

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## **UNIFIED FIRE AUTHORITY BOARD AGENDA**

February 15, 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 Dahle
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. February 14, 2022. Emailed comments submitted prior to 7:00 a.m. February 14, 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. Minutes Approval – Chair Dahle
  - a. January 18, 2022
4. Administer Oath of Office for New Board Member Catherine Harris  
– Cyndee Young, Clerk
5. Board Elections – CLO Roberts
  - a. Vice Chair Election
6. UFA Board Ethics Policy – CLO Roberts
7. Consent Agenda
  - a. Review of January Disbursements – CFO Hill

8. Committee Updates
  - a. Benefits & Compensation Committee (Meeting held 2/14/22) – Chair Dahle
  - b. Governance Committee (No meeting) – Chair Silvestrini
  - c. Finance Committee (Next meeting 4/15/22) – Chair Stewart
9. Consider the Date of March 15, 2022 for a Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2021-2022 Fiscal Year Budget – CFO Hill
10. USAR Lease Update – AC Burchett/DC Case
11. Seismic Retrofit Update – DC Robinson
12. Fire Chief Report
  - a. Women FF Leadership Symposium
  - b. Legislative Update – AC Pilgrim
  - c. Fire School 101 – Local 1696 VP Young
  - d. Mapleton FD Donation Request – AC Burchett
  - e. Naming of Fire Stations – AC Burchett
13. 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
14. Adjournment – Chair Dahle

**The next UFA Board meeting will be held March 15, 2022, at 7:30 a.m. both electronically and at UFA Headquarters located at 3380 South 900 West, Salt Lake City, UT 84119**

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFA MEETINGS.**

**In accordance with the Americans with Disabilities Act, UFA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting may be held telephonically/electronically to allow a member of the UFA Board to participate. This agenda is subject to change with a minimum 24-hour notice.**

**CERTIFICATE OF POSTING**

The undersigned, does hereby certify that the above agenda notice was posted on this 14<sup>th</sup> day of February, 2022, on the UFA bulletin boards, the UFA website [www.unifiedfire.org](http://www.unifiedfire.org), posted on the Utah State Public Notice website <http://www.utah.gov/pmn/index.html> and was emailed to at least one newspaper of general circulation within the jurisdiction of the public body.

Cynthia Young, UFA Board Clerk



## UNIFIED FIRE AUTHORITY BOARD MINUTES

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

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 7:33 a.m.  
Extended a welcome to new Board Members:  
Catherine Harris, Emigration  
Mayor Roger Bourke, Alta  
Mayor Mike Weichers, CWH  
Mayor Marcus Stevenson, Midvale
2. Public Comment  
None  
Public comment was made available live and with a posted email address
3. Legislative Update
  - Dave and Ashley Spatafore reviewed the Bill Tracker Watch List that was included in the packet
  - This list provides a brief overview of the bills and who within UFA has been designated to oversee them
  - This list is sent to legislators every Monday
  - The Spatafores extended an invitation to all Board Members to participate on the UFA Legislative Committee
  - Chief stated that this partnership with the Spatafores has allowed for an active role in the process, UFA has not been reactionary at all in the legislative process and partnerships have developed that help move UFA forward
  - Council Member Stewart requested that SB102 addressing cell phone use while in a motor vehicle be added
  - Dave Spatafore expressed his appreciation for the work Chief Petersen has done and how much this work means for Utah fire agencies and the entire fire industry
4. Administer Oath of Office for New Board Members
  - Board Members Marcus Stevenson, Mike Weichers, and Roger Bourke were sworn in
5. Board Elections
  - CLO Roberts clarified that there is no formal rule or policy, however, the Board Chair and Vice Chair typically hold their positions for two years
  - Council Member Stewart nominated Mayor Dahle for Chair
    - Mayor Stevenson seconded the nomination
  - There were no further nominations

Mayor Silvestrini moved to close the nominations  
Mayor Overson seconded to close the nominations  
All voted in favor, none opposed to closing the nominations

A roll call vote was taken for approval of Mayor Dahle as Chair of the UFA Board of Directors

Bailey	Y	Overson	Y
Bourke	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Dahle	Y	Stevenson	Y
Harris	-	Stewart	Y
Henderson	Y	Theodore	Y
Hull	Y	Weichers	Y
Kanter	Y	Westmoreland	-
Knopp	-		

- Mayor Dahle thanked Council Member Perry for his service as Chair
- CLO Roberts explained that typically the Vice Chair moves into the Chair position following two years of service by the Chair
- A pause in taking a vote for the Vice Chair was exercised in order for Board Members to consider this position
  - This vote will be brought back for the February 15 meeting
- Mayor Dahle asked that those considering the position reach out to gain a better understanding of what it entails and the commitment it requires
- Chief Petersen expressed the importance of the commitment and being prepared to help the organization run well
- Mayor Dahle invited anyone interested to contact him with questions and for consideration for the position

6. Annual Board Member Requirements

- CLO Roberts reviewed the requirements for all Board Members
- Cyndee will be reaching out to the new members with more information to help guide their onboarding
- Conflict of Interest Policy was reviewed, any questions should be directed to CLO Roberts
- Board Alternate
  - The Interlocal Agreement allows for an alternate to attend and vote if the appointed Board Member is unable to attend
  - The alternate must also be an elected official and must be appointed as an alternate
- State Auditor Training
  - This training must take place every 4 years
  - Cyndee will provide new Board Members with the link
- Ethics Policy
  - At the February 15, 2022 meeting; all Board Members will be asked to sign an acknowledgement of the Ethics Policy that was include in the meeting packet
  - This policy is a result from the audit 5 years ago
  - CLO Roberts asked that all members review the policy in preparation for acceptance next month
- Mayor Dahle reminded the Board that CLO Roberts works directly for them, not the Fire Chief

7. Approval of Minutes

Council Member Perry moved to approve the minutes from the December 21, 2021, UFA Board Meeting as submitted

Council Member Hull seconded the motion

All voted in favor, none opposed

Council Member Catherine Harris, Emigration Canyon arrived

8. Consent Agenda

a. Review of December Disbursements

- CFO Hill pointed out that the final payment on the \$2.8M lease purchase that was entered into in 2015 has been made
- This is an exciting milestone
- Moving forward, the Capital Replacement Plan will be smoother
- Chief Petersen reminded the Board that \$1M was used from the Fund Balance to make a portion of the payment
- Chief credited Logistics for their work in selling excess equipment and returning the funds to the Capital Fund
  - Approximately \$1.4M was returned to the Capital Fund
- Going forward, there is a 3-year rotating Capital Replacement Plan that never spikes the budget

Council Member Stewart moved to approve the December disbursements as submitted

Mayor Overson seconded the motion

All voted in favor, none opposed

9. Committee Updates

- Committee Assignments
  - CLO Roberts reviewed the current committee assignments
  - There are currently 2 seats available for UFSA on the UFA Finance Committee
  - Anyone interested in taking part in one of the following committees, please reach out to Cyndee
  - As a reminder, all sub-committee meetings are held as public meetings
- Benefits & Compensation Committee
  - Next meeting February 14, 2022
  - This meeting begins the budget process
  - The effects of COLAs and URS will be big discussions as to how these and more items impact the budget
  - Another meeting in March will determine a formal recommendation to the Finance Committee for budget work in preparation to present to the Board
- Governance Committee
  - No meeting held
- Finance Committee
  - Next meeting April 15, 2022
  - The budget recommendation from Benefits & Compensation will be reviewed
  - A final budget recommendation will be prepared for the May 17 Board Meeting

10. Donation of Expired PPE to Jordan Academy for Technology and Careers (JATC)
- UFA has received a request for expired PPE from JATC
  - CLO Roberts stated that as this is outside of our normal procedure, it was brought before the Board
  - UFA has partnered with JATC since 2012 to support their Fire Science and Emergency Medical Technician Programs
    - UFA also provides a Program Coordinator and course instructors, surplus fire apparatus, access to equipment and to the UFA Fire Training grounds as needed
    - This partnership has proven beneficial to UFA over the years as we have hired students who have completed their courses at JATC as both PT and FT employees
  - DC Robinson presented the list of items
  - UFA can accommodate the donation of all items as none of it has any surplus value
  - The only items that are on hold are the helmets, new ones are on order, but have yet to arrive

Council Member Perry moved to approve the donation of items as presented  
Council Member Hull seconded the motion  
All voted in favor, none opposed

11. Quarterly Financial Report
- UFA is half-way through the fiscal year
  - Reviewed the top revenues; Member Fee and Ambulance Revenue
    - Both are coming in as expected
    - EMAC deployment reimbursements are in the process of collection
      - Currently, only 1.3% has been collected
  - Reviewed Expenditures
    - OT is coming in a bit over budget currently
    - Council Member Stewart asked for clarification on the Dispatch payment
      - CFO Hill explained that it is collected twice; July and December
  - Reviewed Funds
    - As questioned; at this halfway point in the fiscal year, there are no alarms or points of concerns related to the budget
    - CFO Hill stated that the only concern are personnel costs with OT which remains always at the top of the radar and is monitored every pay period

Mayor Overson moved to approve Quarterly Financial Report as presented  
Mayor Silvestrini seconded the motion  
All voted in favor, none opposed

8. Fire Chief Selection Process
- Applications and Review of Process
    - HR Director Day reviewed the memo outlining the process
    - The application process has closed with 3 internal applications having been received
    - The next step is to review the applicants for eligibility and send 360 evaluations to all of UFA for feedback
      - The 360's focus on expectations and leadership competencies
      - This tool allows for all employees to communicate about those who are applying

9. Seismic Retrofit Update

- Division Chief Robinson provided an update on the seismic work
  - 5 Station structural
    - Stations 110/116
      - Working closely with Paulsen Construction to coordinate work as crews may remain in the stations
      - Work should begin next week at Station 116 and Station 110 shortly thereafter
      - Both projects are expected to be completed within 90 days
    - Stations 107/109/115
      - Currently reviewing the 90% design sets
      - Targeting early February for posting General Contractor RFP
  - 20 Station non-structural
    - Coleman Seismic has completed non-structural upgrades on 19 of the 20 stations
    - Work at Station 116 should be completed today
  - Emergency Generators
    - Station 103
      - Prep work for installation is complete
    - Station 107
      - Prep work is underway
    - Station 113
      - Contractor still working with MSD for building permit

10. Fire Chief Report

- New Board Member Orientations
  - Cyndee will begin to reach out to schedule these orientations
  - Will conduct both UFA and UFSA at the same time
  - This is an opportunity for new members to receive an in-depth look at the budget document, explain the Capital Plan, Strategic Plan, Member Fee, etc.
  - Chief asked that new members keep an open mind to how it works
    - It will become clear that this is a partnership that fills the void between service to the community and the critical processes necessary for our success
    - The overall goal is to make sure the community gets what they need and want from their fire and ambulance service rather than what is fun to work on
- COVID Impact/Limitations on Mandatory Staffing/Continuity of Operations
  - Chief explained employees are needing a reprieve from the past 20 months of non-stop stress
  - The burden on employees has been strong, the over-hiring has allowed the maintenance of staffing regularly
  - Chief feels it is time to place a cap on staffing effected by COVID, it can no longer rest on the employee shoulders by making them come back to work nonstop in order to maintain staffing
  - The policy on Continuity of Operations was included in the packet for reference
  - Chief is placing a cap on no more than 2 mandatories daily as the impact of the new COVID spikes is felt
  - The next step is for the Operations Chief to randomly draw down crews, not run ambulances, etc.



- To this point, there has been no need to mandatory, employees have stepped up as they also don't want to drop below a 4-person crew as it is the best for response as you know
- While Sick Leave has increased, employees are returning to work faster, 5 days rather than 10
  - Staffing is seeing an extra 3.5 or more sick people every shift which requires coverage with OT, this is a fairly major impact
- Current Year Budget Impacts
  - Chief Petersen referenced the Overtime Line Item and why it is at 57%
  - Under-expend is an estimated \$2.5M every year, this keeps the mode of spend out mentality at bay
    - This \$2.5M is at risk this year of being fully available due to the OT
    - UFA is working and monitoring this closely
    - CARES Funding was requested to replenish some of the fund balance last year, this year ARPA funds were pursued
    - If there is a chance for payment of this invoice this year, it will help meet the targets for fund balance going forward
  - Inflationary costs such as fuel has had an impact
    - The last fuel estimate is \$175,000 over budget, watching this closely
  - Chief Petersen has met with Division Leaders and asked for a pause on spending
    - The goal is to make sure objectives for the year are completed, but pause where possible
    - Projects such as the Cancer Reduction Initiative is a good example of something that we don't want to slow or stop
    - Divisions are effective at being in control of their expenses, none of the Divisions work as if every line item can be spent out
- Update on Ultimate Kronos Group Failure
  - Mid December all payroll and staffing was hacked through the cloud services
  - UFA systems were not impacted, but access to payroll software and staffing software were attacked
    - It is still unknown if any information was compromised
  - Payroll has been relying on an old version of Caselle for payroll, all timecards had to be recreated
  - Staffing has limited access as well, using a system called Vector Scheduling
    - Currently working off of a free demo
    - The Staffing Captains have built out some systems to make this work
  - Continuing to move forward in a limited capacity, once the systems are back and running, it will be necessary to manually update both systems
- Strategic Plan Update
  - AC Pilgrim provided an update
  - UFA is currently 1-year in to the 3-year plan
  - The plan offers the opportunity to identify relevant actionable criteria and items to be used as goals to work toward and accomplish in the 3-year period
  - The plans were developed not only by employees, but external partners and the communities
    - Gauging value and what is not valued from outside UFA
  - Goals outlined; Best Practices, Community and Partner Involvement, Resilient Culture, Professional Development, Well-Being of our People



- Key Initiatives
  - Enhanced Leadership
  - Improved Emergency Services Delivery
  - Improved Community Involvement
  - Improve behavioral Health

11. Closed Session

None

12. Adjournment

Mayor Silvestrini moved to adjourn the January 18, 2022 meeting

Mayor Overson seconded the motion

All voted in favor, none opposed

BOARD MEMBERS IN ATTENDANCE:

Council Member Kathleen Bailey  
 Council Member Chrystal Butterfield  
 Council Member Catherine Harris  
 Mayor Robert Dahle  
 Council Member Trish Hull  
 Mayor Marcus Stevenson  
 Mayor Kristie Overson  
 Mayor Mike Weichers  
 Council Member Jared Henderson

Council Member Allan Perry  
 Deputy Mayor Catherine Kanter  
 Council Member Sheldon Stewart  
 Mayor Jeff Silvestrini  
 Mayor Roger Bourke  
 Council Member Dea Theodore

BOARD MEMBERS ABSENT:

Mayor Dan Knopp  
 Mayor Tom Westmoreland

STAFF IN ATTENDANCE:

CFO Tony Hill  
 Chief Petersen

CLO Roberts  
 Cynthia Young, Clerk

OTHER ATTENDEES:

AC Burchett  
 AC Pilgrim  
 AC Higgs  
 Ashley Spatafore, Lobbyist  
 Anthony Widdison  
 BC Fossum  
 BC Russell  
 Bill Brass  
 Brad Larson  
 Brad Patterson, Bond Counsel  
 Brandon Dodge  
 Bryan Case  
 Chad Frisbee, Siddons Martin  
 DC Robinson  
 DC Torgersen

Dave Chipman, Public  
 Dave Spatafore, Lobbyist  
 Erica Langenfass  
 Japheth McGee, Zions  
 Johnathan Ward, Zions  
 Kate Turnbaugh  
 Kenneth Aldridge  
 Kiley Day  
 Kiyoshi Young  
 Krystal Griffin  
 Larson Wood  
 Lana Burningham  
 M. Stidham  
 Michael Greensides  
 Nile Easton

Patrick Costin  
Ryan Love  
Rachel Anderson  
Shelli Fowlks  
Steve Quinn  
Tim Tingey, CWH  
Travis Hobbs  
Tua Tho

DRAFT

## **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 Policy</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 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.
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 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.





**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**JANUARY 2022**

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Jan-22	1/10/2022	1	PAYROLL TRANS FOR 12/31/21 PAY PERIOD	N/A	\$ 1,299,544.68
Jan-22	1/14/2022	7	FUNDS TRANSFER FROM FIRE TO EM - SLCO EM FEE PAID 1/14/22	N/A	1,230,084.00
Jan-22	1/25/2022	2	PAYROLL TRANS FOR 01/15/22 PAY PERIOD	N/A	1,189,520.05
Jan-22	1/6/2022	85510	SELECTHEALTH	Multiple	552,441.00
Jan-22	1/13/2022	10	URS ACH PAYMENT - 12/23/2021 PAYROLL	N/A	523,127.72
Jan-22	1/11/2022	9	EFTPS - 01/10/22 PAYROLL	N/A	249,959.55
Jan-22	1/26/2022	15	EFTPS - 01/25/22 PAYROLL	N/A	211,335.54
Jan-22	1/6/2022	1062022	WELLS FARGO BUSINESS CARD	Multiple	185,289.29
Jan-22	1/27/2022	85577	UTAH LOCAL GOVERNMENTS TRUST	Multiple	160,406.26
Jan-22	1/25/2022	16	STATE TAX ACH - JANUARY 2022 PAYROLL	N/A	151,563.96
Jan-22	1/20/2022	85553	ESO SOLUTIONS INC	ESO-68202	104,579.00
Jan-22	1/20/2022	85550	DEPARTMENT OF HEALTH	22H5000522	101,818.48
Jan-22	1/13/2022	85546	PUBLIC EMPLOYEES HEALTH PROGRAM	12312021UFA	68,203.49
Jan-22	1/19/2022	11923	LES OLSON COMPANY	Multiple	57,470.67
Jan-22	1/20/2022	85555	FUEL NETWORK	F2206E00920	53,222.34
Jan-22	1/19/2022	11922	GCS BILLING SERVICES	2771	41,838.68
Jan-22	1/27/2022	85574	SERVICEAIDE INC	Multiple	40,000.00
Jan-22	1/31/2022	13	FUNDS TRANSFER FROM FIRE TO EM - COVID REIMBURSEMENT 1/31/22	N/A	35,763.07
Jan-22	1/13/2022	85536	CUSTOM BENEFIT SOLUTIONS, INC.	1102022	22,191.20
Jan-22	1/27/2022	85580	CUSTOM BENEFIT SOLUTIONS, INC.	1252022	21,321.84
Jan-22	1/27/2022	85573	ROCKY MTN POWER	Multiple	19,589.60
Jan-22	1/13/2022	85535	AFLAC GROUP INSURANCE	1102022	18,507.71
Jan-22	1/13/2022	11	UNEMPLOYMENT ACH PAYMENT - DECEMBER 2021	N/A	18,105.25
Jan-22	1/27/2022	85589	WELLS FARGO ADVISOR FBO UFA4064-8710	1252022	17,155.99
Jan-22	1/20/2022	85560	UNIFIED FIRE SERVICE AREA	140	15,671.76
Jan-22	1/27/2022	85565	COMCAST	137475164	15,532.06
Jan-22	1/13/2022	85525	PRESIDIO NETWORKED SOLUTIONS LLC	6.01122E+12	14,344.65
Jan-22	1/19/2022	11924	MAYORS FINANCIAL ADMIN	MFA0000779	12,222.39
Jan-22	1/14/2022	8	FUNDS TRANSFER FROM FIRE TO UFSA - BRIGHTON RENT 1/14/22	N/A	11,394.00
Jan-22	1/13/2022	85530	SUPERIOR EQUIPMENT	38402878	10,213.15
Jan-22	1/20/2022	85558	MEGAPLEX THEATRES	0010318-IN	10,000.00
Jan-22	1/6/2022	85503	DOMINION ENERGY	Multiple	9,849.78
Jan-22	1/27/2022	85582	LOCAL 1696 - IAFF	1252022	9,243.91
Jan-22	1/13/2022	85540	LOCAL 1696 - IAFF	1102022	9,227.48
Jan-22	1/19/2022	11925	NAPA AUTO PARTS	44561	8,760.71
Jan-22	1/14/2022	14	TRANSFER FUNDS FOR PATIENT REFUNDS 1/14/21	N/A	8,056.70
Jan-22	1/6/2022	85502	APA BENEFITS INC	Multiple	7,120.37
Jan-22	1/13/2022	85519	DEPARTMENT OF PSYCHIATRY	Multiple	6,815.43
Jan-22	1/13/2022	85531	UNIVERSITY OF UTAH	UFA-2021-12	6,240.00
Jan-22	1/20/2022	85564	ZOLL	INV00104884	6,119.25
Jan-22	1/27/2022	85579	ZOLL	INV00103236	6,119.25
Jan-22	1/20/2022	85561	UNIVERSITY MEDICAL BILLING	44565	5,728.00
Jan-22	1/6/2022	85509	SALT LAKE COUNTY SURVEYOR'S OFFICE	Multiple	5,130.00
Jan-22	1/27/2022	85571	LIFE-ASSIST, INC	1165577	4,999.80
Jan-22	1/20/2022	85554	FERRELLGAS	1117856826	4,917.10
Jan-22	1/27/2022	85566	DOMINION ENERGY	Multiple	4,521.91
Jan-22	1/13/2022	85521	DOMINION ENERGY	Multiple	4,463.82
Jan-22	1/13/2022	85538	FIREFIGHTERS CREDIT UNION	Multiple	3,795.00
Jan-22	1/13/2022	85523	KRONOS INCORPORATED	Multiple	3,776.83
Jan-22	1/20/2022	85552	ENTERPRISE RENT-A-CAR CO OF UT, LLC	Multiple	3,425.61
Jan-22	1/13/2022	85537	FIDELITY SECURITY LIFE INSURANCE CO	165045795	3,392.08
Jan-22	1/13/2022	85534	XANTIE LLC	1920	2,558.75

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**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**JANUARY 2022**

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Jan-22	1/13/2022	85517	BURTON IMPROVEMENT ENDEAVORS	102	2,343.75
Jan-22	1/27/2022	85567	ECMS INC	Multiple	2,264.36
Jan-22	1/20/2022	85549	BLOMQUIST HALE EMPLOYEE ASSISTANCE	JAN22256	2,230.00
Jan-22	1/27/2022	85590	FIREFIGHTERS CREDIT UNION	01252022TV	2,131.00
Jan-22	1/5/2022	10522	SERVICEMASTER OF SALT LAKE	135562	2,124.65
Jan-22	1/13/2022	85539	INFOARMOR	12312021	2,123.15
Jan-22	1/10/2022	85501	PAYROLL TRANS FOR 12/31/21 PAY PERIOD	N/A	2,037.58
Jan-22	1/20/2022	85562	UTAH ATHLETIC FOUNDATION	3269015	2,000.00
Jan-22	1/20/2022	85556	KEDDINGTON & CHRISTENSEN LLC	4108	1,990.00
Jan-22	1/20/2022	85551	DOMINION ENERGY	Multiple	1,849.11
Jan-22	1/27/2022	85569	KRONOS INCORPORATED	11866226	1,818.48
Jan-22	1/27/2022	85586	PUBLIC EMPLOYEES LT DISABILITY	1252022	1,758.56
Jan-22	1/27/2022	85581	FIREFIGHTERS CREDIT UNION	01252022SF	1,690.00
Jan-22	1/3/2022	1	RECORD US MERCHANT FEE 1/3/22	N/A	1,657.43
Jan-22	1/27/2022	85570	LARRY H. MILLER FORD	598744	1,521.68
Jan-22	1/13/2022	85543	OFFICE OF RECOVERY SERVICES	1102022	1,493.36
Jan-22	1/27/2022	85585	OFFICE OF RECOVERY SERVICES	1252022	1,493.36
Jan-22	1/13/2022	85533	WORKFORCEQA LLC	156113	1,435.00
Jan-22	1/20/2022	85548	BIG COTTONWOOD CANYON IMP DIST	1-398	1,368.00
Jan-22	1/13/2022	85515	ADAMS, HAYLEY	Multiple	1,320.00
Jan-22	1/6/2022	85504	DOMINION ENERGY	G-ADM 12/21	1,303.91
Jan-22	1/20/2022	85559	OXNARD FIREFIGHTERS FOUNDATION INC	2022-001	950.00
Jan-22	1/13/2022	85526	PURCELL TIRE CO.	2855275	893.85
Jan-22	1/27/2022	85572	PURCELL TIRE CO.	Multiple	864.22
Jan-22	1/6/2022	85506	JAN-PRO OF UTAH	Multiple	828.44
Jan-22	1/6/2022	85514	WELCH, JAIME ALLISON	Multiple	660.00
Jan-22	1/13/2022	85529	SNOWBIRD RESORT LLC	2BY5Y7-C123121	549.74
Jan-22	1/27/2022	85575	STEP INTO COMFORT LLC	105848	531.00
Jan-22	1/24/2022	12	FUNDS TRANSFER FROM FIRE TO EM - FEMA CCTA GRANT 1/24/22	N/A	528.00
Jan-22	1/20/2022	85557	L.N. CURTIS AND SONS	INV558321	500.59
Jan-22	1/6/2022	85508	MEANING TO LIVE	44546	480.00
Jan-22	1/6/2022	85512	SYMBOL ARTS, LLC	0417802-IN	457.50
Jan-22	1/11/2022	5	RECORD CLIENT ANALYSIS FEE 1/11/22	N/A	371.99
Jan-22	1/20/2022	85547	APA BENEFITS INC	46376	326.20
Jan-22	1/6/2022	85507	LOVE COMMUNICATIONS LLC	59783	262.50
Jan-22	1/4/2022	2	RECORD PAYMENTECH FEE 1/4/22	N/A	250.55
Jan-22	1/13/2022	85532	WELCH, JAIME ALLISON	178	240.00
Jan-22	1/27/2022	85578	WELCH, JAIME ALLISON	181	240.00
Jan-22	1/6/2022	85505	HONEY BUCKET	552499187	212.00
Jan-22	1/27/2022	85568	HONEY BUCKET	552545017	212.00
Jan-22	1/12/2022	11223	MOUNTAIN ALARM	2647396	211.20
Jan-22	1/6/2022	85513	UTAH BROADBAND LLC	1143914	199.00
Jan-22	1/27/2022	85576	UTAH BROADBAND LLC	1150559	199.00
Jan-22	1/5/2022	3	RECORD XPRESS BILL PAY FEE FOR UFSA & UFA	N/A	180.75
Jan-22	1/20/2022	85563	WELCH, JAIME ALLISON	180	180.00
Jan-22	1/13/2022	85542	ND CHILD SUPPORT DIVISION	1102022	179.00
Jan-22	1/27/2022	85584	ND CHILD SUPPORT DIVISION	1252022	179.00
Jan-22	1/6/2022	85511	SL CO FIREFIGHTERS LOCAL 1696	13	175.00
Jan-22	1/12/2022	11222	APPARATUS EQUIPMENT & SERVICE, INC	21-IV-5960	174.00
Jan-22	1/27/2022	85588	UTAH RETIREMENT SYSTEMS	01062022JS	165.88
Jan-22	1/13/2022	85544	SALT LAKE VALLEY LAW ENFORCE ASSOC	1102022	152.00
Jan-22	1/27/2022	85587	SALT LAKE VALLEY LAW ENFORCE ASSOC	1252022	152.00

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**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**JANUARY 2022**

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
Jan-22	1/13/2022	85518	COPPERTON IMPROVEMENT DISTRICT	W-#115 12/21	115.00
Jan-22	1/13/2022	85524	L.N. CURTIS AND SONS	INV555810	106.93
Jan-22	1/13/2022	85528	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 12/21	103.52
Jan-22	1/5/2022	4	RECORD AMERICAN EXPRESS FEE 1/5/22	N/A	87.68
Jan-22	1/13/2022	85520	DESERET NEWS	2021-143760	71.04
Jan-22	1/18/2022	6	RECORD CONVENIENT FEE FOR DECEMBER 1/18/22	N/A	61.95
Jan-22	1/31/2022	17	PAYROLL TAX DUE ON 4TH QUARTER 2021 941 FORM	N/A	43.64
Jan-22	1/13/2022	85541	MOUNTAIN AMERICA CREDIT UNION	1102022	26.00
Jan-22	1/27/2022	85583	MOUNTAIN AMERICA CREDIT UNION	1252022	26.00
Jan-22	1/13/2022	85527	ROCKY MOUNTAIN WATER COMPANY	Multiple	22.88
Jan-22	1/13/2022	85522	JOHNSON ROBERTS & ASSOCIATES INC	147305	17.50
Jan-22	1/13/2022	85516	APA BENEFITS INC	46111	11.88
					<b><u>\$ 6,636,831.97</u></b>

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

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**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING**  
**JANUARY 2022**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Jan-22	1/27/2022	2	FUNDS TRANSFER FROM EM TO FIRE - 01/10/22 PAYROLL	N/A	\$ 53,847.30
Jan-22	1/12/2022	1	FUNDS TRANSFER FROM EM TO FIRE - 12/23/21 PAYROLL	N/A	49,882.37
Jan-22	1/27/2022	3	FUNDS TRANSFER FROM EM TO FIRE - DECEMBER 2021 PCARDS	N/A	12,576.62
Jan-22	1/12/2022	11224	BUDGET BODY AND PAINT	15892	6,539.22
Jan-22	1/27/2022	7721	ROCKY MTN POWER	E-ECC 12/21	3,177.09
Jan-22	1/20/2022	7719	FUEL NETWORK	F2206E00920	1,979.53
Jan-22	1/5/2022	10523	SERVICEMASTER OF SALT LAKE	135562	1,738.35
Jan-22	1/27/2022	7722	UTAH LOCAL GOVERNMENTS TRUST	1596315	1,267.12
Jan-22	1/6/2022	7716	EARTH NETWORKS, INC.	WBB0046336	1,250.00
Jan-22	1/20/2022	7720	SYRINGA NETWORKS LLC	22JAN0196	1,175.00
Jan-22	1/6/2022	7715	DOMINION ENERGY	G-ECC 12/21	1,066.83
Jan-22	1/6/2022	7714	APA BENEFITS INC	TRUST425	873.27
Jan-22	1/12/2022	11226	WAXIE SANITARY SUPPLY	80538358	365.74
Jan-22	1/12/2022	11225	GOLD CUP SERVICES INC	Multiple	335.78
Jan-22	1/13/2022	7718	PUBLIC EMPLOYEES HEALTH PROGRAM	12312021EOC	309.96
Jan-22	1/19/2022	11926	LES OLSON COMPANY	MNS17560	180.00
Jan-22	1/6/2022	7717	PURE WATER SOLUTIONS OF AMERICA LLC	83862	105.00
					<b><u>\$ 136,669.18</u></b>

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND**  
**JANUARY 2022**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Jan-22	1/10/2022	21005	FIRETRUCKS UNLIMITED	2304	\$ 705,612.20
Jan-22	1/19/2022	21007	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	219,572.00
Jan-22	1/24/2022	21008	STRYKER SALES LLC	Multiple	132,554.75
Jan-22	1/13/2022	21006	WEIDNER FIRE	60830	7,456.55
					<u><u>\$ 1,065,195.50</u></u>







# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Board of Directors  
FROM: Division Chief Case  
DATE: February 15, 2022

SUBJECT: UT-TF1 Lease Renewal

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### **Purpose**

To inform the UFA Board of Directors of the Utah Task Force 1 (UT-TF1) lease renewal of the Logistics Warehouse space.

### **Background**

In 2012, UT-TF1 entered into a lease agreement with UFA to occupy space in the Logistics Building located at 6726 So. Navigator Drive.

The agreement details a set amount for the space UT-TF1 occupies. The total monthly payment for the warehouse and office space is \$7,908. US&R also pays 24% of the utility and service costs which includes power, water, internet, document shredding, etc.

UFA is the Sponsoring Agency for UT-TF1 which is part of the Special Operations Division and is one of 28 Federal Urban Search & Rescue Task Forces in the United States. This unique program brings a highly trained, multi-hazard task source that is especially designed to respond to a variety of emergencies/disasters including earthquakes, hurricanes, tornadoes, floods, terrorist acts and hazardous material releases.

UFA personnel who are task force members receive specialized training and skills that directly benefit UFA. UT-TF1 continues to partner with UFA for Special Operations program development and to enhance the technical expertise of many personnel within the department. For UFA personnel, the training and experience gained during response to large-scale man-made and natural disasters is invaluable, as it better prepares our members for response here at home.

Based on the value that UT-TF1 represents to UFA, respectfully, I propose that this lease be extended for a period of 10 years and that the lease payment and cost share agreements remain the same.





# UNIFIED FIRE AUTHORITY

TO: UFA Board Members

FROM: Division Chief Zach Robinson

RE: PPE Donation Request from Mapleton Fire Department

DATE: February 15, 2022

Logistics Division recently received a request from the Mapleton, UT fire department for the donation of 15 sets of expired turnouts, gloves, hoods, helmets and boots to be utilized for non-firefighting training purposes to support their new volunteer fire academy.

UFA has made donations of expired PPE to Mapleton FD in the past. February 2019, we donated 40 sets of expired turnouts. Logistics Division does have sufficient expired turnouts on hand to meet the donation request. However, we do not have sufficient expired stock on hand to meet the request for gloves, hoods, helmets and boots.