



UNIFIED FIRE AUTHORITY BOARD AGENDA

February 19, 2019 7:30 a.m.

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

1. Call to Order – Chair Dahle
2. Public Comment
Please limit comments to three minutes each
3. Minutes Approval – Chair Dahle
 - a. January 15, 2019
4. Committee Updates
 - a. Benefits & Compensation Committee (meeting 2/5/19) – Chair Dahle
 - b. Governance Committee (no meeting) – Chair Silvestrini
 - i. Interlocal Agreement Update – CLO Roberts
 - c. Finance Committee (4/15/19) – Chair Stewart
5. Consent Agenda
 - a. Review of January Disbursements – CFO Hill
6. Smoke Alarm Proposal – Chief Petersen/CLO Roberts
 - a. Consider approving the Residential Smoke Alarm Installation Program
7. Employment Status Policy Update – CLO Roberts
8. Fire Chief Report
 - a. Orientation of Potential Elected Officials from Brighton
 - b. Recruit School Update
 - c. Progress on Time Card Approval Systems – CFO Hill/AC Higgs
 - d. Information Technology Transition to Les Olson Update – AC Watson
 - e. Legislative Update – Ashley/Dave Spatafore

9. 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-Opening the Meeting

10. Adjournment – Chair Dahle

**The next Board meeting will be held on March 19, 2019 at 7:30 a.m. at
UFA EOC 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 18th day of February 2019 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

1/15/19 7:30 a.m.

Emergency Operations Center – 3380 S 900 W, SLC, UT 84119

Notice: Some Board members may participate by electronic means.

1. Call to Order

Quorum was obtained. Chair Dahle called the meeting to order at 7:34 a.m.

Held a moment of silence in honor of public safety individuals lost in the line of duty

2. Public Comment

None

3. Approval of Minutes

Mayor Bush moved to approve the minutes from the December 18, 2018 UFA Board Meeting as submitted

Councilmember Martin seconded the motion

All voted in favor

4. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2018-2019 Fiscal Year Budget

Councilmember Snelgrove moved to open the public hearing to receive and consider comments on proposed amendments to the 2018-2019 fiscal year budget

Mayor Bush seconded the motion

All voted in favor

No Public Comment

Councilmember Ferguson moved to close the public hearing to receive and consider comments on proposed amendments to the 2018-2019 fiscal year budget

Mayor Peterson seconded the motion

All voted in favor

5. Consider Resolution 01-2019A to approve a Budget Amendment for the 2018-2019 Fiscal Year

- CFO Hill reviewed the amendments to the budget
 - Adjusted how we earn interest and will begin sweeping our account
 - Recognizing additional revenue coming into UFA and how it will be used (Grants, US&R funds)
 - Appropriation of Fund Balance for another Leadership Cohort
 - Fund Balance for vacation/sick pay out for retirees

- Appropriating Fund Balance for remaining balance on lease
- Extension of Wildland season and miscellaneous donations
- Miscellaneous grants and funding for additional allocations in Emergency Management
- Recognition of apparatus sold through surplus and replaced funding to Capital Replacement Fund
- Money for professional fees for IT Division

Councilmember Ferguson moved to adopt Resolution 01-2019A to approve a Budget Amendment for the 2018-2019 Fiscal Year

Councilmember Martin seconded the motion

All voted in favor

6. Board Elections

Mayor Sondak moved to nominate Mayor Dahle as Chair for a second year

Councilmember Stewart seconded the motion

All voted in favor

- Chair Dahle recommended we consider a replacement for Mayor Bush, due to other obligations, she has declined to continue serving as Vice Chair
- Mayor Bush nominated Councilmember Allen Perry
 - Councilmember Perry agreed to serve as Vice Chair

Mayor Bush moved to elect Councilmember Allen Perry as Vice Chair

Councilmember Ferguson seconded the motion

All voted in favor

7. Administer Oath of Office for all Board Members

- All Board Members in attendance have receive oath, therefore, oath was not administered

8. FY 19/20 Budget Calendar

- CFO Hill presented the budget calendar
- The process for Division to begin work on their budgets has begun
- There was a time correction on the calendar from 2:00 a.m. to 2:00 p.m.
- Both Labor and HR will be in sync with what it takes to reach the top 3 in pay for each rank
 - Benefits and Compensation Committee will meet on 2/5/19 and information will be brought back to the Board as to what this compensation model looks like and what the budget can support

Councilmember Martin moved to approve the fiscal year 19/20 budget calendar

Councilmember Ferguson seconded the motion

All voted in favor

9. Committee Updates

- Benefits and Compensation Committee - meeting 2/5/19
 - Nothing to report, process will begin on 2/5/19
- Governance Committee – meeting 1/9/19

- Hybrid Governance Proposal was presented by CLO Roberts
- All members hold a 1 entity 1 vote in all matters not having any budget impact
- If it is a budget matter, two members must call for a weighted vote
- Weight is based on percent of population
- Consensus is that it will be rarely enacted
- This is a great tool to protect UFA
- A revised ILA will be brought before the Board once CLO Roberts has continued with draft version
- Finance Committee – no meeting

10. Consent Agenda

- Review of December Disbursement

Mayor Overson moved to approve consent agenda items as submitted
 Mayor Hale seconded the motion
 All voted in favor

11. Quarterly Financial Report

- This is the half year look at the financials
 - Revenue is tracking as expected
 - OT is 80% spent, but should be able to cover this with savings in salary and benefits
 - Discussed the upcoming hires and legislation that theoretically will aid in shortages during summer/fall
 - Councilmember Stewart asked that data be presented that outlines personnel eligible for retirement so Board has an idea of exposure and risk that may be faced
 - Chief Petersen stressed that while this available, the data is not an absolute

Councilmember Stewart moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented
 Councilmember Perry seconded the motion
 All voted in favor

12. Audit Findings

- Division Chief Robinson and AC Watson presented how Logistics has addressed the inventory control and tracking audit findings
 - All doors now require card access and cameras have been added
 - Have a new scan system that automatically enters and inventories items in warehouse, currently in beta testing phase
 - Updating all barcodes on items
 - Inventory movement will be updated in real time at both the warehouse and at stations
 - Also implemented the practice of inventorying the top 10 most expensive items in the warehouse monthly, in addition to an inventory of randomly selected items
- CFO Hill presented how the Kronos timecard approval audit findings are being addressed
 - Policy will be revisited and changed to reflect disciplinary actions for not following timecard approval procedure
 - Finance will also work closer with the Division Chiefs and District Chiefs with communication and training for the field to properly approve timecards

- The software interface is working well now
- Will better define what an approval is and incorporate this into policy and procedure
- Continuing to look for any gaps and solve them
- Will keep the Board apprised of the status

13. New At-Will Position and Modifications of Vacation Accrual

- Chief Petersen discussed the proposal to create the Executive Assistant position an At-Will position
- Allow non-exempt at-will employees to accrue vacation at 12 hours a month

Councilmember Ferguson moved to approve the proposal for the new at-will position and the modifications to vacation accrual as presented

Councilmember Bush seconded the motion

All voted in favor

14. Fire Chief Report

- Canyon Peak-Load – AC Higgs/Division Chief Watkins
 - Implement seasonal peak-load ambulance in canyons, Saturday, Sunday, Holidays; during peak demand hours
 - 1 transport covers the cost of staffing the ambulance, budget neutral
 - Increased service advantage, dedicated to canyons, but will respond to emergency incidents in their immediate vicinity
 - This is an experimental idea and will be flexible for change with any realized needs
 - If this works, it will be presented in the budget process
- February 1, 2019 Deployment Model Reminder – AC Higgs
 - February 4th the 1 Paramedic/1 EMT Model will begin throughout UFA
 - All crews have participated in training
 - Significant change organizationally for UFA
- Hexagon CAD Update – John Inch Morgan
 - Evaluating a potential breach of contract with Hexagon on the Law Enforcement RMS
 - VECC will be addressing this 1/15/19 and will discuss what options are available
 - Our challenge is that UFA is ready to go with Hexagon, it is fire centric
 - PD is not able to agree on one RMS and Hexagon not meeting the bid specifications is the cause of the problem
 - Fire agencies throughout the valley have discussed options if Hexagon isn't adopted
 - Possibly separate fire and PD dispatch
 - Have dispatch trained to use two systems-cumbersome
 - What Hexagon offers UFA:
 - Utilize Pulse-Point app
 - The closest apparatus responds through AVL
 - All stations are alerted simultaneously rather than in a chain
- Firefighter Hiring Update
 - Have made 25 offers, 3 outstanding
 - Will begin recruit camp on 2/4, run two concurrent camps
 - Have a great group of hires
- Accomplishments 2018
 - Please send any input with regard to something you were particularly happy with
 - This becomes part of the budget document and is something UFA is very proud of

15. Closed Session

Mayor Peterson moved to enter into a Closed Session to discuss matters as provided by Utah Code Annotated §52-4-205

Mayor Hale seconded the motion

All voted in favor:

Councilmember Demman

Mayor Hale

Councilmember Ferguson

Mayor Sondak

Mayor Overson

Mayor Peterson

Mayor Dahle

Mayor Bush

Councilmember Martin

Councilmember Perry

Councilmember Stewart

Councilmember Snelgrove

Councilmember Bowen

Councilmember Bowen moved to re-open the meeting to the public

Councilmember Stewart seconded the motion

All voted in favor:

Councilmember Demman

Mayor Hale

Councilmember Ferguson

Mayor Sondak

Mayor Overson

Mayor Peterson

Mayor Dahle

Mayor Bush

Councilmember Martin

Councilmember Perry

Councilmember Stewart

Councilmember Snelgrove

Councilmember Bowen

16. Adjournment

Mayor Sondak moved to adjourn the meeting

Councilmember Ferguson seconded the motion

All voted in favor

BOARD MEMBERS IN ATTENDANCE:

Mayor Mike Peterson

Mayor Robert Hale

Councilmember Kathleen Bailey-Left 8:40 a.m.

Mayor Robert Dahle

SLCo Surveyor Reid Demman

Mayor Kristie Overson

Councilmember Allan Perry

Mayor Harris Sondak

Councilmember Eric Ferguson

Mayor Kelly Bush

Councilmember Sheldon Stewart

Councilmember Nicole Martin

Councilmember Richard Snelgrove

Councilmember Gary Bowen

BOARD MEMBERS ABSENT:

Mayor Tom Westmoreland

Mayor Jeff Silvestrini

OTHER ATTENDEES:

Arriann Woolf
Assistant Chief Watson
Assistant Chief Higgs
Assistant Chief Ziolkowski
Carolyn Keigl-BCC CC
Dan Knapp-BCC CC
Bill Brass
Battalion Chief White
Beth Todd-VECC
Brett Wood-Herriman
Captain Bogenschutz
Captain Park
Captain Torgersen
CFO Tony Hill
Chief Petersen
CLO Brian Roberts
Cyndee Young
Deputy Chief Prokopis
Division Chief Case
Division Chief Larson
Division Chief Mecham
Division Chief Dern
Division Chief Pilgrim
Division Chief Rhoades
Division Chief Watkins
Division Chief Robinson
DOC Nile Easton
Ifo Pili
Japeth McGee – Zions
John Geilman – Millcreek
John Inch Morgan – VECC
Jonathan Ward – Zions
Jarin Blackham
Kate Turnbaugh
Lana Burningham
Michelle Roper
Rachel Anderson – UFSA Legal Counsel
Steve Quinn – IAFF President
Talsan Schulzke
Tim Tingey - CWH

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
JANUARY 2019

| GL Period | Check Date | Ref# | Vendor Name | Invoice# | Check Amount |
|-----------|------------|---------|---|--------------------|-----------------|
| 19-Jan | 1/10/2019 | 1 | PAYROLL TRANS FOR 12/31/2018 | N/A | \$ 1,218,078.82 |
| 19-Jan | 1/16/2019 | 4 | FUNDS TRANSFER FROM FIRE TO EM - COUNTY EM FEES RECV'D 1/14 | N/A | 1,193,101.50 |
| 19-Jan | 1/25/2019 | 2 | PAYROLL TRANS FOR 1/15/2019 | N/A | 1,187,719.27 |
| 19-Jan | 1/9/2019 | 82262 | SELECTHEALTH | 1102019 | 509,292.90 |
| 19-Jan | 1/10/2019 | 2 | URS ACH PAYMENT - 1/10/19 PAYROLL | N/A | 453,488.30 |
| 19-Jan | 1/28/2019 | 7 | URS ACH PAYMENT - 1/25/2019 PAYROLL | N/A | 424,887.75 |
| 19-Jan | 1/6/2019 | 1062019 | WELLS FARGO BUSINESS CARD | Multiple | 280,125.18 |
| 19-Jan | 1/10/2019 | 1 | EFTPS - 1/10/19 PAYROLL | N/A | 219,906.04 |
| 19-Jan | 1/28/2019 | 5 | EFTPS - 1/25/2019 PAYROLL | N/A | 210,381.69 |
| 19-Jan | 1/28/2019 | 6 | STATE TAX ACH - 1/25/2019 PAYROLL | N/A | 136,717.27 |
| 19-Jan | 1/30/2019 | 82339 | DEPARTMENT OF HEALTH | 19H5000638 | 84,888.53 |
| 19-Jan | 1/30/2019 | 82348 | UTAH LOCAL GOVERNMENTS TRUST | Multiple | 75,138.91 |
| 19-Jan | 1/4/2019 | 82239 | UTAH LOCAL GOVERNMENTS TRUST | Multiple | 73,404.24 |
| 19-Jan | 1/25/2019 | 82329 | PUBLIC EMPLOYEES HEALTH PROGRAM | DECBILL2018 | 64,073.64 |
| 19-Jan | 1/18/2019 | 82294 | STATE OF UTAH - GASCARD | Multiple | 42,840.98 |
| 19-Jan | 1/29/2019 | 12919 | GCS BILLING SERVICES | Multiple | 29,084.87 |
| 19-Jan | 1/18/2019 | 82276 | CUSTOM BENEFIT SOLUTIONS | 114 | 27,761.51 |
| 19-Jan | 1/25/2019 | 82318 | UNIVERSITY MEDICAL BILLING | Multiple | 23,395.00 |
| 19-Jan | 1/9/2019 | 82257 | CUSTOM BENEFIT SOLUTIONS, INC. | 1102019 | 21,796.49 |
| 19-Jan | 1/25/2019 | 82323 | CUSTOM BENEFIT SOLUTIONS, INC. | 1252019 | 21,796.49 |
| 19-Jan | 1/18/2019 | 82290 | ROCKY MTN POWER | Multiple | 21,060.38 |
| 19-Jan | 1/9/2019 | 82268 | SELECTHEALTH | 01102019RET | 16,368.70 |
| 19-Jan | 1/16/2019 | 11620 | APPARATUS EQUIPMENT & SERVICE, INC | Multiple | 15,756.42 |
| 19-Jan | 1/9/2019 | 82255 | UNIFIED FIRE SERVICE AREA | Multiple | 15,671.76 |
| 19-Jan | 1/18/2019 | 82274 | COMCAST | 74523374 | 15,618.40 |
| 19-Jan | 1/8/2019 | 10819 | APPARATUS EQUIPMENT & SERVICE, INC | Multiple | 14,577.82 |
| 19-Jan | 1/18/2019 | 82287 | MAYORS FINANCIAL ADMIN | Multiple | 13,127.60 |
| 19-Jan | 1/30/2019 | 82342 | L.N. CURTIS AND SONS | INV229948 | 12,453.00 |
| 19-Jan | 1/30/2019 | 82343 | MAYORS FINANCIAL ADMIN | MFA0000700 | 12,222.39 |
| 19-Jan | 1/30/2019 | 82344 | NW APPAREL INDUSTRY | 4 | 12,014.33 |
| 19-Jan | 1/9/2019 | 82243 | CAPSTONE STRATEGIES | 11/1/2018 | 11,666.67 |
| 19-Jan | 1/30/2019 | 82341 | DOMINION ENERGY | Multiple | 10,150.33 |
| 19-Jan | 1/16/2019 | 11622 | NAPA AUTO PARTS | Multiple | 9,935.37 |
| 19-Jan | 1/9/2019 | 82242 | AMERICAN EXCELSIOR CO | ID72971 | 9,673.56 |
| 19-Jan | 1/18/2019 | 82269 | ARROW INTERNATIONAL, INC. | Multiple | 8,196.00 |
| 19-Jan | 1/30/2019 | 82340 | DEPARTMENT OF PSYCHIATRY | Multiple | 7,775.00 |
| 19-Jan | 1/9/2019 | 82259 | LOCAL 1696 - IAFF | 1102019 | 7,695.75 |
| 19-Jan | 1/25/2019 | 82326 | LOCAL 1696 - IAFF | 1252019 | 7,649.25 |
| 19-Jan | 1/25/2019 | 82321 | UTAH DEPT WORKFORCE SERVICES | Multiple | 6,035.79 |
| 19-Jan | 1/18/2019 | 82297 | ZOLL MEDICAL CORPORATION | 2801540 | 5,995.00 |
| 19-Jan | 1/9/2019 | 82250 | LIFE-ASSIST, INC | Multiple | 5,984.40 |
| 19-Jan | 1/4/2019 | 82236 | DOMINION ENERGY | Multiple | 5,628.64 |
| 19-Jan | 1/18/2019 | 82279 | FERRELLGAS | 1104347212 | 5,161.52 |
| 19-Jan | 1/24/2019 | 12420 | FREIGHTCENTER, INC | 11960529 | 5,000.00 |
| 19-Jan | 1/25/2019 | 82299 | CENTURYLINK | Multiple | 4,612.25 |
| 19-Jan | 1/25/2019 | 82308 | GALLAGHER BENEFIT SERVICES, INC | 163243 | 4,500.00 |
| 19-Jan | 1/14/2019 | 3 | TRANSFER FUNDS FOR PATIENT REFUNDS - 01/14/19 | N/A | 4,159.38 |
| 19-Jan | 1/25/2019 | 82307 | DOMINION ENERGY | Multiple | 3,066.12 |
| 19-Jan | 1/18/2019 | 82282 | GABRIEL ROEDER SMITH & COMPANY | 444334 | 2,500.00 |
| 19-Jan | 1/18/2019 | 82295 | TELEFLEX MEDICAL | 9500833281 | 2,115.50 |
| 19-Jan | 1/9/2019 | 82267 | FIREFIGHTERS CREDIT UNION | 01102019TV | 2,114.93 |
| 19-Jan | 1/25/2019 | 82336 | FIREFIGHTERS CREDIT UNION | 01252019TV | 2,080.72 |
| 19-Jan | 1/25/2019 | 82322 | VLCM | 603026 | 1,977.99 |
| 19-Jan | 1/9/2019 | 82260 | OFFICE OF RECOVERY SERVICES | 1102019 | 1,911.45 |
| 19-Jan | 1/25/2019 | 82327 | OFFICE OF RECOVERY SERVICES | 1252019 | 1,911.45 |
| 19-Jan | 1/25/2019 | 82310 | JORDAN CAMPER | INV-UFA-01-10-19-A | 1,822.00 |
| 19-Jan | 1/25/2019 | 82311 | KRONOS INCORPORATED | 11402419 | 1,750.00 |
| 19-Jan | 1/18/2019 | 82296 | WASATCH FRONT WASTE RECYCLE DIST | Multiple | 1,736.00 |
| 19-Jan | 1/9/2019 | 82258 | FIREFIGHTERS CREDIT UNION | 01102019SF | 1,672.55 |
| 19-Jan | 1/4/2019 | 82237 | MAYORS FINANCIAL ADMIN | FAC0000384C | 1,655.41 |

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\2019-01 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
JANUARY 2019

| GL Period | Check Date | Ref# | Vendor Name | Invoice# | Check Amount |
|-----------|------------|-------|---|---------------|--------------|
| 19-Jan | 1/25/2019 | 82324 | FIREFIGHTERS CREDIT UNION | 01252019SF | 1,644.09 |
| 19-Jan | 1/18/2019 | 82285 | KRONOS INCORPORATED | 11402345 | 1,625.00 |
| 19-Jan | 1/24/2019 | 12419 | APPARATUS EQUIPMENT & SERVICE, INC | Multiple | 1,500.00 |
| 19-Jan | 1/31/2019 | 9 | TO RECORD AMBULANCE RELATED BANK FEES - JANUARY 2019 | N/A | 1,490.84 |
| 19-Jan | 1/16/2019 | 11623 | WEIDNER FIRE | Multiple | 1,468.38 |
| 19-Jan | 1/25/2019 | 82315 | SUPERIOR EQUIPMENT | Multiple | 1,383.08 |
| 19-Jan | 1/18/2019 | 82286 | LIFE-ASSIST, INC | 892899 | 1,318.80 |
| 19-Jan | 1/9/2019 | 82247 | DOMINION ENERGY | Multiple | 1,272.52 |
| 19-Jan | 1/31/2019 | 8 | FUNDS TRANSFER FROM FIRE TO EOC - SEE CD 1 (01/19) #4 | N/A | 1,257.80 |
| 19-Jan | 1/18/2019 | 82270 | BIG COTTONWOOD CANYON IMP DIST | 1-387 | 1,188.00 |
| 19-Jan | 1/25/2019 | 82330 | PUBLIC EMPLOYEES LT DISABILITY | 1252019 | 1,177.10 |
| 19-Jan | 1/31/2019 | 10 | TO RECORD BANK FEES - JANUARY 2019 | N/A | 1,114.67 |
| 19-Jan | 1/9/2019 | 82246 | DESERT EDGE HEATING & COOLING | Multiple | 1,090.50 |
| 19-Jan | 1/25/2019 | 82325 | JOHNSON MARK LLC | 01252019JJ | 1,066.93 |
| 19-Jan | 1/25/2019 | 82298 | CANON FINANCIAL SERVICES, INC. | Multiple | 1,063.03 |
| 19-Jan | 1/18/2019 | 82283 | HENRY SCHEIN, INC. | Multiple | 1,053.82 |
| 19-Jan | 1/9/2019 | 82241 | ABSOLUTE JANITORIAL SERVICES | Multiple | 1,039.26 |
| 19-Jan | 1/25/2019 | 82320 | UTAH COMMUNICATIONS AUTHORITY | 67586 | 1,033.77 |
| 19-Jan | 1/9/2019 | 82253 | SIMPLY SHUTTERS, LLC. | 18264 | 900.00 |
| 19-Jan | 1/18/2019 | 82281 | FORMAN, CHAD | 1010 | 800.00 |
| 19-Jan | 1/18/2019 | 82277 | DESERT EDGE HEATING & COOLING | Multiple | 792.50 |
| 19-Jan | 1/16/2019 | 11619 | AMERICAN MECHANICAL SYSTEMS SERVICE LLC | Multiple | 791.31 |
| 19-Jan | 1/30/2019 | 82349 | UTAH STATE TAX COMMISSION | 12/31/2018 | 750.27 |
| 19-Jan | 1/25/2019 | 82309 | HENRY SCHEIN, INC. | 60882925 | 719.20 |
| 19-Jan | 1/30/2019 | 82337 | BROWN, DEVIN | 1/28/2019 | 693.00 |
| 19-Jan | 1/9/2019 | 82254 | THE PARTRIDGE GROUP | 2881 | 625.00 |
| 19-Jan | 1/8/2019 | 10820 | GOLD CUP SERVICES INC. | Multiple | 621.00 |
| 19-Jan | 1/25/2019 | 82331 | THE LAW OFFICE OF EDWIN B. PARRY | 01252019NH | 606.20 |
| 19-Jan | 1/30/2019 | 82346 | UTAH GOVERNMENT FINANCE OFFICER ASSOC. | Multiple | 600.00 |
| 19-Jan | 1/9/2019 | 82256 | UTAH BROADBAND, LLC | Multiple | 597.00 |
| 19-Jan | 1/25/2019 | 82312 | NORTON, CAMERON | 1/22/2019 | 543.00 |
| 19-Jan | 1/18/2019 | 82278 | DOMINION ENERGY | G-#101 12/18 | 526.10 |
| 19-Jan | 1/25/2019 | 82317 | TORGENSEN, THOMAS H. | 12/13/2018 | 500.00 |
| 19-Jan | 1/25/2019 | 82314 | SHRED-IT USA | Multiple | 452.06 |
| 19-Jan | 1/25/2019 | 82302 | CENTURYLINK | TL-FIRE 1/19C | 401.28 |
| 19-Jan | 1/25/2019 | 82303 | CENTURYLINK | TL-FIRE 1/19D | 401.28 |
| 19-Jan | 1/25/2019 | 82304 | CENTURYLINK | TL-FIRE 1/19E | 401.28 |
| 19-Jan | 1/4/2019 | 82238 | UTAH BROADBAND, LLC | Multiple | 398.00 |
| 19-Jan | 1/4/2019 | 82234 | CENTURYLINK | Multiple | 379.48 |
| 19-Jan | 1/18/2019 | 82293 | SNOWBIRD RESORT LLC | Multiple | 375.89 |
| 19-Jan | 1/9/2019 | 82249 | LES OLSON COMPANY | EA826550 | 358.99 |
| 19-Jan | 1/30/2019 | 82338 | CUSTOM BENEFIT SOLUTIONS | 29096 | 347.90 |
| 19-Jan | 1/25/2019 | 82301 | CENTURYLINK | TL-FIRE 1/19B | 278.81 |
| 19-Jan | 1/4/2019 | 82233 | CENTURYLINK | TL-#126 1/19 | 273.50 |
| 19-Jan | 1/9/2019 | 82266 | WELLS FARGO ADVISOR FBO UFA4064-8710 | 01102019BL | 266.40 |
| 19-Jan | 1/9/2019 | 82248 | HENRY SCHEIN, INC. | 60560604 | 248.42 |
| 19-Jan | 1/18/2019 | 82272 | CENTURYLINK | TL-#124 1/19 | 245.51 |
| 19-Jan | 1/25/2019 | 82333 | US DEPT OF EDUCATION | 01252019SC | 238.19 |
| 19-Jan | 1/9/2019 | 82264 | US DEPT OF EDUCATION | 01102019SC | 237.54 |
| 19-Jan | 1/18/2019 | 82273 | CENTURYLINK | TL-#117 1/19 | 203.43 |
| 19-Jan | 1/25/2019 | 82319 | UTAH BROADBAND, LLC | 782327 | 199.00 |
| 19-Jan | 1/18/2019 | 82289 | ROADPOST USA, INC | RU08183007A | 185.16 |
| 19-Jan | 1/8/2019 | 10821 | MOUNTAIN ALARM | 1713577 | 177.00 |
| 19-Jan | 1/9/2019 | 82263 | UNIFIED POLICE FEDERATION | 1102019 | 171.00 |
| 19-Jan | 1/25/2019 | 82332 | UNIFIED POLICE FEDERATION | 1252019 | 171.00 |
| 19-Jan | 1/25/2019 | 82300 | CENTURYLINK | TL-#108 1/19 | 165.12 |
| 19-Jan | 1/9/2019 | 82244 | CENTURYLINK | 1458247213 | 141.87 |
| 19-Jan | 1/25/2019 | 82334 | UTAH RETIREMENT SYSTEMS | 01232019MISC | 138.94 |
| 19-Jan | 1/8/2019 | 10823 | WEIDNER FIRE | 53064 | 138.60 |
| 19-Jan | 1/9/2019 | 82261 | OLSON SHANER | 01102019SC | 130.92 |

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\2019-01 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
JANUARY 2019

| <u>GL Period</u> | <u>Check Date</u> | <u>Ref#</u> | <u>Vendor Name</u> | <u>Invoice#</u> | <u>Check Amount</u> |
|------------------|-------------------|-------------|--|-----------------|-------------------------------|
| 19-Jan | 1/8/2019 | 10822 | UNITED SITE SERVICES | 114-7816956 | 127.00 |
| 19-Jan | 1/29/2019 | 12920 | UNITED SITE SERVICES | 114-7938378 | 127.00 |
| 19-Jan | 1/18/2019 | 82280 | FITNESS MACHINE TECHNICIANS | 1053 | 120.00 |
| 19-Jan | 1/18/2019 | 82291 | SALT LAKE COUNTY PUBLIC WORKS | 18-13295 | 120.00 |
| 19-Jan | 1/25/2019 | 82328 | OLSON SHANER | 01252019SC | 117.67 |
| 19-Jan | 1/18/2019 | 82275 | COPPERTON IMPROVEMENT DISTRICT | W-#115 12/18 | 115.00 |
| 19-Jan | 1/18/2019 | 82292 | SALT LAKE COUNTY SERVICE AREA #3 | W/S-#113 12/18 | 96.64 |
| 19-Jan | 1/9/2019 | 82240 | A TO Z LANDSCAPING, INC. | 21077 | 86.67 |
| 19-Jan | 1/4/2019 | 82232 | CENTURYLINK | TL-#125 1/19 | 80.90 |
| 19-Jan | 1/4/2019 | 82235 | CENTURYLINK | CL-FIRE 1/19B | 78.08 |
| 19-Jan | 1/4/2019 | 82231 | CENTURYLINK | TL-#113 12/18 | 75.80 |
| 19-Jan | 1/25/2019 | 82316 | TNT PEST CONTROL | 42731 | 70.00 |
| 19-Jan | 1/25/2019 | 82313 | ROCKY MOUNTAIN WATER COMPANY | Multiple | 63.80 |
| 19-Jan | 1/18/2019 | 82284 | JOHNSON ROBERTS & ASSOCIATES, INC. | 138004 | 60.00 |
| 19-Jan | 1/16/2019 | 11621 | CODALE ELECTRIC SUPPLY | S6444121.001 | 58.46 |
| 19-Jan | 1/9/2019 | 82245 | CENTURYLINK | TL-#123 1/19 | 56.34 |
| 19-Jan | 1/18/2019 | 82288 | MIDVALLEY IMPROVEMENT DISTRICT | S-#126 3/19 | 54.60 |
| 19-Jan | 1/30/2019 | 82347 | UTAH GOVERNMENT FINANCE OFFICER ASSOC. | MEMBER/2019 | 50.00 |
| 19-Jan | 1/25/2019 | 82305 | CENTURYLINK | TL-LOG 1/19B | 49.34 |
| 19-Jan | 1/30/2019 | 82345 | ROCKY MOUNTAIN WATER COMPANY | Multiple | 44.50 |
| 19-Jan | 1/9/2019 | 82251 | ROCKY MOUNTAIN WATER COMPANY | Multiple | 42.00 |
| 19-Jan | 1/9/2019 | 82265 | UTAH STATE TAX COMMISSION | 01102019SC | 40.00 |
| 19-Jan | 1/25/2019 | 82335 | UTAH STATE TAX COMMISSION | 01252019SC | 40.00 |
| 19-Jan | 1/18/2019 | 82271 | CENTURYLINK | 1458857576 | 37.37 |
| 19-Jan | 1/25/2019 | 82306 | CENTURYLINK | TL-USAR 1/19B | 35.49 |
| 19-Jan | 1/9/2019 | 82252 | SATCOM GLOBAL INC. | AI01190011 | 34.64 |
| | | | | | <u>\$ 6,634,743.25</u> |

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

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

X:\Board Docs\2019-01 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - EMERGENCY SERVICES CHECKING
JANUARY 2019

| <u>GL Period</u> | <u>Check Date</u> | <u>Ref#</u> | <u>Vendor Name</u> | <u>Invoice#</u> | <u>Check Amount</u> |
|------------------|-------------------|-------------|--|-----------------|----------------------|
| 19-Jan | 1/30/2019 | 5 | EOC TRANSFER - 1/25/19 PAYROLL | N/A | \$ 48,645.09 |
| 19-Jan | 1/30/2019 | 4 | EOC TRANSFER - 1/10/19 PAYROLL | N/A | 41,567.20 |
| 19-Jan | 1/4/2019 | 7170 | YOUNG CHEVROLET | CS6389 | 38,024.00 |
| 19-Jan | 1/10/2019 | 1 | FUNDS TRANSFER FROM EOC TO FIRE - NOVEMBER PCARDS PAID 12/10 | N/A | 25,963.77 |
| 19-Jan | 1/4/2019 | 7168 | MAYORS FINANCIAL ADMIN | Multiple | 10,216.76 |
| 19-Jan | 1/30/2019 | 7181 | ALLSTEEL INC. | 526504 | 6,331.88 |
| 19-Jan | 1/9/2019 | 7172 | SAM T EVANS TRUCK TOP & ACCESSORY SHOP | 47551 | 2,879.00 |
| 19-Jan | 1/18/2019 | 7175 | ROCKY MTN POWER | E-EOC 12/18 | 2,838.80 |
| 19-Jan | 1/18/2019 | 7173 | MAYORS FINANCIAL ADMIN | Multiple | 1,556.89 |
| 19-Jan | 1/9/2019 | 7171 | PREMIUM QUALITY LIGHTING | Multiple | 1,520.13 |
| 19-Jan | 1/18/2019 | 7176 | STATE OF UTAH - GASCARD | Multiple | 1,375.49 |
| 19-Jan | 1/25/2019 | 7180 | SYRINGA NETWORKS, LLC | 19JAN0235 | 1,175.00 |
| 19-Jan | 1/25/2019 | 7178 | CENTURYLINK | TL-EOC 1/19 | 851.56 |
| 19-Jan | 1/28/2019 | 3 | TO ADJUST CASH BALANCES FOR CCTA BENEFIT CORRECTION | N/A | 409.17 |
| 19-Jan | 1/30/2019 | 7182 | UTAH LOCAL GOVERNMENTS TRUST | 1572681C | 398.88 |
| 19-Jan | 1/4/2019 | 7169 | UTAH LOCAL GOVERNMENTS TRUST | 1572064C | 371.22 |
| 19-Jan | 1/14/2019 | 2 | FUNDS TRANSFER FROM EM TO FIRE FOR GRANT-RELATED TRAVEL COST | N/A | 329.29 |
| 19-Jan | 1/25/2019 | 7189 | PUBLIC EMPLOYEES HEALTH PROGRAM | 12312018EOC | 262.92 |
| 19-Jan | 1/8/2019 | 10824 | GOLD CUP SERVICES INC. | 691315 | 174.75 |
| 19-Jan | 1/25/2019 | 7179 | SHRED-IT USA | 8126380711D | 97.57 |
| 19-Jan | 1/18/2019 | 7174 | ROADPOST USA, INC | RU08183007B | 61.72 |
| 19-Jan | 1/18/2019 | 7177 | WASATCH FRONT WASTE RECYCLE DIST | 5418C | 50.00 |
| 19-Jan | 1/30/2019 | 6 | TO CORRECT CCTA GRANT BENEFITS THROUGH 12/24/18 | N/A | 1.95 |
| | | | | | \$ 185,103.04 |

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT CHECKING
JANUARY 2019

| <u>GL Period</u> | <u>Check Date</u> | <u>Ref#</u> | <u>Vendor Name</u> | <u>Invoice#</u> | <u>Check Amount</u> |
|------------------|-------------------|-------------|--------------------------|-----------------|------------------------|
| 19-Jan | 1/23/2019 | 5 | ZOLL MEDICAL CORPORATION | 2797053 | \$ 1,186,813.10 |
| | | | | | <u>\$ 1,186,813.10</u> |



Unified Fire Authority

Home Fire Safety Inspection Checklist

Practice an EDITH (Exit Drill In the Home)

- ☐ Develop a home escape plan that includes:
Two exits out of every room
An outside meeting place (tree, mailbox, etc.)
- ☐ Practice escape plan with **every** member
- ☐ Escape using the nearest safe exit
- ☐ Escape and exit away from smoke. If room is full of smoke, crawl low to exit
- ☐ Teach all family members how to call **911** in an emergency (**state your name, address/ location and type of emergency**)

Smoking Materials and Candles

- ☐ Never leave cigarettes or candles unattended
- ☐ Purchase and use ashtrays that have center support feature
- ☐ Empty ashtrays into noncombustible containers only and soak in water
- ☐ Never smoke in bed or when drowsy
- ☐ Place candles in noncombustible, sturdy holders
- ☐ Never leave candles unattended
- ☐ Keep matches and lighters out of reach of children

Heating Equipment and Fireplace

- ☐ Keep space heaters at least **3** feet from all combustibles
- ☐ Never leave space heaters unattended, turn off while sleeping

- ☐ Never use generators indoors
- ☐ Replace furnace filters regularly
- ☐ Never use oven/cook stove for home heating
- ☐ Clean lint from behind clothes dryer
- ☐ Install a spark screen on fireplace opening
- ☐ Have chimney inspected/cleaned annually
- ☐ Burn only clean, dry firewood
- ☐ Dispose of ashes in metal containers and soak in water
- ☐ Keep newspapers, other combustibles, and clutter away from water heater/furnace

Smoke Alarms

- ☐ Install smoke alarms inside and outside every sleeping area and on every level of your home
 - ☐ Test smoke alarms once a month (**hint: use a broom handle to reach and push test button**)
 - ☐ Replace smoke alarm batteries twice a year (unless you have purchased the smoke alarms that are good for 10 years)
- (Hint: Use each time-change as a reminder)**
Replace smoke alarm units every 10 years

Fire Extinguishers

- ☐ Purchase a multipurpose (**ABC**) extinguisher
- ☐ Teach your family how to use a fire extinguisher (Use **PASS**: Pull the pin, Aim, Squeeze, Sweep)
- ☐ Fight fire with a safe exit behind you
- ☐ Inspect extinguishers annually

Detach Below Line

Smoke Alarm and CO Alarm Conditions Found

Name: _____

Address: _____ Phone: _____

- ☐ Number of working smoke alarms found:
0 1 2 3 4+
- ☐ Number of smoke alarms found not working:
0 1 2 3 4+
- ☐ Number of smoke alarms over 10 years old:
0 1 2 3 4+

How did the individuals hear about our program? _____



Unified Fire Authority

Home Fire Safety Inspection Checklist - Pg 2

Cooking

- ☐ Never leave cooking unattended
- ☐ Cuff sleeves and turn pot handles away from the front of the stove when cooking to avoid burn injuries
- ☐ Never store combustibles in the oven or on top of the stove
- ☐ When barbecuing, move unit away from the house
- ☐ Dispose of coal/ashes in metal containers
- ☐ If your clothes catch fire, Stop, Drop, and Roll
- ☐ Inspect electrical cords and appliances for damage
- ☐ Do not tack cords to the wall or run them under rugs
- ☐ Maintain air space around electrical equipment, such as TV, stereo, etc.
- ☐ Install additional outlets, by a qualified electrician, to avoid using extension cords as permanent wiring and only use extension cords that have a built in circuit breaker

Exterior

- ☐ Make house number visible from the street
- ☐ Trim trees away from electrical wires
- ☐ Trim trees away from chimney and remove all pine needles and leaves from roofs, eaves, and rain gutters
- ☐ Keep lawn mowed a minimum of 30 feet surrounding house
- ☐
- ☐ Have clearly defined defensible space if you live in the urban interface

Electrical

- ☐ Avoid overloading electrical circuits

Hazardous Materials

- ☐ Limit the amount of chemicals stored
- ☐ Dispose and recycle household hazardous materials properly
- ☐ Store hazardous materials in proper containers with tight-fitting lids and correct identification labels
- ☐ Store hazardous materials away from heat sources
- ☐ Allow for proper ventilation when using flammable liquids and hazardous materials
- ☐ Ensure gasoline and other fuels are only used as fuels for engines and proper appliances
- ☐ Put oily rags in metal containers with tight-fitting lids, not in a pile where they can spontaneously ignite

Thank you for making your community safer!

Unified Fire Authority

3380 S 900 W, SLC, UT 84119

801-743-7200

Detach Below Line

Smoke Alarm and CO Alarm Conditions Found - Continued

Number of working CO alarms found:

0 1 2 3 4+

Number of CO alarms not working:

0 1 2 3 4+

Number of CO alarms over 10 years old:

0 1 2 3 4+

Number of smoke alarms installed by UFA _____ Number of CO alarms installed by UFA _____

Safety survey and installs completed for the disabled and/or elderly? Yes _____ No _____

| 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, 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

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

2.0 Probationary Employment

- 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 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.
- 3.4 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.
- 4.5 Part-time employees are not eligible for benefits, including contributions to retirement accounts, except as otherwise designated in UFA Policies and Procedures

| <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> |

(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
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.

5.5 Executive Staff employees may be designated as 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

UNIFIED FIRE AUTHORITY

Rules, Policies and Procedures

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

Chapter 3
Personnel

Section 3165
Employment Status

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 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

UNIFIED FIRE AUTHORITY

Rules, Policies and Procedures

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

Chapter 3
Personnel

Section 3165
Employment Status

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.

- 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.

Replaces policy dated October 17, 2017

UNIFIED FIRE AUTHORITY

Rules, Policies and Procedures

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

Chapter 3
Personnel

Section 3165
Employment Status

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 ~~Authority~~UFA employees:

- 1.1 *Probationary* — designates ~~an employee~~employees who ~~has~~have been hired from a merit employment register and ~~is~~are serving an initial trial period of ~~nine (9) months~~one year that can be extended for up to an additional three months for good cause.
- 1.2 *Full-time Merit* — designates ~~a~~ full-time merit employees who ~~has~~have completed a merit probation period and ~~is~~are therefore entitled to ~~all~~ merit system benefits ~~appropriate to hours worked~~. Full-time merit employees who have been designated as FLSA-Exempt are further considered as Exempt Merit employees in accordance with paragraphs 1.6 and 6.0 of this policy.
- ~~1.3 Part-time with Benefits — designates a part-time merit employee who has completed a merit probation period and is therefore entitled to all merit system benefits appropriate to hours worked.~~
- 1.43 *Part-time without Benefits* — designates ~~a~~ non-merit employees who ~~is~~are employed at-will and includes wildland firefighters, ~~paid-call firefighters~~part-time EMS employees, and ~~some~~ part-time administrative or support staff employees.
- 1.54 *Appointed* -- designates ~~an~~ employees who ~~is~~are appointed by and reports directly to the UFA Board of Directors ("Board") and includes the Fire Chief and Chief Legal Officer.
- 1.65 *Exempt At-Will Executive Staff* - designates ~~FLSA-exempt 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, ~~and the~~ Merit System

UNIFIED FIRE AUTHORITY

Rules, Policies and Procedures

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

Chapter 3
Personnel

Section 3165
Employment Status

Coordinator (H.R. Director) and Executive Assistant. At-will Executive Staff employees may be designated as either FLSA-exempt or FLSA non-exempt.

1.76 ~~Exempt Merit~~ are full-time merit employees who have been designated as designates FLSA-exempt. employees that who also have merit status, within UFA pursuant to applicable job description.

2.0 Probationary Employment

2.1 ~~The policies and procedures applicable to~~ Refer to merit probation are located in 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 ~~work week~~ 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 ~~all~~ benefits as designated in UFA Policies and Procedures.

3.3 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.

3.4 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 With Benefits~~

4.1 ~~Part time employees with benefits shall work at least an average of twenty hours per week but less than forty hours per week.~~

4.2 ~~Part time employees with benefits receive most benefits, as designated in UFA Policies and Procedures, including contributions to retirement accounts, pro-rated to the number of hours worked except that they may be required to pay a different percentage of costs for fixed benefits such as insurance.~~

UNIFIED FIRE AUTHORITY

Rules, Policies and Procedures

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

Chapter 3
Personnel

Section 3165
Employment Status

~~4.3 After completion of the original or extended merit probation period, part-time merit employees with benefits may be reclassified or promoted in accordance with UFA Policies and Procedures~~

~~4.4 Part-time merit employees shall be paid on an hourly basis.~~

~~4.5 Part-time merit employees' employment may be terminated for unacceptable performance or for other justifiable reasons as described in UFA Policy and Procedure Discipline.~~

54.0 Part-time Employment ~~Without Benefits~~

~~54.1~~ A part-time employee ~~without benefits~~ 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.

~~54.2~~ Part-time employees ~~without~~ benefits shall must work ~~at least an average of twenty hours per week but on average for the year,~~ less than thirty hours per week, on average during the twelve months that establish the "lookback period" as referenced in the Affordable Care Act.

~~54.3~~ Part-time ~~without benefits~~ employees ~~shall~~ will be paid on an hourly basis.

~~54.4~~ ~~The time~~ Time spent as a part-time ~~without benefits~~ employee shall not be considered part of the merit probation period.

~~54.5~~ Part-time ~~without benefits~~ 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).

~~54.6~~ Part-time ~~without benefits~~ employees are not ~~considered~~ 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.

~~5.7~~ Part-time ~~without benefits~~ employees are subject to the overtime provisions of the Fair Labor Standards Act and UFA Policy and Procedure – Overtime and Compensatory Time.

| 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> |

65.0 ~~Exempt Executive Staff~~ Employment:

65.1 ~~Exempt at will Executive Staff~~ positions ~~will generally be those consisting of the Fire Chief's executive staff and such employees will be~~ hired and ~~subject to retention in the position retained~~ at the discretion of the Fire Chief as they are administrative positions that, by their nature, involve confidential or key policy making responsibilities. ~~The Fire Chief will be required to secure approval from the Board of Directors to hire or terminate the CFO Executive Staff at will positions.~~

~~65.1.12~~ — ~~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 ~~When designating~~ In order to designate a position ~~to be an~~ as ~~exempt at will Executive Staff position,~~ the Fire Chief ~~must will make submit~~ a written request for approval to the Board ~~to approve the designation and will provide the Board that includes with~~ a written job description and proposed justification of the action. Once approved, the position will be added to the list in paragraph 5.3.

65.3 ~~By adoption of this policy, the following positions are designated as being exempt at will Executive Staff by the Board. Any change in exempt status or addition of other positions will be approved by the Board and constitute an amendment to this policy and procedure.~~

The following positions are ~~exempt at will~~ designated as Executive Staff:

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

UNIFIED FIRE AUTHORITY

Rules, Policies and Procedures

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

Chapter 3
Personnel

Section 3165
Employment Status

~~65.4~~ ~~Salaries and other e~~Compensation practices for ~~exempt-at-will~~ Executive Staff positions will be established by the Fire Chief and approved by the ~~Benefits and Compensation Committee~~Board.

~~5.5~~—~~65.4.1~~ ~~Exempt-at-will~~Executive Staff employees ~~are~~may be designated as in their respective job descriptions as exempt ~~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 and are only eligible 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. for extra compensation as specifically identified in UFA Policy and Procedure Overtime and Compensatory Time.

~~65.56~~ ~~Exempt-at-will~~Executive Staff employees will receive comparable benefits as full-time merit employees except as listed below.

~~65.56.1~~ Executive Staff designated as FLSA-exempt will accrue vacation~~Vacation accrual~~ hours ~~will be~~ at the highest tier established for full-time merit employees. ~~rate per month.~~

~~65.56.2~~ 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.

~~65.56.23~~ Executive Staff employees designated as FLSA exempt will document their ~~Use of vacation or sick leave is tracked through completion of an 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.

~~6.5.3~~ ~~Longevity pay will be in accordance with the benefits provided by the Board to merit employees for exempt-at-will employees at the top step.~~

~~6.5.4~~ ~~They cannot be promoted or transferred to a merit position unless certified from a merit employment register.~~

UNIFIED FIRE AUTHORITY

Rules, Policies and Procedures

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

Chapter 3
Personnel

Section 3165
Employment Status

~~6.5.5 They do not have the right of appeal or hearing in the event of discipline or termination.~~

~~65.67~~ 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 holding an exempt appointment 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.

~~65.78~~ Exempt at willExecutive Staff employees are ~~at at~~-will with respect to their positions; ~~however~~However, ~~those an exempt at will~~Executive Staff employees who previously held a merit position within the UFA who ~~are terminated~~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.

5.8 Those Executive Staff employees who ~~were not promoted from~~did not previously hold a merit position within the UFA will be considered at-will with respect to their employment with UFA and 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 from an exempt at will position without cause. Nothing herein prohibits an exempt at will employee with such a "right of return" from being terminated from the UFA for adequate cause. In the event of such termination for cause, the exempt at will employee will be entitled to the procedural protections afforded the employee's previously held merit position.

76.0 Exempt Merit Employment.

76.1 ~~Some positions may be designated as exempt merit in the event the Fire Chief determines that the job position and its duties qualify for FLSA exempt status~~Employees in these positions are full-time merit and are ~~also~~ designated as Exempt with regard to the overtime provisions of the FLSA Fair Labor Standards Act ("FLSA") based on a review of the applicable job description and duties.-

UNIFIED FIRE AUTHORITY

Rules, Policies and Procedures

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

Chapter 3
Personnel

Section 3165
Employment Status

76.2 Exempt merit employees will ~~be entitled to all~~ receive the same benefits ~~of as other~~ UFA full-time merit ~~employment employees with the exception of~~ except as listed below:

76.2.1 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.

76.2.2 Exempt merit employees will track their Use of vacation or sick leave is ~~tracked through completion of~~ 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.

76.2.3 Exempt merit employees ~~are only eligible~~ will only receive compensation in the nature of overtime as specifically provided for ~~overtime Compensation as specifically identified~~ xtra compensation for overtime unless specifically identified in UFA Policy and Procedure Overtime and Compensatory Time. Exempt merit status will be reflected in the job description of the position.

87.0 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.

98.0 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.

Replaces policy dated ~~January 17, 2006~~ October 17, 2017