

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



UNIFIED FIRE AUTHORITY BOARD AGENDA

July 21, 2020 7:30 a.m.

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

THE PUBLIC MAY ATTEND ELECTRONICALLY VIA ZOOM WEBINAR AT:

<https://zoom.us/j/98255960431?pwd=VW9iWk1KQ0JYTj9lSDIxMS96KzZXZz09>

Password: 123911

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 until 7:00 a.m. July 20, 2020. Emailed comments submitted prior to 7:00 a.m. July 20, 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. June 16, 2020
4. Consent Agenda
 - a. Review of June 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. Quarterly Financial Report – CFO Hill

7. Board Policies – CLO Roberts
8. Board Code of Ethics Policy – CLO Roberts
9. COVID-19 Expenditure Reimbursement – CFO Hill
10. Fire Chief Report
 - a. Crestwood Fire Cost: Who Pays For This? – OC Dern
 - b. Wildland Fire Season Update – DC Widdison
 - c. Logistics Inventory Audit – DC Robinson
 - d. Training Center: Ivory Homes – AC Burchett

11. 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

12. Adjournment – Chair Perry

**The next Board meeting will be August 18, 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 17th day of July, 2020 on the UFA bulletin boards, the UFA website www.unifiedfire.org, posted on the Utah State Public Notice website <http://www.utah.gov/pmn/index.html> and was emailed to at least one newspaper of general circulation with the jurisdiction of the public body.

Cynthia Young, UFA Board Clerk



UNIFIED FIRE AUTHORITY BOARD MINUTES

June 16, 2020 7:30 a.m.

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

1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:30 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 May 19, 2020 UFA Board Meeting as submitted

Mayor Overson seconded the motion

Roll call vote taken

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

4. Consent Agenda

a. Review of May Disbursements

- No questions

Mayor Silvestrini moved to approve the May disbursements as submitted

Mayor Dahle seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	-
Dahle	Y	Reberg	Y

Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

5. Committee Updates

- Benefits & Compensation Committee
 - No meeting held
- Governance Committee
 - No meeting held
- Finance Committee
 - No meeting held

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 explained the re-allocation of the 6% contribution for the Tier 2 employees
- The goal is to memorialize the contribution and how it is allocated
- URS requires a resolution in order to process the employer portion of the contribution
- Chair Perry verified that this is budget neutral
- Mayor Sondak questioned the ability for budget neutrality while benefitting employees
 - It simply shifts the cost of 6% to 2% employer contribution, 2.7% contribution for employee, and the remainder to 401K

Mayor Hale moved to approve Resolution 06-2020A designating the URS savings plan contribution amount for Tier II employees and to authorize the employer pick-up of the employee Contribution amounts

Council Member Bowen seconded the motion

Roll call vote taken

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

7. Fraud Risk Assessment/State Auditor Online Training

- CFO Hill wanted to remind Board Members about the online training
- The intent is for all Board Members to complete the training in order to improve the score on the Fraud Risk Assessment from the State Auditor

8. Oath and Honor Statement

- On the heels of the State Auditors Report, Council Member Stewart explained the oath and honor statement he drafted in 2017
- This was proposed to be a written letter that would be reaffirmed each year
- Eventually, the Board adopted an Oath of Office and were all sworn in in 2017
- The Oath was taken when first assigned to the Board to represent their municipality or the County, but not renewed each year
- Council Member Stewart hopes to move this forward to all employees as an annual practice
- Chief Petersen stated that all sworn employees take an oath as they join the Department and for each promotion
 - The question before the Board today is if they are interested in asking UFA to require this oath for all employees annually and if they themselves wish to take the oath annually as well
 - It appears that the Board would like to see this made into a policy and required annually
- Chief Petersen stated that staff will draft a policy to bring back to the Board, as well as a finalized version of the oath for the July meeting

Council Member Stewart moved that the Board adopt a policy and require reaffirming in writing an oath and honor statement by all Board Members and Employees annually

Council Member Snelgrove seconded the motion

Roll call vote taken

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

9. COVID-19 Expenses/Reimbursements

- CFO Hill outlined the 4 areas that UFA is focusing on for reimbursement of COVID costs incurred with both serving the public and with employees
- Public Assistance Grant - FEMA
 - 75/25 split
 - Offsets personnel costs
 - Covering both backfill for employees on COVID leave and Incident Management Team overtime
 - It is possible that the grant will also cover PPE, pending
- Assistance to Firefighter Grant
 - AC Ziolkowski submitted for this grant, UFA is awaiting notice
 - \$125,000 has been requested for PPE equipment
 - 90/10 split
- CARES Funding from SLCo
 - 100% recovery for Emergency Management (EM) Team brought out of Operations and into EM
 - \$1.2M

- CARES funding through HHS
 - Just over \$70,000 has been provided already
- CFO Hill stated that UFA is confident it will capture some funding
- Mayor Silvestrini presented the question of the use of CARES funds SLCo has given to municipalities and if some of these funds will be used to help reimburse UFA
- Board Members have received vague and varying answers to this question from SLCo
- It is also unknown if congress will provide any more funding direct to municipalities
- Most Board Members felt that their understanding for use of the funds was to help offset public safety costs
- Mayor Westmoreland stated that Eagle Mountain is happy to channel some funds onto UFA
 - While Mayor Silvestrini cautioned that it would be prudent to keep this in mind while planning on how to apply funds within each municipality, many of the Board Members stated that they support funneling some of the funds to UFA if necessary
 - CFO Hill will wait to know the shortfall before working through options for reimbursement
- Associate Deputy Mayor Reberg stated that SLCo has \$40M available for businesses effected by COVID as part of economic recovery and this knowledge may help municipalities determine how best to spend their funding
- CFO Hill estimates a total of \$235,000 of expenses for COVID related events would be included today in requested reimbursement
- Mayor Sondak agrees that UFA needs to be reimbursed, but feels that all avenues for reimbursement should be explored prior to going before municipalities
- This does not need resolving today as the deadline is December 31
- Chief Petersen stated that UFA will continue searching for reimbursement opportunities beyond the municipalities, CLO Roberts will research legality issues due to the vague information from SLCo, and staff will clarify if acquiring funding from FEMA will interfere with the ability to submit to municipalities for their CARES funding
- This will be brought back to the Board Meeting next month for further consideration

10. Mid-year Reduction by SLCo to Canyon Fee

- SLCo is reducing the contribution to the Canyon Fee based on the 10% overall cut to the County Budget
 - This will impact the Canyon Fee by \$170,000
 - SLCo continues to express the desire to increase funding to fully cover the cost for service to the Canyons, however, they need to make these cuts today due to the impact from COVID
- Associate Deputy Mayor Reberg stated that SLCo intends for these cuts to be temporary, probably not more than one or two years
- Chief Petersen presented several options to consider in a memo included in the Board packet and proposes reducing the Capital Funding Contribution
- This appears to be a one-time cut and feels “OK” about using one-time funds to cover this one-time reduction
 - Mayor Silvestrini supports the idea, however, is concerned that this fund is continually being raided, however, this is the best of the options for a solution
 - Chief Petersen agreed that this was the best of bad options, however, he reiterated that this is not necessarily raiding, but a decreased contribution to the fund
 - The fund will be close to \$3.5 million after this year and will provide an opportunity to smooth out costs as we transition into the third lease in the rotation for Capital Replacement
- Associate Deputy Mayor Reberg stated that SLCo anticipated funding challenges and instigated cuts in order to build the fund balance in the General Fund

- The intent is to build a reserve to lessen the impact to 2021 budget
- The goal is to robustly fund the canyons, but facing a short-term shortfall today

11. Reduction by SLCo in Emergency Management (EM)

- SLCo has made a roughly \$240,000 cut by cancelling capital improvement projects, reducing travel and education, food, and removed an open allocation in EM
- Operations for COVID are sustained and will not be affected by the temporary reduction in the EM budget
- Council Member Stewart clarified that the reductions in both EM and the Canyon Fee is temporary

Council Member Stewart moved to recommend amendments for reduction of the canyon fee and reductions within Emergency Management by SLCo
 Associate Deputy Mayor Reberg seconded the motion
 Roll call vote taken

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

12. Wildland Program Fund Balance

- Division Chief Widdison is asking the Board for a loan of \$250,000 to balance the budget
- The Wildland Division fund balance has grown over the last few years in order to properly manage a slow fire season, unfortunately, last year's season used all the available fund balance and an additional \$250,00
 - Division Chief Widdison is asking for a short-term loan from General Fund that will be repaid from Wildland deployments as soon as possible
- Chair Perry clarified that the costs will be fully recovered with the current fire season
- Division Chief Widdison stated that the crew's capability was upgraded to a Type 1 status and therefore has more opportunities for deployment
 - With the ability to be qualified for more deployments, funding will increase moving forward
- Chief Petersen explained that with changes made in 2017, monies earned in excess were held for future seasons for insulation against slow fire seasons
- Division Chief Widdison intends to build the fund balance back up to the \$500,000-\$600,000 range

13. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2019-2020 Fiscal Year Budget

Mayor Knopp moved to open the Public Hearing to receive and consider comments on proposed amendments to the 2019-2020 Fiscal Year Budget
 Mayor Hale seconded the motion
 Roll call vote taken

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

- No public comment either via ZOOM or email provided with agenda

Council Member Stewart moved to close the Public Hearing to receive and consider comments on proposed amendments to the 2019-2020 Fiscal Year Budget
 Mayor Hale seconded the motion
 Roll call vote taken

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

14. Consider Resolution 06-2020B to Approve a Budget Amendment for the 2019-2020 Fiscal year Budget

- No further questions or discussion

Council Member Stewart moved to adopt Resolution 06-2020B approving the budget amendment for the 2019-2020 Fiscal Year Budget as presented
 Council Member Snelgrove seconded the motion
 Roll call vote taken

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

15. Public Hearing to Receive and Consider Comments on the Final Budget for the 2020-2021 Fiscal year

Mayor Sondak moved to open the Public Hearing to receive and consider comments on the final budget for the 2020-2021 Fiscal Year Budget
 Council Member Stewart seconded the motion
 Roll call vote taken

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

- No public comment either via ZOOM or email provided with agenda

Mayor Silvestrini moved to close the Public Hearing to receive and consider comments on the final budget for the 2020-2021 Fiscal Year Budget
 Associate Deputy Mayor Reberg seconded the motion
 Roll call vote taken

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

16. Consider Resolution 06-2020C to Adopt the Final Budget for the 2020-2021 Fiscal year
- No further comment or discussion

Mayor Silvestrini moved to adopt Resolution 06-2020C approving the final budget for the 2020-2021 Fiscal Year as presented, including any modification made earlier today by the Board
 Council Member Hull seconded the motion
 Roll call vote taken

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

17. Fire Chief Report

- Paramedic School
 - AC Higgs stated that there are 6 internal employees interested and ready to attend Paramedic School in the fall
 - Although a policy to offer a lateral hire of Paramedics has been prepared, there will be no need to activate it for external candidates
 - The intent for the second semester is to utilize these individuals to fill a seat on an apparatus while in training, this will result in a cost savings for UFA
- Municipality Survey
 - DOC Easton has received 27 responses thus far
 - Another reminder will be sent to all municipalities
 - This survey is for all professional staff and councils
 - Chief Petersen reminded the Board that this survey is a tool used to help prepare for the new Strategic Plan that will focus UFA efforts from 2021-2023
 - The more input the better for building UFA's goals and action items to be presented to the board and implemented for the coming 3 years
- COVID-19 Update
 - AC Pilgrim explained that UFA experienced a spike in internal cases of COVID
 - Staff does not believe this was from patient contact, instead, from their personal exposure initially outside of work and then from exposure at the Fire Station, 6 individuals tested positive
 - UFA continued to follow procedures set in place, and minimized the spread
 - Chief Petersen shared a memo to the organization stressing the importance of continuing to follow the best practices both at the Fire Station and on emergency incidents
- Board Meetings – Return to In-Person?
 - Chief Petersen asked if the Board would support providing an opportunity for willing Board Members to return to an in-person meeting
 - Staff will ensure that there will also be a way to effectively participate via ZOOM
 - All precautions will continue to be addressed, public comment and attendance will continue electronically, as will that of all staff, to minimize physical attendance
 - Board Members had varying opinions and feelings about attending, however, there was interest in returning to an in-person meeting in July
 - Staff will ensure there is an option to effectively participate for Board Members who do not want to return to in-person yet

18. Closed Session

None

19. Adjournment

Mayor Silvestrini moved to adjourn the June 16, 2020 meeting

Council Member Stewart seconded the motion

No roll call vote taken

All voted in favor

None opposed

BOARD MEMBERS IN ATTENDANCE:

Mayor Jeff Silvestrini
Mayor Kristie Overson
Council Member Jared Henderson
Council Member Gary Bowen
Mayor Robert Dahle
Council Member Allan Perry
Council Member Sheldon Stewart
Associate Deputy Mayor Mike Reberg

Mayor Tom Westmoreland
Council Member Richard Snelgrove
Mayor Harris Sondak
Mayor Robert Hale
Mayor Kelly Bush
Council Member Kathleen Bailey
Mayor Dan Knopp
Council Member Trish Hull

BOARD MEMBERS ABSENT:

Mayor Mike Peterson

STAFF IN ATTENDANCE:

CFO Tony Hill
Chief Petersen

CLO Roberts
Cynthia Young, Clerk

OTHER ATTENDEES:

AC Burchett
AC Higgs
AC Pilgrim
Arriann Woolf
Bill Brass
Brad Patterson, Bond Counsel
Brett Wood, Herriman
Calogero Ricotta
Captain Aldridge
Captain Bogenschutz
Captain DeVoogd
Captain Greensides
Captain Park
Captain Simons
Claude Wells, Riverton
Crystal Olbera, KPFF
Division Chief Case
Division Chief Rhoades
Division Chief Robinson
Division Chief Torgersen
Division Chief Widdison
DOC Easton
Emergency Manager Mecham
Erica Langenfass
Ginger Watts
Japheth McGee, Zions
Jeff Andrus, Auditor
Kamarie DeVoogd
Kate Turnbaugh
Kiyoshi Young
Lana Burningham

Larson Wood
Matthew McFarland
OC Dern
Ryan Love
Steve Quinn
Talsan Schulzke
Tim Tingey, CWH
Val Greensides
William Averett, Auditor

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
JUNE 2020

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Jun-20	6/10/2020	1	PAYROLL TRANS FOR 5/31/2020 PAY PERIOD	N/A	1,451,961.83
Jun-20	6/25/2020	2	PAYROLL TRANS FOR 6/15/2020 PAY PERIOD	N/A	1,279,225.09
Jun-20	6/25/2020	83818	SELECTHEALTH	6302020	566,123.30
Jun-20	6/15/2020	2	URS ACH PAYMENT - 6/10/2020 PAYROLL	N/A	516,449.23
Jun-20	6/25/2020	5	URS ACH PAYMENT - 06/25/2020	N/A	499,474.01
Jun-20	6/11/2020	1	EFTPS - 6/10/2020 PAYROLL	N/A	281,355.58
Jun-20	6/26/2020	3	EFTPS - 06/25/2020 PAYROLL	N/A	257,185.50
Jun-20	6/6/2020	6062020	WELLS FARGO BUSINESS CARD	Multiple	201,641.25
Jun-20	6/25/2020	4	STATE TAX ACH PAYMENT - 06/25/2020	N/A	165,774.64
Jun-20	6/25/2020	83806	MCNEIL & COMPANY, INC	Multiple	100,019.56
Jun-20	6/24/2020	62422	LES OLSON COMPANY	Multiple	78,371.93
Jun-20	6/11/2020	83774	PUBLIC EMPLOYEES HEALTH PROGRAM	MAYBILL2020	68,326.99
Jun-20	6/10/2020	61022	LES OLSON COMPANY	Multiple	63,353.08
Jun-20	6/18/2020	83795	KRONOS INCORPORATED	11618308	56,649.21
Jun-20	6/24/2020	62421	GCS BILLING SERVICES	Multiple	30,756.53
Jun-20	6/11/2020	83760	STATE OF UTAH - GASCARD	Multiple	29,112.61
Jun-20	6/11/2020	83766	CUSTOM BENEFIT SOLUTIONS, INC.	6102020	24,238.24
Jun-20	6/25/2020	83811	CUSTOM BENEFIT SOLUTIONS, INC.	6252020	24,008.93
Jun-20	6/18/2020	83790	ROCKY MTN POWER	Multiple	21,125.81
Jun-20	6/11/2020	83765	AFLAC GROUP INSURANCE	5312020	17,192.55
Jun-20	6/11/2020	83761	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
Jun-20	6/18/2020	83782	COMCAST	102275806	15,250.26
Jun-20	6/18/2020	83796	MAYORS FINANCIAL ADMIN	Multiple	12,782.39
Jun-20	6/11/2020	83775	SELECTHEALTH	06302020RET	10,876.40
Jun-20	6/17/2020	6	TRANSFER FUNDS FOR PATIENT REFUNDS - 06/17/20	N/A	9,219.33
Jun-20	6/11/2020	83770	LOCAL 1696 - IAFF	6102020	9,178.19
Jun-20	6/25/2020	83813	LOCAL 1696 - IAFF	6252020	9,024.47
Jun-20	6/3/2020	60328	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	6,431.20
Jun-20	6/25/2020	83805	LIFE-ASSIST, INC	Multiple	5,982.79
Jun-20	6/25/2020	83822	WELLS FARGO ADVISOR FBO UFA4064-8710	06252020MW	5,923.77
Jun-20	6/25/2020	83820	UTAH RETIREMENT SYSTEMS	06112020DB	5,807.70
Jun-20	6/11/2020	83777	UTAH RETIREMENT SYSTEMS	05282020KH	5,740.02
Jun-20	6/10/2020	61020	APPARATUS EQUIPMENT & SERVICE, INC	20-IV-3665	5,726.25
Jun-20	6/4/2020	83745	INTERMOUNTAIN HEALTHCARE	EAP-03117	5,705.37
Jun-20	6/25/2020	83801	GROUND CONTROL SYSTEMS, INC	I-118684	5,601.60
Jun-20	6/18/2020	83789	PROLOGUE MEDIA	062001-UFA	5,425.00
Jun-20	6/24/2020	62420	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	5,090.47
Jun-20	6/24/2020	62426	WEIDNER FIRE	Multiple	4,709.10
Jun-20	6/11/2020	83753	DEPARTMENT OF PSYCHIATRY	2020127	4,625.00
Jun-20	6/25/2020	83802	IMPROVISATIONS INC	5281	4,500.00
Jun-20	6/18/2020	83791	ROWLAND, GERALD KIM	43952	4,166.67
Jun-20	6/18/2020	83794	TELEFLEX LLC	Multiple	3,917.81
Jun-20	6/10/2020	61023	NAPA AUTO PARTS	Multiple	3,358.49
Jun-20	6/11/2020	83767	FIDELITY SECURITY LIFE INSURANCE CO	164304880	3,226.87
Jun-20	6/4/2020	83751	WISE SAFETY & ENVIRONMENTAL	1504324	2,752.05
Jun-20	6/24/2020	62427	WHEELER MACHINERY CO	SS000278392	2,367.69
Jun-20	6/3/2020	60330	SERVICEMASTER OF SALT LAKE	133498AB	2,250.00

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\2020-06 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
JUNE 2020

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Jun-20	6/11/2020	83779	FIREFIGHTERS CREDIT UNION	06102020TV	2,236.95
Jun-20	6/25/2020	83823	FIREFIGHTERS CREDIT UNION	06252020TV	2,148.98
Jun-20	6/18/2020	83788	MOBX-RAY INC	682020	2,104.00
Jun-20	6/25/2020	83798	CUSTOM BENEFIT SOLUTIONS	35219	1,978.00
Jun-20	6/11/2020	83769	INFOARMOR	3379MAY20	1,943.65
Jun-20	6/25/2020	83804	KRONOS INCORPORATED	11612921	1,875.70
Jun-20	6/25/2020	83817	PUBLIC EMPLOYEES LT DISABILITY	6252020	1,815.79
Jun-20	6/11/2020	83768	FIREFIGHTERS CREDIT UNION	06102020SF	1,776.81
Jun-20	6/18/2020	83787	LOVE COMMUNICATIONS, LLC	54070	1,762.50
Jun-20	6/18/2020	83786	KRONOS INCORPORATED	11612711	1,741.71
Jun-20	6/25/2020	83797	CoAEMSP	123AF20-21	1,700.00
Jun-20	6/25/2020	83812	FIREFIGHTERS CREDIT UNION	06252020ST	1,694.17
Jun-20	6/11/2020	83763	WASATCH FRONT WASTE RECYCLE DIST	Multiple	1,685.00
Jun-20	6/11/2020	83772	OFFICE OF RECOVERY SERVICES	6102020	1,372.25
Jun-20	6/25/2020	83815	OFFICE OF RECOVERY SERVICES	6252020	1,372.25
Jun-20	6/11/2020	83757	MOTOROLA SOLUTIONS, INC.	Multiple	1,120.00
Jun-20	6/18/2020	83781	CANON FINANCIAL SERVICES, INC.	Multiple	1,063.03
Jun-20	6/11/2020	83754	DOMINION ENERGY	Multiple	1,053.54
Jun-20	6/4/2020	83744	DOMINION ENERGY	Multiple	1,001.15
Jun-20	6/4/2020	83747	KPFF INC.	325798	940.00
Jun-20	6/3/2020	60329	METRO PLUMBING	Multiple	885.00
Jun-20	6/24/2020	62425	VEHICLE LIGHTING SOLUTIONS, INC	Multiple	839.54
Jun-20	6/25/2020	83807	PURCELL TIRE CO.	2899957	791.20
Jun-20	6/24/2020	62424	TECHNOLOGY NET INC	4141	650.00
Jun-20	6/25/2020	83800	FREEDOM COUNSELING LLC	43977	600.00
Jun-20	6/25/2020	83799	DOMINION ENERGY	Multiple	597.80
Jun-20	6/18/2020	83793	SNOWBIRD RESORT LLC	Multiple	588.67
Jun-20	6/25/2020	83803	INTERSTATE BILLING SERVICE, INC.	3019633572	510.70
Jun-20	6/25/2020	83810	ZOLL	INV00065100	450.00
Jun-20	6/11/2020	83764	WORKFORCEQA, LLC	Multiple	445.50
Jun-20	6/18/2020	83784	DOMINION ENERGY	Multiple	412.39
Jun-20	6/4/2020	83750	UTAH BROADBAND, LLC	Multiple	398.00
Jun-20	6/11/2020	83762	UTAH BROADBAND, LLC	Multiple	398.00
Jun-20	6/3/2020	60332	WEIDNER FIRE	56880B	388.57
Jun-20	6/24/2020	62423	QUALITY TIRE COMPANY	197451-00	341.87
Jun-20	6/18/2020	83783	CUSTOM BENEFIT SOLUTIONS	35026	325.50
Jun-20	6/11/2020	83752	COPPERTON IMPROVEMENT DISTRICT	W-#115 5/20	256.50
Jun-20	6/4/2020	83743	A TO Z LANDSCAPING, INC.	24733A	232.79
Jun-20	6/18/2020	83785	HONEY BUCKET	Multiple	210.00
Jun-20	6/25/2020	83809	WORKFORCEQA, LLC	Multiple	202.50
Jun-20	6/11/2020	83771	ND CHILD SUPPORT DIVISION	6102020	179.00
Jun-20	6/25/2020	83814	ND CHILD SUPPORT DIVISION	6252020	179.00
Jun-20	6/11/2020	83776	UNIFIED POLICE FEDERATION	6102020	171.00
Jun-20	6/25/2020	83819	UNIFIED POLICE FEDERATION	6252020	171.00
Jun-20	6/25/2020	83808	SAFELITE FULFILLMENT, INC.	03105-018643	148.99
Jun-20	6/18/2020	83780	A TO Z LANDSCAPING, INC.	25002A	146.30
Jun-20	6/18/2020	83792	SAFELITE FULFILLMENT INC	03105-18398	144.00

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\2020-06 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
JUNE 2020

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Jun-20	6/3/2020	60331	WAXIE SANITARY SUPPLY	79117824C	140.80
Jun-20	6/11/2020	83756	L.N. CURTIS AND SONS	INV392037	134.00
Jun-20	6/4/2020	83746	JAN-PRO OF UTAH	Multiple	120.00
Jun-20	6/11/2020	83758	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 5/20	103.52
Jun-20	6/4/2020	83749	ROCKY MOUNTAIN WATER COMPANY	Multiple	69.70
Jun-20	6/11/2020	83759	SATCOM GLOBAL INC.	AI06200708	45.04
Jun-20	6/11/2020	83755	KRONOS INCORPORATED	11607510	45.00
Jun-20	6/11/2020	83778	UTAH STATE TAX COMMISSION	06102020SC	40.00
Jun-20	6/25/2020	83821	UTAH STATE TAX COMMISSION	06252020SC	40.00
Jun-20	6/10/2020	61021	GOLD CUP SERVICES INC	825983	34.50
Jun-20	6/4/2020	83748	KRONOS INCORPORATED	11605270	30.28
Jun-20	6/11/2020	83773	POLICE & FIRE MEMORIAL FDN	6102020	28.00
Jun-20	6/25/2020	83816	POLICE & FIRE MEMORIAL FDN	6252020	27.00
					\$ 5,951,563.66

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

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

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UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING
JUNE 2020

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Jun-20	6/30/2020	1	EOC TRANSFER - 06/10/2020 PAYROLL	N/A	\$ 200,743.97
Jun-20	6/30/2020	2	EOC TRANSFER - 06/25/2020 PAYROLL	N/A	130,524.60
Jun-20	6/30/2020	3	FUNDS TRANSFER FROM EM TO FIRE - MAY PCARDS	N/A	28,348.59
Jun-20	6/24/2020	62429	SERVICEMASTER OF SALT LAKE	133662	5,990.95
Jun-20	6/10/2020	61025	LES OLSON COMPANY	MIT202839B	5,630.37
Jun-20	6/3/2020	60325	SERVICEMASTER OF SALT LAKE	Multiple	5,457.06
Jun-20	6/18/2020	7474	ROCKY MTN POWER	E-EOC 5/20	4,508.20
Jun-20	6/24/2020	62428	LES OLSON COMPANY	Multiple	3,262.08
Jun-20	6/11/2020	7470	STATE OF UTAH - GASCARD	Multiple	1,986.35
Jun-20	6/11/2020	7469	HAGERTY CONSULTING, INC.	5435	1,200.00
Jun-20	6/18/2020	7475	SYRINGA NETWORKS LLC	20JUN0220	1,175.00
Jun-20	6/10/2020	61024	GOLD CUP SERVICES INC	Multiple	539.69
Jun-20	6/4/2020	7468	DOMINION ENERGY	G-EOC 5/20	432.78
Jun-20	6/11/2020	7472	PUBLIC EMPLOYEES HEALTH PROGRAM	05312020EOC	268.86
Jun-20	6/24/2020	62430	WAXIE SANITARY SUPPLY	79230587	254.25
Jun-20	6/3/2020	60326	WAXIE SANITARY SUPPLY	Multiple	222.16
Jun-20	6/4/2020	7467	A TO Z LANDSCAPING, INC.	24733B	155.19
Jun-20	6/18/2020	7473	A TO Z LANDSCAPING, INC.	25002B	97.53
Jun-20	6/11/2020	7471	WASATCH FRONT WASTE RECYCLE DIST	7169C	50.00
					\$ 390,847.63

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND
JUNE 2020

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Jun-20	6/24/2020	62422	LES OLSON COMPANY	MITINV0002	8,750.00
					<u>\$ 8,750.00</u>

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF JUNE 30, 2020**

FIRE REVENUES	Total	Budget	Unearned	% of Budget
Alta	\$ 152,665	\$ 152,665	\$ -	100.0
Cottonwood Heights	3,818,822	3,818,822	-	100.0
Unified Fire Service Area	49,086,896	49,086,896	-	100.0
Holladay	2,586,904	2,586,904	-	100.0
MIDA contract	50,000	50,000	-	100.0
MEMBER FEES & SERVICE CONTRACTS	<u>55,695,287</u>	<u>55,695,287</u>	<u>-</u>	100.0
Ambulance service fees	7,250,202	7,429,259	179,057	97.6
Collections revenues	207,900	-	(207,900)	0.0
AMBULANCE OPERATIONS	<u>7,458,101</u>	<u>7,429,259</u>	<u>(28,842)</u>	100.4
SL County canyon recreation area fees	3,175,714	3,175,714	-	100.0
Witness/jury duty fees	87	-	(87)	0.0
CERT class fees	-	5,500	5,500	0.0
Fire and medical report fees	3,822	4,500	678	84.9
Hazmat & tank permit fees	163,310	135,000	(28,310)	121.0
Firewatch	7,050	7,000	(50)	100.7
Fireworks permit fees	2,875	4,000	1,125	71.9
Blast permits	700	2,450	1,750	28.6
Paramedic & PA school fees	11,500	13,500	2,000	85.2
CPR class fees	13,914	8,100	(5,814)	171.8
EMT school fees	56,923	65,000	8,078	87.6
Event billings - Information Outreach	22,605	20,000	(2,605)	113.0
Event billings - Special Enforcement	5,175	20,000	14,825	25.9
OTHER FEES	<u>3,463,674</u>	<u>3,460,764</u>	<u>(2,910)</u>	100.1
UFSA management fees	317,150	317,150	-	100.0
Miscellaneous intergovernmental	361,797	343,013	(18,784)	105.5
Municipal EM planner reimbursement	112,474	135,000	22,527	83.3
Federal assistance	70,741	247,679	176,938	28.6
INTERGOVERNMENTAL REVENUES	<u>862,162</u>	<u>1,042,842</u>	<u>180,680</u>	82.7
Federal grants	63,702	520,019	456,317	12.3
EMS per capita grant	26,023	26,023	-	100.0
Donations	4,091	4,091	-	100.0
GRANTS AND DONATIONS	<u>93,816</u>	<u>550,133</u>	<u>456,317</u>	17.1
Interest income	290,833	200,000	(90,833)	145.4
Sale of materials	5,189	-	(5,189)	0.0
Rental income	79,080	94,896	15,816	83.3
USAR reimbursements	525,261	695,794	170,533	75.5
USAR reimbursements - deployments	280,346	280,697	351	99.9
Insurance reimbursements	99,075	24,000	(75,075)	412.8
Miscellaneous revenues	38,723	-	(38,723)	0.0
MISCELLANEOUS INCOME	<u>1,318,507</u>	<u>1,295,387</u>	<u>(23,120)</u>	101.8
Transfer from Emergency Services fund	145,000	145,000	-	100.0
Appropriation of fund balance	-	3,006,437	3,006,437	0.0
OTHER FINANCING SOURCES	<u>145,000</u>	<u>3,151,437</u>	<u>3,006,437</u>	4.6
TOTAL FIRE REVENUES	<u>\$ 69,036,548</u>	<u>\$ 72,625,109</u>	<u>\$ 3,588,561</u>	95.1

Note: Balances include payroll through 7/10/2020 and pcards through 5/31/2020.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF JUNE 30, 2020**

FIRE EXPENDITURES	Total	Budget	Unexpended	% of Budget
Salaries & wages	35,545,424	37,534,450	1,989,026	94.7
Overtime	4,680,511	3,702,148	(978,363)	126.4
Benefits	15,824,009	17,322,083	1,498,074	91.4
SALARIES & BENEFITS	<u>\$ 56,049,944</u>	<u>\$ 58,558,681</u>	<u>\$ 2,508,737</u>	<u>95.7</u>
Art & photo services	209	1,000	791	20.9
Awards & banquet	11,220	50,000	38,780	22.4
Bank fees	15,345	18,000	2,655	85.3
Community outreach	80	3,500	3,420	2.3
Honor guard & pipe band	4,549	9,000	4,451	50.5
Identification supplies	14,627	17,000	2,373	86.0
Office supplies	46,515	61,700	15,185	75.4
Postage	7,818	11,100	3,282	70.4
Printing charges	8,372	18,800	10,428	44.5
Subscriptions & memberships	33,045	47,290	14,245	69.9
GENERAL & ADMINISTRATIVE	<u>\$ 141,780</u>	<u>\$ 237,390</u>	<u>\$ 95,610</u>	<u>59.7</u>
Bedding & linen	10,105	15,000	4,895	67.4
Books, publications & subscriptions	56,859	57,588	729	98.7
Clothing provisions	454,748	528,670	73,922	86.0
Dining & kitchen supplies	5,288	4,500	(788)	117.5
Emergency activations	13,033	9,313	(3,720)	139.9
Food provisions	34,735	52,900	18,165	65.7
Gasoline, diesel, oil & grease	423,941	500,000	76,059	84.8
Janitorial supplies and service	73,568	55,515	(18,053)	132.5
Medical supplies	532,843	540,286	7,443	98.6
Physical exams	90,514	160,300	69,786	56.5
Training supplies	7,533	22,000	14,467	34.2
Canine expenses	3,145	5,000	1,855	62.9
Expenses to be reimbursed by related organization(s)	70,230	61,000	(9,230)	115.1
OPERATING COSTS	<u>\$ 1,776,542</u>	<u>\$ 2,012,072</u>	<u>\$ 235,530</u>	<u>88.3</u>
Liability insurance & claims	487,503	472,500	(15,003)	103.2
Ambulance - State Medicaid assessment	257,826	350,000	92,174	73.7
UCANN	-	45,000	45,000	0.0
Dispatch service contract	729,850	741,550	11,700	98.4
CONTRACTUAL COSTS	<u>\$ 1,475,179</u>	<u>\$ 1,609,050</u>	<u>\$ 133,871</u>	<u>91.7</u>
Auditor	8,900	8,900	-	100.0
Contract hauling	-	1,000	1,000	0.0
Intergovernmental expenditures	4,000	4,000	-	100.0
Professional fees	996,838	1,098,575	101,737	90.7
Ambulance service fees	305,603	350,000	44,397	87.3
PROFESSIONAL SERVICES	<u>\$ 1,315,341</u>	<u>\$ 1,462,475</u>	<u>\$ 147,134</u>	<u>89.9</u>
GRANT PURCHASES	<u>\$ 31,206</u>	<u>\$ 486,086</u>	<u>\$ 454,880</u>	<u>6.4</u>
Miscellaneous rental	24,013	30,000	5,987	80.0
Rent of buildings	146,670	147,000	330	99.8
RENT	<u>\$ 170,683</u>	<u>\$ 177,000</u>	<u>\$ 6,317</u>	<u>96.4</u>

Note: Balances include payroll through 7/10/2020 and pcards through 5/31/2020.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)
AS OF JUNE 30, 2020**

FIRE EXPENDITURES (Continued)	Total	Budget	Unexpended	% of Budget
Maintenance of machinery & equipment	100,903	140,500	39,597	71.8
Maintenance of buildings & grounds	183,450	322,500	139,050	56.9
Maintenance of office equipment	3,135	2,000	(1,135)	156.8
Software maintenance	398,180	406,900	8,720	97.9
Vehicle maintenance	629,917	775,000	145,083	81.3
Vehicle repairs - accident related	86,263	50,000	(36,263)	172.5
REPAIR & MAINTENANCE	<u>\$ 1,401,848</u>	<u>\$ 1,696,900</u>	<u>\$ 295,052</u>	<u>82.6</u>
Communications equipment	51,288	85,000	33,712	60.3
Computer equipment	140,708	126,500	(14,208)	111.2
Computer software	9,012	21,600	12,588	41.7
Noncapital equipment - financed	2,503	-	(2,503)	0.0
Small equipment noncapital	402,794	477,965	75,171	84.3
Small equipment - photography	1,340	1,000	(340)	134.0
Training props	15,524	39,000	23,476	39.8
Visual & audio aids	647	2,500	1,853	25.9
SOFTWARE & EQUIPMENT	<u>\$ 623,816</u>	<u>\$ 753,565</u>	<u>\$ 129,749</u>	<u>82.8</u>
Education, training & certifications	99,146	173,030	73,884	57.3
Travel & transportation	90,502	120,000	29,498	75.4
Mileage reimbursement	965	2,000	1,035	48.3
TRAINING & TRAVEL	<u>\$ 190,613</u>	<u>\$ 295,030</u>	<u>\$ 104,417</u>	<u>64.6</u>
Computer lines	185,467	200,250	14,783	92.6
Heat & fuel	123,321	130,000	6,679	94.9
Light & power	247,605	300,000	52,395	82.5
Sanitation	27,887	32,000	4,113	87.1
Telephone	73,107	77,500	4,393	94.3
Telephone - cellular	127,186	193,500	66,314	65.7
Water & sewer	74,537	85,200	10,663	87.5
UTILITIES	<u>\$ 859,110</u>	<u>\$ 1,018,450</u>	<u>\$ 159,340</u>	<u>84.4</u>
Capital outlay	14,741	160,000	145,259	9.2
Principal payment on capital lease	3,189,208	3,235,730	46,522	98.6
Principal payment on related party note payable	114,357	114,357	-	100.0
Interest expense	355,798	358,675	2,877	99.2
CAPITAL OUTLAY & LONG-TERM DEBT	<u>\$ 3,674,104</u>	<u>\$ 3,868,762</u>	<u>\$ 194,658</u>	<u>95.0</u>
TRANSFER TO FIRE VEHICLE REPLACEMENT FUND	28,416	35,520	7,104	80.0
TRANSFER TO WILDLAND	401,302	414,128	12,826	0.0
CONTRIBUTION TO FUND BALANCE	-	-	-	0.0
FUND TRANSFERS & CONTRIBUTIONS	<u>\$ 429,718</u>	<u>\$ 449,648</u>	<u>\$ 19,930</u>	<u>0.0</u>
TOTAL FIRE EXPENDITURES	<u>\$ 68,139,884</u>	<u>\$ 72,625,109</u>	<u>\$ 4,485,225</u>	<u>93.8</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 896,664</u>	<u>\$ -</u>		

UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - ENTERPRISE FUND (WILDLAND)
AS OF JUNE 30, 2020

WILDLAND REVENUES	<u>Total</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
Wildland reimbursements - Hand crew	942,484	850,000	(92,484)	110.9
Wildland reimbursements - Engine 302	130,605	200,000	69,395	65.3
Wildland reimbursements - Engine 301	115,543	200,000	84,457	57.8
Wildland reimbursements - Single resource	282,222	467,341	185,119	60.4
Wildland reimbursements - Fuels crew	4,173	-	(4,173)	0.0
Wildland reimbursements - Camp Williams	18,776	100,000	81,224	18.8
Camp Williams contract	605,922	605,922	0	100.0
State grants	58,563	64,000	5,437	91.5
Transfer from General Fund	401,302	414,128	12,826	96.9
Appropriation of net assets	-	337,930	337,930	0.0
TOTAL WILDLAND REVENUES	<u>\$ 2,559,590</u>	<u>\$ 3,239,321</u>	<u>\$ 679,731</u>	79.0
WILDLAND EXPENSES	<u>Total</u>	<u>Budget</u>	<u>Unexpended</u>	<u>% of Budget</u>
Salaries & benefits	2,236,076	2,600,583	364,507	86.0
Awards	3,644	5,000	1,356	72.9
Books, publications & subscriptions	600	1,200	600	50.0
Capital outlay	20,000	20,000	-	100.0
Clothing provisions	13,689	36,500	22,811	37.5
Communication equipment	1,649	27,000	25,351	6.1
Capital lease payments	132,970	132,971	1	100.0
Computer equipment	4,157	3,000	(1,157)	138.6
Computer lines	5,452	600	(4,852)	908.7
Computer software	-	1,000	1,000	0.0
Education, training & certifications	1,835	2,000	165	91.8
Food provisions	17,402	21,500	4,098	80.9
Gasoline, diesel, oil & grease	30,567	45,000	14,433	67.9
Heat & fuel	1,297	1,000	(297)	129.7
Interest expense	8,222	8,222	-	100.0
Janitorial supplies and service	71	500	429	14.2
Light & power	2,221	2,500	279	88.8
Maintenance of machinery & equipment	2,964	3,500	536	84.7
Maintenance of buildings	782	3,500	2,718	22.3
Medical supplies	2,148	1,500	(648)	143.2
Miscellaneous rental	3,154	2,845	(309)	110.9
Office supplies	1,293	1,500	207	86.2
Professional fees	377	1,825	1,448	20.7
Postage	184	50	(134)	368.0
Physical exams	9,610	12,525	2,915	76.7
Sanitation	-	1,000	1,000	0.0
Small equipment	36,280	66,000	29,720	55.0
Subscriptions & memberships	926	1,400	474	66.1
Telephone services	2,914	9,400	6,486	31.0
Travel & transportation	65,505	82,000	16,495	79.9
Vehicle maintenance	27,869	56,000	28,131	49.8
Water & sewer	897	850	(47)	105.5
Contribution to Fund Balance	-	86,850	86,850	0.0
TOTAL WILDLAND EXPENSES	<u>\$ 2,634,823</u>	<u>\$ 3,239,321</u>	<u>\$ 604,498</u>	81.3
REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ (75,233)</u>	<u>\$ -</u>		

Note: Balances include payroll through 7/10/2020 and pcards through 5/31/2020.

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - SPECIAL REVENUE FUND (EMERGENCY SERVICES)
AS OF JUNE 30, 2020**

EOC REVENUES	<u>Actual</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
SL County emergency fees	\$ 2,418,703	\$ 2,418,703	\$ -	100.0
Federal grants	96,067	155,000	58,933	62.0
Federal grants - CCTA	384,604	967,000	582,396	39.8
Contribution from SL County	157,599	1,213,140	1,055,541	13.0
Appropriated fund balance	-	472,600	472,600	0.0
Interest income	27,629	20,000	(7,629)	138.1
Miscellaneous revenue	28,179	-	(28,179)	0.0
TOTAL EOC REVENUES	<u>\$ 3,112,782</u>	<u>\$ 5,246,443</u>	<u>\$ 2,133,661</u>	59.3

EOC EXPENDITURES	<u>Total</u>	<u>Budget</u>	<u>Unexpended</u>	<u>% of Budget</u>
Salaries & benefits	\$ 2,227,919	\$ 2,565,075	\$ 337,156	86.9
Books, publications & subscriptions	25	1,000	975	2.5
Capital outlay	561,650	564,899	3,249	99.4
Clothing provisions	4,657	5,000	343	93.1
Communication equipment	4,617	5,000	383	92.3
Community outreach	2,982	12,450	9,468	24.0
Computer equipment	27,561	29,500	1,939	93.4
Computer software	8,225	9,000	775	91.4
Education, training & certifications	7,275	25,000	17,725	29.1
Emergency activations	346,490	427,140	80,650	81.1
Maintenance of building & grounds	59,999	53,500	(6,499)	112.1
Maintenance of machinery & equipment	5,650	9,000	3,350	62.8
Maintenance of office equipment	7,324	34,000	26,676	21.5
Food provisions	12,224	20,000	7,776	61.1
Gasoline, diesel, gas & grease	19,824	18,000	(1,824)	110.1
Grant purchases	467,726	783,478	315,752	59.7
Identification supplies	775	1,000	225	77.5
Janitorial supplies and service	23,313	20,500	(2,813)	113.7
Miscellaneous rental	13,236	-	(13,236)	0.0
Office supplies	6,024	10,000	3,976	60.2
Professional fees	88,918	105,000	16,082	84.7
Postage	-	-	-	0.0
Printing charges	3,136	10,000	6,864	31.4
Small equipment	19,372	35,401	16,029	54.7
Software maintenance	107,323	98,000	(9,323)	109.5
Subscriptions & memberships	22,630	7,000	(15,630)	323.3
Telephone service	5,177	25,500	20,323	20.3
Telephone - cellular	31,922	25,000	(6,922)	127.7
Travel & transportation	19,907	30,000	10,093	66.4
Utilities	71,165	104,000	32,835	68.4
Vehicle maintenance	5,601	8,000	2,399	70.0
Transfer to General fund	145,000	145,000	-	100.0
Transfer to EOC Vehicle Replacement fund	60,000	60,000	-	100.0
TOTAL EOC EXPENDITURES	<u>\$ 4,387,647</u>	<u>\$ 5,246,443</u>	<u>\$ 858,796</u>	83.6

REVENUES OVER/(UNDER) EXPENDITURES \$ (1,274,865) \$ -

**UNIFIED FIRE AUTHORITY
REVENUES AND EXPENDITURES - CAPITAL PROJECTS FUNDS
AS OF JUNE 30, 2020**

FIRE CAPITAL REPLACEMENT

REVENUES	<u>Total</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
Transfer from General fund	\$ 28,416	\$ 35,520	\$ 7,104	80.0
Interest income	39,951	50,000	10,049	79.9
Sale of capital assets	439,378	458,269	18,891	95.9
Sale of materials	1,600	-	(1,600)	0.0
TOTAL FIRE VEHICLE REPLACEMENT	<u>\$ 509,345</u>	<u>\$ 622,741</u>	<u>\$ 113,396</u>	81.8
EXPENDITURES	<u>Total</u>	<u>Budget</u>	<u>Unexpended</u>	<u>% of Budget</u>
Capital outlay - light fleet (financed)	\$ -	\$ -	\$ -	0.0
Capital outlay - light fleet (cash)	14,122	21,320	7,198	66.2
Capital outlay - computer equipment (financed)	(133)	30,183	30,316	-0.4
Capital outlay - station equipment (cash)	58,134	66,950	8,816	86.8
Capital outlay - building & improvements (financed)	(1,740)	-	1,740	0.0
Capital outlay - building & improvements (cash)	62,047	65,400	3,353	94.9
Noncapital equipment (cash)	250,263	250,263	-	100.0
Bank fees	-	1,575	1,575	0.0
Contribution to fund balance	-	187,050	187,050	0.0
TOTAL FIRE VEHICLE REPLACEMENT	<u>\$ 391,065</u>	<u>\$ 622,741</u>	<u>\$ 231,676</u>	62.8
REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 118,280</u>	<u>-</u>		

EOC CAPITAL REPLACEMENT

REVENUES	<u>Total</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
Transfer from EOC fund	\$ 60,000	\$ 60,000	\$ -	100.0
Appropriation of/(Contribution to) fund balance	-	176	176	0.0
TOTAL EOC VEHICLE REPLACEMENT	<u>\$ 60,000</u>	<u>\$ 60,176</u>	<u>\$ 176</u>	99.7
EXPENDITURES	<u>Total</u>	<u>Budget</u>	<u>Unexpended</u>	<u>% of Budget</u>
Capital outlay	\$ 60,176	\$ 60,176	\$ -	100.0
TOTAL EOC VEHICLE REPLACEMENT	<u>\$ 60,176</u>	<u>\$ 60,176</u>	<u>-</u>	100.0
REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ (176)</u>	<u>-</u>	<u>\$ 176</u>	

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section <i>Board Code of Ethics</i>

Relative Information: The term ethics, used in its broadest form, refers to a set of moral principles. A “Code of Ethics,” as used in this policy, refers to the general rules of conduct the Board recognizes in respect to governance of the UFA. This Code of Ethics is intended to serve as a guide for Board Members. The Board is committed to excellence in leadership and decision-making that results in the highest quality of service. It is the Board’s intent to review and re-adopt this policy annually in the month of January and for each Board Member to sign an acknowledgement that the Code of Ethics has been reviewed and committed to by the Board Member.

1. The Board will follow all regulations and laws related to the conduct of UFA business, including laws related to the ethics of public officers and employees, open meetings laws, and whistleblower protection statutes. It will also honor its own adopted policies. Knowing the law is the starting point of effective governance.
2. The Board recognizes the dignity, values, and opinions of one another, employees, and the general public. It will encourage responsiveness and effective participation in all its communications.
3. The Board recognizes its primary responsibility is the formulation and evaluation of policy and the employment of a Chief Executive Officer (Fire Chief) to administer UFA business and Chief Legal Officer (CLO) to advise on legal matters, both at the direction of the Board.
4. The Board recognizes that operational matters of the UFA should ordinarily be directed to the Fire Chief and staff.
5. The Board commits to conducting all meetings in accordance with the Utah Open Meetings Act, or successor (the Act). It recognizes that UFA business is to be conducted in public with the limited exception of specific items that may be discussed in closed session pursuant to the Act.
6. The Board will focus on issues and seek solutions that are in the best interest of the public and avoid issues of personality and/or special interests, including using any authority for personal gain or that of close friends, family, or business associates.
7. The Board, both as a body and as a group of individuals, will support decisions made by the Board. Individual Members may disagree with a certain decision but should support the position as the considered opinion of the Board. This position is not intended to restrict further consideration based on additional information but to provide for the effective continuation of UFA business.

8. The Board will work directly with the Fire Chief, CLO, and staff to obtain information and/or an enhanced understanding to improve effective decision making.
9. The Board should direct any complaint and/or issue directly to the Fire Chief or CLO as appropriate. It is the responsibility of the Fire Chief or CLO, as appropriate, to resolve the issue as may be necessary or bring the matter to the Board for full consideration.
10. Board Members, to the greatest extent possible, will forward business items to either the Board Chair or the Fire Chief for inclusion in a Board meeting agenda. The goal is to provide public notification of the issue and to allow time for the staff and other Board Members to research/consider the topic.
11. The Board recognizes it operates as a unit and that individual Board Members authority exists only as a member of the whole.
12. The Board acknowledges that policy decisions require Board action. When an individual Board Member receives a policy related question, the response must be based on established policy. The question may be brought to the full Board for further consideration. When such questions arise, the topic should be forwarded to the Board Chair, Fire Chief, and/or CLO for inclusion in a Board meeting agenda.
13. The Board recognizes effective operations require a team approach. The Board, Fire Chief, CLO, and staff members are expected to work together in a collaborative process assisting each other in the conduct of UFA business.
14. The Board recognizes the value of long-term planning and interaction with other agencies and will constantly maintain a focus on the long-term stability of the UFA to provide its services.
15. The Board will be courteous and responsive to citizen requests and will generally direct their concerns and interests to the Fire Chief or CLO as appropriate.
16. The Board, as a body and as a group of individuals, acknowledges that information and study foster good decision making and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
17. The Board acknowledges that conflict or differences of view could arise between Members and will seek effective remedies that are in the best interest of the Board and the UFA.
18. The Board will seek legal counsel when indicated and will be guided by the legal advice provided by the CLO or outside counsel if necessary.

19. The Board acknowledges that conflicts of interest may occasionally arise and that each Board member is responsible to declare such actual or potential conflicts as specified by Utah law or Board policy.
20. The Board will provide channels for individuals to speak up when they feel something isn't right or looks out of place and allow for such in a non-threatening environment, including communication directly to the Board or CLO. The Board will also 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. The Board will have a continued commitment to the integrity of this organization and further resolving issues within policies without any suppression of open dialogue and communications or actions that inhibit the performance of individuals within the UFA.
21. The Board will facilitate and support a safe work environment and alert the appropriate individuals if any Board Member believes that safety has been compromised.
22. The Board will be a steward of the public trust and maintain an environment of trust and accountability
23. The Board will comply with the Utah Public Officer and Employee Ethics Act and ensure individual accountability, including consequences for noncompliance.

Policy Statement: It is the policy of the Board of Directors to annually review and adopt this Code of Ethics policy and for each Board Member to sign an acknowledgement that the Code of Ethics has been reviewed and committed to by the Board Member.



UNIFIED FIRE AUTHORITY

MEMORANDUM

TO: UFA Board Members

FROM: CFO Tony Hill/CLO Brian Roberts

DATE: July 21, 2020

SUBJECT: COVID-19 Expenditure Reimbursements

Based on the discussion at the June 16 Board Meeting and as a follow up to our Memo of June 19, 2020 staff has been working with Salt Lake County's legal and finance teams on how UFA might best access the available CARES funding for our COVID-19 response. The County agrees that the CARES funding can be provided for the staffing and supplies costs related to COVID for fire agencies.

The County believes that the CARES funds provided to the Municipalities should be the source for reimbursement to the UFA. The County feels they have provided funds to all municipalities in Salt Lake County and expect those municipalities to address the impact to fire agencies at the local level using the CARES funds provided.

With this direction we see three options for UFA:

1. Follow the County recommendation and reimburse expenses to the UFA based on the population method used to distribute funds by the County. Each municipality would execute a sub-grant agreement with the UFA and the UFA would invoice each Municipality individually for the costs. UFA expects to spend **\$630,000** this calendar year. To date, UFA has spent **\$191,360** in personnel costs for IMT overtime and backfill for employees held out of work on COVID leave because they have tested positive or have had possible exposure to the virus. We have one pay period left for FY19/20 and are estimating expending **\$235,000** total for the fiscal year. We are also estimating about **\$80,000** in non-personnel expenditures. This includes PPE (eye protection, gowns, gloves, footwear covers, respirators, face masks, decontamination supplies, and hand sanitizer), technology upgrades for virtual meetings, and other operational costs.
2. Submit costs through the FEMA public assistance grant. UFA is eligible for up to 75% reimbursement with a 25% match.
 - a. There is a finite amount of money available that all agencies in the country can compete for. It is unknown when they will consider all the applications and we have no guarantee they will approve our request.
3. Do nothing and recoup the costs through future increases in member fees.

Option #1: Estimated total costs divided by population

<u>Municipality</u>	<u>Population</u>	<u>% of Total</u>	<u>% of Total</u>
Alta Town	378	0.09%	\$567
Brighton Town	260	0.06%	\$378
Copperton Metro Township	812	0.19%	\$1,197
Cottonwood Heights City	33,626	7.97%	\$50,216
Eagle Mountain City	34,632	8.21%	\$51,728
Emigration Metro Township	1,623	0.38%	\$2,394
Herriman City	42,981	10.18%	\$64,140
Holladay City	31,110	7.37%	\$46,436
Kearns Metro Township	35,242	8.35%	\$52,610
Magna Metro Township	27,450	6.50%	\$40,954
Midvale City	34,263	8.12%	\$51,161
Millcreek City	60,308	14.29%	\$90,036
Riverton City	44,231	10.48%	\$66,031
Salt Lake County Unincorporated	9,933	2.35%	\$14,806
Taylorsville City	59,601	14.12%	\$88,965
White City Metro Township	5,599	1.33%	\$8,380
TOTAL	422,049	100.00%	\$630,000



UNIFIED FIRE AUTHORITY

MEMORANDUM

TO: UFA Board of Directors
FROM: Assistant Chief Burchett
DATE: July 21, 2020

SUBJECT: Training Center-Ivory Homes

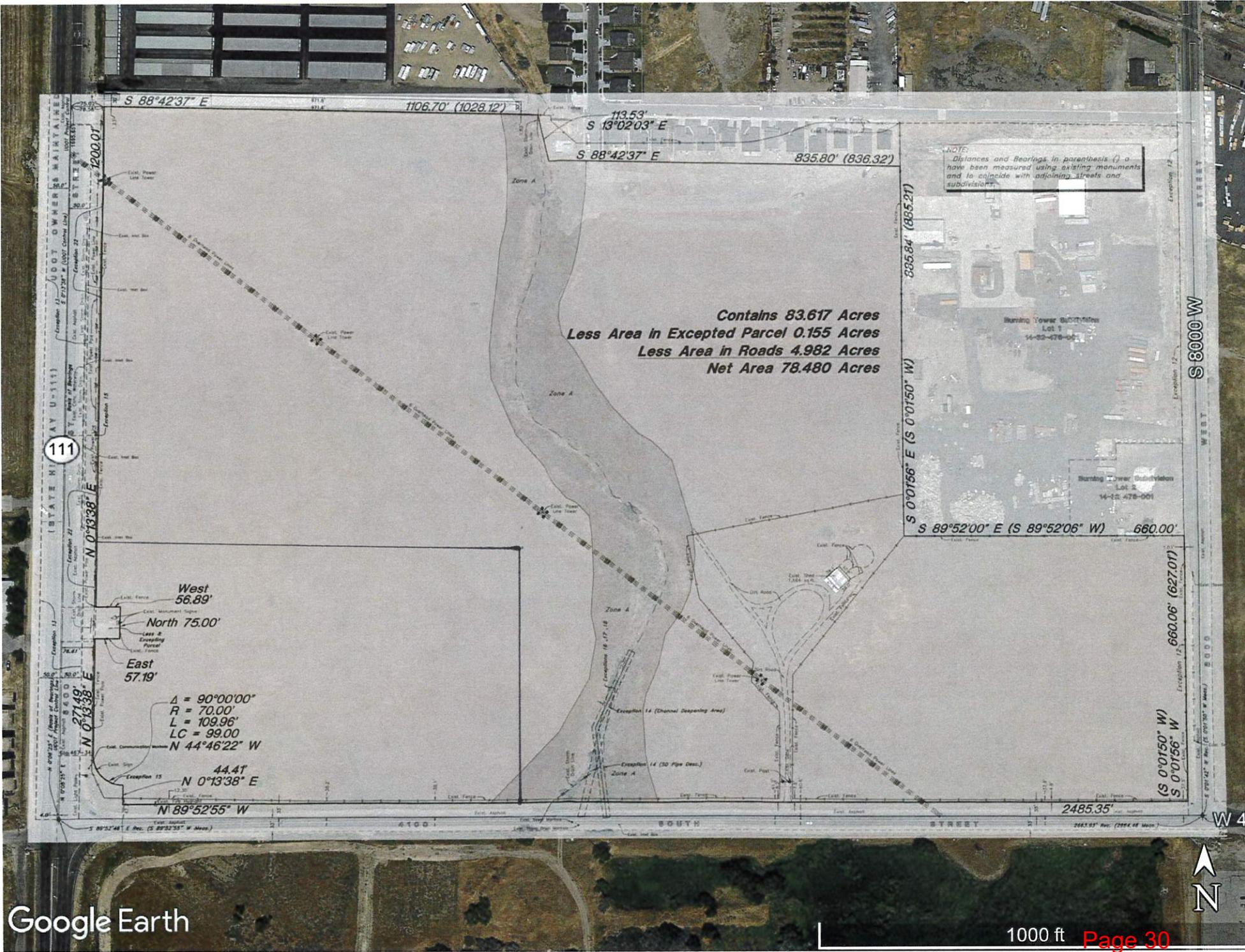
UFA was approached by Ivory Homes a few weeks ago, inquiring about a potential land swap for the Fire Training property located on 3950 S. 8000 W. in Magna. Upon pulling the deed for the property, it was found that the land was deeded to UFSA in 2009. If this property is treated in a similar fashion as the Logistics facility, it would be the financial responsibility of UFA since it directly relates to the service delivery.

Ivory Homes is in the process of purchasing the parcel of land surrounding the Training Tower from SLR Properties (LDS Church) and has plans for the development of the area.

The proposal is to address the possibility of doing a land swap with Ivory Homes to relocate the entire training facility to the corner of the proposed property (located on the corner of U-111 and 4100 S.). This would allow the facility to be isolated from residential properties and surrounded by light commercial and industrial development.

This could be a great opportunity to design and rebuild a training facility in phases over the next 5-7 years as the Capital Budget allows, that would meet the needs of UFA for many years. Currently, the Capital Budget has \$1.5 million dollars identified for Training Tower classroom and office space in the 2021-2022 budget.

This is a very preliminary discussion and there are many parties involved, but the goal is to get the conversation started so the best decisions can be made moving forward.



NOTE:
Distances and Bearings in parenthesis () have been measured using existing monuments and to coincide with adjoining streets and subdivisions.

**Contains 83.617 Acres
Less Area in Excepted Parcel 0.155 Acres
Less Area in Roads 4.982 Acres
Net Area 78.480 Acres**

S 88°42'37" E 1106.70' (1028.12')

113.53'
S 13°02'03" E
S 88°42'37" E 835.80' (836.32')

S 0°01'56" E (S 0°01'50" W) 835.84' (865.21')

S 89°52'00" E (S 89°52'06" W) 660.00'

S 8000 W

660.06' (627.01')

(S 0°01'50" W)
S 0°01'56" W

W 4'

West 56.89'
North 75.00'
East 57.19'

$\Delta = 90^{\circ}00'00"$
 $R = 70.00'$
 $L = 109.96'$
 $LC = 99.00'$
N 44°46'22" W

44.41'
N 0°13'38" E
N 89°52'55" W

111