

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## **UNIFIED FIRE AUTHORITY BOARD AGENDA**

May 18, 2021 7:30 a.m.

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

THE PUBLIC MAY ATTEND IN-PERSON OR ELECTRONICALLY VIA ZOOM WEBINAR AT:

<https://zoom.us/j/98255960431?pwd=VW9iWk1KQ0JYTj9lSDIxMS96KzZXZz09>

Password: 123911

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1. Call to Order – Chair Perry
2. Public Comment  
Please limit comments to three minutes each.  
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. May 17, 2021. Emailed comments submitted prior to 7:00 a.m. May 17, 2021, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFA Board, but not read into the meeting record or addressed during the meeting.
3. Minutes Approval – Chair Perry
  - a. April 20, 2021
4. Consent Agenda
  - a. Review of April Disbursements – CFO Hill
5. Committee Updates
  - a. Benefits & Compensation Committee (No meeting) – Chair Dahle
  - b. Governance Committee (No meeting) – Chair Silvestrini
  - c. Finance Committee (Meeting Held 5/6/21) – Chair Stewart
    - i. Recommendation of the Proposed Budget
6. Discussion and Approval of the 2021/2022 Tentative Budget – Chair Perry

7. Consider the Date of June 15, 2021 for Two Public Hearings to Receive and Consider Comments on: – CFO Hill
  - a. Proposed Amendments to the 2020/2021 Fiscal Year Budget
  - b. Final Budget for the 2021/2022 Fiscal Year
8. Public Hearing to Receive and Consider Comments on Proposed Amendments To the 2020/2021 Fiscal Year Budget – CFO Hill
9. Consider Resolution 05-2021A to Approve a Budget Amendment for the 2020/2021 Fiscal Year Budget – CFO Hill
10. Storage Area Network (SAN) – AC Burchett
11. Fire Chief Report – Acting Chief Pilgrim
  - a. CM/CFO Meeting 6/2/21
  - b. PDP Policies
  - c. Battalion Chief Exam Results
  - d. ChamberWest Leadership 5/27/21
  - e. Recruit Graduation 5/26/21
12. Possible Closed Session

The Board may consider a motion to enter Closed Session. A closed meeting described under Utah Code Section 52-4-205 may be held for specific purposes including, but not limited to:

  - a. discussion of the character, professional competence, or physical or mental health of an individual;
  - b. strategy sessions to discuss pending or reasonably imminent litigation;
  - c. strategy sessions to discuss the purchase, exchange, or lease of real property;
  - d. discussion regarding deployment of security personnel, devices, or systems; and
  - e. investigative proceedings regarding allegations of criminal misconduct.

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

Re-Open the Meeting
13. Adjournment – Chair Perry

**The next Board meeting will be held June 15, 2021 at 7:30 a.m. both electronically and at UFA Headquarters located at 3380 South 900 West, Salt Lake City, UT 84119**

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

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

**CERTIFICATE OF POSTING**

The undersigned, does hereby certify that the above agenda notice was posted on this 14<sup>th</sup> day of May, 2021 on the UFA bulletin boards, the UFA website [www.unifiedfire.org](http://www.unifiedfire.org), posted on the Utah State Public Notice website <http://www.utah.gov/pmn/index.html> and was emailed to at least one newspaper of general circulation with the jurisdiction of the public body.

Cynthia Young, UFA Board Clerk



## UNIFIED FIRE AUTHORITY BOARD MINUTES

April 20, 2021 7:30 a.m.

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

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1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:30 a.m.

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

After some discussion, the Board determined to host the May 18, 2021 UFA Board Meeting both electronically via Zoom Webinar and in-person at the ECC.

2. Administer Oath of Office for Chrystal Butterfield

The oath was given to new Council Member Chrystal Butterfield who will be replacing Kearns Mayor Kelly Bush

3. Public Comment

None

Public comment was made available live and with a posted email address

4. Approval of Minutes

Mayor Silvestrini moved to approve the minutes from the March 16, 2021 UFA Board Meeting as submitted

Mayor Peterson seconded the motion

All voted in favor, none opposed

5. Consent Agenda

a. Review of March Disbursements

- No questions

Mayor Silvestrini moved to approve the March disbursements as submitted

Mayor Hale seconded the motion

All voted in favor

6. Committee Updates

- Benefits and Compensation Committee
  - Meeting held 3/25/21
  - Mayor Dahle stated that the Committee has reviewed the budget and has now forwarded it to the Finance Committee
- Governance Committee
  - No meeting held
- Finance Committee
  - Meeting held 4/15/21
    - Chair Stewart stated the Committee has received Chief Petersen's report and the budget
    - The Member Fee is currently holding at a 3.5% increase, the Committee will now review the budget
  - Next meeting scheduled for 5/6/21
    - During this meeting, the Divisions will present their budgets and be prepared for any and all questions

7. Consider Proposal Regarding Ownership of Breathing Air Compressors (BACs)

- These compressors are utilized to fill the SCBA tanks and are owned by both UFA and UFSA
- Currently, there are 7 owned by UFSA, the ask is to transfer ownership to UFA as a regional asset
- In the past, the purchase of these BACs has not been consistent
  - Purchasing has been done by UFSA, UFA, and with bond monies for Herriman Station 123
  - The one purchased on bond won't be clear until 2014, but UFA would assume maintenance responsibility going forward
- Logistics conducted an inventory and determined that if distributed throughout the stations as a regional asset, the BAC count could be reduced from 16 to 12 overall
  - This would then offer a savings of approximately \$5,000-\$6,000 annually in maintenance
- Herriman and Riverton have been included in these discussions and are in support of this idea
- District Administrator Anderson stated that if approved, she would make the same recommendation to the UFSA Board

Mayor Peterson moved that the UFA accept ownership and maintenance responsibility of the 7 BACs currently owned by UFSA

Mayor Overson seconded the motion

Roll call vote taken

|             |   |              |   |
|-------------|---|--------------|---|
| Bailey      | Y | Overson      | Y |
| Bowen       | Y | Perry        | Y |
| Butterfield | Y | Peterson     | Y |
| Dahle       | Y | Silvestrini  | Y |
| Hale        | Y | Sondak       | Y |
| Henderson   | Y | Stewart      | Y |
| Hull        | Y | Theodore     | Y |
| Kanter      | Y | Westmoreland | Y |
| Knopp       | Y |              |   |

8. Consider the Date of May 18, 2021 for a Public Hearing to Receive and Consider Comments on Proposed amendments to the ~~2021/2022~~ 2020/2021 Fiscal Year Budget

Mayor Silvestrini moved to set the date of May 18, 2021 for a Public Hearing to receive and consider comments on the proposed amendments to the 2021/2022 Fiscal Year Budget

Mayor Sondak seconded the motion

All voted in favor, none opposed

Council Member Stewart noted that the agenda stated 2021/2022 Fiscal Year Budget and should be corrected to 2020/2021 Fiscal Year Budget

Mayor Silvestrini amended his motion to correct the Fiscal Year Budget from 2021/2022 to Fiscal Year Budget 2020/2021

Mayor Sondak amended his second to reflect the same

All in favor of amended motion, none opposed

9. Quarterly Financial Report

- CFO Hill reviewed the end of the 3<sup>rd</sup> quarter of FY20/21
- Revenues are on target as expected
  - Ambulance revenues are tracking well
  - Interest income revenue, only 18% collected thus far
    - Have adjusted for this in next year's budget moving forward
- General Fund
  - OT is a bit ahead of the 75%, but in a good spot and able to balance with some under expend in wages
  - Mayor Sondak asked as to the state tax payments
    - CFO Hill stated that this is the income taxes we pay on wages and also from the surplus equipment sales state tax that is paid as well
  - Council Member Stewart asked that in lieu of a banquet/awards ceremony consider bringing in food to each station
    - Chief Petersen stated that Information Outreach has been discussing options and the possibility of expanding the awards ceremony
    - Once IO has determined what they want to do, the decision will be shared with the Board
- WL/EM/Capital Replacement Funds
  - The WL Fund received the budget amendment allowing balancing of the fund
  - EM Fund is in a good place and has been fully supported by SLCo following a very busy year
  - The remaining two Capital Replacement Funds are tracking well with no concerns

Council Member Stewart moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented

Mayor Hale seconded the motion

All voted in favor, none opposed

10. American Rescue Plan Funding

- CFO Hill reviewed a memo regarding COVID expenses and CARES Funding as requested at the March Board Meeting
- Of the \$1.6M expected expenses related to COVID, \$930,000 of eligible expenditures are still outstanding
  - Options to cover these expenditures is to utilize Fund Balance or access this second round of federal funding via the American Rescue Plan
  - The Board approved the use of Fund Balance for now, however, this will reduce the amount of the transfer to the Capital Fund.
  - This memo addresses utilizing the American Rescue Plan and displays a distribution of funding by municipality based on both Member Fee percentage and population
- The consensus of Board Members was to utilize the population formula for distribution
- CFO Hill will forward this information to Board Members and City Managers for consideration at their council meetings
- CFO Hill also reminded the Board that all municipalities contributed funds to UFA from the first round of relief and not all contributed the second round
  - Mayor Silvestrini encourages all municipalities to consider this expenditure
  - Council Member Stewart suggested we take it from the Fund Balance as all contribute equally resulting in no imbalance, use the Fund Balance and replenish the way it was intended
  - Chief reiterated that any monies forwarded to UFA will go to the Capital Fund

Mayor Silvestrini moved to recommend UFA staff pursue COVID-19 expenditure reimbursement as discussed

Mayor Peterson seconded the motion

Council Member Stewart and Council Member Henderson voted opposed

Remaining all voted in favor

11. Fire Chief Report

- HR Director Process
  - Received 68 applications
  - Narrowed to 7 candidates receiving interviews 5/3
  - Mayor Dahle will join three external evaluators for interviews
  - Targeting a July 1 start date
- Medic Lateral Hire
  - UFA Medics are promoting or retiring faster than we can replace them
  - 4 of the 5 promotions to Captain in March were Paramedics and 6 Firefighters are completing Medic school now
  - Medical has receive interest from as many as 8 Firefighters who want to attend Medic School this year
  - 3 additional Medics are transferring from Staff to Operations by July
  - Chief wants to grow the number of Medics to provide more stability in the rank and meet the ALS Staffing requirements since we are unable to “Act in Capacity”, it takes about 6-9 months to train a Paramedic
  - Will be running a Lateral Hire and will incorporate into the next recruit camp
    - Have spent the past year working on a process and a policy in preparation and have support from Labor and the Policy Advisory Committee

- Also working on initiatives to make the position more attractive within the Department to help promote and retain Medics
- Staffing
  - Recently, there has been an increase in Mandatory Staffing, more than desired
  - 5.7% of the OT vacancies have been filled by Mandatory since March 1. 25% of those Mandatory Staffing shifts were to staff peak demand ambulances, we will stop staffing one of the peak demand units using mandatory
  - We over hired by 11 positions for the current academy and through retirements, we are at 5 over hire positions
    - As this will help immensely having a full roster at the start of summer, we have 33 Firefighters in Recruit Camp and 8 instructors who are not yet back on shift
    - These individuals will return by the end of May and will help considerably
  - Command Staff is watching this issue and the impact to employees closely, Chief is pleased we can maintain the four-person staffing, but continues to be concerned about the impact on our employees when Mandatory Staffing is utilized
- Bay Door Painting Proposal
  - AC Burchett and Division Chief Robinson submitted a letter addressing station bay door color and uniformity throughout the stations
  - Station 252 bay doors require painting and Station 118 in Taylorsville bay doors are being replaced
    - Staff is proposing that when painting/replacement/repair of bay doors is needed, and for station builds going forward, that they be painted a standard color that is visible and provides recognition as a fire station – Positive Red Sherwin Williams
    - There will be no impact to the budget as it is on an as needed basis
  - All Board Members agreed with this proposal

12. Closed Session and Adjournment

Mayor Hale moved to temporarily recess the meeting to convene in a closed session to discuss matters as provided by Utah Code Annotated §52-4-205 or 78B-1-137 and, at the conclusion of the closed session, to adjourn this meeting

Mayor Silvestrini seconded the motion

Roll call vote taken

|             |   |              |   |
|-------------|---|--------------|---|
| Bailey      | Y | Overson      | Y |
| Bowen       | Y | Perry        | Y |
| Butterfield | Y | Peterson     | Y |
| Dahle       | Y | Silvestrini  | Y |
| Hale        | Y | Sondak       | Y |
| Henderson   | Y | Stewart      | Y |
| Hull        | Y | Theodore     | Y |
| Kanter      | Y | Westmoreland | Y |
| Knopp       | Y |              |   |

13. Conclusion of Closed Meeting

Mayor Silvestrini moved to conclude the closed meeting and adjourn the April 20, 2021 UFA Board Meeting

Mayor Knopp seconded the motion

Roll call vote taken

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

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey  
Council Member Chrystal Butterfield  
Council Member Gary Bowen  
Mayor Robert Dahle  
Council Member Trish Hull  
Mayor Robert Hale  
Mayor Dan Knopp  
Mayor Kristie Overson  
Mayor Mike Peterson  
Council Member Jared Henderson

Council Member Allan Perry  
Deputy Mayor Catherine Kanter  
Council Member Sheldon Stewart  
Mayor Jeff Silvestrini  
Mayor Harris Sondak  
Mayor Tom Westmoreland  
Council Member Dea Theodore

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

**OTHER ATTENDEES:**

AC Burchett  
AC Higgs  
Aaron Sanborn, Eagle Mountain  
Arriann Woolf  
BC Fossum  
BC Russell  
OC Dern  
Bill Brass  
Captain Bogenschutz

Captain Park  
Captain Simons  
Calogero Ricotta  
Division Chief Case  
Division Chief Ball  
Division Chief Robinson  
Division Chief Torgersen  
Division Chief Widdison  
Jordan Terry, KPFF Architects

Kiyoshi Young  
Kate Turnbaugh  
Lana Burningham  
Larson Wood  
Local 1696  
Matt McFarland  
Nile Easton, DOC  
Paul Jerome, Eagle Mountain  
Rachel Anderson, UFSA



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

| GL Period | Check Date | Ref#    | Vendor Name   | Invoice#   | Check Amount    |
|-----------|------------|---------|---|------------|-----------------|
| Apr-21    | 4/23/2021  | 2       | PAYROLL TRANS FOR 4/15/21 PAY PERIOD                      | N/A        | \$ 1,377,509.86 |
| Apr-21    | 4/9/2021   | 1       | PAYROLL TRANS FOR 3/31/21 PAY PERIOD                      | N/A        | 1,191,766.73    |
| Apr-21    | 4/8/2021   | 84691   | SELECTHEALTH  | 4092021    | 584,633.80      |
| Apr-21    | 4/22/2021  | 6       | URS ACH PAYMENT - 4/23/21 PAYROLL                         | N/A        | 531,987.98      |
| Apr-21    | 4/8/2021   | 2       | URS ACH PAYMENT - 4/9/21 PAYROLL                          | N/A        | 518,507.01      |
| Apr-21    | 4/6/2021   | 4062021 | WELLS FARGO BUSINESS CARD                                 | Multiple   | 271,134.74      |
| Apr-21    | 4/26/2021  | 5       | EFTPS - 4/23/21 PAYROLL                                   | N/A        | 267,638.72      |
| Apr-21    | 4/12/2021  | 1       | EFTPS - 4/9/21 PAYROLL                                    | N/A        | 215,678.97      |
| Apr-21    | 4/26/2021  | 8       | FUNDS TRANSFER - FIRE TO EM FOR SLCO COVID REIMBURSEMENTS | N/A        | 184,684.97      |
| Apr-21    | 4/22/2021  | 7       | STATE TAX ACH PAYMENT - 4/23/21 PAYROLL                   | N/A        | 158,361.87      |
| Apr-21    | 4/15/2021  | 84702   | L.N. CURTIS AND SONS                                      | Multiple   | 104,796.56      |
| Apr-21    | 4/22/2021  | 84717   | DEPARTMENT OF HEALTH                                      | 21H5001038 | 78,105.74       |
| Apr-21    | 4/8/2021   | 84688   | PUBLIC EMPLOYEES HEALTH PROGRAM                           | 44295      | 69,788.73       |
| Apr-21    | 4/22/2021  | 84733   | UTAH LOCAL GOVERNMENTS TRUST                              | Multiple   | 67,465.20       |
| Apr-21    | 4/7/2021   | 40721   | LES OLSON COMPANY   | Multiple   | 57,334.37       |
| Apr-21    | 4/22/2021  | 84721   | FUEL NETWORK  | Multiple   | 49,799.83       |
| Apr-21    | 4/15/2021  | 84698   | FIRETRUCKS UNLIMITED, LLC                                 | Multiple   | 47,877.51       |
| Apr-21    | 4/21/2021  | 42121   | GCS BILLING SERVICES                                      | Multiple   | 35,391.70       |
| Apr-21    | 4/8/2021   | 84674   | SYMBOL ARTS, LLC  | 0370347-IN | 32,925.00       |
| Apr-21    | 4/14/2021  | 41421   | APPARATUS EQUIPMENT & SERVICE, INC                        | Multiple   | 26,227.98       |
| Apr-21    | 4/8/2021   | 84680   | CUSTOM BENEFIT SOLUTIONS, INC.                            | 4092021    | 22,436.63       |
| Apr-21    | 4/22/2021  | 84735   | CUSTOM BENEFIT SOLUTIONS, INC.                            | 4232021    | 22,406.63       |
| Apr-21    | 4/22/2021  | 84729   | ROCKY MTN POWER   | Multiple   | 19,283.82       |
| Apr-21    | 4/22/2021  | 84731   | UNIVERSITY MEDICAL BILLING                                | Multiple   | 19,191.00       |
| Apr-21    | 4/8/2021   | 84679   | AFLAC GROUP INSURANCE                                     | 44295      | 17,619.63       |
| Apr-21    | 4/15/2021  | 84711   | UNIFIED FIRE SERVICE AREA                                 | Multiple   | 15,671.76       |
| Apr-21    | 4/22/2021  | 84713   | COMCAST   | Multiple   | 15,615.04       |
| Apr-21    | 4/8/2021   | 84669   | MORPHO LEADERSHIP DEVELOPMENT                             | Multiple   | 15,000.00       |
| Apr-21    | 4/15/2021  | 84695   | DEPARTMENT OF PSYCHIATRY                                  | Multiple   | 14,043.43       |
| Apr-21    | 4/22/2021  | 84727   | RARESTEP, INC   | INV-3106   | 13,318.67       |
| Apr-21    | 4/21/2021  | 42122   | MAYORS FINANCIAL ADMIN                                    | MFA0000753 | 12,222.39       |
| Apr-21    | 4/8/2021   | 84690   | SELECTHEALTH  | 44295      | 9,466.30        |
| Apr-21    | 4/15/2021  | 84705   | ON LINE UTILITY LOCATING LLC                              | 2300       | 9,150.00        |
| Apr-21    | 4/8/2021   | 84684   | LOCAL 1696 - IAFF   | 44295      | 8,969.61        |
| Apr-21    | 4/22/2021  | 84738   | LOCAL 1696 - IAFF   | 4232021    | 8,914.75        |
| Apr-21    | 4/21/2021  | 42123   | NAPA AUTO PARTS   | Multiple   | 8,685.74        |
| Apr-21    | 4/12/2021  | 4       | TRANSFER FUNDS FOR PATIENT REFUNDS - 04/12/21             | N/A        | 8,298.95        |
| Apr-21    | 4/8/2021   | 84665   | DOMINION ENERGY   | Multiple   | 7,954.24        |
| Apr-21    | 4/15/2021  | 84699   | FULLY INVOLVED STITCHING LLC                              | UFA20211   | 6,800.00        |
| Apr-21    | 4/22/2021  | 84718   | DEPARTMENT OF PSYCHIATRY                                  | 2021138    | 6,312.50        |
| Apr-21    | 4/8/2021   | 84675   | UNIVERSITY OF UTAH  | UFA-2021-3 | 6,240.00        |
| Apr-21    | 4/15/2021  | 84704   | MIDWEST COMMERCIAL INTERIORS                              | 152589     | 5,907.27        |
| Apr-21    | 4/15/2021  | 84712   | XANTIE LLC  | 1592       | 5,231.25        |
| Apr-21    | 4/29/2021  | 84750   | GALLAGHER BENEFIT SERVICES, INC                           | 225990     | 4,500.00        |
| Apr-21    | 4/15/2021  | 84697   | FERRELLGAS  | 1115151136 | 4,406.60        |
| Apr-21    | 4/15/2021  | 84703   | LIFE-ASSIST, INC  | Multiple   | 4,359.18        |
| Apr-21    | 4/8/2021   | 84682   | FIREFIGHTERS CREDIT UNION                                 | Multiple   | 3,722.22        |
| Apr-21    | 4/8/2021   | 84681   | FIDELITY SECURITY LIFE INSURANCE CO                       | 44295      | 3,264.62        |
| Apr-21    | 4/15/2021  | 84706   | PURCELL TIRE CO.  | Multiple   | 3,168.10        |

Note 1: This is a pooled cash account - disbursements listed include those for UFA's Wildland Enterprise fund

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

X:\Board Docs\FY20-21\2021-04 Disbursements\10

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

| GL Period | Check Date | Ref#  | Vendor Name                        | Invoice#     | Check Amount |
|-----------|------------|-------|------------------------------------|--------------|--------------|
| Apr-21    | 4/29/2021  | 84749 | FIRE & POLICE SELECTION, INC       | 19614        | 2,440.35     |
| Apr-21    | 4/22/2021  | 84742 | OFFICE OF RECOVERY SERVICES        | 4232021      | 2,322.91     |
| Apr-21    | 4/22/2021  | 84716 | CUSTOM BENEFIT SOLUTIONS           | Multiple     | 2,290.50     |
| Apr-21    | 4/7/2021   | 40722 | SERVICEMASTER OF SALT LAKE         | 134701A      | 2,250.00     |
| Apr-21    | 4/15/2021  | 84693 | BLOMQUIST HALE EMPLOYEE ASSISTANCE | APR21251     | 2,218.00     |
| Apr-21    | 4/22/2021  | 84737 | FIREFIGHTERS CREDIT UNION          | 04232021TV   | 2,084.11     |
| Apr-21    | 4/22/2021  | 84723 | INTERMOUNTAIN SWEEPER CO           | 114146       | 2,050.30     |
| Apr-21    | 4/8/2021   | 84683 | INFOARMOR                          | 44295        | 2,033.60     |
| Apr-21    | 4/9/2021   | 3     | UNEMPLOYMENT - MARCH 2021          | N/A          | 1,987.38     |
| Apr-21    | 4/8/2021   | 84687 | OFFICE OF RECOVERY SERVICES        | 44295        | 1,980.48     |
| Apr-21    | 4/29/2021  | 84748 | EPISCOPAL DIOCESE OF UTAH          | EDU-20210401 | 1,922.57     |
| Apr-21    | 4/29/2021  | 84746 | CRC CONSTRUCTION, INC.             | U19409.05    | 1,897.50     |
| Apr-21    | 4/29/2021  | 84753 | INTERSTATE BILLING SERVICE, INC.   | 3022994197   | 1,800.35     |
| Apr-21    | 4/29/2021  | 84754 | KRONOS INCORPORATED                | 11751653     | 1,753.34     |
| Apr-21    | 4/22/2021  | 84743 | PUBLIC EMPLOYEES LT DISABILITY     | 4232021      | 1,738.97     |
| Apr-21    | 4/22/2021  | 84730 | TIMMONS GROUP INC                  | 260275       | 1,705.00     |
| Apr-21    | 4/22/2021  | 84714 | COMMERCIAL MECHANICAL SYSTEMS/SERV | Multiple     | 1,674.75     |
| Apr-21    | 4/22/2021  | 84736 | FIREFIGHTERS CREDIT UNION          | 04232021SF   | 1,653.31     |
| Apr-21    | 4/29/2021  | 84747 | DOMINION ENERGY                    | Multiple     | 1,598.31     |
| Apr-21    | 4/22/2021  | 84725 | LIBERTY MOUNTAIN SPORTS, LLC       | 2248705      | 1,501.36     |
| Apr-21    | 4/15/2021  | 84700 | INTERSTATE BILLING SERVICE, INC.   | Multiple     | 1,377.83     |
| Apr-21    | 4/8/2021   | 84666 | DOMINION ENERGY                    | G-ADM 3/21   | 1,177.12     |
| Apr-21    | 4/22/2021  | 84732 | UTAH COMMUNICATIONS AUTHORITY      | INV-1041     | 1,075.53     |
| Apr-21    | 4/22/2021  | 84720 | DOMINION ENERGY                    | Multiple     | 999.89       |
| Apr-21    | 4/15/2021  | 84696 | DOMINION ENERGY                    | Multiple     | 877.12       |
| Apr-21    | 4/8/2021   | 84664 | A TO Z LANDSCAPING, INC.           | 26545A       | 835.33       |
| Apr-21    | 4/8/2021   | 84667 | JAN-PRO OF UTAH                    | Multiple     | 750.00       |
| Apr-21    | 4/15/2021  | 84701 | KRONOS INCORPORATED                | 11745653     | 688.05       |
| Apr-21    | 4/22/2021  | 84740 | MOUNTAIN LAND COLLECTIONS INC      | 04232021HH   | 683.19       |
| Apr-21    | 4/22/2021  | 84724 | KRONOS INCORPORATED                | 11745883     | 679.15       |
| Apr-21    | 4/8/2021   | 84677 | WELCH, JAIME ALLISON               | Multiple     | 660.00       |
| Apr-21    | 4/29/2021  | 84757 | WELCH, JAIME ALLISON               | Multiple     | 660.00       |
| Apr-21    | 4/8/2021   | 84673 | SOS PUMPING SERVICES               | 37365        | 650.00       |
| Apr-21    | 4/22/2021  | 84722 | HAYLEY ADAMS                       | Multiple     | 600.00       |
| Apr-21    | 4/14/2021  | 41423 | WHEELER MACHINERY CO               | SS000321865  | 562.12       |
| Apr-21    | 4/15/2021  | 84710 | STEP INTO COMFORT LLC              | Multiple     | 560.00       |
| Apr-21    | 4/15/2021  | 84709 | SNOWBIRD RESORT LLC                | Multiple     | 533.20       |
| Apr-21    | 4/29/2021  | 84752 | HONEY BUCKET                       | Multiple     | 530.00       |
| Apr-21    | 4/8/2021   | 84670 | PHOENIX REBELLION THERAPY LLC      | 44272        | 500.00       |
| Apr-21    | 4/8/2021   | 84671 | PROLOGUE MEDIA                     | 032101-UFA   | 400.00       |
| Apr-21    | 4/8/2021   | 84676 | UTAH BROADBAND LLC                 | Multiple     | 398.00       |
| Apr-21    | 4/15/2021  | 84692 | A TO Z LANDSCAPING, INC.           | 26516A       | 302.62       |
| Apr-21    | 4/22/2021  | 84734 | WELCH, JAIME ALLISON               | 97           | 300.00       |
| Apr-21    | 4/29/2021  | 84751 | HENRY SCHEIN, INC.                 | 92274284     | 214.80       |
| Apr-21    | 4/22/2021  | 84745 | UTAH RETIREMENT SYSTEMS            | 4232021      | 213.15       |
| Apr-21    | 4/29/2021  | 84756 | UTAH BROADBAND LLC                 | 1056310      | 199.00       |
| Apr-21    | 4/14/2021  | 41422 | MOUNTAIN ALARM                     | 2387122      | 192.00       |
| Apr-21    | 4/22/2021  | 84726 | LOVE COMMUNICATIONS LLC            | 56890        | 187.50       |
| Apr-21    | 4/8/2021   | 84686 | ND CHILD SUPPORT DIVISION          | 44295        | 179.00       |

Note 1: This is a pooled cash account - disbursements listed include those for UFA's Wildland Enterprise fund

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

X:\Board Docs\FY20-21\2021-04 Disbursements\10

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

| <u>GL Period</u> | <u>Check Date</u> | <u>Ref#</u> | <u>Vendor Name</u>                 | <u>Invoice#</u> | <u>Check Amount</u>           |
|------------------|-------------------|-------------|------------------------------------|-----------------|-------------------------------|
| Apr-21           | 4/22/2021         | 84741       | ND CHILD SUPPORT DIVISION          | 4232021         | 179.00                        |
| Apr-21           | 4/8/2021          | 84689       | SALT LAKE VALLEY LAW ENFORCE ASSOC | 44295           | 152.00                        |
| Apr-21           | 4/22/2021         | 84744       | SALT LAKE VALLEY LAW ENFORCE ASSOC | 4232021         | 152.00                        |
| Apr-21           | 4/15/2021         | 84694       | COPPERTON IMPROVEMENT DISTRICT     | W-#115 3/21     | 115.00                        |
| Apr-21           | 4/15/2021         | 84707       | SALT LAKE COUNTY SERVICE AREA #3   | W/S-#113 3/21   | 103.52                        |
| Apr-21           | 4/22/2021         | 84719       | DESERET NEWS                       | 2021-126101     | 71.04                         |
| Apr-21           | 4/8/2021          | 84672       | ROCKY MOUNTAIN WATER COMPANY       | Multiple        | 51.41                         |
| Apr-21           | 4/15/2021         | 84708       | SATCOM GLOBAL INC.                 | AI04210013      | 50.24                         |
| Apr-21           | 4/8/2021          | 84678       | WORKFORCEQA, LLC                   | 20068           | 50.00                         |
| Apr-21           | 4/8/2021          | 84685       | MOUNTAIN AMERICA CREDIT UNION      | 44295           | 26.00                         |
| Apr-21           | 4/22/2021         | 84739       | MOUNTAIN AMERICA CREDIT UNION      | 4232021         | 26.00                         |
| Apr-21           | 4/22/2021         | 84728       | ROCKY MOUNTAIN WATER COMPANY       | 195954          | 23.03                         |
| Apr-21           | 4/8/2021          | 84668       | JOHNSON ROBERTS & ASSOCIATES INC   | 144313          | 17.50                         |
| Apr-21           | 4/29/2021         | 84755       | UNIFIED FIRE SERVICE AREA          | Multiple        | 2.00                          |
|                  |                   |             |                                    |                 | <b><u>\$ 6,230,684.03</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*

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

| <b>GL Period</b> | <b>Check Date</b> | <b>Ref#</b> | <b>Vendor Name</b>                            | <b>Invoice#</b> | <b>Check Amount</b>  |
|------------------|-------------------|-------------|---|-----------------|----------------------|
| Apr-21           | 4/28/2021         | 2           | EM TRANSFER - 4/23/21 PAYROLL                 | N/A             | \$ 111,774.32        |
| Apr-21           | 4/28/2021         | 1           | EM TRANSFER - 4/9/21 PAYROLL                  | N/A             | 93,022.91            |
| Apr-21           | 4/15/2021         | 7602        | HAGERTY CONSULTING, INC.                      | 6387            | 44,415.00            |
| Apr-21           | 4/29/2021         | 7609        | ALERTSENSE, INC                               | 17247           | 13,010.00            |
| Apr-21           | 4/30/2021         | 3           | FUNDS TRANSFER FROM EM TO FIRE - MARCH PCARDS | N/A             | 10,402.19            |
| Apr-21           | 4/16/2021         | 7604        | HAGERTY CONSULTING, INC.                      | 6538            | 9,902.00             |
| Apr-21           | 4/14/2021         | 41424       | LES OLSON COMPANY                             | Multiple        | 7,660.50             |
| Apr-21           | 4/22/2021         | 7605        | FUEL NETWORK                                  | Multiple        | 3,849.71             |
| Apr-21           | 4/22/2021         | 7606        | ROCKY MTN POWER                               | E-EOC 3/21      | 3,298.12             |
| Apr-21           | 4/22/2021         | 7608        | UTAH LOCAL GOVERNMENTS TRUST                  | 1590379C        | 2,604.07             |
| Apr-21           | 4/7/2021          | 40725       | SERVICEMASTER OF SALT LAKE                    | 134701B         | 1,500.00             |
| Apr-21           | 4/22/2021         | 7607        | SYRINGA NETWORKS LLC                          | 21APR0203       | 1,175.00             |
| Apr-21           | 4/29/2021         | 7610        | COMPUNET, INC                                 | 168510          | 1,097.25             |
| Apr-21           | 4/8/2021          | 7599        | DOMINION ENERGY                               | G-EOC 3/21      | 784.74               |
| Apr-21           | 4/8/2021          | 7598        | A TO Z LANDSCAPING, INC.                      | 26545B          | 556.89               |
| Apr-21           | 4/7/2021          | 40724       | LES OLSON COMPANY                             | Multiple        | 420.00               |
| Apr-21           | 4/8/2021          | 7600        | PUBLIC EMPLOYEES HEALTH PROGRAM               | 4092021         | 309.39               |
| Apr-21           | 4/7/2021          | 40726       | WAXIE SANITARY SUPPLY                         | 79900983        | 293.04               |
| Apr-21           | 4/7/2021          | 40723       | GOLD CUP SERVICES INC                         | Multiple        | 245.45               |
| Apr-21           | 4/15/2021         | 7601        | A TO Z LANDSCAPING, INC.                      | 26516B          | 201.74               |
| Apr-21           | 4/14/2021         | 41425       | WAXIE SANITARY SUPPLY                         | Multiple        | 169.68               |
| Apr-21           | 4/15/2021         | 7603        | PURE WATER SOLUTIONS OF AMERICA LLC           | 66453           | 105.00               |
|                  |                   |             |   |                 | <b>\$ 306,797.00</b> |

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND**  
**APRIL 2021**

| <u>GL Period</u> | <u>Check Date</u> | <u>Ref#</u> | <u>Vendor Name</u> | <u>Invoice#</u> | <u>Check Amount</u>        |
|------------------|-------------------|-------------|--------------------|-----------------|----------------------------|
| Apr-21           | 4/21/2021         | 42124       | WEIDNER FIRE       | 59119           | 37,157.10                  |
| Apr-21           | 4/22/2021         | 84715       | COVIDIEN SALES LLC | Multiple        | 55,800.00                  |
|                  |                   |             |                    |                 | <u><u>\$ 92,957.10</u></u> |





# UNIFIED FIRE AUTHORITY

TO: Board of Directors  
FROM: Dan Petersen, Fire Chief/CEO  
SUBJECT: Fiscal Year 21/22 Budget Message  
DATE: May 18, 2021

I am pleased to present the Fiscal Year 2021/2022 proposed budget for Unified Fire Authority (UFA). This budget has been prepared in accordance with the Uniform Fiscal Procedures Act for Cities (UCA 10-6) as approved by Interlocal Agreement, and is intended to serve as a financial plan, policy document, communication device, and operations guide. This document tells the story of how the UFA is using the public's money to save lives, protect property, and strengthen community relationships. The following proposed budget is structurally balanced for each fund, with projected fund balances at or above the minimum reserve required by state law and UFA policy.

## Budget Development

This budget continues to focus on providing quality service, value, and full engagement in the communities we serve. We are your local Fire Department. To provide this value, all Divisions have scrutinized their budget to provide essential services to the community, with the least amount of support and administration costs possible. This budget is proposing a Member Fee increase of 3.5% to meet the adopted goals and initiatives of the Strategic Plan and the recommendations from the Benefits and Compensation Committee.

The Benefits and Compensation Committee has recommended a COLA of 2% provided to all employees in the form of a routine VEBA contribution. This increase would be considered part of the employee's base wage for comparison in the market. On May 6, 2021, the Finance Committee accepted staff's recommendation to provide Civilian employees a 1% wage increase on July 1, 2021, and all employees the 2% VEBA contribution on January 1, 2022. The Civilian 1% was proposed to offset the lack of CPI for 2021 and our failure to effectively evaluate the civilian market wage in preparation for the budget.

Sworn employees remained in the market of top three with the mid-year wage adjustment provided on January 1, 2021. This increase for FY20/21 was funded through excess ambulance revenue in FY20/21. This budget carries over the cost of the mid-year wage increase of \$617,533 for the sworn employees.

UFA enjoyed a reduction in Health insurance costs by 4%. This provides a savings of \$222,772 for the UFA, and employees will see a 4% reduction in their 20% contribution to their health plan. UFA did not receive an increase from URS.

## Proposed Budget for FY21/22

The following spreadsheet considers all revenue and expenditures but isolates the one-time funding and ongoing revenue to help determine our sustainability.

The anticipated under expend each year is returned to the members as a discount to the Member Fee. We have reduced this amount by 2.83% to help ensure sustainability long term. This tool allows us to reinforce the importance of managing our budget line items appropriately; staff purchases what they were approved and leaves the remaining amount to grow fund balance. Approximately \$2.5 million is returned as a Member Fee Credit each year.

The surplus fund balance of \$859,677 will be transferred to the Capital Fund. This budget proposes to transfer the lease payments to the Capital Fund and utilize the fund balance in this fund to assist with smoothing the Member Fee requirements to make the lease payments.

| AVAILABLE REVENUE   |                   |
|---|-------------------|
| Member Fee: 3.5% increase   | 58,672,768        |
| Ambulance Revenue: 11.31% increase (3.22% increase over amended budget) | 8,932,546         |
| Other Revenue: 1.32% increase   | 5,276,340         |
| Under Expend from Previous Fiscal Year: 2.83% reduction                 | 2,495,165         |
| One Time Use of Fund Balance  | 1,050,218         |
| <b>Total Available Revenue</b>  | <b>76,427,037</b> |

| EXPENDITURES  |                   |
|---|-------------------|
| Total Personnel: 3.1% Increase  | 61,061,948        |
| Total Non-Personnel: 7.09% Increase without one-time fund balance use | 11,327,470        |
| Transfer to Capital Fund - Lease Payments: 5.76% Increase             | 3,671,303         |
| Warehouse Loan, Capital Outlay, Other Transfers                       | 366,316           |
| <b>Total Expenditures</b>   | <b>76,427,037</b> |

| FUND BALANCE   |                |
|--|----------------|
| Beginning Fund Balance                                 | 10,600,000     |
| Under Expend from FY20/21 Returned to Members          | 2,495,165      |
| One-Time Use of Fund Balance for FY21/22               | 1,050,218      |
| 8.5% Ending Fund Balance                               | 6,194,941      |
| <b>Surplus Fund Balance - Transfer to Capital Fund</b> | <b>859,676</b> |



## Key Budget Impacts for FY21/22:

Staff has identified several key items that impact the budget. This table represents most of the adjustments to the proposed FY21/22 budget.

| DESCRIPTION  | DEMAND ON MEMBER FEE | % INCREASE (DECREASE) |
|--|----------------------|-----------------------|
| <b>Health Insurance:</b> A reduction of 4%. 80% of health insurance is paid by UFA, 20% by the employee.   | (\$222,772)          | -0.40%                |
| <b>Carryover wage costs from FY20/21:</b> The cost for the full year of wages that the Board authorized in the mid-year increase FY20/21.  | \$617,533            | 1.10%                 |
| <b>COLA Provided in VEBA:</b> A 2% Cost of Living Adjustment for all employees beginning January 1, 2022. All Cities ave-ave CPI is 1.2% (same method used by URS) and the Benefits and Compensation Committee suggests we consider a 2% increase if the pay is provided in VEBA.  | \$380,251            | 0.68%                 |
| <b>Civilian Wage Increase:</b> A 1% wage increase for all civilian employees beginning July 1, 2021. This proposal was recommended by the Finance Committee on May 6, 2021 to address the oversight of any adjustment for Civilian for CPI since FY19/20. The 1% plus the 2% VEBA matches the total CPI for the last two years (1.8% in FY20/21 and 1.2% in FY21/22)                   | \$48,770             | 0.09%                 |
| <b>Capital Fund Transfer:</b> Increase in the transfer to the Capital Fund to accommodate the third loan for purchases. Approximately \$1.3 million of the new lease payment will be covered with fund balance in the Capital Fund, another \$200,000 increase will be included in FY 22/23 as part of the smoothing of this cost.   | \$200,000            | 0.36%                 |
| <b>Fire Inspector:</b> Add one additional Fire Inspector position beginning January 1, 2022, to keep up with economic development and increase our inspection of high-risk occupancies   | \$62,492             | 0.11%                 |
| <b>HR Resource Analyst:</b> Additional position in HR to provide support for the demands in this Division beginning October 1, 2021  | \$76,835             | 0.14%                 |
| <b>FT Ambulance in Eagle Mountain:</b> Hire and train the personnel to staff an ambulance in FY21/22, begin staffing with full time FF's in FY22/23. (3 Paramedics and 3 Firefighters). FY22/23 budget will be reduced by \$191,633 with the elimination of the peak demand ambulance and increased by \$240,876 for the full year cost for new full-time Firefighter/Medic employees. | \$240,876            | 0.43%                 |
| <b>Station 117 Part Time EMS Ambulance to 24-Hour:</b> Convert the peak demand ambulance to a 24-Hour ambulance due to the increased call volume. Initiated this change on April 1, 2021 within budget for FY20/21.  | \$190,000            | 0.34%                 |
| <b>VECC Member Fee:</b> Increase in cost for VECC services. New Director and CFO have identified and corrected some significant issues in the budget and have presented a budget that will be sustainable moving forward, however, it has required a significant correction this fiscal year.  | \$86,000             | 0.15%                 |

## One-Time Use of Fund Balance

Staff is proposing to fund several one-time projects with a portion of the excess fund balance generated from the pause of spending at the beginning of the pandemic in FY19/20. These one-time items do not have an impact on future budgets.

| ONE-TIME EXPENDITURES FOR FY21/22 (USE OF FUND BALANCE)   | DEMAND ON FUND BALANCE |
|---|------------------------|
| <b>Cancer Reduction Initiative:</b> Purchase additional turnouts, helmets, hoods, and gloves to allow UFA to issue a clean temporary set of turnouts before Firefighters leave the scene of a fire. This will significantly reduce the carcinogen exposure to the Firefighter and the contamination of the apparatus cab and fire station. <b>(LOGISTICS)</b> | <b>\$524,100</b>       |
| <b>Training and Fitness Test Validation:</b> Training for all employees to advance the Mission Driven Culture and Crucial Conversations along with the validation of the Physical Fitness Program <b>(ADMINISTRATION)</b>   | <b>\$123,000</b>       |
| <b>Furniture, Fixtures, and Equipment for Temporary 112:</b> The purchase of FFE that is the responsibility of the UFA at the temporary station for 112. <b>(LOGISTICS)</b>   | <b>\$25,000</b>        |
| <b>IT Penetration Testing and Point of Business Software:</b> Establish a test of our ability to maintain our systems. This test looks for exploitable vulnerabilities and the Point of Business Software will assist with project management throughout the UFA. <b>(INFORMATION TECHNOLOGY)</b>   | <b>\$60,000</b>        |
| <b>Radio chargers &amp; batteries:</b> Replace the chargers and batteries for the front-line radios to allow them to reach their full life span until replacement scheduled in the Capital Plan. <b>(INFORMATION TECHNOLOGY)</b>  | <b>\$50,000</b>        |
| <b>Uniform Jackets:</b> Replace all current uniform jackets due to inconsistent availability. This proposal would cover \$50 of the cost for sworn employees. <b>(LOGISTICS)</b>  | <b>\$22,500</b>        |
| <b>Municipality Uniform Patch:</b> Create a local municipality patch for one shoulder on the uniform and modify existing uniform shirts. Employees would wear the municipality patch when working in their stations. <b>(LOGISTICS)</b>   | <b>\$25,000</b>        |
| <b>Keypad Entry for Fire Stations:</b> Provide key-pad entry at all fire stations to provide mutual aid units and other partners access to the fire station without compromising the security of the facilities. <b>(LOGISTICS)</b>   | <b>\$50,000</b>        |
| <b>QA/CQI Consultant:</b> Hire a professional to assist with Quality Assurance and Continuous Quality Improvement to guide the EMS Division and Medical Director in establishing the foundation of a robust program. <b>(EMS)</b>   | <b>\$18,000</b>        |
| <b>ZOLL Warranty:</b> Purchase a three-year warranty to allow the 45 ZOLL units to last a full five years until normal scheduled replacement. <b>(EMS)</b>  | <b>\$152,618</b>       |
| <b>TOTAL</b>  | <b>\$1,050,218</b>     |

## FY21/22 Capital Replacement Fund

The Capital Replacement Plan identifies all apparatus and equipment, its current cost, estimated life span, and the anticipated date of replacement over the next 10 – 15 years. Most of the purchases in the plan are accomplished through three rotating leases, some capital purchases are required to use the cash available in the fund balance since their life span is less than the lease period.

Beginning FY21/22, the lease payments have been transferred to the Capital Replacement Fund and funded by a transfer from the General Fund. For FY21/22, an estimated \$1.2 million of fund balance will be used to offset the cost of a new lease payment. This will keep the Member Fee from the burden of paying the extra \$1.2 million in FY21/22 and will be corrected in FY22/23 when the lease payment of \$2.7 million terminates in FY21/22 and will be replaced by a lease payment in FY22/23 of approximately \$1.6 million.

Additional contributions come from the sale of surplus equipment, revenue from billing for apparatus during EMAC deployments, and periodic sweeping of the General Fund ending fund balance when it exceeds the normal under expend and the dedicated 8.5% fund balance.

| REVENUE   |                    |
|---|--------------------|
| Beginning Fund Balance                                  | \$3,775,000        |
| Contributions from General Fund <i>(Lease Payments)</i> | 3,671,303          |
| Sale of Surplus Apparatus                               | 100,000            |
| Interest Income   | 20,000             |
| Transfer of Excess Fund Balance                         | 859,677            |
| <b>Total</b>  | <b>\$8,425,980</b> |

| EXPENSE   |                    |
|---|--------------------|
| December 2015 Lease <i>(Final Payment in FY21/22)</i>   | \$2,658,808        |
| December 2018 Lease <i>(Final Payment in FY24/25)</i>   | 812,495            |
| NEW: December 2021 Lease <i>(Final Payment FY27/28)</i> | 1,590,397          |
| Cash Purchases  | 814,205            |
| <b>Total</b>  | <b>\$5,875,905</b> |

|                            |                    |
|----------------------------|--------------------|
| <b>Ending Fund Balance</b> | <b>\$2,550,074</b> |
|----------------------------|--------------------|

Major purchases in the Capital Fund this year include 3 Engines, 2 Ladder Trucks, 4 Wildland Engines, 5 Ambulances, 1 Air and Light Unit, 1 Water Tender, 2 Field Communications Trucks, and 12 Staff Vehicles. In addition, this budget will provide new Mobile Data Terminals, Patient Care Devices, and software for medical and fire reporting. For the Cancer Reduction Initiative, this budget will provide an isolated laundry room for contaminated (dirty) turnouts with additional washers/extractors/dryers and a carport to store the PPE Van at Station 115.

## FY21/22 Member Fee

This fiscal year shows a transition between a few service area and direct members. Alta became a member of the UFSA and both Riverton and Herriman transitioned to Direct Members effective January 1, 2021. With the proposed 3.5% overall increase to the Member Fee, the following chart displays the breakdown for each member.

| FY21/22                             | COTTONWOOD HEIGHTS | HOLLADAY    | HERRIMAN    | RIVERTON    | UFSA         | TOTAL        |
|-------------------------------------|--------------------|-------------|-------------|-------------|--------------|--------------|
| Number of stations with "first due" | 3.00               | 4.00        | 3.00        | 4.00        | 21.00        |              |
| Proportional # of stations          | 1.71               | 1.04        | 1.78        | 2.13        | 17.33        | 24.00        |
| Percent of total member fee         | 6.85%              | 4.47%       | 7.74%       | 9.26%       | 71.69%       | 100.00%      |
| Member Fee for FY21/22              | \$4,018,105        | \$2,620,964 | \$4,539,081 | \$5,431,622 | \$42,062,996 | \$58,672,768 |
| Percent Increase from FY20/21       | 3.02%              | 1.73%       | 7.53%       | 1.50%       | 3.50%        | 3.50%        |
| Cost Increase from FY20/21          | \$117,727          | \$44,500    | \$317,809   | \$80,096    | \$1,423,971  | \$1,984,104  |
| Difference from 3.5%                | (\$18,786)         | (\$45,676)  | \$170,065   | (\$107,207) | \$1,605      | \$0          |

The fee for each member is dependent on the number of stations and the staffing level of the heavy apparatus assigned to those stations (3 or 4 person). When first due areas overlap between members, the percentage of emergency incidents within the member's portion of the first due area, over a three-year period, determines the percentage of that member's use of the heavy apparatus assigned to that station. Ambulances are a regional asset with the cost shared equally among all members.

Holladay and Cottonwood Heights saw a slight shifting of the proportional call volume from these municipalities to the UFSA. This resulted in a slight decrease for these two municipalities and a slight increase for the UFSA.

Herriman's growth and corresponding increase in emergency incidents in Station 103 and 123's first due area is the primary driver for the shifting of cost from Riverton and UFSA to Herriman for the Member Fee. For the three stations serving Herriman, the proportional use for Herriman was 1.68 stations in 2017 compared to 1.86 in 2020.

The total call volume remains within the capability of the crews assigned, however, between 2017 and 2020, Herriman's call volume for Station 123 increased by 62.8% and by 45.9% for Station 103. During that same period, Riverton saw a 26.4% decrease in call volume for Station 123 and UFSA experienced a 32.1% decrease in call volume for Station 103. The three-year smoothing will transition more of the cost for these two stations to Herriman over time.

## Public Budget Meetings

### Completed Budget Meetings:

- **Benefits and Compensation: February 18, 2021 and March 25, 2021**
  - Staff presented Health Insurance information and proposed wage increases, including a pay restructure for Mechanics and Fire Prevention.
  - The Benefits and Compensation Committee recommended a 2% wage increase in VEBA instead of a 1.2% wage increase and the pay restructure for both Mechanics and Fire Prevention.
- **Finance Committee: April 15, 2021 and May 6, 2021**
  - Chief Petersen presented the Budget Message and CFO Hill provided an overview of the budget to Finance Committee Members at the April Meeting
  - Staff walked the Finance Committee through each portion of the proposed budget at the May meeting providing opportunity for discussion.
  - The Finance Committee recommended the proposed budget with the additional \$22,500 for Advanced EMT Training and \$10,046 for additional Civilian COLA increases. These amendments were funded by the increased transport rates that were approved by the Utah Bureau of EMS with no impact to the Member Fee.

### Scheduled Budget Meetings:

- **Board of Directors: May 18, 2021 @ 0730 hrs.**
  - The Finance Committee and Chief Petersen present the recommended budget to the Board of Directors
  - The Board of Directors adopt the Tentative Budget
- **Board of Directors: June 15, 2021 @ 0730 hrs.**
  - Public Hearing on the proposed budget
  - The Board of Directors adopt the Final Budget

## Closing

This budget has been prepared to provide a long-term sustainable service delivery plan. This budget ensures operational needs are met as UFA continues to effectively provide emergency response and life safety services, while remaining receptive to our patrons and the current economy.

I encourage you to review this budget to learn more about your fire and rescue services. Our leadership team has taken ownership of their portion of the budget and would be pleased to discuss their goals and priorities with you at any time. We take pride in providing you with essential services that focus on changing lives for the better in the communities we serve.

Respectfully,

*Dan Petersen*

Fire Chief / Chief Executive Officer



**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
05/18/2021**

**GENERAL FUND**

---

**\$ 1,998 Community donations**

|   |          |         |
|---|----------|---------|
| Donations (two pellet smokers from Lowe's for Riverton/Herriman stations) | \$ 1,998 | 1039350 |
| Small equipment < \$5,000 (Logs)  | \$ 1,998 | 1098410 |

**\$ 930,147 FY20/21 COVID response cost reimbursement from members (previously funded through appropriation of fund balance)**

|  |            |         |
|--|------------|---------|
| Federal and Member Pass-through assistance | \$ 930,147 | 1034220 |
| Appropriated fund balance                  | \$ 930,147 | 1034400 |

**\$ 510,519 Appropriation of fund balance for resolution of outstanding liability claims**

|                              |            |         |
|------------------------------|------------|---------|
| Appropriated fund balance    | \$ 510,519 | 1034400 |
| Salary/wages (Emergency Ops) | \$ 450,621 | 1089100 |
| Payroll tax (Emergency Ops)  | \$ 6,535   | 1089134 |
| Liability claims (Admin)     | \$ 53,363  | 1099291 |

**EMERGENCY SERVICES - SPECIAL REVENUE FUND**

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**\$ 103,385 Appropriation of fund balance for transfer to EM Capital Projects Fund to cover purchase of two trucks not funded by Salt Lake County**

|   |            |         |
|---|------------|---------|
| Appropriation of fund balance                         | \$ 103,385 | 4034400 |
| Transfer to EM Capital Projects - vehicle replacement | \$ 103,385 | 4045100 |

**\$ 49,200 Appropriation of fund balance for SLCoEM website redesign**

|                               |           |         |
|-------------------------------|-----------|---------|
| Appropriation of fund balance | \$ 49,200 | 4034400 |
| Professional services         | \$ 49,200 | 4040350 |

**EM CAPITAL REPLACEMENT FUND**

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**\$ 103,385 Transfer from Emergency Management to cover purchase of two trucks not funded by Salt Lake County**

|                                    |            |         |
|------------------------------------|------------|---------|
| Transfer from Emergency Management | \$ 103,385 | 5631810 |
| Contribution from Salt Lake County | \$ 103,385 | 5631815 |

**UNIFIED FIRE AUTHORITY  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN THAT ON MAY 18, 2021,** at 7:30 AM a public hearing will be held at the Unified Fire Authority Administration Building/Emergency Coordination Center, 3380 South 900 West, Salt Lake City, UT before the Board of Directors of the Unified Fire Authority to receive public comment and consider a resolution amending the 2020-2021 fiscal year budget. All budget related items will be discussed at that time. Due to the COVID-19 pandemic, the Board of Directors shall assemble in person and electronically for the meeting. Information about how to access the electronic meeting will be provided on the agenda which will be posted on the Utah Public Notice Website at least 24 hours in advance of the meeting.

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

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

DATED this 7th day of May, 2021.

PUBLISHED BY ORDER OF THE UNIFIED FIRE AUTHORITY



UNIFIED FIRE AUTHORITY  
Resolution No. 5-2021A of 2021  
(Third Amendment of the Budget for Fiscal Year 2020-2021)

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

PREAMBLE

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

All conditions precedent to amend said budget have been accomplished.

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

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

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

SECTION 3. Effective Date. This Resolution shall take effect on May 18, 2021.

DATED this 18th day of May, 2021.

UNIFIED FIRE AUTHORITY

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

APPROVED AS TO FORM:

ATTEST:

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

\_\_\_\_\_  
Clerk