



UNIFIED FIRE AUTHORITY BOARD AGENDA

January 16, 2018 7:30 a.m.

NOTICE IS HERBY GIVEN THAT THE UNIFIED FIRE AUTHORITY BOARD OF DIRECTORS SHALL ASSEMBLE FOR A MEETING AT UFA STATION 126 LOCATED AT 607 EAST 7200 SOUTH MIDVALE, UT 84047

1. Call to Order – Chair Dahle
2. Recognition of (5) NIX Construction employees and Mr. Robert Conder – Chief Petersen
3. Public Comment
Please limit comments to three minutes each
4. Board Member Introductions – Around the Table
5. Consent Agenda - None
6. Minutes Approval –Chair Dahle
 - A. December 19, 2017
7. Elect UFA Vice Chair – Chair Dahle
8. Administer Oath of Office for all Board Members- Clerk Roper
9. Legislative Update – Dave Nicponski, UFA Lobbyist
10. Sub-Committees Structure and Vacancies – Chair Dahle
11. Board Member Compensation Discussion – Chair Dahle
12. Fire Chief Report – Chief Petersen
 - a. 2017 Accomplishments, Wicked Issues and 2018 Initiatives
 - b. Budget Process
 - c. Surplus - Turnouts
13. Quarterly Report – CFO Hill
14. Recognition of Departing Board Member Glover - Chief Petersen & Chair Dahle

15. 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.

16. Adjournment

**The next Board meeting will be held on February 20, 2018 at 7:30 a.m. at
UFA Fire 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 12th of January 2018 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.

Michelle Roper, UFA Board Clerk



UNIFIED FIRE AUTHORITY BOARD MINUTES

December 19, 2017 7:30 a.m.

Station 126 607 East 7200 South Midvale, UT 84047

Notice: Some Board members may participate by electronic means.

1. Call to Order
Quorum was obtained. Chair Stewart called the meeting to order at 7:30 a.m.
2. Public Comment
None

Chair Stewart closed public comment session
3. Consent Agenda
None
4. Approval of Minutes
Mayor Pollard made a motion to approve the November 21, 2017 minutes
Mayor Johnson seconded motion
All voted in favor
5. Approval of 2018 UFA Board Meeting Schedule
Councilmember Moser made a motion to approve the meeting schedule
Councilmember Ferguson seconded motion
All voted in favor
6. Committee Updates
 - A. Finance Committee
 - The main focus of the committee was to review statements for the fiscal year.
 - Reviewed member fees and the financial reports
 - UFA ended with a significant fund balance
 - Marcus Arbuckle: Auditor
 - Auditors goal is to identify:
 - Material weakness: something you have to fix immediately
 - Significant deficiency: fix before it becomes a material weakness
 - Audited internal controls; cash receipts, disbursements, payroll and recording process' and found no material weaknesses this year
 - One internal control issue: Payroll process and that not all employees are signing their time cards and supervisors aren't always approving the time cards. Kronos will help to solve this problem.

- Another note; Wildland budget was over on expenditure side. It is hard to estimate because of the timing of WL activities and the fiscal year.
 - CFO Hill suggested a contingency for WL which will help so as not to go over budget. He will look at this prior to budget.
- Policy corrections:
 - Policies that need approval by Board (meals, travel, etc.) have been separated from operational policies.
 - Those that pertain to financial statements are being reviewed by the Board and the auditors feel we are making improvements.
- Unassigned fund balance is healthy:
 - 5.7M balance; due to excellent management by finance and Chief Petersen. We are in a very sound financial position.
- Member fees:
 - Basically everyone gets a savings. Very equitable & hard to argue that it wasn't fair.
 - Schedule is easily understood and recommending to Board for approval.

Councilmember Moser motion to approve consent agenda to approve recommendation of Finance Committee Member Fee and Approval of FY 16-17 Annual financial Report.

Mayor Cullimore seconded

All in favor

- Kronos update: Telestaff is the staffing program, Kronos is the payroll program. IT will present a modification to finance.
 - Chief Watson and Jarin Blackham will present the options of keeping the Kronos system maintenance in-house or in the cloud.
 - A cost of \$512,000 has already been invested into Kronos/Telestaff system. This gives us two options for continuing:
 - Keep the system in-house and pay \$10,000 to upgrade Telestaff to talk with Kronos, we would continuously pay upgrade and support (\$30,000-\$50,000 per year) plus bring someone in to manage Kronos.
 - Push to the cloud and use their experts to integrate Kronos and Telestaff systems. All upgrade costs are covered, the cost to host their system will cover upgrades & any problems, their experts fix.
 - Kronos will push out billing 120 days.
 - \$34,000 to implement then the remaining is spread monthly.
 - Will have perpetual licensing, but we must decide by December 28, 2017.
 - 4-8 weeks to implement
 - Not asking for a budget amendment today, just a "thumbs up" to meet deadline and then finance will work through the details, possibly moving budget line items. Will come back to Board for approval after review.

- Monthly cost: \$3,500/month

B. Benefits and Compensation Committee

- Mayor Dahle requested that an email be sent out to all future board members and cities with the committee listings, allowing them to weigh in prior to the next meeting, as to which committees they would be interested in serving on.

C. Governance Committee

- ILA: Start informing CLO Roberts of what needs to be added/revised.
 - If there is something that is of particular concern to your community, now is the time to get that in to him.

D. Board Policy Committee

- CLO Roberts: Board Policy Manual, empower the Board of their duties, responsibilities etc. Will compose and bring to Board for feedback, Board approval not needed.
- Chief Petersen asked Clerk Roper to add the UFSA Chair to the Board Policy Group on the Sub-Committee List.

7. Compensation for Board Members Discussion

- Discussion regarding compensation for Board members. Some other boards compensate their members about \$3,300/year. Clerk Roper will do research on committee and council pay and bring back to next meeting.
 - Townships get compensation in MSD budget.
 - It was suggested that compensation be based on attendance.
 - Also noted that boards that are in a service matter should not be compensated.
 - When introducing compensation, the dynamic changes as to why someone is motivated to join a board.

8. Compliance Engine Program by Brycer Discussion

- Fire Marshal Larsen presented a program wherein a third party does the testing for Life Safety System compliance.
 - Brycer is a compliance engine that tracks service and maintenance of fire prevention systems
 - Verifies compliance and provides Prevention with up to date information
 - UFA is relieved of inspections
 - Helps us track who is compliant or not
 - Proactive rather than reactive
 - No cost to UFA, the business bears the cost (\$12.00)
 - 10,500 fire departments are currently using this program
 - Brycer trains our staff and gives support
- Approval from the Board is not necessary, it is up to Prevention to manage their files & how they choose to do it.
- This is just FYI for the Board in the event that businesses are impacted

9. Fire Chief Report

1 Page Handout: 2017 Progress/accomplishments, wicked issues and 2018 initiatives. A listing of goals and accomplishments, the wicked/challenging issues UFA faced and our future.

- This is a draft only; Chief Petersen just wanted to get this out at year end to show what we have done and what has yet to be done.
- Generated by Chief Petersen and Command Staff.
- Remarkable to look at the past year and see changes in the environment and the improvements/progress.

10. Recognition of Departing Board Members

Mayor Cullimore 13 years

Mayor Pollard 12 years

Councilmember Moser

Councilmember Christensen

Mayor Johnson 4 years

Mayor Painter

Mayor McAdams

11. Possible Closed Session

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- 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.

Mayor Cullimore made the motion to close the session

Mayor Johnson seconded

All in favor.

Councilmember Moser

Councilmember Christensen

Councilmember Ferguson

Councilmember Glover

Councilmember Snelgrove

Mayor Dahle

Councilmember Perry

Councilmember Bush

Councilmember Bailey

Councilmember Stewart

Mayor Pollard

PROPOSED MOTION: "I move that we temporarily recess the meeting to convene in a closed session to discuss matters as provided by Utah Code Annotated §52-4-205."

Re-Opening the Meeting

UFA staff including Board Clerk and Deputy Clerk were not in the room for motion and second.

12. Fire Chief Performance Review and Contract

Mayor Cullimore amend contract to provide for max raise (3%) Board was prepared to do more, but Chief Petersen vetoed any raise higher than what those in the field received.

Mayor Cullimore made motion
Councilmember Moser seconded
All in favor, none opposed

13. Adjournment

Motion to adjourn at 9:40 am by Chair Stewart
Mayor Pollard made motion
Mayor Cullimore seconded
All in favor

BOARD MEMBERS IN ATTENDANCE:

Councilmember Moser
Councilmember Christensen
Councilmember Ferguson
Mayor Cullimore
Councilmember Glover
Mayor Dahle
Councilmember Snelgrove

Councilmember Perry
Councilmember Bush
Councilmember Stewart
Mayor Pollard
Mayor Johnson
Councilmember Bailey

BOARD MEMBERS ABSENT:

Mayor Silvestrini
Councilmember Granato

Mayor Painter
Mayor McAdams

OTHER ATTENDEES:

AC Andrus
AC Watson
AC Ziolkowski
Arriann Woolf
Brad Lynn
Brett Wood, Herriman City
CFO Hill
Robert Dannels
Scott McBride
Steve Prokopis
Talsan Schulzke
Zach Robinson

Chief Petersen
CLO Roberts
Cynthia Young
Embret Fossum
Fire Marshal Larsen
Gary Bowen
Jarin Blackham

John Guldner
Kate Turnbaugh
Marcus Arbuckle
Michelle Roper
Mike Petersen
Mike Washburn
Nile Easton

2018 UNIFIED FIRE AUTHORITY SUB-COMMITTEES**GOVERNANCE COMMITTEE - Public Meeting**

| | |
|---------------------------------|-----------------|
| Mayor Jeff Silvestrini | Millcreek |
| Councilmember Richard Snelgrove | SLCO |
| Councilmember Kelly Bush | Kearns Township |

STAFF

Chief Petersen
CLO Brian Roberts
Clerk Michelle Roper

FINANCE COMMITTEE - Public Meeting

| | |
|-------------------------------|---------------------|
| Councilmember Sheldon Stewart | Riverton |
| Councilmember Allan Perry | White City Township |

STAFF

Chief Petersen
CFO Tony Hill
Clerk Michelle Roper

COMPENSATION & BENEFITS COMMITTEE - Public Meeting

| | |
|---------------------------|----------|
| Mayor Robert Dahle | Holladay |
| Councilmember Sam Granato | SLCO |

STAFF

Chief Petersen
CFO Tony Hill
Arriann Woolf, HR
Clerk Michelle Roper

BOARD POLICY

| | |
|------------------------|-------------------------------|
| Mayor Robert Dahle | UFA Chair - Policy Chair |
| Mayor Jeff Silvestrini | Governance Chair |
| Mayor Sheldon Stewart | Finance Chair |
| | UFA Chair |
| | UFA Vice Chair |
| | Compensation & Benefits Chair |

STAFF

Chief Petersen
CLO Brian Roberts
Clerk Michelle Roper

2018 UNIFIED FIRE SERVICE AREA SUB-COMMITTEE**FACILITIES COMMITTEE**

| | |
|--------------------------------|---------------------|
| 2018 Councilmember Allan Perry | White City Township |
| Councilmember Kelly Bush | Kearns Township |
| Councilmember Eric Ferguson | Magna City |

STAFF

Chief Petersen
AC Watson
Deputy Clerk Cyndee Young

PERSONAL PROTECTION EQUIPMENT (TURNOUTS) RECEIPT AGREEMENT

_____, (hereinafter "Recipient") hereby agrees and acknowledges that the personal protection equipment (hereinafter "turnouts"), identified below, has been donated by the Unified Fire Authority ("Authority") pursuant to the following terms and conditions and that receipt of such turnouts constitutes acknowledgement and agreement to such terms and conditions:

1. Recipient acknowledges and agrees that the turnouts identified below (or any other turnouts in his or her possession provided by the Authority) are no longer suitable for use as part of fire-fighting operations due to age and condition. Use of such turnouts should be solely for education and training purposes.

2. Recipient acknowledges and agrees all expired turnouts in its possession donated to it by Authority are used and have passed the recommended service-life date. The Recipient acknowledges that all expired turnouts in its possession donated by Authority are out of warranty and may not provide the desired protection. Recipient also expresses its intent to keep and maintain the sole control and use of this and or any other expired turnouts in its possession donated by Authority. Notwithstanding the foregoing, these turnouts shall not be transferred, sold, or exchanged to or with any other person or entity without the express written permission of the Authority.

3. The Authority makes no warranty or guarantee of any kind including, but not limited to, fitness for use and protection. Any expired turnouts donated by Authority will be USED AT THE RECIPIENT'S OWN RISK and Recipient agrees to assume any such risk. THERE ARE NO WARRANTIES APPLICABLE TO THE TURNOUTS, WHETHER FULL OR LIMITED.

4. Recipient, on behalf of itself or anyone claiming by or through is, and in consideration of the donation of the otherwise expired turnouts, AGREES TO WAIVE any and all claims or causes of action, of any type, against Authority, its officers, agents, and employees, from any injury or damage of whatever kind that may arise out of the use of this or any other expired turnouts in its possession. Recipient also agrees to INDEMNIFY AND HOLD HARMLESS, Authority, its officers, agents, and employees, from any injury or damage to itself, or any third party, of whatever kind, that may arise out of the use of this or any other expired turnouts in its possession.

Recipient _____

By: _____

Its: _____

Expired turnouts donated by Authority:

UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF DECEMBER 31, 2017

| | Total | Budget | Unearned | % of Budget |
|---------------------------------------|----------------------|----------------------|----------------------|----------------|
| FIRE REVENUES | | | | |
| Alta | \$ 60,399 | \$ 120,797 | \$ 60,399 | 50.0 |
| Cottonwood Heights | 1,811,965 | 3,623,929 | 1,811,965 | 50.0 |
| Unified Fire Service Area | 22,694,636 | 45,389,271 | 22,694,636 | 50.0 |
| Holladay | 1,117,200 | 2,234,399 | 1,117,200 | 50.0 |
| Camp Williams | 276,480 | 532,000 | 255,520 | 52.0 |
| MIDA contract | 51,000 | 50,000 | (1,000) | 102.0 |
| MEMBER FEES & SERVICE CONTRACTS | 26,011,678 | 51,950,396 | 25,938,718 | 50.1 |
| Ambulance service fees | 2,585,993 | 6,967,000 | 4,381,007 | 37.1 |
| Collections revenues | 99,951 | - | (99,951) | 0.0 |
| AMBULANCE OPERATIONS | 2,685,944 | 6,967,000 | 4,281,056 | 38.6 |
| SL County canyon recreation area fees | 1,587,857 | 3,175,713 | 1,587,856 | 50.0 |
| Witness/jury duty fees | 19 | - | (19) | 0.0 |
| CERT class fees | 1,320 | - | (1,320) | 0.0 |
| Fire and medical report fees | 2,355 | - | (2,355) | 0.0 |
| Hazmat & tank permit fees | 55,829 | 115,024 | 59,195 | 48.5 |
| Firewatch | 7,425 | 8,000 | 575 | 92.8 |
| Fireworks permit fees | 4,340 | 4,000 | (340) | 108.5 |
| Wildland reimbursements | 147,200 | 125,648 | (21,552) | 117.2 |
| Paramedic school fees | 66,000 | 34,000 | (32,000) | 194.1 |
| CPR class fees | 6,749 | 10,000 | 3,251 | 67.5 |
| EMT school fees | 39,514 | 60,000 | 20,486 | 65.9 |
| Event billings - Information Outreach | 3,928 | 15,000 | 11,073 | 26.2 |
| Event billings - Special Enforcement | 1,787 | 5,000 | 3,214 | 35.7 |
| OTHER FEES | 1,924,321 | 3,552,385 | 1,628,064 | 54.2 |
| UFSA management fees | 152,375 | 304,750 | 152,375 | 50.0 |
| INTERGOVERNMENTAL REVENUES | 152,375 | 304,750 | 152,375 | 50.0 |
| Federal grants | - | 47,743 | 47,743 | 0.0 |
| Donations | 1,000 | 1,000 | - | 100.0 |
| GRANTS AND DONATIONS | 1,000 | 84,548 | 83,548 | 1.2 |
| Interest income | 98,139 | 55,204 | (42,935) | 177.8 |
| Sale of materials | 5,498 | 5,478 | (20) | 100.4 |
| Rental income | 47,448 | 94,896 | 47,448 | 50.0 |
| USAR reimbursements | 574,109 | 890,172 | 316,063 | 64.5 |
| Miscellaneous revenues | 53,399 | 1,500 | (51,899) | 3,560.0 |
| MISCELLANEOUS INCOME | 778,593 | 1,047,250 | 268,657 | 74.3 |
| Proceeds from sale of capital assets | 190,860 | 80,850 | (110,010) | 236.1 |
| Transfer from Emergency Services fund | - | 100,000 | 100,000 | 0.0 |
| Appropriation of fund balance | - | 2,006,980 | 2,006,980 | 0.0 |
| OTHER FINANCING SOURCES | 190,860 | 2,187,830 | 1,996,970 | 8.7 |
| TOTAL FIRE REVENUES | \$ 31,744,772 | \$ 66,094,159 | \$ 34,349,387 | 48.0 |

Note: Balances include payroll through 01/10/2018 and pcards through 11/30/2017.

UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF DECEMBER 31, 2017

| | | | | % of |
|--|----------------------|----------------------|----------------------|---------------|
| FIRE EXPENDITURES | Total | Budget | Unexpended | Budget |
| Salaries & wages | 16,534,064 | 33,709,488 | 17,175,424 | 49.0 |
| Overtime | 2,103,238 | 3,064,800 | 961,562 | 68.6 |
| Benefits | 7,030,702 | 16,331,649 | 9,300,947 | 43.0 |
| SALARIES & BENEFITS | \$ 25,668,004 | \$ 53,105,937 | \$ 27,437,933 | 48.3 |
| Art & photo services | 1,599 | 1,000 | (599) | 159.9 |
| Awards & banquet | 8,083 | 45,000 | 36,917 | 18.0 |
| Community outreach | - | 4,500 | 4,500 | 0.0 |
| Honor guard | 50 | 9,000 | 8,950 | 0.6 |
| Identification supplies | 2,401 | 20,500 | 18,099 | 11.7 |
| Office supplies | 24,202 | 56,200 | 31,998 | 43.1 |
| Postage | 2,372 | 15,700 | 13,328 | 15.1 |
| Printing charges | 4,497 | 20,700 | 16,203 | 21.7 |
| Subscriptions & memberships | 22,854 | 32,200 | 9,346 | 71.0 |
| GENERAL & ADMINISTRATIVE | \$ 66,058 | \$ 204,800 | \$ 138,742 | 32.3 |
| Bedding & linen | 7,855 | 5,000 | (2,855) | 157.1 |
| Books, publications & subscriptions | 23,735 | 55,400 | 31,665 | 42.8 |
| Clothing provisions | 240,803 | 280,000 | 39,197 | 86.0 |
| Dining & kitchen supplies | 1,594 | 5,000 | 3,406 | 31.9 |
| Emergency activations | 10,624 | - | (10,624) | 0.0 |
| Food provisions | 13,924 | 42,000 | 28,076 | 33.2 |
| Gasoline, diesel, oil & grease | 191,009 | 525,000 | 333,991 | 36.4 |
| Janitorial supplies and service | 24,904 | 50,000 | 25,096 | 49.8 |
| State Wildland Mitigation program | - | 92,000 | 92,000 | 0.0 |
| Medical supplies | 141,709 | 494,478 | 352,769 | 28.7 |
| Physical exams | 78,307 | 179,500 | 101,193 | 43.6 |
| Canine expenses | 3,120 | 5,000 | 1,880 | 62.4 |
| Expenses to be reimbursed by related organization(s) | 2,233 | - | (2,233) | 0.0 |
| OPERATING COSTS | \$ 739,817 | \$ 1,733,378 | \$ 993,561 | 42.7 |
| Liability insurance | 219,388 | 440,000 | 220,612 | 49.9 |
| Ambulance - State Medicaid assessment | 300,000 | 300,000 | - | 100.0 |
| Sandy City contract (White City service) | 424,496 | 865,000 | 440,504 | 49.1 |
| UCANN | - | 200,000 | 200,000 | 0.0 |
| VECC service contract | 374,739 | 777,000 | 402,261 | 48.2 |
| CONTRACTUAL COSTS | \$ 1,318,623 | \$ 2,582,000 | \$ 1,263,377 | 51.1 |
| Auditor | 8,900 | 8,900 | - | 100.0 |
| Contract hauling | - | 1,000 | 1,000 | 0.0 |
| Intergovernmental expenditures | - | 4,000 | 4,000 | 0.0 |
| Professional fees | 125,106 | 295,550 | 170,444 | 42.3 |
| Ambulance service fees | 87,343 | 315,000 | 227,657 | 27.7 |
| PROFESSIONAL SERVICES | \$ 221,349 | \$ 624,450 | \$ 403,101 | 35.4 |
| GRANT PURCHASES | \$ 14,017 | \$ 83,548 | \$ 69,531 | 16.8 |
| Miscellaneous rental | 21,265 | 25,000 | 3,735 | 85.1 |
| Rent of buildings | 61,112 | 147,000 | 85,888 | 41.6 |
| RENT | \$ 82,377 | \$ 172,000 | \$ 89,623 | 47.9 |

Note: Balances include payroll through 01/10/2018 and pcards through 11/30/2017.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF DECEMBER 31, 2017**

| FIRE EXPENDITURES (Continued) | Total | Budget | Unexpended | % of Budget |
|---|-----------------------|----------------------|----------------------|------------------------|
| Facilities maintenance charge | - | 3,000 | 3,000 | 0.0 |
| Maintenance & repair of fire hydrant | - | 90,000 | 90,000 | 0.0 |
| Maintenance of machinery & equipment | 17,597 | 129,500 | 111,903 | 13.6 |
| Maintenance of buildings & grounds | 99,534 | 247,000 | 147,466 | 40.3 |
| Maintenance of office equipment | 152 | 1,000 | 848 | 15.2 |
| Software maintenance | 242,585 | 325,097 | 82,512 | 74.6 |
| Vehicle maintenance | 292,660 | 802,500 | 509,840 | 36.5 |
| Vehicle repairs - accident related | 11,448 | - | (11,448) | 0.0 |
| REPAIR & MAINTENANCE | \$ 663,976 | \$ 1,598,097 | \$ 934,121 | 41.5 |
| Communications equipment | 46,621 | 85,000 | 38,379 | 54.8 |
| Noncapital equipment - financed | 24,793 | 27,413 | 2,620 | 90.4 |
| Computer equipment | 85,262 | 150,000 | 64,738 | 56.8 |
| Computer software | 46,151 | 17,250 | (28,901) | 267.5 |
| Small equipment noncapital | 183,602 | 607,738 | 424,136 | 30.2 |
| Small equipment - station start-ups | - | - | - | 0.0 |
| Small equipment - photography | 622 | 1,000 | 378 | 62.2 |
| Training props | 10,769 | 43,000 | 32,231 | 25.0 |
| Visual & audio aids | - | 4,000 | 4,000 | 0.0 |
| SOFTWARE & EQUIPMENT | \$ 397,820 | \$ 935,401 | \$ 537,581 | 42.5 |
| Education, training & certifications | 51,996 | 174,400 | 122,404 | 29.8 |
| Travel & transportation | 47,258 | 117,500 | 70,242 | 40.2 |
| Mileage reimbursement | 714 | 2,000 | 1,286 | 35.7 |
| TRAINING & TRAVEL | \$ 99,968 | \$ 293,900 | \$ 193,932 | 34.0 |
| Computer lines | 82,224 | 195,000 | 112,776 | 42.2 |
| Heat & fuel | 28,755 | 150,000 | 121,245 | 19.2 |
| Light & power | 132,839 | 335,000 | 202,161 | 39.7 |
| Sanitation | 16,923 | 25,000 | 8,077 | 67.7 |
| Telephone | 52,265 | 95,500 | 43,235 | 54.7 |
| Telephone - cellular | 67,082 | 160,000 | 92,918 | 41.9 |
| Water & sewer | 38,774 | 78,700 | 39,926 | 49.3 |
| UTILITIES | \$ 418,862 | \$ 1,039,200 | \$ 620,338 | 40.3 |
| Capital outlay | 81,281 | 472,832 | 391,551 | 17.2 |
| Principal payment on capital lease | 2,709,851 | 2,709,851 | - | 100.0 |
| Principal payment on related party note payable | 52,263 | 105,580 | 53,317 | 49.5 |
| Interest expense | 311,595 | 352,335 | 40,740 | 88.4 |
| CAPITAL OUTLAY & LONG-TERM DEBT | \$ 3,154,990 | \$ 3,640,598 | \$ 485,608 | 86.7 |
| TRANSFER TO FIRE VEHICLE REPLACEMENT FUND | - | 80,850 | 80,850 | 0.0 |
| TOTAL FIRE EXPENDITURES | \$ 32,845,861 | \$ 66,094,159 | \$ 33,248,298 | 49.7 |
| REVENUES OVER/(UNDER) EXPENDITURES | \$ (1,101,089) | \$ - | | |

Note: Balances include payroll through 01/10/2018 and pcards through 11/30/2017.

UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - ENTERPRISE FUND (WILDLAND)
AS OF DECEMBER 31, 2017

| WILDLAND REVENUES | Total | Budget | Unearned | % of Budget |
|---|---------------------|---------------------|-------------------|------------------------|
| Wildland reimbursements - Hand crew | 510,476 | 1,800,000 | 1,289,524 | 28.4 |
| Wildland reimbursements - Engine 302 | 213,411 | - | (213,411) | 0.0 |
| Wildland reimbursements - Single resource | 478,746 | - | (478,746) | 0.0 |
| Transfer from General Fund | - | 92,000 | 92,000 | 0.0 |
| TOTAL WILDLAND REVENUES | \$ 1,225,997 | \$ 1,892,000 | \$ 666,003 | 64.8 |

| WILDLAND EXPENSES | Total | Budget | Unexpended | % of Budget |
|--------------------------------------|---------------------|---------------------|-------------------|------------------------|
| Salaries & benefits | 1,276,777 | 1,377,680 | 100,903 | 92.7 |
| Awards | 2,480 | 4,250 | 1,770 | 58.4 |
| Books, publications & subscriptions | 407 | - | (407) | 0.0 |
| Capital outlay | - | 150,000 | 150,000 | 0.0 |
| Clothing provisions | 712 | 15,000 | 14,288 | 4.7 |
| Communication equipment | - | 5,000 | 5,000 | 0.0 |
| Capital lease payments | 83,059 | 83,059 | - | 100.0 |
| Computer equipment | 334 | 1,500 | 1,166 | 22.3 |
| Computer lines | 44 | - | (44) | 0.0 |
| Computer software | 512 | - | (512) | 0.0 |
| Education, training & certifications | 225 | - | (225) | 0.0 |
| Food provisions | 6,967 | 5,000 | (1,967) | 139.3 |
| Gasoline, diesel, oil & grease | 11,467 | 21,500 | 10,033 | 53.3 |
| Heat & fuel | 133 | - | (133) | 0.0 |
| Interest expense | 8,735 | 8,735 | - | 100.0 |
| Janitorial supplies and service | - | 300 | 300 | 0.0 |
| Light & power | 94 | - | (94) | 0.0 |
| Maintenance of machinery & equipment | 116 | 1,500 | 1,384 | 7.7 |
| Maintenance of buildings | - | 2,500 | 2,500 | 0.0 |
| Maintenance of office equipment | - | 500 | 500 | 0.0 |
| Medical supplies | 183 | - | (183) | 0.0 |
| Miscellaneous rental | 1,697 | 250 | (1,447) | 678.8 |
| Office supplies | 48 | 500 | 452 | 9.6 |
| Postage | - | 50 | 50 | 0.0 |
| Physical exams | - | 1,000 | 1,000 | 0.0 |
| Sanitation | 7,146 | 500 | (6,646) | 1429.2 |
| Small equipment | 1,920 | 63,676 | 61,756 | 3.0 |
| Subscriptions & memberships | 165 | - | (165) | 0.0 |
| Telephone services | 8,549 | 2,000 | (6,549) | 427.5 |
| Transfer to Vehicle Replacement fund | - | - | - | 0.0 |
| Travel & transportation | 110,902 | 125,000 | 14,098 | 88.7 |
| Vehicle maintenance | 18,703 | 22,500 | 3,797 | 83.1 |
| Water & sewer | 33 | - | (33) | 0.0 |
| TOTAL WILDLAND EXPENSES | \$ 1,541,408 | \$ 1,892,000 | \$ 350,592 | 81.5 |

REVENUES OVER/(UNDER) EXPENDITURES \$ (315,411) \$ -

Note: Balances include payroll through 01/10/2018 and pcards through 11/30/2017.

UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - SPECIAL REVENUE FUND (EMERGENCY SERVICES)
AS OF DECEMBER 31, 2017

| EOC REVENUES | Actual | Budget | Unearned | % of Budget |
|---------------------------------|---------------------|---------------------|---------------------|------------------------|
| SL County emergency fees | \$ 1,058,077 | \$ 2,377,517 | \$ 1,319,441 | 44.5 |
| Federal grants | 28,700 | 166,306 | 137,606 | 17.3 |
| Miscellaneous intergovernmental | 55,056 | 55,000 | (56) | 100.1 |
| Interest income | 209 | 200 | (9) | 104.5 |
| Miscellaneous revenue | 848 | 686 | (162) | 123.6 |
| TOTAL EOC REVENUES | \$ 1,142,889 | \$ 2,599,709 | \$ 1,456,820 | 44.0 |

| EOC EXPENDITURES | Total | Budget | Unexpended | % of Budget |
|--|-------------------|---------------------|---------------------|------------------------|
| Salaries & benefits | \$ 491,423 | \$ 1,341,642 | \$ 850,219 | 36.6 |
| Books, publications & subscriptions | 82 | 1,000 | 918 | 8.2 |
| Capital outlay | 60,772 | 105,000 | 44,228 | 57.9 |
| Clothing provisions | 791 | 12,000 | 11,209 | 6.6 |
| Communication equipment | 3,195 | 104,000 | 100,805 | 3.1 |
| Community outreach | - | 5,000 | 5,000 | 0.0 |
| Computer equipment | 4,149 | 50,000 | 45,851 | 8.3 |
| Computer software | 1,900 | 5,000 | 3,100 | 38.0 |
| Education, training & certifications | 6,312 | 2,000 | (4,312) | 315.6 |
| Emergency activations | - | 50,000 | 50,000 | 0.0 |
| Maintenance of building & grounds | 12,739 | 35,000 | 22,261 | 36.4 |
| Maintenance of machinery & equipment | 180 | 1,000 | 820 | 18.0 |
| Maintenance of office equipment | 499 | 3,000 | 2,501 | 16.6 |
| Food provisions | 21,113 | 15,000 | (6,113) | 140.8 |
| Gasoline, diesel, gas & grease | 6,802 | 25,000 | 18,198 | 27.2 |
| Grant purchases | 40,804 | 38,306 | (2,498) | 106.5 |
| Identification supplies | 190 | 10,000 | 9,810 | 1.9 |
| Janitorial supplies and service | 8,654 | 27,000 | 18,346 | 32.1 |
| Office supplies | 1,419 | 15,000 | 13,581 | 9.5 |
| Professional fees | 9,154 | 10,000 | 846 | 91.5 |
| Printing charges | 3,991 | 6,686 | 2,695 | 59.7 |
| Small equipment | 3,973 | 168,975 | 165,002 | 2.4 |
| Software maintenance | 13,742 | 62,000 | 48,258 | 22.2 |
| Subscriptions & memberships | 2,885 | 4,000 | 1,115 | 72.1 |
| Telephone service | 24,629 | 68,500 | 43,871 | 36.0 |
| Telephone - cellular | 9,711 | 25,000 | 15,289 | 38.8 |
| Travel & transportation | 10,991 | 35,000 | 24,009 | 31.4 |
| Utilities | 34,644 | 124,500 | 89,856 | 27.8 |
| Vehicle maintenance | 2,519 | 10,000 | 7,481 | 25.2 |
| Transfer to General fund | - | 100,000 | 100,000 | 0.0 |
| Transfer to EOC Vehicle Replacement fund | - | 40,000 | 40,000 | 0.0 |
| Contribution to fund balance | - | 100,000 | 100,000 | 0.0 |
| TOTAL EOC EXPENDITURES | \$ 777,263 | \$ 2,599,709 | \$ 1,822,446 | 29.9 |

REVENUES OVER/(UNDER) EXPENDITURES \$ 365,626 \$ -

Note: Balances include payroll through 01/10/2018 and pcards through 11/30/2017.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - CAPITAL PROJECTS FUNDS
AS OF DECEMBER 31, 2017**

FIRE VEHICLE REPLACEMENT

| REVENUES | Total | Budget | Unearned | % of Budget |
|---------------------------------------|--------------|------------------|------------------|------------------------|
| Transfer from General fund | \$ - | \$ 80,850 | \$ 80,850 | 0.0 |
| Interest income | - | 6,000 | 6,000 | 0.0 |
| Appropriation of fund balance | - | 4,000 | 4,000 | 0.0 |
| TOTAL FIRE VEHICLE REPLACEMENT | \$ - | \$ 90,850 | \$ 90,850 | 0.0 |

| EXPENDITURES | Total | Budget | Unexpended | |
|---|--------------|------------------|-------------------|------------|
| Capital outlay | \$ - | \$ 10,000 | \$ 10,000 | 0.0 |
| Contribution to fund balance | - | 80,850 | 80,850 | 0.0 |
| TOTAL FIRE VEHICLE REPLACEMENT | \$ - | \$ 90,850 | \$ 90,850 | 0.0 |
| REVENUES OVER/(UNDER) EXPENDITURES | \$ - | - | | |

EOC VEHICLE REPLACEMENT

| REVENUES | Total | Budget | Unearned | % of Budget |
|--------------------------------------|--------------|------------------|------------------|------------------------|
| Transfer from EOC fund | \$ - | \$ 40,000 | \$ 40,000 | 0.0 |
| TOTAL EOC VEHICLE REPLACEMENT | \$ - | \$ 40,000 | \$ 40,000 | 0.0 |

| EXPENDITURES | Total | Budget | Unexpended | % of Budget |
|---|--------------|------------------|-------------------|------------------------|
| Capital outlay | \$ - | \$ 10,000 | \$ 10,000 | 0.0 |
| Contribution to fund balance | - | 30,000 | 30,000 | 0.0 |
| TOTAL EOC VEHICLE REPLACEMENT | \$ - | \$ 40,000 | 40,000 | 0.0 |
| REVENUES OVER/(UNDER) EXPENDITURES | \$ - | \$ - | \$ - | |

Note: Balances include payroll through 01/10/2018 and pcards through 11/30/2017.