

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## UNIFIED FIRE AUTHORITY BOARD AGENDA

June 16, 2020 7:30 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY BOARD OF DIRECTORS SHALL ASSEMBLE ELECTRONICALLY FOR A MEETING DUE TO THE COVID-19 PANDEMIC AND AS AUTHORIZED BY THE GOVERNOR'S EXECUTIVE ORDER DATED MARCH 18, 2020.

THE PUBLIC MAY ATTEND ELECTRONICALLY VIA ZOOM WEBINAR AT:

<https://zoom.us/j/98255960431?pwd=ZEILTitwTGU1MFRYLVZLYjBXZFZ0dz09>

Password: Unified

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1. Call to Order – Chair Perry
2. Public Comment  
Please limit comments to three minutes each. There are two options for comments during this electronic only meeting:
  - a. 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 que and invited to speak.
  - b. EMAIL: Public comments will be accepted prior to the meeting via email at [publiccomment@unifiedfire.org](mailto:publiccomment@unifiedfire.org) until 7:00 a.m. June 15, 2020. Emailed comments submitted prior to 7:00 a.m. June 15, 2020, 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 Perry
  - a. May 19, 2020
4. Consent Agenda
  - a. Review of May Disbursements – CFO Hill
5. Committee Updates
  - a. Benefits & Compensation Committee (No meeting) – Chair Dahle
  - b. Governance Committee (No meeting) – Chair Silvestrini
  - c. Finance Committee (No meeting) – Chair Stewart
6. Resolution 06-2020A to Designate the URS Savings Plan Contribution Amount for Tier II Employees and to Authorize the Employer Pick-Up of the Employee Contribution Amounts – Arriann Woolf

7. Fraud Risk Assessment/State Auditor Online Training – CFO Hill
8. Oath and Honor Statement – Council Member Stewart
9. COVID-19 Expenses/Reimbursements – CFO Hill
10. Mid-Year Reduction by SLCo to Canyon Fee – Chief Petersen
11. Reduction by SLCo in Emergency Management – Emergency Manager Mecham
12. Wildland Program Fund Balance – Division Chief Widdison
13. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2019-2020 Fiscal Year Budget – CFO Hill
14. Consider Resolution 06-2020B to Approve a Budget Amendment for the 2019-2020 Fiscal Year Budget – CFO Hill
15. Public Hearing to Receive and Consider Comments on the Final Budget for the 2020-2021 Fiscal Year – CFO Hill
16. Consider Resolution 06-2020C to Adopt the Final Budget for the 2020-2021 Fiscal Year – CFO Hill
17. Fire Chief Report
  - a. Paramedic School – AC Higgs
  - b. Municipality Survey – DOC Easton
  - c. COVID-19 Update – AC Pilgrim
  - d. Board Meetings - Returning to In Person?

18. Possible Closed Session

The Board may consider a motion to enter into Closed Session. A closed meeting described under Utah Code Section 52-4-205 may be held for specific purposes including, but not limited to:

- a. discussion of the character, professional competence, or physical or mental health of an individual;
- b. strategy sessions to discuss pending or reasonably imminent litigation;
- c. strategy sessions to discuss the purchase, exchange, or lease of real property;
- d. discussion regarding deployment of security personnel, devices, or systems; and
- e. investigative proceedings regarding allegations of criminal misconduct.

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

Re-Open the Meeting

19. Adjournment – Chair Perry

**The next Board meeting will be July 21, 2020 at 7:30 a.m. at  
UFA Headquarters located at 3380 South 900 West, Salt Lake City, UT 84119**

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFA MEETINGS.**

**In accordance with the Americans with Disabilities Act, UFA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting may be held telephonically/electronically to allow a member of the UFA Board to participate. This agenda is subject to change with a minimum 24-hour notice.**

**CERTIFICATE OF POSTING**

The undersigned, does hereby certify that the above agenda notice was posted on this 12<sup>th</sup> day of June 2020 on the UFA bulletin boards, the UFA website [www.unifiedfire.org](http://www.unifiedfire.org) , posted on the Utah State Public Notice website <http://www.utah.gov/pmn/index.html> and was emailed to at least one newspaper of general circulation with the jurisdiction of the public body.

Cynthia Young, UFA Board Clerk





## UNIFIED FIRE AUTHORITY BOARD MINUTES

May 19, 2020 7:30 a.m.

This meeting was held electronically. All participants and attendees attended this meeting via ZOOM Webinar.

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1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:32 a.m.

2. Public Comment

None

Public comment was made available live and with an email address posted on the agenda

3. Approval of Minutes

Council Member Stewart moved to approve the minutes from the April 21, 2020 UFA Board Meeting as submitted

Mayor Sondak seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	-

4. Consent Agenda

a. Review of April Disbursements

- CFO Hill pointed out the larger numbers due to COVID
  - These costs will be reimbursed, as they are fully funded by SLCo
- Mayor Sondak inquired as to the Haggarty Consulting charges
  - Hill explained that they were under contract to provide services for Emergency Management
  - They then transitioned into COVID support
  - You will see this in the budget moving forward to help with COOP Plans with SLCo
  - They are now serving a dual purpose, but currently focused on COVID

Assoc. Deputy Mayor Reberg moved to approve the April disbursements as submitted

Mayor Peterson seconded the motion

No roll call taken, none opposed

5. Committee Updates

- Benefits & Compensation Committee
  - No meeting held
- Governance Committee
  - No meeting held
- Finance Committee
  - Meeting held 5/7/20
    - Chair Stewart will defer report until later on this agenda
    - Note that items 6 and 9 are tied to the Finance Meeting as well

6. Rescinding Approval for Redlining District and Battalion Chiefs

- Chief Petersen presented a memo proposing to eliminate the redlining the District Chief's and Battalion Chiefs
  - This was presented to the Finance Committee and received their recommendation
- With the elimination of the Market/CPI, and the addition of two Battalion Chief's, the cost increased to \$80,000 from the original estimate of \$13,500
- Chief also had decided to delay the removal of the bottom two steps for Assistant Chief until the Board determines they are ready to provide a Market Adjustment to the employees
- Council Member Stewart stated that the Finance Committee supported this request

Council Member Stewart moved to approve the rescinding of the District Chiefs and Battalion Chief's Redlining  
Council Member Snelgrove seconded the motion  
Roll call vote taken

Bailey	Y	Overson	Y
Bowen		Perry	Y
<del>Bush</del>	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		<del>Westmoreland</del>	-

7. Emergency Management Position Restructure

- SLCo has requested that Emergency Management Division Chief Mecham's position be reclassified
  - The position will continue to be a direct report to the Fire Chief, however, it will be reclassified to exempt/at-will and be paid at a level commensurate with a SLCo Department Head position
- SLCo Assoc. Deputy Mayor Reberg stated, it helps SLCo better organize it's hi-level command structure, which is different from that of UFA, and fits better in its level of responsibility
- Mayor Sondak asked for clarification on the reason why this would take place

- Chief Petersen stated that the position becomes more in-line with SLCo’s need for having the best team in support of the needs of the Mayor and SLCo
- Division Chief Mecham is in support of this position

Mayor Westmoreland joined the meeting

- Chief Petersen supports the request since this position is a direct report to the Fire Chief and when deployed, often takes a very high level role
  - Currently, Clint Mecham is in Unified Command with the County Mayor and Health Director for the Pandemic
  - This concept has been vetted internally, there is no promotion, no significant change in job description, it is the same job with a change in the classification to exempt/at-will
  - This position is fully funded by SLCo and is budget neutral, as the increase in pay is fully offset by the reduction in the overtime line item
- Mayor Knopp asked if the position changes with the change in Mayor or makes this position more political?
  - Chief Petersen stated that this position is not a political appointment, however, is deeply involved in the politics
  - The position works at the pleasure of the Fire Chief, however, the Chief will consult with the Mayor for removal and selection

Mayor Silvestrini moved to approve the Emergency Manager Position restructure as was discussed and is referenced in the FY20/21 Tentative Budget  
 Council Member Stewart seconded the motion  
 Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
<del>Bush</del>	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

8. Consider Revision of UFA Board Policies and Procedures

- Both policies are related to agenda item 7
- Employment Status (Section 3165)
  - The Emergency Manager position has been added to the policy
- Overtime and Compensatory Time Policy (Section 6250)
  - The clarification was added that the EM position will not be eligible for overtime for anything funded by SLCo

Mayor Knopp moved to approve the proposed policies on Employment Status (Section 3165) and Overtime and Compensation (Section 6250) as presented  
 Council Member Snelgrove seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
<del>Bush</del>	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

9. Discussion and Approval of the 2020-2021 Tentative Budget

- Council Member Stewart stated that the Finance Committee reviewed the budget, requested minimal changes and has forwarded the budget for approval, noting that there is now an additional submittal for software
  - Chief Petersen explained that staff realized that an Enterprise Account for ESRI Software, rather than just individual licenses for the Fire Prevention Division, would benefit the whole department
  - EM also realized, with the recent activation, their need to expand their ESRI components
  - The added capacity increases the cost, however, the cost is offset by reductions the Finance Committee identified and Chief Petersen proposes to offset contribution to the Capital Fund by the same amount, with no change to the Member Fee
    - EM will capture \$10,000 of the \$49,500 cost, UFA will cover the rest
  - CFO Hill stated that the reductions to the budget by the Finance Committee had reduced the amount required to maintain an 8.5% fund balance and added \$23,000 to the transfer, this would almost take it back to the proposed budget
    - Mayor Silvestrini clarified that this was not affecting the Capital Fund
    - Chief Petersen stated that a little more than \$1M will still go to the Capital Fund
- Council Member Stewart also noted that there is a deferment of the wage increase to January 2021 for reevaluation of the economy
  - CFO Hill stated that this conversation will resume late fall/winter for a budget amendment
  - Mayor Sondak stated that the Finance Committee was reluctant to build in the Market when others are freezing salaries
  - Chief Petersen mentioned that the Market alone was a \$500,000 increase and that Human Resources will update the study and present the cost of a market increase in November or December
    - This adjustment will include any wage increases (or decreases) that our comparable agencies apply on July 1 and would maintain the top-three pay status if the Board determined to act on the information presented at the time
- CFO Hill displayed the worksheet with the changes to the budget

Council Member Stewart moved to approve the 2020-2021 Tentative Budget as recommended by the Finance Committee, with the accepted changes to ESRI Software and the EM Position restructure

Mayor Sondak seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
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Bowen	Y	Perry	Y
<del>Bush</del>	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

10. Set the Date of June 16, 2020 for a Public Hearing to Receive and Consider Comments on:
- Proposed Amendments to the 2019-2020 Fiscal Year Budget
  - Final Budget for the 2020-2021 Fiscal Year Budget

Mayor Silvestrini moved to set the date of June 16, 2020 for a Public Hearing to receive and consider comments on the proposed amendments to the 2019-2020 fiscal year budget; final budget for fiscal year 2020-2021

Mayor Overson seconded the motion  
Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
<del>Bush</del>	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

11. Fraud Risk Assessment – Utah State Auditor
- The State Auditor has distributed an assessment to be completed by all entitles in the state to help gauge where we lie on risk
  - CFO Hill reviewed the audit categories and UFA’s scores
  - Councilman Stewart asked about the status of his proposal in 2017 on an ethical statement for Board Members
    - While the Oath was adopted and delivered to all Board Members, the letter was not signed by all Board Members at that time
    - Chief Petersen stated he would bring that back to the Board for discussion next month
  - Further discussion was had regarding the Board Members and all UFA employees completion of training on ethical behavior
    - Chief Petersen stated it would be challenging to require this of all employees every year, but not impossible

- Currently, all sworn employees take an oath that includes these key issues at hire and for every promotion
- UFA Command Staff will discuss the logistics of completing the training
- CFO Hill will forward the information to the Board in order for them to complete the training
- Board Members will update their progress at the next meeting

12. Family and Medical Leave Act Policy Review

- CLO Roberts noted changes made to the policy for better compliance with the Department of Labor, while at the same time, looking for approval for an enhanced benefit for UFA employees
- The new implementation is that FMLA must run concurrent with paid leave
  - This results in some additional administrative burden for Human Resources to ensure that it is applied properly
- The Department of Labor states that to ensure no additional burden on employers, spouses must merge their 12 weeks if they share employers
- Command Staff has asked to enhance this benefit to allow for spouses to retain their 12 weeks separately and utilize them as such, thereby allowing employees to have their full benefit
- Mayor Knopp asked as to how many employees this would effect
  - A minimal amount of employees currently, although the exact number is unknown

Mayor Peterson moved to approve the Family and Medical Leave Act Policy as presented, effective June 1, 2020

Council Member Hull seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

13. Fire Chief Report

- COVID-19 Update – AC Pilgrim
  - UFA has moved from a 2 day planning cycle to a 7 day cycle, which is more in line with what SLCo and the Health Department are doing
  - Crews have run about 375 calls with potential COVID patients
  - Looking at the next two weeks to determine when to begin a return-to-work, while being mindful of personal challenges and needs of the employees
- UFA Assignments in SLCO Emergency Management
  - UFA has contributed 99 employees to take on assignments in the SLCo EM for both COVID and the earthquake
    - When UFA employees are assigned to EM they are off of the UFA payroll and if backfill is required in Operations, it is funded by SLCo

- Currently, \$375,000 has been assumed by SLCo for UFA payroll, some of this is direct overtime or part-time help, some is assuming responsibility for existing wages
  - With the help and depth UFA provides, SLCo can better focus on decision making
- Station 102 Status Update
  - The station has been unoccupied since March 18
  - KPFF was brought back to reassess the seismic condition and found only non-structural hazards
    - The hazards have been mitigated and the risk of additional aftershocks has significantly reduced over the last 30 days
  - The crew has been housed at Station 111, but will return to Station 102 the first week of June
- Operations Chief Introduction
  - Chief Petersen introduced Operations Chief Dustin Dern
- AC Ziolkowski Retirement
  - Assistant Chief of Administration and Planning, Jay Ziolkowski, will retire the end of May after 27 years
  - Chief expressed his appreciation for all Jay has done for UFA, several Board Members commented on their appreciation for his work
- Mayor Knopp asked about a complaint received related to the Recruit Graduation
  - Mayor Knopp and Mayor Silvestrini were both contacted by a concerned citizen and retired Firefighter regarding his belief that social distancing was not followed during the graduation
  - Chief Petersen appreciates the concern, and explained the extensive steps that were taken to ensure all recruits and employees involved, were following the social distancing guidelines and the limitations on gathering
    - The continuation of Recruit Camp was discussed with the County Health Department at the beginning of the Pandemic
    - UFA determined a need to continue the camp and built in policies to isolate everyone at the training center if a person became ill
    - This was supported by the Health Department and helped prepare the UFA for the potential challenges for staffing by continuing the training for the 31 Firefighters
    - During the graduation ceremony, only health monitored UFA employees were on site, the ceremony was live streamed for family members and the public
    - Chief Petersen approved the removal of the masks and allowed the instructor to be within 6' of the recruit to pin their badge
    - Mayor Knopp appreciated the information and expressed his support for all the effort
    - He also hoped that the retired Firefighter who had complained was watching and felt this would alleviate his concerns
- COVID Collateral Damage
  - Council Member Snelgrove inquired as to whether UFA has noticed an increase in calls that could possibly be related to the Pandemic
    - Operations Chief Dern stated that the data being collected and analyzed relates directly to COVID
    - To date, there has been no study of call types that may be related, such as OD, mental health, suicides, etc.
      - Crews have not seen a particular increase in any one type of call

14. Adjournment

Mayor Silvestrini moved to adjourn the May 19, 2020 meeting  
 Mayor Hale seconded the motion

All voted in favor

15. Closed Session

- Due to the nature of the electronic meeting, and the inability to hold a closed session, the meeting was adjourned prior to holding the session
- No actions were taken following the session

Mayor Sondak moved to adjourn and close the Closed Session

Council Member Stewart seconded the motion

All voted in favor

BOARD MEMBERS IN ATTENDANCE:

Mayor Jeff Silvestrini

Mayor Kristie Overson

Mayor Tom Westmoreland

Mayor Mike Peterson

Council Member Gary Bowen

Mayor Robert Dahle

Council Member Allan Perry

Council Member Jared Henderson

Council Member Sheldon Stewart

Associate Deputy Mayor Mike Reberg

Mayor Harris Sondak

Mayor Robert Hale

Council Member Kathleen Bailey

Mayor Dan Knopp

Council Member Richard Snelgrove

Council Member Trish Hull

BOARD MEMBERS ABSENT:

Mayor Kelly Bush

STAFF IN ATTENDANCE:

CFO Tony Hill

Chief Petersen

CLO Roberts

Cynthia Young, Clerk

OTHER ATTENDEES:

Arriann Woolf

Bryan Case

Bill Brass

Brett Wood, Herriman

Calogero Ricotta

Chad Simons

Claude Wells, Riverton

Clint Mecham

Darren Park

Dom Burchett

Dustin Dern

Embret Fossum

Erica Langenfass

Ginger Watts

Ifo Pili, UFSA

Japheth McGee, Zions

Jay Ziolkowski

Jay Torgersen

Johnathan Ward, Zions

Jordan Terry, Public

Kate Turnbaugh

Matthew McFarland

Matthew Rhoades

Michael Conn

Nile Easton

Riley Pilgrim

Rachel Anderson, UFSA

Ross Fowlks

Ryan Love

Reid Demman, SLCo

Station 110

Stephen Higgs

Steve Quinn

Steve Ball

Steve Prokopis

Wade Watkins

Zach Robinson

**UNIFIED FIRE AUTHORITY  
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING  
MAY 2020**

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
May-20	5/22/2020	2	PAYROLL TRANS FOR 5/15/2020 PAY PERIOD	N/A	\$ 1,435,194.43
May-20	5/8/2020	1	PAYROLL TRANS FOR 4/30/2020 PAY PERIOD	N/A	1,215,609.24
May-20	5/7/2020	83687	SELECTHEALTH	5312020	556,169.30
May-20	5/22/2020	6	URS ACH PAYMENT - 5/22/2020	N/A	514,796.13
May-20	5/8/2020	3	URS ACH PAYMENT - 5/8/2020 PAYROLL	N/A	500,995.51
May-20	5/26/2020	4	EFTPS - 5/22/2020 PAYROLL	N/A	284,105.52
May-20	5/4/2020	1	FUNDS TRANSFER FROM FIRE TO EM - CCTA GRANT DRAWDOWN 5/4/20	N/A	226,587.07
May-20	5/11/2020	2	EFTPS - 5/8/2020 PAYROLL	N/A	226,502.76
May-20	5/6/2020	5062020	WELLS FARGO BUSINESS CARD	Multiple	211,994.75
May-20	5/22/2020	5	STATE TAX ACH PAYMENT - 5/22/2020	N/A	161,039.88
May-20	5/7/2020	83686	PUBLIC EMPLOYEES HEALTH PROGRAM	APRBILL2020	68,328.38
May-20	5/22/2020	83717	UTAH LOCAL GOVERNMENTS TRUST	Multiple	63,950.30
May-20	5/5/2020	50521	LES OLSON COMPANY	Multiple	49,954.66
May-20	5/20/2020	52021	GCS BILLING SERVICES	Multiple	32,583.27
May-20	5/14/2020	83702	STATE OF UTAH - GASCARD	Multiple	25,973.61
May-20	5/7/2020	83679	CUSTOM BENEFIT SOLUTIONS, INC.	5102020	24,371.57
May-20	5/22/2020	83720	CUSTOM BENEFIT SOLUTIONS, INC.	5222020	24,350.74
May-20	5/14/2020	83699	ROCKY MTN POWER	Multiple	20,163.77
May-20	5/22/2020	83719	AFLAC GROUP INSURANCE	3312020	17,310.45
May-20	5/22/2020	83728	AFLAC GROUP INSURANCE	4302020	17,304.13
May-20	5/5/2020	50526	WEIDNER FIRE	Multiple	17,106.95
May-20	5/14/2020	83703	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
May-20	5/22/2020	83707	COMCAST	100580706	15,250.26
May-20	5/7/2020	83675	MAYORS FINANCIAL ADMIN	MFA0000736	12,222.39
May-20	5/22/2020	83713	MAYORS FINANCIAL ADMIN	MFA0000737	12,222.39
May-20	5/7/2020	83691	SELECTHEALTH	05312020RET	11,916.40
May-20	5/7/2020	83682	LOCAL 1696 - IAFF	5102020	9,024.47
May-20	5/22/2020	83722	LOCAL 1696 - IAFF	5222020	9,024.47
May-20	5/28/2020	83742	TELEFLEX LLC	Multiple	8,644.75
May-20	5/14/2020	83704	UTAH DEPT WORKFORCE SERVICES	Multiple	8,178.26
May-20	5/7/2020	83681	INFOARMOR	Multiple	7,888.92
May-20	5/28/2020	83738	LARRY H. MILLER FORD	555435	7,715.00
May-20	5/7/2020	83674	LIFE-ASSIST, INC	989510	6,905.00
May-20	5/13/2020	51322	NAPA AUTO PARTS	43951	6,299.19
May-20	5/13/2020	51321	LES OLSON COMPANY	Multiple	6,051.66
May-20	5/13/2020	51320	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	5,848.50
May-20	5/7/2020	83671	GALLAGHER BENEFIT SERVICES, INC	198286	4,500.00
May-20	5/22/2020	83710	GALLAGHER BENEFIT SERVICES, INC	200766	4,500.00
May-20	5/22/2020	83715	ROWLAND, GERALD KIM	43922	4,166.67
May-20	5/14/2020	83695	FERRELLGAS	Multiple	3,855.11
May-20	5/7/2020	83670	DOMINION ENERGY	Multiple	3,722.12
May-20	5/28/2020	83741	SOS PUMPING SERVICES	Multiple	2,800.00
May-20	5/28/2020	83731	CENTERPOINT	1906	2,750.00
May-20	5/28/2020	83740	SECURLYFT CORPORATION	86	2,500.00
May-20	5/28/2020	83735	IDENTISYS INC.	486632	2,495.00
May-20	5/28/2020	83732	CUSTOM BENEFIT SOLUTIONS	Multiple	2,304.90
May-20	5/5/2020	50524	SERVICEMASTER OF SALT LAKE	133392A	2,250.00
May-20	5/28/2020	83737	L.N. CURTIS AND SONS	INV378519	2,110.50
May-20	5/7/2020	83690	FIREFIGHTERS CREDIT UNION	05102020TV	2,062.72
May-20	5/22/2020	83729	FIREFIGHTERS CREDIT UNION	05222020TV	2,057.96
May-20	5/14/2020	83694	DOMINION ENERGY	Multiple	1,961.81
May-20	5/22/2020	83711	KRONOS INCORPORATED	11599911	1,875.70
May-20	5/28/2020	83730	PUBLIC EMPLOYEES LT DISABILITY	5222020	1,838.94
May-20	5/14/2020	83705	WORKFORCEQA, LLC	Multiple	1,790.00
May-20	5/22/2020	83718	WASATCH FRONT WASTE RECYCLE DIST	Multiple	1,685.00

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\2020-05 Disbursements\10

**UNIFIED FIRE AUTHORITY  
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING  
MAY 2020**

<b>GL Period</b>	<b>Check Date</b>	<b>Ref#</b>	<b>Vendor Name</b>	<b>Invoice#</b>	<b>Check Amount</b>
May-20	5/20/2020	52020	APPARATUS EQUIPMENT & SERVICE, INC	20-IV-3752	1,634.00
May-20	5/7/2020	83680	FIREFIGHTERS CREDIT UNION	05102020SF	1,633.69
May-20	5/22/2020	83721	FIREFIGHTERS CREDIT UNION	5222020	1,633.04
May-20	5/14/2020	83697	KRONOS INCORPORATED	Multiple	1,573.78
May-20	5/22/2020	83714	PURCELL TIRE CO.	2898403	1,452.86
May-20	5/7/2020	83684	OFFICE OF RECOVERY SERVICES	5102020	1,372.25
May-20	5/22/2020	83724	OFFICE OF RECOVERY SERVICES	5222020	1,372.25
May-20	5/7/2020	83678	UTAH COMMUNICATIONS AUTHORITY	68791	1,054.44
May-20	5/22/2020	83712	LOVE COMMUNICATIONS, LLC	53883	975.00
May-20	5/22/2020	83708	DEPARTMENT OF HEALTH	20EM000267	974.25
May-20	5/7/2020	83672	JAN-PRO OF UTAH	Multiple	960.00
May-20	5/22/2020	83716	SALT LAKE COUNTY PUBLIC WORKS	UFA19-0001	936.00
May-20	5/7/2020	83669	A TO Z LANDSCAPING, INC.	24801A	835.33
May-20	5/28/2020	83733	DOMINION ENERGY	Multiple	778.19
May-20	5/22/2020	83709	DOMINION ENERGY	Multiple	751.77
May-20	5/14/2020	83696	IC GROUP	894202	652.96
May-20	5/14/2020	83701	SNOWBIRD RESORT LLC	Multiple	628.79
May-20	5/5/2020	50523	MOUNTAIN ALARM	Multiple	599.70
May-20	5/7/2020	83677	UTAH BROADBAND, LLC	Multiple	597.00
May-20	5/7/2020	83668	911VEHICLE	10929	500.00
May-20	5/14/2020	83692	ARMOR COATINGS LLC	10706	420.00
May-20	5/13/2020	51323	WEIDNER FIRE	56388	418.80
May-20	5/28/2020	83734	HONEY BUCKET	Multiple	380.00
May-20	5/5/2020	50525	WAXIE SANITARY SUPPLY	Multiple	352.00
May-20	5/28/2020	83739	MOTOROLA SOLUTIONS, INC.	Multiple	349.21
May-20	5/5/2020	50522	METRO PLUMBING	9566	250.00
May-20	5/5/2020	50520	GOLD CUP SERVICES INC	Multiple	241.50
May-20	5/7/2020	83683	ND CHILD SUPPORT DIVISION	5102020	179.00
May-20	5/22/2020	83723	ND CHILD SUPPORT DIVISION	5222020	179.00
May-20	5/7/2020	83688	UNIFIED POLICE FEDERATION	5102020	171.00
May-20	5/22/2020	83726	UNIFIED POLICE FEDERATION	5222020	171.00
May-20	5/14/2020	83693	COPPERTON IMPROVEMENT DISTRICT	W-#115 4/20	122.00
May-20	5/14/2020	83700	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 4/20	103.52
May-20	5/7/2020	83676	ROCKY MOUNTAIN WATER COMPANY	Multiple	82.50
May-20	5/28/2020	83736	INTERSTATE BILLING SERVICE, INC.	3019248919	71.45
May-20	5/14/2020	83698	PURCHASE POWER	Multiple	56.65
May-20	5/14/2020	83706	SATCOM GLOBAL INC.	Multiple	53.27
May-20	5/7/2020	83689	UTAH STATE TAX COMMISSION	05102020SC	40.00
May-20	5/22/2020	83727	UTAH STATE TAX COMMISSION	11356700-002-IIT #833	40.00
May-20	5/7/2020	83673	KRONOS INCORPORATED	11598179	39.18
May-20	5/7/2020	83685	POLICE & FIRE MEMORIAL FDN	5102020	28.00
May-20	5/22/2020	83725	POLICE & FIRE MEMORIAL FDN	05222020PFF	28.00
					<b>\$ 5,913,173.65</b>

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

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

X:\Board Docs\2020-05 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING**  
**MAY 2020**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
May-20	5/29/2020	3	EOC TRANSFER - 05/22/2020 PAYROLL	N/A	\$ 212,696.16
May-20	5/29/2020	2	EOC TRANSFER - 05/08/2020 PAYROLL	N/A	177,902.96
May-20	5/22/2020	7459	HAGERTY CONSULTING, INC.	Multiple	155,718.63
May-20	5/28/2020	1	FUNDS TRANSFER FROM EM TO FIRE - APRIL PCARDS	N/A	52,808.18
May-20	5/22/2020	7460	IDENTISYS INC.	Multiple	11,152.03
May-20	5/28/2020	7465	HOLLAND EQUIPMENT COMPANY	74942	8,299.00
May-20	5/20/2020	52022	SERVICEMASTER OF SALT LAKE	133523	7,641.55
May-20	5/22/2020	7463	UTAH LOCAL GOVERNMENTS TRUST	1583134C	6,208.46
May-20	5/14/2020	7457	SYMBOL ARTS, LLC	0352239-IN	4,900.00
May-20	5/5/2020	50528	LES OLSON COMPANY	Multiple	3,870.79
May-20	5/14/2020	7455	ROCKY MTN POWER	E-EOC 4/20	3,594.95
May-20	5/22/2020	7461	MYDBSOLUTIONS LLC	4525	3,518.40
May-20	5/22/2020	7458	A PLUS TREE INCORPORATED	Multiple	2,245.00
May-20	5/14/2020	7456	STATE OF UTAH - GASCARD	Multiple	2,225.49
May-20	5/5/2020	50529	SERVICEMASTER OF SALT LAKE	133392B	1,500.00
May-20	5/22/2020	7462	SYRINGA NETWORKS, LLC	20MAY0223	1,175.00
May-20	5/5/2020	50527	GOLD CUP SERVICES INC	Multiple	794.87
May-20	5/7/2020	7452	A TO Z LANDSCAPING, INC.	24801B	556.89
May-20	5/7/2020	7453	DOMINION ENERGY	G-EOC 4/20	536.50
May-20	5/20/2020	52023	WAXIE SANITARY SUPPLY	Multiple	398.82
May-20	5/28/2020	7466	MAYORS FINANCIAL ADMIN	FAC0000577	290.00
May-20	5/7/2020	7454	PUBLIC EMPLOYEES HEALTH PROGRAM	04302020EOC	268.86
May-20	5/13/2020	51324	WAXIE SANITARY SUPPLY	79131791	53.14
May-20	5/22/2020	7464	WASATCH FRONT WASTE RECYCLE DIST	7064C	50.00
					<b>\$ 658,405.68</b>

**UNIFIED FIRE AUTHORITY  
CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND  
MAY 2020**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
May-20			NONE IN MAY 2020		\$ -
					<u>\$ -</u>



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: Unified Fire Authority Board  
FROM: Fire Chief Dan Petersen  
DATE: June 4, 2020

SUBJECT: Designation of Utah Retirement System (URS) Savings Plan Contributions for Tier 2 Employees and Authorization of Employer Pick Up of Employee Contribution Amount

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### BACKGROUND:

In July 2018, as approved by the UFA Board during the FY 2018-19 budget process, UFA began contributing 6% to the 401(k) URS Savings Plan accounts of all Tier 2 Public Safety and Firefighter employees (both in the Hybrid System and the Defined Contribution Plan) and contributing 3% to the 401(k) URS Savings Plan accounts for all Tier 2 Public Employees (civilian staff).

The Utah State Legislature passed Senate Bill 129 in 2019 and the associated statutory changes to the Tier 2 Firefighter System will take effect on July 1, 2020. The primary changes under the Hybrid System are to increase the multiplier from 1.5% to 2% (on service earned after July 1, 2020) and increase the employer funding from 12% to 14%. Under the 401(k) Option (Defined Contribution Plan), the primary change is to increase the employer contribution from 12% to 14%. The legislation designates that employees in the Hybrid System pay the contribution rate beyond the 14% (for 2020-21 that amount is 2.27%), but the employer can elect to pick that up. If the employer opts to pick that up, then an equivalent amount must be contributed to those employees in the Defined Contribution Plan.

UFA conducted a vote of all 113 employees in the Tier 2 Firefighter Hybrid System to determine if they preferred to make the 2.27% employee contribution amount themselves or to have UFA cover the pick-up portion as part of the 6% amount that is already being contributed. 23 individuals responded to the vote, and the majority (22) indicated they preferred the pick-up option.

### REQUEST:

We are requesting the Board, beginning July 1, 2020, to prospectively pick up and pay required employee contributions for all UFA employees who are members of the New Public Safety and Firefighter Tier 2 Hybrid System subject to a maximum of 2.27% of compensation for each employee.

In addition we are requesting that the Board, also beginning July 1, 2020, modify the additional contributed to the to the 401(k) URS Savings Plan accounts of all Tier 2 Public Safety and Firefighter Hybrid System employees to 1.73% while leaving the amount contributed to the 401(k) URS Savings Plan accounts of all Tier 2 Public Safety and Firefighter Defined Contribution Plan employees at 4% and for all Tier 2 Public Employees at 3%. The 1.73% for those in the Hybrid System is the residual of the original 6% contribution, less the 2% increase to the employer contribution amount and the 2.27% pick up of the employee contributions.

Utah State Retirement Systems requires a formal resolution to authorize picking up the employee contribution amount and Staff has prepared a resolution (attached) for that purpose.



UNIFIED FIRE AUTHORITY  
Resolution No. 6-2020A of 2020

(Designation of Utah Retirement System (URS) Savings Plan  
Contributions for Tier 2 Employees and Authorization of Employer Pick Up of Employee  
Contribution Amount)

A RESOLUTION AUTHORIZING UNIFIED FIRE AUTHORITY TO PICK UP MEMBER  
CONTRIBUTIONS FOR TIER 2 PUBLIC SAFETY and FIREFIGHTER HYBRID SYSTEM  
EMPLOYEES AND TO DESIGNATE OTHER SAVINGS PLAN CONTRIBUTION  
AMOUNTS FOR ALL TIER 2 EMPLOYEES

A. Unified Fire Authority (UFA) employs employees who are eligible for and participate as members in the New Public Safety and Firefighter Tier 2 Contributory Retirement System (further separated into sub-plans known as the Hybrid System and the Defined Contribution Plan) administered by the Utah Retirement Systems (URS) as well as the Tier 2 Public Employees Retirement System.

B. In July 2018, UFA began contributing 6% to the 401(k) URS Savings Plan accounts of all Tier 2 Public Safety and Firefighter employees and has contributed 3% to the 401(k) URS Savings Plan accounts for all Tier 2 Public Employees (civilian staff).

C. The Utah State Legislature passed Senate Bill 129 in 2019 and the associated statutory changes to the Tier 2 Firefighter System will take effect on July 1, 2020. The primary changes under the Hybrid System are to increase the yearly multiplier from 1.5% to 2% (on service years earned after July 1, 2020) and increase the employer funding requirement to URS from 12% to 14%. Under the 401(k) Option (Defined Contribution Plan), the primary change is to increase the required employer contribution to URS from 12% to 14%. The legislation designates that employees in the Hybrid System pay a contribution rate beyond the 14% (for 2020-21 that amount is 2.27%), but provides an option for the employer to elect to pay this amount on behalf of the employee

D. In accordance with federal and state law, including Section 414(h)(2) of the Internal Revenue Code, employers may take formal action to “pick up” required employee contributions, which will be paid by the employer in lieu of employee contributions. If the employer opts to pick that up payment, then an equivalent amount must be contributed to the 401(k)s of employees in the Defined Contribution Plan.

E. UFA desires to formally pick up 2.27% of the employee contributions required to be paid under Utah Code Ann. Subsection [49-23-301\(2\)\(c\)](#), as enacted in S.B. 56, Public Safety and Firefighter Tier II Retirement Enhancements (2020 General Session), for all UFA employees participating in the New Public Safety and Firefighter Tier 2 Hybrid Contributory Retirement System.

F. In addition, UFA desires to contribute an additional 1.73% (the residual of the original 6% contribution, less the 2% increase to the employer contribution amount and the 2.27% pick up of the employee contributions) to the 401(k) URS Savings Plan accounts of all Tier 2 Public Safety and Firefighter Hybrid System employees, 4% to the 401(k) URS Savings Plan accounts of all Tier 2 Public Safety and Firefighter Defined Contribution Plan employees, and 3% to the 401(k) URS Savings Plan accounts of all Tier 2 Public Employees.

G. The UFA Board is duly authorized to take this formal action on behalf of the UFA as a participating employer with the Utah Retirement System.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the

Unified Fire Authority:

1. Beginning July 1, 2020, UFA will prospectively pick up and pay the required employee contributions for all UFA employees who are members of the New Public Safety and Firefighter Tier 2 Contributory Hybrid Systems subject to a maximum of 2.27% of compensation for each employee. This amount will be automatically reduced to reflect any decrease below 2.27% in the URS required employee contribution to be picked up in any subsequent fiscal year

2. The picked-up contributions paid by UFA, even though designated as employee contributions for state law purposes, are being paid by the UFA in lieu of the required employee contributions.

3. The picked up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal or state income tax withholding taxes, until distributed from the Utah Retirements Systems, so that the contributions are treated as employer contributions pursuant to Section 414(h)(2) of the Internal Revenue Code.

4. The picked-up contributions are a supplement and not a salary reduction to UFA employees who are eligible for and participating members in the New Public Safety and Firefighter Tier 2 Contributory Retirement Systems.

5. From and after the date of this pick-up, a UFA employee may not have a cash or deferred election right with respect to the designated employee contributions, including that the employees may not be permitted to opt out of the pick-up and may not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by UFA on behalf of its employees to the Utah Retirement Systems.

6. The picked-up contributions are considered immediately vested by the employee.

7. Beginning July 1, 2020, the amount additional contributed to the to the 401(k) URS Savings Plan accounts of all Tier 2 Public Safety and Firefighter Hybrid System employees will change to 1.73% while the amount contributed to the 401(k) URS Savings Plan accounts of all Tier 2 Public Safety and Firefighter Defined Contribution Plan employees will remain at 4%, and the amount contributed to the 401(k) URS Savings Plan accounts of all Tier 2 Public

Employees will remain at 3%. The additional, voluntary employer contributions described in this paragraph are subject to adjustment by the Board by subsequent resolution.

8. This resolution shall take effect on July 1, 2020.

Passed by the Board of the Unified Fire Authority, this 16<sup>th</sup> day of June 2020.

UNIFIED FIRE AUTHORITY

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

APPROVED AS TO FORM:

ATTEST:

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

\_\_\_\_\_  
Clerk





# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Board of Directors  
FROM: Council Member Sheldon Stewart  
DATE: June 16, 2020

SUBJECT: Oath and Honor

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The Oath and Honor is a code that we all subscribe to.

As an organization we assert that we will conduct ourselves in an ethical manner. As we go about our work each day we take this responsibility seriously and will report any situation where we see questionable practices. Whether we are on scene, in the office, back at the station or in public we recognize that we are members of the Unified Fire Authority and that our actions are a reflection upon our organization. Ethical behavior is at the center and core of our organization. We live, breathe, and operate in an ethical manner and will not allow anything to interfere with the integrity of our organization.

### Code of Ethics

- Avoid any conflict of interest between myself and Unified Fire Authority.
- Facilitate and support a safe work environment and alert the appropriate individuals when safety is compromised.
- Be a steward of the public trust that has been placed in me.
- Maintain an environment of trust and accountability.
- Facilitate open communication and actively participate in this communication.

### Board Responsibilities

As a board we will facilitate the open communication and dialogue necessary to facilitate an ethical environment that is supportive of open and proactive communication. We hold our responsibility and the trust placed in us as stewards of public funds seriously. We will hold those that violate this trust accountable for their actions. We will alert the appropriate authorities when we discover situations that this trust has been violated. We will be vigilant in seeking answers to the concerns and questions raised through the ombudsman process. We will provide the necessary resources to the member's entities of UFA, those in the employ of UFA, and those who receive our services. We will facilitate open communication among all and will hold ourselves accountable for the actions we take.

### Leadership Responsibilities

Employee Responsibilities

Ombudsman Policy and Process

Navigating Ethics

The Oath and Honor

Unified Fire Authority and its predecessor organizations began providing fire services on November 21, 1921 as a group of volunteer firefighters determined to protect the members of its community. This service began as a commitment to members of our community to help bring them piece of mind. As an organization we have provided exceptional services for almost a century. This service has continued to be strong because of those individuals within each of our stations and their love for our community. Despite adversity we haven't missed a call or not been there when our community is in need.

With the strong reputation that exists among our community members and the pride we take in the name of UFA this can all be tarnished by the bad decisions of a few. Whether it is a member of the board, executive team, sworn and non-sworn personnel, one bad decision can have consequences for the whole.

As the chairman of the board it is my desire that we all take an oath to protect the integrity of this organization so that we can focus on our mission:

*INSERT MISSION STATEMENT*

The sworn officers of this organization take an oath; in that oath they are sworn to uphold the constitution and discharge their duties as a firefighter all the way up to the chief. As an organization we can look further into this meaning and should, whether sworn or not, enter into a similar oath.

In honoring the integrity of this organization we must think about how the oath applies to each of us, board members, sworn officers, and non-sworn staff alike. Each day we need to look at what is happening around us in honoring not only our own integrity, but the integrity of the organization as a whole. We must learn from our mistakes and move forward.

We all have seen the impact of how the decisions of the few impact the whole. We have seen moments where the integrity of our organization has been questioned because of those decisions. During these moments the integrity of the majority has remained intact and we have continued to provide exceptional service to our community in the face of adversity.

Today as the chairman of the board I personally take an oath to honor the integrity of UFA and the individuals who we serve not only the members of the community but the members of the UFA family. I commit to:

1. Provided channels for individuals to speak up when they feel something isn't right or looks out of place and do this in a non-threatening environment. It is my commitment to establish an ombudsman line of communication where this information can be shared anonymously with a direct line to the board. Facilitate reporting through the chain of command that is two-way and

unencumbered by rank, allowing for a free flow of thoughts by frontline staff when they have concern.

2. Increase the availability of the Chief, staff, and board members with routine meetings that will facilitate discussion and open the channel for sharing of concerns within the organization.
3. 3. A renewed commitment to the integrity of this organization and further resolving issues within policies that have suppressed open dialogue and communication and that inhibit the performance of individuals within our organization.

As individuals you should feel empowered to speak up when something looks out of place. If there is something that doesn't look right feel free to identify this with your direct line of supervision. If the concerns relate directly to your immediate line of command you should feel free to address this with others in your line of command or share them anonymously through the ombudsman process. Any concern regardless of where it exists should be shared.

Leadership in this organization is responsible for the actions they take and fostering a culture where individuals have the ability to speak-up when something doesn't look right. This responsibility lies with all members of UFA from the board to the newest recruit, we all have an obligation to take an oath and honor the oath and integrity of this organization.

There is no scenario in this organization where the Oath and Honor doesn't apply. Today join with me in taking an oath to honor the integrity of this organization and committing yourselves to honoring the information contained hereafter in UFA's Oath and Honor.

Sheldon B. Stewart  
Chairman of the Board  
February 2017





# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: Unified Fire Authority Board  
FROM: CFO Tony Hill  
DATE: June 16, 2020  
SUBJECT: COVID-19 Expenditure Reimbursements

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Since the inception of the COVID-19 pandemic UFA staff has been carefully tracking costs associated with combating the virus, focusing on the health of our employees, and protecting those we serve. We have also been researching grants and other available sources of reimbursement that we can capture to help offset some of these costs. Currently, we have identified 4 sources of funding:

- HHS Cares funding related to Medicare.
  - \$70,741 (Already received).
  - To be used to prevent, prepare for, and respond to coronavirus. HHS Cares can only be used for health care related expenses or lost revenues attributable to coronavirus.
- Assistance to Firefighters Grant Program (AFG). 90%/10% split.
  - \$125,925 total request.
  - \$66,618 total expenditures, \$59,956 total reimbursement for FY20.
  - To be used for PPE (eye protection, gowns, gloves, footwear covers, respirators, face masks, decontamination supplies, hand sanitizer).
- FEMA Public Assistance Program. 75%/25% split
  - Total amount TBD
  - \$235,917 total expenditures, \$176,938 total reimbursement for FY20
  - To be used to cover personnel costs in the Fire General Fund. Overtime costs for IMT members and backfill for employees held out of work on COVID leave. Those who have tested positive or have had possible exposure.
- CARES Funding through Salt Lake County. 100% covered
  - Total amount TBD
  - \$1,213,140 total expenditure for FY20
  - To be used to cover Emergency Management's cost to respond to coronavirus. OT for EM staff. Salary, OT, and benefits for Operations staff brought into EM. Operational costs to activate the ECC: consultants, supplies, services, food, etc.





# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Board of Directors  
FROM: Chief Petersen  
DATE: June 16, 2020

SUBJECT: Reduction to UFA Canyon Fee by SLCo

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We were notified today that the County Mayor made the recommendation for a 10% reduction to the Public Works section of the County Budget. Both Emergency Management and the Canyon Fee are included in this section. The full 10% reduction for the Canyon Fee would be \$314,441, however, a portion will be covered through a larger reduction to the Emergency Management budget. The UFA will receive \$179,441 less, if the Council accepts the Mayor's recommendation.

Aside from the crews working in the canyons, the most direct relationship to the canyons for funding is the use of the fuels crew for wildfire mitigation and response during the summer months. Eliminating this resource would meet the majority of the reduction without affecting the daily staffing of the stations. However, we would have to find other means of meeting our state match and would lose the response capability of this hand crew during the summer.

Staff will review options in preparation for next week's Board Meeting, however, these four areas have previously been discussed during the budget planning period.

- Increase the Member Fee by \$179,441
- Reduce the contribution to the Capital Fund by \$179,441
- Eliminate the fuels crew assigned predominately in the Canyons (\$157,236)
- Eliminate the new Fire Inspector position (\$128,552)

Please do not hesitate to reach out if you have any questions.



**UNIFIED FIRE AUTHORITY  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN THAT ON June 16, 2020**, at 7:30 AM a public hearing will be held at the Unified Fire Authority Administration Building/Emergency Coordination Center, 3380 South 900 West, Salt Lake City, UT before the Board of Directors of the Unified Fire Authority to receive public comment and consider a resolution amending the 2019-2020 fiscal year budget, and to consider the adoption of the Final budget for the 2020-2021 fiscal year. All budget related items will be discussed at that time. Due to the COVID-19 pandemic, the Board of Directors shall assemble electronically for the meeting as authorized by the Governor's executive order dated March 18, 2020. Information about how to access the electronic meeting will be provided on the agenda which will be posted on the Utah Public Notice Website at least 24 hours in advance of the meeting.

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

In accordance with the Americans with Disabilities Act, the Unified Fire Authority will make reasonable accommodations to participate in the hearing. Requests for assistance can be made by calling 801-743-7213 at least 24 hours in advance of the hearing to be attended.

DATED this 9th day of June, 2020.

PUBLISHED BY ORDER OF THE UNIFIED FIRE AUTHORITY



**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
6/16/2020**

**GENERAL FUND**

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<b>1. \$27,004 Appropriate Committed Fund Balance related to termination payouts</b>		
a. Appropriated fund balance (committed for comp absence)	\$27,004	1034400
b. Vacation/sick payouts (Ops)	\$27,004	1089160
<b>2. \$37,677 SHSP grant for equipment/supplies</b>		
a. Federal grants	\$37,677	1033200
b. Grant purchases	\$37,677	1098266
<b>3. \$70,741 COVID funding from HHS CARES related to Medicare funding allowable to cover lost revenue</b>		
a. Federal assistance	\$70,741	1034220
b. Ambulance revenue	\$70,741	1032100
<b>4. \$59,956 COVID response costs/reimbursements through 90%/10% AFG grant (application submitted; award not yet granted)</b>		
a. Federal grants (AFG)	\$59,956	1033200
b. Medical supplies	\$31,786	1098335
c. Small equipment	\$2,735	1098410
d. Clothing provisions	\$23,420	1098219
e. Janitorial supplies/service	\$2,015	1098280
<b>5. \$176,938 Federal Public Assistance 75% reimbursement for COVID IMT response costs</b>		
a. Federal assistance	\$176,938	1034220
b. Overtime (Ops)	\$19,994	1089120
c. Overtime – Minimum Staffing (Ops)	\$110,716	1089121
d. Overtime (HR)	\$5,081	1092120
e. Overtime (EMS)	\$14,933	1095120
f. Overtime (IO)	\$5,696	1096120
g. Overtime (Logs)	\$8,052	1098120
h. Overtime (Admin)	\$12,466	1099120
<b>6. \$37,742 USAR deployments</b>		
a. USAR reimbursement – deployment	\$37,742	1039451
b. Salary/wages – USAR deployment	\$6,220	1087170
c. Overtime – USAR deployment	\$29,922	1087172
d. Benefits – USAR deployment	\$1,600	1087173
<b>7. \$250,000 Transfer to Wildland Fund for season start-up (short-term loan to be paid back)</b>		
a. Appropriated fund balance	\$250,000	1034400
b. Transfer to Wildland fund	\$250,000	1080200
<b>8. \$1,022,396 Eliminate interfund transfer from General to Capital Replacement fund</b>		
a. Transfer from General fund	\$1,022,396	1080100
b. Appropriated Fund balance	\$1,022,396	1034400

**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
6/16/2020**

**WILDLAND – ENTERPRISE FUND**

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<b>1. \$232,659 Appropriation of net assets for season start-up</b>		
a. Appropriation of net assets	\$232,659	2034400
b. WL Single Resource revenue	\$132,659	2031120
c. WL Engine 302 revenue	\$50,000	2031110
d. WL Engine 301 revenue	\$50,000	2031115
<b>2. \$250,000 Transfer from General Fund for season start-up (short-term loan to be paid back)</b>		
a. Transfer from General fund	\$250,000	2034150
b. Salary/wages	\$175,000	2097100
c. Payroll tax	\$45,000	2097134
d. Workers comp	\$30,000	2097135
<b>3. \$50,000 Transfer from operating to personnel expenditures for 2019 slow season operational savings</b>		
a. Salaries & wages	\$50,000	2097100
b. Travel & transportation	\$35,000	2097425
c. Food provisions	\$5,000	2097260
d. Clothing provisions	\$10,000	2097219
<b>4. \$44,052 Commitment of net assets for Camp Williams program (FY19 net revenue)</b>		
a. Beginning net assets	\$44,052	2028100
b. Committed net assets	\$44,052	2027220

**EMERGENCY SERVICES – SPECIAL REVENUE FUND**

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<b>1. \$1,213,140 Reimbursement from SLCo for COVID-19 activation</b>		
a. Contribution from Salt Lake County	\$1,213,140	4034150
b. Salary/wages	\$181,000	4040100
c. Overtime	\$655,000	4040120
d. Medical/dental/life insurance	\$30,000	4040132
e. Retirement contributions	\$50,000	4040133
f. Payroll tax	\$8,000	4040134
g. Workers compensation	\$37,000	4040135
h. EOC activation-related	\$252,140	4040251
<b>2. \$165,000 Transfer from Professional Services to Activation expenditures for repurpose of third-party contractor to work on COVID-19 support</b>		
a. ECC Activation-related costs	\$165,000	4040251
b. Professional services	\$165,000	4040350

**UNIFIED FIRE AUTHORITY  
BUDGET AMENDMENTS  
6/16/2020**

**FIRE CAPITAL REPLACEMENT FUND**

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<b>1. \$1,022,396 Eliminate interfund transfer from General to Capital Replacement fund</b>		
a. Transfer from General fund	\$1,022,396	5531810
b. Contribution to fund balance	\$1,010,470	5540910
c. Appropriation of fund balance	\$11,926	5531850
<b>2. \$187,050 Proceeds from disposition of fleet (3 apparatus)</b>		
a. Sale of capital assets	\$187,050	5539150
b. Contribution to fund balance	\$187,050	5540910
<b>3. \$45,706 Purchase of truck for UT-TF1 vehicle replacement (to be reimbursed by USAR) – electronically authorized by Finance Committee March 30, 2020</b>		
a. Noncapital expenditures	\$45,706	5540301
b. Reimbursements	\$45,706	5539450

**EM CAPITAL REPLACEMENT FUND**

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<b>1. \$176 Appropriation of fund balance for cost overage on vehicle purchase</b>		
a. Capital outlay	\$176	5640200
b. Appropriation of fund balance	\$176	5631850

**UNIFIED FIRE AUTHORITY  
BUDGET TRANSFERS  
6/16/2020**

**GENERAL FUND**

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- |   |          |          |         |
|---|----------|----------|---------|
| <b>1. \$3,275 Transfer from operating expenditures to personnel for Special Operations training overtime</b>                    |          |          |         |
| a. Overtime - cadre   | \$3,150  |          | 1090125 |
| b. Payroll tax  | \$50     |          | 1090134 |
| c. Workers comp   | \$75     |          | 1090135 |
| d. Education, training & certification  |          | \$3,275  | 1090250 |
| <br>  |          |          |         |
| <b>2. \$30,000 Transfer from IT operating to capital and G&amp;A expenditures for purchase of hard drive shredder and toner</b> |          |          |         |
| a. Capital outlay   | \$10,000 |          | 1094216 |
| b. Office supplies  | \$20,000 |          | 1094345 |
| c. Maintenance of software  |          | \$30,000 | 1094330 |

**EMERGENCY SERVICES – SPECIAL REVENUE FUND**

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- |   |         |         |         |
|---|---------|---------|---------|
| <b>1. \$8,299 Transfer from operating expenditures to capital outlay for purchase of snow pusher for EM telehandler (change approved by SLCo)</b> |         |         |         |
| a. Capital outlay   | \$8,299 |         | 4040216 |
| b. Small equipment  |         | \$8,299 | 4040410 |

**FIRE CAPITAL REPLACEMENT FUND**

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- |   |          |          |         |
|---|----------|----------|---------|
| <b>1. \$33,717 Transfer from capital to noncapital expenditures to purchase laptop and desktop computers instead of network devices/servers</b> |          |          |         |
| a. Noncapital expenditures (cash)   | \$33,717 |          | 5540301 |
| b. Capital outlay – computer software & equipment   |          | \$33,717 | 5540230 |

UNIFIED FIRE AUTHORITY  
Resolution No. 06-2020B of 2020  
(Third Amendment of the Budget for Fiscal Year 2019-2020)

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

PREAMBLE

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

All conditions precedent to amend said budget have been accomplished.

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

SECTION 1. Purpose. The purpose of this Resolution is to accomplish the third amendment to the budget for Fiscal Year 2019-2030.

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

SECTION 3. Effective Date. This Resolution shall take effect on June 16, 2020.

DATED this 16th day of June, 2020.

UNIFIED FIRE AUTHORITY

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

APPROVED AS TO FORM:

ATTEST:

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

\_\_\_\_\_  
Clerk

**UNIFIED FIRE AUTHORITY  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN THAT ON June 16, 2020**, at 7:30 AM a public hearing will be held at the Unified Fire Authority Administration Building/Emergency Coordination Center, 3380 South 900 West, Salt Lake City, UT before the Board of Directors of the Unified Fire Authority to receive public comment and consider a resolution amending the 2019-2020 fiscal year budget, and to consider the adoption of the Final budget for the 2020-2021 fiscal year. All budget related items will be discussed at that time. Due to the COVID-19 pandemic, the Board of Directors shall assemble electronically for the meeting as authorized by the Governor's executive order dated March 18, 2020. Information about how to access the electronic meeting will be provided on the agenda which will be posted on the Utah Public Notice Website at least 24 hours in advance of the meeting.

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

In accordance with the Americans with Disabilities Act, the Unified Fire Authority will make reasonable accommodations to participate in the hearing. Requests for assistance can be made by calling 801-743-7213 at least 24 hours in advance of the hearing to be attended.

DATED this 9th day of June, 2020.

PUBLISHED BY ORDER OF THE UNIFIED FIRE AUTHORITY



**EMERGENCY SERVICES – SPECIAL REVENUE FUND**

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**1. Salt Lake County Reduction to Canyon Protection Fees**

a. SLCo Canyon Protection Fee	(\$179,441)	1034150
b. Contribution to Capital Replacement Fund	(\$179,441)	1080100

**2. Salt Lake County Reduction to Emergency Management**

a. SLCo EM Fee	(\$375,000)	4034300
b. Salary	(\$92,246)	4040100
c. Medical/Dental/Life Insurance	(\$16,402)	4040132
d. Retirement Contribution	(\$22,093)	4040133
e. Payroll Tax	(\$1,338)	4040134
f. Workers Comp	(\$2,081)	4040135
g. Uniform Allowance	(\$840)	4040140
h. Capital Outlay	(\$80,000)	4040216
i. Education, Training & Cert	(\$8,000)	4040250
j. ECC Activation	(\$10,000)	4040251
k. Food Provisions	(\$10,000)	4040260
l. Maintenance of Buildings & Grounds	(\$12,000)	4040315
m. Professional Fees	(\$85,000)	4040350
n. Travel & Transportation	(\$35,000)	4040425





# UNIFIED FIRE AUTHORITY

**TO:** Residents of the UFA Service Area  
**FROM:** Dan Petersen, Fire Chief / CEO  
**SUBJECT:** Fiscal Year 20/21 Budget Message  
**DATE:** May 20, 2020

I am pleased to present to you the Fiscal Year 2020/2021 approved budget for Unified Fire Authority (UFA). This budget has been prepared in accordance with the Uniform Fiscal Procedures Act for Cities (UCA 10-6) as approved by Interlocal Agreement, and 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 approved budget is structurally balanced for each fund, with projected fund balances at or above the minimum reserve required by state law and UFA policy.

## Overview of Unified Fire Authority

UFA is Utah's largest fire agency with 694 employees serving 422,049 residents in 15 municipalities and Salt Lake County. The UFA provides service to all unincorporated areas of Salt Lake County and one municipality (Eagle Mountain) in Utah County.

The UFA is a full-service fire agency, providing fire suppression, advanced life support (first response and transport), rescue, hazardous materials, bomb response, fire investigation, code enforcement, hazardous materials inspections, and Emergency Management for all of Salt Lake County. UFA is the sponsoring agency of Utah Task Force 1, one of 28 FEMA Urban Search and Rescue Teams in the nation, provides Fire Management services for Camp Williams.

UFA operates as an independent fire authority under the direction of the UFA Board of Directors. Each of the municipalities appoints one elected official from their municipality to serve on the UFA Board of Directors except for Salt Lake County who can appoint two officials.

The Members of UFA own their Fire Stations and the UFA provides all the service, including the apparatus and equipment. Most municipalities are part of the Unified Fire Service Area (UFSA), a taxing authority that collects property tax to fund the service by UFA and the Fire Stations. Three municipalities are direct members to the UFA and not part of the UFSA.



In 2019, UFA responded to 28,388 emergency incidents with 56,479 unit responses from 24 fire stations. UFA staffs 17 engine companies, 7 ladder companies, 13 ambulance crews (nine during the night), and 3 Battalion Chiefs every day. All crews have the training and equipment to mitigate the problems in their area, however, three fire stations specialize in hazardous materials, two in heavy rescue, four in water rescue, and one serves as the wildland duty officer with the authority to call for larger state assets, such as initial attack aircraft.

## Accomplishments, Wicked Issues, and Initiatives

Section 2-2 of the FY20/21 Budget is a full list of UFA progress on the Strategic Plan along with the “Wicked Issues” and initiatives to address the challenges facing the UFA. The UFA follows the Strategic Plan closely to make sure resources are focused on providing quality service and value for the communities. As part of this effort, staff embrace the concept of identifying the problems that are challenging to resolve (Wicked Issues) and crafting initiatives to chart the course for improving the value and quality of service.

## Budget Overview and Process

This budget continues to focus on providing quality service, value, and full engagement in the communities we serve. We are your local Fire Department. To provide the value, all Divisions have scrutinized their budget to allow the UFA to provide essential services to the community, with the least amount of support and administration costs possible. This budget represents a reduction of support services from 16.1% of the total budget in FY19/20 to 14.8% in FY20/21.

On March 30, 2020, the Board Benefits and Compensation Committee, with full support of staff, recommended exclusion of the Market and COLA increases in the proposed budget, as a response to the unknown impact to the economy from the COVID-19 pandemic. A market adjustment would increase expenditures by \$519,034 or a .94% increase to the Member Fee.

On May 7, 2020, the Board Finance Committee, with full support of staff, recommended a reduction of \$270,352 to the proposed budget. Included were rescinding the redlining of Chief Officers, eliminating the banquet and a proposed part-time event coordinator, reducing travel and transportation, capturing increases to liability insurance, and retaining a Captain in EMS instead of a Specialist. The Finance Committee recommended the UFA Board of Directors consider a Market Adjustment in late fall after there is more information about the economy.

On May 19, 2020, the Board of Directors accepted the recommendation of the Finance Committee along with an increase of \$35,220 in expenditures to convert individual ESRI accounts to an enterprise account and a restructure of the Emergency Manager position funded by Salt Lake County. These adjustments did not impact the Member Fee, the expenditure increase was offset by reducing the contribution to the Capital Fund and use of fund balance in the Emergency Management Fund.

Two major impacts to FY20/21 budget are the full year of sworn wage increases carried over from FY19/20 (\$785,747) and an increase in overtime to maintain minimum staffing (\$700,000). Together, these represent a 2.68% increase to the Member Fee, however, staff is proposing an increase to the Member Fee of 1.51% (\$838,453) with an additional increase for the UFSA of \$400,982 for the 4<sup>th</sup> person on Medic Ladder 252, which was included in the current UFSA Budget.

## Proposed FY 2020/2021 Budget

<b>BEGINNING FUND BALANCE (% of Revenue)</b>	9,620,000	13.72%
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<b>REVENUE</b>	<b>BUDGET</b>	<b>% CHANGE</b>
Member Fee	\$56,287,683	1.51%
UFSA Member Fee: UFSA fourth member on one crew	\$400,982	
Ambulance Fees	\$8,025,000	7.00%
Salt Lake County Canyon Fees: SLCo is considering a mid year budget reduction up \$178,000	\$3,175,714	0.00%
Other projected revenue	\$2,211,334	4.92%
<b>TOTAL REVENUE</b>	<b>\$70,100,713</b>	<b>3.36%</b>

<b>EXPENSES</b>	<b>BUDGET</b>	<b>% CHANGE</b>
Personnel	\$59,223,490	3.20%
Non Personnel	\$9,596,850	4.45%
Debt Service	\$3,659,367	-1.33%
Capital Outlay	\$131,740	-30.30%
<b>TOTAL EXPENDITURES</b>	<b>\$72,611,447</b>	<b>3.06%</b>

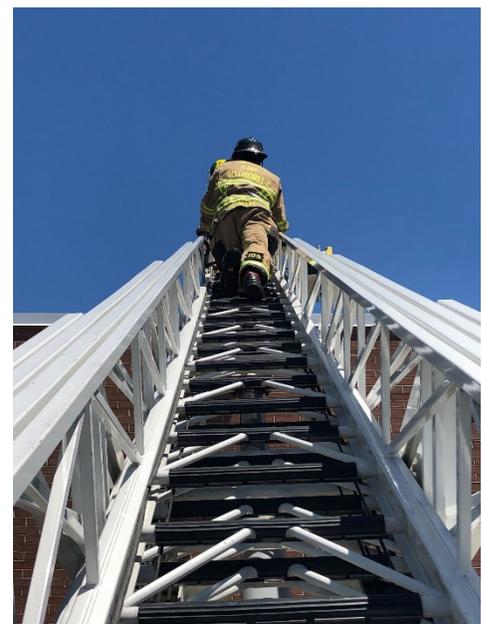
NET TRANSFERS IN/OUT	-\$92,273	-305.05%
CONTRIBUTION TO THE CAPITAL FUND:	-\$1,058,432	-9.22%

<b>ENDING FUND BALANCE (% of Revenue)</b>	\$5,958,561	8.50%
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**UNDER EXPEND / MEMBER FEE CREDIT:** The anticipated under expend each year is returned to the members as a discount to the Member Fee (*Revenue - Expenditures +/- Net Transfers*).

Close monitoring of this under expend is critical for sustainability. Staff proposes applying \$2,567,787 from FY19/20 under expend to the Member Fee Credit. Staff plans to reduce the dependency on this under expend to approximately \$1.5 million after the 2015 Capital Lease payment terminates in December 2021.

**CONTRIBUTION TO CAPITAL REPLACEMENT FUND:** Funds transferred to the Capital Fund that are in excess of the Member Fee Credit and the 8.5% of revenue used for Ending Fund Balance. Staff proposes contributing \$1,058,432 to the Capital Fund.



## Key Budget Impacts for the FY20/21 Proposed Budget

DESCRIPTION	Adjustment	Member Fee Impact
<b>Eliminate One Battalion:</b> Replace three Shift District Chiefs with one 40-hour exempt Operations Chief. With the recent announcement of a Captain retirement, most of the reduction has been realized; one additional BC FTE will be utilized to cover vacancies across battalions. (OPERATIONS)	-\$313,000	-0.63%
<b>Eliminate Administrative Assistant.</b> Elimination of one assistant position in the Administration and Planning Section (ADMINISTRATION)	-\$75,000	-0.14%
<b>Eliminate EMS Staff and reduce Overtime:</b> Eliminate one specialist position and reduce overtime. Utilize selected on duty crews to assist the EMS Division with training, Narcotics, Q/A, and other areas to maintain support from Medical. A second EMS position has been transferred to Behavioral Health and Wellness. (EMS/ADMIN)	-\$237,000	-0.43%
<b>Reduce Training Cadre Overtime:</b> More utilization of on duty crews for direct training delivery (TRAINING)	-\$45,000	-0.08%
<b>Step Increases vs. Retirement:</b> Net cost of employees advancing in the step plan offset by separation of 15 employees in FY19/20 who are replaced by entry level employees.	-\$90,284	-0.16%
<b>Carryover Wage Costs from FY 19/20:</b> Full year cost of wages authorized by the Board of Directors in FY19/20.	\$785,747	1.42%
<b>Increase Staffing Overtime:</b> Increase in Constant Staffing Overtime to maintain minimum staffing. (OPERATIONS)	\$700,000	1.26%
<b>Health Insurance:</b> The projected increase in cost to the UFA. 80/20 Split with employee. (2.7%)	\$148,685	0.27%
<b>Liability Insurance:</b> The projected increase by our current carrier. Staff is exploring options to discuss with the Board of Directors (20.4%)	\$96,550	0.17%
<b>Medicaid Assessment Fee:</b> The projected increase in cost to collect full base rate on Medicaid transports. (14.3%)	\$50,000	0.09%
<b>Valley Emergency Communications (VECC):</b> The projected increase in cost to the UFA. (12%) (OPERATIONS)	\$88,450	0.16%
<b>Nine Firefighter Positions:</b> Cost to convert three EMS only positions each day to full time Firefighters (three per shift). Cost of FF is 1/2 of the year, offset by not filling the three EMT positions each day for the full year. (OPERATIONS)	\$162,211	0.29%
<b>Increased Pay for Part Time Paramedics:</b> Cost to increase the hourly rate from \$18 to \$25 per hour in order to recruit and retain these positions. (OPERATIONS)	\$164,000	0.30%
<b>Fuels Crew:</b> Fund the Fuels Crew working in the UFA. Wildland funded this as a trial in FY19/20, however, due to the slow year, they will be unable to fund it for FY20/21. Cost is equal to the match required by the State. (WILDLAND TRANSFER)	\$157,236	0.28%
<b>Fire Inspector Position:</b> One additional Fire Inspector to inspect higher risk occupancies more frequently. If the economic recovery is close to the pre-COVID-19 pace, Fire Prevention will need an additional 3-4 Fire Inspectors. (PREVENTION)	\$128,552	0.23%

## FY20/21 Capital Replacement Fund

The Capital Replacement Plan identifies the current cost and estimated life span of all apparatus and equipment. Financing the Capital Replacement Plan is accomplished with three rotating capital leases, smoothing out the cost of major apparatus and equipment.

Fund Balance is available for capital purchases in between capital lease purchases. Funding is provided through transfers from the General Fund, sale of apparatus and equipment, EMAC mobilization fees for apparatus, and proceeds from the issuance of debt.

<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>2,750,000</b>
<b>REVENUE</b>	<b>BUDGET</b>
SALE OF CAPITAL ASSETS	\$100,000
REIMBURSEMENTS	\$0
INTEREST INCOME	\$50,000
<b>TOTAL REVENUE</b>	<b>\$150,000</b>
<b>EXPENSES</b>	<b>BUDGET</b>
NONCAPITAL EXPENDITURES	\$230,300
CAPITAL OUTLAY	\$149,650
<b>TOTAL EXPENDITURES</b>	<b>\$379,950</b>
TRANSFER FROM GENERAL FUND	\$1,058,432
PROCEEDS FROM ISSUANCE OF DEBT	\$0
CONTRIBUTION TO FUND BALANCE	\$0
<b>NET TRANSFERS</b>	<b>\$1,058,432</b>
<b>ENDING FUND BALANCE</b>	<b>\$3,578,482</b>

The proposed capital purchases for FY20/21 include SCBA cylinders, automatic external defibrillators, laryngoscopes, vehicle lifts, remote controlled water rescue drone, and new ice machines for all fire stations.

There are two leases in place with the third scheduled for December 2021. This lease was pushed back one year to assist in addressing market wage for sworn employees. The third lease in the rotation will be proposed in the FY21/22 Budget. Scheduled purchases are outlined in the Capital Replacement Plan spreadsheet.

The December 2015 lease was secured prior to this Capital Replacement Plan and is approximately \$1 million more than the individual payments proposed in this plan. In FY21/22, staff will propose to transfer \$1 million back to the General Fund to assist with the payment of the new December 2021 lease payment, while still making the final payment of the December 2015 lease payment in December 2021.

## Member Fee System

The Member Fee System assesses each member for the services provided to their area, while benefiting from cost sharing of the regional delivery of overall services. The method uses a direct cost for staffing the Engine or Truck Company first due area in the UFA member's area and a shared cost for all the services that are regional. The regional costs are broken into Service Delivery, Support Services and Capital Replacement and shared equally between all the engine and truck companies, regardless of crew size.



The Member Fee System makes it very simple to determine the cost of services for a community. For FY20/21, every three-person crew cost \$2,168,282 and a four-person crew costs \$2,569,264. This cost provides access to all services provided by the UFA. As an example, a three-station municipality who staffs one three-person crew at each station would cost \$6,504,846. UFA, as an independent organization, provides all administrative services such as Finance, HR, Legal, and Insurance in addition to the service delivery and a capital replacement program for apparatus and equipment.

If the first due area overlaps between members, the percentage of emergency incidents within each member's portion of the area over a three-year period determines the percentage of that member's cost for that crew. Ambulances are part of the total agency service delivery with the net cost (Cost of service less transport revenue) shared by all municipalities and factored into the regional portion of the member fee system. The following chart displays the service demand proportioned between members for FY20/21:

Member	FY19/20	FY20/21
Alta	0.28%	0.14%
Cottonwood Heights	6.89%	6.88%
Holladay	4.67%	4.54%
UFGA	88.17%	88.44%

The Town of Alta faced a significant shift in cost due to the determination that the Salt Lake County Canyon Fee could not be applied to the Town of Alta. Previously, the UFA and UFGA accepted a reduced cost for Station 113, based on the belief that the Canyon Fee could be used to offset the cost to the town. In FY19/20, 7.5% of the cost for Station 113 was assessed to the Town of Alta. The service demand over the last three years, for the Town of Alta, is 33%.

The Town of Alta has voted to join the UFGA effective January 1, 2021. This budget maintains their 7.5% assessment of Station 113 for the first six months. UFGA approved this transition at their April 21, 2020 Board Meeting along with a declaration to conduct a boundary adjustment to annex the town of Alta effective January 1, 2021.

The City of Riverton has provided a notice of intent to withdraw from the UFGA and transition to a direct member of the UFA. Staff proposes to make a mid-year budget amendment once the UFGA and Riverton reach agreement on the separation.

## Member Fee

Staff proposes a 1.51% overall increase to the Member Fee with an additional increase to the UFSA as a result of approving the fourth person on ML252 in Eagle Mountain in their FY20 budget. After applying adjustments to the service demand proportioning and the Member Fee Credit, the following chart displays the adjusted fee for each member:

Member	FY19/20	FY20/21	Change	%
Alta	\$152,665	\$77,787	(74,878)	-49.05%
Cottonwood Heights	\$3,818,822	\$3,900,378	81,556	2.14%
Holladay	\$2,586,904	\$2,576,464	(10,440)	-0.40%
UFSA	\$48,890,839	\$50,134,036	1,243,197	2.54%

Note: Alta's fee is for the first six months. UFSA's increase includes the full cost of Station 113 that serves the town of Alta beginning 1/1/21. UFSA will begin collecting property tax from the Town of Alta on January 1, 2021.

## 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 patrons and the current economy.

Therefore, the Unified Fire Authority presents this approved budget for Fiscal Year 20/21 to the public for their comments at the Public Hearing scheduled for June 16, 2020.

Respectfully,

*Dan Petersen*

Fire Chief / Chief Executive Officer  
Unified Fire Authority





UNIFIED FIRE AUTHORITY  
Resolution No. 06-2020C of 2020  
(Adopting the final budget for fiscal year 2020-2021)

A RESOLUTION OF THE UNIFIED FIRE AUTHORITY ADOPTING THE FINAL BUDGET  
FOR UNIFIED FIRE AUTHORITY FOR FISCAL YEAR 2020-2021

PREAMBLE

Pursuant to the provisions of Section 11-13-508 of the Utah Code Annotated, the Authority's Budget Officer prepared and filed, with the Board, a tentative budget in proper form for all funds for which budgets are required by said law for fiscal year 2020-2021.

That tentative budget was adopted by the Board, on May 19, 2020.

Section 11-13-511 of the Utah Code Annotated requires the governing body, by resolution, to adopt a budget for the ensuing fiscal year for each fund for which a budget is required.

The Authority's Budget Officer has now prepared a final budget, in proper form, for all funds for which budgets are required by law.

NOW, THEREFORE, be it resolved by the Board of Directors of the Unified Fire Authority:

SECTION 1. PURPOSE. The purpose of this resolution is to adopt the final budget for fiscal year 2020-2021 and establish the wage and benefits provided to UFA employees pursuant to said budget. All conditions precedent to the adoption of the final budget have been accomplished.

SECTION 2. ADOPTION OF FINAL BUDGET. The budget attached hereto and made a part of this Resolution as "Exhibit A," shall be, and the same hereby is adopted as the final

budget of Unified Fire Authority for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the requirements of the Utah Code Annotated.

SECTION 3. SALARIES & BENEFITS. The Board also establishes by adoption of this Resolution and budget the attached wage schedules for Fiscal Year 2020-2021, attached as “Exhibit B” and incorporated by reference herein, statement of Employee Benefits, attached as “Exhibit C” and incorporated by reference herein, for non-contractual employees, and Fee Schedule attached as “Exhibit D” and incorporated by reference herein.

SECTION 4. FILING OF BUDGET. The Authority’s Budget Officer is hereby authorized and directed to certify and file copies of said final budget with the State Auditor as required by Section 11-13-514 of the Utah Code Annotated.

SECTION 5. PUBLIC INSPECTION. The Authority’s Budget Officer is hereby authorized and directed to certify and file copies of said final budget in the office of said Budget Officer, which budget shall be available for public inspection during regular business hours as required by law.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect upon approval.

Passed by the Board of the Unified Fire Authority, this 16th day of June, 2020.

UNIFIED FIRE AUTHORITY

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

APPROVED AS TO FORM:

ATTEST:

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

\_\_\_\_\_  
Clerk

**EXHIBIT A**

**UFA BUDGET FOR FISCAL YEAR 2020-2021**

**EXHIBIT B**  
**WAGE SCHEDULES**

**UNIFIED FIRE AUTHORITY  
FIREFIGHTER PAY PLAN  
EFFECTIVE JULY 1, 2020**  
Reflects a 0% COLA July 1, 2020

	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	S11	S12
P 1	34,134	35,073	36,038	37,029	38,047	39,093	40,168	41,273	42,408	43,574	44,772	46,003
P 2	35,099	36,064	37,056	38,075	39,122	40,198	41,303	42,439	43,606	44,805	46,037	47,303
P 3	36,092	37,085	38,105	39,153	40,230	41,336	42,473	43,641	44,841	46,074	47,341	48,643
P 4	37,113	38,134	39,183	40,261	41,368	42,506	43,675	44,876	46,110	47,378	48,681	50,020
P 5	38,162	39,211	40,289	41,397	42,535	43,705	44,907	46,142	47,411	48,715	50,055	51,432
P 6	39,241	40,320	41,429	42,568	43,739	44,942	46,178	47,448	48,753	50,094	51,472	52,887
P 7	40,351	41,461	42,601	43,773	44,977	46,214	47,485	48,791	50,133	51,512	52,929	54,385
P 8	41,492	42,633	43,805	45,010	46,248	47,520	48,827	50,170	51,550	52,968	54,425	55,922
P 9	42,665	43,838	45,044	46,283	47,556	48,864	50,208	51,589	53,008	54,466	55,964	57,503
P 10	43,871	45,077	46,317	47,591	48,900	50,245	51,627	53,047	54,506	56,005	57,545	59,127
P 11	45,112	46,353	47,628	48,938	50,284	51,667	53,088	54,548	56,048	57,589	59,173	60,800
P 12	46,353	47,628	48,938	50,284	51,667	53,088	54,548	56,048	57,589	59,173	60,800	62,472
P 13	47,628	48,938	50,284	51,667	53,088	54,548	56,048	57,589	59,173	60,800	62,472	64,190
P 14	48,938	50,284	51,667	53,088	54,548	56,048	57,589	59,173	60,800	62,472	64,190	65,955
P 15	50,284	51,667	53,088	54,548	56,048	57,589	59,173	60,800	62,472	64,190	65,955	67,769
P 16	51,667	53,088	54,548	56,048	57,589	59,173	60,800	62,472	64,190	65,955	67,769	69,633
P 17	53,088	54,548	56,048	57,589	59,173	60,800	62,472	64,190	65,955	67,769	69,633	71,548
P 18	54,548	56,048	57,589	59,173	60,800	62,472	64,190	65,955	67,769	69,633	71,548	73,516
P 19	56,048	57,589	59,173	60,800	62,472	64,190	65,955	67,769	69,633	71,548	73,516	75,538
P 20	57,589	59,173	60,800	62,472	64,190	65,955	67,769	69,633	71,548	73,516	75,538	77,615
P 21	59,173	60,800	62,472	64,190	65,955	67,769	69,633	71,548	73,516	75,538	77,615	79,749
P 22	60,800	62,472	64,190	65,955	67,769	69,633	71,548	73,516	75,538	77,615	79,749	81,942
P 23	62,472	64,190	65,955	67,769	69,633	71,548	73,516	75,538	77,615	79,749	81,942	84,195
P 24	64,190	65,955	67,769	69,633	71,548	73,516	75,538	77,615	79,749	81,942	84,195	86,510
P 25	65,955	67,769	69,633	71,548	73,516	75,538	77,615	79,749	81,942	84,195	86,510	88,889
P 26	67,769	69,633	71,548	73,516	75,538	77,615	79,749	81,942	84,195	86,510	88,889	91,333
P 27	69,633	71,548	73,516	75,538	77,615	79,749	81,942	84,195	86,510	88,889	91,333	93,845
P 28	71,548	73,516	75,538	77,615	79,749	81,942	84,195	86,510	88,889	91,333	93,845	96,426
P 29	73,516	75,538	77,615	79,749	81,942	84,195	86,510	88,889	91,333	93,845	96,426	99,078
P 30	75,538	77,615	79,749	81,942	84,195	86,510	88,889	91,333	93,845	96,426	99,078	101,803
P 31	77,615	79,749	81,942	84,195	86,510	88,889	91,333	93,845	96,426	99,078	101,803	104,603
P 32	79,749	81,942	84,195	86,510	88,889	91,333	93,845	96,426	99,078	101,803	104,603	107,480
P 33	81,942	84,195	86,510	88,889	91,333	93,845	96,426	99,078	101,803	104,603	107,480	110,436
P 34	84,195	86,510	88,889	91,333	93,845	96,426	99,078	101,803	104,603	107,480	110,436	113,473
P 35	86,510	88,889	91,333	93,845	96,426	99,078	101,803	104,603	107,480	110,436	113,473	116,594

**UNIFIED FIRE AUTHORITY  
EXEMPT SWORN POSITION PAY PLAN  
July 1, 2020, through June 30, 2021**

The scale reflects 0% COLA:

Salt Lake County Emergency Manager	\$136,000
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Operations Chief	\$139,828
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Assistant Chief	\$145,680	\$149,687	\$153,811
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**UNIFIED FIRE AUTHORITY**

**P/T & F/T CIVILIAN PAY PLAN**

**FISCAL YEAR 2021 (7/1/20 through 6/30/21)  
reflects a 0.0% COLA effective July 1, 2020**

Grade	Hourly		Semi-Monthly		Monthly		Annual	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
5	9.20	12.26	797.67	1 062.79	1 595.33	2 125.58	19 144	25 507
6	9.67	12.87	837.83	1 115.75	1 675.67	2 231.50	20 108	26 778
7	10.13	13.53	878.04	1 172.33	1 756.08	2 344.67	21 073	28 136
8	10.64	14.21	921.75	1 231.13	1 843.50	2 462.25	22 122	29 547
9	11.18	14.90	968.96	1 291.75	1 937.92	2 583.50	23 255	31 002
10	11.71	15.62	1 015.04	1 353.54	2 030.08	2 707.08	24 361	32 485
11	12.29	17.13	1 065.04	1 484.67	2 130.08	2 969.33	25 561	35 632
12	12.87	17.98	1 115.75	1 558.00	2 231.50	3 116.00	26 778	37 392
13	13.51	18.88	1 171.08	1 636.58	2 342.17	3 273.17	28 106	39 278
14	14.15	19.83	1 225.96	1 718.79	2 451.92	3 437.58	29 423	41 251
15	14.83	20.82	1 285.29	1 804.42	2 570.58	3 608.83	30 847	43 306
16	15.56	21.84	1 348.88	1 893.04	2 697.75	3 786.08	32 373	45 433
17	16.32	22.92	1 414.71	1 986.79	2 829.42	3 973.58	33 953	47 683
18	17.13	24.04	1 484.67	2 083.50	2 969.33	4 167.00	35 632	50 004
19	17.98	25.23	1 558.00	2 186.67	3 116.00	4 373.33	37 392	52 480
20	18.87	26.49	1 635.58	2 295.63	3 271.17	4 591.25	39 254	55 095
21	19.79	27.81	1 715.29	2 410.42	3 430.58	4 820.83	41 167	57 850
22	20.78	29.18	1 801.00	2 528.71	3 602.00	5 057.42	43 224	60 689
23	21.79	30.63	1 888.42	2 654.50	3 776.83	5 309.00	45 322	63 708
24	22.86	33.61	1 981.00	2 913.25	3 962.00	5 826.50	47 544	69 918
25	23.97	35.30	2 077.13	3 059.50	4 154.25	6 119.00	49 851	73 428
26	25.14	37.08	2 179.13	3 213.29	4 358.25	6 426.58	52 299	77 119
27	26.39	38.93	2 286.83	3 374.08	4 573.67	6 748.17	54 884	80 978
28	27.70	40.88	2 400.54	3 543.04	4 801.08	7 086.08	57 613	85 033
29	29.07	42.93	2 519.38	3 720.79	5 038.75	7 441.58	60 465	89 299
30	30.51	45.08	2 644.00	3 907.17	5 288.00	7 814.33	63 456	93 772
31	32.03	47.34	2 775.71	4 103.00	5 551.42	8 206.00	66 617	98 472
32	33.63	49.71	2 914.46	4 308.08	5 828.92	8 616.17	69 947	103 394
33	35.29	52.19	3 058.29	4 523.13	6 116.58	9 046.25	73 399	108 555
34	37.05	54.80	3 211.00	4 749.13	6 422.00	9 498.25	77 064	113 979
35	38.87	57.53	3 368.83	4 985.67	6 737.67	9 971.33	80 852	119 656
36	40.79	60.40	3 535.50	5 234.50	7 071.00	10 469.00	84 852	125 628
37	42.82	63.38	3 710.92	5 493.25	7 421.83	10 986.50	89 062	131 838
38	44.96	66.54	3 896.13	5 767.13	7 792.25	11 534.25	93 507	138 411
39	47.19	69.88	4 090.21	6 056.67	8 180.42	12 113.33	98 165	145 360
40	49.51	73.36	4 291.21	6 357.88	8 582.42	12 715.75	102 989	152 589
41	52.01	76.99	4 507.42	6 672.42	9 014.83	13 344.83	108 178	160 138
42	54.60	80.84	4 732.25	7 006.38	9 464.50	14 012.75	113 574	168 153

**UNIFIED FIRE AUTHORITY PART-TIME**

**EMS PAY PLAN**

**FISCAL YEAR 2021 (7/1/20 through 6/30/21)**

<b>Category</b>	<b>Hourly Rate</b>
EMS Starting	12.25
EMS 6 Months	12.75
EMS 1.5 ears	13.25
EMS 2.5 ears	13.75
Paramedic (when assigned)	25.00

## PAY SCALE FOR 2020 SEASONAL WILDLAND FIREFIGHTERS

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>GS 3 (Entry Level Firefighter)</b> - No experience	<b>Basic</b>	12.74	N/A								
	<b>Overtime</b>	19.11	N/A								
<b>GS3 (Experienced Firefighter, Crew Member)</b> - Minimum one year of documented fire experience - Firefighter Type 2 qualified (FFT2)	<b>Basic</b>	N/A	13.16	13.59	14.01	14.44	14.86	15.29	15.71	16.14	16.56
	<b>Overtime</b>	N/A	19.74	20.39	21.02	21.66	22.29	22.94	23.57	24.21	24.84
<b>GS 4 (Lead Crew Member, Engine Operator, Sawyer, Lead EMT)</b> 1 - Commercial Driver License (Lead Crew; ENOP) - <b>Lead Crew Member</b> - FFT1 / ICT5 Task Book Initiated - FALB Task Book Initiated - <b>Engine Operator (ENOP)</b> -ENOP Task Book Initiated - FFT1 / ICT5 Task Book Initiated - Sawyer must be "B" Faller qualified (FALB) -Lead EMT (EMT or AEMT fireline qualified)	<b>Basic</b>	14.30	14.78	15.25	15.73	16.21	16.68	17.16	17.64	18.11	18.59
	<b>Overtime</b>	21.45	22.17	22.88	23.60	24.32	25.02	25.74	26.46	27.17	27.89
<b>GS 5 (Squad Leader, Asst. Module Leader) 2</b> - Firefighter Type 1 qualified (FFT1) - Incident Commander Type 5 qualified (ICT5) - Commercial Driver License - Single Resource Task Book Initiated - "B" Faller (FALB) *handcrew only - Engine Operator (ENOP) **engine only	<b>Basic</b>	16.00	16.53	17.07	17.60	18.13	18.67	19.20	19.74	20.27	20.80
	<b>Overtime</b>	24.00	24.80	25.61	26.40	27.20	28.01	28.80	29.61	30.41	31.20
<b>GS 6 (Crew Boss, Engine Boss - Module Leader) 3</b> <b>GS 6 must be qualified at the Single Resource level in:</b> -Engine Boss (ENGB) and/or -Crew Boss (CRWB) - Incident Commander Type 5 qualified (ICT5) - Commercial Driver License -Incident Commander Type 4 (ICT4) Task Book Initiated and/or -Strike Team or Task Force Leader Task Book Initiated 1 - Lead Crew Member; Sawyer (SL1); Engine Operator (CW), Lead EMT both 2 - Squad Boss (SL1); Asst. Module Leader (CW) 3 - Crew Boss (SL1), Engine Boss (E302, CW), Module Leader (CW) UPDATED 4/6/2020	<b>Basic</b>	17.84	18.43	19.02	19.62	20.21	20.81	21.40	22.00	22.59	23.18
	<b>Overtime</b>	26.76	27.65	28.53	29.43	30.32	31.22	32.10	33.00	33.89	34.77

**EXHIBIT C**  
**STATEMENT OF EMPLOYEE BENEFITS**

## Unified Fire Authority Explanation of Benefits

**Health Insurance:** Provides coverage for necessary medical care, accident treatment, surgery, prescription drugs and other miscellaneous eligible expenses. Employees currently have the choice of two different plans with SelectHealth. The plans are the Med Plus Plan or the Care Plus Plan. UFA currently pays 80% of the total premium for either plan for employees eligible for benefits. (Please refer to insurance cost page for specific amounts) [www.selecthealth.org](http://www.selecthealth.org)

**Dental Insurance:** Provides coverage for both routine and special treatment by dentists, orthodontist, oral surgeons, etc. UFA only offers one dental option and that is PEHP Preferred Dental. [www.pehp.org](http://www.pehp.org)

**Life Insurance:** UFA currently provides each employee, who is eligible for benefits, with \$25,000 of minimum life insurance. Employees may obtain additional insurance (up to \$500,000, based on underwriting) at their own expense. Employees may also obtain insurance for their spouse and child (based on underwriting). [www.pehp.org](http://www.pehp.org)

**Accidental Death and Dismemberment (AD&D) Insurance:** Provides benefits in the event of an accidental death, loss of use of limbs, speech, hearing or eye sight due to an accident, subject to the limitations of the policy. UFA currently provides \$25,000 in coverage for each employee, who is eligible for benefits. Employees may obtain additional insurance (ranging from \$25,000 to \$250,000) at their own expense. [www.pehp.org](http://www.pehp.org)

**401(K) or 457 plans:** Voluntary tax-deferred retirement savings programs authorized under sections 401(k) and 457 of the Internal Revenue Code. All UFA employees may defer portions of their own salary into these accounts, which are administered by Utah Retirement Systems (URS). URS also offers an option to contribute to a ROTH IRA. Currently UFA does not contribute to a 401K or 457 plans except in the case of employees classified as Tier II under Utah Retirement Systems (see RETIREMENT in this listing). [www.urs.org](http://www.urs.org)

**Flex Plan (125 Plan):** A program whereby employees can set aside pre-tax dollars to pay for out-of-pocket health care expenses not covered by insurance and/or dependent day care costs.

The UFA currently provides this service to all of its employees through a third-party administrator (APA Benefits) and pays the administrative cost associated with the program. <http://www.apachoicepoint.net/>

**Vision Program:** UFA's vision program is administered through EyeMed. This program includes the following coverages: exam, retinal imaging, frames, lenses contact and laser vision correction. [www.eyemedvisioncare.com](http://www.eyemedvisioncare.com)

**Tuition Assistance Program:** Reimbursement of up to 75% of tuition costs for coursework (which must be in an approved field of study and related to employment with the UFA) in accordance with eligibility requirements. Currently, the amount of assistance that may be received by an eligible employee is capped at \$3,000 per fiscal year, and \$15,000 per degree.

**Employee Assistance Program:** Consultation, referral, and short-term counseling for personal or family problems provided free of charge. Some programs also offer low-cost, or no-cost, legal services, stress-reduction training, financial information, etc. UFA currently provides this service for all of its employees through Intermountain EAP. [www.intermountainhealthcare.org/eap](http://www.intermountainhealthcare.org/eap)

**Critical Illness Plan:** This plan is offered by AFLAC and provides cash benefits directly to employees to pay bills related to treatment or to help with everyday living expenses. Coverage is available for employees and dependents and covers such illnesses as cancer, heart attack and stroke. [www.aflacgroupinsurance.com](http://www.aflacgroupinsurance.com)

**Hospital Indemnity Plan:** This plan is offered by AFLAC and provides cash benefits directly to employees who have been hospitalized to pay bills related to treatment or to help with everyday living expenses. [www.aflacgroupinsurance.com](http://www.aflacgroupinsurance.com)

**Identify Theft Protection:** Coverage is provided by InfoArmor and helps protect your identity. Should fraud or identity theft occur, their in-house Privacy Advocates® are always there to fully restore any employee's compromised identity, even if it occurred prior to enrollment. <https://www.infoarmor.com/>

**Paid Military Leave:** Paid time off for employees called to military service. Currently, 8-hour firefighter and non-firefighter employees, who are eligible for benefits, may take up to 120 hours of leave; 24-hour firefighters may take up to 168 hours of leave. Necessary leave beyond these limits is considered military leave-without-pay.

**Sick Leave:** Paid time off for employees (who are eligible for benefits) to use when they, or a member of their immediate family, are sick, injured or attending medical appointments. Leave is currently accrued at the rate of 8 hours per month for 8-hour firefighter employees and non-firefighter (Civilian) employees, who are eligible for benefits, and the rate of 12 hours per month for 24-hour firefighters. 960 hours of sick leave may be carried over from year to year for all sworn employees and 640 hours may be carried over for 8-Hour Civilian employees. Hours above 960 for Sworn employees and 640 for Civilian are eligible for "buy back" at the end of each calendar year. Buy-back rate is established by the UFA Board and is currently set at 60%. The funds are deposited into an employee's VEBA Account.

**Conversion of Unused Sick Leave:** Unused sick leave hours can be converted to additional vacation hours at the end of the calendar year, if the employee has used little or no sick leave during that year. 8-hour firefighters and non-firefighter employees, who are eligible for benefits, currently may have a maximum of 32 hours converted. 24-hour firefighters currently may have a maximum of 48 hours of sick leave converted. Sick leave conversion to vacation is optional on the part of the employee and coordinated each year through Payroll.

**Vacation:** Paid time off for employees (who are eligible for benefits) to use as personal time off, with approval from their supervisor. The current amount of leave that is accrued varies depending on the length of UFA service (see below) and the employee's employment category. Unused vacation hours are currently

cash out at the time of termination or retirement. 342 Hours (8-Hour Sworn or Civilian employee) or 480 hours (24-Hour Sworn employees) may be carried over from year to year.

<b>UNIFIED FIRE AUTHORITY SERVICE</b> <b>*Note: Vacation leave hours accrue semi-monthly (per paycheck), to provide the monthly total.</b>	<b>Monthly* Vacation Awarded</b>	
	<b>24-Hour Employees</b>	<b>8-Hour Employees</b>
Service date through the end of the 8 <sup>th</sup> year.	12 Hours	8 Hours
Beginning of the 9 <sup>th</sup> year through the end of the 16 <sup>th</sup> year.	18 Hours	12 Hours
Beginning of the 17 <sup>th</sup> year and over.	24 Hours	16 Hours

<b>UNIFIED FIRE AUTHORITY SERVICE</b> <b>*Note: Vacation leave hours accrue semi-monthly (per paycheck), to provide the monthly total.</b>	<b>Monthly* Vacation Awarded</b>
Non-Exempt Executive Staff and Exempt Merit Employees through the end of the 16 <sup>th</sup> year.	12 Hours
Non-Exempt Executive Staff and Exempt Merit Employees beginning the 17 <sup>th</sup> year and over and Exempt Executive Staff from the time of selection/hire.	16 Hours

**Funeral and Bereavement Leave:** Paid time off granted following the death of a friend or relative. Currently, for a death in the immediate family, 8-hour firefighters or non-firefighter employees, who are eligible for benefits, may take up to forty hours of leave and 24-hour firefighter employees may take leave for up to two 24-hour shifts. For a death of a friend or other relative, eligible employees may take up to five hours of leave.

**Holidays:** 8-Hour Firefighters or non-firefighter employees, who are eligible for benefits, receive 11 paid holidays and 1 personal day. Employees working 24-hour schedules currently receive six holiday shifts per year.

**Retirement:** UFA is a member of Utah Retirement Systems (URS). All full-time employees are eligible for pension credit based on the system and Tier. The Unified Fire Authority currently pays 100% of the retirement contribution for the defined benefit portion of the plan. Employees also have access to 401(k), 457 and Roth IRA plans through Utah Retirement Systems. Information booklets are available at [www.urs.org](http://www.urs.org). We will also hold an orientation session for individuals selected for hire and as part of that orientation, there will be a presentation from a representative of Utah Retirement Systems.

Additionally, all full-time Sworn employees that are in the Tier 2 retirement system currently receive an additional 4.00% contribution to a retirement account selected by UFA. A portion of this amount (currently 2.27%) is considered an employer pick-up of the employee contribution amount as set by URS. All full-time Civilian employees that are in the Tier 2 system currently have 3% contribution to a retirement account selected by UFA. These amounts are subject to change based on current URS rates and UFA Board approval.

**EXHIBIT D**  
**FEE SCHEDULE**

# FEE SCHEDULE

## COMMUNITY EVENTS

Fee Type	Description	Amount
<b>Event staffing</b> <i>(per hour)</i>	Full-time employee	\$60
	Two Emergency Medical Technicians (EMTs)	\$80
	2 Paramedics (PMs)	\$110
<b>Event equipment</b> <i>(per hour unless otherwise noted minimum daily charge of 3 hours; maximum daily charge of 10 hours)</i>	Large first aid trailer <i>(28' graphic-wrapped trailer staffed with 4 EMTs and golf cart)</i>	\$180
	Small first aid trailer <i>(15' graphic-wrapped trailer staffed with two EMTs and side-by-side)</i>	\$120
	Fire Safety trailer <i>(28' graphic-wrapped trailer staffed for educational purposes with two personnel)</i>	\$115
	Engine 911 <i>(28' graphic-wrapped enclosed trailer with golf cart, staffed for educational purposes with two personnel)</i>	\$115
	BLS Ambulance <i>(staffed with two State-licensed EMTs)</i>	\$125
	ALS Ambulance <i>(staffed with two State-licensed PMs)</i>	\$150
	Side-by-side vehicle	\$50
	Golf cart	\$40
	First aid tent <i>(portable tent with walls and optional table/chairs or staff) PER DAY</i>	\$100

## MEDICAL

Fee Type	Description	Amount
<b>EMT Course</b>	Student tuition, unaffiliated attendee	\$1,350
	Student tuition, UFA employee	\$675
	Student tuition, UFA family member	\$1,013
<b>A-EMT Course</b>	Student tuition, unaffiliated attendee	\$2,600
	Student tuition, Part-Time EMS	\$1,300
<b>CPR/AHA</b>	CPR class fee, including book & card	\$45
	Healthcare provider card, ACLS card, PALS card	\$5 per card
	Healthcare provider card w/ mannequin rental	\$7 per card
	Heartsaver card	\$20 per card
	CPR book	\$15 per book
<b>PA school</b>	Student tuition	\$300 per student

# FEE SCHEDULE

## PREVENTION FEES & PERMITS

MATERIAL	SOLID LBS	LIQUID GAL.	GAS CUB. FT	FEE'S UFA
Above Ground Tanks Installation (flammable)			≤ 500 cub. ft. R-3 Occup. Exempt	\$195 \$75/hour
Below Ground Tanks Installation (flammable)			≤ 500 cub. ft. R-3 Occup. Exempt	\$195 \$7 /hour
Above Ground Tanks Installation (flammable)		≥ 500 gal		\$395 \$75/hour
Below Ground Tanks Installation (flammable)		≥ 500 gal		\$395 \$75/hour
Pyroxylin plastics. Cellulose nitrate (pyroxylin) plastics (annually)	≥ 25 lbs			\$195
Body Shop / Garage under 5,000 sq. ft. (annually)				\$195
Fireworks - Outdoor Public Display (per event) Cities, County Exempt				\$485 \$75/hour, per inspector
Open Flame Proximal Audience Indoor Approved Fireworks (per event)				\$195 \$75/hour
Application of Flammable Finishes, Spray or Dip.		More than 9 sq ft for flammable liquid spray application or ≥ 55 gal for dip tank operations		\$195
Hazardous Materials (annually)	≤ 500 lbs	≤ 55	≤ 200 cub. Ft. Corrosive or Oxidizer ≥ 504 cub. Ft. Oxygen	\$195
Hazardous Materials (annually)	≥ 500 lbs	≥ 55	≥ 200 cub. Ft. Corrosive or Oxidizer ≥ 504 cub. Ft. Oxygen	\$240
"H" Occupancy Hazardous Materials Permit Dispense and Use (annually)		≤ 500 gal. tank	≤ 500 cub. Ft.	\$195
"H" Occupancy Hazardous Materials Permit Dispense and Use (annually)		≥ 500 gal. tank	≥ 500 cub. Ft. or any highly toxic gas	\$485
Other Occupancy Hazardous Materials Permit Dispense and Use. (annually)		≥ 500 gal. tank	≥ 500 cub. Ft.	\$195
Aerosol Products (annually)			≥ 500 lbs. Level 2 or 3 Aggregate Qty.	\$195
Flammable Cryogenic Fluid (annually)		Indoors ≥ 1 gal Outdoors ≥ 60 gal.		\$195

# FEE SCHEDULE

## RECORDS

Fee Type	Description	Amount
<b>Flat Fee</b>	Medical Record (No charge to the patient)	\$10 per report
	NFIR Fire reports - ( <i>No charge to property owner</i> )	\$5.00
	Investigative reports with NFIR Fire report	\$10.00
	Investigative reports, NFIR Fire report, and photos	\$15.00
<b>Product</b>	Page size up to 11x14, black & white per page	\$0.25
	Page size up to 11x14, color per page	\$0.50
	Page size 11x17, black & white per page	\$0.50
	Page size 11x17, color per page	\$1.00
	Larger paper formats	Reproduction cost
	Maps in larger formats, black & white minimum	Reproduction cost
	Maps in larger formats, color minimum	Reproduction cost
	CD/DVD	Reproduction cost
	Audio, video, or other media	Reproduction cost
	Photographs (i.e. negatives, prints, slides, digital images)	Reproduction cost
<b>Fee for Service</b>	Search, compilation, and redaction necessary to complete the request: First fifteen minutes	No charge
	In excess of 15 minutes - <i>charge necessary for completing the request is the salary of the lowest paid employee who, in the discretion of UFA, has the necessary skill and training to perform the requested work.</i>	
<b>Fee for Delivery</b>	Fees for the US Postal Service or an authorized delivery service	Service's current rates

## SPECIAL ENFORCEMENT

Fee Type	Description	Amount
<b>Blasting permit</b>	Annual permit	\$350 per year
<b>K9 Stand-By</b>	Explosive Detection Canine use for special events	\$75/hour