

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## **UNIFIED FIRE AUTHORITY BOARD AGENDA**

November 20, 2018 7:30 a.m.

NOTICE IS HERBY 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

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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. October 16, 2018
4. Approval of 2019 UFA Board Meeting Schedule – Chair Dahle
5. Committee Updates
  - a. Benefits & Compensation Committee (November 19, 2018) – Chair Dahle
  - b. Governance Committee (November 6, 2018) – Chair Silvestrini
    - i. Board Policy Committee as part of Governance Committee – Chief Petersen
    - ii. Board Voting – CLO Roberts
  - c. Finance Committee (December 13, 2018) – Chair Stewart
  - d. Board Policy Committee (no meeting) – Chair Dahle
6. Consent Agenda
  - a. Review of October Disbursements – CFO Hill
7. Fire Chief Report – Chief Petersen
  - a. Single Medic / Single EMT
    - i. Board Study Session on EMS: November 28, 2018
  - b. Part-time Program Recommendation
  - c. Information Technology RFP Update
  - d. Deployment to California
  - e. Behavioral Health Grant Request
  - f. Planning Room Remodel

8. 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

9. Executive Employees Performance & Compensation Review – Chair Dahle

10. Adjournment – Chair Dahle

**The next Board meeting will be held on December 18, 2018 at 7:30 a.m. at  
UFA Station 126 located at 607 East 7200 South, Midvale, UT 84047**

**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 801-743-7220. 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 November 2018 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.

Michelle Roper, UFA Board Clerk



## UNIFIED FIRE AUTHORITY BOARD MINUTES

October 16, 2018 7:30 a.m.

Emergency Operations Center – 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 via phone, at 7:36 a.m.

2. Public Comment

Barbara Cameron, BCC Community Council

Distributed a sheet of facts concerning the impact of incorporation on the residents of Brighton and emphasized their appreciation for all that UFA does for them in the canyon.

Mayor Silvestrini, Millcreek

Thanked the crew at Station 106 for the successful pancake breakfast they hosted, 250 people were in attendance.

Brett Wood, Herriman City Manager

Extended his appreciation to Paramedic Steve Schmidt and all of UFA for their support during the funeral for Mayor Crane.

Vice Chair Mayor Bush arrived to conduct the UFA Board Meeting.

3. Approval of Minutes

Councilmember Stewart moved to approve the minutes from the September 18, 2018 UFA Board Meeting as submitted

Mayor Hale seconded the motion

All voted in favor

4. Committee Updates

- Benefits and Compensation Committee

- No meeting

- Governance Committee

- No meeting

- Finance Committee

Information to be discussed at Joint UFA/UFSA Meeting

- Board Policy Committee

No meeting

5. Consent Agenda

- Review of September disbursements

Mayor Hale moved to approve consent agenda items as submitted

Councilmember Martin seconded the motion

All voted in favor

6. Brighton Incorporation-Deputy County Mayor Rick Graham

- Municipal Service Funds, those funds which are provided to the canyons, State Code dictates that these funds can only be used for unincorporated areas
- BCC was established as a recreation area and within State Statute it allows SLCo to fund Public Safety Services
- SLCo supports Brighton in their quest; but the challenge is that it would be unlawful for them to continue funding Public Safety Services if they incorporate

7. Fire Chief Report

- URS Firefighter Contribution Rate
  - UFA has retained a tax attorney to explore the feasibility of an administrative solution
  - If a solution is identified, UFA will partner with other agencies to move forward
  - If not feasible, UFA will move in another direction
- Overtime Trial Period
  - Period has ended, but not all data has been analyzed
  - This exercise helped the issue, but did not solve it
  - There was a significant spike in sick leave during this trial period
  - The main goal of this exercise was to fill vacancies
  - Once Finance finalizes all the data; it will be brought to the Board
- Capital Replacements and Surplus-AC Watson
  - Logistics has been aggressively off-loading surplus vehicles
  - Approximately \$800,000 has been received
  - Thanks to Division Chief Robinson and all of Logistics
  - Moving forward with purchases identified in the Capital Replacement Plan
- Vehicle Policy-AC Watson
  - Audit Finding #42 regarding vehicle use and identification
    - Draft policies:
      - Marking of UFA Vehicles
      - Staff Vehicle Assignment, Use and Reimbursement
    - Both policies are in the process of finalization
- Information Technology Services RFP-AC Watson
  - 9 vendors submitted bids
  - Following the sub-committee scoring; 4 have moved on
  - October 22<sup>nd</sup>, the final vendors will present their proposals
  - Will bring the results to the Board once finalized

- Single Medic Trial Period-Division Chief Watkins
  - Provided an overview of the single-medic trial
  - A work group was assembled and scrutinized this staffing model
  - The work group recommended implementation of this staffing model
  - Chief Petersen has decided to accept their recommendation

8. Quarterly Financial Report

- CFO Hill pointed out where the recreation fee paid by SLCo impacts the budget
- Also pointed out where the costs associated with the Overtime Trial Period impacted the budget

Mayor Silvestrini motioned to ratify and approve the quarterly financial report, including the list of expenditures for the last quarter as presented

Mayor Peterson seconded the motion

All voted in favor

9. Closed Session

None

10. Adjournment

Mayor Silvestrini moved to adjourn the meeting

Councilmember Stewart seconded the motion

All voted in favor

BOARD MEMBERS IN ATTENDANCE:

Mayor Mike Peterson

Mayor Robert Hale

Councilmember Kathleen Bailey

Mayor Robert Dahle-call in

SLCo Surveyor Reid Demman

Mayor Kristie Overson

Mayor Harris Sondak

Councilmember Allan Perry

Mayor Kelly Bush

Mayor Jeff Silvestrini

Councilmember Sheldon Stewart

Councilmember Eric Ferguson

Councilmember Nicole Martin

Mayor Tom Westmoreland

BOARD MEMBERS ABSENT:

Councilmember Richard Snelgrove

Councilmember Gary Bowen

OTHER ATTENDEES:

Assistant Chief Watson

Battalion Chief Mecham

Division Chief Watkins

Lana Burningham

UFSA Counsel Anderson

Deputy Chief Prokopis

Captain Burningham

Captain Bogenschütz

Jarin Blackham

Adam Halsey

Michelle Peterson

Aaron Whitehead

Greg Fisher

Captain Aldridge

Division Chief Larson

Division Chief Robinson

Battalion Chief Ascarte

Division Chief Case

Greg Vander Werff

DOC Nile Easton

CFO Tony Hill  
Chief Petersen-call in  
Beth Todd-VECC  
CLO Brian Roberts  
Cynthia Young  
Michelle Roper  
Darren Park  
Brett Wood-Herriman  
Rick Graham-SLCo  
Lisa Harmon-SLCo  
Arriann Woolf  
Captain Torgersen  
Talsan Schulzke  
Lana Burningham  
Ryan Love  
Barbara Cameron-BCC CC

DRAFT



## **UNIFIED FIRE AUTHORITY BOARD OF TRUSTEES**

### **2019 MEETING SCHEDULE**

Meeting Start Time 7:30 a.m.

**UPDATED** Location of Meeting: EOC - 3380 South 900 West, Salt Lake City, UT 84119

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January 15, 2019

February 19, 2019

March 19, 2019

April 16, 2019

May 21, 2019

June 18, 2019

July 16, 2019

August 20, 2019

September 17, 2019

October 15, 2019

November 19, 2019

December 17, 2019

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#### **CERTIFICATE OF POSTING**

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Michelle Roper, UFA Board Clerk



# UNIFIED FIRE AUTHORITY

## BOARD MEMORANDUM

November 20, 2018

From: Brian F. Roberts  
Chief Legal Officer

To: UFA Board of Directors

### **Re: Report from Governance Committee**

Board Members,

The Governance Committee met on November 6, 2018 to review a draft of a new proposed Interlocal Agreement to revise and replace the current Interlocal Agreement that created and governs the Unified Fire Authority. As you know from prior discussions, the nature of representation and voting on the Board is a key issue in this revision. The Governance Committee determined that this issue is of such importance that it wished to have a full Board discussion on the topic before moving forward on its recommendations in relation to the entire agreement. The Committee is not making any recommendation as to which of the four options the Board should adopt.

The proposed time of the Board's discussion of this issue will be the **December Board meeting**. These options are being provided to you now so that you have the opportunity to share them with your administrations, receive feedback, and be ready to have a full discussion of the topic at that time. A note on process, this will not be the final determination of this issue. The December discussion will just inform the further deliberations of the Governance Committee. The entire proposed revised interlocal will come to the full Board for review/approval and then will need to be approved by your communities' governing bodies. At some point even prior to that I will be reaching out to your community's legal counsel to get their review and input as well, so there is still a ways to go on this process.

If you have any questions, please feel free to contact me directly.



1. **Governance and Administration of Authority.** The Authority will be governed by a Board of Directors comprised of representatives of the Parties served by the Authority. Although the Service Area is a Party to this 2019 Agreement, its role is to act as a taxing district to pay for Authority services for the benefit of its members, and will therefore not have any separate, direct representation on the Board of Directors beyond its individual members' participation on the Board of Directors.

a. Voting.

i. **Option #1: [Each Board Member will be entitled to one vote on the Board]**

**Option #2: [Only those municipalities representing entities with a population in excess of 15,000/25,000 people, based upon the most recently available census or other reliable population estimate, will receive a vote on the Board. The County will also receive one vote regardless of population remaining in unincorporated areas. A Board Member for a municipality with a population less than 15,000/25,000 people may participate in Board meetings and discussions, and may participate in committees that make recommendations to the Board, but will not have a vote on any matter before the Board].**

**[Optional Corollary to Option #2: Those municipalities which individually contain less than the required threshold may combine their populations and if, in combination, their populations exceed the threshold they may select one Board Member to represent them collectively with a vote on the Board]**

**Option #3: [Voting for actions before the Board will be based on a weighted voting system with the weight of each Board Member's vote being determined by the ratio of the cost for the Authority to provide its services to the member fee portion of the total budget of the Authority using the Member Fee chart.]**

**Option #4: [Voting for actions before the Board will be based on a weighted voting system with the weight of each Board Member's vote being determined by the ratio of its population to the total population of the communities served by the Authority using the most recently available census or other reliable population estimate.]**

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**OCTOBER 2018**

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Oct-18	10/25/2018	2	PAYROLL TRANS FOR 10/15/2018	n/a	\$ 1,439,340.75
Oct-18	10/10/2018	1	PAYROLL TRANS FOR 9/30/18	n/a	1,169,133.48
Oct-18	10/11/2018	81927	SELECTHEALTH	10312018	526,479.50
Oct-18	10/26/2018	8	URS ACH PAYMENT - 10/25/18 PAYROLL	n/a	442,401.87
Oct-18	10/10/2018	2	URS ACH PAYMENT - 10/10/2018 PAYROLL	n/a	421,694.54
Oct-18	10/26/2018	6	EFTPS - 10/25/2018 PAYROLL	n/a	285,508.58
Oct-18	10/11/2018	1	EFTPS - 10/10/2018 PAYROLL	n/a	225,638.01
Oct-18	10/6/2018	10062018	WELLS FARGO BUSINESS CARD	Multiple	223,528.17
Oct-18	10/26/2018	7	STATE TAX ACH PAYMENT - 10/25/2018	n/a	151,157.31
Oct-18	10/24/2018	82006	ZOLL	INV00026422	94,355.00
Oct-18	10/30/2018	82028	UTAH LOCAL GOVERNMENTS TRUST	Multiple	73,353.18
Oct-18	10/11/2018	81955	UTAH LOCAL GOVERNMENTS TRUST	Multiple	72,712.72
Oct-18	10/24/2018	81988	PUBLIC EMPLOYEES HEALTH PROGRAM	SEPBILL2018	64,451.52
Oct-18	10/18/2018	81982	STATE OF UTAH - GASCARD	Multiple	56,454.52
Oct-18	10/11/2018	81935	CENTERPOINT	1654	47,200.00
Oct-18	10/30/2018	82020	CUSTOM BENEFIT SOLUTIONS	Multiple	27,374.24
Oct-18	10/18/2018	81981	ROCKY MTN POWER	Multiple	27,310.25
Oct-18	10/17/2018	101718	GCS BILLING SERVICES	Multiple	26,612.67
Oct-18	10/29/2018	102921	GCS BILLING SERVICES	Multiple	24,267.90
Oct-18	10/11/2018	81942	LARRY H. MILLER FORD	482335	22,779.25
Oct-18	10/11/2018	81923	CUSTOM BENEFIT SOLUTIONS, INC.	10102018	22,222.21
Oct-18	10/24/2018	81984	CUSTOM BENEFIT SOLUTIONS, INC.	10252018	22,222.21
Oct-18	10/16/2018	5	TRANSFER FUNDS FOR PATIENT REFUNDS 10/16/18	n/a	19,001.60
Oct-18	10/11/2018	81931	SELECTHEALTH	10312018RET	16,294.40
Oct-18	10/10/2018	3	FUNDS TRANSFER TO EOC FOR CCTA GRANT DEPOSITED BY FEMA 10/10	n/a	15,935.13
Oct-18	10/11/2018	81951	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
Oct-18	10/18/2018	81975	COMCAST	70683758	14,403.30
Oct-18	10/30/2018	82026	UNIVERSITY MEDICAL BILLING	Multiple	11,501.00
Oct-18	10/18/2018	81961	A TO Z LANDSCAPING, INC.	Multiple	10,891.50
Oct-18	10/30/2018	82023	FIRE DEPT SAFETY OFFICER ASSOC	1242	10,890.00
Oct-18	10/10/2018	101022	WHEELER POWER SYSTEMS	RS0000102461	10,000.00
Oct-18	10/11/2018	81941	KRONOS INCORPORATED	Multiple	9,500.00
Oct-18	10/18/2018	81983	SUNBELT RENTALS	83546963-0001	8,738.90
Oct-18	10/11/2018	81945	RED SKY SOLUTIONS, LLC	Multiple	8,055.76
Oct-18	10/18/2018	81962	ARROW INTERNATIONAL, INC.	9500587883	8,000.00
Oct-18	10/24/2018	82007	ZOLL MEDICAL CORPORATION	2760054	7,832.50
Oct-18	10/17/2018	101719	NAPA AUTO PARTS	Multiple	7,828.74
Oct-18	10/29/2018	102920	CDW GOVERNMENT LLC	PRN1186	7,626.75
Oct-18	10/24/2018	81986	LOCAL 1696 - IAFF	10252018	7,192.46
Oct-18	10/11/2018	81925	LOCAL 1696 - IAFF	10102018	7,118.28
Oct-18	10/30/2018	82022	FIRE & POLICE SELECTION, INC.	18322	6,044.00
Oct-18	10/29/2018	102919	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	5,912.96
Oct-18	10/11/2018	81934	ALLSTEEL INC.	Multiple	5,463.30
Oct-18	10/18/2018	81964	CENTURYLINK	Multiple	4,613.60
Oct-18	10/30/2018	82024	GALLAGHER BENEFIT SERVICES INC	156060	4,500.00
Oct-18	10/17/2018	101720	WEIDNER FIRE	Multiple	4,144.48
Oct-18	10/30/2018	82011	A.J. ART & FRAME	Multiple	4,100.40
Oct-18	10/2/2018	81919	FIDELITY SECURITY LIFE INSURANCE COMPANY	Multiple	2,783.11
Oct-18	10/11/2018	81926	OFFICE OF RECOVERY SERVICES	10102018	2,097.95
Oct-18	10/24/2018	81987	OFFICE OF RECOVERY SERVICES	10252018	2,097.95
Oct-18	10/24/2018	81993	FIREFIGHTERS CREDIT UNION	10252018TV	2,087.97
Oct-18	10/11/2018	81930	FIREFIGHTERS CREDIT UNION	10102018TV	2,084.48
Oct-18	10/30/2018	82027	UTAH COMMUNICATIONS AUTHORITY	Multiple	2,026.98
Oct-18	10/11/2018	4	FUNDS TRANSFER TO EOC FOR EM PORTION OF USED CELL PHONE SALE	n/a	2,010.00
Oct-18	10/24/2018	81999	KRONOS INCORPORATED	11369484	1,750.00
Oct-18	10/11/2018	81956	WASATCH FRONT WASTE & RECYCLING DISTRICT	Multiple	1,736.00
Oct-18	10/18/2018	81978	LIFE-ASSIST, INC	878841	1,679.26
Oct-18	10/30/2018	82021	DOMINION ENERGY	Multiple	1,674.28
Oct-18	10/24/2018	81985	FIREFIGHTERS CREDIT UNION	10252018SF	1,632.62
Oct-18	10/11/2018	81924	FIREFIGHTERS CREDIT UNION	10102018SF	1,630.73

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\2018-10 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**OCTOBER 2018**

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Oct-18	10/31/2018	10	TO RECORD BANK FEES - OCTOBER BANKING	n/a	1,452.15
Oct-18	10/24/2018	81989	PUBLIC EMPLOYEES LT DISABILITY	10252018	1,321.02
Oct-18	10/11/2018	81959	ZIONS BANK CORPORATE TRUST	10/1/2018	1,250.00
Oct-18	10/24/2018	81994	CANON FINANCIAL SERVICES, INC.	Multiple	1,063.03
Oct-18	10/11/2018	81952	UTAH BROADBAND, LLC	Multiple	995.00
Oct-18	10/11/2018	81943	MAYORS FINANCIAL ADMIN	SLC0000217A	982.50
Oct-18	10/11/2018	81933	A TO Z LANDSCAPING, INC.	21327A	835.33
Oct-18	10/10/2018	101019	APPARATUS EQUIPMENT & SERVICE, INC	18-IV-1719	747.80
Oct-18	10/4/2018	81920	DOMINION ENERGY	Multiple	709.35
Oct-18	10/24/2018	81998	HENRY SCHEIN, INC.	Multiple	663.60
Oct-18	10/4/2018	81921	FORTE OF UTAH	Multiple	629.80
Oct-18	10/24/2018	82000	METRO PLUMBING	Multiple	610.00
Oct-18	10/11/2018	81950	SNOWBIRD RESORT LLC	Multiple	543.34
Oct-18	10/11/2018	81957	WESTERN FIRE CHIEFS ASSOCIATION	2018-0880	525.40
Oct-18	10/24/2018	82001	PURCHASE POWER	POSTAGE 10/18	520.99
Oct-18	10/4/2018	81922	WRIGHT, HANNAH MICHAEL	2D	500.00
Oct-18	10/11/2018	81940	FORTE OF UTAH	Multiple	493.50
Oct-18	10/18/2018	81979	LOWE'S	Multiple	438.05
Oct-18	10/18/2018	81971	CENTURYLINK	TL-FIRE 10/18D	434.49
Oct-18	10/18/2018	81972	CENTURYLINK	TL-FIRE 10/18E	434.49
Oct-18	10/30/2018	82019	CENTURYLINK	Multiple	427.10
Oct-18	10/18/2018	81970	CENTURYLINK	TL-FIRE 10/18C	418.07
Oct-18	10/30/2018	82017	CENTURYLINK	Multiple	412.09
Oct-18	10/30/2018	82018	CENTURYLINK	Multiple	408.23
Oct-18	10/24/2018	82010	CENTURYLINK	Multiple	370.19
Oct-18	10/24/2018	81996	CUSTOM BENEFIT SOLUTIONS	Multiple	369.90
Oct-18	10/30/2018	82016	CENTURYLINK	TL-#126 11/18	307.88
Oct-18	10/11/2018	81954	UTAH GOVERNMENT FINANCE OFFICER ASSOC.	Multiple	300.00
Oct-18	10/24/2018	82003	SHRED-IT USA	Multiple	298.58
Oct-18	10/30/2018	82014	CENTURYLINK	TL-#126 8/18	297.31
Oct-18	10/30/2018	82015	CENTURYLINK	TL-#126 10/18	294.77
Oct-18	10/11/2018	81939	DOMINION ENERGY	Multiple	286.11
Oct-18	10/18/2018	81969	CENTURYLINK	TL-FIRE 10/18B	278.81
Oct-18	10/24/2018	82002	ROADPOST USA, INC	RU08174121A	276.52
Oct-18	10/24/2018	81991	US DEPT OF EDUCATION	10252018SC	269.83
Oct-18	10/24/2018	82009	CENTURYLINK	TL-#126 5/18	267.51
Oct-18	10/24/2018	81997	DOMINION ENERGY	Multiple	245.23
Oct-18	10/18/2018	81967	CENTURYLINK	TL-#124 10/18	244.19
Oct-18	10/29/2018	102922	VEHICLE LIGHTING SOLUTIONS, INC	3795	236.87
Oct-18	10/11/2018	81953	UTAH CORRECTIONAL INDUSTRIES	197UC0000001224	236.70
Oct-18	10/10/2018	101020	GOLD CUP SERVICES INC.	666987	207.00
Oct-18	10/18/2018	81966	CENTURYLINK	TL-#117 10/18	202.77
Oct-18	10/24/2018	82004	UTAH BROADBAND, LLC	765026	199.00
Oct-18	10/11/2018	81938	COPPERTON IMPROVEMENT DISTRICT	W-#115 9/18	186.50
Oct-18	10/10/2018	101021	MOUNTAIN ALARM	1653614	177.00
Oct-18	10/18/2018	81965	CENTURYLINK	TL-#108 10/18	172.12
Oct-18	10/11/2018	81928	UNIFIED POLICE FEDERATION	10102018	171.00
Oct-18	10/24/2018	81990	UNIFIED POLICE FEDERATION	10252018	171.00
Oct-18	10/11/2018	81949	SKAGGS COMPANIES, INC.	3073677RI	169.96
Oct-18	10/18/2018	81976	DOMINION ENERGY	Multiple	161.54
Oct-18	10/18/2018	81977	LES OLSON COMPANY	EA811472	147.56
Oct-18	10/11/2018	81936	CENTURYLINK	1451205760	135.51
Oct-18	10/10/2018	101018	A COMPANY INC-SLC	A-957755	127.00
Oct-18	10/29/2018	102918	A COMPANY INC-SLC	A-960666	127.00
Oct-18	10/11/2018	81958	WORKFORCEQA, LLC	528640	121.50
Oct-18	10/11/2018	81937	CENTURYLINK	Multiple	119.88
Oct-18	10/11/2018	81947	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 9/18	96.64
Oct-18	10/30/2018	82013	CENTURYLINK	TL-#125 11/18	91.10
Oct-18	10/30/2018	82012	CENTURYLINK	TL-#125 8/18	88.60
Oct-18	10/18/2018	81968	CENTURYLINK	TL-#125 10/18	87.46

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X:\Board Docs\2018-10 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**OCTOBER 2018**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Oct-18	10/24/2018	82008	CENTURYLINK	TL-#125 5/18	78.90
Oct-18	10/24/2018	81995	CENTURYLINK	TL-#113 10/18	75.80
Oct-18	10/24/2018	82005	UTAH VALLEY UNIVERSITY	A25336	65.00
Oct-18	10/11/2018	81944	MIDVALLEY IMPROVEMENT DISTRICT	S-#126 12/18	54.60
Oct-18	10/18/2018	81973	CENTURYLINK	TL-LOG 10/18B	49.34
Oct-18	10/18/2018	81974	CENTURYLINK	Multiple	42.51
Oct-18	10/11/2018	81929	UTAH STATE TAX COMMISSION	10102018SC	40.00
Oct-18	10/24/2018	81992	UTAH STATE TAX COMMISSION	10252018SC	40.00
Oct-18	10/18/2018	81963	CENTURYLINK	1451856471	38.83
Oct-18	10/11/2018	81948	SATCOM GLOBAL INC.	AI10180834	34.67
Oct-18	10/18/2018	81980	ROCKY MOUNTAIN WATER COMPANY	Multiple	32.00
Oct-18	10/11/2018	81946	ROCKY MOUNTAIN WATER COMPANY	Multiple	26.25
Oct-18	10/30/2018	82025	ROCKY MOUNTAIN WATER COMPANY	49947	19.50
Oct-18	10/24/2018	81393	CENTURYLINK (VOIDED CHECK)	Multiple	(716.60)
					<b><u>\$ 5,746,986.70</u></b>

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

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

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**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - SPECIAL REVENUE FUND**  
**OCTOBER 2018**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Oct-18	10/24/2018	7122	ALLSTEEL INC.	Multiple	\$ 89,095.51
Oct-18	10/16/2018	2	TO RECORD XFR FROM EOC TO FIRE - 9/10/18 PAYROLL	n/a	58,780.43
Oct-18	10/11/2018	7112	INTTERRA, INC	607	55,000.00
Oct-18	10/31/2018	5	TO RECORD XFR FROM EOC TO FIRE - 10/25/18 PAYROLL	n/a	45,226.38
Oct-18	10/31/2018	4	TO RECORD XFR FROM EOC TO FIRE - 10/10/18 PAYROLL	n/a	45,086.62
Oct-18	10/16/2018	3	TO RECORD XFR FROM EOC TO FIRE - 9/25/18 PAYROLL	n/a	38,231.38
Oct-18	10/11/2018	1	FUNDS TRANSFER FROM EOC TO FIRE - AUGUST PCARDS PAID 9/6/18	n/a	35,020.49
Oct-18	10/31/2018	6	FUNDS TRANSFER FROM EOC TO FIRE - SEPT PCARDS PAID 10/6/18	n/a	16,372.06
Oct-18	10/18/2018	7120	VISIX, INC.	Multiple	7,904.16
Oct-18	10/18/2018	7118	ROCKY MTN POWER	E-EOC 9/18	4,485.58
Oct-18	10/18/2018	7117	PSAV	1001853721	3,256.72
Oct-18	10/11/2018	7113	MAYORS FINANCIAL ADMIN	SLC0000217B	2,607.93
Oct-18	10/18/2018	7119	STATE OF UTAH - GASCARD	Multiple	2,031.03
Oct-18	10/4/2018	7108	MCINNIS, JAN	10/1/2018	2,000.00
Oct-18	10/30/2018	7129	GREAT BASIN WILDLIFE RESCUE	1	1,500.00
Oct-18	10/10/2018	101024	WAXIE SANITARY SUPPLY	Multiple	1,270.79
Oct-18	10/24/2018	7126	SYRINGA NETWORKS, LLC	18OCT0238	1,175.00
Oct-18	10/11/2018	7114	UTAH LOCAL GOVERNMENTS TRUST	1570280C	1,062.74
Oct-18	10/24/2018	7123	BIALEK, BARRY BENJAMIN	1	1,053.68
Oct-18	10/4/2018	7106	BLINZINGER, CHRIS	200TTT	900.00
Oct-18	10/4/2018	7109	SAWYER, MICHAEL DAVID	200TTT	900.00
Oct-18	10/11/2018	7111	HEDENSTROM, KENT L.	200TTT	900.00
Oct-18	10/18/2018	7116	CENTURYLINK	TL-EOC 10/18	851.92
Oct-18	10/30/2018	7130	MAYORS FINANCIAL ADMIN	FAC0000358	615.00
Oct-18	10/11/2018	7110	A TO Z LANDSCAPING, INC.	21327B	556.89
Oct-18	10/30/2018	7127	CUSTOM BENEFIT SOLUTIONS	107C	500.00
Oct-18	10/30/2018	7131	UTAH LOCAL GOVERNMENTS TRUST	1570820C	422.28
Oct-18	10/30/2018	7128	DOMINION ENERGY	G-EOC 10/18	397.14
Oct-18	10/4/2018	7107	DOMINION ENERGY	G-EOC 9/18	283.68
Oct-18	10/24/2018	7121	PUBLIC EMPLOYEES HEALTH PROGRAM	09302018EOC	262.92
Oct-18	10/10/2018	101023	GOLD CUP SERVICES INC.	666840	174.75
Oct-18	10/24/2018	7125	SHRED-IT USA	8125753563D	97.15
Oct-18	10/24/2018	7124	ROADPOST USA, INC	RU08174121B	63.91
Oct-18	10/11/2018	7115	WASATCH FRONT WASTE & RECYCLING DISTRICT	5124C	50.00
					<b>\$ 418,136.14</b>

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - CAPITAL REPLACEMENT ESCROW**  
**OCTOBER 2018**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Oct-18	10/22/2018	1605001	FIRETRUCKS UNLIMITED	576/577/578A	230,917.50
					<b>230,917.50</b>

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# UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors  
FROM: Dan Petersen, Fire Chief  
SUBJECT: Transition of Part-Time EMS to Career  
DATE: November 13, 2018

The purpose of this memo is to review the challenges we are having with our part-time program in Operations and propose the transition most of the Part-Time EMS positions to career Firefighters. I plan to discuss the issue in detail during the Board EMS Study Session scheduled for November 28<sup>th</sup> and again at the Finance Committee meeting on December 13<sup>th</sup>. My goal is to prepare you for our recommendation for six new Firefighter positions at the December 18, 2018 Board Meeting.

## **BACKGROUND**

Most of you are aware of the challenges we encounter in staffing our ambulances with part-time staff. Prior to July of 2017, we were using part-time Firefighters on several of the engines and many of the ambulances. The program was experiencing a high turnover rate and we were not able to adequately train those individuals to be effective Firefighters, additionally, the on-boarding cost to provide them with personal protective equipment was significant.

In July of 2017, we transferred part-time staff from the engines to the ambulances and began recruiting personnel who were only certified in EMS. While this significantly improved our pool of candidates for these positions, we lost the capacity for qualified Firefighters, and high turnover continues to be an issue as only 44 of our 150 part-timers have been with us over one year.

Currently, our funding dictates that we staff four 24 hour ambulances and three peak demand ambulances with part-time personnel. This level of staffing requires a full roster of approximately 150 people and since January, we have hired 130 new Part-Time EMT's in order to maintain this staffing.

With the implementation of the Single Medic/Single EMT, we have decided to pair career staff with part-time on eight 24 hour ambulances, while one ambulance will continue to be staffed solely with career personnel. We have good people in our part time program, however, with the high turnover rate I have concerns about our Paramedics being paired with inexperienced EMT's, but also concerned about two inexperienced EMT's operating an ambulance themselves. This recent transition to pairing part-time with career was recommended by the Single Medic/Single EMT Implementation Committee. This change has been a source of angst for our personnel. They are committed professionals who were caught by surprise with the pairing of career and part-time, as the level of inexperience within our part-time program is very concerning to our experienced Paramedics. The following video link was distributed to all field employees in order to help with the changes being asked of them and to address a few of their valid concerns. <https://youtu.be/41g4M4Ulkvi>



The part-time program was identified as a wicked issue in our 2017 Accomplishments and continues to be a wicked issue today. Operations identified the following as an action item in the 2018/19 budget process: *Stabilize Operational staffing through modification of the part-time program, ambulance staffing strategies and overall staffing methodologies to provide adequate ALS and ambulance transport (Outcome 1-O).*

The use of the part-time program at its current level is not sustainable. After significant evaluation by the Ambulance Staffing Group, we identified the need to transition to full-time Firefighters on the 24 hour ambulances with the part-time program continuing to staff the peak demand ambulances. This will require additional Firefighters at an entry level cost of \$150,000 for each seat (replacing part-time with 3 new full-time entry level Firefighters is a \$150,000 cost difference). Staffing the eight full-time ambulances will eventually require that 30 full-time Firefighters replace the current part-time EMS staff on the 24 hour ambulances (24 positions plus the staffing multiplier to cover leave).

Full-time Firefighters on these ambulances provides a more experienced partner for the Paramedic assigned to the ambulance, significantly increases our capacity for fire and rescue throughout the communities, and reduces our dependency on the part-time program. It is not my intention to eliminate the part-time program, but better utilize it to enhance our service delivery while producing future full-time employees who are qualified, competent and have been well vetted.

I am asking to hire six new Firefighters now, as we have high quality applicants available in this current recruitment and are hoping to secure them and begin the transition at the cost of \$150,000 for half the FY 18/19 Fiscal Year. This will replace part time positions with career staff on two seats per day.

This proposal is budget neutral if utilizing some of the increased revenue from our ambulance transports. Our ambulance revenue exceeded our projections by almost \$500,000 in 2018 and we expect to collect a similar amount in 2019. Not only have our transports increased, but our beta test of the Single Medic/Single EMT has allowed us to meet all demands. We continue to bill citizens based on the service provided and only bill for ALS when an ALS intervention occurs, however, the July 1, 2018 State increased billing rate for all levels of service will result in additional revenue. As we enter the budget process for 2019/20, my hope is to continue the discussion on the rate of progression to further reduce our dependency on the part-time program.

Please call if you have any questions. I look forward to the discussion.