



## UNIFIED FIRE AUTHORITY BOARD AGENDA

March 17, 2020 7:30 a.m.

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

---

1. Call to Order – Chair Perry
2. Public Comment  
Please limit comments to three minutes each
3. Minutes Approval – Chair Perry
  - a. February 18, 2020
4. Legislative Session Recap – Dave and Ashley Spatafore
5. Consent Agenda
  - a. Review of February Disbursements – CFO Hill
6. Committee Updates
  - a. Benefits & Compensation Committee (3/30/20) – Chair Dahle
  - b. Governance Committee (No meeting) – Chair Silvestrini
  - c. Finance Committee (4/16/20) – Chair Stewart
    - i. Update on Auditor Procurement
7. Request for Direction to Address Final Execution of ILA – CLO Roberts
8. Medicare Exemption Referendum Request – Arriann Woolf
9. Approval of the Military Leave and Military Leave Without Pay Policy  
– Arriann Woolf
10. Notification of the Redirection of the Hagerty Contract – Division Chief Mecham
11. Consideration of “Red-Lining” District Chief Positions – Chief Petersen
12. Managing Overage in Staffing through a Proposal to Cancel Transfer to Capitol Replacement Fund – Chief Petersen

13. Fire Chief Report
  - a. Introduction of new Battalion Chief Embrett Fossum
  - b. Presentation On Special Enforcement Bomb/Explosive Program

14. Possible Closed Session

The Board may consider a motion to enter into 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

15. Adjournment – Chair Perry

**The next Board meeting will be held on April 21, 2020 at 7:30 a.m. 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 13<sup>th</sup> day of March 2020 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 18, 2020 7:30 a.m.

UFA Headquarters – 3380 South 900 West SLC, UT 84119

---

*Notice: Some Board members may participate by electronic means.*

1. Call to Order  
Quorum was obtained  
Chair Perry called the meeting to order at 7:33 a.m.
2. Public Comment  
None
3. Approval of Minutes  
Council Member Stewart moved to approve the minutes from the January 21, 2020 UFA Board Meeting as submitted  
Council Member Hull seconded the motion  
All voted in favor
4. Merit Commission Appointment
  - AC Ziolkowski introduced the current members of the Merit Commission; Alan Rindlesbacher and Larry Meyer
  - AC Ziolkowski also introduced for appointment, Debra Alexander

Council Member Hull moved to approve the appointment of Debra Alexander to the Merit Commission as recommended by the Merit Commission Ad Hoc Committee  
Mayor Dahle seconded the motion  
All voted in favor
5. Consent Agenda
  - a. Review of January Disbursements

Mayor Overson moved to approve the January disbursements as submitted  
Mayor Hale seconded the motion  
All voted in favor
6. Committee Updates
  - Benefits & Compensation Committee
    - Meeting held 2/13/20

- Purpose of this meeting was to receive the data from Gallaher regarding variables that will result in a realistic recommendation to the UFA Finance Committee on benefits and Compensation
- Holding the top 3 Market wage along with the corresponding benefit increases appears to amount to a 4.5% increase to the member fee
  - \$750,000 of that is the carryover from the wage increase on January 1 that was added to the budget by the Board during the adoption of the FY 19/20 budget
  - Staff had presented a budget that did not include that aggressive a wage increase
- The Benefits and Compensation Committee is asking Chief Petersen to find a way to maintain Market, but build a budget that limits the overall Member Fee increase to 4%
  - There was overall consensus from Board Members that they want a Member Fee increase 4% or less this coming year
- Chief will be presenting a budget that identifies the things we will stop doing in order to meet the 4% target, with the idea that maintaining market wage is a priority to keep from getting behind again
- Chief reminded the Board that OT is about 83% spent after a little more than 50% of the year completed
  - This will require an increase of approximately \$500,000 or about 1% of the Member Fee to maintain minimum staffing levels
  - The, Staffing Work Group is working to determine the root cause and we plan to implement some policies that limit our liability in this area
  - To meet the 4% target, the Board may be forced to consider a cap on staffing overtime that would result in occasional reduction of staffing on four person heavy apparatus
- Mayor Dahle informed the Board that the Benefits & Compensation Committee approved the 2% COLA for both Chief Petersen and CLO Roberts
  - The Committee is extremely pleased with both Chief Petersen and CLO Roberts, and feel their market position is appropriate; therefore, there will be no market adjustment at this time
- Governance Committee
  - No meeting held
  - CLO Roberts stated that he is working with a few municipalities who have yet to submit their signed ILA's and resolutions
- Finance Committee
  - Meeting scheduled 4/16/20
  - Finance Committee Chair Stewart asked if any Board Members were interested in taking part on the committee to assess the renewal for the internal audit
    - Mayor Silvestrini stated that he was interested

## 7. Facility Use Policy

- CLO Roberts walked through the revised policy that addressed the concerns from Board Members last month
- Mayor Sondak inquired as to clarifications on responsibilities between UFA and UFSA
  - CLO Roberts will check for consistencies and clarifications
- Chief advised the Board that UFA is responsible to administer/manage station use, but will work with the municipalities once UFA has identified which stations are open for public use
  - Information Outreach(IO) will be responsible for scheduling the station calendar, this will be added to the policy as well

- CLO Roberts noted that UFSA will have station use input as the owner, recognizing UFA is the tenant

Council Member Stewart moved to approve the Facility Use Policy, with the understanding that CLO Roberts will revisit the UFSA portions as noted and add IO will be responsible for scheduling  
Council Member Hull seconded the motion

All voted in favor

#### Military Leave and Military Leave Without Pay Policy

- Arriann Woolf and Captain Park came before the Board with a review of changes to the policy
- Most changes are a streamlining of the previous policy and is a result of a collaborative work with both UFA military personnel and Local 1696
- The biggest change is an increase from 120 hours to 168 hours for pay, this results in covering the 24 hour shifts cleanly and evenly
  - With the previous policy, the additional time caused the employee to utilize vacation time to make up the difference of time off
  - This new policy is similar to how other agencies treat military leave, this also fits the Guard schedule better
  - There is actually minimal cost to UFA, as filling of the vacancies is already covered, the resulting cost is the liability of the vacation time that was utilized for deployment under the prior policy
- Council Member Stewart stressed the need to require that orders be produced and kept
  - Arri Woolf stated that this is already the practice, other than for regular weekend Guard duty
  - Bill Brass noted that orders are not required by law, nor does USERRA require them
- Mayor Dahle asked if those taking military leave get paid for deployment and from UFA
  - Arri Woolf stated that “yes” this is the benefit, and is common practice
  - Chief Petersen asked if Mayor Dahle was asking if he meant for the employees pay to be offset
  - Mayor Dahle stated not, but just wanted clarification
- Chief Petersen asked that the policy be revisited and validated then be brought before the Board next month

Council Member Stewart moved to defer this agenda item until the March 17, 2020 UFA Board Meeting

Mayor Dahle seconded the motion

All voted in favor

#### 8. Fire Chief Report

- VECC Update
  - Introduction of Director Scott Ruf
    - His goal is to not drive Operations, but to respond to what Operations needs moving forward
    - Mayor Hale addressed the issues with software
      - Ruf hopes to unify the county so emergency communications can perform flawlessly, and feels confident that this will take place
      - Recognizes that there are different needs within public safety, but plans to consolidate into one unified communications center

- Legislative Update
  - Chief Petersen commented on a few bills currently being watched
    - HB98, Carry-over bill regarding the theft of items rather than monies
    - HB101, Distracted driving
    - HB105, Transparency of records
    - SB56, Tier 2 Retirement
  - Asked the Board if there were any concerns with the position UFA is taking on any of them, or if there are any that the Board wants added to the watch list, none were added
- Recruit School Update
  - 33 recruits, one resigned this week
  - Beginning week 3, looking good
- Introduction of Business Technology & Intelligence Manager
  - AC Pilgrim introduced Ginger Watts
  - Chief Petersen reminded the Board that this position is critical and will provide the technical experience to ensure software is integrated and priorities can now be established to the data and technological needs of UFA
- GFOA Budget Award
  - UFA was again awarded this prestigious award
- Gallagher Best-In-Class Performance for HR Management Award
  - This award is a national benchmark survey of over 4,500 employers and identifies high performing employers
  - This award recognizes the Board in all that they do in recognizing and providing benefits for UFA employees

9. Closed Session  
None

10. Adjournment  
Council Member Stewart moved to adjourn the February 18, 2020 meeting  
Mayor Silvestrini seconded the motion  
All voted in favor

**BOARD MEMBERS IN ATTENDANCE:**

Mayor Jeff Silvestrini  
Mayor Kristie Overson  
Council Member Gary Bowen  
Mayor Robert Dahle  
Council Member Richard Snelgrove  
Council Member Jared Henderson

Council Member Allan Perry  
Council Member Sheldon Stewart  
Mayor Harris Sondak  
Mayor Robert Hale  
Mayor Dan Knopp  
Council Member Trish Hull

**BOARD MEMBERS ABSENT:**

Mayor Jenny Wilson  
SLCo Surveyor Reid Demman

Mayor Tom Westmoreland  
Mayor Mike Peterson

Mayor Kelly Bush  
Council Member

Kathleen Bailey

STAFF IN ATTENDANCE:

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

OTHER ATTENDEES:

AC Jay Ziolkowski  
AC Riley Pilgrim  
AC Stephen Higgs  
Alan Rindlesbacher  
Arriann Woolf  
BC Anderton  
BC Watkins  
Bill Brass  
Brett Wood, Herriman  
Cal Ricotta  
Captain Bogenschutz

Captain Glover  
Captain Park  
Captain Simons  
Debra Alexander  
Division Chief Case  
Division Chief Torgersen  
Erica Langenfass  
Ginger Watts  
Kate Turnbaugh  
Kiyoshi Young  
Larry Meyer

Larson Wood  
Mario Naujoks, Public  
Matt McFarland  
Mike Reberg, SLCo  
Nile Easton, DOC  
Patrick Costin  
Rachel Anderson, UFSA  
Ryan Carter, Riverton CLO  
Scott Ruf, VECC  
Tim Tingey, CWH





**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**FEBRUARY 2020**

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
Feb-20	2/10/2020	1	PAYROLL TRANS FOR 1/31/2020 PAY PERIOD	N/A	\$ 1,251,737.21
Feb-20	2/25/2020	2	PAYROLL TRANS FOR 2/15/2020 PAY PERIOD	N/A	1,173,414.11
Feb-20	2/7/2020	83455	SELECTHEALTH	2292020	564,525.30
Feb-20	2/26/2020	7	URS ACH PAYMENT - 2/25/2020 PAYROLL	N/A	491,967.36
Feb-20	2/10/2020	3	URS ACH PAYMENT - 2/10/2020 PAYROLL	N/A	485,326.72
Feb-20	2/6/2020	2062020	WELLS FARGO BUSINESS CARD	Multiple	255,480.91
Feb-20	2/11/2020	2	EFTPS - 2/10/2020 PAYROLL	N/A	241,499.41
Feb-20	2/26/2020	6	EFTPS - 2/25/2020 PAYROLL	N/A	208,600.52
Feb-20	2/25/2020	5	STATE TAX ACH PAYMENT - 2/25/2020 PAYROLL	N/A	146,782.61
Feb-20	2/27/2020	83505	MCNEIL & COMPANY, INC	Multiple	99,391.50
Feb-20	2/26/2020	22625	LES OLSON COMPANY	Multiple	88,138.16
Feb-20	2/27/2020	83509	UTAH LOCAL GOVERNMENTS TRUST	Multiple	68,674.16
Feb-20	2/28/2020	83517	PUBLIC EMPLOYEES HEALTH PROGRAM	JANBILL2020	65,763.88
Feb-20	2/13/2020	83470	STATE OF UTAH - GASCARD	Multiple	38,827.75
Feb-20	2/29/2020	8	TO TRANSFER HARVEY & WOODWARD NET PAYROLL	N/A	38,358.88
Feb-20	2/28/2020	83511	AFLAC GROUP INSURANCE	11807	34,161.65
Feb-20	2/26/2020	22623	GCS BILLING SERVICES	Multiple	26,792.82
Feb-20	2/28/2020	83512	CUSTOM BENEFIT SOLUTIONS, INC.	2252020	24,466.85
Feb-20	2/7/2020	83450	CUSTOM BENEFIT SOLUTIONS, INC.	2102020	24,396.85
Feb-20	2/26/2020	22620	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	23,911.87
Feb-20	2/20/2020	83485	ISIMULATE, LLC	20142136	21,475.00
Feb-20	2/20/2020	83491	ROCKY MTN POWER	Multiple	21,068.53
Feb-20	2/4/2020	1	FUNDS TRANSFER FROM FIRE TO EM - CCTA DRAWDOWN 1/31/20	N/A	17,219.78
Feb-20	2/13/2020	83472	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
Feb-20	2/20/2020	83477	COMCAST	93967207	15,260.44
Feb-20	2/27/2020	83499	COMCAST	95593886	15,260.44
Feb-20	2/12/2020	21224	NAPA AUTO PARTS	Multiple	13,911.29
Feb-20	2/7/2020	83444	DOMINION ENERGY	Multiple	13,633.50
Feb-20	2/27/2020	83504	MAYORS FINANCIAL ADMIN	MFA0000728	12,222.39
Feb-20	2/7/2020	83460	SELECTHEALTH	02292020RET	11,396.40
Feb-20	2/20/2020	83480	DEPARTMENT OF PSYCHIATRY	Multiple	10,737.50
Feb-20	2/20/2020	83495	UNIVERSITY MEDICAL BILLING	Multiple	10,635.00
Feb-20	2/26/2020	22629	WEIDNER FIRE	Multiple	10,394.44
Feb-20	2/7/2020	83452	LOCAL 1696 - IAFF	2102020	9,090.33
Feb-20	2/28/2020	83514	LOCAL 1696 - IAFF	2252020	9,051.90
Feb-20	2/7/2020	83447	LONE PEAK TRAILER SALES LOT #2	43822	8,756.50
Feb-20	2/20/2020	83483	GLATFELTER CLAIMS MANAGEMENT, INC.	43739	6,794.10
Feb-20	2/27/2020	83500	DOMINION ENERGY	Multiple	6,120.87
Feb-20	2/13/2020	83474	UTAH DEPT WORKFORCE SERVICES	Multiple	6,053.76
Feb-20	2/14/2020	4	TRANSFER FUNDS FOR PATIENT REFUNDS 02/14/20	N/A	5,868.25
Feb-20	2/20/2020	83484	INTERMOUNTAIN HEALTHCARE	EAP-02959	5,694.15
Feb-20	2/26/2020	22622	BLACK DIAMOND EQUIPMENT, LTD	Multiple	5,242.00
Feb-20	2/27/2020	83502	L.N. CURTIS AND SONS	Multiple	4,754.01
Feb-20	2/20/2020	83482	GALLAGHER BENEFIT SERVICES, INC	194217	4,500.00
Feb-20	2/20/2020	83492	ROWLAND, GERALD KIM	43831	4,166.67
Feb-20	2/13/2020	83462	DOMINION ENERGY	Multiple	3,286.60
Feb-20	2/6/2020	20620	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	3,121.83
Feb-20	2/20/2020	83488	MCNEIL & COMPANY, INC	Multiple	2,872.37
Feb-20	2/6/2020	20622	SERVICEMASTER OF SALT LAKE	Multiple	2,616.00
Feb-20	2/28/2020	83522	FIREFIGHTERS CREDIT UNION	02252020TV	2,076.80

*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\2020-02 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**FEBRUARY 2020**

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Feb-20	2/7/2020	83459	FIREFIGHTERS CREDIT UNION	02102020TV	2,048.56
Feb-20	2/27/2020	83503	LIFE-ASSIST, INC	969158	2,012.45
Feb-20	2/20/2020	83486	KRONOS INCORPORATED	11562867	1,808.50
Feb-20	2/6/2020	20621	CDW GOVERNMENT LLC	WJV9897	1,737.84
Feb-20	2/20/2020	83497	WASATCH FRONT WASTE RECYCLE DIST	Multiple	1,736.00
Feb-20	2/7/2020	83454	OFFICE OF RECOVERY SERVICES	2102020	1,717.55
Feb-20	2/13/2020	83464	KRONOS INCORPORATED	11562537	1,679.31
Feb-20	2/28/2020	83513	FIREFIGHTERS CREDIT UNION	02252020ST	1,654.11
Feb-20	2/7/2020	83445	JAN-PRO OF UTAH	Multiple	1,640.00
Feb-20	2/7/2020	83451	FIREFIGHTERS CREDIT UNION	02102020SF	1,625.81
Feb-20	2/28/2020	83518	PUBLIC EMPLOYEES LT DISABILITY	2252020	1,624.98
Feb-20	2/20/2020	83481	DOMINION ENERGY	Multiple	1,616.62
Feb-20	2/28/2020	83516	OFFICE OF RECOVERY SERVICES	2252020	1,555.68
Feb-20	2/27/2020	83510	WISE SAFETY & ENVIRONMENTAL	Multiple	1,315.64
Feb-20	2/20/2020	83479	DEPARTMENT OF HEALTH	20EM000174	1,113.25
Feb-20	2/13/2020	83475	WISE SAFETY & ENVIRONMENTAL	1475819	1,079.25
Feb-20	2/20/2020	83476	CANON FINANCIAL SERVICES, INC.	Multiple	1,063.03
Feb-20	2/7/2020	83449	WILLOW VALLEY WIDGETS	1	1,000.00
Feb-20	2/13/2020	83469	SNOWBIRD RESORT LLC	Multiple	770.16
Feb-20	2/20/2020	83493	SATCOM GLOBAL INC.	AI02200586	658.12
Feb-20	2/12/2020	21221	GOLD CUP SERVICES INC.	Multiple	655.50
Feb-20	2/26/2020	22628	VEHICLE LIGHTING SOLUTIONS, INC	Multiple	649.82
Feb-20	2/12/2020	21223	MOUNTAIN ALARM	Multiple	599.70
Feb-20	2/26/2020	22626	METRO PLUMBING	Multiple	550.00
Feb-20	2/13/2020	83465	PURCHASE POWER	POSTAGE 1/20B	520.99
Feb-20	2/26/2020	22621	BESTSHRED, LLC	4977021320	480.00
Feb-20	2/7/2020	83446	L.N. CURTIS AND SONS	Multiple	465.93
Feb-20	2/13/2020	83473	UTAH BROADBAND, LLC	Multiple	398.00
Feb-20	2/20/2020	83494	SHRED-IT USA	Multiple	344.58
Feb-20	2/20/2020	83478	CUSTOM BENEFIT SOLUTIONS	33279	312.90
Feb-20	2/20/2020	83489	POWERED CONTROL SYSTEMS	20-5150	264.00
Feb-20	2/12/2020	21222	METRO PLUMBING	9435	250.00
Feb-20	2/13/2020	83471	THE PARTRIDGE GROUP	3419	250.00
Feb-20	2/7/2020	83453	ND CHILD SUPPORT DIVISION	2102020	214.80
Feb-20	2/28/2020	83515	ND CHILD SUPPORT DIVISION	2252020	214.80
Feb-20	2/7/2020	83448	UTAH BROADBAND, LLC	902485	199.00
Feb-20	2/27/2020	83508	UTAH BROADBAND, LLC	908939	199.00
Feb-20	2/20/2020	83490	ROADPOST USA INC	RU08223564A	180.09
Feb-20	2/26/2020	22627	UNITED SITE SERVICES	114-9900777	179.00
Feb-20	2/7/2020	83457	UNIFIED POLICE FEDERATION	2102020	171.00
Feb-20	2/28/2020	83520	UNIFIED POLICE FEDERATION	2252020	171.00
Feb-20	2/13/2020	83463	INT'L PUBLIC MANAGEMENT ASSOC-HR	INV-52382-Z3F2N1	156.00
Feb-20	2/26/2020	10	TO RECORD MANUAL CHECK #083498 (LOOSE)	N/A	134.58
Feb-20	2/20/2020	83487	L.N. CURTIS AND SONS	Multiple	134.20
Feb-20	2/13/2020	83461	COPPERTON IMPROVEMENT DISTRICT	W-#115 1/20	115.00
Feb-20	2/13/2020	83467	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 1/20	103.52
Feb-20	2/28/2020	83519	UHEAA	02252020MW	95.17
Feb-20	2/7/2020	83456	UHEAA	02102020MW	60.29
Feb-20	2/13/2020	83468	SATCOM GLOBAL INC.	AI02200008	45.64
Feb-20	2/26/2020	22624	GOLD CUP SERVICES INC.	791721	45.00

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\2020-02 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**FEBRUARY 2020**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Feb-20	2/27/2020	83506	ROCKY MOUNTAIN WATER COMPANY	115368	40.95
Feb-20	2/7/2020	83458	UTAH STATE TAX COMMISSION	02102020SC	40.00
Feb-20	2/28/2020	83521	UTAH STATE TAX COMMISSION	02252020SC	40.00
Feb-20	2/20/2020	83496	UTAH VALLEY UNIVERSITY	A26381	20.00
Feb-20	2/13/2020	83466	ROCKY MOUNTAIN WATER COMPANY	114801	19.50
Feb-20	2/27/2020	83501	KRONOS INCORPORATED	11567842	15.85
					<b><u>\$ 5,668,963.80</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\2020-02 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING**  
**FEBRUARY 2020**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Feb-20	2/27/2020	7407	HAGERTY CONSULTING, INC.	Multiple	\$ 141,191.00
Feb-20	2/28/2020	5	EOC TRANSFER - 2/25/2020 PAYROLL	N/A	61,068.64
Feb-20	2/28/2020	4	EOC TRANSFER - 2/10/2020 PAYROLL	N/A	56,679.69
Feb-20	2/10/2020	3	EOC TRANSFER - 1/24/2020 PAYROLL	N/A	51,688.90
Feb-20	2/10/2020	2	EOC TRANSFER - 1/10/2020 PAYROLL	N/A	51,284.23
Feb-20	2/13/2020	7399	MAYORS FINANCIAL ADMIN	FAC0000542	14,601.56
Feb-20	2/28/2020	6	FUNDS TRANSFER FROM EM TO FIRE - JANUARY PCARDS	N/A	11,510.47
Feb-20	2/4/2020	1	FUNDS TRANSFER FROM EM TO FIRE - DECEMBER PCARDS	N/A	6,605.52
Feb-20	2/27/2020	7408	MAYORS FINANCIAL ADMIN	FAC0000499REB	4,312.21
Feb-20	2/20/2020	7403	ROCKY MTN POWER	E-EOC 1/20	2,791.74
Feb-20	2/6/2020	20623	SERVICEMASTER OF SALT LAKE	Multiple	1,744.00
Feb-20	2/13/2020	7401	STATE OF UTAH - GASCARD	Multiple	1,701.77
Feb-20	2/27/2020	7409	UTAH LOCAL GOVERNMENTS TRUST	1581273C	1,484.60
Feb-20	2/20/2020	7405	SYRINGA NETWORKS, LLC	20FEB0220	1,175.00
Feb-20	2/7/2020	7398	DOMINION ENERGY	G-EOC 1/20	1,054.64
Feb-20	2/26/2020	22630	LES OLSON COMPANY	Multiple	954.35
Feb-20	2/12/2020	21225	GOLD CUP SERVICES INC.	Multiple	385.25
Feb-20	2/28/2020	7410	PUBLIC EMPLOYEES HEALTH PROGRAM	01312020EOC	268.86
Feb-20	2/20/2020	7404	SHRED-IT USA	8129158231D	112.05
Feb-20	2/20/2020	7402	ROADPOST USA INC	RU08223564B	60.03
Feb-20	2/20/2020	7406	WASATCH FRONT WASTE RECYCLE DIST	6746C	50.00
					<b><u>\$ 410,724.51</u></b>

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND**  
**FEBRUARY 2020**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Feb-20	2/26/2020	22625	LES OLSON COMPANY	Multiple	\$ 24,808.00
Feb-20	2/27/2020	83507	ROSENBAUER MINNESOTA, LLC	67311	8,372.00
Feb-20	2/12/2020	21220	CDW GOVERNMENT LLC	WQJ4044	1,156.70
					<u><u>\$ 34,336.70</u></u>





# UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors  
FROM: Arriann Woolf, H.R. Director  
DATE: March 17, 2020  
SUBJECT: Request to begin the Majority Vote Referendum Process to establish Medicare-only coverage with the State Social Security Administration Office, for three employees

---

## BACKGROUND:

All of UFA's sworn Firefighter employees are exempt from, and do not pay, the 6.2% FICA (Social Security) tax. Those hired after March 31, 1986, do pay the 1.65% portion required for eligibility toward Medicare coverage. Those hired prior to March 31, 1986 do not pay either portion.

As part of the creation of UFA, the Internal Revenue Service was petitioned on behalf of the UFA Board to treat those employees who transitioned from Salt Lake County to UFA, as part of the original agreement, as having been continuously employed for the purpose of the Medicare exemption. The IRS issued a ruling approving that request in October 2004.

## REQUEST:

There are three remaining employees who have been continuously employed since March 31, 1986, and therefore fall into the Medicare exemption status as defined above. One of them, Firefighter Tom Smolka has requested that UFA begin the Majority Vote Referendum Process which is required by Section 218(d)(4) of the Social Security Act for an employer to extend Medicare coverage to an affected group.

The referendum process is administered by the State Social Security Administrator. It involves a 90-day notice period and a secret ballot vote of all eligible employees (in this instance, only the three described above). The State Social Security Administrator will notify UFA of the results of the ballot. If the referendum is favorable, a resolution from the UFA will be necessary to acknowledge the results and authorize the execution of the Medicare-Only Agreement.

If executed, the employees would begin paying the employee 1.65% Medicare tax from that point forward. UFA would also be required to contribute the employer's 1.65% Medicare portion for these three employees. The annual cost would be approximately \$4,400 based on July 1, 2020 salaries.

We agreed to present Firefighter Smolka's request to the Board. If the Board approves his request, it may authorize the administration to proceed in initiating the referendum process with the State.







# UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors  
FROM: Bill Brass, Policy Analyst  
DATE: March 17, 2020  
SUBJECT: Revision of Military and Military Leave Without Pay Policy

---

## BACKGROUND:

Currently UFA employees are eligible for a paid leave of absence for military duty, not to exceed 11 working days per year (88 hours) for 8-hour Firefighter and non-Firefighter employees, or 123 hours per calendar year for 24-hour Firefighter employees. Additionally, if additional time off is required, an employee may, at his or her discretion, use vacation or leave without pay as appropriate.

The Human Resources Division surveyed cities and fire agencies in Salt Lake, Davis and Utah counties and the average paid leave allotted employees was 15 working days, per calendar year.

## REQUEST:

The question before the Board is to consider the increase from the current paid leave of 11 days or 88 hours to 15 days or 120 hours for 8-hour employees, both Firefighter and non-Firefighter and from 123 hours to 168 hours per calendar year for 24-hour Firefighter employees.

The Military Leave and Military Leave Without Pay Policy was re-written following the last UFA Board Meeting, to better reflect the process by which Military Leave is requested, granted, and approved, specifically as it relates to the use of paid leave provided by UFA. Paragraphs 2.0, 2.1 and 2.11 address the need of the employee to provide a written copy of their orders to be eligible to utilize paid leave.



<p style="text-align: center;"><b>UNIFIED FIRE AUTHORITY</b>  <b>Rules, Policies and Procedures</b></p>		
<p style="text-align: center;">Volume I  <i>UFA Board Administrative  Code of Policies and  Procedures</i></p>	<p style="text-align: center;">Chapter 3  <i>Personnel</i></p>	<p style="text-align: center;">Section 6195  <i>Military Leave and  Military Leave Without  Pay</i></p>

## REFERENCES:

[UFA Policy and Procedure - Reinstatement](#)

[Uniformed Services Employment and Reemployment Act \(USERRA\)](#)

## PURPOSE:

Unified Fire Authority (UFA) is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the policy of UFA that 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 this policy.

## POLICY:

Employees taking part in a variety of military duties are eligible for certain benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

- 1.0 Employees ordered to active military duty (activated or mobilized) under provisions of the Uniformed Services Employment and Reemployment Act (hereto referred to as the "Act") may be absent from employment for any period as required when serving under official orders and as prescribed in the Act.
  - 1.1 The employee is required to provide advance written or verbal notice to UFA for all military duty unless giving notice is otherwise impossible, unreasonable, or precluded by military necessity.
  - 1.2 An employee should provide UFA notice as far in advance as is reasonable under the circumstances. Written notice is preferred, but not required, with email being the preferred method of contact. A request for military leave should be made by direct communication to the Staffing Office. The Staffing Office will provide a copy (or if the notice given is verbal, the information will be relayed via email) to the Human Resources Division and, if necessary, to the Payroll Coordinator.
- 2.0 Under the provisions of paragraph 2.1 and 2.1.1, any merit employee, or probationary employee, is eligible for a paid leave of absence for military duty (Military Leave), not to exceed ~~41~~15 working days per the calendar year (~~88-120~~ hours) for 8-hour firefighter and non-firefighter employees, or ~~123-168~~ hours per calendar year for 24- hour firefighter

<p style="text-align: center;"><b>UNIFIED FIRE AUTHORITY</b>  <b>Rules, Policies and Procedures</b></p>		
<p style="text-align: center;">Volume I  <i>UFA Board Administrative  Code of Policies and  Procedures</i></p>	<p style="text-align: center;">Chapter 3  <i>Personnel</i></p>	<p style="text-align: center;">Section 6195  <i>Military Leave and  Military Leave Without  Pay</i></p>

employees. If additional time off is required, the employee may use vacation or leave without pay.

2.1 To be eligible for paid military leave, the employee will provide a copy of the written orders activating or mobilizing the employee prior to the commencement of the military leave. The Human Division will place a copy of the orders in the employee's personnel file.

2.1.1 If unable to provide prior, and the employee wishes to use eligible paid military leave, the employee must provide a copy of the written order activating or mobilizing the employee to the Human Resources Division as soon as possible. Once received, the Human Resources Division will notify the Payroll Coordinator, who will make any necessary adjustments to the employee's pay and leave balances.

3.0 Once the ~~88120~~, or ~~123168~~, hours of military leave have been used, or if the employee has not provided the required copies of their orders, an employee ordered to active duty will be placed in a military leave without pay status, as explained below, for the remainder of his or her active duty unless the employee requests explicitly to use vacation leave hours instead.

3.1 Military leave without pay will be calculated by using one of two methods, whichever would have the least financial impact on the employee's wages:

- The MLWOP may be calculated based on the number of hours the employee would normally have worked during the period covered by the military orders.
- The MLWOP may be calculated based on the employee's daily salary (annual salary divided by 365) for the number of days of deployment covered by the military order

3.2 An employee on military leave without pay for more than thirty days who wants to maintain existing health, dental, or life insurance, or section 125 Cafeteria Plan deductions shall be required to pay 50% of the applicable health and dental insurance premiums that the UFA also contributes to, and the same Section 125 Cafeteria Plan deductions and life insurance premiums he or she normally pays. The UFA shall pay the remaining 50% of the applicable insurance premiums.

3.2.1 If the leave is for twelve weeks or less, the employee's appropriate deductions will be caught up by deducting them from the first paycheck(s)

<p style="text-align: center;"><b>UNIFIED FIRE AUTHORITY</b>  <b>Rules, Policies and Procedures</b></p>		
<p style="text-align: center;">Volume I  <i>UFA Board Administrative  Code of Policies and  Procedures</i></p>	<p style="text-align: center;">Chapter 3  <i>Personnel</i></p>	<p style="text-align: center;">Section 6195  <i>Military Leave and  Military Leave Without  Pay</i></p>

received after returning from leave or from the employee's last paycheck if they do not return from leave. Any amounts still owing may be billed to the employee.

- 3.3 The accrual of vacation, sick, and holiday leave will be discontinued during any period of unpaid military leave without pay that exceeds thirty days or more. However, upon return to employment, vacation accrual rates will be credited based on the total length of service, including the period of military leave without pay.
- 3.4 If an employee elects to discontinue his or her insurance coverage, while on military leave without pay, upon return to work, he or she may reinstate the insurance coverage he or she had when the leave began, without pre-existing conditions or re-enrollment requirements. Employees who are on leave during open enrollment shall be provided with the same options as active employees.
- 3.5 An employee returning from military leave without pay shall be reinstated to his or her former position, or a comparable position, without loss of seniority, pay, benefits or other employment rights that would have been accrued if it were not for the military leave without pay, in accordance with UFA Policy and Procedure - Reinstatement.
- 4.0 Employees ordered to active duty will continue to accrue benefits under the Utah State Retirement Systems (URS), including having retirement contributions paid in their name. If the employee does not return to employment, the UFA will seek to have those contributions reimbursed, and the retirement service credit may be adjusted by URS.
- 5.0 All conditions of eligibility for the benefits and rights provided under this policy are contingent upon the employee's compliance with the provisions of the Act.
- 6.0 Supervisors shall not discriminate or otherwise adversely treat employees based on their military status.





# UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors  
FROM: Chief Dan Petersen  
DATE: March 17, 2020  
SUBJECT: Managing The Projected Overage In Staffing Overtime

---

Throughout this fiscal year, staff has shared that the staffing overtime line item was outpacing the budget. This memo provides a proposal to address the over expend for this fiscal year, discusses the proposed increase in next year's line item for staffing overtime, and shares initiatives staff has been working on to control the costs of maintaining a minimum level of staffing each day.

The FY20/21 Budget provides for \$2.5 million of under expend to be returned to the Member as a credit. Staff believes that \$2.5 million is achievable; but feels \$1.5 million is a healthier target for the budget in the future.

The plan to fully reduce dependency on this level of under expend is through the replacement of the existing \$2.8 million annual capital lease payment, to an estimated \$1.5 million beginning FY22/23. The last payment of \$2.8 million is due December 2021.

Funds from the Capital Replacement Fund have been preserved to aid in the transition to an annual payment of approximately \$4.5 to \$5 million through three separate leases, which rotate on and off every three years. Currently the Capital Fund has \$2.5 million, and with an additional \$1 million scheduled to transfer from the General Fund, \$3.5 million will be available to assist in this transition.

Our projections for ending fund balance in FY19/20 are an estimated \$1.4 million, instead of the budgeted \$2.5 million. The primary cause of this loss is the overtime necessary to maintain minimum staffing. Overtime is projected to be overspent by close to \$1 million; a portion of this is offset by reduced personnel expenditures, with most of this overspend from Operations Staffing.

For the current fiscal year (FY19/20), staff proposes to cancel the \$1,022,396 transfer to the Capital Fund and utilize it to increase ending fund balance for FY19/20 and beginning fund balance for FY20/21. This will provide the funds necessary to maintain the \$2.5 million member fee credit for this fiscal year.

For FY20/21, staff proposes an increase to Emergency Operations Minimum Staffing Overtime by \$700,000, in order to accurately budget for the vacancies.

- The Operations Division is evaluating the root causes of the increasing overtime. Some of the initiatives currently being implemented to reduce the demand on overtime include:
  - Anticipate starting FY20/21 with a full roster, compared to five vacancies at the beginning of FY19/20.
  - Eliminating the District Chief Positions reduces overtime by over \$100,000.
  - Vacation Buy-Back will allow staffing of a few vacancies at reduced costs.
  - Implementing a Phased Retirement will reduce overtime staffing, approximately 20%, per shift for those employees who enter the program.

- Increased staff in the Part-Time EMS Program, specifically Paramedics, will reduce the number of times peak load ambulances are staffed with career PM's.