

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## **UNIFIED FIRE AUTHORITY BOARD AGENDA**

March 16, 2021 7:30 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY BOARD OF DIRECTORS SHALL ASSEMBLE FOR AN **ELECTRONIC MEETING ONLY**, DUE TO THE COVID-19 PANDEMIC

THE PUBLIC MAY ATTEND ELECTRONICALLY VIA ZOOM WEBINAR AT:

<https://zoom.us/j/98255960431?pwd=VW9iWk1KQ0JYTl9lSDIxMS96KzZXZz09>

Password: 123911

---

1. Call to Order – Chair Perry

As Chair, I have made this written determination that, based upon the ongoing COVID-19 pandemic, conducting this Board meeting with an anchor location would present a substantial risk to the health and safety of those who may be present at an anchor location. Therefore, this meeting will be held in electronic format only with participation available to the public in the manner described in this publicly posted agenda.

2. Public Comment

Please limit comments to three minutes each. There are two options for comments during this meeting:

- a. 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.
- b. 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. March 15, 2021. Emailed comments submitted prior to 7:00 a.m. March 15, 2021, 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 Perry

- a. February 16, 2021

4. Consent Agenda

- a. Review of February Disbursements – CFO Hill

5. Committee Updates

- a. Benefits & Compensation Committee (Next meeting 3/25/21) – Chair Dahle
- b. Governance Committee (No meeting) – Chair Silvestrini
- c. Finance Committee (Next meeting 4/15/21) – Chair Stewart

6. Discussion of Reduction of Revenue in Medical Division

- Division Chief Torgersen

7. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2020-2021 Fiscal Year Budget – CFO Hill
8. Consider Resolution 03-2021A Approving the Second Budget Amendment for the Fiscal Year Budget – CFO Hill
9. Consider Resolution 03-2021B Amendment to Board Policy on Overtime and Compensation Time and Board Policy “Clean Up” Amendments  
– Chief Petersen/CLO Roberts
10. Fire Chief Report
  - a. Legislative Update – Dave & Ashley Spatafore
  - b. Apartment Fire Prevention Program – Fire Marshal Larson
  - c. Continuity of Operations
  - d. Upcoming Community Event Season
  - e. Update on Closest Forces Response
11. Closed Session & Adjournment

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.

Conclusion of Closed Meeting

**The next Board meeting will be held April 20, 2021 at 7:30 a.m.**

**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 12<sup>th</sup> day of March, 2021 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 with the jurisdiction of the public body.

Cynthia Young, UFA Board Clerk



## UNIFIED FIRE AUTHORITY BOARD MINUTES

February 16, 2021 7:30 a.m.

Electronically Via ZOOM Webinar Only, Due to COVID-19 Pandemic

---

1. Call to Order  
Quorum was obtained  
Chair Perry called the meeting to order at 7:32 a.m.
2. Public Comment  
None  
Public comment was made available live and with a posted email address
3. Administer Oath of Office for Board Member  
New Board Member Dea Theodore was administered the oath
4. Approval of Minutes  
Mayor Silvestrini moved to approve the minutes from the January 19, 2021 UFA Board Meeting as submitted  
Mayor Peterson seconded the motion  
All voted in favor, none opposed
5. Consent Agenda
  - a. Review of January Disbursements

Mayor Petersen moved to approve the January disbursements as submitted  
Council Member Stewart seconded the motion  
All voted in favor, none opposed
6. Committee Updates
  - Benefits & Compensation Committee
    - Next meeting 2/18/21
    - Mayor Dahle noted that the meeting has been moved to 7:30 a.m. to accommodate those who serve on the UPD Board
    - Gallagher will be reviewing the health insurance and forecast
  - Governance Committee
    - No meeting held
  - Finance Committee
    - Next meeting 4/15/21
    - Chair Stewart noted these meetings will address the upcoming budget process

7. Consider Proposal for Three Additional FTE's Within the Wildland Division to Transition to an Interagency Hotshot Crew

- Division Chief Widdison outlined the concept that was presented during the 2020 budget process to transition to a Wildland Hotshot Crew
- Work has been done to measure the value and sustainability of becoming a Hotshot crew
- DC Widdison explained that Hotshot crews are deployed more than Type 2 Wildland crews and would therefore collect more revenue to cover the cost of these FTE's
- These individuals would be on a variable schedule; meaning that they work full-time during the summer months, but are provided health benefits year-round
- Mayor Peterson questioned the self-sustainability of the program
  - DC Widdison stated that yes, with the increased revenue, the FTE's would be self-sustainable
- Deputy Mayor Kanter inquired as to the possibility that deployments would decrease
  - DC Widdison stated that this last season saw an increase in deployments and a Hotshot crew (Type 1) is deployed more than the Type 2 we currently have
  - A Hotshot crew is a national resource and one of the first deployed on any WL fire
- Chief Petersen stated that this has been a long-term goal for the WL Division, and he has chosen to hold back this request due to other priorities
  - DC Widdison has the program running effectively and the funds balanced properly
  - The work to ensure deployments are cost effective and brings value to UFA rather than the individual being deployed
  - The Fund Balance has been built up to allow for a season of lower deployments
  - Chief verified that if this does not work, the program can be discontinued
  - Chief supports the wider breadth of deployment and fiscal awareness within the WL Division
  - Chief also mentioned that seasonal WL Firefighters are often hired full-time and offers this experience throughout the stations year-round

Mayor Sondak moved to approve three additional FTE's within the Wildland Division to transition to an Interagency Hot Shot Crew as discussed

Mayor Silvestrini seconded the motion

All voted in favor, none opposed

8. Proposal to Purchase 16 Mobile Data Computers (MDC) with Capital Replacement Fund Balance

- This request is to purchase MDC's for the front-line ambulances which currently do not have the ability to communicate with dispatch via computer
- Next year's budget will be proposing a replacement of all front-line apparatus MDC's and these 16 will reduce the purchase for next fiscal year
- These 16 will be a \$99,200 cost at the highest range of devices currently being demo' d
- Mayor Peterson asked that if approved, would these be included in the upcoming budget amendment
  - AC Burchett stated that these would in fact be included with next month's amendment

Mayor Peterson moved to approve the purchase of 16 MDC's with Capital Replacement Funds as discussed

Mayor Overson seconded the motion

All voted in favor, none opposed

9. Consider the Date of March 16, 2021 for a Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2020-2021 Fiscal Year Budget  
Council Member Stewart moved to set the Date of March 16, 2021 for a Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2020-2021 Fiscal Year Budget  
Council Member Bailey seconded the motion  
Roll call vote taken

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

10. Weighted Vote Update
- Chief Petersen presented the updated weighted voting percentages based on the latest population numbers from the Kem Gardner Institute
  - UFA saw a 1.8% increase in population, now providing service to just under 430,000
  - Mayor Sondak asked as to whether the Brighton Member Fee reflected the recreation contribution
    - Chief clarified that all UFSA members divide the total service area value, UFSA is one member, but the vote is divided among the members of UFSA
    - Chief reminded everyone that the weighted vote can be requested by two members for budget approvals and amendments
      - This request has not been made since the adoption of the weighted vote
11. Fire Chief Report
- Closest Forces Response in SL Valley
    - Chief Petersen explained the dropped border response model was working well for most all communities, sending the closest unit allow the community to win more often.
    - The report tracking personnel, response, apparatus, and hours of exchanged interaction between agencies within the valley was shared on the screen
    - For best data comparison, 12-20 months is desired to get an overall feeling of the ebb and flow of crossing borders
      - One major event can sway data for a while, Chief shared several examples such as the impact of the Commercial Fire in Midvale
    - To date, the sharing of resources and the dropped borders is going well
    - Mayor Dahle asked as to the perception that a municipality isn't staffing at the same level and this results in UFA supporting their budget decision to underfund the balance
      - Chief stated that the first step is to validate that the data is accurate and give it enough time to provide for the variety of incidents
      - If it is found that there is a discrepancy between agencies; further dialogue will take place between entities to make the necessary adjustments
  - Continuity of Operations
    - This is basically how UFA delivers services and maintains staffing
      - COVID leave is decreasing

- The value in the OT pay for all overtime and the policies approved by the Board helped accommodate the shortages in staffing
- Chief stated that he may recommend a permanent change for OT in March applying this principle to the Board Policy
- Chief feels there would be minimal impact to the budget today thanks to increased staffing levels and the vacation buy back option for employees
  - In addition, Chief plans to present this for civilian employees as well
  - There was general support from the Board Members

Mayor Peterson left for another appointment

- Legislative Update
  - UFA Legislative Committee is monitoring about 30 bills, most all of these relate to the safety of our community and our ability to deliver service
  - Supporting 12 bills and Chief Petersen reported on three bills that UFA is opposed to, however, continuing to work them with the legislators

12. Closed Session

Council Member Stewart moved to temporarily recess the meeting to convene in a closed session to discuss matters as provided by Utah Code Annotated §52-4-205 and to adjourn the UFA Board Meeting at the end of the closed session

Mayor Westmoreland seconded the motion

Roll call vote taken

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

Council Member Stewart moved to re-open the meeting to the public and adjourn the February 16, 2021 UFA Board Meeting

Mayor Dahle seconded the motion

Roll call vote taken

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

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey  
Council Member Gary Bowen  
Mayor Robert Dahle  
Council Member Trish Hull  
Mayor Dan Knopp  
Mayor Kristie Overson  
Mayor Mike Peterson  
Council Member Allan Perry  
Council Member Jared Henderson  
Mayor Tom Westmoreland

Deputy Mayor Catherine Kanter  
Council Member Sheldon Stewart  
Mayor Jeff Silvestrini  
Mayor Harris Sondak  
Council Member Dea Theodore  
Council Member Paul Glover – Midvale Alternate

**BOARD MEMBERS ABSENT:**

Mayor Kelly Bush  
Mayor Robert Hale

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

**OTHER ATTENDEES:**

Aaron Metcalfe  
Anthony Widdison - UFA  
Arriann Woolf - UFA  
Bill Brass - UFA  
Brad Larson - UFA  
Brad Patterson  
Bryan Case - UFA  
Calogero Ricotta - UFA  
Chad Simons - UFA  
Claude Wells - Riverton  
Darren Park - UFA  
Dominic Burchett - UFA  
Erica Langenfass - UFA  
Ginger Watts - UFA  
Japheth McGee - Zions  
Jay Torgersen - UFA  
Johnathan Ward - Zions

Kate Turnbaugh - UFA  
Keith Zuspan - Brighton  
Larson Wood - UFA  
Michael Greensides - UFA  
Nile Easton - UFA  
Patrick Costin - UFA  
Richard Rich – UFA  
Rachel Anderson - UFSA  
Riley Pilgrim - UFA  
Roger Beckman - UFA  
Ryan Love - UFA  
Shelli Fowlks - UFA  
Stephen Higgs - UFA  
Steve Quinn - UFA  
Wendy Thomas - Herriman  
Zach Robinson - UFA





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

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Feb-21	2/25/2021	2	PAYROLL TRANS FOR 2/15/21 PAY PERIOD	N/A	\$ 1,419,793.47
Feb-21	2/10/2021	1	PAYROLL TRANS FOR 1/31/21 PAY PERIOD	N/A	1,382,830.51
Feb-21	2/11/2021	84519	SELECTHEALTH	2282021	559,120.20
Feb-21	2/25/2021	9	URS ACH - 2/25/21 PAYROLL	N/A	540,100.36
Feb-21	2/11/2021	5	URS ACH PAYMENT - 2/10/21 PAYROLL	N/A	524,182.42
Feb-21	2/11/2021	4	EFTPS - 2/10/21 PAYROLL	N/A	279,335.57
Feb-21	2/26/2021	7	EFTPS - 2/25/21 PAYROLL	N/A	276,856.84
Feb-21	2/6/2021	2062021	WELLS FARGO BUSINESS CARD	Multiple	186,809.76
Feb-21	2/25/2021	8	STATE TAX ACH - 2/25/21 PAYROLL	N/A	174,213.86
Feb-21	2/10/2021	3	FUNDS TRANSFER FROM FIRE TO EM - SLCO REIMB PAID 02/09/21	N/A	156,778.96
Feb-21	2/10/2021	2	FUNDS TRANSFER FROM FIRE TO EM - SLCO REIMB PAID 02/08/21	N/A	100,662.22
Feb-21	2/25/2021	84543	UTAH LOCAL GOVERNMENTS TRUST	Multiple	67,212.99
Feb-21	2/3/2021	20322	LES OLSON COMPANY	Multiple	67,078.98
Feb-21	2/11/2021	84517	PUBLIC EMPLOYEES HEALTH PROGRAM	JANBILL2021	66,898.16
Feb-21	2/10/2021	21022	LES OLSON COMPANY	Multiple	65,795.28
Feb-21	2/11/2021	84497	MUNICIPAL EMERGENCY SERVICES	IN1538273	45,825.00
Feb-21	2/18/2021	84530	UNIVERSITY MEDICAL BILLING	Multiple	37,265.00
Feb-21	2/4/2021	84478	LARRY H. MILLER FORD	Multiple	36,819.68
Feb-21	2/3/2021	20321	GCS BILLING SERVICES	Multiple	34,196.70
Feb-21	2/24/2021	22422	GCS BILLING SERVICES	Multiple	30,401.23
Feb-21	2/18/2021	84526	FUEL NETWORK	Multiple	29,439.65
Feb-21	2/25/2021	84545	CUSTOM BENEFIT SOLUTIONS, INC.	2252021	22,636.63
Feb-21	2/11/2021	84509	CUSTOM BENEFIT SOLUTIONS, INC.	2102021	22,236.63
Feb-21	2/18/2021	84529	ROCKY MTN POWER	Multiple	17,752.47
Feb-21	2/11/2021	84508	AFLAC GROUP INSURANCE	1312021	17,524.28
Feb-21	2/4/2021	84472	DEPARTMENT OF PSYCHIATRY	2021101	16,522.29
Feb-21	2/18/2021	84523	COMCAST	Multiple	15,828.06
Feb-21	2/11/2021	84505	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
Feb-21	2/24/2021	22425	NAPA AUTO PARTS	Multiple	12,520.56
Feb-21	2/11/2021	84490	DEPARTMENT OF PSYCHIATRY	Multiple	12,323.00
Feb-21	2/24/2021	22423	MAYORS FINANCIAL ADMIN	MFA0000748	12,222.39
Feb-21	2/10/2021	1	FUNDS TRANSFER TO UFSA - BRIGHTON RENT PAID TO UFA IN ERROR	N/A	11,394.00
Feb-21	2/11/2021	84491	DOMINION ENERGY	Multiple	10,955.15
Feb-21	2/11/2021	84522	SELECTHEALTH	02282021RET	10,669.50
Feb-21	2/11/2021	84488	CHRISTENSEN & JENSEN PC	103142	9,112.50
Feb-21	2/11/2021	84504	SYMBOL ARTS, LLC	Multiple	9,040.00
Feb-21	2/25/2021	84537	ISIMULATE LLC	201425893	8,995.00
Feb-21	2/11/2021	84513	LOCAL 1696 - IAFF	2102021	8,969.61
Feb-21	2/25/2021	84548	LOCAL 1696 - IAFF	2252021	8,969.61
Feb-21	2/24/2021	22426	WEIDNER FIRE	Multiple	8,418.07
Feb-21	2/4/2021	84473	DOMINION ENERGY	Multiple	8,071.12
Feb-21	2/18/2021	10	TRANSFER FUNDS FOR PATIENT REFUNDS 02/18/21	N/A	7,743.86
Feb-21	2/4/2021	84479	LUCKY JAKES FIREFIGHTING EQUIPMENT	152021	6,960.26
Feb-21	2/11/2021	84506	UNIVERSITY OF UTAH	UFA-2021-1	6,240.00
Feb-21	2/11/2021	84494	INTERSTATE BILLING SERVICE, INC.	Multiple	6,219.24
Feb-21	2/4/2021	84477	L.N. CURTIS AND SONS	INV456730	6,097.61
Feb-21	2/12/2021	6	UNEMPLOYMENT ACH PAYMENT - 2/10/21 PAYROLL	N/A	5,790.06
Feb-21	2/11/2021	84496	MOTOROLA SOLUTIONS, INC.	8230290379	5,449.60
Feb-21	2/18/2021	84525	FERRELLGAS	Multiple	5,131.45

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\FY20-21\2021-02 Disbursements\10

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

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
Feb-21	2/25/2021	84540	ROWLAND, GERALD KIM	44228	4,166.67
Feb-21	2/11/2021	84495	L.N. CURTIS AND SONS	INV454665	3,950.00
Feb-21	2/11/2021	84493	HENRY SCHEIN, INC.	Multiple	3,360.79
Feb-21	2/25/2021	84533	DOMINION ENERGY	Multiple	3,323.41
Feb-21	2/11/2021	84500	PURCELL TIRE CO.	Multiple	3,271.68
Feb-21	2/11/2021	84510	FIDELITY SECURITY LIFE INSURANCE CO	164611861	3,193.20
Feb-21	2/25/2021	84532	CUSTOM BENEFIT SOLUTIONS	Multiple	2,271.80
Feb-21	2/3/2021	20325	SERVICEMASTER OF SALT LAKE	134484A	2,250.00
Feb-21	2/11/2021	84516	OFFICE OF RECOVERY SERVICES	2102021	2,126.16
Feb-21	2/25/2021	84546	FIREFIGHTERS CREDIT UNION	2252021	2,077.58
Feb-21	2/11/2021	84521	FIREFIGHTERS CREDIT UNION	02102021TV	2,077.09
Feb-21	2/24/2021	22421	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	2,065.13
Feb-21	2/4/2021	84483	STEP INTO COMFORT LLC	Multiple	2,031.00
Feb-21	2/11/2021	84512	INFOARMOR	1312021	1,949.90
Feb-21	2/25/2021	84551	OFFICE OF RECOVERY SERVICES	2252021	1,935.91
Feb-21	2/4/2021	84484	UNIVERSITY OF UTAH	44217	1,930.00
Feb-21	2/11/2021	84492	DOMINION ENERGY	G-ADM 1/21	1,902.28
Feb-21	2/25/2021	84538	KRONOS INCORPORATED	11720192	1,875.70
Feb-21	2/25/2021	84552	PUBLIC EMPLOYEES LT DISABILITY	2252021	1,777.22
Feb-21	2/18/2021	84527	KRONOS INCORPORATED	11719916	1,741.71
Feb-21	2/11/2021	84511	FIREFIGHTERS CREDIT UNION	02102021SF	1,641.82
Feb-21	2/25/2021	84547	FIREFIGHTERS CREDIT UNION	02252021SF	1,641.03
Feb-21	2/18/2021	84524	DOMINION ENERGY	Multiple	1,435.38
Feb-21	2/4/2021	84475	JERRY SEINER	733885	1,415.17
Feb-21	2/25/2021	84535	HILDALE FIRE DEPARTMENT	44249	934.60
Feb-21	2/25/2021	84541	STONE RIDGE VETERINARY CLINIC LLC	Multiple	933.41
Feb-21	2/4/2021	84474	JAN-PRO OF UTAH	Multiple	808.88
Feb-21	2/4/2021	84481	PHOENIX REBELLION THERAPY LLC	44215	800.00
Feb-21	2/24/2021	22424	MOUNTAIN ALARM	Multiple	791.70
Feb-21	2/11/2021	84520	UTAH RETIREMENT SYSTEMS	Multiple	769.74
Feb-21	2/25/2021	84536	HONEY BUCKET	Multiple	767.86
Feb-21	2/25/2021	84554	THE LAW OFFICE OF EDWIN B. PARRY	02252021TH	753.76
Feb-21	2/3/2021	20323	MALLORY SAFETY & SUPPLY LLC	Multiple	732.00
Feb-21	2/18/2021	84528	PURCHASE POWER	POSTAGE 1/21	548.17
Feb-21	2/4/2021	84480	PACIFIC COAST K9	3	430.00
Feb-21	2/3/2021	20326	VEHICLE LIGHTING SOLUTIONS, INC	8601	412.41
Feb-21	2/4/2021	84471	BOUND TREE MEDICAL, LLC.	83856954	408.00
Feb-21	2/11/2021	84503	SNOWBIRD RESORT LLC	Multiple	360.41
Feb-21	2/10/2021	21021	APPARATUS EQUIPMENT & SERVICE, INC	21-IV-4799	358.71
Feb-21	2/11/2021	84498	POWERED CONTROL SYSTEMS	21-5106	264.00
Feb-21	2/4/2021	84485	UTAH BROADBAND LLC	1028303	199.00
Feb-21	2/11/2021	84507	UTAH BROADBAND LLC	1028922	199.00
Feb-21	2/25/2021	84542	UTAH BROADBAND LLC	1035099	199.00
Feb-21	2/3/2021	20324	METRO PLUMBING	9965	195.00
Feb-21	2/4/2021	84486	WELCH, JAIME ALLISON	81	180.00
Feb-21	2/25/2021	84544	UTAH VALLEY UNIVERSITY	A27135	180.00
Feb-21	2/11/2021	84515	ND CHILD SUPPORT DIVISION	2102021	179.00
Feb-21	2/25/2021	84550	ND CHILD SUPPORT DIVISION	2252021	179.00
Feb-21	2/11/2021	84518	SALT LAKE VALLEY LAW ENFORCE ASSOC	2102021	152.00

*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\FY20-21\2021-02 Disbursements\10

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

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Feb-21	2/25/2021	84553	SALT LAKE VALLEY LAW ENFORCE ASSOC	2252021	152.00
Feb-21	2/11/2021	84499	PUBLIC WORKS OPERATIONS	UFA20-0002	144.00
Feb-21	2/4/2021	84476	JOHNSON ROBERTS & ASSOCIATES INC	144704	122.50
Feb-21	2/11/2021	84489	COPPERTON IMPROVEMENT DISTRICT	W-#115 1/21	115.00
Feb-21	2/11/2021	84501	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 1/21	103.52
Feb-21	2/25/2021	84555	UHEAA	02252021MW	82.09
Feb-21	2/25/2021	84539	ROCKY MOUNTAIN WATER COMPANY	185585	63.00
Feb-21	2/4/2021	84487	ZOOM VIDEO COMMUNICATIONS INC	INV63025213	59.84
Feb-21	2/11/2021	84502	SATCOM GLOBAL INC.	Multiple	50.77
Feb-21	2/18/2021	84531	ZOOM VIDEO COMMUNICATIONS INC	INV68041117	42.08
Feb-21	2/11/2021	84514	MOUNTAIN AMERICA CREDIT UNION	2102021	26.00
Feb-21	2/25/2021	84549	MOUNTAIN AMERICA CREDIT UNION	2252021	26.00
Feb-21	2/25/2021	84534	HENRY SCHEIN, INC.	89448608	21.50
					<b><u>\$ 6,459,236.13</u></b>

*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\FY20-21\2021-02 Disbursements\10*

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

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
Feb-21	2/26/2021	1	EM TRANSFER - 2/10/21 PAYROLL	N/A	\$ 114,356.94
Feb-21	2/26/2021	2	EM TRANSFER - 2/25/21 PAYROLL	N/A	108,737.34
Feb-21	2/25/2021	3	FUNDS TRANSFER FROM EM TO FIRE - JANUARY PCARDS	N/A	10,123.10
Feb-21	2/25/2021	7581	UTAH LOCAL GOVERNMENTS TRUST	1589169C	2,856.28
Feb-21	2/18/2021	7578	ROCKY MTN POWER	E-EOC 1/21	2,817.26
Feb-21	2/18/2021	7577	FUEL NETWORK	Multiple	2,211.24
Feb-21	2/3/2021	20327	LES OLSON COMPANY	Multiple	2,100.00
Feb-21	2/3/2021	20328	SERVICEMASTER OF SALT LAKE	134484B	1,500.00
Feb-21	2/11/2021	7574	DOMINION ENERGY	G-EOC 1/21	1,268.20
Feb-21	2/25/2021	7580	SYRINGA NETWORKS LLC	21FEB0813	1,175.00
Feb-21	2/11/2021	7575	VOX CREATIVE	1733	1,164.00
Feb-21	2/25/2021	7579	COMPUNET, INC	163711	1,097.25
Feb-21	2/10/2021	21024	LES OLSON COMPANY	Multiple	420.00
Feb-21	2/11/2021	7576	PUBLIC EMPLOYEES HEALTH PROGRAM	01312021EOC	309.39
Feb-21	2/10/2021	21023	GOLD CUP SERVICES INC	Multiple	286.78
Feb-21	2/24/2021	22427	MAYORS FINANCIAL ADMIN	FAC0000663	255.73
Feb-21	2/10/2021	21025	WAXIE SANITARY SUPPLY	79763233	149.70
Feb-21	2/24/2021	22428	WAXIE SANITARY SUPPLY	79790937	65.52
					<b>\$ 250,893.73</b>



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Board of Directors  
FROM: EMS Division Chief Torgersen  
DATE: March 16, 2021

SUBJECT: EMS Division Budget Amendment Request

---

### **Request**

This request is for consideration of the following budget adjustments in the EMS Division:

- Decrease revenue for EMT tuition by \$69,500
- Decrease overtime in personnel expenditures by \$6,524
- Decrease non-personnel expenditures by \$26,728
- Allow medical to utilize \$36,248 of fund balance to make up for the reduction in revenue that is not offset by the reduction of expenditures.

### **Background**

COVID forced EMS Division to cancel two EMT Training Courses this fiscal year. Cancelling the courses resulted in a reduction of \$69,500 in revenue from student tuition. It was an oversight on my part to not recognize the shortfall with revenue and associate it with overtime budgeted for EMT training, however, we have eliminated the non-personnel costs related to the EMT School.

I have been monitoring Budget-Actuals throughout the year to manage spending, but my oversight of not removing EMT School costs caused expenditures to remain at the full budgeted level. In the future, I will have a better understanding of revenue and personnel budget management and will manage accordingly.

The amount of OT needed to accomplish the necessary roles related to EMS this year was also underestimated. The OT budget was used for extra hours associated with medical training and management of EMS personnel licensure, Rescue Task Force (Active Shooter MCI), Controlled Substance audits, AEMT school, ACLS & CPR training, QA chart review, Skills Testing for new-hire candidates, EMS complaints, Biotech duties, records management and certainly COVID related issues.

To help address this shortfall, staff and cadre extra hours have been limited to just the necessities for the remainder of the year. Everything that is not a requirement has been postponed to next fiscal year. However, there are still required tasks to maintain support of EMS Operations that will take place outside of normal hours. In light of this, I'm requesting the appropriation of fund balance to support some of the extra work that has already been expended in order to continue meeting the following responsibilities:

- **New Hire Paramedic Skills Evaluation:** Lateral Hire of Paramedics. This was not planned during the budgeting process for this year, but due to the projected UFA shortage of Paramedics, we will be tasked with assisting with this process. EMS Division & cadre personnel facilitate the Paramedic Skills Testing Process for lateral hiring of Paramedics. Each of the three scenarios, Cardiac, Pediatric, and Trauma, requires two evaluators and a facilitator to oversee and organize the process.  
60 Candidates X 6-Staff Hrs. X \$41.42 = \$14,911
  
- **Biotech Maintenance of Data and Equipment:** Biotech provides maintenance and service on durable medical equipment (Zoll monitors, auto-pulse devices, AED's, etc.). They also respond to requests from field personnel with problems related to Mobile Data and Patient Care Tablets. These tablets have been more problematic than expected and has resulted in Biotech personnel being called out to assist crews with problems. The transition to Versatarm and APCO resulted in unforeseen compatibility problems with our Zoll interface and data gathering. Biotech staff has been tasked with addressing these interface issues in order for Operations personnel to complete Medical & Fire Call reports.  
8 Hrs. /Week X 16 Weeks X \$63.68 = \$8,151
  
- **Check-It Audit for Narcotics:** If a discrepancy with narcotic inventory is flagged, an immediate notification is sent to Controlled Substance Audit personnel and requires prompt follow-up in order to clear the flag and allow crews to continue with the tracking program. This requires intimate knowledge of the Check-It Controlled Substance Program, with responsibilities shared by two EMS Division staff members. This has been a larger impact this year than expected. Staff is exploring more cost-effective ways to manage this DEA requirement and hope to have a better solution for next fiscal year.  
1 Hr./Day X 120 Days X \$49= \$5,880

**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
02/16/2021**

**GENERAL FUND**

<b>\$ 9,528 Community donations</b>		
Donations (smoker and supplies from Home Depot for #106)	\$ 1,000	1039350
Donations (52 ladders from Murphy Ladder)	\$ 8,528	1039350
Donations (check for #101 equipment)	\$ 2,000	1039350
Small equipment < \$5,000 (Logs)	\$ 11,528	1098410
<b>\$ 10,209 EMS State per capita grant additional award</b>		
EMS grants	\$ 10,209	1033300
Grant purchases (EMS)	\$ 10,209	1095266
<b>\$ 12,000 SHSP grant award for Special Enforcement tactical gear</b>		
Federal grants	\$ 12,000	1033200
Grant purchases (Special Enforcement)	\$ 12,000	1086266
<b>\$ 82,855 State reimbursement for wildfire protection performed by Emergency Ops</b>		
Wildland reimbursements	\$ 82,855	1035200
Salary/wages (Ops)	\$ 82,855	1089100
<b>\$ 759,935 USAR deployments (Hurricane/Tropical Cyclones, Oregon wildfires, Inauguration)</b>		
USAR reimbursement - deployment	\$ 759,935	1035200
Salary/wages - USAR deployment	\$ 132,664	1087170
Overtime - USAR deployment	\$ 528,054	1087172
Benefits - USAR deployment	\$ 67,396	1087173
USAR deployment costs (non-personnel)	\$ 9,213	1087801
Overtime (Finance)	\$ 5,994	1088120
Retirement contributions (Finance)	\$ 1,137	1088133
Payroll tax (Finance)	\$ 459	1088134
Workers comp (Finance)	\$ 13	1088135
Overtime - program & project (Ops)	\$ 15,006	1089120
<b>\$ 1,180,068 FY20/21 COVID response costs (expended through 01/31/21 with estimates through 6/30/21)</b>		
Federal assistance	\$ 237,741	1034220
Appropriated fund balance	\$ 942,327	1034400
Overtime - program & project (Ops)	\$ 20,073	1089120
Overtime - constant staffing (Ops)	\$ 943,923	1089121
Overtime - vacation buyback (Ops)	\$ 100,000	1089123
Overtime (HR)	\$ 24,402	1092120
Overtime (Admin)	\$ 13,623	1099120
Janitorial supplies & service (Logs)	\$ 3,543	1098280
Medical supplies (Logs)	\$ 34,893	1098335
Small equipment < \$5,000 (Logs)	\$ 39,611	1098410
<b>\$ 27,000 Appropriation on fund balance for physicals billed delay due to COVID-19</b>		
Appropriated fund balance	\$ 27,000	1034400
Medical services	\$ 27,000	1092380

**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
02/16/2021**

**GENERAL FUND (continued)**

**\$ 604,546 FY20/21 mid-year market adjustment for sworn firefighters**

Ambulance revenue		\$ 594,481	1032100
USAR reimbursements		\$ 10,065	1032100
Salary/wages (Special Enforcement)	\$ 5,659		1086100
Retirement contributions (Special Enforcement)	\$ 1,355		1086133
Payroll tax (Special Enforcement)	\$ 82		1086134
Workers comp (Special Enforcement)	\$ 124		1086135
Salary/wages (USAR)	\$ 7,888		1087100
Retirement contributions (USAR)	\$ 1,889		1087133
Payroll tax (USAR)	\$ 114		1087134
Workers comp (USAR)	\$ 174		1087135
Salary/wages (Ops)	\$ 383,073		1089100
Overtime (Ops)	\$ 39,303		1089121
Retirement contributions (Ops)	\$ 91,746		1089133
Payroll tax (Ops)	\$ 6,124		1089134
Workers comp (Ops)	\$ 9,292		1089135
Salary/wages (Prevention)	\$ 9,768		1091100
Retirement contributions (Prevention)	\$ 2,339		1091133
Payroll tax (Prevention)	\$ 142		1091134
Workers comp (Prevention)	\$ 215		1091135
Salary/wages (Training)	\$ 5,604		1093100
Retirement contributions (Training)	\$ 1,342		1093133
Payroll tax (Training)	\$ 81		1093134
Workers comp (Training)	\$ 123		1093135
Salary/wages (EMS)	\$ 9,268		1095100
Retirement contributions (EMS)	\$ 2,220		1095133
Payroll tax (EMS)	\$ 134		1095134
Workers comp (EMS)	\$ 204		1095135
Salary/wages (Info Outreach)	\$ 2,140		1096100
Retirement contributions (Info Outreach)	\$ 513		1096133
Payroll tax (Info Outreach)	\$ 31		1096134
Workers comp (Info Outreach)	\$ 47		1096135
Salary/wages (Logs)	\$ 4,225		1098100
Retirement contributions (Logs)	\$ 1,012		1098133
Payroll tax (Logs)	\$ 61		1098134
Workers comp (Logs)	\$ 93		1098135
Salary/wages (Admin)	\$ 14,233		1099100
Retirement contributions (Admin)	\$ 3,409		1099133
Payroll tax (Admin)	\$ 206		1099134
Workers comp (Admin)	\$ 313		1099135

**\$ 34,000 Increase ambulance-related fees incurred as a result of additional transports**

Ambulance revenue		\$ 34,000	1032100
Professional fees - ambulance billing	\$ 28,200		1088350
Medicaid assessment	\$ 5,800		1088355



**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
02/16/2021**

**GENERAL FUND (continued)**

**\$ 69,500 Adjust fee revenue and appropriate fund balance to offset cancelled EMT schools due to COVID-19 and accommodate EMS overtime program needs**

EMT school fees	\$ 69,500	1035302
Appropriation of fund balance	\$ 36,248	1035302
Overtime - Cadre (EMS)	\$ 6,524	1095125
Books & publications (EMS)	\$ 18,980	1095215
Clothing provisions (EMS)	\$ 884	1095219
Education, training & certifications (EMS)	\$ 5,980	1095250
Medical supplies (EMS)	\$ 884	1095335

**\$ 9,800 Reduce Special Enforcement events billing revenue for cancelled events/dog retirement**

Event billings - Special Enforcement	\$ 9,800	1035410
Salary/wages (Special Enforcement)	\$ 4,000	1086100
Retirement contributions (Special Enforcement)	\$ 5,800	1086133

**\$ 65,785 Transfer from Ops to Training for two additional cadre staff for recruit camp**

Salary/wages (Ops)	\$ 42,200	1089100
Medical/dental/life insurance (Ops)	\$ 11,356	1089132
Retirement contributions (Ops)	\$ 10,107	1089133
Payroll tax (Ops)	\$ 612	1089134
Workers comp (Ops)	\$ 928	1089135
Uniform allowance (Ops)	\$ 582	1089140
Salary/wages (Training)	\$ 42,200	1093100
Medical/dental/life insurance (Training)	\$ 11,356	1093132
Retirement contributions (Training)	\$ 10,107	1093133
Payroll tax (Training)	\$ 612	1093134
Workers comp (Training)	\$ 928	1093135
Uniform allowance (Training)	\$ 582	1093140

**\$ 88,504 Transfer from Admin personnel to IT professional fees for third party data analysis**

Professional fees (IT)	\$ 88,504	1094350
Salary/wages (Admin)	\$ 60,269	1099100
Medical/dental/life insurance (Admin)	\$ 10,939	1099132
Retirement contributions (Admin)	\$ 12,516	1099133
Payroll tax (Admin)	\$ 4,780	1099134

*Note: this transfer has been preliminarily approved by the Finance Committee*

**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
02/16/2021**

**WILDLAND - ENTERPRISE FUND**

**\$ 761,599 Increase revenues for 2020 WL season close**

Wildland Camp Williams revenue	\$ 59,314	2031150
Wildland SL1 handcrew revenue	\$ 172,960	2031100
Wildland Engine 302 revenue	\$ 140,174	2031110
Wildland Engine 301 revenue	\$ 57,778	2031115
Wildland Single resource revenue	\$ 182,807	2031120
Wildland fuels crew revenue	\$ 148,566	2031130
State grants	\$ 60,000	2033100
Contribution to fund balance (Camp Williams)	\$ 59,314	2080210
Salary/wages (Wildland)	\$ 180,000	2097100
Overtime (Wildland)	\$ 400,000	2097120
Payroll tax (Wildland)	\$ 4,285	2097134
Workers comp (Wildland)	\$ 10,000	2097135
Travel & transportation (Wildland)	\$ 40,000	2097425
Vehicle maintenance (Wildland)	\$ 8,000	2097440

**\$ 7,147 FY20/21 mid-year market adjustment for sworn firefighters**

Appropriation of fund balance	\$ 7,147	2034400
Salary/wages (Camp Williams)	\$ 2,287	2085100
Retirement contributions (Camp Williams)	\$ 548	2085133
Payroll tax (Camp Williams)	\$ 33	2085134
Workers comp (Camp Williams)	\$ 50	2085135
Salary/wages (Wildland)	\$ 3,314	2097100
Retirement contributions (Wildland)	\$ 794	2097133
Payroll tax (Wildland)	\$ 48	2097134
Workers comp (Wildland)	\$ 73	2097135

**\$ 20,695 Three(3) new FTEs - variable schedule Wildland Specialists (3/16/2021 hire)**

Appropriation of fund balance	\$ 20,695	2034400
Salary/wages (Wildland)	\$ 1,000	2097100
Overtime (Wildland)	\$ 3,000	2097120
Medical/dental/life insurance (Wildland)	\$ 9,600	2097132
Retirement contributions (Wildland)	\$ 6,210	2097133
Payroll tax (Wildland)	\$ 60	2097134
Workers comp (Wildland)	\$ 90	2097135
Uniform allowance (Wildland)	\$ 735	2097140

**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
02/16/2021**

**EMERGENCY SERVICES - SPECIAL REVENUE FUND**

**\$ 1,235,248 SLCO funding for COVID-19 activation costs (expended through 01/31/21 with estimates through 6/30/21)**

Contribution from Salt Lake County		\$ 1,235,248	4034150
Salaries & wages	\$ 277,915		4040100
Overtime	\$ 725,089		4040120
Medical/dental/life insurance	\$ 53,182		4040132
Retirement contributions (Emergency Mgmt)	\$ 73,776		4040133
Payroll tax (Emergency Mgmt)	\$ 15,830		4040134
Workers comp (Emergency Mgmt)	\$ 24,014		4040135
ECC activation-related	\$ 65,442		4040251

**\$ 5,839 FY20/21 mid-year market adjustment for sworn firefighters**

Appropriation of fund balance		\$ 5,839	4034400
Salary/wages (Emergency Mgmt)	\$ 4,576		4040100
Retirement contributions (Emergency Mgmt)	\$ 1,096		4040133
Payroll tax (Emergency Mgmt)	\$ 66		4040134
Workers comp (Emergency Mgmt)	\$ 101		4040135

**\$ 32,689 Transfer from non-personnel to personnel for change in CCTA grant expenditures**

Grant expenditures - CCTA		\$ 32,689	4040268
Salaries & wages - CCTA	\$ 7,500		4040191
Overtime - CCTA	\$ 20,500		4040192
Benefits - CCTA	\$ 4,689		4040193

**FIRE CAPITAL REPLACEMENT FUND**

**\$ 99,200 Purchase of mobile data terminals (16 MDTs) for all ambulances**

Appropriation of fund balance		\$ 99,200	5531850
Capital outlay - computer (cash)	\$ 80,000		5540301
Noncapital expenditures (cash)	\$ 19,200		5540301

**UNIFIED FIRE AUTHORITY  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN THAT ON MARCH 16, 2021,** at 7:30 AM a public hearing will be held at the Unified Fire Authority Administration Building/Emergency Coordination Center, 3380 South 900 West, Salt Lake City, UT before the Board of Directors of the Unified Fire Authority to receive public comment and consider a resolution amending the 2020-2021 fiscal year budget. All budget related items will be discussed at that time. Due to the COVID-19 pandemic, the Board of Directors shall assemble electronically for the meeting. Information about how to access the electronic meeting will be provided on the agenda which will be posted on the Utah Public Notice Website at least 24 hours in advance of the meeting.

All persons interested and present will be given an opportunity to be heard in this matter.

In accordance with the Americans with Disabilities Act, the Unified Fire Authority will make reasonable accommodations to participate in the hearing. Requests for assistance can be made by calling 801-743-7213 at least 24 hours in advance of the hearing to be attended.

DATED this 9th day of March, 2021.

PUBLISHED BY ORDER OF THE UNIFIED FIRE AUTHORITY

UNIFIED FIRE AUTHORITY  
Resolution No. 3-2021A of 2021  
(Second Amendment of the Budget for Fiscal Year 2020-2021)

A RESOLUTION AMENDING FOR THE SECOND TIME THE BUDGET OF  
THE UNIFIED FIRE AUTHORITY FOR THE FISCAL YEAR BEGINNING JULY 1,  
2020 AND ENDING JUNE 30, 2021.

PREAMBLE

Unified Fire Authority is a political subdivision duly organized and existing under the laws of the State of Utah. Unified Fire Authority finds that certain exigencies of its operations require that amendments be made to the current budget and related documents. UCA §11-13-515, §11-13-519, and §11-13-520 provide UFA with authority to amend its budget as necessary by adoption of a resolution by its governing body.

All conditions precedent to amend said budget have been accomplished.

Be it resolved by the Unified Fire Authority Board of Directors:

SECTION 1. Purpose. The purpose of this Resolution is to accomplish the second amendment to the budget for Fiscal Year 2020-2021.

SECTION 2. Adoption of Amendment. The second budget amendment, attached hereto and made part of this Resolution by reference, shall be and hereby is adopted and incorporated into the budget of Unified Fire Authority for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

SECTION 3. Effective Date. This Resolution shall take effect on March 16, 2021.

DATED this 16th day of March 2021.

UNIFIED FIRE AUTHORITY

By: \_\_\_\_\_  
Chairperson

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Chief Legal Counsel

\_\_\_\_\_  
Clerk

UNIFIED FIRE AUTHORITY  
Resolution No. **3-2021B of 2021**  
(Approving Amendments to Board Policies)

A RESOLUTION ADOPTING AMENDMENTS TO BOARD POLICIES FOR  
UNIFIED FIRE AUTHORITY

A. Unified Fire Authority (UFA) is an interlocal entity that provides fire protection and emergency medical response for its member entities.

B. Pursuant to the Revised Interlocal Agreement establishing UFA, the governing entity for the UFA is its Board of Directors comprised of representatives from its member entities.

C. The Board adopted Board Policies to establish the governing principles of the UFA by Resolution 10-2020A of 2020 to provide policy guidance to its Fire Chief, as chief executive officer, to ensure the proper administration of UFA, and to maintain standards of accountability for the Fire Chief's implementation of the Board's governing objectives.

D. The Board wishes to adopt amendments to the Board Policies.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Unified Fire Authority:

1. The Board hereby approves and adopts the amendments to the Board Policies as stated in the redlined versions attached to this Resolution as Exhibit "A" and any such revised Board Policy will replace its previously adopted version as of the effective date of this Resolution.

2. This Resolution will take effect on March 16, 2021

Passed by the Board of the Unified Fire Authority, this 16th day of March, 2021.

UNIFIED FIRE AUTHORITY

By: \_\_\_\_\_  
Chair

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Chief Legal Officer

\_\_\_\_\_  
Clerk

EXHIBIT A



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 6 <i>Legal Effect of Board Policies</i>

**Relevant Information:** Board Policies may implicate numerous factors of the operation of the UFA, including the general terms and conditions of employment for its employees. Except as otherwise expressly stated, the Board Policies and any other UFA materials regarding terms and conditions of employment, including ~~pay, merit awards~~[compensation](#), insurance, employee benefits, or any other aspect of employment, are subject to change at the discretion of the Board and are not to be construed as an express or implied contract between the UFA and its employees.

**Policy Statement:** It is the policy of the Board that, except where explicitly stated, Board Policies are subject to change at the discretion of the Board and may not be construed as an express or implied contract between the UFA and its employees.



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 7 <i>Emergency Policies</i>

**Relevant Information:** When, in the judgment of the Fire Chief, an emergency or other critical situation occurs that requires the promulgation and implementation of temporary emergency policies that contradict [or supersede](#) a stated Board Policy, the Fire Chief may issues such policies and they will be of equal force and effect as those adopted by the Board. Prior to implementation, the proposed emergency policy will be reviewed by the Chief Financial Officer for consistency with the budget and other financial policies and by the Chief Legal Officer for legality. Upon implementation, the Fire Chief must immediately communicate, in writing, to each Board member that he has implemented the emergency policy and the reason therefore. Such policies will be in effect for no longer than thirty calendar days. The Fire Chief's emergency policy will be placed on the Board's next agenda for consideration at which time the Board may repeal, adopt, or modify the emergency policy.

**Policy Statement:** It is the policy of the Board that the Fire Chief may promulgate and implement temporary emergency policies that contradict [or supersede](#) a Board Policy so long as they are reviewed by the CFO and CLO, last no longer than thirty calendar days, are disclosed to the Board in a timely fashion, and are subject to subsequent Board review.



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 12 <i>Management of Complaints</i>

**Relevant Information:** Any person, civilian or employee, who believes that any UFA employee, volunteer, or member of the Board of Directors has been involved in improper conduct, has the right make a formal complaint. Citizens are welcome to utilize the forum of a UFA Board meeting to present a complaint during public comment.

Complaints may also be made through the UFA website or taken directly to any member of the Board of Directors, Fire Chief, or the Chief Legal Officer. These persons can expect such complaints to be thoroughly and objectively reviewed. In addition, the UFA Board of Directors reserves the right to conduct [an investigation or other](#) fact-finding process of any matter involving a violation of law or UFA policies.

**Policy Statement:** It is the policy of the Board of Directors to accept and review all complaints made from internal or external sources concerning alleged policy violations or misconduct of an employee, volunteer, or Board Member. The Board will review such complaints to determine if the conduct/criticism alleged in the complaint is accurate and whether it merits further action. The Board may forward such complaints to the Fire Chief or Chief Legal Officer, as appropriate, for further investigation or action.



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 2 <i>Employment Status</i>

**Information:** The UFA may designate employees into specific categories that determine each employee’s employment status with regards to selection, merit status, and eligibility for overtime. These categories are: Appointed (employees appointed by and report directly to the Board); Probationary (employees serving an initial trial period); Full-Time Merit (employees who have completed a probation period and are therefore entitled to merit system benefits); Exempt Merit (full-time merit employees who have been designated as FLSA-Exempt); Part Time (employees who are employed part time and at-will); and Executive Staff (at-will employees hired by the Fire Chief to serve as part of his executive staff).

**Policy Statement:** It is the policy of the Board that employees are categorized into a designated “employment status” that determines the employee’s method of selection, merit or at-will status, and eligibility for [certain benefits or](#) overtime, with policies applicable to each category based upon its status. It is the policy of the Board that the Fire Chief and Chief Legal Officer will be Appointed employees.





UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 4 <i>Vacation</i>

**Relevant Information:** All full-time merit, Executive Staff, and probationary employees accrue and are eligible to use accrued vacation at various rates depending upon position and years of service with the UFA. The amount of vacation is also accrued based upon whether an employee works a twenty-four-hour operations schedule or a 40 hour/week 8-hour “day” (8-hour) shift schedule and can be converted between the two using a 1.404 per hour conversion rate. UFA employees may also carry over unused vacation up to a limit set by Board policy. Unused vacation is paid out to separating employees as converted “day” hours.

**Policy Statement:** It is the policy of the Board that employees accrue vacation as provided for in this policy, but these rates may be changed by the Board by resolution. An appointed employees vacation accrual, if any, will be determined by the terms of that employee’s employment agreement. All other rates of vacation accrual are as follows:

Full-time Non-Exempt (FLSA) Merit employees will accrue vacation according to the following schedule:

UNIFIED FIRE AUTHORITY SERVICE *Note: Vacation leave hours accrue semi-monthly (per paycheck), to provide the monthly total.	Monthly* Vacation Awarded	
	24-Hour Employees	8-Hour Employees
Service date through the end of the 8 <sup>th</sup> year.	12 Hours	8 Hours
Beginning of the 9 <sup>th</sup> year through the end of the 16 <sup>th</sup>	18 Hours	12 Hours
Beginning of the 17 <sup>th</sup> year and over.	24 Hours	16 Hours

Executive Staff positions or Exempt Merit positions will accrue vacation according to the following schedule:

UNIFIED FIRE AUTHORITY SERVICE *Note: Vacation leave hours accrue semi-monthly (per paycheck), to provide the monthly total.	Monthly* Vacation Awarded
Non-Exempt Executive Staff and Exempt Merit Employees through the end of the 16 <sup>th</sup> year.	12 Hours
Non-Exempt Executive Staff and Exempt Merit Employees beginning the 17 <sup>th</sup> year and over and Exempt Executive Staff from the time of selection/hire.	16 Hours

Unused accrued vacation may be carried forward to succeeding years with a limit of 342 hours for 40 hour/weeks per week “day” shift employees and a limit of 480 hours for 24/192-hour operational operations employees.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 4 <i>Vacation</i>

In an effort to attract qualified day shift, non-firefighter employees with specific skills that are necessary to the UFA, the Fire Chief may authorize up to 40 hours of vacation to be front loaded into the employee’s leave balances or up to 80 hours for Executive Staff employees subject to forfeit in the event such employees leave within one year.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 5 <i>Sick Leave</i>

**Relevant Information:** UFA employees are provided with compensated sick leave benefits to allow appropriate and necessary time off away from work to recover from an illness, injury, or disability of the employee or to care for an immediate family member. Employees accrue available sick leave for each month worked at a specific rate. Unused sick leave may be converted at the end of a calendar year to vacation pursuant to a specific formula. Those retiring with sick leave balances may convert those hours to an employer contribution to the employee's post-employment health care plan (the VEBA) at a specified rate.

**Policy Statement:** It is the policy of the Board that employees accrue sick leave as provided for in this policy, but these rates may be changed by the Board by resolution. An appointed employee's sick leave accrual, if any, will be determined by the terms of that employee's employment agreement. All other rates of sick leave accrual and conversion are as follows:

- Eligible ~~day shift~~ employees who work a 40-hour/weekday "day" schedule, or Exempt At Will employees, will accumulate sick leave at the rate of eight hours for each full month worked. In an effort to attract qualified day shift non-firefighter employees with specific skills, the Fire Chief may authorize up to 40 hours of sick leave to be front loaded into the employee's leave balance or up to 80 hours for ~~Exempt At Will~~ Executive Staff employees.
- ~~Twenty-four-hour firefighter~~ Eligible employees who work a 24-hour operations schedule shall accumulate sick leave at the rate of twelve hours for each full month worked.
- Unused accrued sick leave may be carried forward to succeeding years up to a limit of 640 hours from one year to the succeeding year for eligible 8-hour day shift employees. And 960 hours for twenty-four-hour operations employees. Any remaining hours that an employee has accrued above the established caps of 640 or 960 hours will be "purchased" by UFA at a rate established by the Board with such amount deposited into the employee's VEBA account.
- Employees who use little or no sick leave during the calendar year may voluntarily convert hours to vacation according to the following formulas:

*Eight-hour day shift ~~and Exempt At Will~~ employees:*

Accrued Credit (maximum of 96 hours) x (multiplied by) 0.3334 - (minus)  
Used Credit = Converted.

*Twenty-four-hour firefighter employees:*

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 5 <i>Sick Leave</i>

Accrued Credit (maximum of 144 hours) x (multiplied by) 0.3334 - (minus)  
Used Credit = Converted.

- Merit and probationary employees who die will receive payment for sick leave hours accrued per ~~further~~ policy.
- Employees terminating employment for any other reason than death or retirement will not be compensated for unused sick leave accumulated prior to the termination date.
- Employee's retiring pursuant to the provisions of the Utah State Retirement System, will have accrued sick leave hours cashed out in the following manner: Hours up to the established thresholds will be cashed out at twenty-five percent (25%) of their accumulated sick leave at their current daily rate of pay. Any accumulated hours over the established thresholds will be "purchased" at the rate established by the Board and deposited into the employee's VEBA account.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 6 <i>Family Medical Leave</i>

**Relevant Information:** Employees are provided with the specified 12 weeks of job-protected leave afforded to them by the federal Family and Medical Leave Act (“FMLA”) in the manner prescribed by the U.S. Department of Labor. The designation of FMLA leave, per DOL guidance, must occur upon an eligible employee requesting FMLA leave for a qualifying event or when an employer becomes aware of the qualifying event. ~~The employer may require the employee to use~~ An employee’s FMLA-protected leave will run concurrently with the employee’s available paid leave, such as sick, vacation, and compensatory leave, ~~concurrent with FMLA leave before going on but may extend to cover a period of~~ unpaid FMLA leave once the available paid leave has been exhausted. Such a designation will not impact an employee’s ability to use these other types of leave beyond the time designated as FMLA leave. These other types of employee leave may be utilized and will be governed pursuant to their own respective UFA policies.

**Policy Statement:** It is the policy of the Board that UFA fully comply with the rights, obligations, and procedures prescribed by the federal Family and Medical Leave Act, 29 U.S.C. Section 2601, et. seq., and its implementing regulations.



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 7 <i>Military Leave</i>

**Relevant Information:** UFA is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, no employee or prospective employee will be subjected to any form of discrimination based on that person’s military membership in or obligation to perform service for any of the Uniformed Services of the United States. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or policy. Employees make take part in a variety of military duties, including Reservists and National Guard members, for training, active service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

**Policy Statement:** It is the policy of the Board that the UFA will provide any merit employee, or probationary employee, paid leave of absence for military duty (Military Leave), not to exceed 15 working days per the calendar year (120 hours) for ~~8-hour~~40-hour/week “day” shift employees, or 168 hours per calendar year for 24- hour operations employees. Further, the UFA will adopt administrative policies that facilitate employees taking part in required military duties, including the use of vacation/unpaid leave and partial payment for continuation of insurance benefits (for military leave in excess of 30 days). UFA will also be subject to the re-employment rights provided by the federal Uniformed Services Employment and Reemployment Rights Act (“USERRA”).





UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 8 <i>Insurance Eligibility</i>

**Relevant Information:** The UFA provides health and other insurance benefits (dental, vision, etc.) for benefit-eligible full-time employees. Each year as part of its budget process, the Board evaluates the available benefits and insurance renewal information and determines the scope of the insurance plan to be adopted for the next fiscal year. Full-time employees are eligible to enroll in such insurance benefits upon date of full-time hire and may change their benefits during periods of open enrollment [or following a qualifying event](#). An employee's insurance benefits terminate upon the separation of employment with UFA except under the terms of retirement benefits adopted by policy or continuing enrollment, subject to premium payment, pursuant to federal law (such as Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits)

**Policy Statement:** It is the policy of the Board that it will adopt as part of its annual budget adoption process a set of insurance benefits to be offered to employees. The eligibility, nature, cost, and scope of such insurance benefits will be determined yearly as part of this process and be adopted as part of the plan document each fiscal year.



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 9 <i>Additional Leaves</i>

**Relevant Information:** Additional paid leaves may be available to employees for funerals, bereavement, jury duty, witness duty, employee associations, committee work, and standby. The imposition of administrative leave, with or without pay, may also be appropriate for employment issues including deployment rehab time, platoon transfers, investigations, discipline, and employee licensing.

**Policy Statement:** It is the policy of the Board that the Fire Chief, in consultation with the Board, may create policies for additional periods of paid leave in reasonable amounts for such purposes of for funerals, bereavement, jury duty, witness duty, employee associations, committee work, and standby. These leaves will be periodically reviewed by the Board or [Benefits and Compensation Committee](#) as part of employee benefits during creation of the budget and may be expanded, contracted or eliminated. The Fire Chief may also create personnel policies that provide for the placement of employees on administrative leave, with or without pay as appropriate, for employment actions such as deployment rehab time, platoon transfers, investigations, discipline, and to ensuring proper employee licensing.



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 11 <i>Overtime and Compensatory Time</i>

**Relevant Information:** There are two types of employment classes in UFA relative to the Fair Labor Standards Act (FLSA) requirements: FLSA Exempt and FLSA Non-Exempt. Non-Exempt employees are subject to FLSA requirements. Designation of FLSA Status is made by the Human Resources Division as part of the position classification process and approved by the Fire Chief.

**Policy Statement:** It is the policy of the Board that UFA will comply with the requirements of the FLSA with respect to providing overtime and compensatory time for hours worked by Non-Exempt employees in excess of the limits provided for in the FLSA, including operational time periods based on subsection 7(k). Employees will not be paid for overtime unless the total number of ~~actual~~ hours worked in a standard work week exceeds 40 or in a standard operational work period exceeds 182.

Holidays, vacation, sick leave and other paid leave such as jury duty, military leave, and funeral leave will not be counted as ~~time~~ “hours worked” for purposes of overtime except as described below. ~~An exception to these exclusions may be made in the event the Fire Chief determines that critical staffing needs require that~~

~~Holidays, vacation, and/or sick leave and other paid leave such as jury duty, military leave, and funeral leave~~ hours ~~may will~~ be included in the calculations of “hours worked” in a pay period, for the purposes of calculating overtime, when a sworn employee, working either an operational or “day” shift schedule, works holding over or constant staffing hours during the pay period. ~~These periods should be temporary and, if such a determination is made, the Fire Chief will notify both employees and the Board the types of hours that will be counted as “hours worked” and the time period during which such exceptions will be in effect. Any permanent change to these exclusions will require modification of this policy.~~

UFA will typically pay non-exempt employees cash payments for overtime hours worked. However, the Fire Chief or designee may elect to grant compensatory time off in lieu of making cash payment for overtime. If granted, compensatory time off will be preserved, used or exchanged for cash payment in accordance with ~~this section~~ administrative policy and with FLSA.

When responding to a reimbursable event such as a FEMA US&R deployment, a National Forest Service, BLM or US Fish and Game requested Wildland Response, EMAC, SMAA resource deployment, State-mandated or Federally-mandated EOC activation, or other similar activities, UFA will, for the purposes of calculating reimbursement for personnel costs, convert the employee’s base hourly rate to its equivalent for a 40-hour work week. Exempt employees are not subject to the mandatory overtime provisions of the FLSA, but additional compensation in the nature of overtime may be provided very sparingly to exempt employees and only for the

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 11 <i>Overtime and Compensatory Time</i>

extended activations listed above and when full or partial reimbursement is provided.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 12 <i>Holidays</i>

**Relevant Information:** UFA provides employees with paid time off for recognized federal and state holidays as well as a personal preference day.

**Policy Statement:** It is the policy of the Board that UFA will observe eleven paid holidays and one personal preference day each year as follows:

The 1st day of January	New Year's Day
The 3rd Monday of January	Martin Luther King Day
The 3rd Monday of February	President's Day
The last Monday of May	Memorial Day
The 4th day of July	Independence Day
The 24th day of July	Pioneer Day
The 1st Monday of September	Labor Day
The 11th day of November	Veteran's Day
The 4th Thursday of November	Thanksgiving Day
The 4th Friday of November	Day after Thanksgiving
The 25th day of December	Christmas Day
Personal Preference Day	

All ~~merit~~ Merit, probationary, Executive Staff and ~~exempt~~ appointed employees are eligible for paid holidays. Non-merit part-time and temporary employees are not eligible for paid leave on holidays. Holidays that fall on Saturday will typically be observed on the preceding Friday. Holidays that fall on Sunday will be observed on the following Monday. Employees required to work on holidays will be paid for the hours worked and an additional eight hours of straight time holiday pay or they may flex the holiday to another regularly scheduled workday.

Due to the nature of 24-hour operations employees schedules, administrative policies will be adopted that provide for the accrual, bidding, and use of holiday hours by such employees in a manner that provides a substantially equivalent benefit.





UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 14 <i>Harassment, Discrimination, and <del>Reprisals</del>Retaliation</i>

**Information:** UFA does not tolerate discrimination, retaliation, or any form of harassment based on race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status and military or veteran status.

**Policy Statement:** It is the policy of the Board that UFA will prohibit all discrimination, retaliation, or any form of harassment based on race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status and military or veteran status. UFA does not tolerate discrimination, harassment or retaliation even if it does not rise to the legal definition of these terms: UFA will create policies allowing for the ability to bring complaints of discrimination, retaliation or harassment to the attention of the Board or administration and provide for a proper investigation of such complaints. Violation of this policy will result in discipline, up to and including, termination. This policy is not intended to require additional employee benefits related to family, marital, co-habitant, or dependent status unless provided for by state or Federal law or by contract.



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 17 <i>Grievances and Appeals</i>

**Relevant Information:** Merit employees may file a grievance up the chain of command and ultimately to the Fire Chief regarding decisions of supervisors or managers regarding matters such as discrimination or reprisal, work assignment, location, work space, work schedule, working conditions, ~~met or exceeded job expectations performance evaluation ratings,~~ performance standards, verbal and written ~~warningsreprimands,~~ or other decisions involving supervisory and administrative discretion by following the procedure outlined in this policy. Merit employees may appeal matters up the chain of command and ultimately to the Fire Chief relating to dismissal, demotion, reduction-in-pay, suspension, extension of merit probation, ~~an overall “did not meet job expectations” performance evaluation rating~~ or working conditions that substantially affect an employee’s personnel status. Probationary employees may also file an appeal if they feel their merit probation period has been unduly extended. Employees who are dissatisfied with the results of an appeal to the Fire Chief on specified items may further appeal to the Merit Commission.

**Policy Statement:** It is the policy of the Board that UFA employees may file grievances and appeals related to their job up the chain of command, up to and including the Fire Chief. The Fire Chief will create policies that provide for the process by which such grievances and appeals can be made and adjudicated. Employees will be allowed a reasonable period of time during working hours, not to exceed four (4) hours per level of review, to prepare their case. Hearing for such grievances and appeals will be informal.

Decisions of the Fire Chief on grievances and appeals may be appealed to the Merit Commission if they regard a dismissal, demotion, reduction-in-pay, suspension, extension of merit probation, ~~an overall “did not meet job expectations” performance evaluation rating~~ or working conditions that substantially affect an employee’s personnel status. In addition, the Merit Commission may hear concerns by merit or non-merit employees related to claims of discrimination or reprisal. The Commission has no jurisdiction to hear or decide any other personnel matters unless expressly granted ~~by the Authority~~ to review such matters by this policy.

Appeals by job applicants or employees concerning the development, establishment, and maintenance of ~~Merit Employment Registers hiring or promotional registries~~ or ~~Examinations conducted in conjunction with the development of such registries,~~ must be filed first with the Merit System Coordinator. If the employee or applicant is not satisfied at that level, he or she may file next with the Merit Commission.



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 14 <i>Ambulance Service Collections Policy</i>

**Relevant Information:** UFA provides ambulance services and collects fees via ambulance service billing. UFA receives requests from the parties responsible for such bills to modify or appeal a billing.

**Policy Statement:** It is the policy of the Board that an Ambulance Billing Committee will be established, consisting of two Finance personnel and two or more EMS [Operations Division](#) personnel, to review requests to modify a bill for ambulance services. The Ambulance Billing Committee will establish a policy and procedure to address ambulance billing as it relates to potential payment plans, collection agency referrals, payment in the event of patient death, negotiation of the bill, or write-offs. The policy may also provide for reduced transport costs for off-duty UFA employees, or other fire/law enforcement department employees and specify that any transport charges incurred by a UFA employee while at work or on duty will be written off. The final authority to negotiate collection terms on patient accounts with balances over \$3,000 will rest with the Fire Chief based upon a recommendation of the Ambulance Billing Committee.



UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 15 <i>Purchasing of Meals</i>

**Relevant Information:** UFA employees sometimes work through meal periods or eat meals during special training, organizational, or educational events. Meals are also sometimes provided during prolonged emergency events/activations, de minimis occasions such as refreshments at promotional or recruiting events, and retirement functions. This policy does not apply to food purchased directly by operational crews to be consumed in fire stations as part of the regular 48-hour duty cycle.

**Policy Statement:** It is the policy of the Board that food may be provided if the primary purpose of the activity is to enhance the organization's ability to perform its functions. These include: 1) meetings of the UFA Board or its recognized sub-committees or UFA organizational meetings; 2) refreshments at a promotional or awards ceremonies, recruiting events or orientation, or organization-wide staff meetings (e.g. [General Staff Division Leaders](#)), provided they are de minimis and within the established budget amount; 3) retirement party or open house for full-time employees, not to exceed \$200 (for larger, more widely attended events the Fire Chief may authorize a higher dollar amount if budget allows); 4) emergency incidents where food costs must be incurred in the line of duty (e.g., prolonged fire incidents, wildland interface fires, flooding, etc.); and 4) employee events such as ~~the~~[Annual Employee Banquet](#) for employees and their guests, ~~the~~[Wildland Awards Banquet](#) or other similar events specifically approved by the Fire Chief as part of the annual budget process; 5) food provided to individuals (to include spouses) not employed by UFA who donate their time for UFA purposes such as promotional interviews, training, RFP response rating, or other specific activities that further the mission of UFA.

Food expenditures are not appropriate where: 1) the primary purpose is to further personal or social relationships; 2) meetings between UFA employees and/or guests occurring when there is little or no probability of engaging in the active conduct of government business such as meetings at night clubs, sporting events or essentially social gatherings; 3) meals provided for friends, relatives or spouses of employees attending a meeting with the employee, even when the purpose of the meeting is to transact UFA business (except as stated above).

The Fire Chief will establish a policy for the approval, processing, and monitoring of the purchase of food by UFA. Meals that are not de minimis or exempted by regulations will be subject to reporting requirements of the Internal Revenue Service (IRS) by UFA as taxable income.





UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 6 <i>Medical Control Policies</i>	Section 2 <i>BEMSP Notification</i>

**Relevant Information:** UFA EMTs, [AEMTs](#) and Paramedics are licensed by the State of Utah Bureau of Emergency Medical Services & Preparedness (BEMSP). BEMSP requires that they be notified in the event a person licensed by BEMSP is arrested, charged, incarcerated, or convicted of criminal activity. BEMSP will evaluate the circumstances and may restrict or revoke the license of that individual.

**Policy Statement:** It is the policy of the Board that within twenty-four hours of the occurrence, and before returning to duty, any BEMSP certified/licensed UFA employee is required to notify ~~the EMS Division~~ [their Section](#) Chief about any arrest, charge, incarceration, or conviction as defined by BEMSP in its administrative rules. [The employee's Section Chief is responsible to make subsequent notifications as outlined in administrative policies.](#)