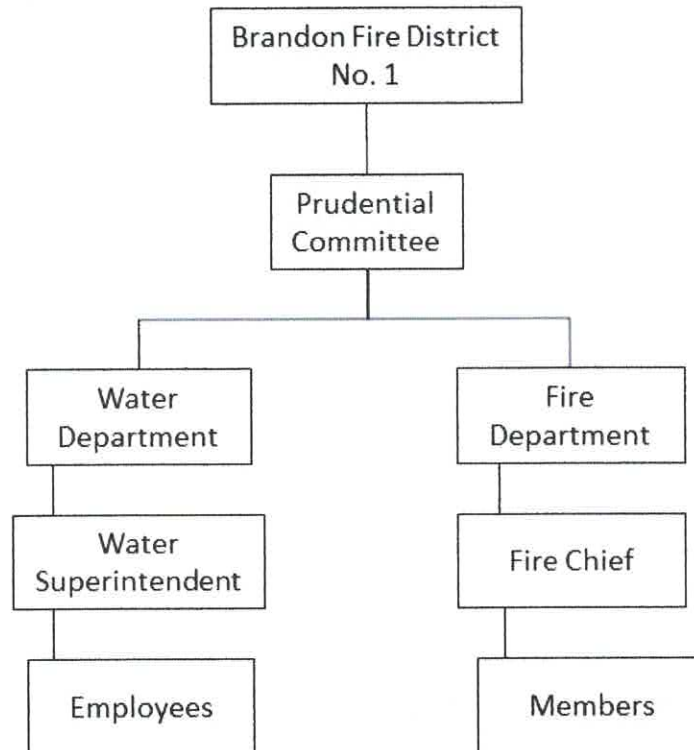
## **1. Code of Ethics**

- To strive to recognize the importance and honor of my profession.
  - To conduct my personal and official life so as to inspire public confidence.
  - To prevent personal gain or profit from being the objective of my endeavors in whatever position I will hold.
  - To judge fellow employees/members by standards I myself hold and never jeopardize the safety of any fellow employee.
  - To regard it as my duty to possess adequate knowledge to perform my job and avail myself of opportunities to learn more about my profession.
  - To avoid alliances with persons or businesses whose goals are inconsistent with the performance of an employee.
  - To never claim unjustly qualifications that I do not possess.
  - To share publicity equally with fellow employees/members whether favorable or unfavorable.
- To bear constantly in mind that the truth is to be sought before the case is made, so that the stature of employees/members be enhanced rather than tarnished.

## 2. Organization

The employees/members of the Fire Department are part time employees/members of the Brandon Fire District #1 when called upon to respond to an emergency situation, training, drill or other situations that may arise from time to time. The water department and firefighting organization are subordinate to the Prudential Committee.

The following is an organizational chart of the Brandon Fire District No. 1.



## 3. Adoption and Revisions

This Policy Manual and individual Policies are subject to periodic review and revision. Subsequent changes must be approved by the Prudential Committee and signed by the Prudential Committee Chair. Each employee/member of the Brandon Fire District No. 1 shall have and maintain a complete copy of this Policy Manual.

A copy of this manual will be maintained in the District Office, the Chief's Office and in the Dispatch room. A written copy of all approved revisions or additions will be distributed by the District Chief or their designee to all employees/members.



## 4. Approval

This overall Policy Manual was approved by Brandon Fire District No. 1 Prudential Committee on \_\_\_\_\_ November 2023. Each policy statement has been approved by the Prudential Committee and signed by the Chairman of the Committee to indicate approval of each policy.

\_\_\_\_\_ Chair

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

Brandon FD No 1

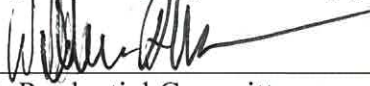
The following table indicates the policies that are currently in effect along with their revision numbers and dates of issue.

<b>Policy Number</b>	<b>Title</b>	<b>Revision</b>	<b>Date</b>
01	Equal Employment Opportunity	00	09/02/2021
02	Sexual Harassment	00	09/02/2021
03	Smoking Policy	00	09/02/2021
04	Alcohol & Controlled Substance	00	09/02/2021
05	Employee Assistance Program	00	09/02/2021
06	Confidentiality Policy	00	09/02/2021
07	Conflict of Interest	00	11/03/2022
08	Liaison	00	09/02/2021
09	Personnel Policy	00	10/07/2021
10	Purchasing Policy	00	01/06/2022
10.1	Accounting Auditing & Financial Reporting	00	01/06/2022
10.2	Balanced Budget	00	01/06/2022
10.3	Capital Program & Budget	00	01/06/2022
10.4	Cash Receipts, Petty Cash & Returned Check	00	03/02/2023
10.5	Credit Cards	00	01/06/2022
10.6	Fraud Prevention	00	01/06/2022
10.7	Reserve Fund	00	03/02/2023
11	Complaint Procedure	00	11/03/2022
12	Code of Conduct	00	11/03/2022
13	Safety Policy	00	11/03/2022
14	Water Disconnection Policy	00	05/04/2023
15	Meeting Rules and Procedures	00	11/03/2022
16	Record Retention Policy	00	

## **Brandon Fire District No. 1 Policy**

**Subject: Equal Employment Opportunity**

**Policy # 01**

Approved:   
Chair Prudential Committee


Date: 9/2/2021 Revision: 0

Brandon Fire District No. 1 (BFD1) is an Equal Opportunity Employer (EEO) and prohibits discrimination of any kind. All aspects of employment are based on business needs, job requirements and individual qualifications, without regard to race, creed, color, place of birth, ancestry, ethnicity, national origin, native language, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, pregnancy or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law.

## **Brandon Fire District No. 1 Policy**

**Subject: Anti-Discrimination/Harassment**

**Policy # 02**

Approved:   
Chair Prudential Committee

Date: 9/2/2021 Revision: 00

Brandon Fire District No. 1 (BFD1) is committed to providing a workplace that is free from harassment and discrimination, and complies with all anti-discrimination/harassment laws, including but not limited to Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA.) This policy is not limited to what occurs while on duty or in the workplace. Discrimination and harassment will not be tolerated at work, at off-site gatherings or anywhere else.

The provisions in this policy apply to employees, members, customers, contractors and any other third parties involved with BFD1, regardless of their gender, sexual orientation, role, status or other protected characteristic. Discrimination, unwelcome sexual advances, requests for sexual favors, and other written, verbal, or physical conduct of a sexual or discriminatory nature constitute prohibited conduct when, but not limited to:

- (1) Submission to the conduct is made either an implicit or explicit condition of employment;
- (2) Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;
- (3) The discrimination and/or harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, abusive or offensive work environment.

Examples of prohibited conduct include, but are not limited to, the following:

- Unwelcome physical or sexual advances, including but not limited to hugs, touches, kisses or fondling
- Suggestive or lewd remarks, pranks or innuendo, in person or via e-mail, social media or text
- Requests for sexual favors
- Posting or sending pornographic posters, cartoons, drawings, videos or memes
- Giving sexually suggestive gifts
- Unwelcome jokes, teasing and banter
- Use of epithets, stereotypes, comments, gestures, or disparaging references to others
- Repeatedly standing too close to or brushing up against a person



- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated they are not interested
- Use or threatened use of physical force against a person, including individuals who are or have been dating or in a relationship
- Using your position of seniority as a basis for employment decisions or as the term or condition of employment (including sexual advances or requests for favors whether accepted or not)

Each employee/member is responsible for preventing harassment and discrimination and shall take all appropriate action to remedy such behavior, including coming to the aid of a fellow employee/member so affected, as well as reporting such conduct to management. Those employees/members who fail to aid an employee/member subject to harassment and/or discrimination may also be subject to discipline.

BFD1 understands that a victim of harassment and/or discrimination may not always feel comfortable filing a complaint formally. If the misconduct is slight or infrequent, if the harasser is not their supervisor, and if the victim feels comfortable, they may inform the harasser directly that their conduct is offensive and unwelcome. If these efforts are ineffective, or if the victim wishes to file a formal complaint, the victim should report the allegations to their supervisor. If the complaint involves someone in the victim's direct line of command, then the victim may go to another supervisor, or management official they are comfortable with, to report the complaint.

All complaints will be handled and investigated promptly in accordance with the "Procedures for Complaints" policy. BFD1 will treat all information received with appropriate sensitivity and care and will endeavor to protect the privacy of the individuals to the extent it can do so.

Victims may also pursue criminal charges with local, state, or federal law enforcement agencies. BFD1 will offer and, upon request, provide assistance to individuals covered under this procedure with notifying law enforcement agencies. These options are available regardless of whether an individual chooses to file a complaint with BFD1. Individuals have the option to notify such agencies with or without assistance from BFD1, and have the option not to personally notify such authorities.


Retaliation against an employee/member for reporting discrimination and/or harassment, or for cooperating in an investigation of a complaint of discrimination and/or harassment, is unlawful. It is a violation of this policy for any employee/member who learns of the investigation or complaint to take any retaliatory action that affects the investigation, as well as the working environment of any person involved in the complaint or investigation. If you believe you are being retaliated against, you should follow the complaint procedure outlined in the "Procedure for Complaints" policy.

Employees/members who have been found in violation of this policy will be subject to discipline or other appropriate management action as set forth in the "Procedure for Complaints" policy. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to separation for cause. A verbal or written admonishment, while not considered formal discipline, may also be considered.

## **Brandon Fire District No. 1 Policy**

**Subject: Smoking Policy**

**Policy # 03**

Approved:   
Chair Prudential Committee

Date: 9/2/2021 Revision: 00

The fire station and the water department offices are public buildings and will comply with all state and federal laws that address smoking in public buildings. For purposes of this policy, smoking includes the use of lighted tobacco products, use of tobacco substitutes and vaping devices.


Smoking will be prohibited within the entire building and within 25 feet of the building. Cigarette butts and used material shall be placed in the appropriate refuse containers and not be thrown on the ramp, sidewalks, parking areas or lawn. Tobacco users that chew will not spit or dispense tobacco on the floor, ramp, trash containers or sidewalks. There will be no smoking in any Brandon Fire District No. 1 vehicles. Smoking at an emergency scene will be prohibited.



## Brandon Fire District No. 1 Policy

**Subject: Alcohol & Controlled Substance**

**Policy # 04**

Approved:   
Chair Prudential Committee

Date: 9/2/2021

Revision: 00

At no time will any Brandon Fire District No. 1 (BFD1) employee/member be under the influence of alcohol or drugs while on duty or responding to a call. An employee/member may never drive or operate any BFD1 equipment while under the influence of alcohol or drugs. Employees/members may not be on BFD1 grounds while under the influence of alcohol or drugs. Prescription or over the counter drugs are allowed when they are taken according to a physician's prescription. Any employee/member taking prescription or over the counter medications will be responsible for consulting with the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of their duties. If the use of the medication could interfere with the safety of the employee, co-workers or the public, it is the employee's responsibility to refrain from responding to emergency situations.

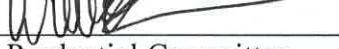
If an employee/member is found to be under the influence of alcohol or using drugs while on duty, that employee/member will be suspended until an investigation into the incident is complete. While on suspension the employee/member must return all equipment to the BFD1 and will not be allowed on BFD1 property unless it is at the discretion of the Department Head.

Any employee/member that does appear on any BFD1 grounds under the influence will not be allowed to drive away. Should this employee/member refuse a ride, the Brandon Police Department will be notified.

## Brandon Fire District No. 1 Policy

**Subject: Employee Assistance Program**

**Policy # 05**

Approved:   
Chair Prudential Committee

Date: 9/2/2021

Revision: 00

All Brandon Fire District No. 1 (BFD1) employees/members and the people living in their households have free access to an employee assistance program (EAP) through the Vermont-based Invest EAP. This is a *confidential* benefit provided through your employer's participation with the ***Vermont League of Cities and Towns, Property and Casualty Intermunicipal Fund. (VLCT PACIF)***. EAP professionals adhere to the highest level of ethical standards governed by their disciplines: psychology, social work, mental health, etc. This program is a resource for information to assist you in dealing with areas of stress in your life, from the practical to the complex. It provides in-person appointments with skilled clinicians. It is a starting point for problem-solving with a seasoned EAP professional, whether you have a personal or work-related concern. It provides short term supportive counseling, with referrals to other professionals as needed. Telephonic assistance is provided for work-life issues: referrals for legal, financial, elder or child-care issues, fuel assistance and any other resource-related concern. There is also a dynamic website with resources and articles that can provide help for coping with stressful situations in your life

The wide range of EAP services includes:

- 24/7 access to counselors at 800-287-2173
- Online information and tools at [investeap.org](https://investeap.org)
- In-person counseling sessions for short-term purposes
- Counseling and referrals for mental health or substance issues
- Resource and referral information for medical, eldercare, and childcare issues
- Referrals to a legal or financial specialist for specific issues
- Relationship, family, and parenting assistance and referrals

Specific services are available to PACIF member management teams and can be accessed directly by calling 888-392-0050. These include:

- Consultation and guidance for managers whose employees are experiencing personal issues or workplace conflicts
- Onsite trainings to explain EAP benefits to your employees at your location
- Referrals to substance abuse professionals as part of our drug and alcohol testing program for commercial motor vehicle operators
- Critical incident stress debriefings after traumatic incidents in the workplace

Mental health and wellbeing services for Vermont's First Responders are also available through EAPFirst. Services include expert trauma-informed clinical support, individual counseling, critical incident stress debriefings, and assistance in building a skilled peer support network. All Vermont municipal police, fire, and emergency response personnel (as well as anyone living in their households) may contact EAPFirst any time at 1-855-EAP-1NOW for support.

To learn more about EAP services, call Invest EAP at 1-800-287-2173 or visit the website, [investeap.org](https://investeap.org) . You will be prompted to create a login. The organization password is vlct. Once you've logged in, click on the Benefits tab to view the EAP Employee Orientation video.



## Brandon Fire District No. 1 Policy

**Subject: Confidentiality Policy**

**Policy # 06**

Approved: \_\_\_\_\_

Chair Prudential Committee

Date: \_\_\_\_\_

9/2/2021

Revision: \_\_\_\_\_

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Due to the nature of our duties, all employees/members of the Brandon Fire District No. 1 (BFD1) are often privy to sensitive, private or personal information. This may include (but is not limited to) private medical history, exposure to crime scenes and criminal investigations, and observations made in private homes and/or other emergency scene(s). The privacy of the citizens we serve and the property we protect will be respected at all times.

No employee/member shall disclose or use any information or observations not in the public domain, gained by reason of official BFD1 duties, nor shall they use said information at any time for their personal gain or benefit, or for the personal gain or benefit of any other person(s) or enterprise.

## Brandon Fire District No. 1 Policy

**Subject: Conflict of Interest**

**Policy # 07**

Approved:   
Chair Prudential Committee

Date: 11/3/2022 Revision: 00

1. **Purpose.** The purpose of this policy is to ensure that the business of this Brandon BFD1 No. 1 (BFD1) will be conducted in such a way that no public official of the BFD1 will gain a personal or financial advantage from their work for the BFD1 and so that the public trust in BFD1 officials will be preserved. It is also the intent of this policy to ensure that all decisions made by BFD1 officials are based on the best interest of the community at large.

2. **Definitions.** For the purposes of this policy, the following definitions shall apply:

A. Conflict of interest means any of the following:

1. A direct or indirect personal interest of a public officer, their spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister in law, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which they hold office or is employed;
2. A direct or indirect financial interest of a public officer, their spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister in law, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which they hold office or is employed;
3. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue; and
4. A situation where a public officer has not disclosed ex parte communications with a party in a quasi-judicial proceeding.

B. Emergency means an imminent threat or peril to the public health, safety or welfare.

C. Official act or action means any legislative, administrative or judicial act performed by any elected or appointed officer or employee/member while acting on behalf of the BFD1.

- D. Public body means any Prudential Committee, council, commission or committee of the BFD1.
- E. Public interest means an interest of the community as a whole, conferred generally upon all residents of the BFD1.
- F. Public officer or public official means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for the BFD1. This includes all Prudential Committee members, Officers of the BFD1 and Officers of the Water Department and Fire Department.
- G. Quasi-judicial proceeding means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority.

**3. Disqualification.** A public officer shall not participate in any official action if they have a conflict of interest in the matter under consideration.

- A. A public officer shall not personally, or through any member of their household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.
- B. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse themselves from the matter.
- C. Public officers shall not accept gifts or other offerings for personal gain by virtue of their public office that are not available to the public in general.
- D. Public officers shall not use resources not available to the general public, including but not limited to BFD1 time, equipment, supplies, or facilities for private gain or personal purposes.

**4. Disclosure.** A public officer who has reason to believe that they have or may have a conflict of interest but believes that they are able to act fairly, objectively and in the public interest in spite of the conflict of interest shall, prior to participating in any official action on the matter disclose to the public body at a public meeting the matter under consideration, the nature of the potential conflict of interest and why they believe that they are able to act in the matter fairly, objectively and in the public interest. Nevertheless, the person or public body which appointed that public officer retains the authority to order that officer to recuse themselves from the matter, subject to applicable law.

**5. Recusal.** A public officer shall recuse themselves from any matter in which they have a conflict of interest, pursuant to the following:



- A. Any person may request that a member recuse themselves due to a conflict of interest. Such request shall not constitute a requirement that the member recuse themselves;
- B. A public officer who has recused themselves from a proceeding shall not sit with the Prudential Committee, deliberate with the Prudential Committee, or participate in that proceeding as a Prudential Committee member in any capacity;
- C. If a previously unknown conflict is discovered, the Prudential Committee may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict; and
- D. The Prudential Committee may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the Prudential Committee. The Prudential Committee may then resume the proceeding with sufficient members present.

In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse themselves from the matter, subject to applicable law.

**6. Enforcement; Progressive Consequences for Failure to Follow the Conflict of Interest Procedures.** In cases where the conflict of interest procedures has not been followed, the Prudential Committee may take progressive action to discipline an offending public officer. In the discipline of a public officer, the Prudential Committee shall follow these steps in order:

- A. The chair shall meet informally, in private, with the public officer to discuss possible conflict of interest violation.
- B. The Prudential Committee may meet to discuss the conduct of the public officer. Executive session may be used for such discussion, in accordance with 1 V.S.A. § 313(4). The public officer may request that this meeting occur in public. If appropriate, the Prudential Committee may admonish the offending public officer in private.
- C. If the Prudential Committee decides that further action is warranted, the Prudential Committee may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
- D. Upon majority vote, the Prudential Committee may request that the offending public officer resign from the Prudential Committee.

**7. Exception.** The recusal provisions shall not apply if the Prudential Committee determines that an emergency exists and that actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe they have a conflict of interest shall disclose such conflict.

## Brandon Fire District No. 1 Policy

**Subject: Liaison**

**Policy # 08**

Approved: \_\_\_\_\_

Chair Prudential Committee

Date: \_\_\_\_\_

9/2/2021

Revision: \_\_\_\_\_

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The Brandon Fire District No. 1 (BFD1) is a service agency dedicated to serving the needs of all citizens within the Town of Brandon and the BFD1. Recognizing the limitations and resources, the BFD1 fully appreciates the relationship to and support from other agencies. Therefore, it is intended that full cooperation be maintained at all levels with other support agencies,

Those related agencies include, but are not limited to:

- Town, county and state fire service agencies.
- Town, county and state law enforcement agencies.
- County, state and federal emergency management agencies.
- State Districts and/or Departments of Public Safety, Transportation, Health, Water Resources, Fish and Game, and Forest & Parks.
- Town, county and state emergency medical service agencies.

## Brandon Fire District No. 1 Policy

**Subject: Personnel Policy**

**Policy # 09**

Approved:   
Chair Prudential Committee

Date: 10/7/2021 Revision: 00

The Personnel Policy of Brandon Fire District # 1 (BFD1) will be followed by all employees/members of the BFD1.

### 1. Positional Responsibilities.

1.1. Prudential Committee. The Prudential Committee holds the responsibility for the development, interpretation and maintenance of the Personnel Policy.

1.2. Employee/Member Responsibilities. It is the responsibility of the employees/members to be familiar with and to adhere to the rules as defined in the policy, understanding that violations of the policy could result in disciplinary action. Employees/members are invited to offer suggestions to the Committee for the purpose of clarifying these rules or improving the intent or objectives of this policy. At the time of employment and at such time as any amendments are made to this policy, a copy will be given to each employee/member and a copy placed in the employee's personnel record. Employees/members will sign an acknowledgement of receipt of the policy or amendment.

1.3. Non-Discrimination Responsibilities Statement. Brandon Fire District #1 shall comply with all applicable provisions of state and federal law that prohibit discrimination in employment, or in access to its membership, activities, or facilities, on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, native language, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, pregnancy or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law.

1.4. Amendment to the Personnel Policy, Responsibility. Amendments to this policy may be made by a majority vote of the Prudential Committee as necessary to reflect changing needs. Unless such changes are deemed by the Committee to be an emergency nature, amendments will take effect 30 days following the vote of the Committee.

1.5 Definitions. These definitions pertain to the Personnel Policy Section of the Policy Manual.



## Brandon Fire District No 1

- A. **Emergency**- Any situation which, for the good of the BFD1, must be acted upon sooner than established time limits
- B. **Full Time Employee/Member** - Any person hired on a continuing basis for 35 or more hours per week.
- C. **Part Time Employee/Member**- Any person hired on a continuing basis for less than 35 hours per week. Benefits will not be afforded to anyone hired to work less than 35 hours per week. This applies to all Fire Department personnel.
- D. **Temporary Employee/Member** - Any person hired for a task or job with duration less than one year regardless of hours worked in any one-week period.
- E. **Compensatory Time**- Time during the work day in exchange for time worked beyond usual hours.
- F. **Work Period**- The work period shall be seven days.
- G. **Overtime**- Hours worked in excess of the 40 hours scheduled for a weekly work period.

## 2. Recruitment and Selection

- 2.1. Recruitment. The Prudential Committee shall advertise in newspapers and/or professional publications as they see necessary.
- 2.2. Qualifications. The Prudential Committee, using the job description, will establish the basic requirements for the successful performance of the job
- 2.3. Application for Employment. Candidates shall submit an application stating interest in a vacant position and their qualifications for the position.
- 2.4. Review of Candidates. All applications will receive fair and equitable review by the Prudential Committee on the basis of bona fide occupational qualifications for the applied position.
- 2.5. References and Rejections. Previous employers and reference provided by the candidate will be checked in the review process. Failure to meet professionally recognized physical standards, illegal drug use, substance abuse, deliberately false or misleading statements, any arson convictions, conviction of a felony, extensive criminal history, multiple driving offenses, dishonorable discharge from the military, or other proven disgraceful conduct shall be grounds for immediate rejection of a candidate. Felony convictions may be reconsidered for selection purposes provided the applicant has at least seven years good employment following the end of court-imposed sentencing and has no subsequent convictions for criminal actions or other behavioral misconduct. All applicants for positions with the BFD1 will be subject to background and record checks.

## Brandon Fire District No 1

2.6. Selection. Selection of employees/members will be based on job related skills, knowledge, experience, education and prior demonstrated performance. Screening and interviewing applicants will be the responsibility of the Prudential Committee.

2.7. Physical Examination. Applicants shall be required to undergo a physical examination by a physician mutually agreed to by the Fire District and the applicant. Applicants will be required to sign a release directing the physician to report any significant findings to the Prudential Committee. All information provided by the physician shall remain strictly and totally confidential. No record of the specifics of the examination will be maintained by the Fire BFD1. A memo will be placed in the personnel file stating the name of the physician, date of examination(s), and a statement as to the applicant's ability to meet professionally recognized physical standards for the position applied for. All reasonable costs of the physical examination will be paid for by the Fire District. Any treatment required as a result of the examination, whether or not the examination disqualifies the applicant from employment, shall be the responsibility of the applicant and not the Fire District.

### 3. Probationary Period

3.1. Objective. The probationary period is an extension of the selection process. It is to be used for observing the conduct and work habits of new employees/members, to facilitate the adjustment of a new employee/member to their position, and to allow for the rejection of any employee/member whose conduct or work performance does not meet required standards.

3.2. Probationary Period. All persons hired to a permanent position shall be required to complete a minimum probationary period of six (6) months for the Water Department and twelve (12) months for the Fire Department. The Prudential Committee shall review the probationary employees/members' performance at the end of the probationary period and retain or dismiss the employee. The Committee may extend the probationary period in either case, not to exceed six months, at their discretion.

3.3. Removal. A probationary employee/member may be removed by the Prudential Committee. Dismissal under probation shall be without cause and without specific reference to any provisions of this policy. Such dismissal shall be final.

### 4. Salary/Stipend

4.1. Pay Schedule. Full time Employees/members will be paid every two (2) weeks on Wednesdays. Part time employees/members of the Fire Department will be paid within one (1) month of the close of the fiscal year. Full time and part time Employees/Members will be paid by the hour. If an Employee/Member has signed in and the call is less than an hour, the Employee/Member will be paid for the full hour.

4.2. Salary Increases. Cost of living adjustments and increases in salary will be at the discretion of the Prudential Committee.



**5. Vacation, Holidays and Sick Time**

5.1. Holidays. The following days are recognized as holidays for full time employees/members:

- |                           |                                   |
|---------------------------|-----------------------------------|
| 1. New Year's Day         | 7. Columbus Day                   |
| 2. Martin Luther King Day | 8. Veterans Day                   |
| 3. Presidents Day         | 9. Thanksgiving Day               |
| 4. Memorial Day           | 10. Friday following Thanksgiving |
| 5. Independence Day       | 11. Christmas Eve                 |
| 6. Labor Day              | 12. Christmas Day                 |

Whenever a holiday falls on a Saturday or Sunday, the employee/member may take it either on the preceding Friday or the following Monday at their discretion and/or as their work load permits. If a holiday occurs while an employee/member is on authorized vacation, the holiday will not count as vacation taken. The Employee/member must arrange for backup personnel to be on standby for vacation or holidays when they will not be available for emergencies. If a full-time employee/member must work on a holiday or during vacation due to an emergency, the time will be credited as double time for compensatory time off.

5.2. Vacation Accrual. Full time employees/members shall be entitled to the following vacation:

Period of employment	Vacation Accrued
0-1 <sup>st</sup> year	4 hours per month
1-5 years	8 hours per month
5-10 years	10 hours per month
10-15 years	12 hours per month
15-20 years	14 hours per month
20+ years	16 hours per month

Vacation shall accrue on the basis of the employees/members' date of hiring. No more than 30 days may carry over to the next calendar year without prior approval of the Prudential Committee. An employee/member may be given pay in lieu of vacation **ONLY** at the time of separation from employment. If an employee/member suffers an illness and their sick time is depleted, vacation time may be used in lieu of sick time.

5.3. Sick Time. Full time employees/members will accrue one day of sick time each month up to a maximum of 60 days. An employee/member may be granted sick leave for personal illness or a medical or dental appointment.

5.4. Injury on the Job. A full-time employee/member injured while performing their duties will receive compensation during their recuperation as follows:



## Brandon Fire District No 1

- A. For the first thirteen weeks the BFD1 will pay the difference of that received from Worker's Compensation and the individuals' net salary after taxes and social security. The individual will not lose any sick leave during this time nor will vacation or sick time be accrued.
- B. After the first 13 weeks the individuals Worker's Compensation will not be augmented by the BFD1 and sick leave and vacation time will be counted as lost
- C. **EXCEPTION-** No additional payments shall be made by the BFD1 in any instance when, in opinion of the Prudential Committee, the accident occurred as a result of intoxication, willful intent, violation of rules or while the employee/member is in the employ of another person, firm or corporation.

Part time employees/members of the Fire Department injured while performing their duties will receive Worker's Compensation during their recuperation.

5.5. Bereavement Leave. A full-time employee/member shall be granted a bereavement leave upon the death of the employees/members' spouse, child, mother, father, brother, sister, father or mother-in-law, grandparent, stepchild or other relative living in the household. This is paid leave and shall be limited to three working days except in the case of a spouse when it shall be five working days.

5.6. Jury Leave. A full-time employee/member summoned to jury duty will be excused from their work for the required period necessary to perform their duty. If the jury is prematurely excused from its' duties, the employee/member is expected to report for work. The employee/member will be paid their regular pay during the time of their jury duty upon presentation of certification from the court clerk that they were present for jury duty each day.

## 6. Employee/Member Benefits

6.1. Retirement. At the commencement of permanent employment, a full-time employee/member is eligible for retirement benefits as provided for in the plan currently in use by the Fire District.

6.2. Health Care Protection. The Fire District will pay 80% of the yearly premiums on the health plan protection offered, to full time employees/members and their families hired after July 1, 2021. Employees/members should read policies carefully to become acquainted with the existing benefits, condition, restrictions and exclusions.

6.3. Dental Insurance. The Fire District will pay 100% of the premiums for full time employees/members and their families.

6.4. Vision Insurance. The Fire District will pay 100% of the premiums for full time employees/members and their families.

## Brandon Fire District No 1

6.5. Worker's Compensation. The BFD1 will pay for Worker's Compensation insurance as provided for by law for all employees/members.

6.6. Unemployment Benefits. The BFD1 will provide those unemployment benefits provided by law for all full-time employees/members.

6.7. Length of Service Award Program (LOSAP) Brandon Fire Department employees/members shall be eligible for participation in the LOSAP.

### **7. Miscellaneous Provisions**

7.1. Personal Vehicles. When absolutely necessary a full-time employee/member may use their personal vehicle in job related functions. A signed voucher indicating mileage driven and reason will be submitted to the Prudential Committee for audit and payment at the current IRS allowed mileage rate. Fire Department employees/members may use their personal vehicles to respond to the fire station for emergency calls, but will not be reimbursed for mileage. Any private vehicle having a red emergency light and/or siren shall have a valid State permit.

7.2. Training. Any employee/member required to attend a seminar or course of training will be considered to be working. Mileage and reasonable expenses, i.e. tolls or parking fees, will be reimbursed as in 7.1. above of this policy.

7.3. Emergency Calls. A full-time employee/member who is a member of the Fire Department or Rescue Squad may leave their job to answer emergency calls but shall return to work when the emergency is over. Time spent responding to an emergency call shall be considered working time.

7.4. Residency Requirements. Employees/members shall be required to live within 20 minutes of driving time of the BFD1 office under normal highway conditions. Fire Department Employees/members shall be required to live in the towns of Brandon, Leicester or Goshen.

7.5. Policies and Procedures. It is the responsibility of each employee/member to be aware of all BFD1 policies and procedures which affect him in the performance of their duties, and to conduct himself accordingly. Employees/members shall be required to be aware of all Water or Fire Department Rules and Regulations and procedures applicable to their department.

### **8. Conduct of Employees/members**

8.1. General Policy. Employees/members are prohibited from engaging in any conduct which could reflect unfavorably upon BFD1 service. Employees/members must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment to any person or losing complete impartiality in conducting BFD1 business. Employees/members must also show integrity and professionalism in the workplace and respect their colleagues. Behavior and comments that are discriminatory, harassing, abusive, offensive, retaliatory, or unwelcome will not be tolerated.



## 8.2. Insubordination

BFD1 strives to provide a safe, respectful atmosphere for its Employees/members. Each Employee/member is expected to abide by its policies to that effect as well as expected to work in a cooperative manner with management/supervision, co-workers, customers and vendors. Therefore, all Employees/members are prohibited from engaging in insubordination. BFD1 defines insubordination as an Employee's/member's refusal to carry out a request made in the course of business by an Employee's/member's leader or person of authority, as well as, any discourteous, disrespectful, threatening, intimidating or assaulting speech or conduct directed toward anyone in the course of business UNLESS the request is considered to be unsafe. Employees/members are expected to handle any disagreements or disputes with leadership in a civil and professional manner, in accordance with the terms of this policy. Acts of insubordination will result in administrative and/or disciplinary action up to and including separation of employment

8.3. Receipt of Gifts. Employees/members are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person who has or is seeking to obtain business with the BFD1 or from any person from within or outside BFD1 employment whose interests may be affected by the employee's performance or nonperformance of official duties. Acceptance of nominal gifts in keeping with special occasions, such as marriage, retirement, Christmas or unsolicited advertising materials (e.g. pens, note pads, calendars) of nominal intrinsic value (less than fifteen dollars) is permitted.

8.4. Outside Employment. No employee/member may engage in outside employment which in any manner interferes with the proper and effective performance of the duties of their position, results in a conflict of interest, or if it is reasonable to assume that such employment may subject the BFD1 to public criticism or embarrassment.

8.5. BFD1 Property. Employees/members must not directly or indirectly use or allow the use of BFD1 property of any kind for other than official activities.

8.6. Political Activities. All employees/members shall be able to express their rights as citizens to express their opinions and cast their votes.

## 9. Disciplinary Actions

9.1 Discipline. The department heads are responsible for disciplinary actions of their employees/members. The Prudential Committee is responsible for the disciplinary action of the department heads. Discipline imposed by the department heads may be appealed to the Prudential Committee.

9.2. Reprimands. Oral or written reprimands, including reasons therefore, may be issued, at the sole discretion of the Committee

Brandon Fire District No 1

9.3. Disciplinary Probation. If oral or written reprimand fails to correct the unsatisfactory condition, the employee/member may be placed on disciplinary probation (not to exceed 60 days). The employee/member will receive written notification of the disciplinary probation, reason for the probation, the effective date and length of the probation. The employee/member will continue their duties and paid status while on disciplinary probation. At the end of the disciplinary probation period employee/member performance will be evaluated and determine if the employee/member shall be retained in their position or be suspended or discharged.

9.4. Discharge. The Prudential Committee may immediately dismiss an employee/member for inefficiency or incapacity or for a serious infraction of any rules established by this policy including, but not limited to the following: Gross insubordination, being under the influence of alcohol or a regulated drug while on duty, falsification of employment forms, misconduct or immoral conduct while on duty, conviction of any offense against the law which is a felony, violation of any rule which results or might have resulted in serious injury or property damage, stealing, arson, private use of public property, knowingly submitting a false report, or submission of falsified records of any kind.

**10. Severability.** If any provisions of this policy or the application thereof to any person or circumstance are held invalid by a court of law, it shall not affect the validity of any remaining sections.


**11. Records.** All BFD1 records (such as personnel, financial and administrative records) will be maintained in the BFD1 Office. Ancillary records (such as attendance and training) may be maintained within the BFD1 Departments, but are subject to review by the Prudential Committee, when requested.



## Brandon Fire District No. 1 Policy

**Subject: Purchasing Policy**

**Policy # 10**

Approved:   
Chair Prudential Committee

Date: 1/6/2022

Revision: 00

**1. Purpose.** The purpose of this Purchasing Policy is to obtain the highest quality goods and services for Brandon Fire District No 1 (BFD1) at the most reasonable price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

**2. Affirmative Action and Local Preference.** If the purchase is federally funded in whole or in part, State and Federal affirmative requirements must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The BFD1 may exercise a preference for local businesses for purchases funded exclusively by the BFD1 but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or in part with federal funding the BFD1 may not exercise a preference for local businesses.

**3. Code of Conduct.** Employees/members, officers and agents of the BFD1 who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the BFD1 shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the employee, officer or agent,
- any member of his or her immediate family,
- his or her partner, or
- an organization which employs, or is about to employ, any of the above, has a financial or personal interest in the firm/vendor selected for award.

An employee, officer or agent of the BFD1 who is involved in the procurement and selection of a bid or purchase and who has a real or apparent conflict of interest must disclose that conflict of interest within the context of a duly warned Prudential Committee meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase.

Officers, employees/members and agents of the BFD1 will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub - agreements.

Officers, employees/members and agents who fail to follow the above Code of Conduct shall be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.

**4. Documentation.** Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the BFD1 in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

**5. Purchasing Authority.**

5.1. Purchasing Agents. The following employees/members are designated to act as Purchasing Agents for the BFD1:

- Prudential Committee Members,
- BFD1 Treasurer,
- Fire Chief, Assistant Fire Chief,
- Water Department Superintendent, Water Supervisor, and
- Prudential Committee Administrative Assistant

Purchasing Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase and Purchasing Agents shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. Purchasing Agents shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

5.2. Incidental Purchases. Employees/members who have been authorized by a Purchasing Agents may make purchases of up to \$500 without prior approval, provided those purchases are limited to the amount of the budget authorized by the BFD1.

5.3. Minor Purchases. Employees/members who have been designated to act as Purchasing Agents may make purchases with a value between \$500.01 and \$9999.99 only with prior approval of the Prudential Committee or Department Heads and are limited to the amount of the budget



authorized by the BFD1. Although not required, competitive quotes from at least two vendors should be obtained whenever possible.

5.4. Major Purchases. All purchases over \$10,000 require prior approval of the Prudential Committee. The Prudential Committee shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Prudential Committee shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If federal funding is used for purchases between \$10,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$250,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

For all major purchases with a value between \$10,000 and \$100,000 price and rate quotations shall be obtained from at least two qualified vendors to ensure that the BFD1 has received a fair and reasonable price. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the BFD1.

Large purchases with a value of \$100,000 (*or meeting the simplified acquisition threshold under federal regulations*) or more must follow a sealed bid process as outlined below.

Purchases at or exceeding \$250,000 or construction projects of any value that are funded with federal dollars must follow a sealed bid process as outlined below and also follow any procurement guidance as outlined in the grant agreement. In addition, a pricing analysis must be completed by the purchasing agent or a qualified consultant prior to issuing the request for proposal to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

**6. Sealed Bid Process.** The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the Prudential Committee or its designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the BFD1, advertisements placed in a newspaper of general circulation in the region, and/or posted online and in social media platforms.

**7. Specifications.** A list of specifications shall be prepared for each purchase over \$100,000 and shall be available for inspection at the BFD1 office. specifications shall include:

- Bid name.
- Bid submission deadline.
- Date, location, time and format of bid submittal.

- Specifications for the project or services including quantity, design, and performance features.
- Bond and/or insurance requirements.
- A copy of the proposed contract.
- Any special requirements unique to the project or purchase.
- Delivery or completion date.

For construction projects, language that sets a requirement for a bid guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.

For construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.

Language that reserves for the Prudential Committee the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the BFD1's interest. The Prudential Committee reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

Once a Request for Bids has been issued, the bid specifications will be available for inspection at the BFD1 office.

**8. Bid Submissions.** All bids must be submitted in sealed envelopes, addressed to the BFD1 in care of the Prudential Committee, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified will not be considered and will be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

**9. Bid Opening.** Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Prudential Committee. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate;



for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

**10. Criteria for Bid Selection.** In evaluating bids, the Prudential Committee will consider the following criteria:

- Price.
- Bidder's ability to perform within the specified time limits.
- Bidder's experience and reputation, including past performance for the BFD1.
- Quality of the materials and services specified in the bid.
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- Bidder's financial responsibility.
- Bidder's availability to provide future service, maintenance, and support.
- Nature and size of bidder.
- Contract provisions that are acceptable to the BFD1.
- For construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
- Any other factors that the Prudential Committee determines are relevant and appropriate in connection with a given project or service.
- Any State or Federal requirements if the contract is supported by state or federal funds.

**11. Change Orders.** If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Prudential Committee will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the BFD1 must sign the change order.

**12. Exceptions.** The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

12.1. Competitive Proposals. If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Bids (RFB) or Request for Qualifications (RFQ) prepared by the Prudential Committee or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the BFD1 has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this process should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be



followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

12.2. Sole Source Purchases. If the Prudential Committee determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.

12.3. Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$10,000 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Prudential Committee votes to initiate a new bid process.

12.4. Emergency Purchases. The Prudential Committee may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of BFD1 property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important BFD1 services.

12.5. Professional Services. The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$50,000

Federally funded non-competitive purchases for \$100,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

## **Brandon Fire District No. 1 Policy**

**Subject: Accounting Auditing & Financial Reporting**

**Policy # 10.1**

Approved: \_\_\_\_\_

Chair Prudential Committee

Date: 1/6/2022

Revision: 0

1. **Purpose.** The purpose of this Accounting, Auditing and Financial Reporting Policy is to establish and maintain high standards for accounting practices of the Brandon Fire District No 1, thereby enabling voters, the Prudential Committee, and the Fire District treasurer to make sound decisions in preparing and adopting the Fire District budget and managing Fire District finances.

2. **Accounting.** The accounting practices of the Fire District will conform to Generally Accepted Accounting Principles for local governments as established by the Governmental Accounting Standards Board. The treasurer will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary and fiduciary funds.

3. **Auditing.** Not more than every three (3) years, the Prudential Committee will cause the Fire District financial statements to be audited by a qualified, properly licensed independent accounting firm. This audit will be conducted in addition to any audit performed by the Fire District's elected auditors under 24 V.S.A. §§ 1681 et seq.

4. **Monthly and Annual Financial Reporting.** The treasurer will prepare monthly financial reports for the Prudential Committee's management purposes. These will consist of:

- Budget Report showing revenues collected and appropriations expended for the previous month with the variance from the budget amounts for each line item;
- Statement of Revenue, Expenditures, and Changes in Fund Balance showing revenues and expenditures and the difference between the two, the beginning fund balance for the period, the ending fund balance; and
- Balance Sheet showing Fire District assets less liabilities and the fund balance.

The treasurer will also prepare an annual financial report. This report should include financial statements for each of the funds of the Fire District, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. In addition, the report should include a narrative discussion to explain how the Fire District's current financial position and results of financial activities compare with those of the prior year and with budgeted

amounts. This report, together with the most recent independent auditor's report and any report prepared by the Fire District's elected auditors under 24 V.S.A. § 1682, will be reproduced in the Fire District's annual report each year.



## Brandon Fire District No. 1 Policy

**Subject: Balanced Budget**

**Policy # 10.2**

Approved:   
Chair Prudential Committee

Date: 1/6/2022 Revision: 00

1. **Purpose.** The Prudential Committee of Brandon Fire District No 1 (BFD1) believes that sound financial management requires that the annual BFD1 budget be developed and administered in such a way that annual revenue from taxes and other sources equals annual expenses. Adoption and administration of balanced budgets will help maintain the stability of the tax rate and reduce the need for borrowing.

2. **Budget Development and Approval.** Each year, the Prudential Committee will develop and present to the voters an operating budget that balances annual revenues and annual expenditures for all funds. The Prudential Committee will avoid proposing annual budgets that overestimate revenues, defer maintenance or replacement of essential capital assets, roll over short-term debt or inadequately fund BFD1 obligations.

3. **Budget Administration.** The Prudential Committee administers the BFD1 budget through its authority to sign orders for payment of BFD1 funds. 24 V.S.A. §§ 1576, 1621 and 1622. To approve orders, the Prudential Committee must, by a majority of the total number of members of the board, vote to authorize the treasurer to disburse money. In order to carry out this responsibility effectively, the Prudential Committee must have timely and accurate information about the status of the BFD1's finances. To this end, the Prudential Committee and treasurer have adopted a financial reporting policy under which the treasurer prepares monthly financial reports for the Prudential Committee's budget management purposes.

The Prudential Committee recognizes that unanticipated expenditures and revenue shortfalls caused by circumstances not foreseen at the time a budget is approved by the voters may require transfer of money between line items or even deficit spending. The Prudential Committee will endeavor to administer the BFD1 budget to provide services in a manner consistent with the voters' expectations in light of actual circumstances that arise during the fiscal year, and will manage the budget to avoid, to the extent reasonably possible, deficit spending or the need to borrow money to pay current operating expenses.

4. **Line Item Transfer.** During the fiscal year, all transfers between budget line items will require a majority vote of the Prudential Committee. The vote will state the line items that are subject to transfer, the reason for the transfer, and the reason funds are available for transfer. Transfers will be made consistent with any applicable statute or legal obligations that may encumber or restrict the use of certain funds, including 19 V.S.A. § 312. At the close of the fiscal year, the treasurer will present a budget closing plan to the Prudential Committee, making recommendations for transfers between line items, and recommending the application of any

budget surplus. Approval of the budget closing plan will require a majority vote of the Prudential Committee. Any annual budget deficit will be addressed in accordance with 24 V.S.A. § 1523(a).

apparatus, or equipment for that physical betterment or improvement when first constructed or acquired; any preliminary studies and surveys relating to any physical betterment or improvement; land or rights in land; or any combination thereof costing more than \$10,000 and any expenditure for infrastructure (e.g., roads, bridges, water distribution and collection systems) costing more than \$50,000.

**4. Reserve Funds.** In conjunction with the Fire District's debt management policy, the Prudential Committee shall annually propose funding of reserve funds created in accordance with 24 V.S.A. § 2804 to accumulate resources to pay for any of the capital expenditures included in the CIP. The use of such reserve funds should minimize large fluctuations in the tax rate and will reduce the need for incurring additional debt. Other capital improvements may be funded by bond issue or through the operating budget.

**5. Priority Criteria.** Capital projects and/or capital assets will receive a higher priority if they meet some or most of the following criteria:


- The project or asset meets a policy goal or fulfills a strategic objective of the Prudential Committee.
- The project or asset is required under a state or federal mandate, law, or regulation.
- The project or asset will mitigate or eliminate a known safety hazard.
- The project or asset will maintain and improve the delivery of public services to the majority of the population.
- The project or asset will improve the quality of existing infrastructure.
- State or federal grant funds are available to assist in funding for project.



## **Brandon Fire District No. 1 Policy**

**Subject: Capital Program & Budget**

**Policy # 10.3**

Approved:   
Chair Prudential Committee

Date: 1/6/2022 Revision: 0

**1. Purpose.** The purpose of this Capital Program and Budget Policy is to establish a capital improvement program (CIP) for Brandon Fire District No 1 in accordance with 24 V.S.A. § 4430. The capital assets of the Fire District and their condition are critical to the quality of services provided to the municipality. A CIP is a five-year financial plan for the construction or acquisition of capital assets. It provides for the planning of future financial resources and financing of projects (including allocations from current operating budgets, funding of capital reserves, or the use of capital debt). A CIP also identifies the future financial resources required to operate and maintain capital assets once they have been acquired. Through a CIP, the Fire District can plan future operating budget expenditures, debt repayment requirements, and potential reserve fund needs in order to better manage its long-term financial position.

**2. Capital Improvement Plan and Budget.** The Prudential Committee will adopt a five-year CIP for Brandon Fire District No 1. This plan will include the Fire District's plan of capital projects proposed to be undertaken during each of the following five years, the estimated cost of those projects, and the proposed method of financing. The Prudential Committee will review and update the CIP annually.


The CIP will be arranged to indicate order of priority of each capital project and to state for each project the following: (1) a description of each proposed project and the estimated total cost of the project; (2) the proposed method of financing, indicating the amount proposed to be financed by direct budgetary appropriation or duly established reserve funds, the amount estimated to be received from the federal or state government, the amount to be financed by impact fees, and the amount to be financed by the issuance of debt obligations, showing the proposed type or types of obligations, together with the period of probable usefulness for which they are proposed to be issued; and (3) an estimate of the effect, if any, upon operating costs of the municipality.

Each year, the Prudential Committee will develop a capital budget that lists and describes the capital expenditures to be undertaken by the Fire District during the coming fiscal year. As resources are available, the capital budget will be incorporated into the current year operating budget.

**3. Capital Expenditures.** For purposes of the CIP, a capital expenditure is defined as any expenditure for any physical betterment or improvement, including furnishings, machinery,

## Brandon Fire District No. 1 Policy

**Subject: Cash Receipts & Returned Check      Policy # 10.4**

Approved:  Date: 3/2/2023 Revision: 00  
Chair Prudential Committee

1. **Purpose.** The purpose of this Cash Receipts Policy is to establish proper management practices over cash, checks, and other receipts in order to instill public confidence in Brandon Fire District No. 1 (BFD1) operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

2. **Authorized Personnel.** For internal control purposes, only the following officers and employee/members are authorized to receive funds on behalf of BFD1 treasurer, collector of delinquent taxes, Prudential Committee members, water superintendent, fire chief, and assistant chief.

3. **Proper Payee.** All checks, money orders, and credit card payments, regardless of function, must be made payable to Brandon BFD1 No 1. No instruments may be made payable to a BFD1 officer, employee/member, department, committee, board, or group.

4. **Receipts.** Persons authorized to receive funds on behalf of the BFD1 must issue a fully completed collection receipt for any cash received using a three-part, pre-numbered receipt, or some other receipt or reporting system acceptable to the treasurer. The original completed receipt must be issued to the person from whom the funds are received. The second copy must be delivered to the treasurer with the funds. The third copy must be retained by the person authorized to receive funds for audit purposes, and it shall be countersigned by the treasurer when funds are deposited with the treasurer.

5. **Safeguarding Funds.** Safeguarding funds prior to deposit with the treasurer is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, credit card information, and money orders must be retained in a secure place until deposited with the treasurer in accordance with the section below.

6. **Preparing and Depositing Funds.** Funds collected by authorized persons totaling \$100.00 or more must be deposited with the treasurer no later than the following business day. Funds collected totaling less than \$100.00 must be deposited with the treasurer no later than the first business day of the following week.

Each person depositing funds with the treasurer must submit a spreadsheet or adding machine tape of the checks in the same sequential order and totaled with each deposit. The treasurer will count and verify the amount deposited in the presence of the person depositing the funds. All deposits made to the treasurer will be issued a receipt or other acknowledgement. The treasurer will take the deposits to the bank daily and retain copies of all deposit statements issued by the bank. Each



department will receive from the treasurer a monthly list of deposits that have been verified through the bank statement. Any discrepancies shall be reported to the treasurer.

7. **Returned Checks.** A returned check will be recorded in the accounting system against the revenue in which it was originally posted if the check is not replaced. First-time returned checks will be re-deposited. Upon second receipt of a returned check, the treasurer will notify the check writer and inform them that their check did not clear and advise that there is a \$40.00 return check fee due. Thereafter, full payment, including the return check fee, must be in the form of cash, money order, or bank certified check.



## Brandon Fire District No. 1 Policy

**Subject: Credit Cards**

**Policy # 10.5**

Approved:   
Chair Prudential Committee

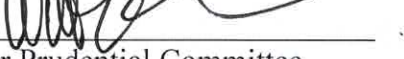
Date: 1/6/2022 Revision: 00

1. **Purpose.** Credit cards provide a convenient method of obtaining goods and services for the Brandon Fire District No. 1 (BFD1). However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting BFD1 business.
2. **Card Holders and Limits.** The Prudential Committee will determine which officers and employee/members of the BFD1 will be authorized to use a BFD1 credit card and will establish appropriate limits for each purchase and the total credit limit for each card. Cards will be issued in the names of authorized officers and employee/members.
3. **Credit Card Use.** Credit cards issued under this policy may only be used by the named cardholder to conduct BFD1 business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employee/members may be subject to disciplinary action for misuse of a BFD1 credit card, up to and including termination.
4. **Security.** Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Prudential Committee chair and the credit card company or bank if the credit card is lost or stolen.
5. **Documentation.** Each month, with submission of the credit card bill to the treasurer, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order conformation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor.
6. **Separation.** Prior to separation from the BFD1, the cardholder will surrender the credit card to the Prudential Committee chair.

## Brandon Fire District No. 1 Policy

**Subject: Fraud Prevention**

**Policy # 10.6**

Approved:  Date: 1/6/2022 Revision: 00  
Chair Prudential Committee

**1. Purpose.** The purpose of this policy is to provide a mechanism for employees/members and officers to bring to the attention of the Chair or Vice Chair of the Prudential Committee any complaints regarding the integrity of the Brandon Fire District No. 1's (BFD1) internal financial controls or the accuracy or completeness of financial or other information used in or related to the BFD1's financial statements and reports. BFD1 employees/members and officers shall not be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner for raising reasonable questions concerning the fair presentation of BFD1's financial statements in accordance with this policy.

**2. Reports of Irregularity.** Any employee/member who has a complaint regarding the integrity of the BFD1's internal financial controls or the accuracy or completeness of financial or other information used in or related to the BFD1's financial statements and reports, or who observes any questionable accounting practices, should report such complaint to Chair or Vice Chair of the Prudential Committee.

The report should include a description of the matter or irregularity, the period of time during which the employee observed the matter or irregularity, and any steps that the employee/member has taken to investigate the matter or irregularity, including reporting it to a supervisor and the supervisor's reaction. The report may include, at the employee's/member's option, the employee's/member's contact information if additional information is needed. However, a report shall not be deemed deficient because the employee/member did not include contact information.

Examples of reportable actions include any indication of fraud, misappropriation of BFD1 resources, substantial variation in the BFD1's financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, or inappropriate destruction of BFD1 financial records.

**3. Investigation.** Upon receiving such a report, the Prudential Committee shall investigate the issues identified in the report. The Prudential Committee may consult with the BFD1 auditors, BFD1 treasurer, any other BFD1 employee/member, officer, legal counsel, independent auditors, or any other person or entity as part of their investigation. At the conclusion of the investigation, the Prudential Committee shall prepare a written response to the report, which shall be a public document.

In accordance with 24 V.S.A. § 1686(c), any BFD1 officer who willfully refuses or neglects to submit their books, accounts, vouchers, or tax bills to the auditors after five business days

following their receipt by certified mail of a written request by the auditors or public accountant that is approved and signed by the Prudential Committee, or to furnish all necessary information in relation thereto, shall be ineligible for reelection for the year ensuing and be subject to the penalties otherwise prescribed by law.



## Brandon Fire District No. 1 Policy

**Subject: Reserve Fund**

**Policy # 10.7**

Approved: \_\_\_\_\_

Chair Prudential Committee

Date: 3/2/2023


Revision: 0

- 1. Purpose.** The Prudential Committee of Brandon Fire District No 1 believes that sound financial management requires that sufficient funds be maintained by the Fire District for unanticipated expenditures and revenue shortfalls during the course of the fiscal year as may be caused by economic downturns, natural disasters, and other unforeseen circumstances. Maintaining such funds will help sustain the stability of the tax rate and reduce the need for short-term borrowing.
- 2. Objective.** Upon recommendation of the Prudential Committee, on January \_\_, 2023, voters of the Fire District authorized establishment of a reserve fund in accordance with 24 V.S.A. § 2804. The Prudential Committee's objective is for adequate funds to be set aside in this reserve fund in a planned and consistent manner and that these moneys not be spent for regular Fire District expenditures or used to reduce property taxes.
- 3. Reserve Fund Expenditures.** The reserve fund was established by the voters for the purpose of covering unanticipated revenue shortfalls and paying non-recurring and unanticipated general fund expenditures of the Fire District. To this end, the Prudential Committee will only use the reserve fund to alleviate unanticipated short-term budgetary issues such as revenue shortfalls or unforeseen expenses. Any expenditure of the reserve fund by the Prudential Committee for such purposes shall require approval of a majority of Prudential Committee members at a duly warned Prudential Committee meeting. In accordance with 24 V.S.A. § 2804(a), expenditure of the reserve funds for any other purpose shall require the authorization of a majority of the voters present at an annual or special Fire District meeting.
- 4. Reserve Fund Appropriations.** Annually, the Prudential Committee will propose fund balance reserve funding through the Fire District budget to maintain the balance at the maximum amount authorized by the voters. If an expenditure reduces the reserve fund balance below 75% of the maximum amount authorized by the voters, the Prudential Committee will, as part of its approval, adopt a plan to restore the funds to the prescribed level.

## **Brandon Fire District No. 1 Policy**

**Subject: Complaint Procedure**

**Policy # 11**

Approved:   
Chair Prudential Committee

Date: 11/3/2022 Revision: 00

Questions concerning any policy should be discussed with an officer of the Brandon Fire District (BFD1). If that individual is unable to resolve the issue to your satisfaction, you may approach the next higher officer. However, if the nature of your concern is such that you would rather speak directly to someone at another level in management you may take your concern to the Prudential Committee of BFD1.

We are committed to acting when we learn about potential sexual or other harassment. If you feel that you have been the victim of sexual or other harassment, please follow the procedure above.

If you report harassment, you may be requested to place your report in writing. All employees/members are expected to cooperate in any investigation and to keep their participation confidential from all other employees/members. We will take all necessary steps to ensure that the matter is promptly investigated and addressed. If you have been found to harass another employee/member, you will be subject to disciplinary action, ranging from a verbal warning to separation of employment, at the discretion of the Prudential Board. You are expected to cooperate with all the investigations. Failure to cooperate may result in discipline. Although you are encouraged to file your complaint about sexual harassment through our complaint procedure, the following agencies also process complaints about sexual harassment:

Vermont Attorney General's  
Office Civil Rights Unit  
109 State Street  
Montpelier, VT 05602  
(802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission  
1 Congress Street  
Boston, MA 02114  
(617) 565-3200 (voice), (617) 565-3204 (TDD)



## **Brandon Fire District No. 1 Policy**

**Subject: Code of Conduct**

**Policy # 12**

Approved:   
Chair Prudential Committee

Date: 11/3/2022 Revision: 00

Every employee/member of the Brandon Fire District No. 1 (BFD1) is expected to function in a highly self-disciplined and professional manner, and is responsible to regulate their own conduct in a positive, productive and mature manner. Failure to do so may result in disciplinary action up to and including termination.

Any time the phrase "disciplinary action" or "subject to disciplinary action" is used within a Policy, it shall be understood that when discipline is to be imposed, depending upon the severity of the issue, discipline, up to and including termination will be considered. When discipline is to be imposed, progressive discipline will be considered when it appears that the merit of the case would lend itself to this procedure. The level of discipline to be imposed shall be an exclusive determination of management.

All BFD1 employees/members shall:

- Follow directives and policies of the BFD1;
- Conduct personal and official life so as to inspire public confidence;
- Share publicity equally with fellow employees/members whether favorable or unfavorable;
- Use their training and capabilities to provide for the safety and welfare of the public, employees/members of the BFD1 and themselves;
- Work competently and cooperatively in their positions to cause/assist BFD1 programs to operate effectively;
- Conduct themselves in a manner which will reflect credit upon themselves and the BFD1;
- Conduct themselves in a professional, effective and considerate manner, and follow directions and instructions in a positive and cooperative manner;
- Conduct themselves in a manner that creates good order within the BFD1;
- Keep themselves informed professionally to do their jobs effectively;
- Be concerned and protective of each employee's welfare;
- Operate safely and use good judgment;
- Keep themselves physically fit; and
- Respect and care for the equipment and property of the BFD1.

BFD1 employees/members shall not:



- Engage in any activity that is detrimental to the public or the BFD1;
- Engage in activities which could result in a conflict of interest: Conflict of interest is defined as a situation in which the personal interests of the individual and the interest of the BFD1 are in conflict which include, but are not limited to the following:
  - use your BFD1 position for personal gain for yourself or for any person (family, friend or outside associate) with whom you have personal business, or financial ties; or
  - any outside activity that could adversely affect or give the appearance of adversely affecting the independence and objectivity of your judgment or activities that could discredit the BFD1;
- Steal;
- Claim unjustly qualifications;
- Use or misuse BFD1 property for personal gain;
- Commit any criminal offense or act of moral turpitude;
- Engage in any other activity prohibited by state or federal law;
- Make any false, misleading or erroneous statements or false claims;
- Intentionally access another person's personal data or correspondence, without authorization from the Department Head or their designee;
- Demonstrate incompetence, neglect of duties, insubordination or discourteous treatment of the public or other employees/members.

Allegations of violations will be reviewed and investigated. Investigations will be conducted in confidence by the Department Head or their designee, and may include assistance from outside entities depending on the nature of the allegation. Employees/members are expected to fully cooperate with the investigation and maintain the confidential information as directed by the Fire Chief or their designee.

Retaliation is prohibited against individuals who report violations or suspected violations of BFD1 policies. At the same time, false accusations against another for retaliatory or personal reasons will not be tolerated, and may result in disciplinary action.

## Brandon Fire District No. 1 Policy

**Subject: Safety**

**Policy # 13**

Approved:   
Chair Prudential Committee

Date: 11/3/2022 Revision: 0

The Brandon Fire District No. 1 recognizes its employees as one of its most important assets. As such, management has set a goal of providing a safe and healthful workplace for all employees. The Fire District's safety program recognizes that the safe work behavior of each employee is a key to meeting this goal. Our ultimate goal is to achieve an accident-free work environment for our employees.

To help meet these goals, the Fire District will provide safety training to all employees based on the particular potential hazards of their job duties. We will also provide the necessary personal protective equipment to help reduce exposure to potential hazards and will allocate resources as needed to correct hazardous conditions that are brought to our attention.

It is the responsibility of each employee to follow all safe work rules and procedures. If an employee is unsure of how to do a particular task safely, they should not proceed until they have received instruction from their supervisor. Each employee is also obligated to report all unsafe working conditions to their supervisor. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of each employee's job performance.

This mission statement will be reviewed and revised on an annual basis to allow the Brandon Fire District No. 1 to meet the mutually beneficial goal of zero workplace injuries and illnesses.

# Brandon Fire District No. 1 Policy

**Subject: Water Disconnection**

**Policy # 14**

Approved: 

Chair Prudential Committee

Date: 5/4/2023

Revision: 0

All delinquent water bills become a lien upon real property, pursuant to 24 VSA, Section 3306. Fees shall be determined pursuant to the Uniform Water and Sewer Disconnect, Chapter 129 of Title 24, Section 5151 of the Vermont Statutes Annotated.

All service is subject to disconnection under the terms of Chapter 129 of Title 24 of the Vermont Statutes Annotated (Uniform Water Sewer Disconnect) as amended from time to time. Charges for disconnection and reconnection shall be in accordance with the limits allowed by law.

**PURPOSE.** The purpose of this policy is to establish guidelines and procedures by the Brandon Fire District No. 1 (BFD1) for the disconnection of water service for the non-payment of valid charges. Said guidelines and procedures will result in the consistent, fair and equitable disposition of overdue water bills.

## APPLICABILITY

This policy shall apply to all overdue accounts meeting the following criteria:

1. Any outstanding balance greater than one hundred dollars and/or at least two billing cycles overdue.
2. Any account that has failed to meet the obligation agreed to in a payment plan.

## PROCEDURE

### Method of Notification

Accounts deemed to meet the applicability standard for disconnection shall be notified in the following manner. Said notification to take place after the review of the applicable accounts by the Water Superintendent and Collector of Delinquent Taxes.

1. A letter (attached) shall be sent on a pink form containing the following information:
  - a. Name and account number.
  - b. Location of the property.
  - c. Amount overdue.
  - d. Shutoff date.
  - e. Appeal procedure.
2. The letter shall be sent by first class mail.

## DISCONNECTION



No municipality shall disconnect service to a ratepayer unless payment of a valid bill or charge is delinquent as defined herein, and notice of disconnection has been provided previously to the ratepayer. A copy of the notice shall be sent to the occupant of a residential dwelling that will be affected by the disconnection if the occupant is different than the ratepayer.

Disconnection shall not be permitted if:

- a) The delinquent bill or charge, or aggregate delinquent bills and charges do not exceed \$50.00.
- b) The delinquency is due solely to a disputed portion of a charge that is the subject of an appeal.
- c) The delinquency is due to a failure to pay a deposit, line extension, special assessment, special construction charge, or other nonrecurring charge.
- d) The disconnection would represent an immediate and serious hazard to the health of the ratepayer or a resident within the ratepayer's household, as set forth in a physician's certificate that is on file with the municipality. Notice by telephone or otherwise that such certificate will be forthcoming will have the effect of receipt, providing the certificate is in fact received within seven days.
- e) The ratepayer has not been given an opportunity to enter into a reasonable agreement to pay the delinquent bill or, having made such agreement, has abided by its terms.

The tenant of a rental dwelling noticed for disconnection due to the delinquency of the ratepayer shall have the right to request and pay for continued service from the utility or reconnection of water service for the rental dwelling, which the utility shall provide. If any water charges or fees are included in the tenant's rent, the tenant may deduct the cost of any water service charges or fees paid to the municipality from his or her rent pursuant to 9 V.S.A. § 4459. Under such circumstances, the utility shall not require the tenant to pay any arrearage greater than one billing cycle. (Added 1977, No. 93; amended 1989, No. 45, § 9; 2013, No. 94 (Adj. Sess.), § 1, eff. Feb. 20, 2014.)

## **APPEAL**

Appeals of the notice of disconnection of service shall be heard by the following:

1. Water Superintendent
2. Collector of Delinquent Taxes
3. Prudential Committee

Date \_\_\_\_\_

\$ \_\_\_\_\_

**AMOUNT IN ARREARS**

Dear Customer:

According to our records, your water service account is still unpaid. Please make full payment of the account or contact our office to make satisfactory arrangements before \_\_\_\_\_. If this is not done, we will no longer be able to extend credit and will have to discontinue your service, on that day or any one of the following four business days. (Under the law, "Business days" means Monday through Thursday, excluding legal holidays, when the offices are not open to the public). An unpaid bill is a lien on your real property, and may lead to tax sale proceedings.

**SPECIAL CHARGES**—24 V.S.A. § 5151 provides that we charge a fee for coming to your location to collect the amount overdue. Also, the same statute provides that we shall charge a reconnection fee for restoration of service if your service has been disconnected for nonpayment. These fees are as follows:

Collection Trips—\$ 25.00, regardless of number

Reconnection—Normal Hours—\$ 25.00

Overtime—\$ 37.50

Interest according to 32 V.S.A. § 5136(a)

If payment has already been sent, we recommend that you contact our office to make certain that payment is recorded on your account by the indicated date as such payment may have become delayed or lost in the mail. Payment in the mail does not constitute payment until received by us.

**THIS IS A FINAL REQUEST FROM:**

Sue Gage (Collector)

Brandon Fire District No 1

58 Franklin Street

Brandon

Vermont 05733

(802)247-3311

**OTHER IMPORTANT INFORMATION**—If you have a question concerning this bill or if you want to seek an agreement with us to pay the balance due in partial payments over a period of time, you should contact this office as soon as possible after receipt of this notice. In the event an agreement is entered into, failure to abide by the terms of agreement can lead to disconnection without further notice. If disconnection would result in an immediate and serious health hazard to you or to a resident within your household, disconnection will be postponed upon presentation of a duly licensed physician's certificate.

**APPEALS**—If you cannot reach agreement as to payment of this bill with the credit supervisor whose name appears above, you may appeal to:

Jon Wyman, Chairman – Prudential Committee

[jwyman@brandonfiredistrict.org](mailto:jwyman@brandonfiredistrict.org)

Brandon Fire District No 1

58 Franklin Street

Brandon, VT 05733

or by calling:

(802)247-3311

An appeal cannot be taken unless you first attempt to settle with the credit supervisor. You may appeal only as to the proper amount of your bill or the correctness of application of the rules and regulations. You may not appeal as to the level or design of the rates themselves. No charge shall be made for the appeal. However, undisputed portions of the charges giving rise to this notice must be paid before the disconnection date given above.

(Added 1977, No. 93; amended 1987, No. 33, § 1; 1989, No. 45, § 10.)



## Brandon Fire District No. 1 Policy

**Subject: Meeting Rules and Procedures**

**Policy # 15**

Approved: WLL  
Chair Prudential Committee

Date: 11/3/2022 Revision: 0

**1. Purpose.** The Prudential Committee of Brandon Fire District No 1 is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Prudential Committee of Brandon Fire District No 1 must be open to the public at all times, except as provided in 1 V.S.A. § 313.

**2. Application.** This policy setting forth rules of procedure shall apply to the Prudential Committee of Brandon Fire District No 1, which is referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

### **3. Organization.**

- A. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
- B. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
- C. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
- D. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
- E. Motions made by members of the body do not require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
- F. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion only after being recognized by the chair.

- G. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
- H. Meetings may be recessed to a time and place specified.
- I. These rules may be amended by majority vote of the body, and must be readopted annually.

#### **4. Agendas.**

- A. Each regular and special meeting of the body shall have an agenda. Individuals who wish heard can speak during the public comment period on the agenda. The chair shall determine the final content of the agenda.
- B. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the Water Department Office and on bulletin boards at the 49 Center Street, Brandon and 2265 Forestdale Road, Forestdale. The agenda must also be made available to any person who requests such agenda prior to the meeting.
- C. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

#### **5. Meetings.**

- A. Regular meetings shall take place on the first Thursday of the month at 6:30 pm at the Brandon Fire Department Station at 61 Franklin Street.
- B. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted in Water Department Office and on bulletin boards at the 49 Center Street, Brandon and 2265 Forestdale Road, Forestdale.
- C. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.



- D. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

## **6. Publication.**

- A. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
- B. At the end of each agenda item, but before any action is taken by the public body at each meeting, there may be 5 minutes afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place on the agenda.
- C. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
- D. Members of the public must be acknowledged by the chair before speaking.
- E. If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment.
- F. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
- G. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when they determine, in their sole discretion, that deviation from the process is warranted:
- Call the meeting to order and remind the members of the applicable rules of procedure.
  - Declare a recess or table the issue.
  - Adjourn the meeting until a time and date certain.



## Brandon Fire District No. 1 Policy

**Subject: Record Retention Policy**

**Policy # 16**

Approved: \_\_\_\_\_  
Chair Prudential Committee

Date: \_\_\_\_\_ Revision: 0

1. **Purpose.** All Vermont public agencies are responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all Brandon Fire District No 1 employees conform with and are aware of those mandates.
2. **Scope.** All Brandon Fire District No 1 records are public records defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”
3. **Policy Statement.** It is the policy of Brandon Fire District No 1 to comply with 1 V.S.A. Chapter 5, Subchapter 3 (referred to as “Vermont’s Public Records Laws”). All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of fire district business, shall be managed in accordance with the Record Retention Schedule below.
4. **Uniform Laws, Standards, And Procedures**
  - a. 1 V.S.A §§315-320: Access to Public Records, including V.S.A. § 317A: Disposition of Public Records
  - b. <https://www.sec.state.vt.us/media/27740/PublicRecordsLaw.pdf>
  - c. 3 V.S.A. § 117: Vermont State Archives and Records Administration
  - d. <http://legislature.vermont.gov/statutes/section/03/005/00117>
  - e. 3 V.S.A. § 218: Agency/Department Records Management Program  
<http://law.justia.com/codes/vermont/2012/title03/chapter9/section218>
  - f. Archives and Records Management Handbook  
<https://www.sec.state.vt.us/archives-records/records-management/handbook.aspx>
5. **General Record Schedules and Disposition Orders**

Vermont State Archives & Records Administration’s (hereafter referred to as VSARA) General Record Schedules (GRS) shall govern the management of records, specifically access, retention, and disposition. In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.

In a few instances VSARA has yet to issue a GRS to define the retention period. These documents will be retained until a ruling has been made.

**6. Records Management Guideline.**

On an annual basis beginning in April, 2023 and every April thereafter, the Brandon Fire District No 1 will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that:

1. The record has been authorized for destruction through a GRS or DO; and
2. The minimum retention requirement for the record, as stated in the applicable GRS or DO, has been fully met.
3. Any additional retention requirement adopted by the town/city and included in this policy has been fully met.

Records not yet covered by a GRS or DO will not be destroyed, and will be retained by the Brandon Fire District No 1.

VSARA has defined the term “permanent retention” as meaning until the State of Vermont no longer exists.

The term “audit” is defined as an examination by a public accounting firm.

Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the Fire District to transfer files to future file formats.

To bring the Brandon Fire District No 1 into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in April, 2023.

This Policy supplants any Record Retention Policy or practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

The Brandon Fire District No 1 Prudential Committee reviewed and approved this procedure at their most recent meeting on \_\_\_\_\_.



## 7. References.

The following references are used for determining the record retention schedule: Disposition Order (DO), State of Vermont Agency of Administration, Public Record Division, State of Vermont General Record Schedule (GRS) and VSARA, and the Environmental Protection Agency.

- GRS-1000.1002 Accounting Records  
[https://www.sec.state.vt.us/media/66914/GRS-10001002\\_Accounting.pdf](https://www.sec.state.vt.us/media/66914/GRS-10001002_Accounting.pdf)
- GRS-1000.1102 Administrative Policy Records  
[https://www.sec.state.vt.us/media/66911/GRS-10001102\\_Administrating.pdf](https://www.sec.state.vt.us/media/66911/GRS-10001102_Administrating.pdf)
- GRS-1493.1004 Appointment Records  
[https://www.sec.state.vt.us/media/66908/GRS-14931004\\_AppointmentRecords.pdf](https://www.sec.state.vt.us/media/66908/GRS-14931004_AppointmentRecords.pdf)
- GRS-1000.1007 Audit Records  
[https://www.sec.state.vt.us/media/66905/GRS-10001007\\_Auditing.pdf](https://www.sec.state.vt.us/media/66905/GRS-10001007_Auditing.pdf)
- GRS-1000.1012 Budgeting  
[https://www.sec.state.vt.us/media/66902/GRS-10001012\\_BudgetRecords.pdf](https://www.sec.state.vt.us/media/66902/GRS-10001012_BudgetRecords.pdf)
- GRS-1000.1126 Contracts  
[https://www.sec.state.vt.us/media/66899/GRS-10001126\\_Contracting.pdf](https://www.sec.state.vt.us/media/66899/GRS-10001126_Contracting.pdf)
- GRS-1000.1033 Enforcement  
[https://www.sec.state.vt.us/media/66896/GRS-10001033\\_Enforcing.pdf](https://www.sec.state.vt.us/media/66896/GRS-10001033_Enforcing.pdf)
- GRS-1633.1110: Granting and Awards Records  
[https://www.sec.state.vt.us/media/766189/grs\\_publicfunds.pdf](https://www.sec.state.vt.us/media/766189/grs_publicfunds.pdf)
- GRS-1601.1119: Infrastructure Construction Records  
[https://www.sec.state.vt.us/media/790793/grs\\_infrastructure.pdf](https://www.sec.state.vt.us/media/790793/grs_infrastructure.pdf)
- GRS-1000.1100: Investigation Records  
[https://www.sec.state.vt.us/media/66890/GRS-10001100\\_InvestigatingRecords.pdf](https://www.sec.state.vt.us/media/66890/GRS-10001100_InvestigatingRecords.pdf)
- GRS-1482.1104: Land Use and Related Permits  
[https://www.sec.state.vt.us/media/66887/GRS-14821104\\_PermittingLandDevelopment.pdf](https://www.sec.state.vt.us/media/66887/GRS-14821104_PermittingLandDevelopment.pdf)
- GRS-1000.1062: Marketing Records  
[https://www.sec.state.vt.us/media/66884/GRS-10001062\\_MarketingRecords.pdf](https://www.sec.state.vt.us/media/66884/GRS-10001062_MarketingRecords.pdf)
- GRS-1000.1063: Monitoring Records  
[https://www.sec.state.vt.us/media/66881/GRS-10001063\\_MonitoringRecords.pdf](https://www.sec.state.vt.us/media/66881/GRS-10001063_MonitoringRecords.pdf)
- GRS-1000.1103: Operational / Managerial Records  
[https://www.sec.state.vt.us/media/66878/GRS-10001103\\_Managing.pdf](https://www.sec.state.vt.us/media/66878/GRS-10001103_Managing.pdf)
- GRS-1009.1103: Payroll Management Records  
[https://www.sec.state.vt.us/media/66875/GRS-10091103\\_PayrollRecords.pdf](https://www.sec.state.vt.us/media/66875/GRS-10091103_PayrollRecords.pdf)
- GRS-1304.1103: Personnel Files  
[https://www.sec.state.vt.us/media/66872/GRS-13041103\\_ManagingEmployees.pdf](https://www.sec.state.vt.us/media/66872/GRS-13041103_ManagingEmployees.pdf)
- GRS-1570.1108: Tax Appeals  
[https://www.sec.state.vt.us/media/538157/GRS-15701108\\_TaxAppeals.pdf](https://www.sec.state.vt.us/media/538157/GRS-15701108_TaxAppeals.pdf)
- GRS-1570.1170: Tax Assessments and Related Records  
[https://www.sec.state.vt.us/media/538154/GRS-15701170\\_TaxAssessments.pdf](https://www.sec.state.vt.us/media/538154/GRS-15701170_TaxAssessments.pdf)
- GRS-1000.1000: Transitory Records  
[https://www.sec.state.vt.us/media/66866/GRS-10001000\\_TransitoryRecords.pdf](https://www.sec.state.vt.us/media/66866/GRS-10001000_TransitoryRecords.pdf)



## 8. Record Retention Plan.

The following table reflects the types of records maintained by the (*Brandon Fire District No.1*), their location, GRS or DO retention references, retention and the Fire District additional retention requirements. This policy authorizes Fire District employees to properly dispose of records that have reached

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Brandon Fire District No 1 retention	Disposal Method
941	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
Agendas	Fire District website	Administrative Policy Records 1000.1102	GRS 1000.1102.4	If minutes reflect the agenda, end of calendar year plus one year	follow State GRS	delete website
Applications for a board or committee	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.8	until obsolete	3 years	recycle
Appointment decisions	Minute books	Appointment Records GRS 1493.1004	GRS 1493.1004.133	Permanent	Permanent	Record appoin in the F meetin minute
Bank Statements	financial files	Accounting Records 1000.1002	GRS-1000.1002.53	until audit complete	7 years	recycle
Bid Award Letters	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle
Bids	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.149	expired plus 3 years	follow State GRS	recycle
Budget reports	financial files	Budget Records GRS 1000.1012	GRS 1000.1012.144	end of fiscal year plus 3 years	7 years	recycle
Calendar of meetings	Fire District website	Administrative Policy Records 1000.1102	GRS 1000.1102.19	end of calendar year plus 1 year	follow State GRS	delete website

<b>Record Type</b>	<b>Location of Record</b>	<b>Schedule</b>	<b>GRS Citation or DO #</b>	<b>minimum retention</b>	<b>Brandon Fire District No 1 retention</b>	<b>Dispos Metho</b>
Cancelled checks	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	7 years	recycle
Cash Received Report	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	7 years	recycle
Check Registers	financial files	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years	recycle
Check stubs	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	7 years	recycle
Contract Award Letters	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle
Contracts	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.26	expired plus 3 years	follow State GRS	recycle
Correspondence (routine)	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.28	until obsolete	1 year	recycle
Correspondence about Contracts, substantive	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.53	expired plus 3 years	follow State GRS	recycle
Correspondence regarding appointments or resignations	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	follow State GRS	recycle if pers issues
Correspondence, Routine	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.28	until obsolete	1 year	recycle
Delinquent Tax Agreements/payment plans	DTC files	Tax Assessments GRS 1570.1170	GRS 1570.1170.5	expired plus 3 years	7 years	recycle
Deposit Receipts	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle

<b>Record Type</b>	<b>Location of Record</b>	<b>Schedule</b>	<b>GRS Citation or DO #</b>	<b>minimum retention</b>	<b>Town of BRANDON retention</b>	<b>Dispos Metho</b>
Deposit Slips	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle
Direct Deposit authorization	personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	follow State GRS	shred
drafts of internal documents not requiring public review	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.37	until obsolete	follow state GRS	recycle
drafts of ordinances/plans submitted to public review	Vault	Administrative Policy Records 1000.1102	use citation for the type of document	Permanent	Permanent	archive vault
Financial Reports	financial files	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years if they can't be re-printed; otherwise until audit complete	recycle
Grant documentation, not of significant administrative value	grant files	Administrative Policy Records 1000.1102	GRS 1000.1102.173	Until closed plus 3 years, or as specified in grant agreement, whichever is longer	7 years or as specified in grant agreement, whichever is longer	recycle



<b>Record Type</b>	<b>Location of Record</b>	<b>Schedule</b>	<b>GRS Citation or DO #</b>	<b>minimum retention</b>	<b>Brandon Fire District No 1 retention</b>	<b>Dispos Metho</b>
I-9	personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.32	until end of employment, plus 6 years	<b>follow State GRS</b>	shred
Interest allocation	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	<b>7 years</b>	recycle
Invoices	financial files	Accounting Records 1000.1002	GRS 1000.1002.48	until audit complete	<b>7 years</b>	recycle
Invoices from the Fire District to others	financial files	Accounting Records 1000.1002	GRS-1000.1002.84	until audit complete	<b>7 years</b>	recycle
Invoices paid by the Fire District	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	<b>7 years</b>	recycle
Minutes of any board or committee	Minute books	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	<b>Permanent</b>	record archive books
Notes	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.60	until obsolete	<b>follow State GRS</b>	recycle
Notice of Vacancy	board and committee files	Appointment Records GRS 1493.1004	GRS 1493.1004.50	until filled plus 1 year	<b>follow State GRS</b>	recycle
Notices, routine (for regular or special meetings)	town website and/or town bulletin board	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	<b>follow state GRS</b>	recycle from w
Notices, substantive (for public hearings, adoption of ordinances, etc.)	board and committee files	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	<b>Permanent</b>	record minute

<b>Record Type</b>	<b>Location of Record</b>	<b>Schedule</b>	<b>GRS Citation or DO #</b>	<b>minimum retention</b>	<b>Brandon Fire District No 1 retention</b>	<b>Dispos Metho</b>
Paycheck stubs	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	7 years	recycle if ssn
Payroll Books	Vault	Personnel Files GRS 1304.1103	GRS 1304.1103.81	Permanent	Permanent	boxes i
Payroll Deduction authorizations	personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	follow State GRS	shred
Performance Evaluations	personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.144	Keep 6 most recent; 6 years, if superseded	until no longer an employee, plus 6 years	shred
Policies	Policy book	Administrative Policy Records 1000.1102	GRS 1000.1102.7	Superseded plus 3 years, then confirm (is it "substantive"?)	follow state GRS	file or i
Procedures, enacted by Prudential Committee	Procedures book	Administrative Policy Records 1000.1102	GRS 1000.1102.73	Superseded plus 3 years, then confirm (is it "substantive"?)	follow state GRS	file or i
Procedures, Fire District Clerk	Procedures book	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.73	Superseded plus 3 years	follow state GRS	file or i
Public Records Requests	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.139	until obsolete	follow State GRS, unless substantive - then 1 year	recycle

<b>Record Type</b>	<b>Location of Record</b>	<b>Schedule</b>	<b>GRS Citation or DO #</b>	<b>minimum retention</b>	<b>Brandon Fire District No 1 retention</b>	<b>Dispos Metho</b>
Publications	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.74	until obsolete	follow State GRS	recycle
Receipt Books	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle
Reference Sources	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.8	until obsolete	follow state GRS	recycle
Reference Sources	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.80	until obsolete	follow State GRS	recycle
Remittance Advice from the State	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years if they can't be re-printed; otherwise until audit complete	recycle
Requests for Proposals	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.83	expired plus 3 years	follow State GRS	recycle
Resignation from a board or committee	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	follow State GRS	recycle if persc issues
Prudential Committee orders	financial files	Accounting Records 1000.1002	GRS-1000.1002.102	until audit complete	7 years	recycle
Spreadsheets-financial/accounting	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	7 years	recycle
Spreadsheets-bid comparisons	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.104	expired plus 3 years	follow State GRS	recycle
Studies	miscellaneous file cabinets	Administrative Policy Records 1000.1102	GRS 1000.1102.116	Permanent	Permanent	archive vault



<b>Record Type</b>	<b>Location of Record</b>	<b>Schedule</b>	<b>GRS Citation or DO #</b>	<b>minimum retention</b>	<b>Brandon Fire District No 1 retention</b>	<b>Dispos Metho</b>
Tax Receipts	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle
Timesheets	financial files	Payroll Records 1009.1103	GRS-1009.1103.144	audit plus 1 year	7 years	recycle
Fire District Report	vault	Administrative Policy Records 1000.1102	GRS 1000.1102.144	Permanent	Permanent	Bind 1
Unemployment report	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
W-2	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	Shred
W-4	financial files	Payroll Records 1009.1103	GRS-1009.1103.170	Keep until superseded, plus 4 years	7 years	shred
Wage garnishments	personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	follow State GRS	shred
WHT-434	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
WHT-436	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred