

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## UNIFIED FIRE AUTHORITY BOARD AGENDA

August 18, 2020 7:30 a.m.

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

THE PUBLIC MAY ATTEND PHYSICALLY OR ELECTRONICALLY VIA ZOOM WEBINAR AT:

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

Password: 123911

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1. Call to Order – Chair Perry
2. Public Comment  
Please limit comments to three minutes each. There are three options for comments during this meeting:
  - a. In-Person.
  - b. Live during the Webinar by logging in as described above. If you wish to make a comment, select the “Raise Hand” button at the bottom of the screen. You will then be added to the queue and invited to speak.
  - c. EMAIL: Public comments will be accepted prior to the meeting via email at [publiccomment@unifiedfire.org](mailto:publiccomment@unifiedfire.org) until 7:00 a.m. August 17, 2020. Emailed comments submitted prior to 7:00 a.m. August 17, 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. July 21, 2020
4. Consent Agenda
  - a. Review of July Disbursements – CFO Hill
5. Committee Updates
  - a. Benefits & Compensation Committee (No meeting) – Chair Dahle
  - b. Governance Committee (No meeting) – Chair Silvestrini
    - i. Meeting on Board Policies Scheduled for September 22, 8:00 a.m.
  - c. Finance Committee (No meeting) – Chair Stewart
6. Board Code of Ethics Policy – CLO Roberts

7. Strategic Plan Update – AC Pilgrim/DC Case
8. Versaterm Technology Update – AC Burchett
9. Consideration of Training Facility Property Acquisition– CLO Roberts/AC Burchett

10. Fire Chief Report

- a. Fire Station Visits and Video Questions for Chief
- b. Firefighter Hiring Update
- c. Staffing Update: Mandatory Policy – OC Dern
- d. Behavioral Health and Wellness Update – AC Pilgrim/Captain Hilton

11. 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

12. Adjournment – Chair Perry

**The next Board meeting will be held September 15, 2020 at 7:30 a.m. both electronically and at UFA Headquarters located at 3380 South 900 West, Salt Lake City, UT 84119**

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

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

**CERTIFICATE OF POSTING**

The undersigned, does hereby certify that the above agenda notice was posted on this 14<sup>th</sup> day of August, 2020 on the UFA bulletin boards, the UFA website [www.unifiedfire.org](http://www.unifiedfire.org), posted on the Utah State Public Notice website <http://www.utah.gov/pmn/index.html> and was emailed to at least one newspaper of general circulation with the jurisdiction of the public body.

Cynthia Young, UFA Board Clerk



## UNIFIED FIRE AUTHORITY BOARD MINUTES

July 21, 2020 7:30 a.m.

Electronically Via ZOOM Webinar/UFA Headquarters – 3380 South 900 West SLC, UT 84119

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1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:32 a.m.

2. Public Comment

- None
- Mayor Silvestrini wished to thank the UFA for their efforts on the Crestwood Fire
- Mayor Westmoreland also expressed appreciation for the work with the fires in Eagle Mountain

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

3. Approval of Minutes

Mayor Overson moved to approve the minutes from the June 16, 2020 UFA Board Meeting as submitted

Council Member Stewart seconded the motion

Roll call vote taken

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

4. Consent Agenda
- a. Review of June Disbursements
- No questions

Mayor Silvestrini moved to approve the June disbursements as submitted

Mayor Overson seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
<del>Dahle</del>	-	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	<del>Snelgrove</del>	-
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

5. Committee Updates
- Benefits & Compensation Committee
    - No meeting held
  - Governance Committee
    - No meeting held
  - Finance Committee
    - No meeting held
      - Chair Stewart clarified that the recent vehicle purchases are being reimbursed by SLCo, as they are solely Pandemic related
      - These have been reviewed and approved by the Finance Committee via email
6. Quarterly Financial Report
- CFO Hill stated that all Member Fees have been collected
  - Ambulance Revenue is coming in well and is currently over budget
  - Intergovernmental Revenue (EMAC Deployments, Emergency Management Costs, etc.) appears to be short, but will be fully collected
    - CFO Hill reminded the Board that no Member Fees are applied to these services
  - The next couple weeks will see the closing of the fiscal year, the work with the auditors will then begin

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

Mayor Silvestrini seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
<del>Dahle</del>	-	Reberg	Y
Hale	Y	Silvestrini	Y

Henderson	Y	Snelgrove	-
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

#### Board Policies

- CLO Roberts presented an update on the status of the policies
- These were paused due to the work being done on the ILA, but have resumed
- A Governance Committee Meeting will be scheduled soon to help move these forward
- Governance will initially review and suggest modifications prior to presentation to the full Board of Directors for consideration

#### Board Code of Ethics Policy

- A draft policy was distributed for review
- CLO Roberts asked for feedback on whether to reference the employee code portion in the administrative policy or separate it into its own policy
  - Council Member Stewart asked that it be a stand-alone policy
- Chief Petersen explained the process by which the review will be executed annually by both Board Members and employees
  - Staff will distribute this as an LMS (Learning Management System) assignment requiring all Board Members to review and agree to this policy each year
  - A similar policy will be adopted at the Organizational level with the same requirement for all UFA employees annually
- CLO Roberts asked that any feedback be sent to him for incorporation into the next draft

#### 8. COVID-19 Expenditure Reimbursement

- SLCo recommends that UFA, as the local Fire Department, access CARES Funds from the distributions given to the municipalities
- CFO Hill asked if the Board wished to move forward with this recommendation or ask UFA to pursue funding through the FEMA Public Assistance Grant
  - The FEMA Grant would cover 75%, the remaining costs would be distributed amongst the Members in the future
  - Application for the funding cannot be claimed in duplicate, it is either CARES or FEMA
  - The consensus was to use the monies given to the municipalities
- CFO Hill presented two options for payment/receipt of the monies
  - It is estimated, based on the current rate of costs incurred, that the total will be \$630,000 by year end
    - Pay what has been expended thus far, \$315,000 then bill the remaining at a later date
    - Invoice now for the full amount
  - The costs are allocated based on population, which is the same way the CARES Funding was figured
  - Mayor Silvestrini clarified that the above-mentioned vehicle purchases are not included in this funding
    - CFO Hill stated that the CARES Funding for this proposal is for PPE supplies and staffing only
- Both Magna and Kearns stated their willingness to assist other municipalities with their portion
- Mayor Overson asked if staff had considered a procedure to address if the amount is underestimated

- CFO Hill stated that an option would be to come back for available funds or go to SLCo as some funds may have been returned to them
- The Board supported the option to pass their CARES Funding through to UFA consistent with the memo included in the Board Packet
- This divided the total estimated amount of \$630,000 by the population in each municipality and SLCo

Mayor Overson moved to recommend UFA Staff pursue COVID-19 expenditure reimbursement as discussed

Mayor Knopp seconded the motion

Roll call vote taken

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

#### 9. Fire Chief Report

- Crestwood Fire Cost: Who Pays for This?
  - OC Dern explained how the Fuels Mitigation Crew that the Board Funded, helps meet thresholds for mitigation
  - This allows UFA to receive funding from the state for wildland suppression
  - There has been no cost compiled to date, aircraft is expensive; ranging from \$1900-\$4500 an hour, and an additional daily rate applied around \$50,000 depending on the aircraft
- Wildland Fire Season Update
  - DC Widdison explained the active fire season both locally and regionally
  - Managing fires within our jurisdiction with cooperation from interagency partners has resulted in receiving resources quickly, which makes a big difference in outcome
  - Have billed \$500,000 to date and have another \$230,000 at the state for reimbursement to UFA
  - Chief Petersen commended DC Widdison on getting his arms around the administrative side of the Wildland Division so quickly
- Logistics Inventory Audit
  - The annual audit was completed June 29
  - Within the Fleet and Supply inventories, they are all accurate with no findings
  - DC Robinson attributes this to software and programs put into place following last year's audit
    - Both a Fleet Management Software and Supply/Ordering process for the stations was implemented
    - The dedicated staff at Logistics works hard to ensure the counts are accurate as well

- Training Center: Ivory Homes
  - Ivory Homes has proposed a land swap at the Magna Training Tower
  - The property is deeded to UFSA
  - AC Burchett explained that the Training Tower is directly related to total UFA service delivery, it is therefore the responsibility of UFA more than the UFSA alone
  - The challenges with residential encroachment and the nature and age of the resources located on the property may allow for a longer-term solution with the new property
    - Next years capital plan includes \$1.5 million for a classroom with another \$500,000 over the next two capital fund cycles
    - This may be a good time to look at an improved resource
  - Board Members expressed a desire for a more in-depth conversation
    - Chief Petersen stated that this would make a shift in the Capital Plan and wants to pause and get an appetite from the Board before further exploration
    - If the Board is interested, Fire Training will write a more formal report for the Board
    - Chief also stated that this may be an opportunity for partnerships in building a greater product with a more regional scope with cost savings
  - Chief Petersen wants a group of those interested in working with AC Burchett on this project
    - Information gathered will be brought back to the Board for more discussion
  - AC Burchett will head up the workgroup consisting of; Council Member Hull, Council Member Stewart, Mayor Silvestrini, Assoc. Mayor Reberg, Council Member Perry

10. Closed Session/Adjournment

- Due to the nature of the semi-electronic meeting, and the inability to hold a closed session, the meeting will be adjourned prior to holding the session
- No action will be taken following the session

Mayor Silvestrini moved to convene in a closed session to discuss matters as provide by Utah Code Annotated §52-4-205 and adjourn the July 21, 2020

Council Member Stewart seconded the motion

Roll call vote taken

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

11. Closed Session

Council Member Stewart moved to adjourn the closed session

Mayor Silvestrini seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
<del>Bowen</del>	-	Perry	Y
Bush	Y	Peterson	Y
<del>Dahle</del>	-	Reberg	Y

Hale	Y	Silvestrini	Y
Henderson	Y	<del>Snelgrove</del>	-
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

#### BOARD MEMBERS IN ATTENDANCE:

*e – Electronic participation*

Mayor Jeff Silvestrini  
Mayor Kristie Overson  
Mayor Tom Westmoreland - *e*  
Mayor Mike Peterson - *e*  
Council Member Gary Bowen - *e*  
Council Member Allan Perry  
Council Member Jared Henderson - *e*

Council Member Sheldon Stewart  
Associate Deputy Mayor Mike Reberg - *e*  
Mayor Harris Sondak - *e*  
Mayor Robert Hale - *e*  
Mayor Kelly Bush - *e*  
Council Member Kathleen Bailey - *e*  
Mayor Dan Knopp - *e*  
Council Member Trish Hull - *e*

#### BOARD MEMBERS ABSENT:

Mayor Robert Dahle  
Council Member Richard Snelgrove

#### STAFF IN ATTENDANCE:

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk - *e*

#### OTHER ATTENDEES:

Ken Aldridge  
Nate Bogenschutz  
Bill Brass  
David Brickey - Riverton  
Maciej Bukeczynski  
Lana Burningham  
Matt Call  
Ryan Carter-Riverton  
Bryan Case  
Patrick Costin  
Dave Cowley  
Mike DeGering  
Kamarie DeVoogd  
Micayla Dinkel  
Nile Easton

Ginger Watts  
Embret Fossum  
Ross Fowlks  
Shelli Fowlks  
John Guldner-Alta  
Daniel Haight -Darkhorse  
M.C. Haik – Alta Public  
Kevin Hicks-Riverton  
Travis Hobbs  
Rob Korzan  
Erica Langenfass  
Chris Larsen-CCC  
Ryan Love  
Matt McFarland  
Darren Park

DC Robinson  
Chad Simons  
Jordan Terry  
Jay Torgersen  
Kate Turnbaugh  
Claude Wells  
DC Widdison  
Brett Wood  
Larson Wood  
Arriann Woolf  
Kiyoshi Young  
AC Pilgrim  
AC Burchett  
OC Dern



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

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Jul-20	7/23/2020	2	PAYROLL TRANS FOR 07/15/2020 PAY PERIOD	N/A	\$ 1,483,036.10
Jul-20	7/10/2020	1	PAYROLL TRANS FOR 06/30/2020 PAY PERIOD	N/A	1,444,887.13
Jul-20	7/10/2020	3	FUNDS TRANSFER FROM FIRE TO EM - SLCO EM FEE	N/A	850,601.50
Jul-20	7/27/2020	9	FUNDS TRANSFER FROM FIRE TO EM - SLCO CARES FUNDING 07/27	N/A	606,068.44
Jul-20	7/9/2020	83855	SELECTHEALTH	7312020	584,288.70
Jul-20	7/10/2020	2	URS ACH PAYMENT - 07/10/2020 PAYROLL	N/A	523,769.52
Jul-20	7/31/2020	8	URS ACH PAYMENT - 7/23/2020 PAYROLL	N/A	515,060.02
Jul-20	7/30/2020	83923	UTAH LOCAL GOVERNMENTS TRUST	Multiple	511,946.95
Jul-20	7/9/2020	83841	SL EMERGENCY COMMUNICATIONS CT	IVC03074	408,716.00
Jul-20	7/24/2020	6	EFTPS - 7/23/2020 PAYROLL	N/A	307,138.84
Jul-20	7/13/2020	1	EFTPS - 07/10/2020 PAYROLL	N/A	296,141.48
Jul-20	7/23/2020	5	FUNDS TRANSFER FROM FIRE TO EM - SLCO CARES FUNDING 07/23	N/A	288,015.72
Jul-20	7/6/2020	7062020	WELLS FARGO BUSINESS CARD	Multiple	270,945.23
Jul-20	7/9/2020	83835	L.N. CURTIS AND SONS	Multiple	241,420.39
Jul-20	7/23/2020	7	STATE TAX ACH PAYMENT - 7/23/2020 PAYROLL	N/A	177,598.31
Jul-20	7/9/2020	83854	PUBLIC EMPLOYEES HEALTH PROGRAM	JUNBILL2020	67,963.85
Jul-20	7/23/2020	83889	DEPARTMENT OF HEALTH	20H5001270	67,448.64
Jul-20	7/15/2020	71521	LES OLSON COMPANY	Multiple	57,125.03
Jul-20	7/22/2020	72221	LES OLSON COMPANY	MNS11228	49,465.16
Jul-20	7/23/2020	83895	MUNICIPAL EMERGENCY SERVICES	IN1463425	41,511.60
Jul-20	7/20/2020	4	FUNDS TRANSFER FROM FIRE TO EM - CCTA REIMBURSEMENT PD 07/16	N/A	39,689.88
Jul-20	7/9/2020	83844	UTAH LOCAL GOVERNMENTS TRUST	Multiple	29,306.65
Jul-20	7/9/2020	83827	CUSTOM BENEFIT SOLUTIONS	Multiple	26,885.46
Jul-20	7/16/2020	83877	STATE OF UTAH - GASCARD	Multiple	26,532.70
Jul-20	7/30/2020	83916	ROCKY MTN POWER	Multiple	24,848.53
Jul-20	7/9/2020	83846	CUSTOM BENEFIT SOLUTIONS, INC.	7102020	21,945.63
Jul-20	7/23/2020	83902	CUSTOM BENEFIT SOLUTIONS, INC.	7232020	19,078.24
Jul-20	7/9/2020	83845	AFLAC GROUP INSURANCE	6302020	17,463.25
Jul-20	7/23/2020	83912	WELLS FARGO ADVISOR FBO UFA4064-8710	07232020JM	16,989.57
Jul-20	7/16/2020	83885	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
Jul-20	7/23/2020	83899	COMCAST	103986329	15,306.62
Jul-20	7/15/2020	71523	MAYORS FINANCIAL ADMIN	MFA0000740	12,222.39
Jul-20	7/9/2020	83840	ZOOM VIDEO COMMUNICATIONS INC	Multiple	11,801.39
Jul-20	7/9/2020	83859	SELECTHEALTH	07312020RET	11,703.90
Jul-20	7/16/2020	83879	CAPSTONE STRATEGIES	44013	11,666.67
Jul-20	7/22/2020	72220	EVERGREEN BUSINESS SOLUTIONS, INC	Multiple	9,614.75
Jul-20	7/9/2020	83850	LOCAL 1696 - IAFF	7102020	9,090.33
Jul-20	7/23/2020	83904	LOCAL 1696 - IAFF	7232020	9,024.47
Jul-20	7/16/2020	83870	PROGREEN LAWN & LANDSCAPE, INC	19159	7,150.00
Jul-20	7/23/2020	83890	DEPARTMENT OF PSYCHIATRY	Multiple	6,850.00
Jul-20	7/16/2020	83866	FUEL NETWORK	Multiple	5,302.39
Jul-20	7/15/2020	71522	NAPA AUTO PARTS	Multiple	5,248.59
Jul-20	7/8/2020	70821	LES OLSON COMPANY	MNS11250	4,720.00
Jul-20	7/9/2020	83830	GALLAGHER BENEFIT SERVICES, INC	202633	4,500.00
Jul-20	7/30/2020	83919	GALLAGHER BENEFIT SERVICES, INC	205162	4,500.00
Jul-20	7/16/2020	83873	ROWLAND, GERALD KIM	43983	4,166.67
Jul-20	7/29/2020	10	TRANSFER FUNDS FOR PATIENT REFUNDS 07/29/20	N/A	3,952.84
Jul-20	7/16/2020	83869	MIRION TECHNOLOGIES (CANABERRA) INC	90182540	3,295.16
Jul-20	7/9/2020	83847	FIDELITY SECURITY LIFE INSURANCE CO	164344305	3,221.44
Jul-20	7/16/2020	83871	PURCELL TIRE CO.	2801066	2,726.00
Jul-20	7/9/2020	83836	LUCKY JAKES FIREFIGHTING EQUIPMENT	Multiple	2,347.45

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\2020-07 Disbursements\10

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

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Jul-20	7/23/2020	83888	CUSTOM BENEFIT SOLUTIONS	Multiple	2,303.50
Jul-20	7/23/2020	83896	SATCOM GLOBAL INC.	AI07200668	2,289.14
Jul-20	7/8/2020	70822	SERVICEMASTER OF SALT LAKE	133610A	2,250.00
Jul-20	7/23/2020	83913	FIREFIGHTERS CREDIT UNION	07232020TV	2,160.41
Jul-20	7/9/2020	83858	FIREFIGHTERS CREDIT UNION	07102020TV	2,146.92
Jul-20	7/30/2020	83917	SATCOM GLOBAL INC.	AI07200500	2,112.52
Jul-20	7/23/2020	83894	L.N. CURTIS AND SONS	Multiple	2,005.44
Jul-20	7/9/2020	83849	INFOARMOR	3379JUN20	1,951.65
Jul-20	7/23/2020	83908	PUBLIC EMPLOYEES LT DISABILITY	7232020	1,939.83
Jul-20	7/23/2020	83901	L.N. CURTIS AND SONS	Multiple	1,881.91
Jul-20	7/8/2020	70827	MOUNTAIN ALARM	Multiple	1,776.00
Jul-20	7/23/2020	83898	UTAH DEPT WORKFORCE SERVICES	Multiple	1,774.84
Jul-20	7/16/2020	83881	KRONOS INCORPORATED	11625885	1,741.71
Jul-20	7/23/2020	83903	FIREFIGHTERS CREDIT UNION	07232020SF	1,705.96
Jul-20	7/9/2020	83848	FIREFIGHTERS CREDIT UNION	07102020SF	1,690.71
Jul-20	7/8/2020	70826	GOLD CUP SERVICES INC	Multiple	1,690.50
Jul-20	7/16/2020	83878	WASATCH FRONT WASTE RECYCLE DIST	Multiple	1,685.00
Jul-20	7/9/2020	83824	A TO Z LANDSCAPING, INC.	Multiple	1,670.66
Jul-20	7/16/2020	83864	EPISCOPAL DIOCESE OF UTAH	EDU-20200601	1,439.42
Jul-20	7/9/2020	83852	OFFICE OF RECOVERY SERVICES	7102020	1,372.25
Jul-20	7/23/2020	83907	OFFICE OF RECOVERY SERVICES	7232020	1,372.25
Jul-20	7/9/2020	83831	IMPROVISATIONS INC	5325	1,350.00
Jul-20	7/16/2020	83868	LOVE COMMUNICATIONS, LLC	54271	1,350.00
Jul-20	7/16/2020	83865	FORMAN, CHAD	1012	1,200.00
Jul-20	7/9/2020	83838	TELEFLEX LLC	9502634196	1,115.50
Jul-20	7/16/2020	83887	UTAH COMMUNICATIONS AUTHORITY	68959	1,054.44
Jul-20	7/9/2020	83832	JAN-PRO OF UTAH	Multiple	960.00
Jul-20	7/30/2020	83915	LOVE COMMUNICATIONS, LLC	54489	862.50
Jul-20	7/9/2020	83860	UTAH STATE TAX COMMISSION	07102020TH	835.92
Jul-20	7/9/2020	83833	JON'S LOCK & KEY	170132691	817.15
Jul-20	7/23/2020	83914	UTAH STATE TAX COMMISSION	07232020TH	782.43
Jul-20	7/30/2020	83920	GALLAGHER BENEFIT SERVICES, INC	205303	750.00
Jul-20	7/22/2020	72223	LES OLSON COMPANY	MIT203122	704.58
Jul-20	7/9/2020	83829	DOMINION ENERGY	G-ADM 6/20	668.35
Jul-20	7/9/2020	83826	CAMP USA INC	20204784	624.55
Jul-20	7/16/2020	83883	POWERED CONTROL SYSTEMS	Multiple	528.00
Jul-20	7/8/2020	70820	AMERICAN MECHANICAL SYSTEMS SERVICE LLC	22779	490.41
Jul-20	7/30/2020	83921	SATCOM GLOBAL INC.	36511	472.50
Jul-20	7/9/2020	83828	DOMINION ENERGY	Multiple	436.85
Jul-20	7/2/2020	12	RECORD PAYMENT FOR PANINI VISION CHECK SCANNER - 07/02/20	N/A	406.36
Jul-20	7/9/2020	83843	UTAH BROADBAND LLC	Multiple	398.00
Jul-20	7/16/2020	83886	UTAH BROADBAND LLC	Multiple	398.00
Jul-20	7/16/2020	83876	SNOWBIRD RESORT LLC	Multiple	391.60
Jul-20	7/23/2020	83892	JOHNSON ROBERTS & ASSOCIATES INC	143208	350.00
Jul-20	7/23/2020	83891	DOMINION ENERGY	Multiple	304.28
Jul-20	7/15/2020	71520	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	277.18
Jul-20	7/16/2020	83867	INTERSTATE BILLING SERVICE, INC.	Multiple	270.59
Jul-20	7/16/2020	83861	ACE RECYCLING & DISPOSAL, INC.	2121465	245.00
Jul-20	7/16/2020	83880	HONEY BUCKET	551618373	210.00
Jul-20	7/22/2020	72222	GOLD CUP SERVICES INC	826099	207.00
Jul-20	7/23/2020	83910	UTAH RETIREMENT SYSTEMS	07142020RM	205.64

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\2020-07 Disbursements\10

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

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
Jul-20	7/30/2020	83922	UTAH BROADBAND LLC	960776	199.00
Jul-20	7/9/2020	83851	ND CHILD SUPPORT DIVISION	7102020	179.00
Jul-20	7/23/2020	83906	ND CHILD SUPPORT DIVISION	7232020	179.00
Jul-20	7/9/2020	83856	UNIFIED POLICE FEDERATION	7102020	171.00
Jul-20	7/23/2020	83909	UNIFIED POLICE FEDERATION	7232020	171.00
Jul-20	7/16/2020	83862	COPPERTON IMPROVEMENT DISTRICT	W-#115 6/20	162.50
Jul-20	7/9/2020	83839	UTAH VALLEY UNIVERSITY	A26798	155.00
Jul-20	7/9/2020	83842	SUBURBAN PROPANE-1243	Multiple	150.00
Jul-20	7/9/2020	83825	A.J. ART & FRAME	44004	128.91
Jul-20	7/23/2020	83897	THE PARTRIDGE GROUP	3620	125.00
Jul-20	7/30/2020	83918	UTAH MEDIA GROUP	I01291484	122.60
Jul-20	7/16/2020	83874	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 6/20	103.52
Jul-20	7/9/2020	83834	KRONOS INCORPORATED	Multiple	76.70
Jul-20	7/16/2020	83882	MIDVALLEY IMPROVEMENT DISTRICT	S-#126 7/20	66.00
Jul-20	7/2/2020	11	RECORD PAYMENT FOR CK SCANNER CLEANING KIT - 07/02/20	N/A	63.22
Jul-20	7/16/2020	83863	DOMINION ENERGY	G-#101 6/20	55.53
Jul-20	7/16/2020	83875	SATCOM GLOBAL INC.	AI07200669	47.64
Jul-20	7/9/2020	83857	UTAH STATE TAX COMMISSION	07102020SC	40.00
Jul-20	7/23/2020	83911	UTAH STATE TAX COMMISSION	07232020SC	40.00
Jul-20	7/23/2020	83900	JOHNSON ROBERTS & ASSOCIATES INC	143226	35.00
Jul-20	7/23/2020	83893	KRONOS INCORPORATED	11630279	34.30
Jul-20	7/16/2020	83884	SNOWBIRD RESORT LLC	2BY5Y7-C63020C	30.00
Jul-20	7/16/2020	83872	ROCKY MOUNTAIN WATER COMPANY	Multiple	28.35
Jul-20	7/9/2020	83853	POLICE & FIRE MEMORIAL FDN	7102020	27.00
Jul-20	7/23/2020	83905	MOUNTAIN AMERICA CREDIT UNION	7232020	27.00
Jul-20	7/9/2020	83837	ROCKY MOUNTAIN WATER COMPANY	Multiple	17.85
					<b>\$ 9,240,033.91</b>

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

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

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

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
Jul-20	7/30/2020	4	EOC TRANSFER - 07/23/2020 PAYROLL	N/A	\$ 158,269.71
Jul-20	7/30/2020	3	EOC TRANSFER - 07/10/2020 PAYROLL	N/A	157,459.27
Jul-20	7/9/2020	7479	HAGERTY CONSULTING, INC.	5493	81,840.46
Jul-20	7/16/2020	7486	TELEIRA	21298	17,694.00
Jul-20	7/23/2020	7489	BIG TEX TRAILER WORLD INC	87465	8,926.00
Jul-20	7/30/2020	7491	ROCKY MTN POWER	E-EOC 6/20	5,031.04
Jul-20	7/16/2020	7484	IDENTISYS INC.	Multiple	3,162.00
Jul-20	7/9/2020	7480	K SPATAFORE DESIGN	13584	2,400.00
Jul-20	7/8/2020	70825	SERVICEMASTER OF SALT LAKE	133610B	1,500.00
Jul-20	7/16/2020	7485	STATE OF UTAH - GASCARD	Multiple	1,211.62
Jul-20	7/23/2020	7490	SYRINGA NETWORKS LLC	20JUL0217	1,175.00
Jul-20	7/9/2020	7476	A TO Z LANDSCAPING, INC.	Multiple	1,113.78
Jul-20	7/9/2020	7477	CUSTOM BENEFIT SOLUTIONS	215C	1,000.00
Jul-20	7/15/2020	2	TRANSFER TO RECONCILE BENEFITS - PYLES DEC-JUNE 20	N/A	657.82
Jul-20	7/7/2020	1	FUNDS TRANSFER TO OFFSET INTERFUND PAYABLE FOR WC UNDERPAY	N/A	605.46
Jul-20	7/9/2020	7481	UTAH LOCAL GOVERNMENTS TRUST	1584027C	485.62
Jul-20	7/16/2020	7483	FUEL NETWORK	Multiple	485.17
Jul-20	7/9/2020	7478	DOMINION ENERGY	G-EOC 6/20	445.56
Jul-20	7/23/2020	7488	UTAH DEPT WORKFORCE SERVICES	7/1/20C	387.60
Jul-20	7/29/2020	72920	WAXIE SANITARY SUPPLY	Multiple	336.60
Jul-20	7/8/2020	70823	GOLD CUP SERVICES INC	829025	334.89
Jul-20	7/9/2020	7482	PUBLIC EMPLOYEES HEALTH PROGRAM	06302020EOC	268.86
Jul-20	7/8/2020	70828	GOLD CUP SERVICES INC	833033	204.80
Jul-20	7/16/2020	7487	WASATCH FRONT WASTE RECYCLE DIST	7273C	50.00
Jul-20	7/8/2020	70824	JORDAN COMMONS FUNDING LLC	44018	30.00
					<b>\$ 445,075.26</b>

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

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
-	-	-	-	-	-
					<u>\$ -</u>



UNIFIED FIRE AUTHORITY Rules, Policies and Procedures		
Volume I <i>UFA Board Administrative Code of Policies and Procedures</i>	Chapter 1 <i>UFA Board Administrative Code of Policies and Procedures</i>	Section 9 <i>Board Code of Ethics</i>

#### REFERENCES:

[Utah Public Officer and Employee Ethics Act](#)

**Relative Information:** The term ethics, used in its broadest form, refers to a set of moral principles. A “Code of Ethics,” as used in this policy, refers to the general rules of conduct the Board recognizes in respect to governance of the UFA. This Code of Ethics is intended to serve as a guide for Board Members. The Board is committed to excellence in leadership and decision-making that results in the highest quality of service. It is the Board’s intent to review and re-adopt this policy annually in the month of January and for each Board Member to sign an acknowledgement that the Code of Ethics has been reviewed and committed to by the Board Member.

- 1.0 The Board will follow all regulations and laws related to the conduct of UFA business, including laws related to the ethics of public officers and employees, open meetings laws, and whistleblower protection statutes. It will also honor its own adopted policies. Knowing the law is the starting point of effective governance.
- 2.0 The Board recognizes the dignity, values, and opinions of one another, employees, and the public. It will encourage responsiveness and effective participation in all its communications.
- 3.0 The Board recognizes its primary responsibility is the formulation and evaluation of policy and the employment of a Chief Executive Officer (Fire Chief) to administer UFA business and Chief Legal Officer (CLO) to advise on legal matters, both at the direction of the Board.
- 4.0 The Board recognizes that operational matters of the UFA should ordinarily be directed to the Fire Chief and staff.
- 5.0 The Board commits to conducting all meetings in accordance with the Utah Open Meetings Act, or successor (the Act). It recognizes that UFA business is to be conducted in public with the limited exception of specific items that may be discussed in closed session pursuant to the Act.

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- 6.0 The Board will focus on issues and seek solutions that are in the best interest of the public and avoid issues of personality and/or special interests, including using any authority for personal gain or that of close friends, family, or business associates.
- 7.0 The Board, both as a body and as a group of individuals, will support decisions made by the Board. Individual Members may disagree with a certain decision but should support the position as the considered opinion of the Board. This position is not intended to restrict further consideration based on additional information but to provide for the effective continuation of UFA business.
- 8.0 The Board will work directly with the Fire Chief, CLO, and staff to obtain information and/or an enhanced understanding to improve effective decision making.
- 9.0 The Board should direct any complaint and/or issue directly to the Fire Chief or CLO as appropriate. It is the responsibility of the Fire Chief or CLO, as appropriate, to resolve the issue as may be necessary or bring the matter to the Board for full consideration.
- 10.0 Board Members, to the greatest extent possible, will forward business items to either the Board Chair or the Fire Chief for inclusion in a Board meeting agenda. The goal is to provide public notification of the issue and to allow time for the staff and other Board Members to research/consider the topic.
- 11.0 The Board recognizes it operates as a unit and that individual Board Members authority exists only as a member of the whole.
- 12.0 The Board acknowledges that policy decisions require Board action. When an individual Board Member receives a policy related question, the response must be based on established policy. The question may be brought to the full Board for further consideration. When such questions arise, the topic should be forwarded to the Board Chair, Fire Chief, and/or CLO for inclusion in a Board meeting agenda.
- 13.0 The Board recognizes effective operations require a team approach. The Board, Fire Chief, CLO, and staff members are expected to work together in a collaborative process assisting each other in the conduct of UFA business.
- 14.0 The Board recognizes the value of long-term planning and interaction with other agencies and will constantly maintain a focus on the long-term stability of the UFA to provide its services.
- 15.0 The Board will be courteous and responsive to citizen requests and will generally direct their concerns and interests to the Fire Chief or CLO as appropriate.



- 16.0 The Board, as a body and as a group of individuals, acknowledges that information and study foster good decision making and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
- 17.0 The Board acknowledges that conflict or differences of view could arise between Members and will seek effective remedies that are in the best interest of the Board and the UFA.
- 18.0 The Board will seek legal counsel when indicated and will be guided by the legal advice provided by the CLO or outside counsel if necessary.
- 19.0 The Board acknowledges that conflicts of interest may occasionally arise and that each Board member is responsible to declare such actual or potential conflicts as specified by Utah law or Board policy.
- 20.0 The Board will provide channels for individuals to speak up when they feel something is not right or looks out of place and allow for such in a non-threatening environment, including communication directly to the Board or CLO. The Board will also facilitate reporting through the chain of command that is two-way and unencumbered by rank, allowing for a free flow of thoughts by frontline staff when they have concern. The Board will have a continued commitment to the integrity of this organization and further resolving issues within policies without any suppression of open dialogue and communications or actions that inhibit the performance of individuals within the UFA.
- 21.0 The Board will facilitate and support a safe work environment and alert the appropriate individuals if any Board Member believes that safety has been compromised.
- 22.0 The Board will be a steward of the public trust and maintain an environment of trust and accountability
- 23.0 The Board will comply with the Utah Public Officer and Employee Ethics Act and ensure individual accountability, including consequences for noncompliance.
- 24.0 Although this policy lists many ethical concerns specifically, the Board will have a responsibility to go above and beyond what is specifically mentioned and act consistently with the spirit of the policy to ensure good ethical behavior. Even if an action is strictly within policy, if circumstances suggest unethical behavior, the Board will be committed to examine it for full compliance with the goals of this policy.

**Policy Statement:** It is the policy of the Board of Directors to annually review and adopt this Code of Ethics policy and for each Board Member to sign an acknowledgement that the Code of Ethics has been reviewed and committed to by the Board Member.

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# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Board of Directors  
FROM: AC Burchett/Ginger Watts, Business and Technology Manager  
DATE: August 18, 2020  
  
SUBJECT: Versaterm Technology Update

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The new Computer Aided Dispatch (CAD) system for Salt Lake County, Versaterm, is due to “go live” on September 29, 2020. As we approach project closure, there may be some additional expenses to finalize the necessary technology. Over the last two weeks, staff has been working through the requirements to effectively connect our resources to Salt Lake City. This will allow VECC and Salt Lake City to realize the “Virtual Consolidation” that was identified as a goal when the Utah Communications Authority provided the funds for a single CAD platform in Salt Lake County.

To date, we believe we have been able to find solutions to several issues that had the potential to significantly increase the costs. However, because the project is still in process and decisions need to be made quickly to address technical issues, some funding may be required.

If necessary, we will use existing budget and request an amendment to the budget at a future date. Funds will be used to address issues such as Versaterm accessibility, compliance, functionality and security. This project is complex and continues to evolve. We want to ensure we can make the necessary adjustments to implement with the other municipalities in a coordinated effort.

If you have any questions or concerns, please let me know. Thank you.





# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Board of Directors  
FROM: CLO Brian F. Roberts  
DATE: August 18, 2020

SUBJECT: Training Facility Property Acquisition

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As was previously discussed by Deputy Chief Burchett, UFA has been approached by Ivory Homes inquiring about a potential land swap for the property upon which UFA's Fire Training facility is located on 3950 S. 8000 W. in Magna. During investigation of this possibility, UFA learned that this land was deeded to UFSA by Salt Lake County in 2009 for no cost and with a reversion clause if it is no longer used for fire department purposes. Because this property serves the entire regional model for service delivery for UFA, Administration believes that it should be treated in a similar fashion as the Logistics facility and be completely owned by the UFA (UFA currently pays all operational costs associated with the Fire Training facility, so the only issue at hand is the possible transfer of ownership of the underlying land).

The proposal for today's Board meeting is for the UFA Board to authorize the potential acceptance of the underlying property for the Fire Training facility as a UFA asset. This will require action by the UFSA Board and the County to approve such a transfer and ensure the deed and reversion clause are properly handled, but approval of acceptance is the first step in managing that process. Administration does not anticipate any additional costs related to owning the property underlying the Training Facility, and the hope is that UFSA will transfer the property at no acquisition cost to UFA since it received it in the same way from Salt Lake County.

A transfer of ownership, or at least pre-approval thereof by all concerned, will allow UFA to proceed with discussions of a land swap with Ivory Homes under terms and conditions to be approved by the UFA Board. If such a swap does not occur, the transfer may still take place if approved and, if completed, the property would become the legal possession of the UFA as a capital asset.





# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Board of Directors  
FROM: Assistant Chief Burchett  
DATE: July 21, 2020

SUBJECT: Training Center-Ivory Homes

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UFA was approached by Ivory Homes a few weeks ago, inquiring about a potential land swap for the Fire Training property located on 3950 S. 8000 W. in Magna. Upon pulling the deed for the property, it was found that the land was deeded to UFSA in 2009. If this property is treated in a similar fashion as the Logistics facility, it would be the financial responsibility of UFA since it directly relates to the service delivery.

Ivory Homes is in the process of purchasing the parcel of land surrounding the Training Tower from SLR Properties (LDS Church) and has plans for the development of the area.

The proposal is to address the possibility of doing a land swap with Ivory Homes to relocate the entire training facility to the corner of the proposed property (located on the corner of U-111 and 4100 S.). This would allow the facility to be isolated from residential properties and surrounded by light commercial and industrial development.

This could be a great opportunity to design and rebuild a training facility in phases over the next 5-7 years as the Capital Budget allows, that would meet the needs of UFA for many years. Currently, the Capital Budget has \$1.5 million dollars identified for Training Tower classroom and office space in the 2021-2022 budget.

This is a very preliminary discussion and there are many parties involved, but the goal is to get the conversation started so the best decisions can be made moving forward.



