



UNIFIED FIRE AUTHORITY BOARD AGENDA

April 21, 2020 7:30 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY BOARD OF DIRECTORS SHALL ASSEMBLE ELECTRONICALLY FOR A MEETING DUE TO THE COVID-19 PANDEMIC AND AS AUTHORIZED BY THE GOVERNOR'S EXECUTIVE ORDER DATED MARCH 18, 2020.

THE PUBLIC MAY ATTEND ELECTRONICALLY VIA ZOOM WEBINAR AT:

<https://zoom.us/j/95927198276?pwd=NWIWVi82SkpKSnRuNUVDdFlsQzhrZz09>

Meeting ID: 959-2719-8276

Password: Unified

1. Call to Order – Chair Perry
2. Public Comment
Please limit comments to three minutes each. There are two options for comments during this electronic only 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 until 7:00 a.m. April 20, 2020. Emailed comments submitted prior to 7:00 a.m. April 20, 2020, 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. Recognition of B Shift Medic Ladder 106 Crew for Multiple Rescues on April 16, 2020 Apartment Fire – BC Russell
4. Minutes Approval – Chair Perry
 - a. March 17, 2020
5. Consent Agenda
 - a. Review of March Disbursements – CFO Hill
6. Committee Updates
 - a. Benefits & Compensation Committee (3/30/20) – Chair Dahle
 - b. Governance Committee (No meeting) – Chair Silvestrini
 - i. Interlocal Agreement – CLO Roberts
 - c. Finance Committee (4/16/20) – Chair Stewart

- i. Budget Message Highlights – Chief Petersen
- ii. Next Meeting May 7, 8:00 a.m.

7. Quarterly Financial Report – CFO Hill
8. Request Establishing Pay Rate for the Operations Chief Position and Modification of Pay Rate for the Assistant Chief Position
– Chief Petersen/HR Director Arriann Woolf
9. Consider Lateral Hiring Policy for Paramedic Firefighters –
Chief Petersen/HR Director Arriann Woolf
10. Consider Temporary Policy on Paid Leave Related to COVID-19
– Chief Petersen/HR Director Arriann Woolf
11. Consider Resolution 04-2020A Authorizing and Requesting Referendum for Medicare Coverage for Employees Hired Prior to March 31, 1986 – CLO Roberts
12. Fire Chief Report
 - a. Incident Management Team Update on COVID-19 – AC Pilgrim
 - b. Fire Station Earthquake Damage Assessment
– Division Chief Robinson/Facilities Manager Wood
 - c. Introduction of New Assistant Chief Dominic Burchett
 - d. Community Council Liaison Assignments
13. 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
14. Adjournment – Chair Perry

**The next Board meeting will be held on May 19, 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 17th day of April 2020 on the UFA bulletin boards, the UFA website 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

March 17, 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 February 18, 2020 UFA Board Meeting as submitted
Mayor Overson seconded the motion
All voted in favor
4. Notification of the Redirection of the Hagerty Contract – Division Chief Mecham
 - This was item 10 on the agenda, but was moved forward
 - Hagerty is a contractor engaged by UFA to provide a consulting service to generate a comprehensive emergency management plan for SLCo
 - \$140,000 through end of fiscal year for work was appropriated, but with recent events, SLCo asked to accelerate the contract to focus on Continuity of Operations plans, due to COVID-19 expenses, for all of SLCo
 - CFO Hill stated that this will follow with a budget amendment at the appropriate time
 - This funding will come out of the Emergency Management Budget Fund Balance and will not affect UFA Fund Balance
5. Legislative Session Recap – Dave Spatafore, Ashley Spatafore
 - Spatafores thanked UFA for their partnership and teamwork during this last session
 - Highlighted bills
 - SB56 – Retirement Bill
 - A bill that was from the year prior, but has been cleaned up and a death benefit added
 - HB225 – Amendment to phased retirement, aimed to ease the strain on staffing from retirements within UFA
 - Stabilized funding for the Fire & Rescue Academy at UVU
 - UCA Bill – Ensures everything between VECC and UCA moves smoothly and appropriate management is provided
 - HB188 – Emergency Management

- HB389 – Interim, will deal with the type of services that will be funded in rural areas
- HB491 – Task Force Bill, ready for the next session
- SB134 – Property tax exemption for WL mitigation, the intent was appropriate, but there were many concerns and unanswered questions and this bill failed in the house

6. Consent Agenda

a. Review of February Disbursements

Mayor Overson moved to approve the February disbursements as submitted
 Council Member Stewart seconded the motion
 All voted in favor

7. Committee Updates

- Benefits & Compensation Committee
 - Next meeting takes place 3/30/20
 - Will probably be held electronically
- Governance Committee
 - No meeting held
- Finance Committee
 - Next meeting takes place 4/16/20
 - This next meeting will be the first budget session for the Finance Committee
 - Council Member Stewart updated the Board on the decision to retain the current auditors, but a request was made to have a change in partner

8. Request for Direction to Address Final Execution of ILA – CLO Roberts

- CLO Roberts stated that Copperton has yet to submit a resolution for the ILA
- Council Member Bailey assured the Board that the council believed the resolution was complete, as they had discussed it, but had not voted, it is on the agenda for completion tonight

Medicare Exemption Referendum Request – Arriann Woolf

- Arriann provided background for the request, stating that there are 3 individuals who would be effected
- Employees prior to 1986, did not pay into the Medicare System as most Firefighters had other jobs outside of UFA, to help meet the 40 quarter hour requirement
- The cost to UFA to pay the Medicare portion of the Social Security Tax to the 3 employees would be \$4,400 annually
- If the Board were to agree, this would allow the individuals to begin the process to pursue the tax participation
- All three individuals take part in a blind vote, it is currently unknown how the other 2 individuals feel
 - This is just the request of one individual
- Chief Petersen recommends allowing the individual to pursue the request and leave the decision with the 3 it would effect, the impact to UFA is minimal
 - Mayor Sondak clarified that it is just up to the Board to allow the vote to happen

Council Member Stewart moved to authorize the UFA to allow the Social Security Administration to conduct a referendum of applicable employees for future Medicare tax participation

Mayor Overson seconded the motion

Chair Perry asked that a roll call vote take place since the majority of Board Members are taking part in the meeting electronically

Vote – 10 voted yes

Audio issues, so unable to get votes from those with “?”

Bailey – y

Bowen – y

Bush – ?

Dahle – y

Hale – y

Hull - ?

Knopp – y

Overson – y

Perry – y

Peterson - ?

Silvestrini – y

Snelgrove – ?

Sondak – y

Stewart – y

Westmoreland – ?

9. Approval of the Military Leave and Military Leave Without Pay Policy – Arriann Woolf

- Based on comments and recommendations from the last Board Meeting, changes to the policy were made
- Changes consisted of requiring that orders be required and received by HR prior to pay being
- Another was the increase in the amount of hours granted for Military Leave
- Council Member Stewart appreciated the additions and is happy with the result

Council Member Stewart moved to approve the UFA Military Leave and Military Leave Without Pay Policy as amended

Mayor Overson seconded the motion

Vote – 11 voted yes

Audio issues, so unable to get votes from those with “?”

Bailey – y

Bowen – y

Bush – ?

Dahle – y

Hale – y

Hull - ?

Knopp – y

Overson – y

Perry – y

Peterson - y

Silvestrini – ?

Snelgrove - y

Sondak – y
Stewart – y
Westmoreland – ?

10. Consideration of “Red-Lining” District Chief Positions – Chief Petersen

- As a cost saving measure, Chief has decided to drop from 4 Battalions to 3 and to eliminate the District Chief Positions
- This request is for a deviation from the policy which states that wage drops in conjunction with a drop in rank
- Chief asks that the three District Chiefs be “red-lined” at their current pay until the Battalion Chief rank catches the pay level; 2-3 years
- Steve Quinn, Local 1696 President, expressed his desire that no one be demoted, however, if one rank is “red-lined” then he requested that all those effected by the process should be as well
 - Chief Petersen is concerned for future connotations if the policy is changed, as opposed to an exception, and asks that this be applied to the District Chief’s only at this time
- Council Member Stewart looked to clarify the reality of the numbers who could/would ultimately be effected
 - His concern is the drop from BC to Captain, with the hope that that would be minimized
 - Chief Petersen’s intent was to run heavy and not go below Captain
 - He also asked that this decision be placed on hold until the upcoming AC position is filled
- Council Member Bush asked if this would place an extra burden on the Battalion Chiefs
 - Chief Petersen stated that he was looking to move from 4 BC’s to 3 anyway, the decision is whether or not to keep the DC’s
 - Also, the way the policy is written, demotions and a discrepancy in pay is avoided

Council Member Stewart moved to approve the “red-lining” of the District Chiefs and one Battalion Chief, however, if more than one Battalion Chief is demoted from this, it would be required to be brought to the Finance Committee for review

Mayor Dahle clarified that this “red-line” applies to DCs to BC and 1 BC to Captain; if 2 BCs to Captain, then it would require review by the Finance Committee for approval

Mayor Peterson clarified that it would go to the Finance Committee for review, not approval

Council Member Stewart verified that it would then go to the Board for approval, following the Finance Committees review

Council Member Bowen seconded the motion

Vote – 16 voted yes

Audio issues, so unable to get votes from those with “?”

Bailey – y

Bowen – y

Bush – y

Dahle – y

Demman - y

Hale – y

Hull - y

Knopp – y

Overson – y

Perry – y

Peterson - y

Silvestrini – y

Snelgrove - y
Sondak – y
Stewart – y
Westmoreland – y

11. Managing Overage in Staffing Through a Proposal to Cancel Transfer to Capital Replacement Fund
– Chief Petersen
- Chief reviewed the memo in the packet regarding the overage in overtime
 - Staff has communicated this to the Board over the course of the entire fiscal year
 - This is only the second year with a hard deck on minimum staffing and the cost has been more than anticipated, some of the cost has been covered through vacancies, however not all
 - Operations has formed a Staffing Committee to review the impacts that have been well analyzed by the staffing office
 - Staff will compare the UFA experience with other similar agencies to find a reduction in liability
 - This proposal is to fund the overage by eliminating the transfer of \$1,000,000 to the Capital Fund to help manage OT in order to balance the budget this year and protect the budget process next year via line item
 - Council Member Stewart appreciated the updates and focus on this issue
 - In addition, he verified that this is a one-time transfer and that this will not become a reliable way to deal with future shortages

Council Member Bowen moved to approve the cancellation of the transfer to the Capital Replacement Fund

Mayor Peterson seconded the motion

Vote – 14 voted yes

Audio issues, so unable to get votes from those with “?”

Bailey – y
Bowen – y
Bush – y
Dahle – y
Demman - ?
Hale – y
Hull - y
Knopp – ?
Overson – y
Perry – y
Peterson - y
Silvestrini – y
Snelgrove - y
Sondak – y
Stewart – y
Westmoreland – y

Mayor Peterson left for another meeting

12. Fire Chief Report

- Introduction of new Battalion Chief Embret Fossum and congratulations on receiving the Utah Fire Officer Designation Award from Utah Fire & Rescue Academy
 - Embret was responsible for creating the tracking document used to follow the 126 audit items needing correction
 - This evolved into a remarkably productive and easy to use tool that ensured we met all requirements of the audit
- Presentation on Special Enforcement Bomb/Explosive Program
 - Chief Petersen wants to gauge the interest by the Board as to where this Division sits in priorities and to the possibility of discontinuing this service in order to help reach the 4% target for Member Fee increase
 - Discontinuing the Bomb/Explosion portion of the Special Enforcement Division would save an estimated \$300,000 for the UFA
 - Division Chief Ball distributed documents outlining the service the Bomb/Arson Squad provides and explained incoming support provided by the FBI
 - Elaborated on what falls under their duties and responsibilities
 - Fire/Arson Investigations and Enforcement
 - Bomb Squad
 - Professional Standards Investigations (IA)
 - New Hire Background Investigations
 - Mayor Sondak asked if assistance with avalanche control measures in the canyons is supported
 - Yes, oftentimes calls to retrieve the occasional unexploded explosive are received
 - Council Member Hull asked about the relationship with UPD Bomb Squad and any duplication of duties
 - Ball stated that the UPD does not have a Bomb Squad, we are the Bomb Squad for UPD, and all the police agencies working with the UFA
 - Mayor Knopp asked about what would be lost without the federal funding
 - Mostly equipment, the funding is not for manpower, but for training and equipment only
 - Council Member Stewart felt that this was one resource that should probably not be touched as they provide an essential service and he encouraged Chief Petersen to look elsewhere for cuts
 - Chief Petersen thanked the Board for the feedback, stated that a potential partnership with WVC may help offset costs and provide depth as well
- ECC Activation
 - The ECC is fully activated with all SLCO key players using the building
 - This has allowed Emergency Management, SLCO and UFA great collaboration and communication
 - AC Pilgrim has UFA prepped and ready to march forward as this challenge grows
 - Chief Petersen distributed a flowchart outlining the steps UFA is prepared to use as this evolves
 - Time-and-a-half has been approved for all Operations OT, by Chief Petersen, this will allow greater depth in the picklist as needed

13. Closed Session

None

14. Adjournment

Council Member Stewart moved to adjourn the March 17, 2020 meeting
Mayor Overson seconded the motion
All voted in favor

BOARD MEMBERS IN ATTENDANCE:

(E – Electronic Participation)

Mayor Jeff Silvestrini - E
Mayor Kristie Overson
Mayor Tom Westmoreland – E
Mayor Mike Peterson – E
Council Member Gary Bowen
Mayor Robert Dahle – E
Council Member Allan Perry
Council Member Sheldon Stewart

SLCo Surveyor Reid Demman – E
Council Member Richard Snelgrove – E
Mayor Harris Sondak – E
Mayor Robert Hale – E
Mayor Kelly Bush – E
Council Member Kathleen Bailey – E
Mayor Dan Knopp – E
Council Member Trish Hull – E

BOARD MEMBERS ABSENT:

Mayor Jenny Wilson
Council Member Jared Henderson

STAFF IN ATTENDANCE:

CFO Tony Hill
Chief Petersen

CLO Roberts
Cynthia Young, Clerk

OTHER ATTENDEES:

AC Jay Ziolkowski
AC Riley Pilgrim
Arriann Woolf
Ashley Spatafore – E
BC Dern
BC Fossum
BC Russell
Bill Brass
Brett Wood, Herriman – E

Captain Bogenschutz
Dave Spatafore – E
District Chief Prokopis
District Chief Woolsey
Division Chief Ball
Division Chief Rhoades – E
Division Chief Torgersen
Ifo Pili, UFSA
Kate Turnbaugh – E

Lana Burningham
Nile Easton, DOC
Patrick Costin
Rachel Anderson, UFSA
Ryan Carter, Riverton CLO
Steve Quinn – E
Talsan Schulzke – E

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
MARCH 2020

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Mar-20	3/25/2020	2	PAYROLL TRANS FOR 3/15/2020 PAY PERIOD	N/A	\$ 1,369,312.09
Mar-20	3/10/2020	1	PAYROLL TRANS FOR 2/29/2020 PAY PERIOD	N/A	1,336,800.73
Mar-20	3/24/2020	4	FUNDS TRANSFER FROM FIRE TO EM - SLCO EM FEES	N/A	1,225,601.50
Mar-20	3/12/2020	83550	SELECTHEALTH	3312020	581,839.50
Mar-20	3/26/2020	10	URS ACH PAYMENT - 3/25/2020 PAYROLL	N/A	511,000.39
Mar-20	3/12/2020	3	URS ACH PAYMENT - 3/10/2020 PAYROLL	N/A	503,213.23
Mar-20	3/25/2020	5	EFTPS 3/2/2020 PAYROLL	N/A	265,593.97
Mar-20	3/11/2020	2	EFTPS - 3/10/2020 PAYROLL	N/A	256,040.38
Mar-20	3/6/2020	3062020	WELLS FARGO BUSINESS CARD	Multiple	194,211.18
Mar-20	3/25/2020	9	STATE TAX ACH PAYMENT - 3/25/2020 PAYROLL	N/A	163,820.88
Mar-20	3/19/2020	83565	WELLS FARGO ADVISOR FBO UFA4064-8710	Multiple	114,949.62
Mar-20	3/25/2020	83579	UTAH LOCAL GOVERNMENTS TRUST	Multiple	68,699.96
Mar-20	3/25/2020	83587	PUBLIC EMPLOYEES HEALTH PROGRAM	FEBBILL2020	68,214.30
Mar-20	3/24/2020	32421	LES OLSON COMPANY	MNS9765	49,465.16
Mar-20	3/12/2020	83532	CUSTOM BENEFIT SOLUTIONS	Multiple	37,086.65
Mar-20	3/12/2020	83538	MAYORS FINANCIAL ADMIN	Multiple	34,890.25
Mar-20	3/12/2020	83543	STATE OF UTAH - GASCARD	Multiple	34,726.95
Mar-20	3/18/2020	31821	GCS BILLING SERVICES	Multiple	30,819.88
Mar-20	3/24/2020	32420	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	28,837.76
Mar-20	3/25/2020	83581	CUSTOM BENEFIT SOLUTIONS, INC.	3252020	24,529.34
Mar-20	3/12/2020	83545	CUSTOM BENEFIT SOLUTIONS, INC.	3102020	24,446.02
Mar-20	3/12/2020	83537	KRONOS INCORPORATED	11570449	23,066.41
Mar-20	3/19/2020	83560	ROCKY MTN POWER	Multiple	18,223.65
Mar-20	3/19/2020	83562	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
Mar-20	3/25/2020	83567	COMCAST	97238726	15,489.35
Mar-20	3/25/2020	83580	AFLAC GROUP INSURANCE	12212	15,249.33
Mar-20	3/12/2020	83555	SELECTHEALTH	03312020RET	11,916.40
Mar-20	3/12/2020	83529	CAPSTONE STRATEGIES	43891	11,666.67
Mar-20	3/18/2020	31825	WEIDNER FIRE	Multiple	11,537.30
Mar-20	3/5/2020	83526	LUCKY JAKES FIREFIGHTING EQUIPMENT	Multiple	9,656.56
Mar-20	3/12/2020	83547	LOCAL 1696 - IAFF	3102020	9,062.90
Mar-20	3/25/2020	83584	LOCAL 1696 - IAFF	3252020	9,051.90
Mar-20	3/12/2020	83534	DISCOUNTELL, INC	OE-23333	8,131.12
Mar-20	3/12/2020	83535	DOMINION ENERGY	Multiple	7,943.46
Mar-20	3/18/2020	31820	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	6,879.09
Mar-20	3/11/2020	31120	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	6,272.02
Mar-20	3/18/2020	31823	NAPA AUTO PARTS	Multiple	5,755.50
Mar-20	3/19/2020	83559	LIFE-ASSIST, INC	Multiple	5,376.70
Mar-20	3/19/2020	83563	UTAH DEPT WORKFORCE SERVICES	Multiple	5,116.74
Mar-20	3/25/2020	83577	UNIVERSITY MEDICAL BILLING	Multiple	4,897.00
Mar-20	3/5/2020	83524	DOMINION ENERGY	Multiple	4,815.86
Mar-20	3/11/2020	1	TRANSFER FUNDS FOR PATIENT REFUNDS - 03/11/20	N/A	4,500.00
Mar-20	3/19/2020	83557	GALLAGHER BENEFIT SERVICES, INC	196082	4,500.00
Mar-20	3/25/2020	83575	ROWLAND, GERALD KIM	43862	4,166.67

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\2020-03 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
MARCH 2020

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Mar-20	3/25/2020	83569	DOMINION ENERGY	Multiple	3,311.52
Mar-20	3/25/2020	83582	FIDELITY SECURITY LIFE INSURANCE CO	164192124	3,201.45
Mar-20	3/12/2020	83533	DEPARTMENT OF PSYCHIATRY	2020102	2,677.50
Mar-20	3/25/2020	83568	CUSTOM BENEFIT SOLUTIONS	Multiple	2,307.00
Mar-20	3/4/2020	30424	SERVICEMASTER OF SALT LAKE	133167AB	2,250.00
Mar-20	3/25/2020	83592	FIREFIGHTERS CREDIT UNION	03252020TV	2,098.39
Mar-20	3/12/2020	83554	FIREFIGHTERS CREDIT UNION	03102020TV	2,054.93
Mar-20	3/5/2020	83523	CUSTOM BENEFIT SOLUTIONS	33475	1,978.00
Mar-20	3/25/2020	83573	KRONOS INCORPORATED	Multiple	1,850.08
Mar-20	3/19/2020	83564	WASATCH FRONT WASTE RECYCLE DIST	Multiple	1,742.00
Mar-20	3/19/2020	83558	KRONOS INCORPORATED	11574893	1,679.36
Mar-20	3/25/2020	83583	FIREFIGHTERS CREDIT UNION	03252020SF	1,671.47
Mar-20	3/25/2020	83588	PUBLIC EMPLOYEES LT DISABILITY	3252020	1,660.20
Mar-20	3/12/2020	83546	FIREFIGHTERS CREDIT UNION	03102020ST	1,629.12
Mar-20	3/12/2020	83549	OFFICE OF RECOVERY SERVICES	3102020	1,555.68
Mar-20	3/25/2020	83586	OFFICE OF RECOVERY SERVICES	3252020	1,555.68
Mar-20	3/12/2020	83539	METALMART, INC.	Multiple	1,325.51
Mar-20	3/25/2020	83566	CANON FINANCIAL SERVICES, INC.	Multiple	1,063.03
Mar-20	3/5/2020	83525	JAN-PRO OF UTAH	Multiple	960.00
Mar-20	3/24/2020	32423	VEHICLE LIGHTING SOLUTIONS, INC	7040	814.32
Mar-20	3/12/2020	83544	UTAH BROADBAND, LLC	Multiple	597.00
Mar-20	3/19/2020	83556	DOMINION ENERGY	G-#101 2/20	497.32
Mar-20	3/11/2020	31121	GOLD CUP SERVICES INC.	Multiple	448.50
Mar-20	3/25/2020	83571	JERRY SEINER	706105	413.40
Mar-20	3/25/2020	83570	JERRY SEINER	964279	377.90
Mar-20	3/18/2020	31822	METRO PLUMBING	9506	265.00
Mar-20	3/12/2020	83548	ND CHILD SUPPORT DIVISION	3102020	214.80
Mar-20	3/25/2020	83585	ND CHILD SUPPORT DIVISION	3252020	214.80
Mar-20	3/25/2020	83578	UTAH BROADBAND, LLC	919032	199.00
Mar-20	3/24/2020	32422	UNITED SITE SERVICES	114-10019500	191.78
Mar-20	3/12/2020	83542	SNOWBIRD RESORT LLC	Multiple	188.93
Mar-20	3/12/2020	83552	UNIFIED POLICE FEDERATION	3102020	171.00
Mar-20	3/25/2020	83590	UNIFIED POLICE FEDERATION	3252020	171.00
Mar-20	3/12/2020	83531	COPPERTON IMPROVEMENT DISTRICT	W-#115 2/20	143.00
Mar-20	3/18/2020	31824	VEHICLE LIGHTING SOLUTIONS, INC	6643	111.94
Mar-20	3/5/2020	83528	MCNEIL & COMPANY, INC	Multiple	107.08
Mar-20	3/19/2020	83561	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 2/20	103.52
Mar-20	3/11/2020	31122	QUALITY TIRE COMPANY	177159-00	95.00
Mar-20	3/25/2020	83574	ROCKY MOUNTAIN WATER COMPANY	120108	94.50
Mar-20	3/12/2020	83551	UHEAA	03102020MW	78.48
Mar-20	3/11/2020	31123	VEHICLE LIGHTING SOLUTIONS, INC	6642	71.25
Mar-20	3/5/2020	83527	ROCKY MOUNTAIN WATER COMPANY	Multiple	69.80
Mar-20	3/25/2020	83576	STAR360FEEDBACK	3591	65.00
Mar-20	3/4/2020	30423	APPARATUS EQUIPMENT & SERVICE, INC	20-IV-3519B	56.00

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

X:\Board Docs\2020-03 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
MARCH 2020

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Mar-20	3/12/2020	83541	SATCOM GLOBAL INC.	AI03200745	45.64
Mar-20	3/12/2020	83553	UTAH STATE TAX COMMISSION	03102020SC	40.00
Mar-20	3/25/2020	83591	UTAH STATE TAX COMMISSION	03252020SC	40.00
Mar-20	3/25/2020	83572	JOHNSON ROBERTS & ASSOCIATES, INC.	142320	35.00
Mar-20	3/25/2020	83589	UHEAA	03252020MW	21.20
Mar-20	3/12/2020	83540	ROCKY MOUNTAIN WATER COMPANY	119553	19.50
					<u>\$ 7,185,578.71</u>

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\2020-03 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING
MARCH 2020

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Mar-20	3/12/2020	7414	COMPUNET, INC	Multiple	\$ 67,005.44
Mar-20	3/31/2020	2	EOC TRANSFER - 3/25/2020 PAYROLL	N/A	65,763.86
Mar-20	3/31/2020	1	EOC TRANSFER - 3/10/2020 PAYROLL	N/A	48,532.45
Mar-20	3/31/2020	3	FUNDS TRANSFER FROM EM TO FIRE - FEBRUARY PCARDS	N/A	12,776.95
Mar-20	3/19/2020	7418	SATCOM GLOBAL INC.	AI03200580	5,355.68
Mar-20	3/19/2020	7417	ROCKY MTN POWER	E-EOC 2/20	3,248.19
Mar-20	3/19/2020	7421	WELLS FARGO ADVISOR FBO UFA4064-8710	3/16/20J	3,026.12
Mar-20	3/4/2020	30426	SERVICEMASTER OF SALT LAKE	133167BB	1,500.00
Mar-20	3/25/2020	7422	UTAH LOCAL GOVERNMENTS TRUST	1581893C	1,458.80
Mar-20	3/5/2020	7412	EAGLE EYE PROMOTIONS	64632	1,442.50
Mar-20	3/12/2020	7416	STATE OF UTAH - GASCARD	Multiple	1,223.96
Mar-20	3/19/2020	7419	SYRINGA NETWORKS, LLC	20MAR0218	1,175.00
Mar-20	3/4/2020	30425	LES OLSON COMPANY	558782UFAB	1,096.70
Mar-20	3/11/2020	31125	WAXIE SANITARY SUPPLY	78941561	822.45
Mar-20	3/5/2020	7411	DOMINION ENERGY	G-EOC 2/20	746.16
Mar-20	3/5/2020	7413	POWER STROKES PAINTING INC.	1757	707.01
Mar-20	3/11/2020	31124	GOLD CUP SERVICES INC.	Multiple	429.38
Mar-20	3/18/2020	31826	WAXIE SANITARY SUPPLY	78949971	369.95
Mar-20	3/25/2020	7423	PUBLIC EMPLOYEES HEALTH PROGRAM	02292020EOC	268.86
Mar-20	3/24/2020	32424	WAXIE SANITARY SUPPLY	Multiple	198.61
Mar-20	3/12/2020	7415	LEADS	43867	100.00
Mar-20	3/19/2020	7420	WASATCH FRONT WASTE RECYCLE DIST	6852C	88.00
					\$ 217,336.07

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND
MARCH 2020

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Mar-20	3/12/2020	83530	COMPUNET, INC	Multiple	\$ 10,500.74
					<u><u>\$ 10,500.74</u></u>

FY19/20 WEIGHTED VOTE - UNIFIED FIRE AUTHORITY

50% POPULATION - 50% MEMBER FEE - APRIL 21, 2020 TO JUNE 30, 2020			
<u>Member</u>	<u>POPULATION</u>	<u>MEMBER FEE</u>	<u>50/50</u>
Alta Town	0.09%	0.28%	0.18%
Brighton	0.06%	1.22%	0.64%
Copperton Metro Township	0.19%	0.11%	0.15%
Cottonwood Heights City	7.97%	6.89%	7.43%
Eagle Mountain City	8.21%	6.15%	7.18%
Emigration Metro Township	0.38%	0.84%	0.61%
Herriman City	10.18%	8.47%	9.33%
Holladay City	7.37%	4.67%	6.02%
Kearns Metro Township	8.35%	4.31%	6.33%
Magna Metro Township	6.50%	3.71%	5.11%
Midvale City	8.12%	7.48%	7.80%
Millcreek City	14.29%	17.97%	16.13%
Riverton City	10.48%	10.77%	10.62%
Salt Lake County Unincorporated	2.35%	14.81%	8.58%
Taylorsville City	14.12%	11.52%	12.82%
White City Metro Township	1.33%	0.82%	1.07%
TOTAL	100.00%	100.00%	100.00%

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF MARCH 31, 2020**

FIRE REVENUES	Total	Budget	Unearned	% of Budget
Alta	\$ 114,499	\$ 152,665	\$ 38,166	75.0
Cottonwood Heights	2,864,117	3,818,822	954,706	75.0
Unified Fire Service Area	36,766,158	49,086,896	12,320,738	74.9
Holladay	1,940,178	2,586,904	646,726	75.0
MIDA contract	50,000	50,000	-	100.0
MEMBER FEES & SERVICE CONTRACTS	41,734,951	55,695,287	13,960,336	74.9
Ambulance service fees	5,204,115	7,500,000	2,295,885	69.4
Collections revenues	150,268	-	(150,268)	0.0
AMBULANCE OPERATIONS	5,354,383	7,500,000	2,145,617	71.4
SL County canyon recreation area fees	3,175,714	3,175,714	-	100.0
CERT class fees	-	5,500	5,500	0.0
Fire and medical report fees	3,082	4,500	1,418	68.5
Hazmat & tank permit fees	131,296	135,000	3,704	97.3
Firewatch	7,050	7,000	(50)	100.7
Fireworks permit fees	2,875	4,000	1,125	71.9
Blast permits	-	2,450	2,450	0.0
Paramedic & PA school fees	11,500	13,500	2,000	85.2
CPR class fees	13,174	8,100	(5,074)	162.6
EMT school fees	56,923	65,000	8,078	87.6
Event billings - Information Outreach	19,205	20,000	795	96.0
Event billings - Special Enforcement	-	20,000	20,000	0.0
OTHER FEES	3,420,906	3,460,764	39,858	98.8
UFSA management fees	147,324	317,150	169,827	46.5
Miscellaneous intergovernmental	320,442	343,013	22,571	93.4
Municipal EM planner reimbursement	74,208	135,000	60,793	55.0
INTERGOVERNMENTAL REVENUES	541,973	795,163	253,190	68.2
Federal grants	62,463	422,386	359,923	14.8
Donations	4,091	4,091	-	100.0
GRANTS AND DONATIONS	66,554	452,500	385,946	14.7
Interest income	243,264	200,000	(43,264)	121.6
Sale of materials	5,169	-	(5,169)	0.0
Rental income	63,264	94,896	31,632	66.7
USAR reimbursements	363,513	695,794	332,281	52.2
USAR reimbursements - deployments	242,605	242,955	350	99.9
Insurance reimbursements	37,435	24,000	(13,435)	156.0
Miscellaneous revenues	37,139	-	(37,139)	0.0
MISCELLANEOUS INCOME	992,388	1,257,645	265,257	78.9
Transfer from Emergency Services fund	145,000	145,000	-	100.0
Appropriation of fund balance	-	3,751,829	3,751,829	0.0
OTHER FINANCING SOURCES	145,000	3,896,829	3,751,829	3.7
TOTAL FIRE REVENUES	\$ 52,256,155	\$ 73,058,188	\$ 20,802,033	71.5

Note: Balances include payroll through 3/25/2020 and pcards through 2/29/2020.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF MARCH 31, 2020**

				% of
FIRE EXPENDITURES	Total	Budget	Unexpended	Budget
Salaries & wages	24,988,584	37,528,230	12,539,646	66.6
Overtime	3,490,581	3,492,138	1,557	100.0
Benefits	11,694,954	17,293,354	5,598,400	67.6
SALARIES & BENEFITS	<u>\$ 40,174,119</u>	<u>\$ 58,313,722</u>	<u>\$ 18,139,603</u>	<u>68.9</u>
Art & photo services	-	1,000	1,000	0.0
Awards & banquet	9,470	50,000	40,530	18.9
Bank fees	11,372	18,000	6,628	63.2
Community outreach	80	3,500	3,420	2.3
Honor guard & pipe band	4,549	9,000	4,451	50.5
Identification supplies	8,771	17,000	8,229	51.6
Office supplies	36,427	41,700	5,273	87.4
Postage	6,472	11,100	4,628	58.3
Printing charges	7,183	18,800	11,617	38.2
Subscriptions & memberships	28,847	47,290	18,443	61.0
GENERAL & ADMINISTRATIVE	<u>\$ 113,171</u>	<u>\$ 217,390</u>	<u>\$ 104,219</u>	<u>52.1</u>
Bedding & linen	10,105	15,000	4,895	67.4
Books, publications & subscriptions	55,998	57,588	1,590	97.2
Clothing provisions	420,618	505,250	84,632	83.2
Dining & kitchen supplies	4,559	4,500	(59)	101.3
Emergency activations	8,313	9,313	1,000	89.3
Food provisions	31,863	52,900	21,037	60.2
Gasoline, diesel, oil & grease	316,010	500,000	183,990	63.2
Janitorial supplies and service	61,313	53,500	(7,813)	114.6
Medical supplies	377,843	508,500	130,657	74.3
Physical exams	88,921	160,300	71,379	55.5
Training supplies	3,408	22,000	18,592	15.5
Canine expenses	1,384	5,000	3,616	27.7
Expenses to be reimbursed by related organization(s)	59,309	61,000	1,691	97.2
OPERATING COSTS	<u>\$ 1,439,644</u>	<u>\$ 1,954,851</u>	<u>\$ 515,207</u>	<u>73.6</u>
Liability insurance & claims	387,483	472,500	85,017	82.0
Ambulance - State Medicaid assessment	187,403	350,000	162,597	53.5
UCANN	-	45,000	45,000	0.0
Dispatch service contract	729,850	741,550	11,700	98.4
CONTRACTUAL COSTS	<u>\$ 1,304,736</u>	<u>\$ 1,609,050</u>	<u>\$ 304,314</u>	<u>81.1</u>
Auditor	8,900	8,900	-	100.0
Contract hauling	-	1,000	1,000	0.0
Intergovernmental expenditures	-	4,000	4,000	0.0
Professional fees	911,923	1,098,575	186,652	83.0
Ambulance service fees	185,755	350,000	164,245	53.1
PROFESSIONAL SERVICES	<u>\$ 1,106,578</u>	<u>\$ 1,462,475</u>	<u>\$ 355,897</u>	<u>75.7</u>
GRANT PURCHASES	<u>\$ 21,475</u>	<u>\$ 448,409</u>	<u>\$ 426,934</u>	<u>4.8</u>
Miscellaneous rental	18,801	30,000	11,199	62.7
Rent of buildings	110,002	147,000	36,998	74.8
RENT	<u>\$ 128,803</u>	<u>\$ 177,000</u>	<u>\$ 48,197</u>	<u>72.8</u>

Note: Balances include payroll through 3/25/2020 and pcards through 2/29/2020.

UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF MARCH 31, 2020

FIRE EXPENDITURES (Continued)	Total	Budget	Unexpended	% of Budget
Maintenance of machinery & equipment	58,745	140,500	81,755	41.8
Maintenance of buildings & grounds	149,178	322,500	173,322	46.3
Maintenance of office equipment	106	2,000	1,894	5.3
Software maintenance	316,987	436,900	119,913	72.6
Vehicle maintenance	517,866	775,000	257,134	66.8
Vehicle repairs - accident related	27,198	50,000	22,802	54.4
REPAIR & MAINTENANCE	<u>\$ 1,070,080</u>	<u>\$ 1,726,900</u>	<u>\$ 656,820</u>	<u>62.0</u>
Communications equipment	30,837	85,000	54,163	36.3
Computer equipment	57,064	126,500	69,436	45.1
Computer software	2,624	21,600	18,976	12.1
Small equipment noncapital	303,575	475,230	171,655	63.9
Small equipment - photography	538	1,000	462	53.8
Training props	15,524	39,000	23,476	39.8
Visual & audio aids	647	2,500	1,853	25.9
SOFTWARE & EQUIPMENT	<u>\$ 410,809</u>	<u>\$ 750,830</u>	<u>\$ 340,021</u>	<u>54.7</u>
Education, training & certifications	91,579	176,305	84,726	51.9
Travel & transportation	97,178	120,000	22,822	81.0
Mileage reimbursement	408	2,000	1,592	20.4
TRAINING & TRAVEL	<u>\$ 189,165</u>	<u>\$ 298,305</u>	<u>\$ 109,140</u>	<u>63.4</u>
Computer lines	144,418	200,250	55,832	72.1
Heat & fuel	93,431	130,000	36,569	71.9
Light & power	184,791	300,000	115,209	61.6
Sanitation	18,724	32,000	13,276	58.5
Telephone	52,951	77,500	24,549	68.3
Telephone - cellular	88,191	193,500	105,309	45.6
Water & sewer	60,919	85,200	24,281	71.5
UTILITIES	<u>\$ 643,425</u>	<u>\$ 1,018,450</u>	<u>\$ 375,025</u>	<u>63.2</u>
Capital outlay	4,746	150,000	145,254	3.2
Principal payment on capital lease	3,189,208	3,235,730	46,522	98.6
Principal payment on related party note payable	85,339	114,357	29,018	74.6
Interest expense	337,802	358,675	20,873	94.2
CAPITAL OUTLAY & LONG-TERM DEBT	<u>\$ 3,617,095</u>	<u>\$ 3,858,762</u>	<u>\$ 241,667</u>	<u>93.7</u>
TRANSFER TO FIRE VEHICLE REPLACEMENT FUND	-	1,057,916	1,057,916	0.0
TRANSFER TO WILDLAND	-	164,128	164,128	0.0
CONTRIBUTION TO FUND BALANCE	-	-	-	0.0
FUND TRANSFERS & CONTRIBUTIONS	<u>\$ -</u>	<u>\$ 1,222,044</u>	<u>\$ 1,222,044</u>	<u>0.0</u>
TOTAL FIRE EXPENDITURES	<u>\$ 50,219,100</u>	<u>\$ 73,058,188</u>	<u>\$ 22,839,088</u>	<u>68.7</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 2,037,055</u>	<u>\$ -</u>		

Note: Balances include payroll through 3/25/2020 and pcards through 2/29/2020.

UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - ENTERPRISE FUND (WILDLAND)
AS OF MARCH 31, 2020

WILDLAND REVENUES	Total	Budget	Unearned	% of Budget
Wildland reimbursements - Hand crew	835,223	850,000	14,777	98.3
Wildland reimbursements - Engine 302	126,664	250,000	123,336	50.7
Wildland reimbursements - Engine 301	116,152	250,000	133,848	46.5
Wildland reimbursements - Single resource	295,392	600,000	304,608	49.2
Wildland reimbursements - Camp Williams	18,776	100,000	81,224	18.8
Camp Williams contract	463,167	605,922	142,755	76.4
State grants	37,915	64,000	26,085	59.2
Transfer from General Fund	-	164,128	164,128	0.0
Appropriation of net assets	-	105,271	105,271	0.0
TOTAL WILDLAND REVENUES	\$ 1,893,290	\$ 2,989,321	\$ 1,096,031	63.3
WILDLAND EXPENSES	Total	Budget	Unexpended	% of Budget
Salaries & benefits	1,618,859	2,300,583	681,724	70.4
Awards	3,644	5,000	1,356	72.9
Books, publications & subscriptions	186	1,200	1,014	15.5
Capital outlay	20,000	20,000	-	100.0
Clothing provisions	1,982	46,500	44,518	4.3
Communication equipment	1,419	27,000	25,581	5.3
Capital lease payments	132,970	132,971	1	100.0
Computer equipment	4,157	3,000	(1,157)	138.6
Computer lines	-	600	600	0.0
Computer software	-	1,000	1,000	0.0
Education, training & certifications	1,835	2,000	165	91.8
Food provisions	17,108	26,500	9,392	64.6
Gasoline, diesel, oil & grease	22,378	45,000	22,622	49.7
Heat & fuel	964	1,000	36	96.4
Interest expense	8,222	8,222	-	100.0
Janitorial supplies and service	71	500	429	14.2
Light & power	1,707	2,500	793	68.3
Maintenance of machinery & equipment	2,423	3,500	1,077	69.2
Maintenance of buildings	446	3,500	3,054	12.7
Medical supplies	102	1,500	1,398	6.8
Miscellaneous rental	2,275	2,845	570	80.0
Office supplies	804	1,500	696	53.6
Professional fees	377	1,825	1,448	20.7
Postage	167	50	(117)	334.0
Physical exams	5,722	12,525	6,803	45.7
Sanitation	-	1,000	1,000	0.0
Small equipment	28,452	66,000	37,548	43.1
Subscriptions & memberships	490	1,400	910	35.0
Telephone services	2,299	9,400	7,101	24.5
Travel & transportation	58,084	117,000	58,916	49.6
Vehicle maintenance	22,216	56,000	33,784	39.7
Water & sewer	645	850	205	75.9
Contribution to Fund Balance	-	86,850	86,850	0.0
TOTAL WILDLAND EXPENSES	\$ 1,960,004	\$ 2,989,321	\$ 1,029,317	65.6
REVENUES OVER/(UNDER) EXPENDITURES	\$ (66,714)	\$ -		

Note: Balances include payroll through 3/25/2020 and pcards through 2/29/2020.

UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - SPECIAL REVENUE FUND (EMERGENCY SERVICES)
AS OF MARCH 31, 2020

EOC REVENUES	Actual	Budget	Unearned	% of Budget
SL County emergency fees	\$ 2,418,703	\$ 2,418,703	\$ -	100.0
Federal grants	73,282	155,000	81,718	47.3
Federal grants - CCTA	158,017	967,000	808,983	16.3
Appropriated fund balance	-	472,600	472,600	0.0
Interest income	24,988	20,000	(4,988)	124.9
Miscellaneous revenue	5,642	-	(5,642)	0.0
TOTAL EOC REVENUES	\$ 2,680,632	\$ 4,033,303	\$ 1,352,671	66.5

EOC EXPENDITURES	Total	Budget	Unexpended	% of Budget
Salaries & benefits	\$ 930,402	\$ 1,604,075	\$ 673,673	58.0
Books, publications & subscriptions	25	1,000	975	2.5
Capital outlay	552,893	556,600	3,707	99.3
Clothing provisions	3,438	5,000	1,562	68.8
Communication equipment	4,617	5,000	383	92.3
Community outreach	2,982	12,450	9,468	24.0
Computer equipment	25,373	29,500	4,127	86.0
Computer software	8,225	9,000	775	91.4
Education, training & certifications	6,025	25,000	18,975	24.1
Emergency activations	122,238	10,000	(112,238)	1222.4
Maintenance of building & grounds	58,919	53,500	(5,419)	110.1
Maintenance of machinery & equipment	20	9,000	8,980	0.2
Maintenance of office equipment	7,302	34,000	26,698	21.5
Food provisions	9,112	20,000	10,888	45.6
Gasoline, diesel, gas & grease	12,611	18,000	5,389	70.1
Grant purchases	470,704	783,478	312,774	60.1
Identification supplies	775	1,000	225	77.5
Janitorial supplies and service	20,497	20,500	3	100.0
Miscellaneous rental	13,236	-	(13,236)	0.0
Office supplies	4,598	10,000	5,402	46.0
Professional fees	161,880	270,000	108,120	60.0
Postage	-	-	-	0.0
Printing charges	736	10,000	9,264	7.4
Small equipment	18,252	43,700	25,448	41.8
Software maintenance	105,858	98,000	(7,858)	108.0
Subscriptions & memberships	14,339	7,000	(7,339)	204.8
Telephone service	3,917	25,500	21,583	15.4
Telephone - cellular	29,582	25,000	(4,582)	118.3
Travel & transportation	20,292	30,000	9,708	67.6
Utilities	51,759	104,000	52,241	49.8
Vehicle maintenance	4,338	8,000	3,662	54.2
Transfer to General fund	145,000	145,000	-	100.0
Transfer to EOC Vehicle Replacement fund	60,000	60,000	-	100.0
TOTAL EOC EXPENDITURES	\$ 2,869,945	\$ 4,033,303	\$ 1,163,358	71.2

REVENUES OVER/(UNDER) EXPENDITURES **\$ (189,313)** **\$ -**

Note: Balances include payroll through 3/25/2020 and pcards through 2/29/2020.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - CAPITAL PROJECTS FUNDS
AS OF MARCH 31, 2020**

FIRE CAPITAL REPLACEMENT

	<u>Total</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
REVENUES				
Transfer from General fund	\$ -	\$ 1,057,916	\$ 1,057,916	0.0
Interest income	39,951	50,000	10,049	79.9
Sale of capital assets	307,219	271,219	(36,000)	113.3
Sale of materials	1,600	-	(1,600)	0.0
TOTAL FIRE VEHICLE REPLACEMENT	\$ 348,770	\$ 1,400,455	\$ 1,051,685	24.9
EXPENDITURES	Total	Budget	Unexpended	
Capital outlay - light fleet (financed)	\$ -	\$ -	\$ -	0.0
Capital outlay - light fleet (cash)	14,122	21,320	7,198	66.2
Capital outlay - computer equipment (financed)	(133)	63,900	64,033	-0.2
Capital outlay - station equipment (cash)	58,134	66,950	8,816	86.8
Capital outlay - building & improvements (financed)	(1,740)	-	1,740	0.0
Capital outlay - building & improvements (cash)	62,047	65,400	3,353	94.9
Noncapital equipment (cash)	203,692	170,840	(32,852)	119.2
Bank fees	-	1,575	1,575	0.0
Contribution to fund balance	-	1,010,470	1,010,470	0.0
TOTAL FIRE VEHICLE REPLACEMENT	\$ 344,494	\$ 1,400,455	\$ 1,055,961	24.6
REVENUES OVER/(UNDER) EXPENDITURES	\$ 4,276	-		

EOC CAPITAL REPLACEMENT

	<u>Total</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
REVENUES				
Transfer from EOC fund	\$ 60,000	\$ 60,000	\$ -	100.0
Appropriation of/(Contribution to) fund balance	-	-	-	0.0
TOTAL EOC VEHICLE REPLACEMENT	\$ 60,000	\$ 60,000	\$ -	100.0
EXPENDITURES	Total	Budget	Unexpended	% of Budget
Capital outlay	\$ 60,176	\$ 60,000	\$ (176)	100.3
TOTAL EOC VEHICLE REPLACEMENT	\$ 60,176	\$ 60,000	(176)	100.3
REVENUES OVER/(UNDER) EXPENDITURES	\$ (176)	\$ -	\$ 176	



UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors
FROM: Dan Petersen, Fire Chief
DATE: April 21, 2020

SUBJECT: Establishing the Pay Rate for the Operations Chief Position and Modifying the Pay Plan for the Assistant Chief Position

BACKGROUND:

As previously discussed, I have created a new rank of Operations Chief, which replaces the District Chief rank. This will be a single position, working a day-shift schedule, whose primary function is to plan, organize, direct and control the activities and programs related to emergency response operations, directly supervising all shift Battalion Chiefs.

The Operations Chief will be a member of Command Staff and will report to the Assistant Chief of Emergency Services. The position is designated as FLSA-exempt and not eligible for overtime.

I've attached a job description further explaining the duties, responsibilities and requirements of the position.

REQUEST:

I am proposing to set the pay rate for the Operations Chief position at \$139,828 (10% below the current top-step rate (\$153,811) for Assistant Chief.

In order to incorporate the 10% differential between the two ranks, I am also proposing that the pay plan for the Assistant Chief be modified from the current three-step plan to a single step, maintaining the existing top-step rate (\$153,811).

I have attached a modified pay plan for the two position, for adoption by the UFA Board. The previous Assistant Chief pay plan, which was adopted by Board Resolution as part of the Final Budget in 2019, is attached for reference. If approved, the modified pay plan would replace the existing one, with an effective date of May 1, 2020.

UNIFIED FIRE AUTHORITY

ASSISTANT CHIEF PAY PLAN

(3 steps with a 31.9% differential from District Chief at the top step)

July 1 through December 31, 2019 the scale will reflect the 2% COLA

\$137,981	\$141,776	\$145,682
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From January 1 to June 30, 2020, the pay scale will reflect the additional 5.58% bump

\$145,680	\$149,687	\$153,811
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UNIFIED FIRE AUTHORITY

EXEMPT SWORN POSITIONS PAY PLAN

Effective May 1, 2020

OPERATIONS CHIEF	\$139,828
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ASSISTANT CHIEF	\$153,811
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UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: Operations Chief
SECTION: Emergency Services
DATE: April, 2020

BASIC FUNCTION OF THE POSITION:

The Operations Chief plans, organizes, directs and controls the activities and programs related to emergency response operations, directly supervising all shift Battalion Chiefs.

The Operations Chief participates in the leadership of UFA as a member of Command Staff.

The Operations Chief is highly accountable to demonstrating the values adopted by the UFA and striving to meet the adopted expectations of UFA leaders.

SUPERVISION RECEIVED:

The Operations Chief functions under the supervision of the Assistant Chief of Emergency Services. The position is FLSA- exempt (not eligible for overtime except in rare, special circumstances as outlined in UFA Policy and Procedure, Overtime and Compensatory Time).

SUPERVISION EXERCISED:

The Operations Chief directly supervises all shift Battalion Chiefs and may supervise the Staffing Captains. Supervision is exercised in accordance with UFA policies and procedures.

PRINCIPAL RESPONSIBILITIES:

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Directly manages and leads the shift Battalion Chiefs in ensuring safe and effective operations, appropriate strategy and tactics and coordinated response to all types of emergency incidents.
- Develops and interprets personnel rules, policies, and procedures, participates in testing and selection processes and investigates and resolves employment and employee relations issues, in support of shift Battalion Chiefs.
- Functions as the single point of contact for all shift Battalion Chiefs and provides communication, control, direction and continuity of operations across all three platoons; functions as the “clearing house” for the Emergency Operations calendar.

- Develops, evaluates and modifies expectations, performance standards and goals for emergency response operations in alignment with organizational goals and strategies and within budget parameters.
- Coordinates, and works collaboratively, with Fire Training, Emergency Medical Services, and other UFA Divisions, to meet the needs of Emergency Operations.
- Oversees the Staffing Office, including administering vacation draw, balancing platoon assignments, making complex staffing decisions and ensuring all policies associated with staffing procedures are current and effective.
- May assume command of, or be in a support role, at major incidents. Provides executive level command and control direction regarding resource utilization, deployment, and staffing during major emergencies, disasters or extreme staffing conditions.
- Interfaces or coordinates, at the Operations level, with neighboring agencies, VECC (Valley Emergency Communications Center) and various alliance groups (Alliance OPS Group and Valley Training Alliance and Medical Training Alliance) to support Emergency Operations.
- Performs other duties of a similar nature or level.

TYPICAL DECISIONS:

Decisions are critical in nature and involve complex responses to all types of emergency incidents. Decisions impact a large number of employees and reflect on the organization as a whole. Work in this position requires considerable independence and professional decision-making. Decisions involve confidential information and require significant knowledge, analysis and thought.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- UFA rules, regulations, and procedures, budgeting, and purchasing
- Federal, state, and local laws and regulations related to fire protection, firefighting, and employee safety
- Use of computers and computerized programs
- Incident command and control strategies and tactics
- Effective leadership principles and expectations
- Principles of employee supervision and personnel management including labor relations, training, disciplining of personnel, and information systems

Skill in:

- Coordinating multiple priorities and programs
- Establishing and maintaining effective working relationships with others, especially in sensitive relationships with representatives of other agencies or governmental units, employee associations, and citizen groups

Ability to:

- Maintain managerial control under extremely stressful conditions
- Make life or death decisions during emergency situations
- Work safely without presenting a direct threat to self or others
- Work in a teamwork environment
- Counsel personnel and conduct performance appraisals.
- Formulate goals and objectives
- Plan, implement, evaluate and direct multiple and varying projects, programs, and activities
- Consistently interpret and administer policies, procedures, and applicable regulations and professional standards
- Adhere to established timelines
- Motivate individuals to meet departmental objectives
- Work cooperatively with the recognized employee organization
- Coordinate and initiate actions, implement decisions and recommendations
- Deal tactfully and persuasively with others in controversial situations
- Communicate effectively through oral presentations, written reports, and in-person discussions
- Drive a UFA vehicle to respond to emergency incidents

MINIMUM EXPERIENCE AND QUALIFICATIONS

1. Currently serving as a Battalion Chief, Division Chief or District Chief
2. Ten years in a merit firefighter position, one of which has been as an Operations Shift Battalion Chief
3. Associate's (A.S. or A.A.S) Degree (or higher) from an institution listed in the U.S. Department of Education's Office of Post-Secondary Education (OPE) database
4. Valid driver's license

Qualifications below must be completed after appointment if not obtained prior to

1. ICS 300 and ICS 400

DESIRABLE QUALIFICATIONS

1. A Bachelor's (B.A. or B.S.) degree (or higher), from an institution listed in the U.S. Department of Education's Office of Post-Secondary Education (OPE) database
2. Center for Public Safety Excellence Certified Chief Fire Officer
3. National Fire Academy Executive Officer Program Graduate
4. NFPA Fire Officer III & IV
5. Operational Training and Wildland Certifications and All-Hazard IMT Certifications

WORKING ENVIRONMENT

The incumbent generally works in a standard office environment. The expected regular work schedule is forty to fifty hours during regular business hours of Monday-Friday, with some executive flexibility, and will also involve evening and weekend hours in order to respond/direct emergency incidents. Response to emergency incidents may occur at any time, day or night. The incumbent may be required to make emergency operational decisions under conditions of extreme physical and/or mental stress either at the scene or from an EOC. Normal and emergency response driving is required. Business travel may also be required.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position requires the individual to sit and stand for long periods. The individual frequently is required to use the arms, hands, and fingers to feel or reach. The sensory requirements for this position include vision, hearing, and touch and the incumbents will be exposed to high heat, noise and stress. The employee in this position must frequently exercise use of good judgment and be able to work with minimal supervision. This position requires good physical condition with the ability to lift up to 50 pounds frequently and over 100 pounds on rare occasions. Position may require occasional wearing of protective equipment, including self-contained breathing apparatus (SCBA). May be occasionally subject to work near moving mechanical equipment, heights, wet and humid conditions, smoke, fumes, airborne particulates and/or caustic chemicals, and be at risk of electrical shock, and vibration.

Classified as an Exempt Merit position in accordance with UFA Policy and Procedure, Employment Status and is FLSA-Exempt (not eligible for overtime except in rare, specific circumstances as outlined in UFA Policy and Procedure, Overtime and Compensatory Time). This position is classified as a Category A position with regard to Staff Vehicle Assignment and Use and Reimbursement.

UNIFIED FIRE AUTHORITY Rules, Policies and Procedures		
Volume I <i>UFA Board Administrative Code of Policies and Procedures</i>	Chapter <i>Personnel</i>	Section 3135 <i>Paramedic Lateral Process</i>

REFERENCES

[UFA Policy and Procedure- Definitions](#)
[UFA Policy and Procedure- Paramedic Skills Evaluation and Remediation Policy](#)
[UFA Policy and Procedure – Filling of Job Vacancies](#)
[UFA Policy and Procedure- New Hire Requirements and Process](#)
[UFA Policy and Procedure- Merit Probation](#)
[UFA Policy and Procedure- Insurance Eligibility](#)
[UFA Professional Development Plan](#)

PURPOSE

To outline the steps and qualifications necessary for a potential candidate currently, or previously (within the two years of the current written examination date), employed by a pre-hospital or first-responder agency to apply and participate in a new hire examination and be considered as a Paramedic Lateral candidate by Unified Fire Authority (UFA).

POLICY

1.0 Paramedic Lateral Hiring Process

- 1.1. Interested and qualified candidates will need to apply for the process through the Human Resources Division and be evaluated by the Emergency Medical Services (EMS) Division prior to the written examination. Paramedic Lateral candidates must successfully pass an evaluation process as outlined in the UFA Policy and Procedure - Paramedic Skills Evaluation and Remediation
 - 1.1.1 The EMS Division will notify the Human Resources Division of the candidate's evaluation results and the Human Resource Division will notify the candidate.
 - 1.1.2 Candidates who do not pass the evaluation process are still eligible to continue through the New Hire Firefighter Testing process, but if selected, are not eligible to receive any recognition for base salary as described in paragraph 2.0.
 - 1.1.3 Candidates must complete and score high enough on the Firefighter Written Examination to advance to the interview/physical agility portion of the process.
 - 1.1.4 Candidates will be placed on the New Hire Firefighter Registry; there will not be a separate paramedic-only hiring registry.
- 1.2. Recognition for *base salary* may be given to selected candidates who have been employed as a full-time paramedic for a pre-hospital based first responder agency. The employee's previous base salary will be verified by the Human Resource Division.

UNIFIED FIRE AUTHORITY Rules, Policies and Procedures		
Volume I <i>UFA Board Administrative Code of Policies and Procedures</i>	Chapter <i>Personnel</i>	Section 3135 <i>Paramedic Lateral Process</i>

- 1.2.1. Candidates successfully hired through the Paramedic Lateral process, and in accordance with UFA Policy and Procedure, Filling of Job Vacancies, may receive base salary recognition up to Step 6, Paramedic I, on the Firefighter Pay Plan.
 - 1.2.1.1 The selected candidate will be placed in the step that best corresponds with their previous base salary but will not exceed Step 6 on the Firefighter Pay Plan. The employee will continue from that step forward, with regard to annual increases and promotional increases.
 - 1.2.1.2 Candidates will be compensated at the salary level identified (Paramedic I Steps 1-6) during recruit the initial year of probation.
 - 1.2.1.3 Candidates must either be currently employed as a Paramedic in a pre-hospital based or first responder agency or have been employed as such within two years preceding the current written examination date.
- 1.3. The recognition of base salary for the purpose of pay is not a year-for-year time credit, and does not apply to, or affect, the employee's seniority date or service date, and is therefore not recognized for benefits associated with those dates (i.e. promotional time requirements, station bids, vacation draws, seniority points for examinations, reductions-in-force, etc.) Individuals hired through the Paramedic Lateral process will also be required to compete a one-year probation as outlined in UFA Policy and Procedure, Merit Probation policy
 - 1.3.1 After completion of the one year of probation, individuals who were hired through the Paramedic Lateral process may qualify for Paramedic II base salary, if qualified as outlined in the PDP.
- 1.4. Individuals selected through the hiring process will be required to successfully pass a background investigation, medical examination, new-hire drug test, and other requirements, as outlined in UFA Policy and Procedure - New Hire Requirements and Process
- 1.5. Candidates offered a position will be required to successfully complete a full recruit camp through the Fire Training Division.

New policy dated:



UNIFIED FIRE AUTHORITY

MEMORANDUM

20-052

April 2, 2020

TO: All Personnel

FROM: Chief Petersen

SUBJECT: Paid Leave Related to COVID-19: Effective Until Further Notice

To minimize and reduce workplace exposures of COVID-19, to protect the health and safety of our employees and to address the concern and needs of our staff, UFA has implemented the following paid leave practices to mitigate the potential impacts of COVID-19 for all employees (Full time, part time, and seasonal):

- Employees who are sent home from work, or call in sick for a scheduled shift or workday, with COVID-19 related symptoms (currently identified as persistent dry cough, fever of 100.4 or higher, shortness of breath, or known exposure to someone who has tested positive), will be directed to acquire testing, if permissible, and provide the results.
 - The initial 24 hours (for sworn Operations employees), 12 or 24 hours (for scheduled part-time EMS employees) or 8/10 hours (for full-and part-time day-staff employees, including Wildland seasonal employees, commensurate with their normal working schedule) will be provided as paid administrative leave, irrespective of the test results.
 - If the COVID-19 test is positive, the employee will be placed on administrative leave, to cover all scheduled shifts, until they are cleared to return to work through the COVID-19 return to work process.
 - If the COVID-19 test is negative, or the employee is unable to be tested, the employee will still receive the initial hours of paid administrative leave defined above, but any other leave taken by the employee will come from the employee's leave balances.
- All employees testing positive for COVID-19, either after being sent home with symptoms or after calling in sick with symptoms, will receive paid administrative leave to cover their time off until they are cleared to return to work through the COVID-19 return to work process. Day-staff personnel who are able to work from home following a positive test will be expected to do so if their physical condition allows. Employees who test positive will be assigned a family liaison as well.
- Normal sick leave may be used to care for an illness (including COVID-19) of a member of the employee's immediate family. Our other policies concerning light duty assignments and the sick leave bank may also be applicable and available in certain circumstances. We will continue to do our best to work with our personnel if the employee is in a situation needing to care for the employee's child

whose school or place of care is closed due to COVID-19. Operations employees in these situations should contact the Staffing Office and day-staff employees should contact their supervisor.

- We are also encouraging all employees to call in sick if they are not feeling well, even if they are outside of the symptoms for COVID-19.

As background information, Congress passed the Families First Coronavirus Response Act (the “Act”), effective April 1, 2020, which provides additional leave for specified reasons related to COVID-19 for certain employers. The Act recognizes that employers who have emergency responders providing essential services to the community may be unable to continue providing service, therefore, the Act provides an option to be excluded from these provisions. The category of “emergency responders” includes employees necessary to continue operations of the Department. UFA is deeming all employees as necessary to maintain the operation of the UFA and, therefore, we have opted to exclude all UFA employees from the leave provisions of the Act. We are providing the notice and information required by the Act (FFCRA) in the attached poster even though all employees are currently excluded.

We appreciate your commitment and will continue to evaluate our practices in response to government directives and the evolving nature of this situation.

NOTE: This modification of the leave policy has been temporarily approved by the Fire Chief and will be presented to the Board of Directors for their consideration at the next scheduled Board of Directors Meeting.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

UNIFIED FIRE AUTHORITY
Resolution No. **04-2020 A**
(Authorization for Majority Vote Referendum for Medicare-only Coverage)

A RESOLUTION OF THE UNIFIED FIRE AUTHORITY BOARD OF DIRECTORS
AUTHORIZING AND REQUESTING THAT THAT THE STATE OF UTAH STATE SOCIAL
SECURITY ADMINISTRATION OFFICE CONDUCT A MAJORITY VOTE REFERENDUM
TO ESTABLISH MEDICARE-ONLY COVERAGE FOR EMPLOYEES HIRED PRIOR TO
MARCH 31, 1986

A. All UFA sworn firefighter employees are exempt from, and do not pay, the 6.2% FICA tax rate for eligibility for Social Security. Those hired after March 31, 1986 pay 1.45% in FICA taxes required for eligibility toward Medicare coverage. Those hired prior to March 31, 1986 do not pay either portion.

B. This is due to a Medicare exemption for those hired prior to that date and a 2004 IRS letter ruling that determined the UFA was a “continuous employer” for those employees previously hired by Salt Lake County.

C. There are currently three remaining employees in that exempt category. One of them has requested that the Board authorize a majority-vote employee referendum of those remaining exempt employees to determine whether there is support for ending the exemption for that class of employee and, if passed, beginning to withhold for Medicare coverage by the implementation of the 1.45% FICA tax payments (by both employer and employee).

D. Notice is given to employees in this exempt category that 40 full time quarters of work must be accrued after completion of the referendum for Medicare coverage to be provided.

E. The Board has previously reviewed this issue at its March 17, 2020 meeting and indicated a willingness to allow the vote to go forward. The vote is to be conducted by the Utah

State Social Security Administration Office, and it has requested a formal resolution authorizing the vote.

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

SECTION 1. PURPOSE. The purpose of this Resolution is to authorize, approve, and request that the Utah State Social Security Administration Office conduct the referendum provided for in Section 218(d)(4) of the Social Security Act of the remaining three exempt employees, pursuant to the appropriate requirements thereof, to determine whether there is majority in favor of participating in the Medicare system by implementing the payment of the 1.45% portion of FICA by both employee and employer.

SECTION 2. IMPLEMENTATION. If the majority is in favor of participating in Medicare, the Board authorizes the implementation of the results of the referendum at an appropriate date coinciding with the beginning of a pay period after the conclusion of the referendum as directed by the Utah State Social Security Administrative Office. There will be no “look-back” or payment of FICA taxes for prior time periods and any Medicare FICA payments and accruals will be prospective only from the date of implementation.

SECTION 3. EFFECTIVE DATE. This Resolution will take effect upon approval.

Passed by the Board of the Unified Fire Authority, this 21st day of April, 2020.

UNIFIED FIRE AUTHORITY

By: _____
Chair

APPROVED AS TO FORM:

ATTEST:

Chief Legal Counsel

Clerk