



**Northwest Fire District  
Governing Board**  
13535 North Marana Main Street  
Marana, Arizona

**SCHEDULED**

**MEMORANDUM NO. {{item.tracking\_number}}**

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<b>Date:</b>	February 27, 2024
<b>To:</b>	Governing Board
<b>From:</b>	Kim Sotomayor, Director
<b>Division:</b>	Business Services
<b>Type of Action:</b>	Formal Action/Motion
<b>Strategic Plan Goals:</b>	Support and reinforce the critical functions of personnel related services
<b>Agenda Item:</b>	Approval of Personnel Policies 1040,1041,1044 through 1047, and 1051, and Procedures 1012 through 1014

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**RECOMMENDATION:**

Approve the policies and procedures as presented.

**MOTION:**

Move to approve Personnel Policies 1040,1041,1044 through 1047, and 1051, and Procedures 1012 through 1014 as presented.

**DISCUSSION:**

On March 22, 2023, the Governing Board approved the procurement of Lexipol's Policy and Procedure Solution. One of the District's identified weaknesses in the Strategic Plan is Policies and Procedures. Attached is a selection of personnel policies from Chapter 10 for review and approval by the Governing Board.

**ALTERNATIVES:**

None recommended.

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**Fiscal Impact**

<b>FISCAL YEAR:</b>	23/24
<b>BUDGETED Y/N:</b>	N/A
<b>AMOUNT REQUESTED:</b>	N/A
<b>FISCAL IMPACT:</b>	N/A

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## **Attachments**

Policy 1040  
Policy 1041  
Policy 1044  
Policy 1045  
Policy 1046  
Policy 1047  
Policy 1051  
Procedure 1012  
Procedure 1013  
Procedure 1014