

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 21 <i>Board Code of Ethics</i>

Relevant Information: The term ethics, used in its broadest form, refers to a set of moral principles. A “Code of Ethics,” as used in this policy, refers to the general rules of conduct the Board recognizes in respect to governance of the UFA. This Code of Ethics is intended to serve as a guide for Board Members. The Board is committed to excellence in leadership and decision-making that results in the highest quality of service. It is the Board’s intent to review and re-adopt this policy annually in the month of January and for each Board Member to sign an acknowledgement that the Code of Ethics has been reviewed and committed to by the Board Member.

1. The Board will follow all regulations and laws related to the conduct of UFA business, including laws related to the ethics of public officers and employees, open meetings laws, and whistleblower protection statutes. It will also honor its own adopted policies. Knowing the law is the starting point of effective governance.
2. The Board recognizes the dignity, values, and opinions of one another, employees, and the general public. It will encourage responsiveness and effective participation in all its communications.
3. The Board recognizes its primary responsibility is the formulation and evaluation of policy and the employment of a Chief Executive Officer (Fire Chief) to administer UFA business and Chief Legal Officer (CLO) to advise on legal matters, both at the direction of the Board.
4. The Board recognizes that operational matters of the UFA should ordinarily be directed to the Fire Chief and staff.
5. The Board commits to conducting all meetings in accordance with the Utah Open Meetings Act, or successor (the Act). It recognizes that UFA business is to be conducted in public with the limited exception of specific items that may be discussed in closed session pursuant to the Act.
6. The Board will focus on issues and seek solutions that are in the best interest of the public and avoid issues of personality and/or special interests, including using any authority for personal gain or that of close friends, family, or business associates.
7. The Board, both as a body and as a group of individuals, will support decisions made by the Board. Individual Members may disagree with a certain decision but should support the position as the considered opinion of the Board. This position is not

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intended to restrict further consideration based on additional information but to provide for the effective continuation of UFA business.

8. The Board will work directly with the Fire Chief, CLO, and staff to obtain information and/or an enhanced understanding to improve effective decision making.
9. The Board should direct any complaint and/or issue directly to the Fire Chief or CLO as appropriate. It is the responsibility of the Fire Chief or CLO, as appropriate, to resolve the issue as may be necessary or bring the matter to the Board for full consideration.
10. Board Members, to the greatest extent possible, will forward business items to either the Board Chair or the Fire Chief for inclusion in a Board meeting agenda. The goal is to provide public notification of the issue and to allow time for the staff and other Board Members to research/consider the topic.
11. The Board recognizes it operates as a unit and that individual Board Members authority exists only as a member of the whole.
12. The Board acknowledges that policy decisions require Board action. When an individual Board Member receives a policy related question, the response must be based on established policy. The question may be brought to the full Board for further consideration. When such questions arise, the topic should be forwarded to the Board Chair, Fire Chief, and/or CLO for inclusion in a Board meeting agenda.
13. The Board recognizes effective operations require a team approach. The Board, Fire Chief, CLO, and staff members are expected to work together in a collaborative process assisting each other in the conduct of UFA business.
14. The Board recognizes the value of long-term planning and interaction with other agencies and will constantly maintain a focus on the long-term stability of the UFA to provide its services.
15. The Board will be courteous and responsive to citizen requests and will generally direct their concerns and interests to the Fire Chief or CLO as appropriate.

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16. The Board, as a body and as a group of individuals, acknowledges that information and study foster good decision making and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
17. The Board acknowledges that conflict or differences of view could arise between Members and will seek effective remedies that are in the best interest of the Board and the UFA.
18. The Board will seek legal counsel when indicated and will be guided by the legal advice provided by the CLO or outside counsel if necessary.
19. The Board acknowledges that conflicts of interest may occasionally arise and that each Board member is responsible to declare such actual or potential conflicts as specified by Utah law or Board policy.
20. The Board will provide channels for individuals to speak up when they feel something isn't right or looks out of place and allow for such in a non-threatening environment, including communication directly to the Board or CLO. The Board will also facilitate reporting through the chain of command that is two-way and unencumbered by rank, allowing for a free flow of thoughts by frontline staff when they have concern. The Board will have a continued commitment to the integrity of this organization and further resolving issues within policies without any suppression of open dialogue and communications or actions that inhibit the performance of individuals within the UFA.
21. The Board will facilitate and support a safe work environment and alert the appropriate individuals if any Board Member believes that safety has been compromised.
22. The Board will be a steward of the public trust and maintain an environment of trust and accountability.
23. The Board will comply with the Utah Public Officer and Employee Ethics Act and ensure individual accountability, including consequences for noncompliance.
24. Although this policy lists many ethical concerns specifically, the Board will have a

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responsibility to go above and beyond what is specifically mentioned and act consistently with the spirit of the policy to ensure good ethical behavior. Even if an action is strictly within policy, if circumstances suggest unethical behavior, the Board will be committed to examine it for full compliance with the goals of this policy.

Policy Statement: It is the policy of the Board of Directors to annually review and adopt this Code of Ethics policy and for each Board Member to sign an acknowledgement that the Code of Ethics has been reviewed and committed to by the Board Member.