

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## **UNIFIED FIRE AUTHORITY BOARD AGENDA**

January 18, 2022, 7:30 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY BOARD OF DIRECTORS SHALL ASSEMBLE BOTH ELECTRONICALLY AND IN-PERSON FOR A MEETING AT UFA HEADQUARTERS LOCATED AT 3380 SOUTH 900 WEST, SALT LAKE CITY, UT 84119

THE PUBLIC MAY ATTEND IN-PERSON OR ELECTRONICALLY VIA ZOOM WEBINAR AT:

<https://zoom.us/j/98255960431?pwd=VW9iWk1KQ0JYTj9lSDIxMS96KzZXZz09>

Password: 123911

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1. Call to Order – Chair Perry
2. Public Comment

Please limit comments to three minutes each. The UFA Board typically will not engage directly but may direct staff to address comments following the meeting.

There are three options for comments during this meeting:

  - a. In-Person.
  - b. Live during the Webinar by logging in as described above. If you wish to make a comment, select the “Raise Hand” button at the bottom of the screen. You will then be added to the queue and invited to speak.
  - c. EMAIL: Public comments will be accepted prior to the meeting via email at [publiccomment@unifiedfire.org](mailto:publiccomment@unifiedfire.org) until 7:00 a.m. January 17, 2022. Emailed comments submitted prior to 7:00 a.m. January 17, 2022, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFA Board, but not read into the meeting record or addressed during the meeting.
3. Legislative Update – Dave and Ashley Spatafore
4. Administer Oath of Office for New Board Members – Cyndee Young, Clerk
5. Board Elections – CLO Roberts
  - a. Chair Election
  - b. Vice Chair Discussion
6. Annual Board Member Requirements – CLO Roberts
  - a. Code of Ethics Review
  - b. Conflict of Interest Policy Review
  - c. Designation of Alternate
  - d. State Auditor Training Reminder
7. Minutes Approval – Chair
  - a. December 21, 2021

8. Consent Agenda
  - a. Review of December Disbursements – CFO Hill
9. Committee Updates
  - b. Review & Update Committee Assignments – CLO Roberts
  - c. Benefits & Compensation Committee (Next meeting 2/14/22) – Chair Dahle
  - d. Governance Committee (No meeting) – Chair Silvestrini
  - e. Finance Committee (Meeting held 12/17/21, next meeting 4/15/22) – Chair Stewart
10. Donation of Expired PPE to Jordan Academy for Technology and Careers (JATC)  
– DC Robinson
11. Quarterly Financial Report – CFO Hill
12. Fire Chief Selection Process
  - a. Review of Process – Mayor Dahle
  - b. Applications Received – HRD Day
13. Seismic Retrofit Update – DC Robinson
14. Fire Chief Report
  - a. New Board Member Orientations
  - b. COVID Impact on UFA
  - c. Limitations on Mandatory Staffing/Continuity of Operations
  - d. Current Year Budget Impacts
  - e. Update on Ultimate Kronos Group Failure
  - f. Strategic Plan Update
15. Possible Closed Session

The Board may consider a motion to enter Closed Session. A closed meeting described under Utah Code Section 52-4-205 may be held for specific purposes including, but not limited to:

  - a. discussion of the character, professional competence, or physical or mental health of an individual;
  - b. strategy sessions to discuss pending or reasonably imminent litigation;
  - c. strategy sessions to discuss the purchase, exchange, or lease of real property;
  - d. discussion regarding deployment of security personnel, devices, or systems; and
  - e. investigative proceedings regarding allegations of criminal misconduct.

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

Re-Open the Meeting
16. Adjournment – Chair

**Unified Fire Authority - Bill Watch List**

Date: January 14, 2022

Contact: Dave@spatafore.info - (801) 541-4441, or Ashley@spatafore.info - (323) 397-9079

Bill #	Sponsor	Short Title	Summary	Position	UFA LEAD/ Comments	Status
<b>HOUSE</b>						
<a href="#">HB 12</a>	Gwynn	Public Safety Retirement Amendments	Reduces the length of the period of separation for postretirement; reemployment of a retiree from a public safety system or a firefighter retirement system; modifies the years of service and age requirements for a member's retirement from the New Public Safety and Firefighter Tier II Contributory Retirement Act; modifies the multiplier percentage for the calculation of the retirement allowance of a member in the New Public Safety and Firefighter Tier II Contributory Retirement Act.	Monitor	Riley Pilgrim / We are concerned about the cost for the employee and the employer	Legislative Research
<a href="#">HB 16</a>	Dunnigan	Emergency Response Amendments	Modifies provisions related to the State Disaster Recovery Restricted Account; provides that the Division of Emergency Management may enter into an agreement with an entity to operate an emergency response team; describes the purposes for which an emergency response team member is considered an employee of the division.	Priority Support	Bryan Case, Clint Mecham, Dom Burchett	Legislative Research
<a href="#">HB 23</a>	Wilcox	First Responders Mental Health Services	Requires all first responder agencies to provide mental health resources for employees, spouses, children, and retirees; provides for the Division of Substance Abuse and Mental Health to administer a grant program to provide mental health resources.	Under Review	Riley Pilgrim / Layne Hilton/ UFA provides this currently for employees, spouses and children but does not currently cover retirees; staff needs to evaluate the fiscal impact	Legislative Research
<a href="#">HB 39</a>	Ferry	State Construction Code Amendments	Amends provisions of Title 15A, State Construction and Fire Codes Act, by amending the: Statewide Amendments to the International Residential Code; Statewide Amendments to the International Plumbing Code; Statewide Amendments to the International Mechanical Code; and the State Fire Code; creates a licensing exemption for a person certified by the National Institute for Certification in Engineering Technologies at level III or IV in Water-Based System Layout or Fire Alarm Systems.	Support	Brad Larson / Dom Burchett	Legislative Research
<a href="#">HB 57</a>	Stoddard	Government Records Access Amendments	Provides that an item that, if retained by a governmental entity, would be considered to be a record, does not lose its character as a record because it is located only on a personal electronic device of the governmental entity's official or employee; prohibits a governmental entity from searching a personal electronic device of an official or employee in responding to a record request; requires a governmental entity responding to a record request to request an official or employee to search a personal electronic device for an electronic record located on the personal electronic device; provides that the governmental entity may rely on the results of the official or employee's search; and makes political subdivisions subject to these provisions.	Under Review	Riley Pilgrim / Brian Roberts	Legislative Research

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<a href="#">HB 60</a>	Brooks	Vaccine Amendments Amendments	Makes it unlawful for a place of public accommodation to discriminate against an individual based on the individual's immunity status; with certain exceptions, prohibits a governmental entity from requiring proof of immunity status; with certain exceptions, makes it unlawful discrimination for an employer to require proof of immunity status; and prohibits a governmental entity or employer from requiring an individual to receive a vaccine if the vaccine is authorized for emergency use or undergoing safety trials.	Under Review	Riley Pilgrim / Brian Roberts	Legislative Research
<a href="#">HB 61</a>	Birkeland	Postretirement Reemployment Amendments	Provides the circumstances under which a retiree who was a public safety service employee or a teacher immediately before retirement may be reemployed with a participating employer within the one-year separation period without cancellation of the retiree's retirement allowance.	Under Review	Riley Pilgrim / Appears to provide some benefit for the UFA, however, we will need to evaluate the fiscal impact before determining our level of support	Legislative Research
<a href="#">HB 63</a>	Hawkins	Covid-19 Vaccine Exemptions	Requires an employer to relieve an employee or a prospective employee of a COVID-19 vaccination mandate if the employee or prospective employee submits a physician's note stating that the employee or prospective employee was previously infected by COVID-19.	Under Review	Riley Pilgrim / Brian Roberts	Legislative Research
<a href="#">HB 70</a>	Gwynn	Public Safety Disability Benefits Amendments	Requires a participating employer to provide a benefit protection contract in addition to long-term disability coverage if the participating employer covers: public safety service employees under the Public Safety Contributory Retirement Act or the Public Safety Noncontributory Retirement Act; or public safety or firefighter service employees under the New Public Safety and Firefighter Tier II Contributory Retirement Act.	Under Review	Riley Pilgrim / Kiley Day	Legislative Research
<a href="#">HB 100</a>	Collard	Emergency Preparedness Amendments	Creates the Office of Earthquake Preparedness and Response within the Department of Public Safety, Division of Emergency Management; describes the duties of the office; describes how the office will be administered and funded; creates the State Earthquake Preparedness Restricted Account; requires the office to submit an annual report to the Government Operations Interim Committee; requires the Utah Seismic Safety Commission to work collaboratively with the office.	Under Review	Clint Mecham	Legislative Research
<a href="#">HB 135</a>	Brammer	Open and Public Meeting Comment Requirements	Requires a public body holding an open meeting to allow a reasonable opportunity for the public to provide verbal comment at the meeting	Under Review	Brian Roberts	Legislative Research
<a href="#">HB 140</a>	Birkeland	Government Attorney Fees Amendments	Requires a court to award reasonable attorney fees to a private party who prevails in certain civil actions against a governmental entity; permits a court to award reasonable expert fees to a private party who prevails in certain civil actions against a governmental entity.	Under Review	Brian Roberts	Legislative Research

**Unified Fire Authority - Bill Watch List**

Date: January 14, 2022

Contact: Dave@spatafore.info - (801) 541-4441, or Ashley@spatafore.info - (323) 397-9079

<a href="#">HB 145</a>	Snider	Wildfire Amendments	Addresses funding of county fire wardens; provides for rulemaking authority; defines terms; requires the Division of Forestry, Fire, and State Lands to study the implementation of a wildfire prevention and preparedness program; addresses reporting requirements and potential legislation; provides a repeal date for study.	Under Review	Dom Burchett	Legislative Research
<b>SENATE</b>						
<a href="#">SB 25</a>	Fillmore	Property Tax Deferral Amendments	Addresses property tax deferral for certain owners of a single-family residence; modifies the interest rate that applies to deferred property taxes; clarifies the required contents of an application for a deferral; creates the Property Tax Deferral Restricted Account (account) to reimburse a requesting county for the amount of any property taxes that the county defers during a specified time period; addresses repayment of any money a county receives from the account; and makes technical and conforming changes.	Under Review	Rachel Anderson / Tony Hill	Legislative Research
<a href="#">SB 40</a>	Thatcher	Utah Protection of Public Employees Act Amendments	Specifies the parties' burdens of proof in a civil action where a violation of the Utah Protection of Public Employees Act is alleged	Under Review	Riley Pilgrim / Brian Roberts	Legislative Research
<a href="#">SB 46</a>	Thatcher	Medical Cannabis Patient Protection	Amends protections for medical cannabis patients, including public employees, to protect the holding of a medical cannabis card and medical cannabis recommendations.	Under Review	Riley Pilgrim / Brian Roberts	Legislative Research

**2022 UFA - Legislative Committee**

Contact: Dave@spatafore.info - (801) 541-4441 or Ashley@spatafore.info - (323) 397-9079

Name & Title		Cell/ Text	Email
Chief Dan Petersen	Fire Chief, Chair - Legislative Committee	(541) 778-4867	Dpetersen@unifiedfire.org
Assistant Chief Riley Pilgrim	Administration, Vice Chair - Legislative Committee	(801) 743-7205	rpilgrim@unifiedfire.org
Assistant Chief Dom Burchett	Support Services	(801) 558-5444	Dcburchett@unifiedfire.org
Assistant Chief Stephen Higgs	Emergency Services	(801) 205-4062	shiggs@unifiedfire.org
Brian Roberts	UFA Chief Legal Officer	(801) 743-7226	Broberts@unifiedfire.org
Rachel Anderson	UFSA Legal Counsel + Administrator	(801) 979-5346	Randerson@fabianvancott.com
Heather Anderson	UASD	(310) 404-9966	writeheather@gmail.com
Tony Hill	Chief Financial Officer	(801) 808-5742	thill@unifiedfire.org
Nile Easton	Director of Communications	(801) 743-7209	Neaston@unifiedfire.org
Operations Chief Dustin Dern	Operations	(801) 819-5004	ddern@unifiedfire.org
Division Chief Bradley Larson	Fire Marshal	(801) 743-7227	Blarson@unifiedfire.org
Division Chief Clint Mecham	Emergency Management	(801) 743-7103	Cmecham@unifiedfire.org
Division Chief Jay Torgersen	Medical Division	(801) 824-3716	Jtorgersen@unifiedfire.org
Division Chief Anthony Widdison	Wildland Division	(801) 743-5120	Awiddison@unifiedfire.org
Division Chief Bryan Case	USAR/Special Operations	(801) 205-4774	bcase@unifiedfire.org
Captain Mike Greensides	Safety	(801) 743-7113	Mgreensides@unifiedfire.org
Captain Layne Hilton	Health & Wellness	(801) 574-6806	Lhilton@unifiedfire.org
Steve Quinn	IAFF President	(801) 897-7289	Squinn@unifiedfire.org
Kiyoshi Young	IAFF Vice President	(801) 503-1358	KYoung@unifiedfire.org
Mayor Jeff Silvestrini	Millcreek	(801) 214-2705	Jsilvestrini@millcreek.us
Councilmember Sheldon Stewart	Riverton	(801) 953-5672	sstewart@rivertonutah.gov
Councilmember Kathleen Bailey	Copperton	(801) 971-0841	kathleenbailey@coppertonutah.org
Councilmember Trish Hull	Magna	(801) 580-9971	trish.hull@magnacity.org
Deputy Mayor Catherine Kanter	Regional Operations for SLCo	(385) 214-7603	ckanter@slco.org
Cyndee Young	Executive Assistant	(801) 743-7213	Cynthiay@unifiedfire.org

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

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

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.



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

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

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

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.

## **BOARD ETHICS ACKNOWLEDGMENT**

I, \_\_\_\_\_, serving as a Board Member of the Unified Fire Authority, and pursuant to UFA Board Policy Chapter 1, Section 21 (attached), sign this acknowledgement that I have received the Code of Ethics, reviewed it, and am committed to upholding its requirements.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 11 <i>Board Conflicts of Interest</i>

**Relevant Information:** Members of the Board must disclose actual or potential conflicts of interest between their duties as Board Members and their personal financial interests. A Board Member who complies with this conflict of interest provision may, using the Member's discretion, vote on the matter which is the subject of the actual or potential conflict of interest, abstain from voting or participating in the discussion, or leave the meeting during discussion and/or voting. Board Members may seek a confidential advisory opinion from the Chief Legal Officer as to the necessity of disclosing such potential conflicts of interest prior to disclosing them to the Board.

**Policy Statement:** It is the policy of the Board to require Board Members to disclose any and all potential conflicts of interest that may arise between their duties as Board Members and the Member's personal financial interests and act accordingly with respect to votes on matters implicating such conflicts.





## UNIFIED FIRE AUTHORITY BOARD MINUTES

December 21, 2021

Electronically Via ZOOM Webinar/UFA Headquarters – 3380 South 900 West SLC, UT 84119,

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1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:34 a.m.

2. Public Comment

None

Public comment was made available live and with a posted email address

3. Approval of Minutes- Chair Perry

Council Member Stewart moved to approve the minutes from the November 16, 2021, UFA Board Meeting as submitted

Council Member Hull seconded the motion

All voted in favor, none opposed

4. Consent Agenda CFO Hill

- Review of November Disbursements-CFO Hill

- CFO Hill noted large expenditures in the Capital Replacement Funds which includes 3 engines, and 2 ladder trucks. We have not received the apparatus. We receive a reduction in cost when the order is prepaid

- No discussion

Mayor Hale moved to approve the Consent Agenda as submitted

Council Member Theodore seconded the motion

All voted in favor, none opposed

5. Committee Updates

- Benefits & Compensation Committee- Chair Mayor Dahle

Initial meeting is scheduled for February 14, 2022

- Governance Committee- Chair Mayor Silvestrini

No meeting held

- Finance Committee- Chair Council Member Stewart

Meeting held December 17, 2021. Chair Stewart will discuss the meeting in agenda item #6

6. Review/Approval Fiscal Year 20/21 Financial Report and Audit- Finance Committee Chair Stewart/CFO Hill

- Financial Audit completed by Keddington and Christensen, CPA's. The auditor shared his report with the Finance Committee on December 17<sup>th</sup>, 2021
- There were no findings
- UFA received the Government Finance Officers Association Award (GFOA)
- CLO Hill encouraged the board to review the Management Discussion and Analysis portion of the document. This provides a good snapshot of the agencies financial position

Council Member Stewart moved to approve the Fiscal Year 20/21 Financial Report and Audit as presented

Mayor Knoop seconded the motion

All voted in favor, none opposed

7. Ad Hoc Committee for Fire Chief Selection Process – Chair Mayor Dahle

- Committee met on December 17, 2021. Mayor Dahle expressed his appreciation for the committee members and feels that this group represents the Board well
- Mayor Dahle reviewed the recommendations from the AdHoc Committee.
- Conduct an internal process initially
  - When UFA made a transition 5 years ago, the Board requested Chief Petersen mentor internal candidates for the potential of filling the Fire Chief position internally after he retired. The board feels confident that UFA has internal candidates that are prepared to fill this position. The board does have the option seek an external candidate if all internal candidates are rejected in this process. Chief Petersen has agreed to remain in the position if an external process is necessary. This decision was supported by the full board during the September 2021 Board of Directors meeting.
- Key proposals for the Employment Agreement
  - At-will position. One year severance provided if board exercises option to terminate without cause. An internally selected person does not have a right to return to a previous position.
  - Established an entry wage of \$195,000 a year. Agreement will provide for 3 annual step increases of 4% beginning on July 1, 2023. COLA's will be included at same rate as all employees. The VEBA is set to align with agency in general.
  - Introduce a 5-year post-retirement health benefit equivalent to the current 80% contribution if the person remains in the position for at least five years. The ad hoc committee wants to incentivize the new chief to stay for at least 5 years to provide stability for the agency.
  - Paid vacation and sick included but the position will not accrue time. Selected chief will be cashed out of their current balances at time of hire.
- Council Member Stewart appreciated the VEBA discussion, specifically regarding the alignment with current employees
- Several Board Members expressed support for the proposals
- Mayor Silvestrini would like all board members to feel welcome to participate in any part of the process, particularly the interview process.
- Mayor Dahle reviewed the timeline and events that will occur as part of the selection process. The AdHoc Committee will receive survey results and submitted papers for review prior to bringing information to the board.
  - The board members are encouraged to attend the scheduled Meet and Greet on March 9 in the afternoon/evening
- Board members are encouraged to review the recommendations and job description and contact Mayor Dahle with questions or concerns.



- Mayor Dahle recommends that the timeline is reviewed at the January Board Meeting, so the new board members are familiar with the process
- The board gave Chief Petersen approval to post the Internal Recruitment Notice

8. Transition of Board Appointments – CLO Roberts

- As city officials are transitioning there will be need for replacement board members
- Please provide an Appointment Letter as soon as possible. The Appointment Letter should be on municipalities letterhead. It would be best if received before next board meeting
  - This is for new appointments to the board only

9. Consider Resolution 12-2021A Approving Proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2022

- CFO Hill reviewed the exhibit. This has been reviewed with the Finance Committee
- No questions or comments

Mayor Dahle moved to approve Resolution 12-2021A adopting the proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for calendar year 2022, as presented Council Member Stewart seconded the motion  
Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Sondak	Y
Henderson	Y	Stewart	Y
Hull	Y	Theodore	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

10. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 21/22 Fiscal Year Budget – CFO Hill

- CFO Hill presented amendments to the budget, which include
  - Addition of community donations
  - Grants, Grant reductions
  - Revenue for management/service fees
  - EMAC
  - Budget transfers
  - Banquet
  - Cancellation of EMT School
  - Capital Replacement Fund
  - Emergency Management replacements
  - Funding for a new FTE- Deputy Director
  - COVID Support with Salt Lake County- revenue
  - Insurance adjustments/revenue from vehicle use on deployments
- Chief Petersen added information in reference to the banquet. The Information Outreach Division is anticipating an increased attendance. The budget was increased to cover this
- Chair Councilmember Perry opened the meeting for public hearing

Hearing no comment, Council Member Stewart moved to close the public hearing to receive and consider comments on proposed amendments to the 21/22 Fiscal Year Budget.

Mayor Knoop seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Sondak	Y
Henderson	Y	Stewart	Y
Hull	Y	Theodore	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

11. Consider Resolution 12-2021B Approving Budget Amendments to the 21/22 Fiscal Year Budget – CFO Hill

- No questions

Mayor Hale moved to adopt Resolution 12-2021B approving budget amendments to the 21/22 Fiscal Year Budget as discussed

Council member Trish Hull seconded the motion

Roll Call Vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Sondak	Y
Henderson	Y	Stewart	Y
Hull	Y	Theodore	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

12. Consider Resolution 12-2021C Approving the Proposed Amendment to 2012 Interlocal Agreement with the Utah Military Installation Development Authority for the Provision of HazMat Response and Other Services

- CLO Roberts reviewed the Interlocal Agreement with the board
  - We have been providing HazMat services to them since 2012
  - One time payment to true up past services
  - Included a no cause termination provision

Mayor Overson moved to approve Resolution 12-2021C adopting the proposed amendment to 2012 Interlocal Agreement with the Utah Military Installation Development Authority for the provision of HazMat Response

Mayor Dahle seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Sondak	Y
Henderson	Y	Stewart	Y
Hull	Y	Theodore	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

13. Approval of the FY22/23 Budget Calendar – CFO Hill

- This outlines dates of the budget process
- No questions or concerns

Council Member Hull moved to approve the Fiscal Year 22/23 Budget Calendar as presented

Council member Theodore seconded the motion

All voted in favor. None opposed

14. Seismic Retrofit Update – DC Robinson

- 5 Structural Retrofits involved in this project
  - Stations 110/116
  - Work will begin once agreement with contractor has been signed
  - Stations 107/109/115 are in design phase
  - We expect to see the drawings in mid-January
  - Targeting early February for posting General Contractor RFP
- Non-structure retrofits
  - Coleman Seismic has completed non-structural upgrades at stations
  - 101/106 Millcreek, 104 Holiday, 108 Brighton, 111 Magna, 113 Alta/Snowbird, 119 Emigration, 120/121/124 Riverton, and 126 Midvale
  - Station 118 Taylorsville is scheduled to begin this week
  - Anticipate completion of non-structural retrofits in January 2022
  - 3 Emergency Generators
  - Prep work at station 103 Herriman has been completed
  - Prep work at Station 107 West Jordan is underway
  - Generators and transfer switches are on order
  - Station 113 Alta/Snowbird is in permit review with MSD
  - Order will be placed once permit application has been approved

## 15. Fire Chief Report

- DC Robinson and his team have done an outstanding job on the seismic retrofit projects. Chief Petersen recognized the efforts of this group for all they have accomplished
- Operational Staffing-
  - Staffing targets are being met. We have reduced our mandatory and demand on overtime
  - 4 new medics have been hired. They are finishing their ride-a-long time and will become part of staffing soon.
  - 28 new recruits starting the academy in February. There are 4 additional medics with this group
  - Part of this overstaffing by 18 instead of the normal 12.
  - You will see a budgetary ask to add 12 new positions. The cost will be offset by the reduction of overtime. Net impact to the budget will be approximately 240,000. Half of these FTE's will be filled in the upcoming academy, the others will be selected from an additional paramedic firefighter lateral hire scheduled for June. Staff will begin recruiting in February and the Chief has made this a priority in the budget to allow for further reduction in the dependency for overtime to staff our positions.
  - We are seeing an average of 1.5 more crew members off sick each day this year. If this continues for the year it is a \$550,000 impact to the UFA budget. Our people are more apt to stay home when they are sick and the impact of Covid on employees and their family is significant. We are better prepared to manage this with over hiring but that does not change the increased cost.
- USAR Response to Kentucky
  - UFA had 2 staff members that deployment to Kentucky for Tornados. Task forces were on the Candle Factory Collapse. They were on sight for 7 days. Our people come back with valuable experience. We appreciate that our members can provide this type of service.
- Fuel Projections
  - We are anticipating \$165,000 over budget in this line item unless we see a significant drop in fuel costs very soon. Our usage volume is consistent. The increase is based on higher cost of fuel.
- Ransomware Attack on Payroll and Staffing Cloud services
  - The attack is on the private cloud that KRONOS uses, this attack did not happen to the UFA, it was solely on the providers cloud service. KRONOS shut the system down and we have had no access for over a week. The staffing office has used a google document to get crews where they needed to be. We have no access to the pick list, vacation used or scheduled for, assigned overtime, etc. It has been difficult. Our staffing office has been able to use a staffing program on a trial basis. They will have this up and running soon
  - Payroll was also affected, Finance has revised an older software program to manage our payroll, however, timecards are not accessible. It has very time consuming, but our payroll group has reestablished the old payroll software to get payroll out this week and our supervisors have recreated time cards to make sure all employees receive their regular and overtime pay due them on December 23 payroll.
  - Our agency has not received much information from KRONOS and we do not know if our employees private data has been compromised, nor do we have any idea when we will gain access to either program.
  - The staffing and finance teams have been excellent in working together to get the work done. They responded quickly and have worked almost nonstop since December 11.
    - Council Member Stewart- Is remediation written into our contract regarding this type of breach?
    - CLO Roberts- We are in the process of looking into this. We have reached out to our carrier. Part of the issue is that details are lacking.

- Chief Petersen shared that we are establishing credit monitoring for all employees for the next 3 months. We are concerned about their privacy and want to do what we can to protect our data. Hopefully we come out of this learning that none of our data was compromised.
- 5 Year Accomplishments – AC Pilgrim
  - Additional component to the 5 Years of Progress poster- The poster highlights the achievements that the board, crew members up to command staff have made over the past 5 years
  - Valuable discussion regarding the cultural transformation of UFA
    - Ability to communicate upwards without fear of retaliation
    - Overall commitment to safety within our communities, desire to do the right thing
  - Council Member Stewart- We wanted this to show that we are an organization of integrity first and feel the group did a good job in capturing this.
- AC Pilgrim will add this to poster and be prepared to release this at the next meeting. Chief Petersen would like to see the posters in UFA facilities as well as our community facilities as well.

#### 16. Possible Closed Session

- No need for closed session today

#### 17. Board Service Recognition Presentation – UFA Chair Perry/UFSA Chair Overson

Chair Perry would like to recognize the service of board members that are ending their terms with UFA. We appreciate your time and commitment to UFA/UFSA.

Mayor Overson- Public service is challenging. We appreciate you. We have formed friendships and we want to wish you well in the future

- The Board Members recognized today
  - Council Member Gary Bowen
  - Mayor Harris Sondak
  - Mayor Michael Petersen
  - Mayor Robert Hale
- Plaques were presented and Chief Petersen provided a Fire Chief Award of Excellence challenge coin.
  - Mayor Sondak- This has been a highlight for him. The external relationships have been exciting. He has learned from watching Chief Petersen run this organization
  - Mayor Peterson- Has enjoyed being involved in this board. It has been an honor
  - Mayor Hale expressed his gratitude for the board. He also recognized those that suit up every day for this job. He is excited for the new apparatus. The heart of UFA is admirable to the extreme. He has enjoyed serving
  - Council Member Bowen- The person that will replace him on the board, he told her this is a family. Thank you for your good work in our communities.
- Chair Perry announced a 15-minute break between meetings for refreshments and mingling

#### 18. Adjournment

Mayor Knoop moved to adjourn the December 21, 2021, meeting

Council Member Stewart seconded the motion

All voted in favor, none opposed

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey  
Council Member Chrystal Butterfield  
Council Member Gary Bowen  
Mayor Robert Dahle  
Council Member Trish Hull  
Mayor Robert Hale  
Mayor Dan Knopp  
Mayor Kristie Overson  
Council Member Jared Henderson

Mayor Mike Peterson  
Council Member Allan Perry  
Deputy Mayor Catherine Kanter  
Council Member Sheldon Stewart  
Mayor Jeff Silvestrini  
Mayor Harris Sondak  
Council Member Dea Theodore  
Mayor Tom Westmoreland

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Shelli Fowlks

**STAFF ABSENT:**

Cyndee Young

**OTHER ATTENDEES:**

Bill Brass  
Brad Larson  
Danielle Wallace/ Salt Lake  
County  
David Chipman, public  
Dom Burchett  
Jay Torgerson

Jill Tho  
Kate Turnbaugh  
Kiley Day  
Kiyoshi Young  
Lana Burningham  
Larson Wood  
Mike Conn

Mike Weichers, CWH  
Patrick Costin  
Riley Pilgrim  
Steve Quinn  
Stephen Higgs  
Tim Tingey, CWH  
Zach Robinson

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**DECEMBER 2021**

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Dec-22	12/23/2021	2	PAYROLL TRANS FOR 12/15/21 PAY PERIOD	N/A	\$ 1,357,929.83
Dec-22	12/28/2021	1	PAYROLL TRANS FOR 11/30/21 PAY PERIOD	N/A	1,335,576.73
Dec-22	12/9/2021	85458	SELECTHEALTH	12102021-2	542,199.20
Dec-22	12/10/2021	9	URS ACH PAYMENT - 12/10/2021 PAYROLL	N/A	510,388.62
Dec-22	12/9/2021	85435	SL EMERGENCY COMMUNICATIONS CT	IVC03255	451,665.00
Dec-22	12/23/2021	11	EFTPS - 12/23/21 PAYROLL	N/A	259,763.81
Dec-22	12/10/2021	8	EFTPS - 12/10/21 PAYROLL	N/A	255,147.35
Dec-22	12/16/2021	85472	U.S. BANCORP GOV'T LEASING & FINANCE	458977196	193,836.81
Dec-22	12/6/2021	12062021	WELLS FARGO BUSINESS CARD	Multiple	178,989.33
Dec-22	12/23/2021	12	STATE TAX ACH - 12/23/21 PAYROLL	N/A	166,787.61
Dec-22	12/23/2021	85490	UTAH LOCAL GOVERNMENTS TRUST	1595601	72,319.27
Dec-22	12/9/2021	85453	PUBLIC EMPLOYEES HEALTH PROGRAM	11302021	67,811.86
Dec-22	12/21/2021	122121	LES OLSON COMPANY	Multiple	57,021.17
Dec-22	12/16/2021	85465	FUEL NETWORK	F2205E00930	52,619.28
Dec-22	12/15/2021	121521	GCS BILLING SERVICES	2742	47,634.46
Dec-22	12/9/2021	85423	APA BENEFITS INC	408	45,258.76
Dec-22	12/16/2021	85475	TONY DIVINO TOYOTA	21	29,281.78
Dec-22	12/16/2021	85460	CASELLE, INC	113939	27,132.00
Dec-22	12/2/2021	85413	CUSTOM BENEFIT SOLUTIONS, INC.	11252021	22,336.92
Dec-22	12/9/2021	85445	CUSTOM BENEFIT SOLUTIONS, INC.	12102021	22,329.29
Dec-22	12/23/2021	85492	CUSTOM BENEFIT SOLUTIONS, INC.	12232021	22,295.36
Dec-22	12/9/2021	85444	AFLAC GROUP INSURANCE	12102021	18,496.00
Dec-22	12/16/2021	85470	ROCKY MTN POWER	Multiple	18,398.04
Dec-22	12/16/2021	85473	UNIVERSITY MEDICAL BILLING	44531	17,990.00
Dec-22	12/9/2021	85437	UNIFIED FIRE SERVICE AREA	135	15,671.76
Dec-22	12/16/2021	85461	COMCAST	135459670	15,571.30
Dec-22	12/9/2021	85427	FOOTHILL FITNESS EQUIPMENT	9904	15,189.88
Dec-22	12/23/2021	85480	CRUCIAL LEARNING	INV-US-15781	13,500.00
Dec-22	12/15/2021	121522	NAPA AUTO PARTS	44530	13,274.67
Dec-22	12/21/2021	122122	MAYORS FINANCIAL ADMIN	MFA0000776	12,222.39
Dec-22	12/10/2021	10	UNEMPLOYMENT ACH PAYMENT - NOVEMBER 2021	N/A	11,588.85
Dec-22	12/15/2021	121524	WEIDNER FIRE	61274	10,944.96
Dec-22	12/8/2021	5	TRANSFER FUNDS FOR PATIENT REFUNDS - 12/08/21	N/A	10,739.26
Dec-22	12/1/2021	85410	SALT LAKE URBAN SEARCH & RESCUE	85	10,000.00
Dec-22	12/8/2021	120821	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	9,618.00
Dec-22	12/23/2021	85494	LOCAL 1696 - IAFF	12232021	9,298.91
Dec-22	12/9/2021	85449	LOCAL 1696 - IAFF	12102021	9,254.91
Dec-22	12/2/2021	85415	LOCAL 1696 - IAFF	11252021	9,189.05
Dec-22	12/16/2021	85463	DEPARTMENT OF PSYCHIATRY	Multiple	8,918.43
Dec-22	12/9/2021	85455	SELECTHEALTH	12102021	7,959.10
Dec-22	12/9/2021	85436	TELEFLEX LLC	Multiple	7,495.00
Dec-22	12/1/2021	120121	WEIDNER FIRE	Multiple	6,941.43
Dec-22	12/8/2021	120822	BUDGET BODY AND PAINT	15988	6,439.63
Dec-22	12/16/2021	85474	UPPER LIMIT, INC.	118661	6,304.00
Dec-22	12/9/2021	85438	UNIVERSITY OF UTAH	UFA-2021-11	6,240.00

Note 1: This is a pooled cash account - disbursements listed include those for UFA's Wildland Enterprise fund

Note 2: Payroll totals are for all UFA funds, not just General Fund

X:\Board Docs\2021-12 Disbursements\10



**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**DECEMBER 2021**

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Dec-22	12/9/2021	85425	DOMINION ENERGY	Multiple	3,652.73
Dec-22	12/9/2021	85443	XANTIE LLC	1878	3,568.75
Dec-22	12/21/2021	122123	WEIDNER FIRE	Multiple	3,516.37
Dec-22	12/9/2021	85446	FIDELITY SECURITY LIFE INSURANCE CO	165005679	3,357.73
Dec-22	12/15/2021	121523	VEHICLE LIGHTING SOLUTIONS INC	10128	3,115.90
Dec-22	12/23/2021	85481	DOMINION ENERGY	Multiple	3,071.97
Dec-22	12/23/2021	85487	PURCELL TIRE CO.	Multiple	2,994.46
Dec-22	12/9/2021	85442	WORKFORCEQA LLC	Multiple	2,691.00
Dec-22	12/16/2021	85466	GILMORE BELL	8046777	2,500.00
Dec-22	12/16/2021	85459	BLOMQUIST HALE EMPLOYEE ASSISTANCE	DEC21259	2,230.00
Dec-22	12/9/2021	85457	FIREFIGHTERS CREDIT UNION	12102021TV	2,157.00
Dec-22	12/23/2021	85493	FIREFIGHTERS CREDIT UNION	12232021-TV	2,151.00
Dec-22	12/9/2021	85448	INFOARMOR	11302021	2,133.10
Dec-22	12/8/2021	120823	SERVICEMASTER OF SALT LAKE	135451	2,124.65
Dec-22	12/2/2021	85421	FIREFIGHTERS CREDIT UNION	11252021TV	2,122.00
Dec-22	12/23/2021	85479	COMMERCIAL MECHANICAL SYSTEMS/SERV	SV105127	2,099.38
Dec-22	12/23/2021	85486	LARRY H. MILLER FORD	611675	2,080.75
Dec-22	12/1/2021	85409	KRONOS INCORPORATED	Multiple	2,035.46
Dec-22	12/1/2021	85406	APA BENEFITS INC	45341	1,944.00
Dec-22	12/1/2021	85407	DOMINION ENERGY	Multiple	1,896.68
Dec-22	12/23/2021	85498	PUBLIC EMPLOYEES LT DISABILITY	12232021	1,721.73
Dec-22	12/9/2021	85447	FIREFIGHTERS CREDIT UNION	12102021SF	1,713.00
Dec-22	12/2/2021	85419	PUBLIC EMPLOYEES LT DISABILITY	11252021	1,709.47
Dec-22	12/23/2021	85500	FIREFIGHTERS CREDIT UNION	12232021-SF	1,701.00
Dec-22	12/23/2021	85485	L.N. CURTIS AND SONS	Multiple	1,694.99
Dec-22	12/2/2021	85414	FIREFIGHTERS CREDIT UNION	11252021SF	1,683.00
Dec-22	12/1/2021	1	RECORD US MERCHANT FEE 12/1/21	N/A	1,642.01
Dec-22	12/2/2021	85418	OFFICE OF RECOVERY SERVICES	11252021	1,493.36
Dec-22	12/9/2021	85452	OFFICE OF RECOVERY SERVICES	12102021	1,493.36
Dec-22	12/23/2021	85497	OFFICE OF RECOVERY SERVICES	12232021	1,493.36
Dec-22	12/9/2021	85430	L.N. CURTIS AND SONS	Multiple	1,291.97
Dec-22	12/23/2021	85478	BOUND TREE MEDICAL, LLC.	84299252	1,110.00
Dec-22	12/9/2021	85429	JAN-PRO OF UTAH	Multiple	960.00
Dec-22	12/23/2021	85476	ADAMS, HAYLEY	Multiple	960.00
Dec-22	12/9/2021	85426	DOMINION ENERGY	G-ADM 11/21	830.16
Dec-22	12/23/2021	85482	HIRERIGHT LLC	G3353535	801.50
Dec-22	12/9/2021	85422	A TO Z LANDSCAPING, INC.	27721	765.72
Dec-22	12/16/2021	85467	NELCO	7648247	761.82
Dec-22	12/9/2021	85441	WELCH, JAIME ALLISON	Multiple	540.00
Dec-22	12/23/2021	85491	WELCH, JAIME ALLISON	Multiple	540.00
Dec-22	12/13/2021	6	RECORD CLIENT ANALYSIS FEE 12/13/21	N/A	539.93
Dec-22	12/9/2021	85433	ROCKY MTN WIRE ROPE & RIGGING INC	3010351-IN	507.90
Dec-22	12/3/2021	2	RECORD PAYMENTECH FEE 12/3/21	N/A	483.23
Dec-22	12/16/2021	85462	DEPARTMENT OF HEALTH	22EM000142	480.00
Dec-22	12/16/2021	85471	SNOWBIRD RESORT LLC	2BY5Y7-C113021	447.97

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X:\Board Docs\2021-12 Disbursements\10



**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**DECEMBER 2021**

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Dec-22	12/1/2021	85411	UTAH VALLEY UNIVERSITY	A27493	440.00
Dec-22	12/16/2021	85468	PURCELL TIRE CO.	Multiple	380.00
Dec-22	12/16/2021	85464	DOMINION ENERGY	G-#101 11/21	337.37
Dec-22	12/23/2021	85477	APA BENEFITS INC	45645	329.00
Dec-22	12/1/2021	85408	HONEY BUCKET	552450254	212.00
Dec-22	12/23/2021	85483	HONEY BUCKET	552399156	212.00
Dec-22	12/23/2021	85484	JOHNSON ROBERTS & ASSOCIATES INC	147180	210.00
Dec-22	12/9/2021	85439	UTAH BROADBAND LLC	1133430	199.00
Dec-22	12/23/2021	85489	UTAH BROADBAND LLC	1140085	199.00
Dec-22	12/9/2021	85428	INTERSTATE BILLING SERVICE, INC.	3025377376	190.00
Dec-22	12/9/2021	85432	PURCELL TIRE CO.	2850840	190.00
Dec-22	12/7/2021	4	RECORD XPRESS BILL PAY FEE FOR UFSA & UFA 12/7/21	N/A	187.70
Dec-22	12/1/2021	85412	WELCH, JAIME ALLISON	167	180.00
Dec-22	12/2/2021	85417	ND CHILD SUPPORT DIVISION	11252021	179.00
Dec-22	12/9/2021	85451	ND CHILD SUPPORT DIVISION	12102021	179.00
Dec-22	12/23/2021	85496	ND CHILD SUPPORT DIVISION	12232021	179.00
Dec-22	12/8/2021	120824	WEIDNER FIRE	61233	161.94
Dec-22	12/2/2021	85420	SALT LAKE VALLEY LAW ENFORCE ASSOC	11252021	152.00
Dec-22	12/9/2021	85454	SALT LAKE VALLEY LAW ENFORCE ASSOC	12102021	152.00
Dec-22	12/23/2021	85499	SALT LAKE VALLEY LAW ENFORCE ASSOC	12232021	152.00
Dec-22	12/9/2021	85424	COPPERTON IMPROVEMENT DISTRICT	W-#115 11/21	115.00
Dec-22	12/9/2021	85440	UTAH LOCAL GOVERNMENTS TRUST	Multiple	115.00
Dec-22	12/9/2021	85434	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 11/21	103.52
Dec-22	12/6/2021	3	RECORD AMERICAN EXPRESS FEE 12/6/21	N/A	83.84
Dec-22	12/9/2021	85431	LOVE COMMUNICATIONS LLC	59350	75.00
Dec-22	12/31/2021	7	RECORD CONVENIENT FEES FOR NOVEMBER 12/13/21	N/A	59.35
Dec-22	12/16/2021	85469	PURCHASE POWER	Multiple	58.22
Dec-22	12/9/2021	85456	UTAH RETIREMENT SYSTEMS	11302021AM	26.29
Dec-22	12/2/2021	85416	MOUNTAIN AMERICA CREDIT UNION	11252021	26.00
Dec-22	12/9/2021	85450	MOUNTAIN AMERICA CREDIT UNION	12102021	26.00
Dec-22	12/23/2021	85495	MOUNTAIN AMERICA CREDIT UNION	12232021	26.00
Dec-22	12/23/2021	85488	ROCKY MOUNTAIN WATER COMPANY	237981	13.16
					<b>\$ 6,073,526.81</b>

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X:\Board Docs\2021-12 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING**  
**DECEMBER 2021**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Dec-22	12/28/2021	2	FUNDS TRANSFER FROM EM TO FIRE - DEC 10 PAYROLL	N/A	\$ 58,803.01
Dec-22	12/30/2021	3	FUNDS TRANSFER FROM EM TO FIRE - NOVEMBER 2021 PCARDS	N/A	11,650.24
Dec-22	12/16/2021	7711	ROCKY MTN POWER	E-ECC 11/21	3,994.22
Dec-22	12/21/2021	122124	LES OLSON COMPANY	Multiple	2,337.53
Dec-22	12/16/2021	7710	FUEL NETWORK	F2205E00930	1,928.65
Dec-22	12/8/2021	120826	SERVICEMASTER OF SALT LAKE	135451	1,738.35
Dec-22	12/16/2021	7712	SYRINGA NETWORKS LLC	21DEC0198	1,175.00
Dec-22	12/23/2021	7713	UTAH LOCAL GOVERNMENTS TRUST	1595601	1,129.07
Dec-22	12/9/2021	7707	DOMINION ENERGY	G-ECC 11/21	679.23
Dec-22	12/9/2021	7706	A TO Z LANDSCAPING, INC.	27721	626.50
Dec-22	12/9/2021	7709	PUBLIC EMPLOYEES HEALTH PROGRAM	11302021-2	309.96
Dec-22	12/8/2021	120825	GOLD CUP SERVICES INC	Multiple	250.44
Dec-22	12/15/2021	1	FUNDS TRANSFER FROM EM TO FIRE - EMAC FUEL RECLASS 12/15/21	N/A	145.13
Dec-22	12/9/2021	7708	PURE WATER SOLUTIONS OF AMERICA LLC	81812	105.00
Dec-22	12/15/2021	121525	MAYORS FINANCIAL ADMIN	FAC0000754	70.00
					<b>\$ 84,942.33</b>

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND**  
**DECEMBER 2021**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Dec-22	12/16/2021	85472	U.S. BANCORP GOV'T LEASING & FINANCE	458977196	\$ 2,606,163.19
Dec-22	12/20/2021	21004	TONY DIVINO TOYOTA	21B	175,690.68
Dec-22	12/8/2021	210031	STRYKER SALES LLC	3576414M	69,000.00
Dec-22	12/8/2021	210032	WEIDNER FIRE	60931	23,110.89
					<u><u>\$ 2,873,964.76</u></u>

*Note 1: Bank of America escrow funds funded in October 2021; disbursements began in November 2021*

*X:\Board Docs\2021-12 Disbursements\55*



## 2022 UNIFIED FIRE AUTHORITY SUB-COMMITTEES

### GOVERNANCE COMMITTEE - Public Meeting

Chair	Kanter	SLCo
	Overson	Taylorsville
	Silvestrini	Millcreek
	Westmoreland	Eagle Mountain

#### STAFF

Chief Petersen  
CLO Brian Roberts  
Clerk Cyndee Young

### FINANCE COMMITTEE - Public Meeting 5 UFSA/4 Direct Members

Chair	Dahle	Holladay	
	Stewart	Riverton	
	Henderson	Herriman	
	Perry	White City	UFSA
	Silvestrini	Millcreek	UFSA
	Bailey	Copperton	UFSA
			UFSA
			UFSA

#### STAFF

Chief Petersen  
CLO Brian Roberts  
CFO Tony Hill  
Clerk Cyndee Young

### COMPENSATION & BENEFITS COMMITTEE - Public Meeting

Chair	Dahle	Holladay
	Hull	Magna
	Overson	Taylorsville
	Stewart	Riverton / Finance Chair
	Silvestrini	Millcreek

#### STAFF

Chief Petersen  
CLO Roberts  
CFO Tony Hill  
Arriann Woolf, HR  
IAFF President: Quinn  
Clerk Cyndee Young

updated 1.13.22





# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Board of Directors  
FROM: Division Chief Robinson  
DATE: January 18, 2022

SUBJECT: PPE Donation Request From JATC

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### Request

Logistics Division recently received a request from the Jordan Academy for Technology and Careers (JATC) for the donation of expired PPE and other training aids to assist with the Fire Science and EMT Programs that Jordan School District provides at their Riverton Campus. This equipment has substantially no value as surplus; however, it has great value for JATC to use in their training.

### Background

UFA has partnered with Jordan School District since 2012 to support their Fire Science and EMT programs. UFA provides JATC a Program Coordinator and additional support from staff and fire crews as needed to implement the courses. UFA also provides a surplus fire apparatus, access to equipment, training facilities, and personal PPE. Partnering with JATC the past decade has proven beneficial to UFA. Several students who have completed Fire Science and/or EMT training at JATC have become both full and part-time employees of UFA.

Logistics Division can meet the donation request with the following expired/surplus equipment:

40 turnout Coats	On hand	
40 turnout pants with suspenders	On hand	
20 pair of rubber boots assorted sizes	On hand	
20 Yellow helmets		TBD
6 Red helmets		TBD
2 White helmets	On hand	
1 Stryker Stretcher, manual	On hand	
1 Stryker Stair Chair	On hand	
20 CPR mannequins	On hand	



**Jordan Academy for Technology and Careers**  
**South Campus**  
Sonja Burton-Juarez, Principal

Unified Fire Authority  
3380 So 900 West  
SLC, UT 84119

17 November 2021

Chief Zach Robinson  
Logistics Division Chief  
6726 Navigator Dr  
West Jordan, UT 84084

Dear Chief Robinson,

We are writing today to request the donation of expired PPE and other training aides to further our mission and efforts in the Fire Science and EMT Programs at JATC South. Donation of this equipment is vital to making these classes accessible to as many students as possible. We do not train in any IDLH environments, so expired PPE suits our purposes perfectly. To that end we would like to request the following if available:

- 40 sets of turnouts: Coats, pants, and suspenders (small sizes are the most needed, we have a 60/40 male/female split with many of the smaller females wearing turnouts multiple sizes too big).
- 20+ sets of rubber boots (need all sizes, especially 6&7 for the reason stated above).
- 20+ Yellow helmets
- 6 Red helmets (company officer)
- 2 White helmets (class officer)
- 1 Stryker Stretcher, manual
- 1 Stryker Stair Chair
- 20 CPR mannequins

We appreciate any of this equipment that can be donated, it will be put to good use while here. We also understand if the desired equipment is unavailable. We would love to have you come visit our program. JATC South is proud to partner with Unified Fire Authority and appreciate all collaboration between our organizations. Please let us know if any further information is needed from my instructor or myself.

Kindest Regards,

Sonja Burton-Juarez

Richard Clayton



**UNIFIED FIRE AUTHORITY  
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)  
AS OF DECEMBER 31, 2021**

<b>FIRE REVENUES</b>	<b>Total</b>	<b>Budget</b>	<b>Unearned</b>	<b>% of Budget</b>
Cottonwood Heights	\$ 2,009,053	\$ 4,018,105	\$ 2,009,053	50.0
Unified Fire Service Area	21,031,498	42,062,996	21,031,498	50.0
Herriman	2,269,541	4,539,081	2,269,541	50.0
Holladay	1,310,482	2,620,964	1,310,482	50.0
Riverton	2,715,811	5,431,622	2,715,811	50.0
MIDA contract	50,000	50,000	-	100.0
MEMBER FEES & SERVICE CONTRACTS	29,386,384	58,722,768	29,336,384	50.0
Ambulance service fees	4,409,630	8,932,546	4,522,916	49.4
Collections revenues	91,288	-	(91,288)	0.0
AMBULANCE OPERATIONS	4,500,918	8,932,546	4,431,628	50.4
SL County canyon recreation area fees	1,563,656	3,037,591	1,473,936	51.5
Fire and medical report fees	2,118	4,000	1,882	53.0
Hazmat & tank permit fees	118,170	180,000	61,830	65.7
Firewatch	2,625	9,000	6,375	29.2
Fireworks permit fees	3,360	6,000	2,640	56.0
CPR class fees	9,075	8,100	(975)	112.0
EMT school fees	-	-	-	0.0
Event billings - Information Outreach	22,980	20,000	(2,980)	114.9
Event billings - Special Enforcement	-	15,000	15,000	0.0
OTHER FEES	1,748,354	3,279,691	1,531,337	53.3
UFSA management fees	185,375	430,091	244,716	43.1
Miscellaneous intergovernmental	16,135	1,219,742	1,203,607	1.3
Municipal EM planner reimbursement	127,368	210,660	83,292	60.5
INTERGOVERNMENTAL REVENUES	421,725	1,860,493	1,438,768	22.7
Federal grants	2,230	266,706	264,476	0.8
Donations	2,300	2,300	-	100.0
GRANTS AND DONATIONS	4,530	287,554	283,024	1.6
Interest income	25,758	60,000	34,242	42.9
Sale of materials	55,150	34,500	(20,650)	159.9
Rental income	47,448	94,896	47,448	50.0
USAR reimbursements	165,036	746,091	581,055	22.1
USAR reimbursements - deployments	27,196	-	(27,196)	0.0
Insurance reimbursements	1,314	24,000	22,686	5.5
Miscellaneous revenues	(2,660)	5,500	8,160	-48.4
MISCELLANEOUS INCOME	319,566	964,987	645,421	33.1

Note: Balances include payroll through 12/23/2021 and pcards through 11/30/2021.

**UNIFIED FIRE AUTHORITY  
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)  
AS OF DECEMBER 31, 2021**

<b>FIRE REVENUES (Continued)</b>	<b>Total</b>	<b>Budget</b>	<b>Unexpended</b>	<b>Budget</b>
Transfer from Emergency Services fund	-	180,726	180,726	0.0
Appropriation of fund balance	-	4,407,059	4,407,059	0.0
OTHER FINANCING SOURCES	-	4,587,785	4,587,785	0.0
<b>TOTAL FIRE REVENUES</b>	<b>\$ 36,381,477</b>	<b>\$ 78,635,824</b>	<b>\$ 42,254,347</b>	<b>46.3</b>

<b>FIRE EXPENDITURES</b>	<b>Total</b>	<b>Budget</b>	<b>Unexpended</b>	<b>% of Budget</b>
Salaries & wages	17,411,962	39,414,315	22,002,353	44.2
Overtime	2,688,137	4,717,791	2,029,654	57.0
Benefits	7,948,115	17,803,325	9,855,210	44.6
SALARIES & BENEFITS	<u>\$ 28,048,214</u>	<u>\$ 61,935,431</u>	<u>\$ 33,887,217</u>	<u>45.3</u>
Art & photo services	109	1,000	891	10.9
Awards & banquet	15,963	74,600	58,637	21.4
Bank fees	7,710	14,450	6,740	53.4
Community outreach	225	3,500	3,275	6.4
Honor guard & pipe band	157	9,000	8,843	1.7
Identification supplies	11,874	18,000	6,126	66.0
Office supplies	8,638	28,550	19,912	30.3
Postage	1,798	9,500	7,702	18.9
Printing charges	3,825	21,050	17,225	18.2
Subscriptions & memberships	21,209	67,860	46,651	31.3
GENERAL & ADMINISTRATIVE	<u>\$ 73,152</u>	<u>\$ 247,510</u>	<u>\$ 174,358</u>	<u>29.6</u>
Bedding & linen	826	15,000	14,174	5.5
Books, publications & subscriptions	14,541	49,752	35,211	29.2
Clothing provisions	528,292	975,084	446,792	54.2
Dining & kitchen supplies	509	5,000	4,491	10.2
Emergency activations & non-USAR deployments	39,223	39,127	(96)	100.2
Food provisions	6,788	56,100	49,312	12.1
Gasoline, diesel, oil & grease	276,855	500,000	223,145	55.4
Janitorial supplies and service	52,153	84,000	31,847	62.1
State Wildland Mitigation program	-	-	-	0.0
Medical supplies	189,044	526,100	337,056	35.9
Physical exams	77,804	166,805	89,001	46.6
Training supplies	8,830	22,000	13,170	40.1
Canine expenses	1,178	5,000	3,822	23.6
Expenses to be reimbursed by related organization(s)	21,157	43,780	22,623	48.3
OPERATING COSTS	<u>\$ 1,217,200</u>	<u>\$ 2,487,748</u>	<u>\$ 1,270,548</u>	<u>48.9</u>
Liability insurance & claims	524,187	548,000	23,813	95.7
Ambulance - State Medicaid assessment	93,591	400,000	306,409	23.4
Dispatch service contract	916,000	916,000	-	100.0
CONTRACTUAL COSTS	<u>\$ 1,533,778</u>	<u>\$ 1,864,000</u>	<u>\$ 330,222</u>	<u>82.3</u>
Auditor	7,000	8,990	1,990	77.9
Contract hauling	250	1,000	750	25.0
Intergovernmental expenditures	-	4,200	4,200	0.0
Professional fees	566,931	1,493,675	926,744	38.0
Ambulance service fees	163,767	400,000	236,233	40.9
PROFESSIONAL SERVICES	<u>\$ 737,948</u>	<u>\$ 1,907,865</u>	<u>\$ 1,169,917</u>	<u>38.7</u>

Note: Balances include payroll through 12/23/2021 and pcards through 11/30/2021.

**UNIFIED FIRE AUTHORITY  
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)  
AS OF DECEMBER 31, 2021**

<b>FIRE EXPENDITURES (Continued)</b>	<b>Total</b>	<b>Budget</b>	<b>Unexpended</b>	<b>% of Budget</b>
GRANT PURCHASES	\$ 112,370	\$ 242,614	\$ 130,244	<u>46.3</u>
Miscellaneous rental	33,352	47,600	14,248	70.1
Rent of buildings	73,334	147,000	73,666	49.9
RENT	\$ 106,686	\$ 194,600	\$ 87,914	<u>54.8</u>
Maintenance of machinery & equipment	188,832	329,168	140,336	57.4
Maintenance of buildings & grounds	84,949	302,700	217,751	28.1
Maintenance of office equipment	20,000	20,000	-	100.0
Software maintenance	188,537	612,955	424,418	30.8
Vehicle maintenance	330,762	785,000	454,238	42.1
Vehicle repairs - accident related	8,434	50,000	41,566	16.9
REPAIR & MAINTENANCE	\$ 821,514	\$ 2,099,823	\$ 1,278,309	<u>39.1</u>
Communications equipment	53,004	134,500	81,496	39.4
Computer equipment	20,911	108,850	87,939	19.2
Computer software	230,897	159,497	(71,400)	144.8
Small equipment noncapital	97,317	486,645	389,328	20.0
Small equipment - photography	2,244	5,625	3,381	39.9
Visual & audio aids	450	2,500	2,050	18.0
SOFTWARE & EQUIPMENT	\$ 404,823	\$ 897,617	\$ 492,794	<u>45.1</u>
Education, training & certifications	65,916	277,342	211,426	23.8
Travel & transportation	42,759	120,000	77,241	35.6
Mileage reimbursement	36	2,000	1,964	1.8
TRAINING & TRAVEL	\$ 108,711	\$ 399,342	\$ 290,631	<u>27.2</u>
Computer lines	93,869	208,242	114,373	45.1
Heat & fuel	24,688	119,000	94,312	20.7
Light & power	119,941	274,000	154,059	43.8
Sanitation	9,179	31,750	22,571	28.9
Telephone	27,457	71,750	44,293	38.3
Telephone - cellular	46,479	219,500	173,021	21.2
Water & sewer	30,675	84,800	54,125	36.2
UTILITIES	\$ 352,288	\$ 1,009,042	\$ 656,754	<u>34.9</u>
Capital outlay	47,191	101,800	54,609	46.4
Principal payment on related party note payable	61,314	123,865	62,551	49.5
Interest expense	32,716	64,196	31,480	51.0
CAPITAL OUTLAY & LONG-TERM DEBT	\$ 141,221	\$ 289,861	\$ 148,640	<u>48.7</u>
TRANSFER TO FIRE CAPITAL REPLACEMENT FUND	3,671,303	4,772,931	1,101,628	76.9
TRANSFER TO WILDLAND	-	260,751	260,751	0.0
FUND TRANSFERS & CONTRIBUTIONS	\$ 3,671,303	\$ 5,060,372	\$ 1,389,069	<u>0.0</u>
<b>TOTAL FIRE EXPENDITURES</b>	<b>\$ 37,329,208</b>	<b>\$ 78,635,825</b>	<b>\$ 41,306,617</b>	<b>47.5</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ (947,731)</b>	<b>\$ (1)</b>		

Note: Balances include payroll through 12/23/2021 and pcards through 11/30/2021.

**UNIFIED FIRE AUTHORITY**  
**REVENUES AND EXPENDITURES - ENTERPRISE FUND (WILDLAND)**  
**AS OF DECEMBER 31, 2021**

<b>WILDLAND REVENUES</b>	<b>Total</b>	<b>Budget</b>	<b>Unearned</b>	<b>% of Budget</b>
Wildland reimbursements - Hand crew	997,642	1,005,000	7,358	99.3
Wildland reimbursements - Engine 302	199,139	300,000	100,861	66.4
Wildland reimbursements - Engine 301	313,108	300,000	(13,108)	104.4
Wildland reimbursements - Single resource	454,767	400,000	(54,767)	113.7
Wildland reimbursements - Fuels crew	31,431	58,000	26,569	54.2
Wildland reimbursements - Camp Williams	24,308	15,000	(9,308)	162.1
Camp Williams contract	333,504	622,154	288,650	53.6
State grants	40,844	168,000	127,156	24.3
Transfer from General Fund	-	260,751	260,751	0.0
Appropriation of net assets	-	8,510	8,510	0.0
Sale of materials	1,420	-	(1,420)	0.0
<b>TOTAL WILDLAND REVENUES</b>	<b>\$2,396,163</b>	<b>\$3,137,415</b>	<b>\$ 741,252</b>	<b>76.4</b>
<b>WILDLAND EXPENSES</b>	<b>Total</b>	<b>Budget</b>	<b>Unexpended</b>	<b>% of Budget</b>
Salaries & benefits	2,192,393	2,543,897	351,504	86.2
Awards	4,918	6,000	1,082	82.0
Books, publications & subscriptions	-	1,050	1,050	0.0
Capital outlay	29,282	46,000	16,718	63.7
Clothing provisions	5,939	26,000	20,061	22.8
Communication equipment	-	1,000	1,000	0.0
Capital lease payments	138,397	138,397	-	100.0
Computer equipment	20	2,500	2,480	0.8
Computer lines	2,932	5,500	2,568	53.3
Computer software	962	2,200	1,238	43.7
Education, training & certifications	828	3,300	2,472	25.1
Food provisions	448	1,200	752	37.3
Gasoline, diesel, oil & grease	41,589	35,000	(6,589)	118.8
Heat & fuel	149	1,400	1,251	10.6
Interest expense	2,796	2,795	(1)	100.0
Janitorial supplies and service	-	500	500	0.0
Light & power	993	2,500	1,507	39.7
Maintenance of machinery & equipment	3,736	5,000	1,264	74.7
Maintenance of buildings	75	1,000	925	7.5
Maintenance of office equipment	1,250	-	(1,250)	0.0
Medical supplies	670	3,000	2,330	22.3
Miscellaneous rental	3,736	2,845	(891)	131.3
Office supplies	301	1,500	1,199	20.1
Professional fees	-	3,150	3,150	0.0
Postage	164	200	36	82.0
Physical exams	-	19,800	19,800	0.0
Sanitation	324	-	(324)	0.0
Small equipment	4,190	58,500	54,310	7.2
Subscriptions & memberships	40	3,920	3,880	1.0
Telephone services	1,566	6,200	4,634	25.3
Travel & transportation	183,592	155,500	(28,092)	118.1
Vehicle maintenance	14,425	50,000	35,575	28.9
Water & sewer	287	850	563	33.8
Contribution to Fund Balance	-	6,711	6,711	0.0
<b>TOTAL WILDLAND EXPENSES</b>	<b>\$2,636,002</b>	<b>\$3,137,415</b>	<b>\$ 501,413</b>	<b>84.0</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ (239,839)</b>	<b>\$ -</b>		

Note: Balances include payroll through 12/23/2021 and pcards through 11/30/2021.

**UNIFIED FIRE AUTHORITY**  
**REVENUES AND EXPENDITURES - SPECIAL REVENUE FUND (EMERGENCY MANAGEMENT)**  
**AS OF DECEMBER 31, 2021**

<b>EMERGENCY MANAGEMENT (EM) REVENUES</b>	<b>Actual</b>	<b>Budget</b>	<b>Unearned</b>	<b>% of Budget</b>
SL County emergency fees	\$ 1,038,102	\$ 2,268,186	\$ 1,230,085	45.8
Federal grants	(700)	282,546	283,246	-0.2
Federal grants - CCTA	1,900	343,441	341,541	0.6
Contribution from SL County	81,981	70,894	(11,087)	115.6
Interest income	1,720	3,000	1,280	57.3
Miscellaneous revenue	21,123	18,800	(2,323)	112.4
<b>TOTAL EM REVENUES</b>	<b>\$ 1,144,141</b>	<b>\$ 2,986,867</b>	<b>\$ 1,842,726</b>	<b>38.3</b>

<b>EMERGENCY MANAGEMENT EXPENDITURES</b>	<b>Total</b>	<b>Budget</b>	<b>Unexpended</b>	<b>% of Budget</b>
Salaries & benefits	\$ 637,011	\$ 1,526,520	\$ 889,509	41.7
Capital outlay	5,150	30,150	25,000	17.1
Clothing provisions	465	3,000	2,535	15.5
Communication equipment	1,090	9,000	7,910	12.1
Community outreach	138	1,000	862	13.8
Computer equipment	1,665	15,000	13,335	11.1
Computer software	92,008	153,800	61,792	59.8
Dining and kitchen supplies	-	-	-	0.0
Education, training & certifications	924	2,600	1,676	35.5
Maintenance of building & grounds	27,786	55,000	27,214	50.5
Maintenance of machinery & equipment	27,864	31,000	3,136	89.9
Maintenance of office equipment	1,980	7,000	5,020	28.3
Food provisions	4,374	10,000	5,626	43.7
Gasoline, diesel, gas & grease	8,801	22,000	13,199	40.0
Grant purchases	173,598	525,987	352,389	33.0
Identification supplies	-	2,500	2,500	0.0
Janitorial supplies and service	25,429	27,000	1,571	94.2
Miscellaneous rental	21,598	19,500	(2,098)	110.8
Office supplies	866	10,000	9,134	8.7
Professional fees	5,724	72,399	66,675	7.9
Postage	72	-	(72)	0.0
Printing charges	59	4,000	3,941	1.5
Small equipment	10,967	82,085	71,118	13.4
Software maintenance	4,350	12,900	8,550	33.7
Subscriptions & memberships	2,292	7,000	4,708	32.7
Telephone service	1,690	11,000	9,310	15.4
Telephone - cellular	3,718	34,000	30,282	10.9
Travel & transportation	9,436	10,000	564	94.4
Utilities	35,958	94,900	58,942	37.9
Vehicle maintenance	5,249	26,800	21,551	19.6
Transfer to General fund	-	180,726	180,726	0.0
<b>TOTAL EM EXPENDITURES</b>	<b>\$ 1,112,561</b>	<b>\$ 2,986,867</b>	<b>\$ 1,874,306</b>	<b>37.2</b>

**REVENUES OVER/(UNDER) EXPENDITURES**    **\$ 31,580**    **\$ -**

**UNIFIED FIRE AUTHORITY  
REVENUES AND EXPENDITURES - CAPITAL PROJECTS FUNDS  
AS OF DECEMBER 31, 2021**

**FIRE CAPITAL REPLACEMENT**

<b>REVENUES</b>	<b>Total</b>	<b>Budget</b>	<b>Unearned</b>	<b>% of Budget</b>
Transfer from General fund	\$ 3,671,303	\$ 4,772,931	\$ 1,101,628	76.9
Interest income	-	20,000	20,000	0.0
Sale of capital assets	112,851	100,000	(12,851)	112.9
Loan Proceeds	10,808,525	10,808,525	-	100.0
Appropriation of fund balance	-	1,449,525	1,449,525	0.0
<b>TOTAL FIRE VEHICLE REPLACEMENT</b>	<b>\$14,592,679</b>	<b>\$ 17,150,981</b>	<b>\$ 2,558,302</b>	<b>85.1</b>

  

<b>EXPENDITURES</b>	<b>Total</b>	<b>Budget</b>	<b>Unexpended</b>	
Capital outlay - light fleet (financed)	\$ 435,213	\$ 763,100	\$ 327,887	57.0
Capital outlay - heavy apparatus (financed)	7,421,173	8,476,750	1,055,577	87.5
Capital outlay - communications equipment (financed)	-	100,000	100,000	0.0
Capital outlay - computer equipment (financed)	-	325,000	325,000	0.0
Capital outlay - computer equipment (cash)	219,042	452,100	233,058	48.4
Capital outlay - medical equipment (financed)	221,450	500,000	278,550	44.3
Capital outlay - station equipment (financed)	274,636	404,985	130,349	67.8
Capital outlay - building & improvements (financed)	-	129,890	129,890	0.0
Noncapital equipment (financed)	98,416	108,800	10,384	90.5
Noncapital equipment (cash)	531,543	574,105	42,562	92.6
Capital lease payments - principal	4,914,972	4,921,825	6,853	99.9
Capital lease payments - interest	139,874	139,875	1	100.0
<b>TOTAL FIRE VEHICLE REPLACEMENT</b>	<b>\$14,256,319</b>	<b>\$ 17,150,981</b>	<b>\$ 2,894,662</b>	<b>83.1</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 336,360</b>	<b>-</b>		

**EOC CAPITAL REPLACEMENT**

<b>REVENUES</b>	<b>Total</b>	<b>Budget</b>	<b>Unearned</b>	<b>% of Budget</b>
Transfer from EOC fund	\$ -	\$ -	\$ -	0.0
Transfer from General fund	-	26,690	26,690	0.0
Contribution from SL County	-	-	-	0.0
Appropriation of/(Contribution to) fund balance	-	-	-	0.0
<b>TOTAL EOC VEHICLE REPLACEMENT</b>	<b>\$ -</b>	<b>\$ 26,690</b>	<b>\$ 26,690</b>	<b>0.0</b>

  

<b>EXPENDITURES</b>	<b>Total</b>	<b>Budget</b>	<b>Unexpended</b>	<b>% of Budget</b>
Capital outlay	\$ -	\$ -	\$ -	0.0
Contribution to fund balance	-	26,690	26,690	0.0
<b>TOTAL EOC VEHICLE REPLACEMENT</b>	<b>\$ -</b>	<b>\$ 26,690</b>	<b>26,690</b>	<b>0.0</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Note: Balances include payroll through 12/23/2021 and pcards through 11/30/2021.



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Board of Directors  
FROM: Mayor Dahle, Chair of Ad Hoc Committee on Fire Chief Selection  
DATE: January 14, 2022

SUBJECT: Update on Fire Chief Selection Process

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The ad hoc committee was formed September of 2021 to prepare a recommendation for the selection process for Fire Chief. Staff support for the ad hoc committee is provided by Fire Chief Petersen, CLO Brian Roberts, and HR Director Kiley Day and consists of the following individuals:

- Mayor Rob Dahle - Chair
- Mayor Kristie Overson
- Mayor Jeff Silvestrini
- Councilmember Trish Hull
- Councilmember Sheldon Stewart
- UFSA Administrator Rachel Anderson
- IAFF 1696 President Steve Quinn

During the December 21, 2021 Board of Directors meeting, the ad hoc committee proposed an updated job description, key components of the employment agreement, and the selection process. The key proposal was to administer an internal process initially and if no selection was made, an external process would follow. Chief Petersen agreed to remain in the position if an external recruitment is necessary. The Board supported the recommendations. The position was posted internally on December 22, 2021, with a deadline of January 14, 2022, for interested UFA Chief Officers to apply.

The 2022 Process:

- January 17 - February 28: HR Director conducts an internal survey of the candidates
- February 28: Candidates analytical/opinion paper due
- **March 9: Meet and Greet with all Board Members**
- March 10: Interview with ad hoc committee and presentation to staff
- **March 15: Full Board Member deliberation during UFA Board Meeting**
- **April 2: Change of Command Ceremony**

UFA has several new Board Members this year, and this memo serves as reference to the process in place. All Board Members are strongly encouraged to participate in the Meet and Greet on March 9<sup>th</sup>, and any Board Member who would like to be involved in the interview on March 10<sup>th</sup> or would like more detailed information is encouraged to contact me.







# UNIFIED FIRE AUTHORITY

## MEMORANDUM

21-002

January 4, 2022

TO: All Personnel

FROM: Chief Petersen

SUBJECT: Temporary Limitations on Mandatory Staffing

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We are experiencing a significant uptick of COVID in Utah and with our employees and their families. While the reports are positive regarding the reduced severity of the infection and the shorter quarantine period, I am very concerned about a spike in staffing demands as more of our employees and their families are impacted over the next several weeks. UFA has had 16 employees test positive for Covid since December 26 and Operations has received 40 sick calls for Covid related issues since December 27.

I am committed to maintaining minimum staffing levels; however, I believe we will continue to see higher than normal daily sick calls as we move into the new year and the Omicron variant invades Utah in full force.

We utilized mandatory call back just two days over the last 30; however, I do not think we will be able to avoid mandatory as our employees and their families experience more infections. We successfully maintained staffing levels during this pandemic, but I believe the stress of what may be coming with the new variant may be too much for our Firefighters after 21 months of Covid stress.

With that said, effective Wednesday, January 5<sup>th</sup>, I am limiting mandatory staffing to no more than two per day with the hope that normal constant staffing will fill all the vacancies. After two mandatory assignments, the Operations Chief will follow the Continuity of Operations Staffing policy and draw down four person crews to three or brown out ambulances based on the least impactful way for the personnel on duty. This will affect most of the municipalities service levels and the ability for crews to depend on a certain staffing level as you solve problems during your shift.

We are reassigning day sworn personnel to one shift vacancy each day from Monday to Friday for 30 days beginning January 10. The Divisions will have to reduce their expectations while their personnel are reassigned. Three of the six training cadre will be delayed on their assignment to Training until the actual academy is beginning.

My hope is that this “Tidal Wave” of infections will pass much faster than the other variants and get us closer to normal staffing demands soon. Our best way to reduce the impact on you, your family, and on our staffing is to get the booster, wear a mask more often (even if vaccinated), and maintain a safe distance from others. More info can be found on the [CDC website](https://www.cdc.gov). The UFA Board of Directors will discuss the impact of a potential drawdown of our engines and trucks during the January Board Meeting.



<p style="text-align: center;"><b>UNIFIED FIRE AUTHORITY</b>  <b>Rules, Policies and Procedures</b></p>		
<p style="text-align: center;">Volume II  <i>UFA Operational Policies  and Procedures</i></p>	<p style="text-align: center;">Chapter 8  <i>Payroll/Staffing/Scheduling</i></p>	<p style="text-align: center;">Section 3  <i>Continuity of  Operations Staffing</i></p>

## REFERENCES:

[UFA Policy and Procedure – Mandatory Staffing Policy](#)

[UFA Policy and Procedure – Staffing](#)

## DEFINITIONS

**Mission Essential Functions:** Those functions deemed completely necessary by the Unified Fire Authority (UFA) Board, UFA Command Staff, and other agreements and laws.

**Non-Essential Functions:** the services considered ancillary or a lower priority in times of exigent circumstances.

## LEADER’S INTENT

To maintain operational readiness and response capabilities during exigent circumstances, large-scale incidents or events that are often dynamic and frequently changing and to fulfill the vision and mission (i.e. mission essential functions) of UFA services. These guidelines will provide direction to increase or decrease staffing as needed in response to pending or emerging exigent events and incidents.

## PURPOSE

UFA has identified and prioritized mission essential functions that are necessary to the continuity of operations (COOP) as severe demands and limitations are placed on personnel during unusual, exigent circumstances, events or incidents that challenge UFA's operational abilities. As future challenges are faced due to illness or high-system demand, some services may be minimized to meet the commitment to essential functions. These functions will be identified in a tiered response, with the intent to first reduce identified non-essential functions in order to create solutions to meet operational needs.

This policy clearly states the expectation that UFA operations personnel be available during times of need, when the organization may encounter extreme challenges in maintaining minimum staffing.

At the discretion of the Fire Chief or designee, this policy will be implemented as an “Executive Order from the Fire Chief” and will supersede UFA Policy and Procedure – Staffing.

## POLICY

- 1.0 The following changes will be implemented in a tiered fashion as specific pre-identified thresholds are met:
  - 1.1 The Staffing Office may be staffed seven days a week, to meet the increased demand.

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- 1.1.1 Any additional vacation requests and sick leave incentive days will be temporarily suspended.
  - 1.1.2 Time-and-a-half compensation may be authorized temporarily to augment staffing needs.
- 2.0 Due to the possibility of fluctuating staffing, it is the responsibility of all members to check Telestaff for their station assignments prior to each shift. Moves are often made just prior to shift start times, and members with bids and assignments may be moved if needed.
- 3.0 If personnel numbers diminish to the point that staffing for mission essential functions becomes a challenge, the following drawdown plan may be implemented.
  - 3.1 Drawdown Plan
    - 3.1.1 The Operations Chief will work with the Staffing Office to implement the drawdown procedures. The least invasive measure will be taken first to ensure the minimum staffing needs of the organization are being met.
  - 3.2 A flow chart has been established as a guideline to follow when extenuating circumstances disrupt the ability to maintain minimum staffing. As staffing capabilities are reduced, the following are some of the actions that may be anticipated:
    - 3.2.1 Four-handed apparatus may be drawn down to three-handed;
    - 3.2.2 Movement of day staff filling non mission-essential functions into operations to staff apparatus or fill critical support roles;
    - 3.2.3 Vacation leave will be handled in response to the gravity of the situation. Vacation may be restricted, offered for buyback, or if reasonably necessary, cancelled;
    - 3.2.4 Stations may be "browned out;"
    - 3.2.5 Recruits may be moved to Operations early (per approval of Fire Training Division Chief); or;
    - 3.2.6 Operations may transition into a 2-Platoon system
- 4.0 If call volume exceeds the ability to respond due to high volume or lack of personnel,

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additional actions may be implemented:

- 4.1 A Chief Officer may be staffed 24/7 at VECC (not necessarily a UFA Chief Officer).
- 4.2 Additional resources and apparatus may be placed into service.
- 4.3 Existing peak-load ambulances may be staffed for 24-hour periods.
  - 4.3.1 The Operations Chief intends to keep ambulances in service and paramedics staffed on all apparatus to maintain the 1-and-1 response model.
  - 4.3.2 If ALS service becomes compromised, the Operations Chief will assign which apparatus will be staffed with ALS personnel.
  - 4.3.3 UFA will also respond to and comply with any Bureau of EMS variances and guidance.
- 5.0 Ambulances may not be “browned out” if the exigent circumstances or large-scale incidents are primarily requiring an emergency medical response.
- 6.0 ALS units will be maintained by utilizing any licensed Paramedic as an ALS provider.
- 7.0 A drawdown order for station "brownouts" will be established based on operational needs. Brownouts are dynamic and will be strategically based on current information and situations relating to the current incidents and circumstances.
  - 7.1 For significant incidents, this may be coordinated with the Salt Lake County Emergency Support Function (ESF) 4 (firefighting) direction and coordinated with neighboring jurisdictions.
- 8.0 Other Essential Functions
  - 8.1 To maintain an ability to respond to fire and EMS calls, specialty programs may be consolidated. Other strategies may involve reducing the ability to perform certain specialty services.
    - 8.1.1 If HazMat and Heavy Rescue staffing capabilities are hindered, these services may be assigned to a single specialty station, and certified personnel may be moved to these primary stations to ensure the Continuity of Operations Plan (COOP) is followed.

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8.1.2 Specialty services may need to be coordinated with neighboring metro-agencies to mitigate emergencies requiring a specialty response.

9.0 When implemented, the COOP Staffing Policy will be regularly evaluated. Given the situation, the Chief may institute a "sunset clause" that will provide a timeframe for the COOP Staffing Policy to remain in effect. This will be based on the circumstances at hand and UFA's ability to maintain minimum staffing levels.

Replaces policy dated October 15, 2020

## UNIFIED FIRE AUTHORITY POLICY AND PROCEDURE SIGNATURE PAGE

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Assistant Chief  
UNIFIED FIRE AUTHORITY

Reviewed: ☒

by:   
Riley Pilgrim (Feb 2, 2021 15:14 MST)  
Riley Pilgrim, Assistant Chief

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Chief Legal Officer  
UNIFIED FIRE AUTHORITY

Approved as to form: ☒

by:   
Brian Roberts, Chief Legal Officer

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Fire Chief  
UNIFIED FIRE AUTHORITY

Approved: ☒

by:   
Dan Petersen (Feb 5, 2021 10:55 MST)  
Dan Petersen, Chief

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Forward for Board approval: \_\_\_\_\_

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### UFA Policy and Procedure – Continuity of Operations Staffing

- Revised paragraph 4.3.2 to allow the Operations Chief to assign which apparatus will be staffed with ALS personnel.





# Unified Fire Authority

## Strategic Plan 2021-2023

Progress Report December 31, 2021

The 2021-2023 Strategic Plan follows the first-ever Strategic Plan (2018-2020) for the Unified Fire Authority. Both plans were developed with input from our employees, external partners, and the communities we serve. The plan guides the organization to achieve the Vision and Mission and plays a pivotal role in developing the budget each year. Each division has developed action items that align with the services our communities value. Our divisions have direct ownership in the Strategic Plan and take great pride when action items are completed.

We are proud to share our 2021 Strategic Plan accomplishments.

### **SUSTAINABLE GOALS**

*These are the goals that will remain in focus beyond just this strategic plan. This is how we strive towards our vision and accomplish our mission. Staff will build specific initiatives and action items to accomplish these goals.*

**Goal 1-Best Practices:** *Provide exceptional service and value to our communities with the goal of making left better:*

- Started the process of providing a monthly executive summary of workers compensation, vehicle collisions, and other claims to Command Staff (A-2)
- Started the process of providing a redacted synopsis of vehicle collisions, occupational injuries and illness, and other pertinent risk management considerations to employees for awareness of trending issues (A-3)
- Increased focus and Medical Director involvement with implementing quarterly cases reviews with Q & A for all UFA EMS personnel (EMS-2)
- Compiled and submitted UFA budget document by September 2021 in an effort to achieve the GFOA for Distinguished Budget (F-2)
- Ensured all timely payments on all current debt payments (F-5)
- Reviewed audit findings and recommendations for UFA, UFSA, and UFA Health & Welfare Trust and developed a corrective action plan (F-1)
- Streamlined the general ledger cost import process in Kronos (F-6)
- Updated and implemented the Pay Plans and Pay Practices Policies and the Re-Employment of Former Employees Policy (HR-2)
- Updated job descriptions to be uniform (HR-6)
- Refined background investigations for new hire personnel (SE-1)
- Relocated staff from current Station 102 to Station 111 while the existing station is being rebuilt (L-5)

**Goal 2-Community and Partner Involvement:** *Provide meaningful interaction with all UFA communities and ensure UFA acts and is perceived as their local Fire Department:*

- UFA and Utah National Guard personnel participated in joint training events, including wildfire suppression tactics and helicopter operations (CW-1)

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**Goal 3-Resilient Culture:** Reinforce a culture that invests in our people, the community and innovation to ensure a highly reliable and resilient organization:

- Using Wells Fargo positive pay on Fire, Wildland, and Emergency Management accounts. Strengthened internal processes when setting up ACH vendors (F-3)
- Completed a successful Paramedic Lateral process hiring four paramedics (HR-5)

**Goal 4-Professional Development:** Provide leaders intent to guide exceptional performance and deliver growth opportunities for UFA Staff:

- Established standard practice for EMT, AEMT, and Paramedic Skills Evaluation. Updated/Revised Policy. EMS Skills Evaluations conducted for 70 part-time and full-time lateral hires (EMS-7)
- EMS Skills evaluations conducted 25 (22 new part-time employees, 3 current employees with new licensure levels) (EMS-7)
- Implemented our Emergency Vehicle Technician (EVT) certification program. Providing an opportunity for all fleet mechanics to obtain Level I, II, and III Fire Apparatus and Ambulance EVT certifications (L-2)
- In connection with the PDP, continue the apprentice program and formalized succession planning. Promoted a division paramedic to a Staff Captain (SE-2)
- Conducted Rescue Specialist Structural Collapse Specialist course (US&R-1)

**Goal 5-Well-being of our People:** Enhance the behavioral health and physical well-being of our people:

- Upgraded all firefighter hoods from the current knit hood utilized to a particulate blocking hood to protect firefighters from harmful contaminants found on the fire ground (L-7)

### **KEY INITIATIVES**

*UFA has identified the following initiatives where there is both need and opportunity to improve service to our communities. These initiatives will be in sharp focus with the pace of improvement determined by the time and resources provided over the course of the three-year strategic plan.*

**Initiative 1-Enhanced Leadership:** Focused effort on providing the tools to effectively meet or exceed the expectations of leaders to provide for effective and sustained leadership:

- Completed the process of transitioning the Professional Development Plan into individual policies (A-1)
- Re-evaluated and revised the Employee Performance and Development form and the Guidelines to improve the process (A-4)
- Wildland Division certified 17 NWCG Operations task books (WL-1)

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**Initiative 2-Improved Emergency Services Delivery:** Review and act on the initiatives in the Standards of Cover (SOC) to improve the delivery of emergency services:

- Hands-on video-laryngoscope training and rollout of updated airway management protocol (EMS-1)
- Hands-on RTF/Trauma training including new procedure - wound packing and new equipment - CAT Tourniquet (EMS-1)
- The Operations Work Group guides this process under direction from the OPS Chief and has developed/reviewed 26 Standard Operational Guidelines to date (EO-4)
- Conducted classroom and hands-on scenario training to all UFA partner SWAT Teams (SE-5)
- Completed FBI WMD Stabilization refresher in Alabama; regional team formed (SE-6)
- Light Duty personnel completed the remaining mapping of the LCC, BCC, and Millcreek waterways (SO-11)
- The Wildland Fuels Crew completed project and mitigation work throughout UFA jurisdiction and responded to six wildfires within the UFA response area (WL-2)

**Initiative 3-Improved Community Involvement:** Enhance engagement with our communities as their local fire department through the support and administration of community events and activities:

- Memorandum of Understanding (MOU) signed with Herriman PD for SWAT Medic Support for South Valley SWAT (SE-4)
- Finalized the quarterly reports and worked with Assistant Chief Pilgrim to get them distributed (IO-1)
- Restructured social media pages and linked them to UFA Website. Pushed information for all significant community incidents. Noticed a 22% increase in community engagement on social media (IO-2)
- Used the Public Information Officer (PIO) Twitter channel to pitch safety-related stories (IO-3) successfully
- Worked with Fire Prevention on a new fire safety education program, including fliers/posters. Also, did public education via for the programs (IO-4)
- Developed a new marketing campaign that utilizes paid media via statewide theaters as well as social media channels. Saw an increase in the interest list for the firefighter position immediately (IO-5)
- Developed a committee that includes a representative from each UT-TF1 participating agency (US&R-16)

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**Initiative 4 Improve Behavioral Health:** *Taking care of our behavioral health and well-being to ensure UFA employees are mentally healthy and resilient throughout a career that often places them in stressful and traumatic situations:*

- Implemented the Resiliency/Mind Shield training program with the Peer Support team (A-9)
- Successfully initiated a monthly health and wellness podcast (IO-6)

**Divisions**

A-	Administration and Planning
CW-	Camp Williams
EM-	Emergency Management
EMS-	Emergency Medical Services
EO-	Emergency Operations
F-	Finance
FP-	Fire Prevention
FT-	Fire Training
HR-	Human Resources
IO-	Information Outreach
IT-	Information Technology
L-	Logistics
SE-	Special Enforcement
SO-	Special Operations
US&R	Urban Search and Rescue
WL-	Wildland