

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## UNIFIED FIRE AUTHORITY BOARD AGENDA

December 17, 2019 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

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1. Call to Order – Chair Dahle
2. Public Comment  
Please limit comments to three minutes each
3. Minutes Approval – Chair Dahle
  - a. November 19, 2019
4. Consent Agenda
  - a. Review of November Disbursements – CFO Hill
5. Committee Updates
  - a. Benefits & Compensation Committee (2/13/20) – Chair Dahle
  - b. Governance Committee (No meeting) – Chair Silvestrini
    - i. Progress on Municipality ILA Approvals
  - c. Finance Committee (4/16/20) – Chair Stewart
6. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2019/2020 Fiscal Year Budget – CFO Hill
7. Consider Resolution 12-2019A to approve Second Amendment to the 2019/2020 Fiscal Year Budget – CFO Hill
8. Consider Resolution 12-2019B Approving Proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2020 – CFO Hill
9. Approval of the FY20/21 Budget Calendar – CFO Hill
10. Fire Chief Report
  - a. Pancake Breakfasts 2020
  - b. Reminder for the Seismic Grant Support Letters
  - c. Update on Municipal Emergency Manager
  - d. Legislative Update

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. Consideration of Fire Chief and Chief Legal Officer Job Performance and Compensation  
– Chair Dahle

13. Adjournment – Chair Dahle

The next Board meeting will be held on January 21, 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 16<sup>th</sup> day of December 2019 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

November 19, 2019 7:30 a.m.

UFA Headquarters – 3380 South 900 West SLC, UT 84119

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*Notice: Some Board members may participate by electronic means.*

1. Call to Order  
Quorum was obtained  
Chair Dahle called the meeting to order at 7:31 a.m.
2. Public Comment  
New Public Information Officer Patrick Costin introduced himself to the Board
3. Approval of Minutes  
Council Member Stewart moved to approve the minutes from the October 15, 2019 UFA Board Meeting as submitted  
Mayor Bush seconded the motion  
All voted in favor
4. Approval of 2020 UFA Board Meeting Schedule  
Mayor Silvestrini moved to approve the 2020 UFA Board Meeting Schedule as submitted  
Mayor Bush seconded the motion  
All voted in favor
5. Consent Agenda
  - a. Review of October Disbursements  
  
Mayor Hale moved to approve the October disbursements as submitted  
Mayor Peterson seconded the motion  
All voted in favor
6. Committee Updates
  - Benefits & Compensation Committee
    - No meeting held
    - Meeting will be scheduled at the first of next year
  - Governance Committee
    - No meeting held
    - The ILA will be discussed later on this agenda
  - Finance Committee
    - Meeting held 11/6/19
      - The audit has been completed and there were no findings

- All outstanding items from the previous audit have been addressed

7. Review and Approval of FY18/19 Financial Report and Audit

- As mentioned previously, the audit had no findings
- The Board extended their appreciation for all the work done to meet audit expectations

Mayor Silvestrini moved to approve the Fiscal Year 18/19 Financial Report and Audit as presented  
Mayor Overson seconded the motion  
All voted in favor

8. Consider the Date of December 17, 2019 for a Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2019-2020 Fiscal Year Budget

Council Member Perry moved to set the date of December 17, 2019 for a Public Hearing to receive and consider comments on the proposed amendments to the 2019-2020 fiscal year budget  
Mayor Hale seconded the motion  
All voted in favor

9. Consider Resolution 11-2019A Adopting the Revised Interlocal Cooperative Agreement to Revise and Restate the Creation and Governance of the Unified Fire Authority

- CLO Roberts described some last minute adjustments/requests/clarifications were submitted, these were discussed and were incorporated into the final version
  - These were mostly verbiage related
- CLO Roberts walked through the current draft of the ILA asking Board Members to discuss any issues prior to asking for the vote on this packet
- 9(a)ii: County Mayor Wilson requested the ability to assign an Associate Deputy as well as a Deputy Mayor
  - There was support to consider this change with the final vote
- 9(a)iv: There was much discussion regarding when and in what circumstances an alternate Board Member was allowed to represent a community and vote on their behalf
  - It clarifies in the ILA that the alternate must be appointed by resolution by the entities city council
  - Chief Petersen stressed the need for a primary contact, selected annually, who will be included in the monthly informational packet and who can share in the responsibility of representing the entity
  - Concern about the definition of “emergency circumstances”
    - Several suggestions for modifications of the language to allow for a planned vacation or other normal conflict allow members to be represented
  - Chief Petersen proposed striking the language “...due to emergency circumstances”
  - Chief described the difficulty in a shifting Board of Directors based on availability, however, with the requirement that another elected official must be designated and the last paragraph stating the importance of Board Members participating either in person or remotely first, then provide as much notice as possible will help with the ability for him to brief the Board effectively prior to a meeting
    - There was support to consider this change with the final vote
- 9(b)ii: CLO Roberts pointed out that the “50-50” weighted vote was incorporated in this document based on the perceived support from the October Board Meeting

- There was clarification that any two Board Members “or their alternate” representing separate parties may call for the weighted vote
- There was also clarification that due to the language that the two member calling for a weighted vote must be from separate communities eliminates the opportunity for two SLCo Board Members to call for this option
- Councilman Bowen indicated that his Council has directed him to vote no on this version of the ILA if it maintains a weighted vote
- 9(c) I and ii: Discussion of striking “if necessary” from the sections related to the Fire Chief and CLS removal
  - CLO Roberts clarified that the employment agreement would define the obligations of the Board
  - There was support to consider this change with the final vote
- Mayor Dahle asked what happens if an entity refuses to sign the ILA
  - CLO Roberts stated this basically becomes a notice of withdrawal, but it is unknown exactly how this evolves as it depends on whether or not the entity is a contract member or UFSA
  - A UFSA member may simply lose their seat on the Board, however, the UFSA may need to review the impact of a decision not to sign the ILA by a municipality in the UFSA
  - Mayor Dahle asked that CLO Roberts review the Board process with regard to this issue and what takes place following this action
- CLO Roberts outlined what the Board can expect once the ILA is approved
  - The final ILA will then go out to the communities for approval
  - Mayor Dahle encouraged all to expedite the approvals prior to new changes in councils
  - Once all signatures are collected, the new ILA is in place
  - CLO Roberts will distribute the final version today to the Board Members and the attorney workgroup

Mayor Silvestrini moved to approve Resolution 11-2019A adopting the Revised Interlocal Cooperative Agreement to Revise and Restate the Creation and Governance of the Unified Fire Authority as presented, but incorporating the four changes approved today by the Board

Mayor Peterson seconded the motion

*Vote:*

Council Member Bailey, Copperton – Yes

Council Member Bowen, Emigration – No

Mayor Wilson, SLCo – Yes

Mayor Hale, Midvale – Yes

Council Member Perry, White City – Yes

Mayor Bush, Kearns – Yes

Mayor Peterson, CWH – Yes

Mayor Silvestrini, Millcreek – Yes

Mayor Dahle, Holladay – Yes

Council Member Stewart, Riverton – Yes

Mayor Sondak, Alta – Yes

Mayor Overson, Taylorsville – Yes

Surveyor Demman, SLCo – Yes

Council Member Hull, Magna – Yes

Council Member Henderson, Herriman – Yes

Mayor Westmoreland, Eagle Mountain, arrived after the discussion, but signed the ILA with the understanding that he was signing his vote of approval as Yes

10. Facilities Usage Draft

- This draft addresses a specific list of community uses for the councils to consider, for the stations within their boundaries
- Mayor Sondak asked about the option of utilizing other stations beyond the city boundaries
  - This is fully acceptable, as long as the usage meets the wants of the city wherein the station resides
- CLO Roberts has asked that Board Members review this draft with their councils to determine what they would like to offer their public, work with UFA on possibilities of the asks, and tailor the station use for the needs of the community in which it resides

11. Consideration to Form an Ad Hoc Group for Merit Commission Appointment

- Arri Woolf shared the history of the Merit Commission, stating their role in reviewing grievances, appeals of discrimination or of the promotional process
- There are currently two members and another is needed
- There are three individuals for consideration and staff is asking for a committee to review the applicants and make a recommendation to the Board to fill the final seat
- Mayor Peterson, Mayor Dahle, Council Member Hull, all agreed to help with this process
  - Arri Woolf will send resumes to the committee members and a meeting will be scheduled in the near future
  - AC Ziolkowski asked that if any Board Members have further recommendations as to potential candidates for the position, please reach out to him

12. Fire Chief Report

- 2019 Accomplishments - Draft
  - Chief Petersen asked that the Board review the draft list and let him know if there is anything they feel should be added
  - Chief Petersen is especially interested in any Key Initiatives or Wicked Issues that the Board would like to comment on
- Assistant Chief Promotion
  - Chief Petersen introduced newly promoted Assistant Chief Riley Pilgrim
- Firefighter Hiring Update
  - Currently staff is moving through background checks
  - 15 final offers have been accepted
  - There will be close to 30 final offers made by Christmas
  - UFA currently has 90 members eligible for retirement, and has experienced 20 retirement each year for the last two years
  - Chief Petersen indicated he was planning to over-hire 6 Firefighters in this process as long as they can be supported within the budget now
    - This will insulate us from a few anticipated retirements after our camp begins
    - The Board was supportive of this concept
- Business Technology & Intelligence Manager
  - This position has been refocused and reopened to address the needs the UFA has today
  - 18 applicants to date
  - Interviews will be held December 13

13. Closed Session

Council Member Stewart moved to temporarily recess the meeting to convene in a close session to discuss matters as provided by Utah Code Annotated §52-4-205

Mayor Silvestrini seconded the motion

*Vote:*

Council Member Bailey, Copperton – Yes

Council Member Bowen, Emigration – Yes

Mayor Wilson, SLCo – Yes

Mayor Hale, Midvale – Yes

Council Member Perry, White City – Yes

Mayor Bush, Kearns – Yes

Mayor Peterson, CWH – Yes

Mayor Silvestrini, Millcreek – Yes

Mayor Dahle, Holladay – Yes

Council Member Stewart, Riverton – Yes

Mayor Sondak, Alta – Yes

Mayor Overson, Taylorsville – Yes

Surveyor Demman, SLCo – Yes

Council Member Hull, Magna – Yes

Council Member Henderson, Herriman – Yes

Mayor Westmoreland, Eagle Mountain – Yes

Mayor Wilson left the meeting

Re-Open the Meeting

Mayor Silvestrini moved to re-open the meeting to the public

Council Member Stewart seconded the motion

All in favor

Council Member Demman left the meeting

14. Executive Employees Performance and Compensation Review

- The Board chose to approve the COLA increase and retain contractual employment with Chief Petersen and CLO Roberts
- Due to time constraints, Chief Petersen's direct reports were unable to provide feedback as to his performance to the Board, but will be granted this opportunity at the December 17, 2019 Board Meeting

Mayor Silvestrini moved to approve the UFA's Fiscal Year 2019 COLA increase of 2% to the compensation of the Fire Chief and Chief Legal Officer effective as of their respective hiring anniversary

Mayor Peterson seconded the motion

All voted in favor

15. Adjournment

Mayor Silvestrini moved to adjourn the November 19, 2019 meeting

Mayor Bush seconded the motion

All voted in favor

**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 Sheldon Stewart

Mayor Jenny Wilson  
SLCo Surveyor Reid Demman  
Mayor Harris Sondak  
Mayor Robert Hale  
Mayor Kelly Bush  
Council Member Kathleen Bailey  
Council Member Trish Hull  
Council Member Jared Henderson

**BOARD MEMBERS ABSENT:**

Council Member Richard Snelgrove

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

**OTHER ATTENDEES:**

AC Jay Ziolkowski  
AC Mike Watson  
AC Stephen Higgs  
Arriann Woolf  
BC Anderton  
BC Dern  
BC Watkins  
BC Russell  
BC Pilgrim  
BC Ascarte  
Bill Brass  
Brett Wood, Herriman  
Captain Bogenschutz

Captain Park  
Captain Rich  
Captain Conn  
Captain Fossum  
Dan Knopp, BCC  
District Chief Woolsey  
Division Chief Case  
Division Chief Larson  
Division Chief Rhoades  
Division Chief Robinson  
Division Chief Torgersen  
Dan Knopp, Brighton  
Ifo Pili, UFSA

Keith Zuspan, BCC  
Lana Burningham  
Larson Wood  
Matt McFarland  
Mike Reberg, SLCo  
Nile Easton, DOC  
Patrick Costin  
Rachel Anderson, UFSA  
Ryan Love  
Steve Quinn  
Tim Tingey, CWH



**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**NOVEMBER 2019**

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
Nov-19	11/8/2019	1	PAYROLL TRANS FOR 10/31/2019 PAY PERIOD	N/A	\$ 1,308,283.83
Nov-19	11/25/2019	2	PAYROLL TRANS FOR 11/15/2019 PAY PERIOD	N/A	1,115,666.51
Nov-19	11/7/2019	83203	SELECTHEALTH	11302019	560,451.70
Nov-19	11/8/2019	2	URS ACH PAYMENT - 11/08/19 PAYROLL	N/A	469,186.45
Nov-19	11/25/2019	5	URS ACH PAYMENT - 11/25/2019 PAYROLL	N/A	459,294.16
Nov-19	11/12/2019	1	EFTPS - 11/08/19 PAYROLL	N/A	241,143.29
Nov-19	11/6/2019	11062019	WELLS FARGO BUSINESS CARD	Multiple	206,566.14
Nov-19	11/26/2019	3	EFTPS - 11/25/19 PAYROLL	N/A	196,603.05
Nov-19	11/26/2019	4	STATE TAX ACH PAYMENT - 11/25/2019	N/A	142,809.67
Nov-19	11/22/2019	83251	PUBLIC EMPLOYEES HEALTH PROGRAM	OCTBILL2019	66,683.36
Nov-19	11/26/2019	112621	LES OLSON COMPANY	Multiple	54,645.16
Nov-19	11/22/2019	83238	CUSTOM BENEFIT SOLUTIONS	Multiple	50,937.99
Nov-19	11/14/2019	83224	STATE OF UTAH - GASCARD	Multiple	42,320.65
Nov-19	11/21/2019	112119	GCS BILLING SERVICES	Multiple	30,277.31
Nov-19	11/26/2019	112619	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	24,957.22
Nov-19	11/7/2019	83198	CUSTOM BENEFIT SOLUTIONS, INC.	11102019	24,845.17
Nov-19	11/22/2019	83246	CUSTOM BENEFIT SOLUTIONS, INC.	11252019	24,845.17
Nov-19	11/14/2019	83218	ROCKY MTN POWER	Multiple	20,774.35
Nov-19	11/14/2019	83225	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
Nov-19	11/22/2019	83228	COMCAST	90770981	15,177.66
Nov-19	11/7/2019	83208	SELECTHEALTH	11302019RET	12,332.20
Nov-19	11/22/2019	83242	MAYORS FINANCIAL ADMIN	MFA0000718	12,222.39
Nov-19	11/14/2019	83210	CAPSTONE STRATEGIES	43773	11,666.67
Nov-19	11/22/2019	83244	TELEFLEX LLC	Multiple	11,350.00
Nov-19	11/6/2019	110619	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	11,318.85
Nov-19	11/22/2019	83245	UNIVERSITY MEDICAL BILLING	10/31/19A	11,001.00
Nov-19	11/22/2019	83240	ENTERPRISE RENT-A-CAR CO OF UT, LLC	Multiple	8,548.36
Nov-19	11/7/2019	83200	LOCAL 1696 - IAFF	11102019	8,040.82
Nov-19	11/22/2019	83248	LOCAL 1696 - IAFF	11252019	8,040.82
Nov-19	11/21/2019	112120	NAPA AUTO PARTS	Multiple	7,618.19
Nov-19	11/14/2019	83221	SHI INTERNATIONAL CORP.	B10820359	6,550.00
Nov-19	11/13/2019	111319	APPARATUS EQUIPMENT & SERVICE, INC	19-IV-2840	6,321.07
Nov-19	11/22/2019	83230	INTERMOUNTAIN HEALTHCARE	EAP-02818	6,103.68
Nov-19	11/7/2019	83194	PROGREEN LAWN & LANDSCAPE, INC	18124	4,350.00
Nov-19	11/22/2019	83234	ROWLAND, GERALD KIM	43739	4,166.67
Nov-19	11/22/2019	83241	L.N. CURTIS AND SONS	Multiple	4,034.29
Nov-19	11/14/2019	83223	STAR360FEEDBACK	Multiple	3,135.00
Nov-19	11/7/2019	83189	ENVIRO SYSTEM RESEARCH INSTITUTE INC	93721816A	2,406.00
Nov-19	11/6/2019	110621	SERVICEMASTER OF SALT LAKE	132668A	2,250.00
Nov-19	11/22/2019	83235	UTAH DEPT WORKFORCE SERVICES	43770	2,126.38
Nov-19	11/7/2019	83207	FIREFIGHTERS CREDIT UNION	11102019TV	2,001.04
Nov-19	11/22/2019	83256	FIREFIGHTERS CREDIT UNION	11252019TV	1,991.32
Nov-19	11/6/2019	110623	WEIDNER FIRE	55559	1,912.39
Nov-19	11/7/2019	83192	KEDDINGTON & CHRISTENSEN LLC	3505	1,900.00
Nov-19	11/22/2019	83231	KRONOS INCORPORATED	11524185	1,808.50
Nov-19	11/30/2019	6	TO RECORD AMBULANCE RELATED BANK FEES - NOVEMBER 2019	N/A	1,772.05
Nov-19	11/22/2019	83236	WASATCH FRONT WASTE RECYCLE DIST	Multiple	1,736.00
Nov-19	11/7/2019	83193	LIFE-ASSIST, INC	948966	1,702.35
Nov-19	11/22/2019	83250	OFFICE OF RECOVERY SERVICES	11252019	1,680.00
Nov-19	11/14/2019	83215	KRONOS INCORPORATED	11523826	1,679.31

*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\2019-11 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**NOVEMBER 2019**

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
Nov-19	11/22/2019	83252	PUBLIC EMPLOYEES LT DISABILITY	11252019	1,604.86
Nov-19	11/7/2019	83190	FORMAN, CHAD	1011	1,600.00
Nov-19	11/7/2019	83199	FIREFIGHTERS CREDIT UNION	11102019SF	1,599.51
Nov-19	11/22/2019	83247	FIREFIGHTERS CREDIT UNION	11252019SF	1,588.78
Nov-19	11/7/2019	83188	DOMINION ENERGY	Multiple	1,534.72
Nov-19	11/22/2019	83257	PUBLIC EMPLOYEES LT DISABILITY	LTD10252019	1,478.59
Nov-19	11/7/2019	83202	OFFICE OF RECOVERY SERVICES	11102019	1,429.18
Nov-19	11/14/2019	83222	SNOWBIRD RESORT LLC	Multiple	1,409.73
Nov-19	11/22/2019	83239	DOMINION ENERGY	Multiple	1,389.85
Nov-19	11/30/2019	7	TO RECORD BANK FEES - NOVEMBER 2019	N/A	1,342.39
Nov-19	11/26/2019	112622	WEIDNER FIRE	Multiple	1,340.00
Nov-19	11/13/2019	111321	LES OLSON COMPANY	Multiple	1,330.00
Nov-19	11/22/2019	83229	DOMINION ENERGY	Multiple	1,238.28
Nov-19	11/7/2019	83196	SMARTSHEET INC.	INV121585	1,200.00
Nov-19	11/22/2019	83226	CANON FINANCIAL SERVICES, INC.	Multiple	1,063.03
Nov-19	11/14/2019	83214	JAN-PRO OF UTAH	Multiple	960.00
Nov-19	11/7/2019	83185	A TO Z LANDSCAPING, INC.	23691A	835.33
Nov-19	11/7/2019	83206	WELLS FARGO ADVISOR FBO UFA4064-8710	111019DH	709.78
Nov-19	11/7/2019	83191	JOHNSON ROBERTS & ASSOCIATES, INC.	Multiple	665.00
Nov-19	11/6/2019	110620	CODALE ELECTRIC SUPPLY	Multiple	640.95
Nov-19	11/14/2019	83212	DEPARTMENT OF HEALTH	20EM000043	630.00
Nov-19	11/14/2019	83213	DOMINION ENERGY	Multiple	607.55
Nov-19	11/13/2019	111322	MOUNTAIN ALARM	Multiple	599.70
Nov-19	11/7/2019	83197	UTAH BROADBAND, LLC	Multiple	597.00
Nov-19	11/22/2019	83237	A.J. ART & FRAME	43781	485.40
Nov-19	11/14/2019	83209	A.J. ART & FRAME	43773	461.40
Nov-19	11/22/2019	83243	SHRED-IT USA	Multiple	424.36
Nov-19	11/7/2019	83195	SKAGGS COMPANIES, INC.	3198974RI	409.00
Nov-19	11/7/2019	83187	DIXON, NANCY K.	43767	280.00
Nov-19	11/22/2019	83254	UTAH RETIREMENT SYSTEMS	111319MISC	275.30
Nov-19	11/13/2019	111320	GOLD CUP SERVICES INC.	Multiple	241.50
Nov-19	11/7/2019	83201	ND CHILD SUPPORT DIVISION	11102019	214.80
Nov-19	11/22/2019	83249	ND CHILD SUPPORT DIVISION	11252019	214.80
Nov-19	11/22/2019	83233	ROADPOST USA INC	RU08214233A	181.89
Nov-19	11/6/2019	110622	UNITED SITE SERVICES	114-9344824	179.00
Nov-19	11/7/2019	83204	UNIFIED POLICE FEDERATION	11102019	171.00
Nov-19	11/22/2019	83253	UNIFIED POLICE FEDERATION	11252019	171.00
Nov-19	11/22/2019	83227	CENTERPOINT	1826	151.71
Nov-19	11/14/2019	83211	COPPERTON IMPROVEMENT DISTRICT	W-#115 10/19	115.00
Nov-19	11/14/2019	83219	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 10/19	99.54
Nov-19	11/14/2019	83216	PITNEY BOWES GLOBAL	3309955768	98.55
Nov-19	11/7/2019	83186	BESTSHRED, LLC	4977102419	75.00
Nov-19	11/22/2019	83232	PURCHASE POWER	Multiple	49.79
Nov-19	11/14/2019	83220	SATCOM GLOBAL INC.	AI11190731	47.08
Nov-19	11/26/2019	112620	GOLD CUP SERVICES INC.	767448	45.00
Nov-19	11/7/2019	83205	UTAH STATE TAX COMMISSION	11102019SC	40.00
Nov-19	11/22/2019	83255	UTAH STATE TAX COMMISSION	11252019SC	40.00
Nov-19	11/14/2019	83217	ROCKY MOUNTAIN WATER COMPANY	102404	16.25
					<b>\$ 5,264,787.55</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

X:\Board Docs\2019-11 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING**  
**NOVEMBER 2019**

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
Nov-19	11/27/2019	3	EOC TRANSFER - 11/8/19 PAYROLL	N/A	\$ 63,174.34
Nov-19	11/27/2019	4	EOC TRANSFER - 11/25/19 PAYROLL	N/A	55,664.16
Nov-19	11/27/2019	2	FUNDS TRANSFER FROM EM TO FIRE - OCTOBER PCARD!	N/A	19,944.02
Nov-19	11/1/2019	1	FUNDS TRANSFER FROM EM TO FIRE - SEPTEMBER PCAF	N/A	13,963.91
Nov-19	11/7/2019	7350	COMPUNET, INC.	Multiple	12,185.00
Nov-19	11/7/2019	7352	ENVIRO SYSTEM RESEARCH INSTITUTE INC	93721816B	11,831.00
Nov-19	11/22/2019	7358	A PLUS TREE INCORPORATED	84952	7,735.00
Nov-19	11/14/2019	7356	ROCKY MTN POWER	E-EOC 10/19	3,102.66
Nov-19	11/14/2019	7357	STATE OF UTAH - GASCARD	Multiple	1,959.54
Nov-19	11/5/2019	110624	SERVICEMASTER OF SALT LAKE	132668B	1,500.00
Nov-19	11/22/2019	7360	SYRINGA NETWORKS, LLC	19NOV0224	1,175.00
Nov-19	11/21/2019	112121	LES OLSON COMPANY	546590	1,096.70
Nov-19	11/7/2019	7354	POWER STROKES PAINTING INC.	1708	726.85
Nov-19	11/22/2019	7362	CUSTOM BENEFIT SOLUTIONS	162C	588.85
Nov-19	11/7/2019	7349	A TO Z LANDSCAPING, INC.	23691B	556.89
Nov-19	11/7/2019	7351	DOMINION ENERGY	G-EOC 10/19	454.61
Nov-19	11/13/2019	111323	GOLD CUP SERVICES INC.	Multiple	289.15
Nov-19	11/22/2019	7364	PUBLIC EMPLOYEES HEALTH PROGRAM	10312019EOC	268.86
Nov-19	11/7/2019	7353	L.N. CURTIS AND SONS	Multiple	261.88
Nov-19	11/13/2019	111324	LES OLSON COMPANY	EA889701	252.75
Nov-19	11/22/2019	7363	SHRED-IT USA	8128524575D	166.69
Nov-19	11/14/2019	7355	MAYORS FINANCIAL ADMIN	SLC0000273	110.00
Nov-19	11/22/2019	7359	ROADPOST USA INC	RU08214233B	60.63
Nov-19	11/22/2019	7361	WASATCH FRONT WASTE RECYCLE DIST	6434C	50.00
					<b>\$ 197,118.49</b>

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND**  
**NOVEMBER 2019**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Nov-19	11/6/2019	11062019	ZAGG HEADQUARTERS	5366_2019-10	\$ 2,799.00
Nov-19	11/6/2019	11062019	BEST BUY	8606_2019-10	209.95
					<u>\$ 3,008.95</u>

**UNIFIED FIRE AUTHORITY  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN THAT ON DECEMBER 17, 2019,** at 7:30 AM a public hearing will be held at the Unified Fire Authority Administration Building/Emergency Coordination Center, 3380 South 900 West, Salt Lake City, UT before the Board of Directors of the Unified Fire Authority to receive public comment and consider a resolution amending the 2019-2020 fiscal year budget. All budget related items will be discussed at that time.

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

In accordance with the Americans with Disabilities Act, the Unified Fire Authority will make reasonable accommodations to participate in the hearing. Requests for assistance can be made by calling 801-743-7200 at least 24 hours in advance of the hearing to be attended.

DATED this 11th day of December, 2019.

PUBLISHED BY ORDER OF THE UNIFIED FIRE AUTHORITY



**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
12/17/2019**

**GENERAL FUND**

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1. **\$4,091 Donations related to Community Outreach**
  - a. Donations (pancake breakfast from private donors) \$1,500 1039350
  - b. Donations (Light the Night from Home Depot) \$2,591 1039350
  - c. Overtime \$1,200 1096120
  - d. Food provisions \$300 1096260
  - e. Small equipment < 5,000 \$2,591 1098410
  
2. **\$26,023 EMS State per capita grant**
  - a. EMS grants \$26,023 1033300
  - b. Grant purchases \$26,023 1095266
  
3. **\$22,503 Increase to Management fee paid by UFSA**
  - a. UFSA management fee \$22,503 1034160
  - b. Salary/wages \$3,123 1098100
  - c. Salary/wages \$6,465 1088100
  - d. Salary/wages \$12,915 1099100
  
4. **\$422,386 Assistance to Firefighters grant for mental health & wellness programs (75% Federal portion)**
  - a. Federal grants \$422,386 1033200
  - b. Grant purchases \$422,386 1099266
  
5. **\$196,057 Increase in personnel costs for additional staffing in Eagle Mountain**
  - a. Member fees – UFSA \$196,057 1031350
  - b. Salary/wages \$106,557 1089100
  - c. Overtime \$10,000 1089120
  - d. Other employee benefits \$4,000 1089130
  - e. Medical/Dental/Life insurance \$30,000 1089132
  - f. Retirement contributions \$24,000 1089133
  - g. Payroll tax \$2,000 1089134
  - h. Workers comp \$3,000 1089135
  - i. Uniform allowance \$1,500 1089140
  - j. Clothing provisions \$15,000 1098219
  
6. **\$250,360 Reimbursement for EMAC deployment to California (October/November 2019)**
  - a. Intergovernmental revenue \$250,513 1034200
  - b. Salary/wages – non-USAR deployment \$36,260 1089190
  - c. Overtime – non-USAR deployment \$100,244 1089192
  - d. Benefits – non-USAR deployment \$6,048 1089193
  - e. Non-USAR deployment costs (non-payroll) \$8,313 1089342
  - f. Transfer to Capital Replacement Fund \$35,520 1080100
  - g. Transfer to Wildland Fund \$64,128 1080200

**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
12/17/2019**

**GENERAL FUND (Continued)**

<b>7. \$242,955 Reimbursement from UTTF-1 for hurricane deployment costs (Barry, Dorian)</b>		
a. USAR reimbursements	\$242,955	1039451
b. Overtime	\$247	1087120
c. Overtime – salary/wages	\$13,212	1087170
d. Overtime – deployment	\$215,157	1087172
e. Overtime – deployment	\$14,339	1087173
<b>8. \$37,000 Reimbursement from UTTF-1 for sublease/procurement facilitated by UFA</b>		
a. USAR reimbursement revenue	\$37,000	1039450
b. Reimbursement to UFA	\$37,000	1087800

**WILDLAND – ENTERPRISE FUND**

<b>1. \$39,632 Camp Williams contract extension &amp; amendment</b>		
a. Camp Williams contract	\$39,632	2031900
b. Salary/wages	\$31,632	2085100
c. Workers compensation	\$7,000	2085145
d. Food provisions	\$1,000	2085260
<b>2. \$49,399 Increase capital lease payments related to asset transfer from General Fund to Wildland</b>		
a. Appropriated net assets	\$49,399	2034400
b. Capital lease payments – principal	\$46,522	2097221
c. Interest expense	\$2,877	2097906
<b>3. \$64,128 Transfer from General Fund related to EMAC equipment reimbursement</b>		
a. Transfer from General Fund	\$64,128	2034150
b. Appropriated net assets	\$64,128	2034400

**EMERGENCY SERVICES – SPECIAL REVENUE FUND**

<b>1. \$140,000 Appropriation of fund balance to hire a third party contractor to help with EM planning</b>		
a. Appropriation of fund balance	\$140,000	4034400
b. Professional services	\$140,000	4040350
<b>2. \$32,500 Increase emergency management fee to actual based on 2020 budget approved by SLCo</b>		
a. Salt Lake County fees	\$32,500	4034300
b. Salary/wages	\$32,500	4040100

**FIRE CAPITAL REPLACEMENT FUND**

<b>1. \$187,050 Proceeds from disposition of fleet (7 light fleet, 1 aerial truck, and 1 totaled by insurance)</b>		
a. Sale of capital assets	\$187,050	5539150
b. Contribution to fund balance	\$187,050	5540910
<b>2. \$21,320 Change orders for BC/DC vehicles (including construction changes, bluetooth, and cameras)</b>		
a. Appropriation of fund balance	\$21,320	5531850
b. Capital outlay – Fleet (cash)	\$21,230	5540201
<b>3. \$35,520 Transfer from General Fund related to EMAC equipment reimbursement</b>		
a. Transfer from General Fund	\$35,520	5531810
b. Contribution to fund balance	\$35,520	5540910



UNIFIED FIRE AUTHORITY  
Resolution No. 12-2019A of 2019  
(Second Amendment of the Budget for Fiscal Year 2019-2020)

A RESOLUTION AMENDING FOR THE SECOND TIME THE BUDGET OF  
THE UNIFIED FIRE AUTHORITY FOR THE FISCAL YEAR BEGINNING JULY 1,  
2019 AND ENDING JUNE 30, 2020.

PREAMBLE

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

All conditions precedent to amend said budget have been accomplished.

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

SECTION 1. Purpose. The purpose of this Resolution is to accomplish the second amendment to the budget for Fiscal Year 2019-2020.

SECTION 2. Adoption of Amendment. The second budget amendment, attached hereto and made part of this Resolution by reference, shall be and hereby is adopted and incorporated into the budget of Unified Fire Authority for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

SECTION 3. Effective Date. This Resolution shall take effect on December 17, 2019.

DATED this 17th day of December, 2019.

UNIFIED FIRE AUTHORITY

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

APPROVED AS TO FORM:

ATTEST:

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

\_\_\_\_\_  
Clerk

Exhibit A for Calendar Year 2020

Position	Jan-19		Jan-20		Responsibilities
	<u>% of Time</u> <u>Worked</u>	<u>Amount</u>	<u>% of Time</u> <u>Worked</u>	<u>Amount</u>	
Logistics Facilities Manager	50%	\$71,644	50%	\$63,155	Specifications/RFP/Bids/Management/ for capital improvement projects; compiling operational and maintenance documents; works through any warranty items on newer projects. Seismic evaluations and retrofit assessments. Station architectural design and rendering.
Logistics Facilities Specialist	10%	\$8,665	5%	\$4,655	Assists Construction Coordinator when needed; provides information for Capital Improvement needs; Meets with contractors
Logistics Facilities Specialist	0%	\$0	5%	\$3,654	Assists Construction Coordinator when needed; provides information for Capital Improvement needs; Meets with contractors
Logistics Purchasing Coordinator	5%	\$4,577	2%	\$1,913	Assists with the processing of MR's and invoices for capital projects
Logistics Data Administrator	1%	\$526	1%	\$719	Researches information for Logistics/Fleet as requested
Logistics Division Chief	10%	\$14,228	15%	\$30,974	Develops, manages, and administers capital improvements budgets; Provides overall direction and management to UFSA facility management. Leads and guides discussions for future fire station designs. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, in preparation for bonding and bond elections
Support Services Assistant Chief	15%	\$29,600	30%	\$65,650	Researches property descriptions/locations for fire station rebuilds and new construction. Captures and records the details of properties for fire station constructions. Leads and guides discussions for future fire station designs. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, in preparation for bonding and bond elections. Meets with individual board members to discuss property and fire station construction issues and strategies.
Finance Purchasing Agent/Contract Coord.	0%	\$0	10%	\$10,033	RFP/RFQ/Purchasing processing. Contract coordination and tracking.
Finance Accounting Manager	15%	\$21,348	10%	\$14,253	AP/AR, capital assets, bank reconciliations, impact fee accounting, deposits
Finance Payroll Coordinator	1%	\$1,028	1%	\$1,046	Impact fee reconciliation
Finance Assistant Finance Director	4%	\$6,713	5%	\$8,117	External audit, financial statements
Finance Senior Accountant	1%	\$1,155	1%	\$1,178	External audit, financial statements, bank reconciliation
Finance Accounting Specialist	0%	\$0	5%	\$3,608	UFSA Desktop Deposits
Finance PT Accounting Tech	5%	\$1,255	0%	\$0	UFSA Desktop Deposits
Records Coordinator	1%	\$546	1%	\$615	Managing UFSA GRAMA requests
ECC Receptionist	5%	\$2,015	5%	\$3,070	Impact fee collection/receipts, phone calls
UFSA Clerk	25%	\$20,020	10%	\$9,095	Time needed to fully meet the responsibilities of the Clerk
UFSA Deputy Clerk	5%	\$3,788	0%	\$0	Time needed to fully meet the responsibilities of the Deputy Clerk
CFO	15%	\$29,107	15%	\$33,615	Financial Management, Treasurer
Other Admin		<u>\$40,000</u>		<u>\$40,000</u>	Chief, Director of Communications, Website Maintenance
		\$256,215		\$295,350	
Overhead Charge	15%	<u>\$38,432</u>	15%	<u>\$44,303</u>	Office Space, IT, supplies, etc.
<b>TOTAL</b>		<b>\$294,647</b>		<b>\$339,653</b>	
	Logs	114,586	Logs	120,831	
	Fin	69,697	Fin	82,628	
	Admin	108,047	Admin	132,664	
	EM	2,317	EM	3,531	
		294,647		339,653	



UNIFIED FIRE AUTHORITY  
Resolution No. 12-2019B of 2019  
(Exhibit to Interlocal Agreement for Services)

A RESOLUTION OF THE UNIFIED FIRE AUTHORITY APPROVING THE REVISED  
“EXHIBIT A” TO THE INTERLOCAL COOPERATIVE AGREEMENT WITH UNIFIED  
FIRE SERVICE AREA FOR THE PROVISION OF SERVICES

A. The Interlocal Cooperation Act, Utah Code Ann. §11-13-101 et. seq. (the “Interlocal Cooperation Act”), provides that any two or more public agencies may enter into agreements with one another for joint or cooperative action following the adoption of an appropriate resolution by the governing body of each participating public agency.

B. The Unified Fire Authority (the “Authority”) and the Unified Fire Service Area (the “Service Area”) are public agencies for purposes of the Interlocal Cooperation Act.

C. Authority provides fire protection and emergency medical services to the Service Area and other public agencies for a fee. Authority has also provided administrative services for Service Area in the past and been reimbursed for the costs of such services pursuant to an Interlocal Agreement approved by the Board on October 17, 2017 and subsequently executed by the Parties (the “Interlocal Agreement”).

D. The Interlocal Agreement provides that for each calendar year the Parties will approve an “Exhibit A” that sets forth the services to be provided and the cost to be paid by the Service Area to the Authority.

E. After careful consideration, the Board of Directors of the Authority has reviewed the proposed revised “Exhibit A” to the Interlocal Agreement, attached to this resolution as “Exhibit 1,” and determined that it is in the best interests of the Authority and its members to

approve it as Exhibit A to the Interlocal Agreement for calendar year 2020 to replace the prior authorized Exhibit A.

F. In the event the approval of Exhibit A by the Parties requires an adjustment to the UFA 2019-2020 Fiscal Year Budget, the UFA Board will amend its budget pursuant to law or the Interlocal Agreement may be terminated as provided for therein.

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

SECTION 1. PURPOSE. The purpose of this Resolution is to approve the inclusion of the proposed revised Exhibit A into the Interlocal Agreement for calendar year 2020.

SECTION 2. APPROVAL OF INTERLOCAL AGREEMENT. The Board hereby authorizes approves the replacement of the current Exhibit with the proposed revised Exhibit A, in the form attached as Exhibit “1” hereto, on behalf of Authority, for calendar year 2020, subject to the mutual approval by the Board of the Service Area.

SECTION 3. RECORDS. The Authority’s keeper of records is authorized and instructed to keep and maintain a copy of this revised Exhibit A with the Interlocal Agreement available for inspection.

SECTION 4. EFFECTIVE DATE. This Resolution will take effect upon approval. The revised Exhibit A will be effective January 1, 2020 and when the following Interlocal Cooperation Act requirements have been satisfied: (i) the Agreement has been approved by all parties as required by Section 11-13-202(2); (ii) each party to the Agreement has submitted the Agreement to an attorney authorized to represent the said party for review as to proper form and compliance with applicable law as required by Section 11-13-202.5(3); and (iii) the approved

Exhibit has been filed with the keeper of records of each of the parties as required by Section 11-13-209.

Passed by the Board of the Unified Fire Authority, this 17th day of December, 2019.

UNIFIED FIRE AUTHORITY

By: \_\_\_\_\_  
Chair

APPROVED AS TO FORM:

ATTEST:

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

\_\_\_\_\_  
Clerk







# UNIFIED FIRE AUTHORITY

TO: UFA Board (Via Chief Petersen)  
FROM: Finance Division  
SUBJECT: FY20/21 Budget Calendar  
DATE: December 17, 2019

## FY20/21 Budget Timeline

December 12, 2019	Budget kick-off meeting
December 12, 2019	Budget documentation sent to divisions
February 3 – February 7, 2020	Division budget preview/preparation meetings with Finance
February 13, 2020 (11:00 AM)	Compensation and Benefits Committee - Initial insurance renewal presentation from Gallagher Benefit Services and preliminary wage and benefit discussion
February 24 - March 6, 2020	Division budget meetings with Fire Chief and budget committee
March 30, 2020 (1:00 PM)	Compensation and Benefits Committee - Final insurance renewal presentation from Gallagher Benefit Services and final wage and benefit discussion
April 16, 2020 (8:00 AM)	Fire Chief/Finance present FY20/21 Proposed Budget to Finance Committee
April 21, 2020	FY20/21 budget update at Board Meeting
May 7, 2020 (8:00 AM)	Division budget presentations at Finance Committee meeting. Finance Committee approves FY20/21 budget and forwards recommendation to the UFA Board
May 19, 2020	Board adopts FY20/21 Tentative Budget at board meeting
June 16, 2020	Board adopts FY20/21 Final Budget at board meeting