

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



UNIFIED FIRE AUTHORITY BOARD AGENDA

May 19, 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/95911592848?pwd=MTdiV0xhcXhBc0lSMXNadUJjcWVIZz09>

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. May 18, 2020. Emailed comments submitted prior to 7:00 a.m. May 18, 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. Minutes Approval – Chair Perry
 - a. April 21, 2020
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 (5/7/20) – Chair Stewart
6. Rescinding Approval for Redlining District and Battalion Chiefs
– Chief Petersen/Finance Committee Chair Stewart

7. Emergency Management Position Restructure – Chief Petersen
8. Consider Revision of UFA Board Policies and Procedures: - Chief Petersen
 - a. Overtime and Compensatory Time Policy (Section 6250)
 - b. Employment Status (Section 3165)
9. Discussion and Approval of the 2020-2021 Tentative Budget
– Finance Committee Chair Stewart
10. Set the Date of June 16, 2020 for a Public Hearing to Receive and Consider Comments on: CFO Hill
 - a. Proposed Amendments to the 2019-2020 Fiscal Year Budget
 - b. Final Budget for the 2020-2021 Fiscal Year Budget
11. Fraud Risk Assessment - Utah State Auditor – CFO Hill
12. Family and Medical Leave Act Policy Review – CLO Roberts
13. Fire Chief Report
 - a. COVID-19 Update – AC Pilgrim
 - b. UFA Assignments in SLCo Emergency Management
 - c. Station 102 status update
 - d. Operations Chief Introduction
 - e. AC Ziolkowski Retirement
14. Possible Closed Session

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

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

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

Re-Open the Meeting
15. Adjournment – Chair Perry

**The next Board meeting will be June 16, 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 15th day of May 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

April 21, 2020 7:30 a.m.

This meeting was held electronically. All participants and attendees attended this meeting via ZOOM Webinar.

1. Call to Order
Quorum was obtained
Chair Perry called the meeting to order at 7:31 a.m.
2. Public Comment
None
Public comment was made available live and with an email address posted on the agenda.
3. Recognition of B Shift Medic Ladder 106 Crew for Multiple Rescues on April 16, 2020 Apartment Fire – BC Russell
 - Battalion Chief Russell commended Captain Bob Kladianos and the B Shift (Engineer Roland Gilmore, PM Mike Washburn, FF Jason Fahrni, PM Mitch King) for their quick, forward thinking decision making during a 3 story apartment fire where they performed high risk search and rescue operations on all 3 floors with 24 occupancies. They successfully rescued 7 adults, 2 pediatric patients, and 2 dogs in extreme smoke conditions, with no lives lost.
4. Approval of Minutes
Council Member Stewart moved to approve the minutes from the March 17, 2020 UFA Board Meeting as submitted
Mayor Peterson seconded the motion
Roll Call Vote due to the electronic nature of the meeting

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Reberg	Y
Dahle	Y	Peterson	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Westmoreland	Y

5. Consent Agenda
 - a. Review of March Disbursements

Council Member Stewart moved to approve the March disbursements as submitted
Mayor Overson seconded the motion

Roll Call Vote

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Reberg	Y
Dahle	Y	Peterson	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Westmoreland	Y

6. Committee Updates

- Benefits & Compensation Committee
 - Meeting held 3/30/20
 - Made presentation to Finance Committee, nothing further at this point
- Governance Committee
 - No meeting held
 - CLO Roberts stated that the Interlocal Agreement has been fully executed and is now in place
 - Mayor Sondak inquired as to when the weighted vote changes relative to the change in member status, specifically related to Alta's situation
 - Chief stated that weights will be reviewed annually for population and cost (value for UFSA) and will then be memorialized in the budget for the year
 - The draft budget contains the adjustment with the Alta issue beginning on January 1
 - If Riverton does move into the UFSA, an adjustment can be made to reflect the new Direct Member cost of service
- Finance Committee
 - Meeting held 4/16/20
 - The budget and information from the Benefits & Compensation Committee were discussed
 - Finance Committee Chair Stewart stated that the target presented is a 2% increase and with the deferment of the Merit and CPI until January 2021
 - At that time, another meeting will be held to discuss whether or not to adopt these pay increases
 - Council Member Stewart noted that there was much work done to ensure increases were minimal
 - Budget Message Highlights – Chief Petersen
 - The budget and budget message are on the UFA Website
 - CFO Hill and staff have worked hard to ensure the budget document is easy to read
 - Council Member Stewart asked CFO Hill to address the new items added to the budget this year
 - Finance has added a budget message
 - A new fee schedule has also been added
 - This is an ask for the Board to approve the fees UFA collects from the public
 - Please pay special attention and feel comfortable with where the fees are at

- This will be reviewed further at the May 7, 2020 Finance Committee Meeting

7. Quarterly Financial Report – CFO Hill

- Member Fees are coming in as expected and Ambulance Fees are very good
- The 3.2M Recreation Fee is invoiced in January and July to accommodate the SLCo calendar year
- General Fund overtime is being monitored and managed the best way possible
 - Council Member Stewart inquired as to the total salary being under-expended
 - CFO Hill stated that salary and wages saved 7-8% and should be enough to cover the overtime overage as it has done in the past
 - Chief mentioned that it will come up a bit short which is why the transfer of the 1M into capital is paused
 - Remember this is only the second year working with an established minimum staffing threshold
 - Staffing has done a great job identifying where the impacts are for overtime
 - Our routine level of those on long term injury or illness and sick leave have been well defined this year
 - Efforts are underway to reduce our liabilities and the proposed budget increase and is reflective of the reality
 - Previously, there was little concern about these issues since Administration simply “Browned Out” stations to stay within budget
 - This was identified as a big issue 3 years ago and we adopted a minimum staffing policy in July of 2017 that focuses on maintaining consistent staffing every day
 - Mayor Dahle asked for clarification with the Dispatch line item with concern that if the trending continues, budget would be exceeded
 - CFO Hill clarified that, similar to invoicing SLCo, VECC is invoiced twice yearly in January and July
 - There will be no more expenditures and payment as this year is complete
 - There will be a 12% increase next year
- Council Member Stewart wanted to clarify that any over-expend due to COVID-19 or the recent earthquake comes from SLCo, not the member cities
 - CFO Hill stated that “yes” SLCo is financially responsible for all UFA personnel working on County Emergency Management functions
 - UFA needs related to COVID-19 and the Earthquake are covered by UFA

Mayor Silvestrini moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented

Council Member Stewart seconded the motion

Roll Call Vote

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Reberg	Y
Dahle	Y	Peterson	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y

Knopp	Y	Westmoreland	Y
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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

- This proposal establishes the Operations Chief as an exempt position, 10% below the Assistant Chief and bring the Assistant Chief consistent with how the other ranks are scaled, which is bringing them to the top of the AC scale
 - The top pay does not change, however, new AC's would be at top step similar to the way new Captains and Battalion Chiefs with 11 years on the job start at top step when promoted
- The transition from 3 District Chiefs to 1 Operations Chief is saving about \$400,000 and this modification of pay is incorporated into the full savings
- This proposal would be part of the final budget pay plan proposal if the Board would consider moving this forward

Mayor Knopp moved to approve the pay rate for the Operations Chief position and modify the pay rate for the Assistant Chief Position as discussed

Mayor Dahle seconded the motion

Roll Call Vote

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Reberg	Y
Dahle	Y	Peterson	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Westmoreland	N

9. Consider Lateral Hiring Policy for Paramedic Firefighters – Chief Petersen/HR Director Arriann Woolf

- In the past 5 years, UFA has struggled finding Firefighters internally who are interested in becoming Paramedics
- This policy has been updated to attract Paramedics outside of the agency by increasing the incoming pay from step 1 to as much as step 6 based on the pay they are receiving with their current employer
 - This increases from \$45,000 at step 1 to as much as \$57,000 at step 6
- Chief Petersen would rather grow Paramedics within UFA, but is in need of a backup option should there be a lack of interest internally
 - Chief emphasized that the goal is to train our own people, but be prepared to ensure UFA has ample staff
- Note that these potential Paramedics would still be required to complete in the same new hiring process as any employee
 - We would not administer a separate process or select someone just because they are a PM, they would have to be successful in the process and background to grant an offer of employment
- Mayor Sondak asked if this would be financially beneficial to UFA
 - Chief Petersen stated that this is more related to having ample Paramedics within the organization to ensure apparatus is staffed and we have ample capacity to provide service
 - They are competing with everyone else, this just helps them get in the door

- Chief also noted that training in-house and growing Paramedics comes with financial implications for 6-9 months of training and the cost of the school
- Mayor Knopp asked as to the timeline
 - Chief will push out for a fall Paramedic school and won't implement this policy if there is enough internal interest, otherwise, this will be activated for the fall external recruitment process

Council Member Hull moved to approve the Lateral Hiring Policy as presented

Council Member Stewart seconded the motion

Roll Call Vote

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Reberg	Y
Dahle	Y	Peterson	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Westmoreland	Y

10. Consider Temporary Policy on Paid Leave Related to COVID-19 – Chief Petersen/HR Director Arriann Woolf

- This policy provided exemptions on portions of the act, but UFA needed to ensure those low on sick time would not come to work
- CLO Roberts noted that the exemption was extended to include the entire organization, providing for staff responsible for keeping the field personnel supported

Mayor Knopp moved to approve the temporary policy on Paid Leave Related to COVID-19 as presented

Council Member Stewart seconded the motion

Roll Call Vote

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Reberg	Y
Dahle	Y	Peterson	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Westmoreland	Y

11. Consider Resolution 04-2020A Authorizing and Requesting Referendum for Medicare Coverage for Employees Hired Prior to March 31, 1986 – CLO Roberts

- The state is requesting a formal resolution in order to move forward on this item
- Nothing has changed, this was discussed last month

Mayor Silvestrini moved to approve Resolution 04-2020A authorizing and requesting referendum for Medicare coverage for employees hired prior to March 31, 1986 as discussed

Mayor Hale seconded the motion

Roll Call Vote

Bailey	Y	Overson	Y
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Bowen	Y	Perry	Y
Bush	Y	Reberg	Y
Dahle	Y	Peterson	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Westmoreland	Y

12. Fire Chief Report

- Incident Management Team Update on COVID-19 – AC Pilgrim
 - Since the initial onset of COVID, a lot has been learned and crews have been dealing with the risks aggressively
 - The approach used has been dynamic with the goal of continued quality of service balanced with the safety of the crews
 - UFA has had one individual infected who has since recovered and returned to service
 - Mayor Knopp asked if any members will be taking part in antibody testing
 - AC Pilgrim noted that UFA has been following this closely and consulting with the U of U
 - Believes their intent is to test UFA crews
 - Chief Petersen stated that managing COVID and the earthquake has been quite a challenge, and the team has done an exceptional job
- Fire Station Earthquake Damage Assessment – Division Chief Robinson/Facilities Manager Wood
 - A spreadsheet was distributed to Board Members last night with analysis numbers
 - The advantage has been that the damage can be compared to the initial seismic assessment
 - Much of the damage from the earthquake and aftershocks is non-structural
 - Chief Petersen chose to move the crew out of Station 102 in Magna to Station 111 to allow for additional assessments of the building
 - The report on 102 and 112 was received last night and will be reviewed this afternoon to determine our best action now
 - Staff will work with FEMA and the insurance company is in process in hopes to help cover some of the costs
 - Council Member Perry asked if a threshold existed that triggered the evaluation and re-evaluation of stations
 - Chief noted that anything 3.5 and above would warrant a review
- Introduction of New Assistant Chief Dominic Burchett
 - AC Ziolkowski is planning on retiring the end of this month
- Community Council Liaison Assignments
 - As part of streamlining operations and the budget, the move is to attend the municipality meetings predominantly due to the extensive time and cost of staff involved with attending the Community Council meetings as well
 - Chief Petersen asked if any of the Municipalities would like UFA to continue meeting with the Community Councils in their area to please let staff know
 - Liaisons would always be available for occasional or periodic visits
 - Midvale asked for periodic visits, Brighton is going to a quarterly meeting/report, Emigration requested continued representation
 - Chief Petersen stated that the Community Council reporting/assignments may be tied closer to the municipalities liaison to ensure consistency

- The comments will be evaluated, Chief does not want any Community Councils feeling abandoned

13. Closed Session
None

14. Adjournment
Mayor Knopp moved to adjourn the April 21, 2020 meeting
Mayor Dahle seconded the motion
Roll Call Vote

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Reberg	Y
Dahle	Y	Peterson	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Westmoreland	Y

BOARD MEMBERS IN ATTENDANCE:

Mayor Jeff Silvestrini
Mayor Kristie Overson
Mayor Tom Westmoreland
Mayor Mike Peterson
Council Member Gary Bowen
Mayor Robert Dahle
Council Member Allan Perry
Council Member Jared Henderson
Council Member Sheldon Stewart

Mayor Harris Sondak
Mayor Robert Hale
Mayor Kelly Bush
Council Member Kathleen Bailey
Mayor Dan Knopp
Associate Deputy Mayor Mike Reberg
Council Member Richard Snelgrove
Council Member Trish Hull

BOARD MEMBERS ABSENT:

None

STAFF IN ATTENDANCE:

CFO Tony Hill
Chief Petersen

CLO Roberts
Cynthia Young, Clerk

OTHER ATTENDEES:

AC Ziolkowski
AC Pilgrim
AC Higgs
Arriann Woolf
BC Dern
BC Watkins
BC Fossum

BC Russell
Bill Brass
Brett Wood, Herriman
Captain Park
Captain Greensides
Captain Brown
Cal Ricotta

Battalion Chief Prokopis
Division Chief Larson
Division Chief Burchett
Division Chief Robinson
Division Chief Torgersen
Erica Langenfass
Ifo Pili, UFSA

Justin DeKorver
Kate Turnbaugh
Lana Burningham
Larson Wood

Matt McFarland
Nile Easton, DOC
Patrick Costin
Rachel Anderson, UFSA

Ryan Love
Station 106
Station 110
Tim Tingey, CWH

DRAFT

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

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Apr-20	4/24/2020	2	PAYROLL TRANS FOR 4/15/2020 PAY PERIOD	N/A	\$ 1,411,120.46
Apr-20	4/10/2020	1	PAYROLL TRANS FOR 3/31/2020 PAY PERIOD	N/A	1,209,563.27
Apr-20	4/13/2020	83617	SELECTHEALTH	4302020	541,398.90
Apr-20	4/23/2020	9	URS ACH PAYMENT - 4/24/2020 PAYROLL	N/A	516,239.83
Apr-20	4/13/2020	2	URS ACH PAYMENT - 4/10/2020 PAYROLL	N/A	500,405.07
Apr-20	4/27/2020	7	EFTPS - 4/24/2020 PAYROLL	N/A	277,173.88
Apr-20	4/13/2020	1	EFTPS - 4/10/2020 PAYROLL	N/A	225,346.38
Apr-20	4/6/2020	4062020	WELLS FARGO BUSINESS CARD	Multiple	214,787.51
Apr-20	4/27/2020	8	STATE TAX ACH PAYMENT - 4/24/2020 PAYROLL	N/A	159,975.35
Apr-20	4/16/2020	5	FUNDS TRANSFER FROM FIRE TO EM - SLCO HAGERTY REIMBURSEMENT	N/A	122,140.00
Apr-20	4/20/2020	83633	DEPARTMENT OF HEALTH	20H5000992	70,422.95
Apr-20	4/20/2020	83643	UTAH LOCAL GOVERNMENTS TRUST	Multiple	67,951.86
Apr-20	4/13/2020	83616	PUBLIC EMPLOYEES HEALTH PROGRAM	MARBILL2020	67,781.22
Apr-20	4/14/2020	41422	LES OLSON COMPANY	Multiple	53,374.62
Apr-20	4/21/2020	42120	GCS BILLING SERVICES	Multiple	52,468.85
Apr-20	4/13/2020	83628	STATE OF UTAH - GASCARD	Multiple	34,016.10
Apr-20	4/13/2020	83609	CUSTOM BENEFIT SOLUTIONS, INC.	4102020	24,479.76
Apr-20	4/27/2020	83644	CUSTOM BENEFIT SOLUTIONS, INC.	4242020	24,479.76
Apr-20	4/13/2020	83626	ROCKY MTN POWER	Multiple	20,803.48
Apr-20	4/15/2020	6	FUNDS TRANSFER FROM FIRE TO EM - SLCO FEMA NAWAS REFUND	N/A	20,612.46
Apr-20	4/27/2020	83657	CUSTOM BENEFIT SOLUTIONS	205	16,112.82
Apr-20	4/13/2020	83629	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
Apr-20	4/27/2020	83656	CONVERGEONE, INC.	2549958	15,539.88
Apr-20	4/20/2020	83631	COMCAST	98901605	15,243.66
Apr-20	4/13/2020	83623	DOMINION ENERGY	Multiple	13,633.50
Apr-20	4/27/2020	83660	L.N. CURTIS AND SONS	Multiple	12,731.54
Apr-20	4/13/2020	83621	SELECTHEALTH	04302020RET	11,916.40
Apr-20	4/15/2020	4	TRANSFER FUNDS FOR PATIENT REFUNDS - 04/15/20	N/A	11,207.07
Apr-20	4/13/2020	83612	LOCAL 1696 - IAFF	4102020	9,079.33
Apr-20	4/27/2020	83647	LOCAL 1696 - IAFF	4242020	8,997.04
Apr-20	4/28/2020	42821	LES OLSON COMPANY	Multiple	8,617.00
Apr-20	4/7/2020	83605	LARRY H. MILLER FORD	549250	8,151.94
Apr-20	4/7/2020	83603	DOMINION ENERGY	Multiple	7,286.39
Apr-20	4/14/2020	41427	WEIDNER FIRE	Multiple	5,385.00
Apr-20	4/2/2020	83596	DOMINION ENERGY	Multiple	4,449.79
Apr-20	4/20/2020	83640	ROWLAND, GERALD KIM	43891	4,166.67
Apr-20	4/20/2020	83634	DEPARTMENT OF PSYCHIATRY	2020111	4,112.50
Apr-20	4/28/2020	42820	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	4,016.50
Apr-20	4/10/2020	3	FUNDS TRANSFER TO VEBE - AUDIT/TAX PREPARATION	N/A	4,000.00
Apr-20	4/20/2020	83638	KRONOS INCORPORATED	Multiple	3,617.41
Apr-20	4/14/2020	41420	APPARATUS EQUIPMENT & SERVICE, INC	20-IV-3567	3,374.29
Apr-20	4/14/2020	41424	NAPA AUTO PARTS	Multiple	3,367.40
Apr-20	4/13/2020	83610	FIDELITY SECURITY LIFE INSURANCE CO	164229873	3,309.84
Apr-20	4/27/2020	83666	UTAH DEPT WORKFORCE SERVICES	Multiple	3,169.52
Apr-20	4/27/2020	83645	FIDELITY SECURITY LIFE INSURANCE CO	164267423	3,098.32
Apr-20	4/27/2020	83667	WORKFORCEQA, LLC	Multiple	3,043.00
Apr-20	4/2/2020	83600	UTAH VALLEY UNIVERSITY	Multiple	2,850.00
Apr-20	4/2/2020	83594	DEPARTMENT OF HEALTH	Multiple	2,741.50
Apr-20	4/2/2020	83598	JON'S LOCK & KEY, INC.	170130345	2,408.00
Apr-20	4/20/2020	83632	CUSTOM BENEFIT SOLUTIONS	Multiple	2,307.00
Apr-20	4/14/2020	41425	SERVICEMASTER OF SALT LAKE	133257A	2,250.00
Apr-20	4/13/2020	83620	FIREFIGHTERS CREDIT UNION	04102020TV	2,087.92
Apr-20	4/27/2020	83654	FIREFIGHTERS CREDIT UNION	04242020TV	2,055.81

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\2020-04 Disbursements\10

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

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Apr-20	4/20/2020	83635	DOMINION ENERGY	Multiple	1,897.93
Apr-20	4/27/2020	83651	PUBLIC EMPLOYEES LT DISABILITY	4242020	1,769.70
Apr-20	4/7/2020	83608	WASATCH FRONT WASTE RECYCLE DIST	Multiple	1,685.00
Apr-20	4/13/2020	83611	FIREFIGHTERS CREDIT UNION	04102020SF	1,658.94
Apr-20	4/27/2020	83646	FIREFIGHTERS CREDIT UNION	04242020SF	1,626.07
Apr-20	4/13/2020	83614	OFFICE OF RECOVERY SERVICES	4102020	1,555.68
Apr-20	4/27/2020	83649	OFFICE OF RECOVERY SERVICES	4242020	1,555.68
Apr-20	4/27/2020	83658	DEPARTMENT OF HEALTH	20EM000251	1,533.25
Apr-20	4/13/2020	83627	SNOWBIRD RESORT LLC	Multiple	1,425.56
Apr-20	4/27/2020	83659	DOMINION ENERGY	Multiple	1,318.96
Apr-20	4/27/2020	83664	THE PARTRIDGE GROUP	3538	1,200.00
Apr-20	4/20/2020	83630	CANON FINANCIAL SERVICES, INC.	Multiple	1,063.03
Apr-20	4/27/2020	83663	STONE RIDGE VETERINARY CLINIC LLC	43923	1,019.99
Apr-20	4/2/2020	83597	JAN-PRO OF UTAH	Multiple	960.00
Apr-20	4/27/2020	83655	CAMP USA INC	3087	868.86
Apr-20	4/2/2020	83593	A TO Z LANDSCAPING, INC.	24626A	835.33
Apr-20	4/14/2020	41421	GOLD CUP SERVICES INC	Multiple	700.50
Apr-20	4/20/2020	83636	FREEDOM COUNSELING LLC	43923	700.00
Apr-20	4/7/2020	83607	UTAH BROADBAND, LLC	Multiple	597.00
Apr-20	4/27/2020	83661	PURCHASE POWER	POSTAGE 3/20	520.99
Apr-20	4/2/2020	83595	DISCOUNTELL, INC	OE-23388	480.00
Apr-20	4/7/2020	83604	HONEY BUCKET	551464733	245.00
Apr-20	4/20/2020	83639	ROADPOST USA INC	RU08229546	240.12
Apr-20	4/13/2020	83613	ND CHILD SUPPORT DIVISION	4102020	214.80
Apr-20	4/27/2020	83648	ND CHILD SUPPORT DIVISION	4242020	214.80
Apr-20	4/27/2020	83665	UTAH BROADBAND, LLC	929547	199.00
Apr-20	4/14/2020	41423	MOUNTAIN ALARM	2043302	192.00
Apr-20	4/14/2020	41426	VEHICLE LIGHTING SOLUTIONS, INC	6952	179.22
Apr-20	4/20/2020	83642	SATCOM GLOBAL INC.	Multiple	176.22
Apr-20	4/13/2020	83618	UNIFIED POLICE FEDERATION	4102020	171.00
Apr-20	4/27/2020	83652	UNIFIED POLICE FEDERATION	4242020	171.00
Apr-20	4/7/2020	83606	ROCKY MOUNTAIN WATER COMPANY	Multiple	121.55
Apr-20	4/13/2020	83622	COPPERTON IMPROVEMENT DISTRICT	W-#115 3/20	121.00
Apr-20	4/20/2020	83641	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 3/20	103.52
Apr-20	4/7/2020	83601	ACE RECYCLING & DISPOSAL, INC.	2053320	70.00
Apr-20	4/13/2020	83625	MIDVALLEY IMPROVEMENT DISTRICT	S-#126 6/20	66.00
Apr-20	4/13/2020	83624	LARRY H. MILLER CHEVROLET	901693	60.75
Apr-20	4/27/2020	83662	ROCKY MOUNTAIN WATER COMPANY	Multiple	53.95
Apr-20	4/13/2020	83619	UTAH STATE TAX COMMISSION	04102020SC	40.00
Apr-20	4/27/2020	83653	UTAH STATE TAX COMMISSION	04242020SC	40.00
Apr-20	4/13/2020	83615	POLICE & FIRE MEMORIAL FOUNDATON	4102020	28.00
Apr-20	4/27/2020	83650	POLICE & FIRE MEMORIAL FDN	4242020	28.00
Apr-20	4/2/2020	83599	KENNECOTT UTAH COPPER LLC	1373	1.00
Apr-20	4/13/2020	83444	DOMINION ENERGY (VOIDED CHECK)	Multiple	(13,633.50)
					\$ 5,848,616.41

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\2020-04 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING
APRIL 2020

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Apr-20	4/30/2020	2	EOC TRANSFER - 04/24/2020 PAYROLL	N/A	\$ 212,745.31
Apr-20	4/30/2020	1	EOC TRANSFER - 04/10/2020 PAYROLL	N/A	180,765.98
Apr-20	4/2/2020	7425	HAGERTY CONSULTING, INC.	5335	36,655.00
Apr-20	4/7/2020	7426	COMPUNET, INC	Multiple	35,902.34
Apr-20	4/30/2020	3	FUNDS TRANSFER FROM EM TO FIRE - MARCH PCARDS	N/A	27,122.05
Apr-20	4/7/2020	7428	HAGERTY CONSULTING, INC.	5352	24,641.51
Apr-20	4/20/2020	7434	ALERTSENSE, INC	16971	13,010.00
Apr-20	4/27/2020	7448	INTEGRATED SOLUTION CONSULTING CORP	P-65152-2020-04	12,171.92
Apr-20	4/27/2020	7451	SNAPSTREAM MEDIA INC.	SS11101	10,800.00
Apr-20	4/14/2020	41429	LES OLSON COMPANY	Multiple	8,098.70
Apr-20	4/27/2020	7450	SALT LAKE COUNTY SURVEYOR	19-107	5,000.00
Apr-20	4/13/2020	7431	ROCKY MTN POWER	E-EOC 3/20	3,585.11
Apr-20	4/13/2020	7432	STATE OF UTAH - GASCARD	Multiple	2,499.26
Apr-20	4/20/2020	7437	UTAH LOCAL GOVERNMENTS TRUST	1582501C	2,206.90
Apr-20	4/27/2020	7445	COMPUNET, INC	Multiple	1,872.64
Apr-20	4/28/2020	42822	LES OLSON COMPANY	Multiple	1,507.95
Apr-20	4/14/2020	41430	SERVICEMASTER OF SALT LAKE	133257B	1,500.00
Apr-20	4/20/2020	7435	MACKAY COMMUNICATIONS, INC.	SOI4037550	1,365.00
Apr-20	4/13/2020	7433	STATE OF UTAH - GASCARD	Multiple	1,223.96
Apr-20	4/27/2020	7446	HAGERTY CONSULTING, INC.	5353	1,200.00
Apr-20	4/20/2020	7436	SYRINGA NETWORKS, LLC	20APR0221	1,175.00
Apr-20	4/28/2020	42823	WAXIE SANITARY SUPPLY	Multiple	1,000.52
Apr-20	4/7/2020	7427	DOMINION ENERGY	G-EOC 3/20	749.64
Apr-20	4/14/2020	41428	GOLD CUP SERVICES INC	Multiple	565.70
Apr-20	4/2/2020	7424	A TO Z LANDSCAPING, INC.	24626B	556.89
Apr-20	4/27/2020	7447	IDENTISYS INC.	Multiple	493.95
Apr-20	4/27/2020	7449	MAYORS FINANCIAL ADMIN	FAC0000565	384.55
Apr-20	4/13/2020	7430	PUBLIC EMPLOYEES HEALTH PROGRAM	03312020EOC	268.86
Apr-20	4/14/2020	41431	WAXIE SANITARY SUPPLY	Multiple	241.80
Apr-20	4/21/2020	42121	WAXIE SANITARY SUPPLY	Multiple	70.52
Apr-20	4/7/2020	7429	WASATCH FRONT WASTE RECYCLE DIST	6956C	50.00
Apr-20	4/13/2020	7416	STATE OF UTAH - GASCARD (VOIDED CHECK)	Multiple	(1,223.96)
					\$ 588,207.10

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

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Apr-20	4/20/2020	83637	KEN GARFF WEST VALLEY CJDR	361193	\$ 45,706.00
Apr-20	4/6/2020	4062020	AMAZON	111-4352213-8952261	1,023.94
Apr-20	4/7/2020	83602	COMPUNET, INC	143329C	317.66
					\$ 47,047.60



UNIFIED FIRE AUTHORITY

To: UFA Board of Directors
From: Dan Petersen, Fire Chief / CEO
Date: May 19, 2020
Subject: Transition plans related to elimination of the District Chief position

The Board of Directors approved two items related to the transition from three 24-hour District Chief positions to a single 40-hour exempt Operations Chief. The Finance Committee supported rescinding the approval of the elimination of the bottom two steps for Assistant Chief and the redlining of the District and Battalion. Please see the information below for more detail.

With your approval of this Finance Committee recommendation, combined with a recent retirement of a Captain, we will experience \$313,000 in savings in FY 20/21 from the elimination of one Battalion and the District Chief position. This reduction has been included in the proposed budget presented today.

Elimination of the bottom two steps for Assistant Chief:

This modification was the result of establishing the Operations Chief position, who will be earning a wage close to the bottom step of Assistant Chief. While this was not an increase for the AC position, there are two new AC's who would see an increase by the elimination of those bottom steps. After considering this further, I have decided to delay this adjustment until the Board of Directors determine it is appropriate to provide a market increase for all employees.

Reconsider the redlining of District and Battalion Chiefs

The original proposal to redline the three District Chiefs was developed pre-COVID with the expectation that a Market and CPI increase would be provided. In the Market Analysis, the Battalion Chief position was 5.46% below market and when combined with the 1.8% CPI increase, that would have made the financial impact of redlining the three District Chief's a total of \$13,500 for the year.

Without the Market or CPI increase and the addition of two Battalion Chiefs in the redline approval, it is now estimated at \$80,000. If this expense is eliminated, it will reduce the Member Fee by .14%.

Staff has included one additional Battalion Chief FTE in the proposed budget to assist with covering staffing vacancies as a "Rover" at the Battalion Chief level. Maintaining this extra BC position is estimated to be budget neutral when compared to a "Rover Captain" and can be evaluated during this temporary period, with the ability to return to the current number of FTE's in the future.

With the increased cost of this proposal, I recommend rescinding the approval of redlining the three District Chiefs and two Battalion Chiefs and follow the existing policy of reducing the pay for all affected Chief Officers. The original proposal was for the three District Chiefs and while I appreciate the thoughtfulness by the Board in considering all of these employees, I believe that without a global change of policy, it also sets a bad precedent to do this for all the Chief Officers affected by this transition.



UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors
FROM: Fire Chief Dan Petersen
DATE: May 19, 2020
SUBJECT: Designating the Emergency Manager as an Exempt, At-Will Position

Salt Lake County Deputy Mayor Kanter has requested that the Emergency Manager position transition to an exempt/at will position paid within the range of a Salt Lake County Department Director. The Emergency Manager position has traditionally been filled with a Division/Battalion Chief and has been designated as an FLSA non-exempt merit position within the organization.

This position is responsible for the Salt Lake County (SLCo) Emergency Coordination Center (ECC) and provides direct supervision of the Emergency Management Division as defined by the UFA/Salt Lake County Interlocal. The Emergency Manager functions similarly to Department Directors within the Salt Lake County organization structure. This individual works closely with the elected officials of Salt Lake County, including the Mayor, and is also involved in confidential and policy-making decisions.

With this change, the position will remain a UFA employee reporting directly to the Fire Chief. If removed from the position, a former UFA merit employee will be returned to the previous merit position and rank. A three-month severance for termination without cause is provided for those employees who were not promoted to the position directly from a UFA merit position. Salt Lake County Deputy Mayor Kantor and Mayor Wilson are very happy with the performance of Clint Mecham and the entire Emergency Management Team and would like me to maintain Clint in that assignment.

I am asking for your approval, in accordance with UFA Employment Status Policy, to restructure and designate the Emergency Manager as an FLSA exempt, at will position. I have attached a copy of the revised job description for your reference. Also attached, is a proposed revision to the Employment Status Policy adding the Emergency Manager to the list of designated Executive Staff positions. This position will remain a direct report to the Fire Chief, however, it is not part of Command Staff.

Deputy Mayor Kanter is requesting to set the pay rate for the Emergency Manager position at \$136,000, which is commensurate with the pay rates for Department Directors within Salt Lake County. For the UFA, this is slightly less than the approved wage for the new exempt Operations Chief position, however, the Operations Chief is not an at will position. The increase in wage is budget neutral since the combination of wage plus average overtime for the position is very close to the new proposed wage.

Please let me know if I can provide any additional information or if you have any questions.

UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: Emergency Manager
SECTION: Office of the Fire Chief
DIVISION: Emergency Management
DATE: May 2020

BASIC FUNCTION OF POSITION:

The Emergency Manager is an exempt / at will (Executive Staff) position responsible for the Salt Lake County (SLCo) Emergency Coordination Center (ECC) and provides direct supervision of Emergency Management Division as defined by the UFA/Salt Lake County Interlocal. The Emergency Manager is responsible for maintaining the Salt Lake County ECC in a state of function readiness and directing emergency plan operations during an actual event and with all aspects of the recovery phase.

Under the direction of the Fire Chief, the Emergency Manager is responsible for the design, development, and administration of the County's Emergency Management Plan. Coordinates with other jurisdictions and governmental agencies, County Departments, UFA Divisions and volunteer groups to implement emergency preparedness, education and exercises.

SUPERVISION RECEIVED:

The Emergency Manager is supervised by the Fire Chief. The Salt Lake County Mayors office provides the funding for the program and determines the functional priorities for the Division. The Fire Chief will coordinate with the Salt Lake County Mayors office for selection or removal of the Emergency Manager.

During an activation of the ECC, the Emergency Manager takes direction from the Salt Lake County Policy Group as defined by the Salt Lake County Emergency Operations Plan (EOP), Salt Lake County and UFA policy.

SUPERVISION EXERCISED:

The Emergency Manager provides oversight to the staff of the Emergency Management Division through direct and indirect reports.

During an activation of the ECC, the Emergency Manager supervises those Salt Lake County employees and other affiliated organizations employees assigned to work in the facility.

PRINCIPAL RESPONSIBILITIES:

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

- Directs and supports the development of emergency management and homeland security policies, programs and plans.
- Prevents and mitigates injury and damage caused by emergencies and/or disasters, through knowledge and application of established emergency preparedness planning and written action plans.
- Develops, reviews, evaluates, revises, implements, and administers the Salt Lake County Emergency Operations Plan, annexes and supporting documents, to ensure incorporation of the most current procedures and compliance with applicable federal and state laws and compatibility with plans developed by other agencies throughout the local area and region
- Coordinates the operations of the emergency coordination center(s) before, during, and after a major emergency disaster or simulation, following procedures developed by the National Coordinating Council on Emergency Management in cooperation with other departments and outside agencies and organizations; may coordinate emergency response activities at emergency location; participates with other public agencies in developing, coordinating, conducting, reviewing, and evaluating simulation and other training exercises.
- Responsible for plans for 24-hour operation of the JIC and the Emergency Coordination Center (ECC) in times of large-scale emergencies or disasters.
- Responsible for emergency response program objectives; coordinates the preparation of federal project applications, progress reports, and other materials required for federal assistance for emergency management activities.
- Serves as the County's liaison on emergency management issues with the Federal Emergency Management Agency (FEMA), state and local agencies, and other cooperative efforts including the State Homeland Security Working Group, Urban Areas Working Group, Local Emergency Planning Committee, and Emergency Managers Coordinating Council.
- Prepares and submits annual budgets for the Emergency Management Division to Salt Lake County via the proper chain of command for approval; tracks expenditures; and submits periodic reports as necessary to Salt Lake County and UFA on budget expenditures and/or purchasing procedures.

- Provides support to elected and appointed officials, planning commissions, business, schools, boards of adjustment, and others, in matters relating to emergency management and preparedness planning.
- Analyzes hazards specific to the County and coordinates efforts to mitigate or eliminate potential hazards.
- Tests emergency plans regularly by conducting tabletop, functional, and full-scale simulation in conjunction with the appropriate City, County and State officials; modifies emergency plans based on the results of simulations to improve the emergency plans efficiency.
- Develops, implements and manages of strategic emergency management grants.
- A sworn firefighter in this position will have the additional responsibilities related to emergency incident information, potentially in a hazardous atmosphere.
- Performs other duties of a similar nature or level.

TYPICAL DECISIONS:

Decisions are critical in nature and may involve complex responses to all types of emergency incidents and executive level issues. Decisions impact significantly on the public 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:

- Objectives, principles and practices of emergency planning, emergency management, homeland security
- Local government agency obligations under the National Response Plan, NIMS, SEMS, ICS, HSEEP and the National Contingency Plan
- Operating principles and practices of joint information systems/centers
- Use of computers and computer programs, including WebEOC
- Incident command and control strategies and tactics
- Effective Leadership principles and expectations
- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate administrative policies, organizational structures, and various UFA programs and practices
- Principles of employee supervision and personnel management including labor relations, training, disciplining of personnel, and information systems

Skill in:

- Coordinating multiple priorities and programs
- Preparing and modifying emergency plans
- Business writing and use of Microsoft Office Suite products
- Establishing and maintaining effective working relationships with others, especially in sensitive relationships with elected officials and Department Directors of Salt Lake County, representatives of other agencies or governmental units, employee associations, and citizen groups

Ability to:

- Make critical decisions during emergency situations
- Act as the spokesperson for the Emergency Management Division
- Counsel personnel and conduct performance appraisals
- Formulate goals and objectives; adhere to established timelines
- Consistently interpret and administer policies, procedures, and applicable regulations and professional standards
- Deal tactfully and persuasively with others in controversial situations
- Communicate effectively through oral presentations, written reports, and in-person discussions
- Collect, organize, and analyze information; and convert it into clear and concise technical reports and/or emergency response pre-plans. Knowledge and ability to apply word processing, database management, graphic design, geographical and other personal and mainframe computer-based applications. Act as bureau spokesperson for all facets of assigned programs & projects
- Analyze situations quickly and objectively while determining the proper course of action, under emergency conditions
- Evaluate emergency situations and make appropriate decisions in adverse conditions; perform intense activities for extended periods under emergency working conditions
- Perform effectively as a team-member; meet expected deadlines and attain measurable results with little direct supervision, while using effective judgment in interpreting or adapting guidelines and protocols to specific cases or problems

MINIMUM EXPERIENCE AND QUALIFICATIONS

If filled by a sworn firefighter:

1. Must be currently serving as a Unit Leader, Captain, Battalion Chief, or Division Chief
2. Nine years in a firefighter position, two of which have been a Captain or Unit Leader (with a Bachelor's degree (or higher)) OR thirteen years in a firefighter position, two of which have been as a Captain or Unit Leader (with an Associate's degree)

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

If filled by a civilian:

1. Graduation from a nationally accredited college or university with a Bachelor's Degree Emergency Management, Planning, Communications, Emergency Services, Business Administration, Public Administration or a related field –

AND-

2. Four years of experience in Emergency Planning & Management, Emergency Response and/or Community Planning services

-OR-

1. Equivalent combination of education and experience

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

Completion of the following FEMA Independent Study and Classroom Courses:

- IS-100 to 400 – Incident Command System
- IS-700 to 706 – National Incident Management System,
- IS-775 – EOC Management and Operations
- IS-800 – National Response Framework, An Introduction
- G-191 – Incident Command System/Emergency Operations Center Interface
- E-947 – Emergency Operations Center/Incident Management Team Interface

DESIRABLE QUALIFICATIONS

1. Bachelor's Degree (or higher)
2. Experience working for a public agency managing large-scale emergency or crisis situations
3. Utah Certified Emergency Manager (UCEM) certificate issued by the Utah Division of Emergency Management and/or Certified Emergency Manager (CEM) certificate issued by the International Association of Emergency Managers (IAEM)
4. Completion of a Public Information Officer course

5. Completion of the following FEMA Independent Study and Classroom Courses:

- L-380 – Fireline Leadership
- L-381 – Incident Leadership
- L-410 – Facilitative Instructor
- L-420 – Currently Under Revision
- L-480 – MAC Group
- IS-801 to 813 Emergency Support Functions
- HSEEP – Homeland Security Exercise and Evaluation Program
- MEPP – Master Exercise Practitioner Program

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 may also involve evening and weekend hours. Work activities vary widely, including administrative work, response to emergencies, attendance at meetings, and both field and classroom training. Response to emergencies may occur at any time in all weather conditions. 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.

CLASSIFICATION

The Emergency Manager is classified as an Executive Staff employee as defined in UFA Employment Status Policy. The position is FLSA- exempt (not eligible for overtime except in rare, special circumstances as outlined in UFA Overtime and Compensatory Time Policy).

The Emergency Manager is also considered an “At-Will” employee as defined in UFA Employee Status Policy. However, an incumbent who was promoted directly from a merit position, will be returned to the previous merit position and rank held if they are removed from/not retained. A three-month severance for termination without cause is provided for those employees who were not promoted to the position directly from a UFA merit position.

UNIFIED FIRE AUTHORITY Rules, Policies and Procedures		
Volume I <i>UFA Board Administrative Code of Policies and Procedures</i>	Chapter 3 <i>Personnel</i>	Section 3165 <i>Employment Status</i>

REFERENCES

[UFA policy and Procedure – Merit Probation \(New Hire\)](#)

[UFA Policy and Procedure – Vacation](#)

[UFA Policy and Procedure – Sick Leave](#)

[UFA Policy and Procedure – Holidays](#)

[UFA Policy and Procedure - Discipline](#)

[UFA Policy and Procedure – Overtime and Compensatory Time](#)

[Exempt Employee Leave Usage Form](#)

PROCEDURE

1.0 The following employment status categories apply to UFA employees:

- 1.1 *Probationary* — designates employees who have been hired from a merit employment register and are serving an initial trial period of one year that can be extended for up to an additional three months for good cause.
- 1.2 *Full-time Merit* — designates full-time merit employees who have completed a merit probation period and are therefore entitled to merit system benefits. Full-time merit employees who have been designated as FLSA-Exempt are further considered as Exempt Merit employees in accordance with paragraph 1.6 and 6.0 of this policy.
- 1.3 *Part-time*—designates non-merit employees who are employed at-will and includes wildland firefighters, part-time EMS employees, and part-time administrative or support staff employees.
- 1.4 *Appointed* -- designates employees who are appointed by and report directly to the UFA Board of Directors (“Board”) and includes the Fire Chief and Chief Legal Officer.
- 1.5 *Executive Staff* - designates at-will employees hired by the Fire Chief to serve as part of his executive staff and includes Assistant Chiefs, Chief Financial Officer, Director of Communications, Emergency Manager, Merit System Coordinator (H.R. Director), and Executive Assistant. Executive Staff employees may be designated as either FLSA-exempt or FLSA non-exempt.
- 1.6 *Exempt Merit*—are full-time merit employees who have been designated as FLSA-exempt

2.0 Probationary Employment

<p style="text-align: center;">UNIFIED FIRE AUTHORITY Rules, Policies and Procedures</p>		
<p style="text-align: center;">Volume I <i>UFA Board Administrative Code of Policies and Procedures</i></p>	<p style="text-align: center;">Chapter 3 <i>Personnel</i></p>	<p style="text-align: center;">Section 3165 <i>Employment Status</i></p>

- 2.1 Refer to UFA Policy and Procedure – Merit Probation (New Hire) for specific provisions regarding merit probation

3.0 Full-time Merit Employment

- 3.1 Full-time merit employees work an average of 40 hours per standard workweek (applicable to 8-hour firefighter and non-firefighter employees) or an average of 182 hours per standard work period (applicable to 24-hour firefighter employees).
- 3.2 Full-time merit employees are eligible for benefits as designated in UFA Policies and Procedures.
- 3.3 Full-time merit employees are participants of either the Tier I Public Safety, Firefighter, or Public Employee retirement systems or Tier II Public Safety, or Firefighter or Public Employee retirement systems, as defined by the Utah State Retirement System. The laws that govern the retirement system are set forth in [Utah Code Title 49](#).
- 3.4 After completion of the original or extended merit probation period, full-time merit employees may be reclassified or promoted in accordance with UFA Policies and Procedures.
- 3.5 Full-time merit employees’ employment may be terminated for unacceptable performance or for other justifiable reasons as described in UFA Policy and Procedure – Discipline.

4.0 Part-time Employment

- 4.1 A part-time employee may not be hired until a description of duties has been submitted to the Human Resources Division to assign an appropriate grade and pay range. If a current position description already exists, the grade previously established shall be used.
- 4.2 Part-time employees must work less than thirty hours per week, on average during the twelve months that establish the “lookback period” as referenced in the Affordable Care Act.
- 4.3 Part-time employees will be paid on an hourly basis.
- 4.4 Time spent as a part-time employee shall not be considered part of the merit probation period.

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- 4.5 Part-time employees are not eligible for benefits, including contributions to retirement accounts, except as otherwise designated in UFA Policies and Procedures (e.g. workers compensation, training, EAP services, service or recognition awards, and the right to file an appeal in cases of discrimination or reprisal).
- 4.6 Part-time employees are not merit employees. They are "at-will" employees who may be terminated for any reason (or no reason), without cause, without notice, and without a pre-termination hearing or other process.
- 4.7 Part-time employees are subject to the overtime provisions of the Fair Labor Standards Act and UFA Policy and Procedure – Overtime and Compensatory Time.

5.0 Executive Staff Employment:

- 5.1 Executive Staff positions are hired and retained at the discretion of the Fire Chief as they are administrative positions that, by their nature, involve confidential or key policy making responsibilities.
 - 5.1.1 The Fire Chief will be required to secure approval from the Board to hire or terminate the Chief Financial Officer and will nominate the Merit System Coordinator for approval by the Board.
- 5.2 In order to designate a position as Executive Staff, the Fire Chief must submit a written request for approval to the Board that includes a written job description and proposed justification of the action. Once approved, the position will be added to the list in paragraph 5.3.
- 5.3 The following positions are designated as Executive Staff:

Assistant Chief
Chief Financial Officer
Director of Communications
Emergency Manager
Merit System Coordinator (Human Resources Director)
Executive Assistant

- 5.4 Compensation practices for Executive Staff positions will be established by the Fire Chief and approved by the Board.

<p style="text-align: center;">UNIFIED FIRE AUTHORITY Rules, Policies and Procedures</p>		
<p style="text-align: center;">Volume I <i>UFA Board Administrative Code of Policies and Procedures</i></p>	<p style="text-align: center;">Chapter 3 <i>Personnel</i></p>	<p style="text-align: center;">Section 3165 <i>Employment Status</i></p>

- 5.5 Executive Staff employees may be designated in their respective job descriptions as Exempt or Non-Exempt with regard to the overtime provisions of the Fair Labor Standards Act (“FLSA”) based on a review of the applicable job description and duties. Executive Staff employees who are designated as FLSA-exempt will only receive compensation in the nature of overtime as specifically provided for in paragraph 5.0 of UFA Policy and Procedure Overtime and Compensatory Time.
- 5.6 Executive Staff employees will receive comparable benefits as full-time merit employees except as listed below.
- 5.6.1 Executive Staff designated as FLSA-exempt, will accrue vacation hours at the highest tier established for full-time merit employees.
- 5.6.2 Executive Staff employees designated as FLSA non-exempt will accrue vacation hours, as a baseline, at the middle tier established for full-time merit employees. Once the employee meets the criteria for a higher tier of accrual as outlined in UFA Policy and Procedure – Vacation, they will accrue at that tier.
- 5.6.3 Executive Staff employees designated as FLSA exempt will document their use of vacation or sick leave by completing an [Exempt Employee Leave Usage Form](#), or other entry into a computerized time keeping system as implemented by the UFA, and is only required for absences of a full day.
- 5.7 Executive Staff employees may not be promoted or transferred to a merit position unless certified from a merit employment register. If certified and hired for a merit position while in an Executive Staff status, individuals shall carry all benefits accrued and retain their original service date, however they will also be required to serve a merit probation period.
- 5.8 Executive Staff employees are at-will with respect to their positions. However, an Executive Staff employee who previously held a merit position within the UFA who is removed from their Executive Staff position, with or without cause, will be returned to the previous merit position and rank held. Nothing herein prohibits an Executive Staff employee with such a “right of return” from being terminated from UFA, demoted, or otherwise disciplined for adequate cause. In the event of such an action for cause, the Executive Staff employee will be entitled to the procedural protections afforded to the employee’s previously held merit position pursuant to UFA Policy and Procedure.
- 5.9 Those Executive Staff employees who did not previously hold a merit position within the UFA will be considered at-will with respect to their employment with UFA and

UNIFIED FIRE AUTHORITY Rules, Policies and Procedures		
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may be terminated for any reason (or no reason), without cause, without notice, and without a pre-termination hearing or other process. However, such employees will receive a payment equal to three months' salary, as severance for termination without cause.

6.0 Exempt Merit Employment

- 6.1 Employees in these positions are full-time merit and are designated as Exempt with regard to the overtime provisions of the FLSA based on a review of the applicable job description and duties.
- 6.2 Exempt merit employees will receive the same benefits as other UFA full-time merit employees except as listed below:
 - 6.2.1 Exempt merit employees will accrue vacation hours, as a baseline, at the rate of the middle tier established for full-time merit employees. Once an employee meets the criteria for a higher tier as outlined in UFA Policy and Procedure – Vacation, they are eligible to accrue at the higher tier.
 - 6.2.2 Exempt merit employees will track their use of vacation or sick leave by completing an Exempt Employee Leave Usage Form, or other entry into a computerized time keeping system as implemented by the UFA and is only required for absences of a full day.
 - 6.2.3 Exempt merit employees will only receive compensation in the nature of overtime as specifically provided for in UFA Policy and Procedure Overtime and Compensatory Time. Exempt merit status will be reflected in the job description of the position.

7.0 Appointed Employment

The Fire Chief and Chief Legal Officer will be appointed by the Board. The terms and conditions of employment for the Fire Chief and Chief Legal Officer will each be determined by the terms of a written employment agreement approved by the Board and executed by the parties.

- 7.1 The Fire Chief and Chief Legal Officer may be participants of the Tier I Firefighter or Public Employee or Tier II Firefighter or Public Employee retirement systems, as defined by the Utah State Retirement System, and would qualify for retirement contributions as follows:

UNIFIED FIRE AUTHORITY Rules, Policies and Procedures		
Volume I <i>UFA Board Administrative Code of Policies and Procedures</i>	Chapter 3 <i>Personnel</i>	Section 3165 <i>Employment Status</i>

- Fire Chief – Full-time eligible
- Chief Legal Officer – Full-time eligible

8.0 The time that an employee has been employed by an entity that was merged into the UFA, either at the time of its creation or subsequently, will be included in the computation of time the employee has been employed by the UFA for the purposes of this policy in the manner specified in either the agreement merging said entity or separate policy adopted by the Board.

<p align="center">UNIFIED FIRE AUTHORITY Rules, Policies and Procedures</p>		
<p align="center">Volume I <i>UFA Board Administrative Code of Policies and Procedures</i></p>	<p align="center">Chapter 3 <i>Personnel</i></p>	<p align="center">Section 6250 <i>Overtime and Compensatory Time</i></p>

REFERENCES

[Fair Labor Standards Act of 1938, as amended](#)
[U.S.Dept. of Labor Wage and Hour Division Fact Sheet #8](#)
[U.S.Dept. of Labor Wage and Hour Division Fact Sheet #22](#)
[UFA Policy and Procedure – Records Management](#)
[UFA Policy and Procedure – Employment Status](#)
[UFA Policy and Procedure – Payroll](#)
[UFA Policy and Procedure – Shift Trades](#)

PROCEDURES

- 1.0 There are two types of employment classes in UFA relative to the Fair Labor Standards Act (FLSA) requirements: FLSA Exempt (Exempt) and FLSA Covered (Non-exempt). Non-Exempt employees are subject to FLSA requirements. Designation of FLSA Status will be made by the Human Resources Division as part of the position classification process and approved by the Fire Chief or designee.
- 2.0 Qualifying Conditions Applying to Overtime Eligibility of Non-Exempt Employees
 - 2.1 Employees will not be paid for overtime unless the total number of actual hours worked in a standard work week exceeds 40 or in a standard work period exceeds 182.
 - 2.2 Holidays, vacation, sick leave and other paid leave such as jury duty, military leave and funeral leave shall not be counted as time worked for purposes of overtime.
 - 2.3 Any eligible employee called back shall receive a minimum of three (3) hours straight time pay. If three (3) hours or more are worked, only the actual time worked is paid as straight time unless the requirements for overtime are met; then all hours shall be paid at one and one half (1 1/2) times the regular rate.
 - 2.3.1 If an employee responds to a phone call, email or other inquiry after regular working hours, it is considered time worked but it is not considered being called back unless the employee is required to physically report to a UFA working location.
 - 2.3.2 Under some circumstances (i.e., when being on-call significantly restricts their daily activities), the FLSA may require compensation for on-call employees regardless of whether or not they are actually called back. In these cases, all on-call time is counted as time worked for purposes of overtime.

UNIFIED FIRE AUTHORITY

Rules, Policies and Procedures

Volume I
*UFA Board Administrative
Code of Policies and
Procedures*

Chapter 3
Personnel

Section 6250
*Overtime and
Compensatory Time*

- 2.4 Employees may work in a similar capacity for an independent employer without the additional hours being included in the computation of actual hours worked, even if UFA facilitates such employment.
- 2.5 Employees may substitute and work for another employee in accordance with FLSA and the internal policy and procedure covering trades. The substitution must be voluntary and approved by the Fire Chief or designee in accordance with UFA Policy and Procedure – Shift Trades. Hours shall be credited to the scheduled employee and not to the substitute employee. No other form of compensation, other than trading hours worked, between employees is allowed.
- 2.6 Volunteers are exempt from FLSA minimum wage and overtime requirements and will not be considered an employee of UFA. They may receive a nominal fee, reimbursement for expenses, or reasonable benefits.
- 2.6.1 Employees may not volunteer to perform the same services for UFA they provide on a regular basis as a paid employee. They may however, provide such services for a different employer.
- 2.6.2 Employees may perform volunteer work for UFA that is completely unrelated to their regular work assignment.
- 2.7 The standard work week for 8-hour firefighter and non-firefighter employees shall be from 12:00 am Sunday to Midnight Saturday. The standard work period for 24-hour firefighter employees shall be from 7:00 a.m. on the first day of the applicable 24-day cycle to 7:00 a.m. on the last day of the cycle.
- 3.0 It is the policy of UFA to grant non-exempt employees cash payments for overtime hours worked. However, the Fire Chief or designee may elect to grant compensatory time off in lieu of making cash payment for overtime. If granted, compensatory time off will be preserved, used or exchanged for cash payment in accordance with this section and with FLSA. Overtime payments shall be as follows:
- 3.1 Cash Payment - at one and one half (1 1/2) times the regular rate for all hours in excess of 40 actually worked in a standard work week for 8-hour firefighter and non-firefighter employees and 182 in a standard work period for 24-hour firefighter employees.
- 3.1.1 Day staff firefighters who are allowed to work constant staffing shifts shall be compensated for overtime based on a weighted average of both their day shift

<p style="text-align: center;">UNIFIED FIRE AUTHORITY Rules, Policies and Procedures</p>		
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hourly rate and the field hourly rate, calculated in accordance with the Fair Labor Standards Act (FLSA).

- 3.1.2 Non-exempt employees who are working during the time that daylight saving ends – when clocks fall back- are entitled to one extra hour of work for that pay period. Conversely, non-exempt employees who are working when daylight saving begins, rather than lose one hour of pay - when clocks spring forward – will be granted one hour of paid Administrative Leave that will not be counted towards hours worked.
- 3.2 Compensatory Time Off - may be provided in lieu of cash if provided at the rate of one and one half (1 1/2) hours for each hour of overtime;
 - 3.2.1 Public safety employees or other employees engaged in emergency response or seasonal activities are allowed to accumulate no more than 480 hours (320 actually worked), and all other employees no more than 240 hours (160 actually worked). Overtime work over these limits shall be compensated in cash. Individuals who transfer from public safety, emergency response or seasonal activities to positions subject to the 240-hour limitation shall be allowed to carry the number of compensatory hours accrued over to the new position. UFA shall not be required to pay cash for the accrued compensatory time which is in excess of the 240-hour limit. However, the employee must be compensated in cash for any subsequent overtime hours worked until the number of accrued hours of compensatory time falls below the 240-hour limit.
 - 3.2.3 A non-exempt terminated employee shall be compensated in cash for any compensatory time remaining on the books at a rate not less than the average rate of pay received by the employee during the last three (3) years or the final regular rate received by the employee, whichever is higher.
 - 3.2.4 Determination as to whether to pay overtime or grant compensatory time, within limits of FLSA, shall rest with the Fire Chief or designee and shall be granted sparingly. An employee who requests compensatory time shall be permitted to use such time within a reasonable period of time if operations are not unduly disrupted.
 - 3.2.5 Compensatory time shall be utilized within a reasonable time not to exceed six (6) months. Compensatory time not utilized within six (6) months shall be paid as overtime.

UNIFIED FIRE AUTHORITY Rules, Policies and Procedures		
Volume I <i>UFA Board Administrative Code of Policies and Procedures</i>	Chapter 3 <i>Personnel</i>	Section 6250 <i>Overtime and Compensatory Time</i>

3.2.6 Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the employee's regular rate for that week is the weighted average of such rates. That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs.

4.0 When responding to a reimbursable event such as a FEMA US&R deployment, a National Forest Service, BLM or US Fish and Game requested Wildland Response, EMAC, SMAA resource deployment, State-mandated or Federally-mandated EOC activation, or other similar activities, UFA will adhere to the following, as it relates to overtime pay for deployed employees: Note: The Emergency Manager will not be eligible for overtime for any SLCo EOC activation or other activities funded by Salt Lake County.

4.1 When calculating its reimbursement for personnel costs, and reimbursement for regular wages and overtime wages, UFA will convert the employee's base hourly rate to its equivalent for a 40-hour work week ("40-hour conversion"). Payment for overtime hours in excess of 40 hours worked shall be at one and one half (1 1/2) times the regular, converted rate for all reimbursable or billable hours.

4.1.1 If UFA ordinarily Backfills a position in situations where a regular employee is unavailable for a period of time (e.g., sick leave, vacation, participation in an extended mutual aid assignment, injury or disability, etc.), then UFA may include the cost of Backfilling the position for the period that the regular employee is part of an assignment as described in paragraph 4.0. However, UFA will only bill for the incremental overtime salary and benefit expenses associated with the replacement employee.

4.1.2 It is the practice of UFA to establish a uniform 24-hour tour of duty during a deployment. UFA will seek reimbursement for 24 hours of pay for each day that an employee is deployed, from their arrival at the assigned home unit, or point of assembly, until their release from duty and subsequent return to the home unit. This reimbursement procedure is known as "portal to portal" pay.

4.1.3 As part of the request for assistance or other activation, the requesting party and UFA may agree to terms that differ from the 40-hour conversion and portal to portal pay provided for in this section. Similarly, state or federal law may restrict the ability to seek reimbursement based upon a 40-hour conversion or portal to portal pay. In such cases employees will be paid according to the terms of the agreement or applicable legal standard and consistent with UFA's standard, non-deployment payment policies.

<p style="text-align: center;">UNIFIED FIRE AUTHORITY Rules, Policies and Procedures</p>		
<p style="text-align: center;">Volume I <i>UFA Board Administrative Code of Policies and Procedures</i></p>	<p style="text-align: center;">Chapter 3 <i>Personnel</i></p>	<p style="text-align: center;">Section 6250 <i>Overtime and Compensatory Time</i></p>

5.0 It is the policy of UFA that Exempt At-Will and Exempt Merit employees are not subject to the mandatory overtime provisions of the Fair Labor Standards Act and that additional compensation in the nature of overtime shall be provided very sparingly to exempt employees and only for extraordinary performance under unusual circumstances.

5.1 Cash payment in the nature of overtime for exempt employees is only permitted when reimbursement is provided, and billed for, in accordance with paragraph 4.0

5.2 Payment of compensation in the nature of overtime for exempt employees in the above, isolated circumstances shall not constitute a change or a basis for a change in the exempt employee's Fair Labor Standards Act status nor a conversion of the employee to a Fair Labor Standards Act covered employee.

6.0 Record Keeping.

6.1 Timecards, as completed in accordance with UFA Policy and Procedure – Payroll (or other applicable policy) for non-exempt employees, will function as the record for overtime and maintained in accordance with UFA Policy and Procedure – Records Management.



UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors
FROM: Dan Petersen, Fire Chief / CEO
SUBJECT: Fiscal Year 20/21 Budget Message
DATE: May 19, 2020

I am pleased to present to you the Fiscal Year 2020/2021 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.

Overview of FY 2020/2021 Budget

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 the value, all Divisions have scrutinized their budget to allow the UFA to provide essential services to the community, with the least amount of support and administration costs possible. This budget represents a reduction of support services from 16.1% of the total budget in FY19/20 to 14.8% in FY20/21.

On March 30, 2020, the Board Benefits and Compensation Committee, with full support of staff, recommended exclusion of the Market and COLA increases in the proposed budget, as a response to the unknown impact to the economy from the COVID-19 pandemic. A market adjustment would increase expenditures by \$519,034 or a .94% increase to the Member Fee.

On May 7, 2020, the Board Finance Committee, with full support of staff, recommended a reduction of \$270,352 to the proposed budget. Included were rescinding the redlining of Chief Officers, eliminating the banquet and a proposed part-time event coordinator, reducing travel and transportation, and capturing increases to liability insurance and retaining a Captain in EMS instead of a Specialist. The Finance Committee recommends the UFA Board of Directors consider a Market Adjustment in late fall after there is more information about the economy.

Two major impacts to FY20/21 budget are the full year of sworn wage increases carried over from FY19/20 (\$785,747) and an increase in overtime to maintain minimum staffing (\$700,000). Together, these represent a 2.68% increase to the Member Fee, however, staff is proposing an increase to the Member Fee of 1.51% (\$838,453) with an additional increase for the UFA of \$400,982 for the 4th person on Medic Ladder 252, which was included in the current UFA Budget.

Proposed FY 2020/2021 Budget

BEGINNING FUND BALANCE (% of Revenue)	9,620,000	13.72%
REVENUE	BUDGET	% CHANGE
Member Fee	\$56,287,683	1.51%
UFSA Member Fee: UFSA fourth member on one crew	\$400,982	
Ambulance Fees	\$8,025,000	7.00%
Salt Lake County Canyon Fees: SLCo is considering a mid year budget reduction up \$178,000	\$3,175,714	0.00%
Other projected revenue	\$2,211,334	4.92%
TOTAL REVENUE	\$70,100,713	3.36%
EXPENSES	BUDGET	% CHANGE
Personnel	\$59,223,490	3.20%
Non Personnel	\$9,561,630	4.08%
Debt Service	\$3,659,367	-1.33%
Capital Outlay	\$131,740	-30.30%
TOTAL EXPENDITURES	\$72,576,227	3.01%
NET TRANSFERS IN/OUT	-\$92,273	-305.05%
CONTRIBUTION TO THE CAPITAL FUND:	-\$1,093,652	-6.20%
ENDING FUND BALANCE (% of Revenue)	\$5,958,561	8.50%

UNDER EXPEND / MEMBER FEE CREDIT: The anticipated under expend each year is returned to the members as a discount to the Member Fee (*Revenue - Expenditures +/- Net Transfers*). Close monitoring of this under expend is critical for sustainability.

- Staff proposes applying \$2,567,787 from FY19/20 under expend to the Member Fee Credit.
- Staff plans to reduce the dependency on this under expend to approximately \$1.5 million after the 2015 Capital Lease payment terminates in December 2021.

CONTRIBUTION TO CAPITAL REPLACEMENT FUND: Funds transferred to the Capital Fund that are in excess of the Member Fee Credit and the 8.5% of revenue used for Ending Fund Balance.

- Staff proposes contributing \$1,093,561 to the Capital Fund.

Key Budget Impacts for the FY20/21 Proposed Budget

DESCRIPTION	Adjustment	Member Fee Impact
Eliminate One Battalion: Replace three Shift District Chiefs with one 40-hour exempt Operations Chief. With the recent announcement of a Captain retirement, the majority of the reduction has been realized; one additional BC FTE will be utilized to cover vacancies across battalions. (OPERATIONS)	-\$313,000	-0.63%
Eliminate Administrative Assistant. Elimination of one existing assistant position in the Administration and Planning Section (ADMINISTRATION)	-\$75,000	-0.14%
Eliminate EMS Staff and reduce Overtime: Eliminate one specialist position and reduce overtime. Utilize selected on duty crews to assist the EMS Division with training, Narcotics, Q/A, and other areas to maintain support from Medical. A second EMS position has been transferred to Behavioral Health and Wellness. (EMS)	-\$237,000	-0.43%
Reduce Training Cadre Overtime: More utilization of on duty crews for direct training delivery (TRAINING)	-\$45,000	-0.08%
Step Increases vs. Retirement: Cost of employees advancing in the step plan offset by separation of 15 employees in FY19/20 who are replaced by entry level employees.	-\$90,284	-0.16%
Carryover Wage Costs from FY 19/20: Full year cost of wages authorized by the Board of Directors in FY19/20.	\$785,747	1.42%
Increase Staffing Overtime: Increase in Constant Staffing Overtime to maintain minimum staffing. (OPERATIONS)	\$700,000	1.26%
Health Insurance: The projected increase in cost to the UFA. 80/20 Split with employee. (2.7%)	\$148,685	0.27%
Liability Insurance: The projected increase by our current carrier. Staff is exploring options to discuss with the Board of Directors (20.4%)	\$96,550	0.17%
Medicaid Assessment Fee: The projected increase in cost to collect full base rate on Medicaid transports. (14.3%)	\$50,000	0.09%
Valley Emergency Communications (VECC): The projected increase in cost to the UFA. (12%) (OPERATIONS)	\$88,450	0.16%
Nine Firefighter Positions: Cost to convert three EMS only positions each day to full time Firefighters (three per shift). Cost of FF is 1/2 of the year, offset by not filling the three EMT positions each day for the full year. (OPERATIONS)	\$162,211	0.29%
Increased Pay for Part Time Paramedics: Cost to increase the hourly rate from \$18 to \$25 per hour in order to recruit and retain these positions. (OPERATIONS)	\$164,000	0.30%
Fuels Crew: Fund the Fuels Crew working in the UFA. Wildland funded this as a trial in FY19/20, however, due to the slow year, they will be unable to fund it for FY20/21. Cost is equal to the match required by the State. (WILDLAND TRANSFER)	\$157,236	0.28%
Fire Inspector Position: One additional Fire Inspector to inspect higher risk occupancies more frequently. If the economic recovery is close to the pre-COVID-19 pace, Fire Prevention will need an additional 3-4 Fire Inspectors. (PREVENTION)	\$128,552	0.23%

FY20/21 Capital Replacement Fund

The Capital Replacement Plan identifies the current cost and estimated life span of all apparatus and equipment. Financing the Capital Replacement Plan is accomplished with three rotating capital leases, smoothing out the cost of major apparatus and equipment.

Fund Balance is available for capital purchases in between capital lease purchases. Funding is provided through transfers from the General Fund, sale of apparatus and equipment, EMAC mobilization fees for apparatus, and proceeds from the issuance of debt.

ESTIMATED BEGINNING FUND BALANCE	2,750,000
REVENUE	BUDGET
SALE OF CAPITAL ASSETS	\$100,000
REIMBURSEMENTS	\$0
INTEREST INCOME	\$50,000
TOTAL REVENUE	\$150,000
EXPENSES	BUDGET
NONCAPITAL EXPENDITURES	\$230,300
CAPITAL OUTLAY	\$149,650
TOTAL EXPENDITURES	\$379,950
TRANSFER FROM GENERAL FUND	\$1,093,652
PROCEEDS FROM ISSUANCE OF DEBT	\$0
CONTRIBUTION TO FUND BALANCE	\$0
NET TRANSFERS	\$1,093,652
ENDING FUND BALANCE	\$3,613,702

The proposed capital purchases for FY20/21 include SCBA cylinders, automatic external defibrillators, laryngoscopes, vehicle lifts, remote controlled water rescue drone, and new ice machines for all fire stations.

There are two leases in place with the third scheduled for December 2021. This lease was pushed back one year to assist in addressing market wage for sworn employees. The third lease in the rotation will be proposed in the FY21/22 Budget. Scheduled purchases are outlined in the Capital Replacement Plan spreadsheet.

The December 2015 lease was secured prior to this Capital Replacement Plan and is approximately \$1 million more than the individual payments proposed in this plan. In FY21/22, staff will propose to transfer \$1 million back to the General Fund to assist with the payment of the new December 2021 lease payment, while still making the final payment of the December 2015 lease payment in December 2021.

Member Fee – Service Demand Evaluation

When first due areas overlap between members, the three-year percentage of emergency incidents within the member's portion of the first due area, determines the percentage of that member's use of the engine/truck companies assigned to that station. The following chart displays the service demand proportioned between members:

Member	FY19/20	FY20/21
Alta	0.28%	0.14%
Cottonwood Heights	6.89%	6.88%
Holladay	4.67%	4.54%
UFSA	88.17%	88.44%

The Town of Alta faced a significant shift in cost due to the determination that the Salt Lake County Canyon Fee could not be applied to the Town of Alta. Previously, the UFA and UFSA accepted a reduced cost for Station 113, based on the belief that the Canyon Fee could be used to offset the cost to the town. In FY19/20, 7.5% of the cost for Station 113 was assessed to the Town of Alta. The service demand over the last three years, for the Town of Alta, is 33%.

The Town has voted to join the UFSA effective January 1, 2021. This budget proposes maintaining their 7.5% assessment of Station 113 for the first six months, then fold them into the UFSA Member Fee for 100% of Station 113 beginning January 1, 2021. The UFSA would be required to approve Alta Town's delay of covering their full share of Station 113.

The City of Riverton has provided a notice of intent to withdraw from the UFSA and become a direct member of the UFA. Staff proposes to make a mid-year budget amendment once the UFSA and Riverton reach agreement on the separation.

Member Fee

Staff proposes a 1.51% overall increase to the Member Fee with an additional increase to the UFSA as a result of approving the fourth person on ML252 in Eagle Mountain in their FY20 budget. After applying adjustments to the service demand proportioning and the Member Fee Credit, the following chart displays the adjusted fee for each member:

Member	FY19/20	FY20/21	Change	%
Alta	\$152,665	\$77,787	(74,878)	-49.05%
Cottonwood Heights	\$3,818,822	\$3,900,378	81,556	2.14%
Holladay	\$2,586,904	\$2,576,464	(10,440)	-0.40%
UFSA	\$48,890,839	\$50,134,036	1,243,197	2.54%

Note: Alta's fee is for the first six months. UFSA's increase includes the full cost of Station 113 that serves the town of Alta beginning 1/1/21. UFSA will begin collecting property tax from the Town of Alta on January 1, 2021.

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.

Therefore, UFA presents for your approval, the Fiscal Year 20/21 Budget.

Respectfully,

Dan Petersen

Fire Chief/Chief Executive Officer
Unified Fire Authority



OFFICE OF THE
STATE AUDITOR

Auditor Alert 2020-01

Date: February 13, 2020

Subject: Annual Fraud Risk Assessment

Background

The Office of the State Auditor (Office) has developed a [Fraud Risk Assessment](#) (Assessment) to help local government board members understand best practices in fraud detection and prevention. The Assessment assigns an overall risk level of undetected fraud based upon points earned for the implementation of the identified best practices.

We emphasize the following:

- The best practices identified in the Assessment are not required, but are highly recommended.
- All of the best practices identified in the Assessment may be implemented at a low or no cost.
 - See the [Implementation Guide](#) for resources and suggestions.
- The Assessment is not a replacement or duplication of the internal control assessment performed by an independent auditor as part of a financial statement audit. While they are both risk assessments, their methodologies and purposes are distinct.

Requirements

Beginning in 2020, all local governments will complete the Assessment internally.

- The Assessment must be completed and presented to the governing board before the end of the 2020 fiscal year.
- The Chief Administrative Officer and Chief Financial Officer must certify the results of the Assessment.
- The Assessment must be submitted to the Office within six months after the end of the fiscal year.



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised March 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions below.
- Total the points of the questions marked "Yes" and put on the "Total Points Earned" line below.
- Using the points earned, circle the risk level on the "Risk Level" line below.

Total Points Earned: 335 Risk Level:

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	X	200
2. Does the entity have written policies in the following areas:		
a. Conflict of interest?	X	5
b. Procurement?	X	5
c. Ethical behavior?	X	5
d. Reporting fraud and abuse?	X	5
e. Travel?	X	5
f. Credit/Purchasing cards (where applicable)?	X	5
g. Personal use of entity assets?	X	5
h. IT and computer security?	X	5
i. Cash receipting and deposits?	X	5
3. Does the entity have a licensed or certified expert as part of its management team? (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO)	X	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	X	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?		20
5. Have all of the board members completed the State Auditor online training at least once in the last four years?	?	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	X	20
7. Does the entity have or promote a fraud hotline?	X	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	X	20

Certified By: _____ Certified By: _____

* MC = Mitigating Control

Basic Separation of Duties

See page 2 of this questionnaire for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✗			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries? *		✗	✗	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A". **		✗	✗	
4. Are all the people who have access to blank checks different from those who are authorized signers?	✗			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✗			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✗			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✗			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✗			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✗			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✗			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✗			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✗			

* All of the individuals that perform general ledger entries may have access to receive cash or check payments of various types. UFA's mitigating controls are that all general ledger entries are reviewed and approved by the CFO, who does not receipt cash/checks; other individuals within Finance are also involved in the deposit, including coding, receipting, closing, and transmitting the deposit to the bank. We do not have one person that performs all steps in the deposit process.

** Both individuals with access to adjust customer accounts are able to collect cash or check payments. UFA's mitigating controls are that all statements/credit memos are reviewed by two separate individuals at least monthly as well as having multiple individuals within Finance involved in the deposit throughout the process.



Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☑ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of governments.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

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REFERENCES

[Family and Medical Leave Care Act of 1993](#), as amended
[Employee Guide to Military Family Leave under the FMLA](#)
[UFA Policy and Procedure - Fitness for Duty Evaluations/Light Duty Assignments and Return to Work after Illness or Injury](#)
[Notice of Eligibility and Rights and Responsibilities Form.](#)
[Designation Notice](#)
[Certification of Health Care Provider for Employee's Serious Health Condition](#)
[Certification of Health Care Provider for Family Member's Serious Health Condition.](#)
DOL Certification of Qualifying Exigency for Military Family Leave

DEFINITIONS

Covered Servicemember: A current member of the Armed Forces, including a member of the National Guard or Reserve, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Covered Veteran: An individual who was a member a member of the Armed Forces (including a member of the National Guard or Reserve) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

Parent: A biological, adoptive, step or foster father or mother, or any other individual who stood in *loco parentis* (in place of the parent) to the employee when the employee was a son or daughter as defined below. This term does not include parents "in law."

Health Care Provider: Doctors of medicine or osteopathy podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, chiropractors, nurse practitioners, and nurse midwives authorized to practice and performing within the scope of their practice under state law.

Next of Kin of a Covered Service Member: The nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

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Serious Health Condition:

- An illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing of treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Son or Daughter of a Covered Servicemember: Means the covered service member's biological, adopted, or foster child, stepchild or legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

Spouse: For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either: (1) Was entered into in a state that recognizes such marriages; or (2) If entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State.

PURPOSE

The purpose of this policy is to ensure that employees are provided with the specified 12 weeks of job-protected leave afforded to them by the Family and Medical Leave Act and do so in the manner prescribed by the U.S. Department of Labor ("DOL"). The designation of FMLA leave, per DOL guidance, must occur upon an eligible employee requesting FMLA leave for a qualifying event or when an employer becomes aware of the qualifying event. The employer may require the employee to use paid leave, such as sick, vacation, and compensatory leave concurrent with FMLA leave before going on unpaid FMLA leave. Such a designation will not impact an employee's ability to use these other types of leave beyond the time designated as FMLA leave. These other types of employee leave may be utilized and will be governed pursuant to their own respective UFA policies.

POLICY

- 1.0 This policy provides employees with a general description of their rights under the Family and Medical Leave Act (FMLA) and implementing regulations. FMLA is a federal law that

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provides eligible employees with job-protected leave for specified family and medical reasons. Eligible employees may take up to 12- workweeks of leave in a single 12-month period for one of the following reasons:

- 1.1 The birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care;
 - 1.2 To care for a spouse son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
 - 1.3 For a serious health condition that makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal care; or
 - 1.4 For a qualifying exigency arising out of the fact that a spouse, son, daughter, or a parent is a military member on covered active duty or called to covered active duty stations.
- 2.0 An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA qualifying reasons during the single 12-month period.
- 3.0 Eligible spouses that both work for UFA and each wish to take leave for the birth and bonding with the newborn, the placement of a child with the employee for adoption or foster care, and for bonding with the newly placed child, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. Eligible spouses are also limited to a combined total of 26 workweeks in a single 12-month period to care for a covered injured or ill servicemember.
- 4.0 **Eligibility**
To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:
- 4.1 The employee must have worked for UFA for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break-in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations. For eligibility purposes, an employee will be considered to have been employed for an entire week,

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even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- 4.2 The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

5.0 **FMLA Leave Year**

UFA has defined its 12-month FMLA period or “FMLA leave year” as starting the first date an employee takes FMLA leave and measures it forward. For example, if an employee is on FMLA starting July 1st, his or her FMLA year ends June 30th of the following year.

6.0 **Military Care Giver**

Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

- 6.1 An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following:

- 6.1.1 Short-notice deployment
- 6.1.2 Military events and activities
- 6.1.3 Childcare and school activities
- 6.1.4 Financial and legal arrangements
- 6.1.5 Counseling
- 6.1.6 Rest and recuperation
- 6.1.7 Post-deployment activities
- 6.1.8 Additional activities that arise out of active duty provided that the employer and employee agree, including agreement on timing and duration of the leave.

- 6.2 Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserve, or a member of the Armed Forces, the National Guard or Reserve who is on the temporary disability

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retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserve, or members on the permanent disability retired list.

- 6.3 To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.

7.0 **FMLA and Other Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid sick, vacation, available holiday, and compensatory time leave prior to being eligible for unpaid leave. Leave will run concurrently with FMLA leave.

- 7.1 Short-term disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave, will be designated as FMLA leave and will run concurrently with FMLA. For example, if the employee takes six weeks off after the birth of a child and UFA provides short-term disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may elect to substitute accrued (or earned) paid leave such as vacation, compensatory time, or available holiday to cover the difference short-term disability does not cover.
- 7.2 An employee who is taking leave for the adoption or foster care of a child must use all paid sick, vacation, available holiday, and compensatory leave prior to being eligible for unpaid leave. The leave must be taken within one year of the birth or placement of the child.
- 7.3 An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation, available holiday, and compensatory leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave for a serious health condition of a service member must use all paid sick, vacation, available holiday, and compensatory leave prior to being eligible for unpaid leave.

8.0 **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule.

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8.1 In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

8.1.1 For 8-hour employees 12-weeks is equivalent to 480 hours (26-weeks/960 hours)

8.1.2 For 24-hour field employees 12 weeks is equivalent to 672 hours (26-weeks/1344 hours)

8.2 UFA may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

8.3 For the birth, adoption, or foster care of a child, the employee and his or her supervisor must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

8.4 If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach an agreement with his or her supervisor before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

9.0 **Requesting FMLA**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR Division. The request must include the following:

- The statement the employee intends to take leave;
- The date leave will commence;
- The anticipated length of leave; and
- Whether the leave will be taken consecutively or intermittently

Within five business days, after the employee has provided this notice, the HR Division will complete and provide the employee with the DOL [Notice of Eligibility and Rights and Responsibilities form](#).

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When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with UFA's usual and customary notice and procedural requirements for requesting leave.

10.0 **Designation of FMLA Leave**

Once UFA becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, UFA must notify that he or she is eligible for FMLA leave and, if eligible, must provide the DOL Notice of Eligibility and Rights and Responsibilities under the FMLA. If not eligible, UFA will provide a reason for ineligibility.

Within five business days, after the employee has submitted the appropriate certification form, the HR Division will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL [Designation Notice](#).

11.0 **Intent to Return to Work from FMLA Leave**

On the basis that does not discriminate against employees on FMLA leave, UFA may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

12.0 **Insurance/Benefits while on FMLA**

While an employee is on leave, UFA will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

12.1 If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, UFA will require the employee to reimburse UFA the amount it paid for the employee's health insurance premium during the leave period.

12.2 Under the current UFA policy, the employee pays a portion of the health care premium. While on paid leave, UFA will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Finance Division by the last day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. UFA will provide 15 days' notification before the employee's loss of coverage.

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12.3 If the employee contributes to a life insurance or disability plan, UFA will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request the continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, UFA may discontinue coverage during the leave. If UFA maintains coverage for the employee, UFA may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

12.4 If an employee owes premiums to UFA upon return from leave, UFA may deduct the amount owed from the employee's first paycheck or last paycheck if they do not return from leave. Any amounts still owed will be billed to the employee.

12.5 While on leave without pay, an employee is not eligible for accumulation of sick leave, vacation, holiday or retirement credits.

13.0 **Employee Status After Leave**

An employee who takes leave under this policy for his or her own medical condition will be required to provide a medical release from their health care provider. Firefighter employees must also pass a firefighter minimal essential job abilities evaluation (EJA) or fitness standard, and be cleared by the EMS Division to continue operating under their respective medical licensure. Generally, an employee who takes FMLA leave will be able to return to the same position or one that is virtually identical in terms of pay, benefits, and working conditions. An equivalent position may be one of the same rank and general job duties but on a different platoon or station assignment.

13.1 An employee's service date and seniority date will not be adjusted to reflect the time spent on FMLA leave.

13.2 UFA may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

14.0 **Certification for the Employee's Serious Health Condition**

UFA will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL [Certification of Health Care Provider for Employee's Serious Health Condition](#).

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- 14.1 UFA may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, or HR Division representative. UFA will not use the employee's direct supervisor for this contact. Before UFA makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, UFA will obtain the employee's permission for clarification of individually identifiable health information.
- 14.2 UFA has the right to ask for a second opinion if it has reason to doubt the certification. UFA will pay for the employee to get a certification from a second doctor, which UFA will select. UFA may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, UFA will require the opinion of a third doctor. UFA and the employee will mutually select the third doctor, and UFA will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under FMLA pending the second and/or third opinion.
- 15.0 **Certification for the Family Member's Serious Health Condition**
UFA may require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL [Certification of Health Care Provider for Family Member's Serious Health Condition](#).
- 15.1 UFA may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional or an HR Division representative. UFA will not use the employee's direct supervisor for this contact. Before UFA makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, UFA will obtain the employee's family member's permission for clarification of individually identifiable health information.
- 15.2 UFA has the right to ask for a second opinion if it has reason to doubt the certification. UFA will pay for the employee's family member to get a certification from a second doctor, which UFA will select. UFA may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to

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resolve a conflict between the original certification and the second opinion, UFA will require the opinion of a third doctor. UFA and the employee will mutually select the third doctor, and UFA will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under FMLA pending the second and/or third opinion.

16.0 Certification of Qualifying Exigency for Military Family Leave

UFA may require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL [Certification of Qualifying Exigency for Military Leave](#).

17.0 Certification for Serious Injury/Illness of Covered Servicemember for Military FMLA

UFA may require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL [Certification for Serious Injury or Illness of Covered Service member](#).

18.0 Recertification

UFA may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, UFA may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. UFA may provide the employee's health care provider with the employee's attendance records and ask whether they need for leave is consistent with the employee's serious health condition.

Replaces policy dated: September 20, 2005