

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



UNIFIED FIRE AUTHORITY BOARD AGENDA

April 16, 2024, 7:30 a.m.

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

THE PUBLIC MAY ATTEND IN-PERSON OR ELECTRONICALLY VIA ZOOM WEBINAR AT:
<https://zoom.us/j/98255960431?pwd=VW9iWk1KQ0JYTj9lS0IeMS96KzZXZz09>
Password: 123911

1. Call to Order – Chair Weichers
2. Public Comment
Please limit comments to three minutes each and be germane to the agenda items or UFA business. The UFA Board typically will not engage directly but may direct staff to address comments following the meeting.
There are three options for comments during this meeting:
 - a. In-Person.
 - b. Live during the Webinar by logging in as described above. If you wish to make a comment, select the “Raise Hand” button at the bottom of the screen. You will then be added to the queue and invited to speak.
 - c. EMAIL: Public comments will be accepted prior to the meeting via email at publiccomment@unifiedfire.org until 7:00 a.m. April 15, 2024. Emailed comments submitted prior to 7:00 a.m. April 15, 2024, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFA Board, but not read into the meeting record or addressed during the meeting.
3. Minutes Approval – Chair Weichers
 - a. March 19, 2024
4. Consent Agenda – CFO Hill
 - a. Review of March Disbursements
5. Committee Updates
 - a. Benefits & Compensation Committee (Meeting held 3/28/24) – Chair Silvestrini
 - b. Governance Committee (No meeting) – No current Chair
 - c. Finance Committee (Meeting held 4/15/24) – Chair Henderson
 - i. Chief Burchett’s Budget Message
6. Quarterly Financial Report – CFO Hill

7. Operations Report – AC Dern
a. Recruit Camp Update – BC Prokopis

8. Fire Chief Report
a. Canyon Contribution Update
b. Firefighter Physical Agility Test (FPAT)
c. Division Update – IT Manager Bowden

9. Possible Closed Session

The Board may consider a motion to enter 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.

10. Adjournment – Chair Weichers

Open and Public Meeting Training will take place following this meeting for both the UFA and UFSA Board Members.

The next UFA Board meeting will be held May 21, 2024, at 7:30 a.m. both electronically and at UFA Headquarters located at 3380 South 900 West, Salt Lake City, UT 84119

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFA MEETINGS.

In accordance with the Americans with Disabilities Act, UFA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting will also be held electronically to allow members 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 15th day of April, 2024, 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 within the jurisdiction of the public body.

Cynthia Young, UFA Board Clerk



UNIFIED FIRE AUTHORITY BOARD MINUTES

March 19, 2024, 7:30 a.m.

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

1. Call to Order
Quorum present
Vice Chair Stevenson called the meeting to order at 7:31 a.m.
2. Public Comment
None
Public comment was available live and with a posted email address
3. Approval of Minutes
Mayor Silvestrini moved to approve the minutes from the February 20, 2024, UFA Board Meeting as submitted
Council Member Fotheringham seconded the motion
All voted in favor, none opposed
4. Consent Agenda
 - Review of February Disbursements
 - No discussion

Council Member Fotheringham moved to approve the February disbursements as submitted
Mayor Silvestrini seconded the motion
All voted in favor, none opposed
5. Committee Updates
 - Benefits & Compensation Committee – Chair Silvestrini
 - Next meeting 3/28/24
 - Chair Silvestrini provided an overview of what was discussed at the last meeting and what the conversation will look like going forward
 - The health insurance percentage and salary spread to avoid compression were the main topics
 - Governance Committee – Chair
 - No meeting held
 - Finance Committee – Chair Henderson
 - Next meeting 4/15/24
6. Emergency Management Update
 - Municipal Planner
 - EM Manager Behunin provided an update on the Municipal Planner position
 - One of the full-time planners has retired and EM Manager Behunin is planning on changing the position from a full-time to part-time position
 - The two Municipal Planner positions help communities to establish their own emergency plans
 - Spring Runoff Update
 - Utah Lake is at a compromised level which is resulting in increased rates in the Jordan River

- SLCo and Flood Control continue to monitor ground water levels
- Meetings with SLCo and Flood control will begin next week to prepare for potential flooding

7. Operations Report

- AC Dern presented the report from last month
- In response to a question last month from Council Member Buroker; AC Dern explained the Good Intent call types
 - Examples of the types of calls that fall within this category were discussed
 - A sheet was provided in the packet that broke down the categories of calls and brief descriptions for each
 - These categories are determined by the National Fire Incident Reporting System (NFIRS)
 - Council Member Buroker mentioned that she has spoken with Chief Burchett and encourages UFA to focus resources for incidents that are not fires, as fires are the minority of calls

8. Fire Chief Report

- Legislative Close-Out – Dave Spatafore/Ashley Mirabelli
 - An update as to what was followed during the session and what will be looked at during the interim was provided
 - HB67 Scholarships for first responders who decide to pursue a degree in behavioral health
 - HB84 School Safety Bill which doesn't impact fire as much as police
 - HB125 intent was to require all agencies with ILA's to utilize the State of Utah Procurement Code, no impact for UFA
 - HB378 addressed the provision of behavioral health services, this will be an ongoing subject
 - SB135 allowing only American made drones for use by Utah agencies, no impact to UFA
 - Ashley Mirabelli provided an overview of firework and retirement bills
 - Bills addressed increasing discharge dates, clarification and updating of explosive code/definitions, the sale of firecrackers, and selling fireworks online
 - HB251 changed the restriction of retire and rehire to 90-days, the 1-year option was also retained
- Fire School & Banquet Reminder
 - Fire School 101 takes place 4/12, if interested, please contact your Liaison
 - The banquet will take place this year at Snowbird, 5/18
- Promotion Update
 - Chief Burchett provided an update on promotions
 - 2020: 23 total promotions
 - 2021: 33 total
 - 2022/2023 39 promotions each year
 - 2024 to date: 8
 - There has and continues to be a lot of movement within the organization
 - Chief Burchett continues to focus on leadership training, a 2-year training academy was implemented for Captain, potential Captains, and the Battalion Chief ranks
 - All this effort is to ensure that there is a capable group of individuals for positions as they become available

- Over-Hire
 - Chief Burchett stated that when this agenda was created, there were 10 vacancies with 18 lateral hire applicants and he was planning on asking the Board to allow for an over-hire to account for upcoming retirements
 - Staff is now looking at only 9 applicants, so their over-hire is no longer necessary for now
 - A fall recruit camp is included in the budget for approval and Chief Burchett revisit the option for an over-hire in the fall
 - There is no budgetary impact since the OT line item and the use of vacancy savings covers any increases
 - Council Member Fotheringham stated that the term “optimized” would be a better description than “over-hire”, and is in favor of this strategy
 - No further comments
- Strategic Plan Communications Update – DOC Easton
 - DOC Easton presented a slideshow and explained how IO has addressed communication issues realized from the Strategic Plan internal and external feedback
 - Chief Burchett pointed out that this is an example of how the Strategic Plan produces results and provides a Division direction

9. Closed Session

Mayor Silvestrini moved to temporarily recess the meeting to convene in a closed session to discuss matters as provided by Utah Code Annotated §52-4-205 or 78B-1-137 and, at the conclusion of the closed session, to adjourn this meeting
 Mayor Knopp seconded the motion

Both motions were repeated to clarify that the UFA Board Meeting will adjourn at the conclusion of the closed session

Roll call vote taken

Bailey	Y	Knopp	Y
Bourke	-	Overson	Y
Buroker	Y	Silvestrini	Y
Butterfield	Y	Stevenson	Y
Fotheringham	Y	Stewart	Y
Harris	Y	Weichers	-
Henderson	Y	Westmoreland	Y
Huish	-		
Hull	Y		
Kanter	Y		
Hartman	Y		

Mayor Silvestrini moved to conclude the closed meeting and adjourn the March 19, 2024 UFA Board Meeting

Council Member Stewart seconded the motion

Roll call vote taken

Bailey	Y	Knopp	Y
Bourke	-	Overson	Y
Buroker	Y	Silvestrini	Y

Butterfield	Y	Stevenson	Y
Fotheringham	Y	Stewart	Y
Harris	Y	Weichers	-
Henderson	-	Westmoreland	Y
Huish	-		
Hull	Y		
Kanter	Y		
Hartman	Y		

BOARD MEMBERS IN ATTENDANCE:

Council Member Kathleen Bailey
 Council Member Chrystal Butterfield
 Council Member Catherine Harris
 Council Member Paul Fotheringham
 Council Member Trish Hull
 Mayor Marcus Stevenson
 Mayor Dan Knopp
 Mayor Tom Westmoreland
 Council Member Jared Henderson

Mayor Kristie Overson
 Deputy Mayor Catherine Kanter
 Council Member Tish Buroker
 Mayor Jeff Silvestrini
 Council Member Sheldon Stewart

BOARD MEMBERS ABSENT:

Mayor Roger Bourke
 Council Member Tyler Huish
 Mayor Mike Weichers

STAFF IN ATTENDANCE:

Chief Dominic Burchett
 CFO Tony Hill

CLO Brian Roberts
 Cynthia Young, Clerk

OTHER ATTENDEES:

AC Dern
 AC Pilgrim
 Aaron Whitehead
 Adam Park
 Anthony Widdison
 Ashley Mirabelli
 Battalion 13
 Ben Porter
 Bill Brass
 Brandon Dodge
 Bryan Case
 Calogero Ricotta
 Chad Simons
 Courtney Samuel
 Dave Spatafore
 Debbie Cigarroa
 Embret Fossum
 Erica Langenfass

Jay Torgersen
 Jill Tho
 Kate Turnbaugh
 Kelly Bird
 Kenneth Aldridge
 Kiley Day
 Kiyoshi Young
 Krystal Griffin
 Kyle Maurer, Herriman
 Lana Burningham
 Nile Easton
 OC Russell
 Patrick Costin
 Paul Story
 Rachel Anderson, UFSA
 Rob Ayres
 Scott McNeil
 Shelli Fowls

Steve Quinn
Tara Behunin
Tim Tingey, CWH
Tony Barker
Tua Tho

DRAFT

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
MARCH 2024

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Mar-24	3/13/2024	1	PAYROLL TRANS FOR 02/29/24 PAY PERIOD	N/A	\$ 1,628,276.37
Mar-24	3/27/2024	2	PAYROLL TRANS FOR 03/15/24 PAY PERIOD	N/A	1,436,788.12
Mar-24	3/5/2024	30524101	SELECTHEALTH	240470044485	609,797.00
Mar-24	3/11/2024	31124101	UTAH RETIREMENT SYSTEMS	URS031024	580,278.58
Mar-24	3/25/2024	32524102	UTAH RETIREMENT SYSTEMS	URS032524	566,165.35
Mar-24	3/11/2024	8	EFTPS - 03/08/24 PAYROLL	N/A	310,157.28
Mar-24	3/6/2024	3062024	WELLS FARGO BUSINESS CARD	Multiple	276,885.32
Mar-24	3/26/2024	10	EFTPS - 03/25/24 PAYROLL	N/A	254,481.61
Mar-24	3/26/2024	11	STATE TAX W/H ACH - MARCH 2024 PAYROLL	N/A	171,674.14
Mar-24	3/4/2024	30424101	STRATOS WEALTH PARTNERS	VEBA2023	136,680.37
Mar-24	3/14/2024	87699	COMCAST	Multiple	55,685.80
Mar-24	3/14/2024	87708	MUNICIPAL EMERGENCY SVCS	IN2013787	51,294.06
Mar-24	3/14/2024	87702	FUEL NETWORK	F2408E00936	44,952.21
Mar-24	3/28/2024	87752	HENRY SCHEIN INC.	Multiple	44,408.26
Mar-24	3/8/2024	30824002	DOMINION ENERGY	Multiple	41,711.59
Mar-24	3/27/2024	32724002	GCS BILLING SERVICES	3610	37,175.65
Mar-24	3/8/2024	30824101	STRATOS WEALTH PARTNERS	VEBA031024	36,167.83
Mar-24	3/6/2024	30624002	GCS BILLING SERVICES	3561	36,099.31
Mar-24	3/25/2024	32524101	STRATOS WEALTH PARTNERS	VEBA032524	36,079.67
Mar-24	3/20/2024	32024003	RADIX HEALTH LLC	2	33,750.00
Mar-24	3/28/2024	87749	APA BENEFITS INC	T4536673	31,450.71
Mar-24	3/14/2024	87710	PEHP GROUP INSURANCE	Multiple	29,460.42
Mar-24	3/14/2024	87715	UNIVERSITY MEDICAL BILLING	45351	29,454.00
Mar-24	3/14/2024	87717	CUSTOM BENEFIT SOLUTIONS, INC.	03082024	23,925.44
Mar-24	3/21/2024	87725	CUSTOM BENEFIT SOLUTIONS, INC.	03252024	23,782.69
Mar-24	3/21/2024	87743	ROCKY MTN POWER	Multiple	21,467.11
Mar-24	3/28/2024	87756	TELEFLEX LLC	Multiple	18,796.00
Mar-24	3/14/2024	87696	AFLAC GROUP INSURANCE	45351	18,668.10
Mar-24	3/6/2024	30624101	UTAH DEPT WORKFORCE SERVICES	DWS0224	18,270.56
Mar-24	3/21/2024	87744	RQI PARTNERS LLC	INV24210	16,038.41
Mar-24	3/7/2024	87692	UNIFIED FIRE SERVICE AREA	175	15,671.76
Mar-24	3/14/2024	87714	UNIFIED FIRE SERVICE AREA	176	15,671.76
Mar-24	3/20/2024	32024002	MAYORS FINANCIAL ADMIN	MFA0000843	15,244.00
Mar-24	3/14/2024	87698	CAPSTONE STRATEGIES	45355	15,000.00
Mar-24	3/21/2024	87742	MYSTERY RANCH LTD	IN208718	13,070.60
Mar-24	3/20/2024	32024001	LES OLSON COMPANY	Multiple	11,940.13
Mar-24	3/21/2024	87727	LOCAL 1696 - IAFF	03252024	10,478.86
Mar-24	3/14/2024	87719	LOCAL 1696 - IAFF	03082024	10,467.86
Mar-24	3/7/2024	87686	HENRY SCHEIN INC.	Multiple	10,159.36
Mar-24	3/5/2024	2	TRANSFER FUNDS FOR PATIENT REFUNDS - JANUARY 2024	N/A	10,012.97
Mar-24	3/7/2024	87689	ON LINE UTILITY LOCATING LLC	31547	8,311.00
Mar-24	3/21/2024	87747	UKG KRONOS SYSTEMS LLC	12207495	7,350.00
Mar-24	3/28/2024	87750	BOUND TREE MEDICAL LLC	85276077	7,083.32
Mar-24	3/27/2024	32724003	LES OLSON COMPANY	Multiple	6,472.82
Mar-24	3/7/2024	87693	UNIVERSITY OF UTAH	UFA-2024-02	6,428.00
Mar-24	3/6/2024	30624004	LES OLSON COMPANY	Multiple	6,012.78
Mar-24	3/14/2024	87703	GRAHAM FIRE APPARATUS SALES SERVICE	Multiple	5,694.54
Mar-24	3/26/2024	9	TRANSFER FUNDS FOR PATIENT REFUNDS - FEBRUARY 2024	N/A	5,313.38
Mar-24	3/28/2024	87755	PURCELL TIRE CO.	Multiple	4,637.25
Mar-24	3/14/2024	87697	BLOMQUIST HALE EMPLOYEE ASSISTANCE	Multiple	4,460.00

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\2024-03 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
MARCH 2024

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Mar-24	3/13/2024	31324003	NAPA AUTO PARTS	45351	4,205.21
Mar-24	3/21/2024	87735	DELTA FIRE SYSTEMS	DFS051235	4,200.00
Mar-24	3/28/2024	87753	LIFE-ASSIST INC	1414144	3,805.32
Mar-24	3/13/2024	31324005	VEHICLE LIGHTING SOLUTIONS INC	14161	3,688.16
Mar-24	3/14/2024	87701	FIDELITY SECURITY LIFE INSURANCE CO	166140011	3,636.59
Mar-24	3/7/2024	87683	APA BENEFITS INC	T4534976	3,598.65
Mar-24	3/14/2024	87712	ROCKY MTN POWER	Multiple	3,560.23
Mar-24	3/1/2024	1	RECORD US MERCHANT FEE - FEBRUARY 2024	N/A	3,303.28
Mar-24	3/21/2024	87739	L.N. CURTIS & SONS	Multiple	3,077.52
Mar-24	3/21/2024	87731	PUBLIC EMPLOYEES LT DISABILITY	03252024	2,621.83
Mar-24	3/5/2024	30524102	SELECTHEALTH	240470039814	2,504.80
Mar-24	3/20/2024	32024004	WEIDNER FIRE	Multiple	2,484.00
Mar-24	3/28/2024	87757	UKG KRONOS SYSTEMS LLC	12217472	2,413.53
Mar-24	3/28/2024	87751	GRAHAM FIRE APPARATUS SALES SERVICE	524	2,298.79
Mar-24	3/21/2024	87737	HENRY SCHEIN INC.	Multiple	2,266.74
Mar-24	3/7/2024	87684	FULLY INVOLVED STITCHING LLC	D858	2,249.25
Mar-24	3/14/2024	87711	PURCELL TIRE CO.	280070388	2,200.36
Mar-24	3/14/2024	87705	INFOARMOR	45351	2,183.05
Mar-24	3/14/2024	87724	FIREFIGHTERS CREDIT UNION	03082024TV	2,081.00
Mar-24	3/21/2024	87726	FIREFIGHTERS CREDIT UNION	03252024TV	2,074.00
Mar-24	3/7/2024	87688	MYSTERY RANCH LTD	Multiple	1,981.93
Mar-24	3/28/2024	87748	APA BENEFITS INC	1016024	1,974.00
Mar-24	3/7/2024	87682	APA BENEFITS INC	1014761	1,952.00
Mar-24	3/14/2024	87716	XANTIE LLC	Multiple	1,875.00
Mar-24	3/14/2024	87718	FIREFIGHTERS CREDIT UNION	03082024SF	1,682.00
Mar-24	3/21/2024	87733	FIREFIGHTERS CREDIT UNION	03252024SF	1,676.00
Mar-24	3/14/2024	87722	OFFICE OF RECOVERY SERVICES	03082024	1,609.55
Mar-24	3/21/2024	87730	OFFICE OF RECOVERY SERVICES	03252024	1,609.55
Mar-24	3/7/2024	7	RECORD CLIENT ANALYSIS FEE FOR UFA & UFSA FOR FEBRUARY 2024	N/A	1,200.41
Mar-24	3/14/2024	87704	GRAINGER	Multiple	1,085.20
Mar-24	3/8/2024	30824001	ACE DISPOSAL INC	Multiple	1,023.69
Mar-24	3/21/2024	87746	SNOWBIRD RESORT LLC	2BYSY7-C22924	976.76
Mar-24	3/6/2024	30624003	INVICTUS COUNSELING SUPPORT SERVICE	Multiple	810.00
Mar-24	3/21/2024	87745	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 2/24	607.15
Mar-24	3/29/2024	32924001	PITNEY BOWES BANK INC	POSTAGE 2/24	580.20
Mar-24	3/13/2024	31324001	APPARATUS EQUIPMENT & SERVICE INC	24-IV-1024	571.30
Mar-24	3/13/2024	31324002	INVICTUS COUNSELING SUPPORT SERVICE	Multiple	540.00
Mar-24	3/7/2024	87690	POWERED CONTROL SYSTEMS INC	INV24-5234	504.00
Mar-24	3/5/2024	4	RECORD PAYMENTECH FEE - FEBRUARY 2024	N/A	503.17
Mar-24	3/21/2024	87741	MONARCH FAMILY COUNSELING	Multiple	481.60
Mar-24	3/6/2024	30624001	BESTSHRED LLC	6163022724	472.00
Mar-24	3/21/2024	87738	HONEY BUCKET	0554045527	460.00
Mar-24	3/6/2024	30624005	WEIDNER & ASSOCIATES INC	68001	398.30
Mar-24	3/7/2024	87694	UTAH BROADBAND LLC	1413695	390.00
Mar-24	3/21/2024	87734	APA BENEFITS INC	1015102	329.00
Mar-24	3/27/2024	32724001	APPARATUS EQUIPMENT & SERVICE INC	24-IV-9013	299.57
Mar-24	3/14/2024	87707	MONARCH FAMILY COUNSELING	Multiple	290.00
Mar-24	3/21/2024	87736	FIRST RESPONDERS FIRST	UFA-11	270.00
Mar-24	3/5/2024	5	RECORD XPRESS BILL PAY FEE FOR UFA & UFSA FEBRUARY 2024	N/A	246.43
Mar-24	3/28/2024	87758	UTAH BROADBAND	1420314	199.00

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\2024-03 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
MARCH 2024

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Mar-24	3/5/2024	3	RECORD AMERICAN EXPRESS FEE FEBRUARY 2024	N/A	198.28
Mar-24	3/13/2024	31324004	SPEED'S POWER EQUIPMENT	Multiple	194.78
Mar-24	3/28/2024	87759	PUBLIC WORKS OPERATIONS	Multiple	180.00
Mar-24	3/14/2024	87721	ND CHILD SUPPORT DIVISION	03082024	179.00
Mar-24	3/21/2024	87729	ND CHILD SUPPORT DIVISION	03252024	179.00
Mar-24	3/7/2024	87687	MONARCH FAMILY COUNSELING	Multiple	160.00
Mar-24	3/14/2024	87723	SALT LAKE VALLEY LAW ENFORCE ASSOC	03082024	152.00
Mar-24	3/14/2024	87713	SUNCREST COUNSELING	289565	150.00
Mar-24	3/7/2024	87685	GRAINGER	Multiple	143.17
Mar-24	3/21/2024	87732	SALT LAKE VALLEY LAW ENFORCE ASSOC	03252024	133.00
Mar-24	3/27/2024	32724004	WEIDNER FIRE	68117	122.00
Mar-24	3/14/2024	87700	COPPERTON IMPROVEMENT DISTRICT	W-#115 2/24	115.00
Mar-24	3/14/2024	87706	L.N. CURTIS & SONS	Multiple	66.00
Mar-24	3/11/2024	6	RECORD INTELLIPAY FEE FOR FEBRUARY 2024	N/A	56.65
Mar-24	3/14/2024	87720	MOUNTAIN AMERICA CREDIT UNION	03082024	25.00
Mar-24	3/21/2024	87728	MOUNTAIN AMERICA CREDIT UNION	03252024	25.00
Mar-24	3/7/2024	87691	UKG KRONOS SYSTEMS LLC	12208068	14.32
					\$ 6,896,445.67

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\2024-03 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING
MARCH 2024

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Mar-24	3/27/2024	4	FUNDS TRANSFER FROM EM TO FIRE - 03/25/24 PAYROLL	N/A	\$ 64,076.63
Mar-24	3/14/2024	2	FUNDS TRANSFER FROM EM TO FIRE - 03/08/24 PAYROLL	N/A	56,244.84
Mar-24	3/7/2024	8023	HAGERTY CONSULTING INC	12400	35,160.00
Mar-24	3/7/2024	1	TRANSFERS FUNDS FROM EM WF TO FIRE WF - JANUARY 2024 PCARDS	N/A	16,785.82
Mar-24	3/28/2024	5	TRANSFER FUNDS FROM EM WF TO FIRE WF - FEBRUARY 2024 PCARDS	N/A	8,725.13
Mar-24	3/21/2024	8028	ROCKY MTN POWER	E-EM 2/24	3,825.07
Mar-24	3/21/2024	8027	K SPATAFORE DESIGN	13756B	2,600.00
Mar-24	3/4/2024	30424102	STRATOS WEALTH PARTNERS	VEBA2023	2,288.27
Mar-24	3/8/2024	30824003	DOMINION ENERGY	G-EM 1/24	2,177.83
Mar-24	3/14/2024	8025	FUEL NETWORK	F2408E00936	1,560.03
Mar-24	3/6/2024	30624008	LES OLSON COMPANY	EA1380359	1,222.42
Mar-24	3/14/2024	8026	SYRINGA NETWORKS LLC	24MAR0168	1,175.00
Mar-24	3/20/2024	32024006	MAYORS FINANCIAL ADMIN	FAC0000982	951.37
Mar-24	3/28/2024	8029	APA BENEFITS INC	T4536673	940.85
Mar-24	3/20/2024	32024005	LES OLSON COMPANY	Multiple	720.00
Mar-24	3/14/2024	3	TRANSFER FUNDS FROM EM TO FIRE - MARCH RETIREE HEALTH PREMIUM	N/A	437.12
Mar-24	3/20/2024	32024007	WAXIE SANITARY SUPPLY	82242818	269.52
Mar-24	3/7/2024	8024	QUENCH USA INC	INV07059837	115.50
Mar-24	3/6/2024	30624006	BESTSHRED LLC	6163022724	108.00
Mar-24	3/6/2024	30624007	GOLD CUP SERVICES	0173008	65.00
					\$ 199,448.40

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND
MARCH 2024

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Mar-24	3/21/2024	87740	LARRY H MILLER CHEVROLET MURRAY	Multiple	\$ 239,024.00
Mar-24	3/14/2024	87709	ODP BUSINESS SOLUTIONS LLC	349077356001	29,598.00
Mar-24	3/14/2024	87706	L.N. CURTIS & SONS	Multiple	20,024.10
Mar-24	3/4/2024	22023	JORDAN CAMPER	Multiple	13,585.00
Mar-24	3/7/2024	22024	PREMIER VEHICLE INSTALLATION	43453	1,203.22
Mar-24	3/7/2024	87685	GRAINGER	Multiple	726.00
					\$ 304,160.32

Note 1: Bank of America escrow funds funded in October 2021; disbursements began 11/2021 and completed 01/2024

Note 2: JP Morgan escrow funds funded October 2022; disbursements began 12/2022

X:\Board Docs\2024-03 Disbursements\55



UNIFIED FIRE AUTHORITY

TO: Finance Committee Members
FROM: Dominic Burchett, Fire Chief/CEO
SUBJECT: Fiscal Year 24/25 Budget Message
DATE: April 15, 2024

I am pleased to present the Fiscal Year 2024/2025 proposed budget for Unified Fire Authority (UFA). This budget has been prepared in accordance with the Fiscal Procedures for Interlocal Entities section of the Interlocal Cooperation Act (UCA 11-13, Part 5). Pursuant to UFA's Interlocal Agreement, it is intended to serve as a financial plan, policy document, communication device, and operations guide. This document tells the story of how the UFA is using the public's money to save lives, protect property, and strengthen community relationships. The following proposed budget is structurally balanced for each fund, with projected fund balances at or above the minimum reserve required by state law and UFA policy.

Budget Development

This budget focuses on UFA providing quality service, value, and full engagement in the communities it serves. We are your local Fire Department. To provide this value, all UFA Divisions have scrutinized their budget to provide essential services to the community. This budget proposes an average Member Fee increase of 5.5% to meet the adopted goals and initiatives of the Strategic Plan and the recommendations from the Benefits and Compensation Committee.

This has been a challenging year with continued inflationary costs and higher than average sworn market increases. As a result, the priorities during budget preparation were to keep staff (both sworn and civilian) within market, address inflationary costs, and the addition of a few critical operational needs. Many of the Divisional requests for increased funding for this year were not included to allow a sharp focus on these key areas.

On March 28, 2024, the Benefits and Compensation Committee received and accepted the staff's recommendation to include a 3% COLA for all employees based on the CPI of 4.3% from December 2022 to December 2023. The COLA increase will be provided to all employees effective July 1, 2024, and will be considered part of the employee's base wage for comparison in the market. The impact on the budget for this COLA is a 2.79% member fee increase or \$1.87 million.

Sworn employees did not hold their position in the market as well as they had in previous years. In general, this was due to larger than normal wage increases across the Salt Lake Valley in response to the record CPI over recent years. Overall, the market adjustment averaged 5.65% for all ranks to keep all sworn positions in the "Top 3" of market. The impact on the budget with

that adjustment would have resulted in a 4.47% member fee increase or \$3.01 million. Therefore, the recommendation from the Benefits and Compensation Committee was to target 3% below “Top 3” for all sworn positions. This approach reduced the average market adjustment to 2.65% across ranks resulting in a 2.09% member fee increase or \$1.40 million. Combined with the 3% COLA, this should bring sworn positions into or close to the “Top 3” for the upcoming year.

All 75 civilian employee positions were evaluated for comparison to the average market for each position. There are currently 26 positions that were outside of the midpoint and require a market adjustment. These positions will receive either a 3% or a 6% increase depending on where they are compared to the market. The total cost for all 26 positions will be \$80,000 or a .12% member fee increase.

UFA received a 5.37% increase to the health insurance renewal rate from SelectHealth. The total increase for UFA in FY24/25 is \$281,000. Part of the renewal rate is an additional benefit for mental health resources. Employees will no longer have a co-pay for mental health visits, removing even more barriers when seeking mental health care.

Ambulance revenue is projected to come in 8.18% higher than last year’s budget. This is largely due to increased transports, and changes to the billing rates set by the State of Utah Bureau of EMS. The projected additional revenue is \$900,000.

UFA will also see a reduction in costs from the Utah Retirement System (URS). Most of the cost savings come from the Tier 1 firefighter retirement plan, resulting in \$405,000 in savings.

Lastly, UFA is also realizing a higher-than-expected revenue from interest income because of rising interest rates. The additional amount from interest income is anticipated to be \$200,000.

Adopted General Fund Budget for FY24/25

The proposed average increase to the overall member fee for FY24/25 is 5.5%, resulting in a revenue source of \$70.9 million. With ambulance revenue and other revenue sources (permit fees, interest income, grants, reimbursements, and use of fund balance) the total revenue projected for FY24/25 is \$91.6 million.

Personnel costs account for \$74.3 million, which is 81.5% of the total budget, whereas non-personnel expenditures are \$12.6 million or 13.8%.

The proposed transfer to the Capital Fund is \$4.28 million, which is 4.7% of the total budget and will be used for the outstanding loan payments. There are currently three outstanding and rotating loans that were executed in FY’s 18/19, 21/22 and 22/23.

A portion of the anticipated under expend each year is returned to the members as a discount to the member fee. This tool allows Division Leaders to reinforce the importance of managing budget line items appropriately and not have a “spend down” mentality; staff purchases what was approved and leaves the remaining amount to fund balance. With a projected beginning fund balance of \$11.6 million, this, once again, leaves approximately \$2.3 million to be returned as member fee credit for FY24/25.

The remaining fund balance will be used to maintain an ending fund balance of 8.5% while the remainder is transferred to the Capital Fund for planned cash purchases identified in the FY24/25 Capital Plan. This fiscal year, the amount for cash purchases is \$1.32 million.

The remaining balance, totaling \$47,954, transferred to the Capital Fund, will bolster the ending fund for future lease payments. It will also help meet the targeted Capital Replacement Fund ending fund balance approved by the Board.

This year, there is a proposed use of \$372,703 of fund balance for "one-time" purchases. One-time purchases are items that do not categorically fit into operating budgets or capital replacement and allow staff to accomplish one-time projects without impacting the overall member fee. This year the one-time purchases include extended warranties for Zoll heart monitors and computer devices used for patient care reports, search and rescue breathing hose replacement for the Heavy-Rescue Program, Rescue Task Force kit replacements, and Mass Casualty Incident trauma kits.

The chart below provides an overview of the General Fund for FY24/25.

AVAILABLE REVENUE	
Member Fee: 5.50% increase	70,858,426
Ambulance Revenue: 8.18% increase	11,900,000
Other Revenue: 2.16% decrease	6,095,416
Under Expend from Previous Fiscal Year	2,355,409
Total Available Revenue	91,209,251
EXPENDITURES	
Total Personnel: 4.88% Increase	74,313,534
Total Non-Personnel: 3.97% Increase	12,087,729
Transfer to Capital Fund: 7.54% Increase	4,279,385
Warehouse Loan, Capital Outlay, Net Transfers	528,603
Total Expenditures	91,209,251
FUND BALANCE	
Beginning Fund Balance	11,600,000
Under Expend from FY23/24 Returned to Members	2,355,409
One-Time Use of Fund Balance	372,703
8.5% Ending Fund Balance	7,552,577
Available Fund Balance - Transfer to Capital Fund for Cash Purchases	1,319,311

Key Budget Impacts for FY24/25

Staff has identified several key items impacting this year's budget. The table below represents many of the adjustments in the FY24/25 budget. Inflationary increases are seen in nearly all Division budgets; however, each Division Leader has scrutinized their individual budgets and highlighted cuts and cost saving measures in their narrative. A stress test was also conducted by all Division Leaders, resulting in \$249,553 of cost savings.

DESCRIPTION	DEMAND ON MEMBER FEE	% INCREASE (DECREASE)
Increased Ambulance Revenue	(\$900,000)	-1.34%
URS Rate Decrease	(\$405,000)	-0.60%
Stress Test Cuts	(\$249,553)	-0.30%
Increased Interest Income	(\$200,000)	-0.30%
Technology Transition	(\$129,094)	-0.17%
COLA: 3% for All Employees	\$1,873,200	2.79%
Market Adjustments for Sworn and Civilian	\$1,482,398	2.21%
Health Insurance: 5.37% renewal rate	\$281,228	0.42%
New Ambulance: Starting January 2025 (8 FTE's)	\$350,890	0.52%
Mechanic: Offset by reducing vendor repairs	\$54,003	0.08%
Operations Administrative Assistant: Offset by reducing overtime	\$15,582	0.02%
Behavioral Health External Clinicians	\$105,000	0.16%
Part-time Behavioral Health Program Manager	\$29,737	0.04%
Backfill for 2nd Recruit Academy	\$149,912	0.22%
Non-personnel Costs for 2nd Recruit Academy	\$50,000	0.07%
Capital Fund Transfer: To prepare for 25/26 lease	\$300,000	0.45%
Liability Insurance Increases	\$165,000	0.25%
Wildland Participation	\$55,003	0.08%
Fire Training Facility Feasibility Study	\$41,500	0.06%

Canyon Contribution for FY24/25

Salt Lake County (SLCo) has provided funding to UFA as far back as 2008 to help cover the costs for service in designated "recreation areas". Today, the recreation areas are identified by Salt Lake County Council Resolution as all the unincorporated areas in UFA's service area. This includes Emigration Canyon, Parley's Canyon, Millcreek Canyon, Big Cottonwood Canyon and Little Cottonwood Canyon on the East side of the valley, as well as Yellow Fork and Butterfield Canyons on the West side (excluding all incorporated areas).

This funding has been provided, as allowed by Utah State Statute, with the idea that the recreation areas are a regional asset and a benefit to all who enjoy the canyons for recreational use. The calls generated for service in these areas are largely from residents and visitors who live outside the limits of the recreation area. The cost to provide service in the recreation areas does not match the revenue collected from the small number of residents in the unincorporated areas.

UFA staff worked collaboratively with representatives from UFSA, the Town of Brighton, SLCo Council and the SLCo Mayor's Office over the last twelve months to determine the new recreation area boundaries. This change allows UFA to request funding from the SLCo Council annually in a more sustainable and consistent manner without impacting service delivery to the unincorporated areas.

Adopted FTE Changes for FY24/25

The proposed change to our current full-time equivalent (FTE) for FY24/25 is nine total FTE's. Ten new allocations are being proposed but are offset by a reduction of one current full-time position to part-time status (municipal emergency planner). Eight of these positions are new Firefighters/Paramedics to staff an additional ambulance in Kearns. Currently, UFA has an operational gap on the west side of Kearns, and we are relying on West Jordan and West Valley Fire Departments to respond in these areas. Adding an ambulance will enhance our ability to handle calls in our service area and will also generate revenue from ambulance transports. If approved, these positions will not be funded until January 1, 2025, to allow time to hire and train the additional Firefighters/Paramedics.

Another proposed FTE is an additional mechanic. Currently, UFA has four full-time mechanics who maintain and repair all 360 of our heavy and light fleet vehicles. The four mechanics do not have the bandwidth to keep up with fleet repairs and preventative maintenance. Adding an additional mechanic will provide an opportunity to rely less on vendor repairs and become more proactive with fleet maintenance.

The final proposed FTE is an administrative support position for the Operations Chief. Adding administrative support will allow the Operations Chief to reorganize direct reports to provide more oversight for the Special Operations programs. The programs have been historically managed by the Division Chief over Urban Search and Rescue (UTTF-1). Using the wages that were being used to compensate the Division Chief to manage the Special Ops programs, and some overtime savings, this position will only require \$15,582 of additional funding.

Capital Replacement Fund for FY24/25

The Capital Replacement Plan identifies all apparatus and equipment, its current cost, estimated life span, and the anticipated date of replacement the next 10 –15 years. Most of the purchases in the plan are accomplished through three rotating leases, but some purchases are required to use the cash available in the fund, as their life span is less than the lease period. In FY22/23, UFA added a six-year lease option to capture items in the plan that do not have a life span matching the nine-year lease term. This approach has helped distribute costs over several years and reduce the reliance on cash.

Beginning in FY21/22, lease payments were transferred to the Capital Replacement Fund and funded by a transfer from the General Fund. For FY24/25, the proposed transfer to the Capital Fund for debt service is increasing by \$300,000.

A fund balance target of 75% of the current lease payments was set by the UFA Finance Committee in FY22/23. The intent is to maintain the health of the Capital Fund, to help smooth out future member fee increases as new loans are executed, and for future planned cash purchases. The targeted amount for the Capital Replacement ending fund at 75% is \$2.7 million. In FY25/26 one of the smaller rotating leases will roll off and need to be replaced with a much larger debt service payment. Planning ahead for that new cost will require additional funding towards the capital replacement plan ending fund balance.

Additional revenue contributing to the Capital Replacement Fund is realized from the sale of surplus equipment, billing for apparatus during EMAC deployments, and annual transfers of the General Fund ending fund balance when exceeding normal under expend and the dedicated 8.5% fund balance.

The chart below provides an overall snapshot of the Capital Fund for FY24/25.

FUNDING SOURCES	
Beginning Fund Balance	\$ 3,586,000
Contributions from General Fund (debt service and fund balance)	4,279,385
Sale of surplus apparatus	200,000
Interest income	50,000
Transfer of fund balance for approved cash purchases	1,319,311
Total	\$ 9,434,696
FUNDING USES	
FY18/19 lease payment	\$ 812,495
FY21/22 lease payment	1,583,544
FY22/23 lease payment	1,211,484
Cash Purchases	1,271,357
Total	\$ 4,878,880
Ending Fund Balance	\$ 4,555,815

All purchases from the Capital Fund for FY24/25 are cash purchases, meaning that the needed equipment has a lifespan that is less than six years. These purchases are identified in the chart below.

EQUIPMENT	COST
Fire Training Prop Repair/Replacement	\$300,000
Fleet Mechanic Vehicle	\$162,000
Firewall - 3-year License	\$147,839
Station Alerting 101/104/106/123/124	\$147,393
Turnouts - Clean for Dirty Exchange Program X30	\$135,150
Control Substance Safes	\$131,800
Vehicle Column Lifts X4	\$63,640
Zoll Lead Cables	\$44,105
Network Devices X8	\$31,200
Servers X3	\$30,000
Storage Devices X3	\$30,000
Zoll Bags	\$19,230
ECC Upstairs Switch	\$15,000
APC Uninterputable Power Sources for Stations	\$14,000
TOTAL	\$1,271,357

FY24/25 Member Fee

With the proposed 5.5% overall average increase to the Member Fee, the following chart displays the breakdown for each of the five members.

	COTTONWOOD HEIGHTS	HOLLADAY	HERRIMAN	RIVERTON	UFSA	TOTAL
Number of stations with "first due"	3.00	4.00	3.00	3.00	21.00	
Proportional # of stations	1.70	1.03	1.84	2.10	17.33	24.00
Percent of total member fee	6.69%	4.33%	7.81%	8.93%	72.23%	100.00%
Member Fee for FY24/25	\$4,742,016	\$3,071,616	\$5,533,776	\$6,328,955	\$51,182,064	\$70,858,426
Percent Increase from FY23/24	5.44%	6.74%	5.15%	5.96%	5.41%	5.50%
Cost Increase from FY23/24	\$244,448	\$194,037	\$270,877	\$355,894	\$2,628,786	\$3,694,041

The member fee for each of the five UFA members is dependent on the number of stations and the staffing level of the heavy apparatus assigned to those stations (3 or 4-person). When "first due" areas overlap between members, the percentage of emergency incidents within the member's portion of the first due area, over a three-year period, determines the percentage of that member's use of the heavy apparatus assigned to that station. Ambulances, specialty units and Battalion Chiefs are all considered regional assets and the cost is shared equally among all five members.

Every year, data on calls for service is compiled. The calls are broken down into the members area and a new three-year average is calculated. There are slight changes year-over-year, which generally represent changes in growth or development in the different municipalities. This model helps to accurately assess each member for the services provided to their area while still benefiting from the cost sharing of the regional services.

Public Budget Meetings

- **Benefits and Compensation: February 15, 2024, and March 28, 2024**
 - Staff presented Health Insurance information and proposed wage increases, including the introduction of COLA increases and market adjustments.
 - The Benefits and Compensation Committee in the March meeting made final recommendations on market adjustments, insurance renewals and COLA.
- **Finance Committee: April 15, 2024, and May 7, 2024**
 - Chief Burchett will present this Budget Message and CFO Hill will provide an overview of the budget to Finance Committee Members at the April meeting.
 - Staff will review each section of the proposed budget at the May meeting, providing an opportunity for discussion. The Finance Committee will make recommendations (if any) and forward the budget to the full board.
- **Board of Directors: May 21, 2024**
 - The Finance Committee and Chief Burchett will present the tentative budget to the Board of Directors for their approval.
- **Board of Directors: June 18, 2024**
 - Chief Burchett will propose any amendments to the tentative budget for Board consideration.
 - A Public Hearing will be held, and the Board of Directors will vote to adopt the Final Budget with the proposed amendments (if any).

Closing

This budget has been prepared to provide a long-term sustainable service delivery plan. This budget ensures operational needs are met as UFA continues to effectively provide emergency response and life safety services, while remaining receptive to our stakeholders and the current economy.

I encourage you to review this budget to learn more about your fire and rescue services. The leadership team has taken ownership of their portion of the budget and would be pleased to discuss their goals and priorities with you at any time. UFA takes pride in providing essential services that focus on changing lives for the better in the communities we serve.

Respectfully,

Dominic C. Burchett

Fire Chief/Chief Executive Officer

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF MARCH 31, 2024**

FIRE REVENUES	Total	Budget	Unearned	% of Budget
Cottonwood Heights	\$ 3,373,176	\$ 4,497,568	\$ 1,124,392	75.0
Unified Fire Service Area	36,414,959	48,553,278	12,138,320	75.0
Herriman	3,947,174	5,262,899	1,315,725	75.0
Holladay	2,158,184	2,877,579	719,395	75.0
Riverton	4,479,796	5,973,061	1,493,265	75.0
MIDA contract	-	58,582	58,582	0.0
MEMBER FEES & SERVICE CONTRACTS	<u>50,373,289</u>	<u>67,222,967</u>	<u>16,849,678</u>	74.9
Ambulance service fees	7,272,848	11,000,000	3,727,152	66.1
Collections revenues	242,806	-	(242,806)	0.0
AMBULANCE OPERATIONS	<u>7,515,654</u>	<u>11,000,000</u>	<u>3,484,346</u>	68.3
SL County canyon recreation area contribution	3,175,714	3,175,713	(1)	100.0
Fire and medical report fees	3,199	4,000	801	80.0
Hazmat & tank permit fees	226,735	305,100	78,365	74.3
Firewatch	8,118	10,000	1,883	81.2
Fireworks permit fees	4,420	6,500	2,080	68.0
CPR class fees	5,506	8,100	2,594	68.0
EMT school fees	28,248	28,248	-	100.0
Event billings - Information Outreach	2,950	6,000	3,050	49.2
Event billings - Special Enforcement	8,700	5,000	(3,700)	174.0
UFA-hosted event revenue	-	-	-	0.0
OTHER FEES	<u>3,463,590</u>	<u>3,548,661</u>	<u>85,071</u>	97.6
UFSA management fees	255,801	475,007	219,207	53.9
Miscellaneous intergovernmental	103,562	129,525	25,963	80.0
Municipal EM planner reimbursement	171,497	255,444	83,947	67.1
INTERGOVERNMENTAL REVENUES	<u>530,859</u>	<u>859,976</u>	<u>329,117</u>	61.7
State grants	74,271	280,000	205,729	26.5
Federal grants	57,531	175,000	117,469	32.9
EMS per capita grant	-	14,342	14,342	0.0
GRANTS AND DONATIONS	<u>131,802</u>	<u>469,342</u>	<u>337,540</u>	28.1
Interest income	751,225	400,000	(351,225)	187.8
Sale of materials	4,612	9,500	4,888	48.5
Rental income	71,172	94,896	23,724	75.0
USAR reimbursements	404,895	852,873	447,978	47.5
USAR reimbursements - deployments	129,243	136,803	7,560	94.5
Insurance reimbursements	15,232	35,000	19,768	43.5
Miscellaneous revenues	43,723	41,250	(2,473)	106.0
MISCELLANEOUS INCOME	<u>1,424,503</u>	<u>1,570,322</u>	<u>145,819</u>	90.7
Transfer from Emergency Services fund	181,854	181,854	-	100.0
Appropriation of fund balance	-	4,162,030	4,162,030	0.0
OTHER FINANCING SOURCES	<u>181,854</u>	<u>4,343,884</u>	<u>4,162,030</u>	4.2
TOTAL FIRE REVENUES	<u>\$ 63,621,552</u>	<u>\$ 89,015,152</u>	<u>\$ 25,393,600</u>	71.5

Note: Balances include payroll through 3/25/2024 and pcards through 2/29/24.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF MARCH 31, 2024**

FIRE EXPENDITURES	Actual	Encumbrance	Total	Budget	Unexpended	% of Budget
Salaries & wages	30,808,062	-	30,808,062	46,596,180	15,788,118	66.1
Overtime	3,420,143	-	3,420,143	4,687,920	1,267,777	73.0
Benefits	13,200,394	399	13,200,793	19,860,784	6,659,991	66.5
SALARIES & BENEFITS	<u>\$ 47,428,599</u>	<u>\$ 399</u>	<u>\$ 47,428,998</u>	<u>\$ 71,144,884</u>	<u>\$ 23,715,886</u>	<u>66.7</u>
Art & photo services	73	-	73	1,000	927	7.3
Awards & banquet	13,782	2,274	16,056	52,000	35,944	30.9
Bank fees	12,447	-	12,447	19,300	6,853	64.5
Community outreach	-	-	-	5,000	5,000	0.0
Honor guard & pipe band	752	-	752	12,000	11,248	6.3
Identification supplies	7,837	9,485	17,322	20,200	2,878	85.8
Office supplies	11,105	-	11,105	24,050	12,945	46.2
Postage	3,394	778	4,172	9,350	5,178	44.6
Printing charges	4,999	-	4,999	16,050	11,051	31.1
Subscriptions & memberships	15,324	-	15,324	42,425	27,101	36.1
UFA-hosted event costs	-	-	-	-	-	0.0
GENERAL & ADMINISTRATIVE	<u>\$ 69,713</u>	<u>\$ 12,537</u>	<u>\$ 82,250</u>	<u>\$ 201,375</u>	<u>\$ 119,125</u>	<u>40.8</u>
Bedding & linen	2,743	-	2,743	8,000	5,257	34.3
Books, publications & subscriptions	20,845	-	20,845	50,354	29,509	41.4
Clothing provisions	110,089	307,030	417,119	559,275	142,156	74.6
Dining & kitchen supplies	3,823	-	3,823	7,500	3,677	51.0
Food provisions	15,226	-	15,226	53,100	37,874	28.7
Gasoline, diesel, oil & grease	423,290	8,186	431,476	758,000	326,524	56.9
Janitorial supplies and service	84,611	17,174	101,785	94,000	(7,785)	108.3
Medical supplies	466,547	99,649	566,196	611,500	45,304	92.6
Physical exams	118,077	53,003	171,080	178,808	7,728	95.7
Training supplies	9,429	-	9,429	27,000	17,571	34.9
Canine expenses	3,251	-	3,251	5,000	1,749	65.0
Expenses to be reimbursed by related organization(s)	38,464	3,865	42,329	48,100	5,771	88.0
OPERATING COSTS	<u>\$ 1,296,395</u>	<u>\$ 488,907</u>	<u>\$ 1,785,302</u>	<u>\$ 2,400,637</u>	<u>\$ 615,335</u>	<u>74.4</u>
Liability insurance & claims	683,678	-	683,678	635,000	(48,678)	107.7
Ambulance - State Medicaid assessment	241,002	-	241,002	491,000	249,998	49.1
Dispatch service contract	1,080,402	21,795	1,102,197	1,102,770	573	99.9
CONTRACTUAL COSTS	<u>\$ 2,005,082</u>	<u>\$ 21,795</u>	<u>\$ 2,026,877</u>	<u>\$ 2,228,770</u>	<u>\$ 201,893</u>	<u>90.9</u>
Auditor	8,990	-	8,990	8,990	-	100.0
Contract hauling	-	-	-	1,000	1,000	0.0
Intergovernmental expenditures	-	-	-	5,700	5,700	0.0
Professional fees	727,034	224,649	951,683	1,132,655	180,972	84.0
Ambulance service fees	288,589	181,138	469,727	495,000	25,273	94.9
PROFESSIONAL SERVICES	<u>\$ 1,024,613</u>	<u>\$ 405,787</u>	<u>\$ 1,430,400</u>	<u>\$ 1,643,345</u>	<u>\$ 212,945</u>	<u>87.0</u>
GRANT PURCHASES	<u>\$ 24,272</u>	<u>\$ 89,444</u>	<u>\$ 113,716</u>	<u>\$ 185,842</u>	<u>\$ 72,126</u>	<u>61.2</u>
Miscellaneous rental	26,628	12,243	38,871	49,900	11,029	77.9
Rent of buildings	137,196	-	137,196	182,688	45,492	75.1
RENT	<u>\$ 163,824</u>	<u>\$ 12,243</u>	<u>\$ 176,067</u>	<u>\$ 232,588</u>	<u>\$ 56,521</u>	<u>75.7</u>
Maintenance of machinery & equipment	52,026	13,112	65,138	199,700	134,562	32.6
Maintenance of buildings & grounds	117,872	27,275	145,147	238,900	93,753	60.8
Maintenance of office equipment	17,916	2,084	20,000	20,000	-	100.0
Software maintenance	135,357	-	135,357	154,330	18,973	87.7
Vehicle maintenance	632,883	134,250	767,133	880,000	112,867	87.2
Vehicle repairs - accident related	7,652	2,154	9,806	35,000	25,194	28.0
REPAIR & MAINTENANCE	<u>\$ 963,706</u>	<u>\$ 178,875</u>	<u>\$ 1,142,581</u>	<u>\$ 1,527,930</u>	<u>\$ 385,349</u>	<u>74.8</u>

Note: Balances include payroll through 3/25/2024 and pcards through 2/29/24.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF MARCH 31, 2024**

FIRE EXPENDITURES (Continued)	Actual	Encumbrance	Total	Budget	Unexpended	% of Budget
Communications equipment	15,807	9,425	25,232	92,000	66,768	27.4
Computer equipment	77,506	10,944	88,450	125,000	36,550	70.8
Computer software & software subscriptions	599,324	88,307	687,631	886,600	198,969	77.6
Small equipment noncapital	149,193	46,361	195,554	451,150	255,596	43.3
Small equipment - photography	5,002	-	5,002	5,025	23	99.5
Training props	9,660	-	9,660	-	(9,660)	0.0
Visual & audio aids	1,080	-	1,080	5,000	3,920	21.6
SOFTWARE & EQUIPMENT	<u>\$ 857,572</u>	<u>\$ 155,037</u>	<u>\$ 1,012,609</u>	<u>\$ 1,564,775</u>	<u>\$ 552,166</u>	<u>64.7</u>
Education, training & certifications	155,896	68,929	224,825	436,375	211,550	51.5
Travel & transportation	61,136	4,000	65,136	147,500	82,364	44.2
Mileage reimbursement	76	-	76	2,000	1,924	3.8
TRAINING & TRAVEL	<u>\$ 217,108</u>	<u>\$ 72,929</u>	<u>\$ 290,037</u>	<u>\$ 585,875</u>	<u>\$ 295,838</u>	<u>49.5</u>
Computer lines	142,039	-	142,039	333,242	191,203	42.6
Heat & fuel	143,943	-	143,943	147,000	3,057	97.9
Light & power	214,977	-	214,977	279,000	64,023	77.1
Sanitation	20,316	-	20,316	30,000	9,684	67.7
Telephone	51,695	-	51,695	71,750	20,055	72.0
Telephone - cellular	101,178	-	101,178	232,000	130,822	43.6
Water & sewer	76,912	-	76,912	87,000	10,088	88.4
UTILITIES	<u>\$ 751,060</u>	<u>\$ -</u>	<u>\$ 751,060</u>	<u>\$ 1,179,992</u>	<u>\$ 428,932</u>	<u>63.6</u>
Capital outlay	37,811	-	37,811	80,000	42,189	47.3
Principal payment on related party note payable	100,119	-	100,119	134,164	34,045	74.6
Interest expense	40,927	-	40,927	53,897	12,970	75.9
CAPITAL OUTLAY & LONG-TERM DEBT	<u>\$ 178,857</u>	<u>\$ -</u>	<u>\$ 178,857</u>	<u>\$ 268,061</u>	<u>\$ 89,204</u>	<u>66.7</u>
TRANSFER TO FIRE CAPITAL REPLACEMENT FUND	5,483,081	-	5,483,081	5,483,081	-	100.0
TRANSFER TO EM VEHICLE REPLACEMENT FUND	-	-	-	-	-	0.0
TRANSFER TO WILDLAND	367,997	-	367,997	367,997	-	0.0
FUND TRANSFERS & CONTRIBUTIONS	<u>\$ 5,851,078</u>	<u>\$ -</u>	<u>\$ 5,851,078</u>	<u>\$ 5,851,078</u>	<u>\$ -</u>	<u>0.0</u>
TOTAL FIRE EXPENDITURES	<u>\$ 60,831,879</u>	<u>\$ 1,437,953</u>	<u>\$ 62,269,832</u>	<u>\$ 89,015,152</u>	<u>\$ 26,745,320</u>	<u>70.0</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 2,789,673</u>		<u>\$ 1,351,720</u>	<u>\$ -</u>		

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENSES - WILDLAND ENTERPRISE FUND
AS OF MARCH 31, 2024**

WILDLAND REVENUES	Total	Budget	Unearned	% of Budget		
Wildland reimbursements - Hand crew	1,345,190	1,500,000	154,810	89.7		
Wildland reimbursements - Engine 302	92,423	240,000	147,577	38.5		
Wildland reimbursements - Engine 301	269,918	350,000	80,082	77.1		
Wildland reimbursements - Single resource	514,277	600,000	85,723	85.7		
Wildland reimbursements - Fuels crew	19,876	32,000	12,124	62.1		
Wildland reimbursements - Camp Williams	46,898	30,000	(16,898)	156.3		
Camp Williams contract	497,329	650,153	152,824	76.5		
State grants	23,539	25,000	1,461	94.2		
Federal grants	14,767	50,000	35,233	29.5		
Transfer from General Fund	367,997	367,997	-	100.0		
Donations	-	-	-	0.0		
Sale of materials	387	-	(387)	0.0		
Appropriation of net assets	-	303,989	303,989	0.0		
Disposal of Capital Assets	36,350	-	(36,350)	0.0		
TOTAL WILDLAND REVENUES	<u>\$3,228,951</u>	<u>\$4,149,139</u>	<u>\$ 920,188</u>	<u>77.8</u>		
WILDLAND EXPENSES	Actual	Encumbrance	Total	Budget	Unexpended	% of Budget
Salaries & benefits	2,285,387	-	2,285,387	3,313,915	1,028,528	69.0
Awards	4,423	-	4,423	6,000	1,577	73.7
Books, publications & subscriptions	-	-	-	580	580	0.0
Capital outlay	-	289,740	289,740	290,000	260	99.9
Clothing provisions	5,918	-	5,918	23,000	17,082	25.7
Communication equipment	80	-	80	1,500	1,420	5.3
Computer equipment	599	-	599	-	(599)	0.0
Computer lines	4,423	-	4,423	5,500	1,077	80.4
Computer software	1,433	960	2,393	3,200	807	74.8
Education, training & certifications	-	-	-	2,000	2,000	0.0
Food provisions	368	-	368	1,000	632	36.8
Gasoline, diesel, oil & grease	45,926	-	45,926	60,000	14,074	76.5
Heat & fuel	1,433	-	1,433	2,200	767	65.1
Janitorial supplies and service	-	-	-	-	-	0.0
Light & power	1,398	-	1,398	2,800	1,402	49.9
Maintenance of machinery & equipment	1,814	-	1,814	5,000	3,186	36.3
Maintenance of buildings	180	-	180	500	320	36.0
Maintenance of office equipment	303	797	1,100	1,100	-	100.0
Medical supplies	287	-	287	4,000	3,713	7.2
Miscellaneous rental	49,778	1,427	51,205	82,440	31,235	62.1
Office supplies	384	-	384	2,000	1,616	19.2
Professional fees	725	-	725	1,050	325	69.0
Postage	960	-	960	400	(560)	240.0
Physical exams	-	-	-	2,300	2,300	0.0
Sanitation	175	-	175	850	675	20.6
Small equipment	18,857	-	18,857	54,000	35,143	34.9
Subscriptions & memberships	-	-	-	-	-	0.0
Telephone services	4,092	-	4,092	8,300	4,208	49.3
Travel & transportation	176,406	-	176,406	128,500	(47,906)	137.3
Vehicle maintenance	37,684	1,333	39,017	47,000	7,983	83.0
Water & sewer	502	-	502	850	348	59.1
Contribution to Fund Balance	-	-	-	99,154	99,154	0.0
TOTAL WILDLAND EXPENSES	<u>\$2,643,535</u>	<u>\$ 294,257</u>	<u>\$2,937,792</u>	<u>\$4,149,139</u>	<u>\$ 1,211,347</u>	<u>70.8</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 585,416</u>		<u>\$ 291,159</u>	<u>\$ -</u>		

Note: Balances include payroll through 3/25/2024 and pcards through 2/29/24.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - EMERGENCY MANAGEMENT SPECIAL REVENUE FUND
AS OF MARCH 31, 2024**

EMERGENCY MANAGEMENT (EM) REVENUES	<u>Actual</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
SL County emergency fees	\$ 2,479,560	\$ 2,479,560	\$ -	100.0
Federal grants	147,726	605,140	457,414	24.4
Miscellaneous intergovernmental	78,538	87,860	9,322	89.4
Appropriated fund balance	-	94,297	94,297	0.0
Interest income	80,963	40,000	(40,963)	202.4
Miscellaneous revenue	2,247	3,000	753	74.9
TOTAL EM REVENUES	<u>\$ 2,789,035</u>	<u>\$ 3,309,857</u>	<u>\$ 520,822</u>	<u>84.3</u>

EMERGENCY MANAGEMENT EXPENDITURES	<u>Actual</u>	<u>Encumbrance</u>	<u>Total</u>	<u>Budget</u>	<u>Unexpended</u>	<u>% of Budget</u>
Salaries & benefits	\$ 920,420	\$ -	\$ 920,420	\$ 1,725,704	\$ 805,284	53.3
Capital outlay	-	-	-	-	-	0.0
Clothing provisions	1,008	-	1,008	3,000	1,992	33.6
Communication equipment	-	-	-	3,000	3,000	0.0
Community outreach	200	9,500	9,700	7,000	(2,700)	138.6
Computer equipment	3,981	-	3,981	10,000	6,019	39.8
Computer software & software subscriptions	140,840	2,640	143,480	170,625	27,145	84.1
Education, training & certifications	4,852	-	4,852	10,100	5,248	48.0
Emergency activations	78,538	-	78,538	78,538	-	100.0
Maintenance of building & grounds	21,894	12,649	34,543	57,000	22,457	60.6
Maintenance of machinery & equipment	29,998	393	30,391	36,790	6,399	82.6
Maintenance of office equipment	1,053	2,547	3,600	5,000	1,400	72.0
Food provisions	6,745	600	7,345	10,000	2,655	73.5
Gasoline, diesel, gas & grease	14,686	-	14,686	28,000	13,314	52.5
Grant purchases	(7,861)	38,861	31,000	493,940	462,940	6.3
Identification supplies	-	-	-	1,500	1,500	0.0
Janitorial supplies and service	13,524	12,902	26,426	32,100	5,674	82.3
Miscellaneous rental	17,057	4,995	22,052	27,000	4,948	81.7
Office supplies	1,213	-	1,213	5,000	3,787	24.3
Professional fees	939	6,923	7,862	43,000	35,138	18.3
Postage	-	-	-	-	-	0.0
Printing charges	2,600	-	2,600	4,000	1,400	65.0
Small equipment	7,422	-	7,422	17,006	9,584	43.6
Software maintenance	-	-	-	9,900	9,900	0.0
Subscriptions & memberships	3,842	-	3,842	7,000	3,158	54.9
Telephone service	2,758	-	2,758	5,000	2,242	55.2
Telephone - cellular	7,166	-	7,166	40,000	32,834	17.9
Travel & transportation	6,615	-	6,615	28,000	21,385	23.6
Utilities	63,995	3,525	67,520	104,800	37,280	64.4
Vehicle maintenance	5,280	157	5,437	15,000	9,563	36.2
Transfer to General fund	181,854	-	181,854	181,854	-	100.0
Transfer to EOC Vehicle Replacement fund	-	-	-	-	-	0.0
TOTAL EM EXPENDITURES	<u>\$ 1,530,619</u>	<u>\$ 95,692</u>	<u>\$ 1,626,311</u>	<u>\$ 3,309,857</u>	<u>\$ 1,683,546</u>	<u>49.1</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 1,258,416</u>		<u>\$ 1,162,724</u>	<u>\$ -</u>		

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - CAPITAL REPLACEMENT FUNDS
AS OF MARCH 31, 2024**

FIRE CAPITAL REPLACEMENT

REVENUES	Total	Budget	Unearned	% of Budget
Transfer from General fund	\$ 5,483,081	\$ 5,483,081	\$ -	100.0
Interest income	101,719	25,000	(76,719)	406.9
Federal grants	-	-	-	0.0
Miscellaneous intergovernmental	-	-	-	0.0
Sale of capital assets	189,081	75,000	(114,081)	252.1
Loan Proceeds	-	-	-	0.0
Reimbursements	437,279	-	(437,279)	0.0
Miscellaneous revenue	-	-	-	0.0
Appropriation of fund balance	-	465,587	465,587	0.0
TOTAL FIRE VEHICLE REPLACEMENT	\$ 6,211,160	\$ 6,048,668	\$ (162,492)	102.7

EXPENDITURES	Actual	Encumbrance	Total	Budget	Unexpended	% of Budget
Capital outlay - light fleet (financed)	\$ 319,228	\$ 57,880	\$ 377,108	\$ 513,000	\$ 135,892	73.5
Capital outlay - light fleet (cash)	239,024	-	239,024	745,000	505,976	32.1
Capital outlay - heavy apparatus (financed)	(2,137,382)	2,137,382	-	-	-	0.0
Capital outlay - communications equipment (financed)	-	-	-	-	-	0.0
Capital outlay - communications equipment (cash)	-	-	-	125,000	125,000	0.0
Capital outlay - computer equipment (financed)	-	-	-	-	-	0.0
Capital outlay - computer equipment (cash)	(5,933)	5,933	-	164,695	164,695	0.0
Capital outlay - medical equipment (financed)	(329)	-	(329)	500,000	500,329	-0.1
Capital outlay - station equipment (financed)	(858)	1,500	642	-	(642)	0.0
Capital outlay - station equipment (cash)	-	35,665	35,665	84,000	48,335	42.5
Capital outlay - building & improvements (financed)	-	-	-	-	-	0.0
Noncapital equipment (financed)	146,460	4,813	151,273	-	(151,273)	0.0
Noncapital equipment (cash)	326,484	12,838	339,322	309,450	(29,872)	109.7
Bank fees	-	-	-	-	-	0.0
Capital lease payments - principal	3,219,323	-	3,219,323	3,219,324	1	100.0
Capital lease payments - interest	388,200	-	388,200	388,199	(1)	100.0
Debt issuance costs	-	-	-	-	-	0.0
TOTAL FIRE VEHICLE REPLACEMENT	\$ 2,494,217	\$ 2,256,011	\$ 4,750,228	\$ 6,048,668	\$ 1,298,440	78.5
REVENUES OVER/(UNDER) EXPENDITURES	\$ 3,716,943	\$ 1,460,932	\$ -	\$ -	\$ -	-

EOC CAPITAL REPLACEMENT

REVENUES	Total	Budget	Unearned	% of Budget
Transfer from EOC fund	\$ -	\$ -	\$ -	0.0
Appropriation of fund balance	-	47,000	47,000	0.0
Sale of capital assets	43,560	-	(43,560)	0.0
TOTAL EOC VEHICLE REPLACEMENT	\$ 43,560	\$ 47,000	\$ 3,440	92.7

EXPENDITURES	Actual	Encumbrance	Total	Budget	Unexpended	% of Budget
Capital outlay	\$ -	\$ -	\$ -	\$ 41,000	\$ 41,000	0.0
Noncapital expenditures	-	-	-	6,000	6,000	0.0
Contribution to fund balance	-	-	-	-	-	0.0
TOTAL EOC VEHICLE REPLACEMENT	\$ -	\$ -	\$ -	\$ 47,000	\$ 47,000	0.0
REVENUES OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ 43,560	\$ -	\$ (43,560)	-

Operations Report

Calendar YTD Incident Responses

Count of Incidents YTD
9,584

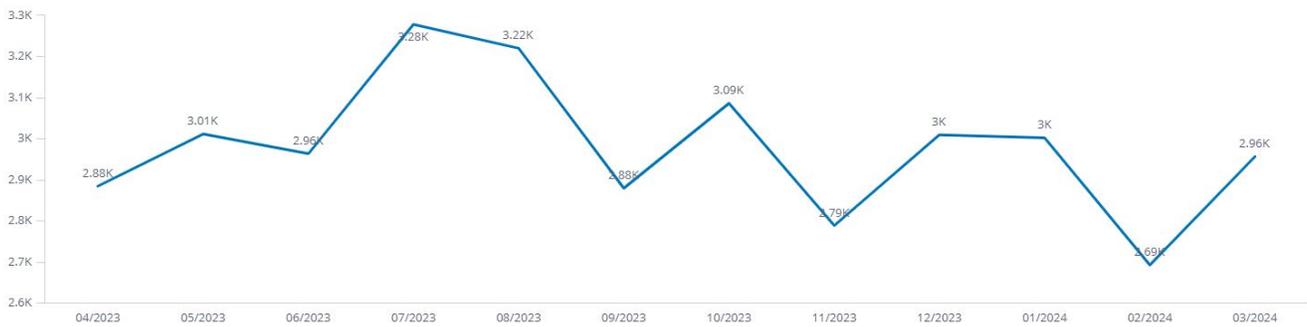
Incident Responses Last Month

Count of Incidents Last Month
2,956
Difference from last year **76**

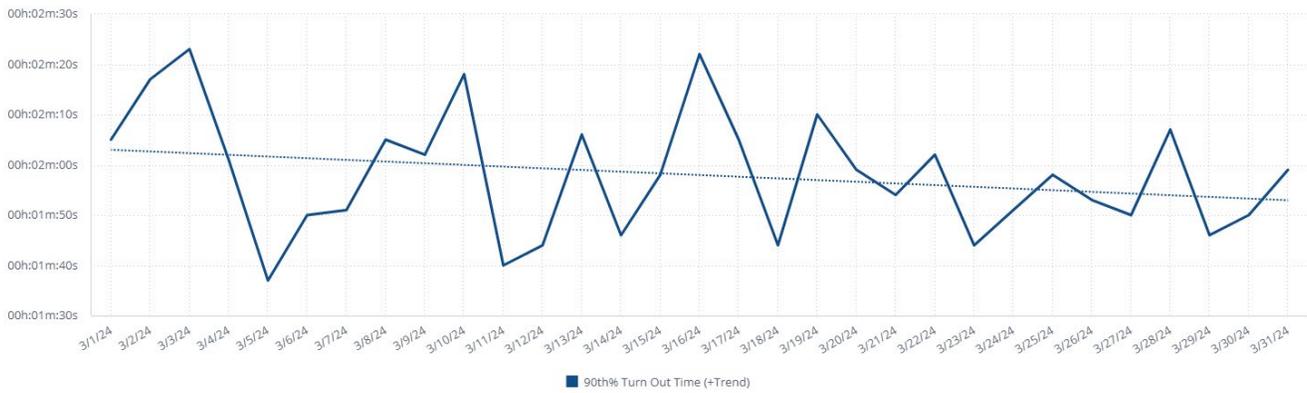
Count of Incident Type Groups

Incident Type Group	Incident Count
100 - Fire	58
200 - Overpressure Rupture, Explosion, Overheat	1
300 - Rescue & EMS	2,083
400 - Hazardous Condition	64
500 - Service Call	127
600 - Good Intent Call	435
700 - False Alarm	181
900 - Special Incident	7

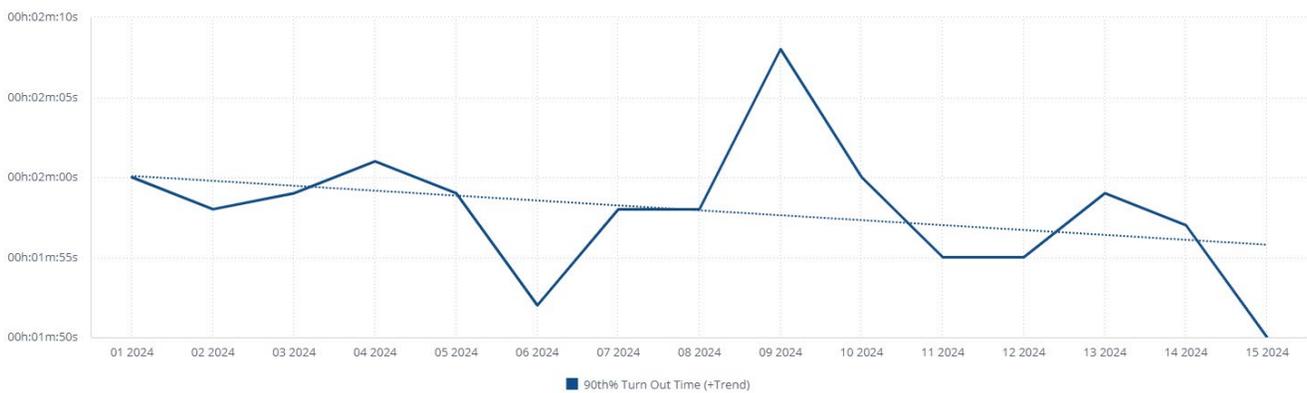
Incident Count by Month YTD



Turn Out Time Last Month



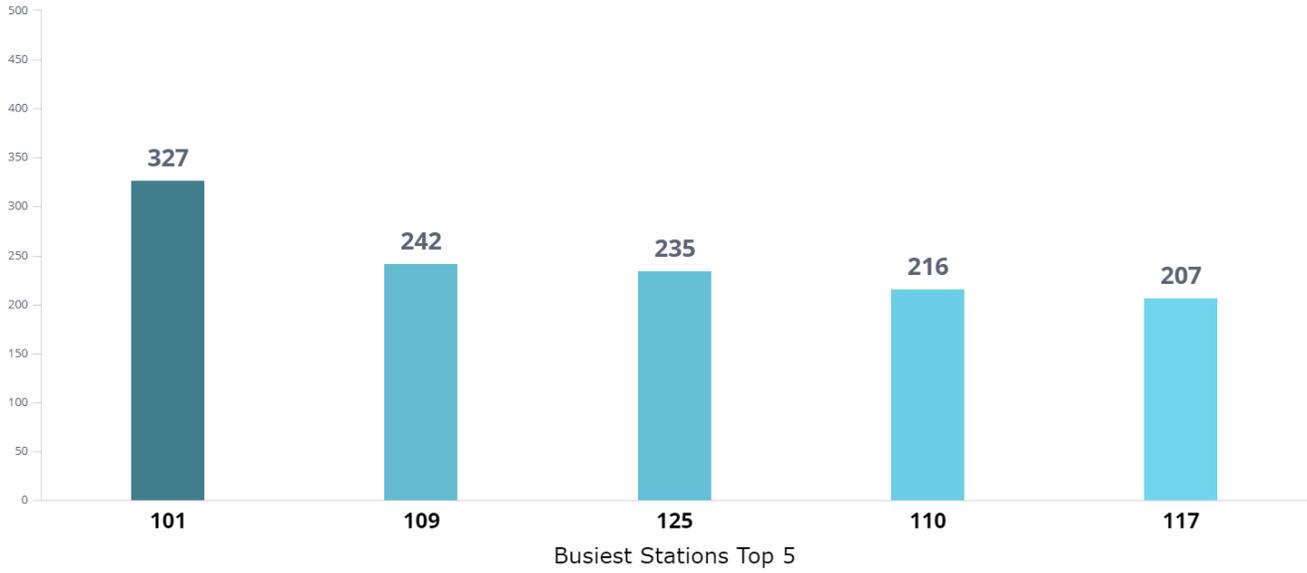
Turn Out Time YTD



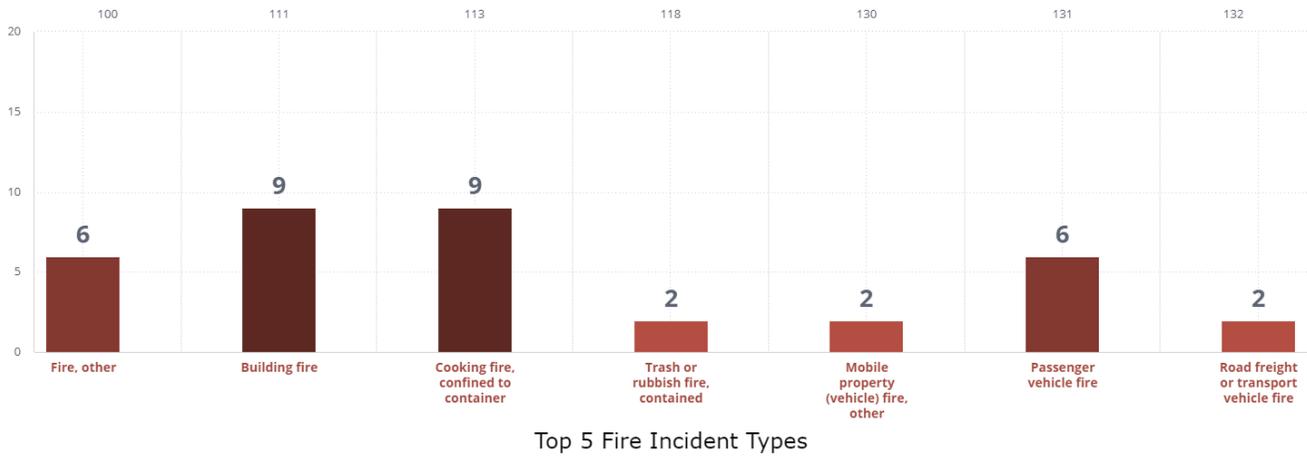
90th% Turn Out Time Last Month
00h:02m:00s

90th% Turn Out Time YTD
00h:01m:58s

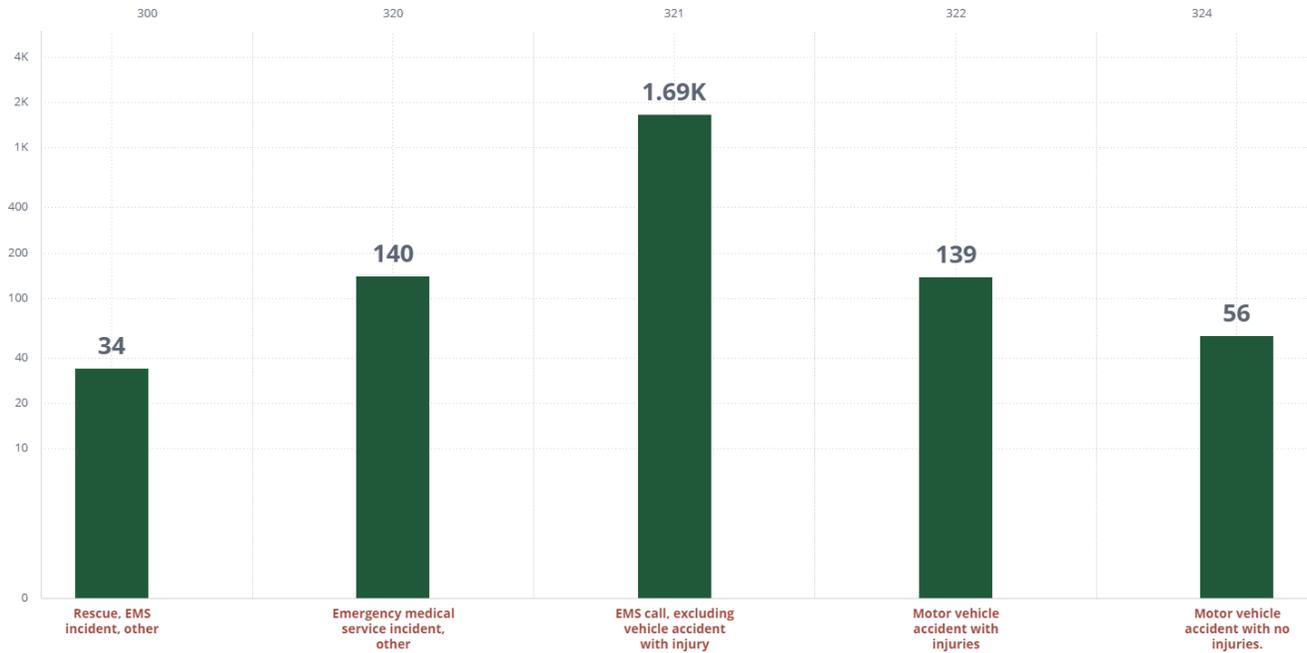
Busiest Station Top 5



Top 5 Fire Incident Types

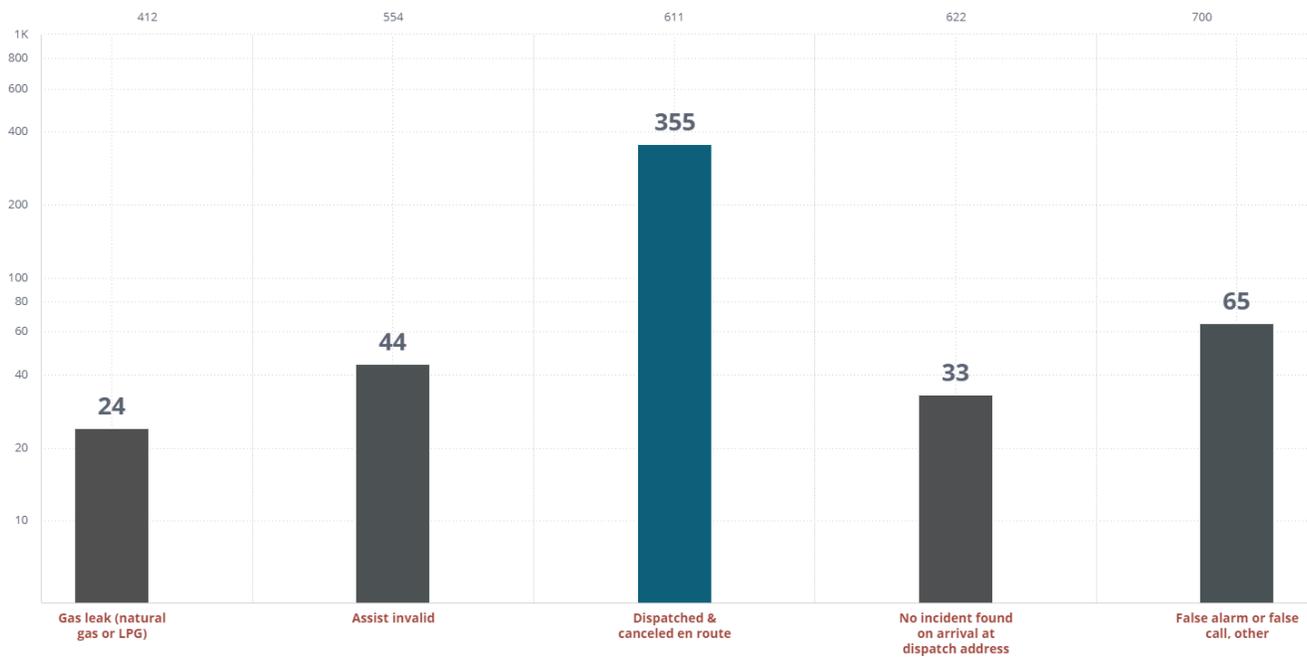


Top 5 EMS Incident Types



Top 5 EMS Incident Types

Top 5 Incident Types Other (Neither Fire nor EMS)



Top 5 Incident Types Other