



## **UNIFIED FIRE AUTHORITY FINANCE COMMITTEE AGENDA**

April 10, 2025, 8:00 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY FINANCE COMMITTEE SHALL ASSEMBLE FOR A MEETING AT 3380 South 900 West, Salt Lake City, UT 84119

THE PUBLIC MAY ATTEND PHYSICALLY OR ELECTRONICALLY VIA ZOOM WEBINAR:  
<https://us06web.zoom.us/j/91681046879?pwd=MEtoVmtwRG95ZFYrV0J3TUZtZUNBdz09>

Meeting ID: 916 8104 6879

Password: 8675309

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1. Call to Order - Chair Henderson
2. Public Comments  
Please limit comments to three minutes each and be germane to the agenda items or UFA business.  
There are three options for comments during this meeting:
  - a. In-Person.
  - b. Live during the Webinar by logging in as described above. If you wish to make a comment, select the "Raise Hand" button at the bottom of the screen. You will then be added to the queue and invited to speak.
  - c. EMAIL: Public comments will be accepted prior to the meeting via email at [publiccomment@unifiedfire.org](mailto:publiccomment@unifiedfire.org) until 7:00 a.m. April 9, 2025. Emailed comments submitted prior to 7:00 a.m. April 9, 2025, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFA Finance Committee, but not read into the meeting record or addressed during the meeting.
3. FY25/26 Budget Message – Chief Burchett
4. FY25/26 Budget Document Overview and Schedule – CFO Hill
  - a. April 15 – Update at UFA Board Meeting
  - b. May 8 – Division Budget Presentations to Finance Committee, Recommendation to Board
  - c. May 20 – Board Adopts Tentative Budget
  - d. June 17 – Board Adopts Final Budget
5. Possible Closed Session  
The UFA Finance Committee 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-Opening the Meeting

#### 6. Adjournment – Chair Henderson

#### **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 will also be held electronically to allow members of the UFA Finance Committee 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 9<sup>th</sup> Day of April, 2025 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.

Cyndee Young, UFA Board Clerk

# BUDGET OUTLINE

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## FIRE CHIEF'S BUDGET MESSAGE

### INTRODUCTION & PROFILE

Overview of UFA  
Weighted Voting  
UFA Board & Subcommittees  
Command Staff & Liaisons  
Organization Chart  
Geographical map  
Fund Structure  
Basis of Budgeting  
Budget Process

### BUDGET OVERVIEW

Finance Budget Message  
Personnel Changes  
Fee Schedule  
Strategic Plan  
2024 Accomplishments, Goals & Initiatives

### FUND SUMMARIES

Fire General fund  
Wildland Enterprise fund  
Emergency Management Special Revenue fund  
Fire Capital Projects fund  
EM Capital Projects fund

### FUNDING SOURCES

Member Fee  
911 Emergency Transport  
Other Funding Sources

## DIVISIONS

### Emergency Services Section

Emergency Operations  
Special Operations  
Fire Training  
Emergency Medical Services (EMS)  
Urban Search & Rescue (USAR)  
Wildland  
Camp Williams

### Support Services Section

Logistics  
Technology  
Emergency Management

### Administration & Planning Section

Administration  
Fire Prevention  
Special Enforcement

### Finance Section

Finance

### Human Resources Section

Human Resources

### Office of the Fire Chief

Information Outreach

### Capital Replacement Funds

Fire Capital Replacement  
EM Capital Replacement

## APPENDIX 1: BENEFITS & COMPENSATION

Benefits & Compensation Summary  
Pay Plans  
Wage Comparable Tables & Reports  
Job Classification Review - Civilian Positions

## APPENDIX 2: FINANCIAL POLICIES

## APPENDIX 3: GLOSSARY